

Agenda for Asset Management Forum Monday, 16th June, 2025, 9.30 am

Members of Asset Management Forum

Councillors: T Olive, P Arnott, P Hayward (Chair), S Hawkins and G Jung

Venue: online

Contact: Debbie Meakin;

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(or group number 01395 517546)

Friday, 6 June 2025



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- 1 Notes from the previous meeting (Pages 3 - 6)
To agree the notes from the previous meeting held on 3 March 2025.
- 2 Apologies
- 3 Declarations of interest
Guidance is available online to Councillors and co-opted members on making [declarations of interest](#)
- 4 Public speaking
Information on [public speaking](#) is available online
- 5 Matters of urgency
Information on [matters of urgency](#) is available online
- 6 Confidential/exempt item(s)
To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which officers recommend should be dealt with in this way.
- 7 Estates Team update June 2025 (Pages 7 - 10)
- 8 Property & Facilities Management update (Pages 11 - 29)
- 9 Major Projects and Programmes Team update June 2025 (Pages 30 - 32)

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Members of the public exercising their right to speak during Public Speaking will be recorded.

[Decision making and equalities](#)

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EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Asset Management Forum held online on 3 March 2025

Attendance list at end of document

The meeting started at 9.30 am and ended at 10.41 am

18 Notes from the previous meeting held on 2 December 2024

The notes of the previous meeting held on 2 December 2024 were agreed.

19 Declarations of interest

Minute 23

Cllr I Barlow: ANRI, Sidmouth Town Council member

Minute 24

Cllr O Davey, ANRI Exmouth Town Council member

Minute 26

Cllr J Brown: ANRI Honiton Town Council member

20 Public speaking

None.

21 Matters of urgency

None.

22 Confidential/exempt item(s)

There was one item which officers recommended should be dealt with in this way.

23 Major Projects and Programmes Team Update

The Corporate Lead Major Projects and Programmes' report provided a summary of the more high profile projects that the Major Projects and Programmes Team were currently involved in delivering. The projects were wide ranging, supporting the delivery of a range of Council Plan objectives. The update report included:

- Depots review
- Public toilets, Esplanade and Drill Hall, Sidmouth
- UKSPF feasibility studies, Exmouth Placemaking Plan
 - Exmouth Placemaking Plan
 - UKSPF feasibility study for Queens Drive Space and Beach Gardens
- Stalled employment sites
 - Cloakham Lawn, Axminster
 - Seaton and other sites
- Seaton Moridunum
- Clyst Meadows Country Park
- Cranbox, Cranbrook

Discussion covered:

- The initial Depots Review report was received from consultants in summer 2024 and was reported to the Recycling and Waste Future Service Member Working Group, supported by consultants, lesa. A value engineering exercise is currently underway and following a review of this, an outline business case will be prepared and reported to Cabinet. A timeline for this work will be shared with Asset Management Forum members shortly.

The Forum noted the report

24 **Estates Team Update**

The Senior Estate Surveyor's report provided an update on the areas of work the Estates Team were involved in:

- An initial expression of interest in the Community Asset Transfer had been received in respect of the Norman Lockyer Observatory and consultation had begun.
- Changes to discounts available to tenants under the Right to Buy scheme had led to a significant number of requests for valuations within a three week period – the equivalent to what was usually undertaken in two years. The team had worked hard to balance this additional work with the ongoing workload in order to provide valuations to allow housing colleagues to process the applications.
- The team had successfully agreed terms for a new letting of a unit at Manstone Workshops, Sidmouth, ensuring the site remained fully let.
- Disposal of Category B & C public toilets continued to progress with transfers to Town and Parish Councils close to completion. Two sites were to be sold at auction in April 2025 and work continued to progress lease arrangements for sites where a commercial operator had been identified.
- The overall general fund portfolio continued to perform well with very limited voids and rental growth in most areas. In the financial year to date the increase in rental income due to lease renewals, new lettings and rent reviews was £52,154.
- The team had assisted the housing service in agreeing terms for access rights and easements in respect of sewage treatment and drainage works.
- The team were in the process of undertaking a revaluation of a portion of the Council's land and building assets. The assets being revalued had a combined value of £65m - £70m and this significant piece of work was being undertaken for inclusion in the Council's financial reporting.

Discussion included:

- The business units on Salterton Road, Exmouth were nearing completion, and the team had an extensive list of those who had expressed an interest in the units. Members would have an opportunity to visit the site once the works were finished.
- Two toilet sites were due to be auctioned; Marsh Road, Seaton, and Sidford Cross. Both were non-controversial and had been closed for some years. There had been reports of antisocial behaviour and it was appropriate to dispose of them.
- The Chief Executive would liaise with the Monitoring Officer and Communications Manager to explore whether it was appropriate to delay the auction of the aforementioned toilet sites until after the 1st May County Elections due to the potential for social media commentary on the matter.
- The reported increase in rental income of £52,154 was an increase on £1.2 million, representing the asset value rather than rental value.

The Forum noted the report.

25 **Community Asset Transfer request**

The Asset Management Forum were consulted on a Community Asset Transfer (CAT) application received in respect of the public toilet building in School Lane car park, Newton Poppleford. Consultation had been undertaken with relevant council officers and the local ward member. Following consultation, a decision on whether to go to Stage 2, where Newton Poppleford Parish Council would prepare a detailed business case, would then be made by the Portfolio Holder for Economy and Assets on the basis of a report from the Assistant Director – Place, Assets and Commercialisation.

The report considered by the AMF included the:

- Council's procedure for Community Asset Transfers.
- Site detail.
- Consultation with relevant council services and ward member.

The Senior Estates Surveyor shared with the Forum the expression of interest form which had been submitted to the Council from Newton Poppleford Parish Council.

Discussion included:

- Members were supportive of disposing of the free car park at the site of the public toilet building, and officers were asked to liaise with the parish council to explore if there was interest in the car park via CAT or an extension to the current CAT.
- The Senior Estates Surveyor was asked to provide details of how many other car parks the Council had which were free, and how many toilet buildings were leased to parish councils; this information to be provided by email to Cllr Geoff Jung and the Chair.

RESOLVED: that Asset Management Forum

1. notes the report and offers its thoughts on the application, as part of the consultation process.
2. notes that following completion of this consultation, that in accordance with the Procedure, Officers will make a recommendation to the Portfolio Holder for Economy and Assets on whether the applicant should be invited to submit a business case for the site
3. notes that should the recommendation be that this application does not progress to the Business Case stage, officers will contact the Parish Council to discuss their proposals and identify whether there is scope for a collaborative approach to achieve some of their objectives set out in the EOI.

The meeting went into private session.

26 **Employment Site, Honiton**

The Development Delivery Project Manager and the Interim Project Manager's report provided the Asset Management Forum with an update on progress in regard to an allocated employment site in Honiton.

Members discussed the report at length, and asked direct questions.

The Forum noted the update and next steps.

Attendance List

Councillors present:

T Olive
P Arnott
P Hayward (Chair)
G Jung

Councillors also present (for some or all the meeting)

I Barlow
C Brown
J Brown
O Davey
M Hall
N Hookway

Officers in attendance:

Andrew Champion, Development Delivery Project Manager
Tim Child, Assistant Director Place, Assets & Commercialisation
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Rob Harrison, Senior Estates Surveyor
Alison Hayward, Project Manager Place & Prosperity
Tracy Hendren, Chief Executive
Sarah James, Democratic Services Officer
Sarah Jenkins, Democratic Services Officer
Anne Mountjoy, Growth Point Communications Officer

Councillor apologies:

S Hawkins

Chair:

Date:



Report to: Asset Management Forum

Date of Meeting 16 June 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Estates Team Update

Report summary:

The report provides an update on the areas of work the Estates Team are involved in.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Asset Management Forum note the report.

Reason for recommendation:

To ensure that members of the Asset Management Forum are informed about the work of the team and ongoing performance of the portfolio.

Officer: Rob Harrison

rharrison@eastdevon.gov.uk

01395 517498

Portfolio(s) (check which apply):

- ☒ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☐ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information n/a

Link to [Council Plan](#)

Priorities (check which apply)

- ☐ A supported and engaged community
 - ☐ Carbon neutrality and ecological recovery
 - ☒ Resilient economy that supports local business
 - ☒ Financially secure and improving quality of services
-

Report in full

1. The previously reported transfer of public toilets at Budleigh Salterton, Honiton and Colyton to the respective Town and Parish Councils were completed at the end of March. Work continues to progress lease arrangements in respect of the remaining sites where commercial operators have been identified.
2. New industrial units at Redgates in Exmouth are nearing completion at which point the developers will transfer these to the Council. In anticipation of the transfer a soft marketing exercise was undertaken which generated strong interest with 48 expressions of interest.



Upon the Units being completed to standard, the formal transfer will be able to progress with that element anticipated to take 3-4 weeks. At the same time a full marketing exercise will commence alongside wider publicity.

3. As previously reported to AMF, the team recently marketed a number of properties at Auction. Two former public toilets in Marsh Road, Seaton and Sidford Cross, Sidford which were deemed surplus following the public toilet review work and two additional properties in New Street, Honiton and land at New Way, Woodbury identified as surplus were marketed and all were successfully sold. Overall the disposals generated capital receipts of £231,000.
4. Marketing will commence shortly on a workshop unit at Salterton Workshops in Budleigh Salterton, final compliance works are underway to enable the unit to be marketed with good

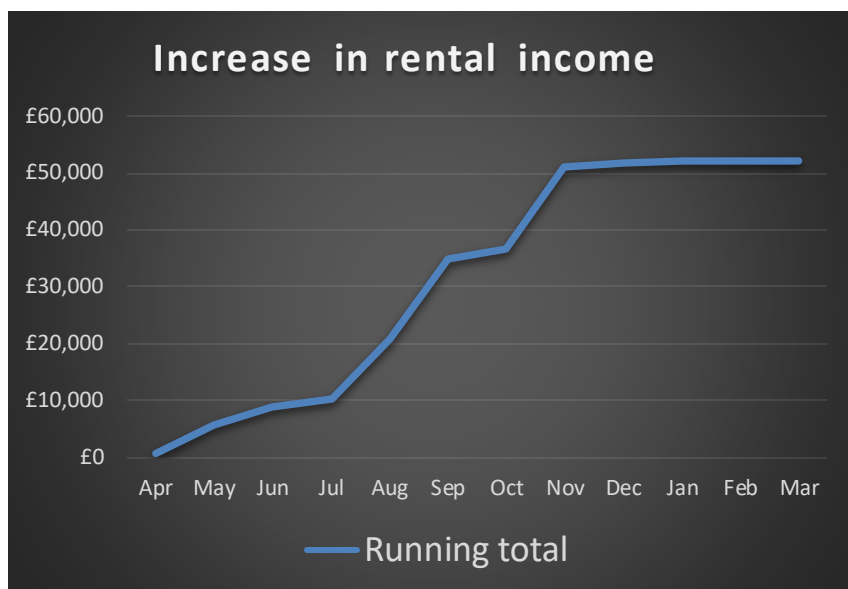
levels of interest already received through the property enquiries register. The estate is a popular one with very limited turnover and good occupancy levels.

5. The team recently completed the revaluation of a portion of the Council's land and building assets. The assets which were revalued have a combined value of £65m - £70m and the work was undertaken for inclusion in the Council's financial reporting. This was a significant piece of work which is undertaken on an annual basis.
6. The team have recently renewed a number of leases at Queens Drive space in Exmouth to ensure the food and beverage offering at this site is maintained for the coming summer.
7. Community Asset Transfer requests remain ongoing with the current position outlined in the table below.

Property	Applicant	Current position
Newton Poppleford Public Toilets	Newton Poppleford & Harpford Parish Council	Report to Portfolio Holder recommending seeking a formal business case now approved by Assistant Director and sent to Portfolio Holder for approval
Land at Allhallows, Honiton	Honiton Town Council	Discussions held with Town Council regarding more appropriate route to allowing them to manage this part of the site and awaiting response from them.
Norman Lockyer Observatory	Norman Lockyer Observatory Society	Report being considered by AMF June 2025
Seaton Cricket & Lawn Tennis Club	Seaton Cricket & Lawn Tennis Club	
Jubilee Garden & Beach Court Car Park, Beer	Beer Parish Council	Formal business case invited but not yet received.

Overall the process for Community Asset Transfers is proving slow and cumbersome with duplication along the way which makes the whole process very time and resource consuming. Since introducing the procedure there have been no applications which have proceeded to a completed transfer and hence it is acknowledged that there is a need to review process to ensure it can better achieve the Council's objectives. This will be addressed through the new Asset Management Plan.

8. Over the course of the last financial year, the team generated additional rental income through lease renewals, new lettings and rent reviews of £52,154.



Financial implications:

There are no direct financial implications resulting from the report.

Legal implications:

There are no substantive legal issues to be added to this report

Report to: Asset Management Forum

Date of Meeting: 16th June 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Property and FM Team Update Report

Report summary:

This report summarises corporate property and FM activities for the 4th quarter (Q4) of financial year 2024/25 (January to March 2025) and list the tasks for the 1st quarter (Q1) of 2025/26 (April to June 2022).

The report also provides an update on ongoing capital projects and capital bids approvals for 2025/26.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Forum

- a) Note the contents of this report

Reason for recommendation:

To ensure Members of the Forum are informed of the Property and FM activities that have taken place over the last few months and planned future activities.

Officer: Jorge Pineda-Langford – Principal Building Surveyor / Team Lead

jorge.pinedalangford@eastdevon.gov.uk 01395 571633

Portfolio(s) (check which apply):

- ☒ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☒ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information N/A

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
- ☒ Carbon neutrality and ecological recovery
- ☒ Resilient economy that supports local business
- ☒ Financially secure and improving quality of services

Report in full

1. Introduction

1.1. The Property and FM Team continues to support and fulfil the Council's responsibilities across its corporate property stock.

1.2. This report focuses on providing an update / summary on work completed during the Q4 2024/25 and of the planned works for the Q1 2025/26.

2. Planned Preventive Maintenance and Compliance

2.1. A summary of planned preventive maintenance (PPM) and compliance works undertaken during the Q4 2024-2025 (January to March 2025) is shown in the table below.

Location	PPM And Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none">• Automatic doors.• Heating and ventilation maintenance.
Axminster Millwey Rise Communal PCs.	<ul style="list-style-type: none">• Electrical Installation Condition Report (3 yearly).
Axminster Millwey Rise Unit 7.	<ul style="list-style-type: none">• Fire extinguishers.
Broadclyst Leisure Centre	<ul style="list-style-type: none">• Automatic doors.• Gas fired boilers.
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none">• Automatic doors.
Exmouth Manor Gardens PC	<ul style="list-style-type: none">• Electrical Installation Condition Report (3 yearly).
Exmouth Manor Gardens Stage	<ul style="list-style-type: none">• Stage equipment inspection.
Exmouth Pavilion	<ul style="list-style-type: none">• Emergency lighting system.
Exmouth Phear Park Lodge	<ul style="list-style-type: none">• Gas fired boilers.
Exmouth Town Hall	<ul style="list-style-type: none">• Gas fired boilers.• Fire escape stairs inspection

Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Emergency lighting system.
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> • Emergency lighting system.
Honiton Blackdown House	<ul style="list-style-type: none"> • Lifts (quarterly). • Zip boilers inspection and servicing.
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Zip boilers inspection and servicing.
Honiton Lace Walk PC	<ul style="list-style-type: none"> • Emergency lighting system.
Honiton Leisure Centre	<ul style="list-style-type: none"> • Emergency lighting system. • Gas fired boilers. • Heating and ventilation maintenance.
Honiton Swimming Pool	<ul style="list-style-type: none"> • Emergency lighting system. • Gas fired boilers. • Heating and ventilation maintenance. • Lifts (Biannually).
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Roller shutter door inspection and servicing.
Seaton Riverside Workshops 1 to 14	<ul style="list-style-type: none"> • Roller shutter door inspection and servicing.
Sidmouth Coburg Gardeners Putting Green Shed	<ul style="list-style-type: none"> • Electrical Installation Condition Report (3 yearly).
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Emergency lighting system. • Lifts (biannually). • Stage equipment inspection.
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Emergency lighting system.
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Electrical Installation Condition Report (annual). • Emergency lighting system. • Gas fired boilers. • Heating and ventilation maintenance.

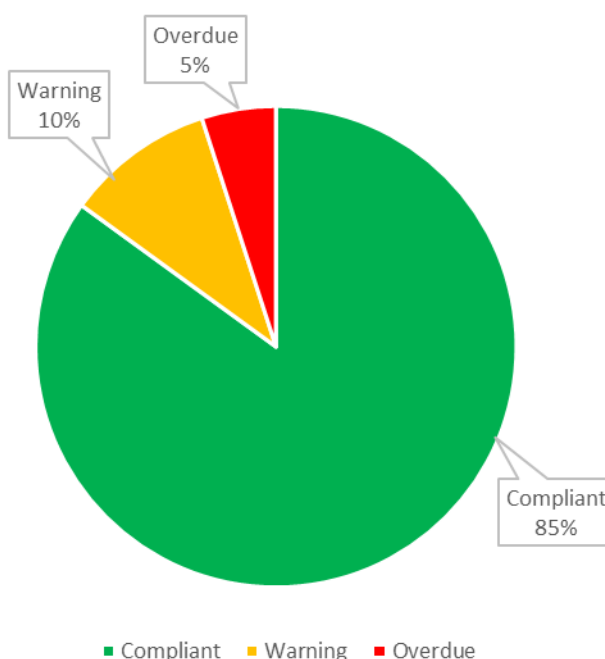
2.2. A summary of planned preventive maintenance (PPM) and compliance works planned over the Q1 2025/26 (April to June 2025) is shown in the table below.

Location	PPM and Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none"> • Ductwork inspection and cleaning. • Fire alarm system.
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Ductwork inspection and cleaning. • Fire alarm system.
Budleigh Salterton Station Road PC	<ul style="list-style-type: none"> • Emergency lighting system.
Colyton Dolphin Street Car Park PC	<ul style="list-style-type: none"> • Emergency lighting system.
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Asbestos survey (5 yearly). • CCTV. • Fire extinguishers. • Intruder alarm system.
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Ductwork inspection and cleaning.

	<ul style="list-style-type: none"> • Electrical Installation Condition Report (yearly). • Fire alarm system. • Lifts (biannually) • Pumping station inspection and servicing.
Exmouth Manor Gardens Too Shed.	<ul style="list-style-type: none"> • Intruder alarm system.
Exmouth Pavilion	<ul style="list-style-type: none"> • Asbestos survey (3 yearly). • Automatic doors. • Ductwork inspection and cleaning. • Lifts (biannually)
Exmouth Phear Park Bowling Club	<ul style="list-style-type: none"> • Asbestos survey (5 yearly).
Exmouth Town Hall	<ul style="list-style-type: none"> • Automatic doors. • Ductwork inspection and cleaning. • Intruder alarm system. • Lifts (Biannually).
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Ductwork inspection and cleaning. • Intruder alarm system.
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> • Gas fired boilers. • Intruder alarm system.
Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic doors.
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic doors. • Fire alarm system. • Gas fired boilers. • Heating and ventilation maintenance. • Intruder alarm system.
Honiton Leisure Centre	<ul style="list-style-type: none"> • Automatic doors.
Honiton Swimming Pool	<ul style="list-style-type: none"> • Automatic doors. • Pumping station inspection and servicing.
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Fire alarm system. • Gas fired boilers. • Intruder alarm system. • Lifts (biannually). • Sump pump – clean.
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Asbestos survey (5 yearly). • Automatic doors. • Ductwork inspection and cleaning. • Fire alarm system.
Sidford Changing Rooms	<ul style="list-style-type: none"> • Gas fired boilers. • Ductwork inspection and cleaning.
Sidmouth Cemetery Chapel and Store	<ul style="list-style-type: none"> • Asbestos survey (5 yearly).
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork inspection and cleaning. • Electrical Installation Condition Report (3 yearly).
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Asbestos survey (2 yearly).
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Fire alarm system. • Intruder alarm system.
Sidmouth Market Place PC	<ul style="list-style-type: none"> • Asbestos survey (5 yearly).
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Emergency lighting system.

2.3. The current status of compliance and PPM work is shown below.

Compliance and Planned Maintenance
(Status - 05/06/2025)



Previous report figures:
Compliant 91%, Warning 8%, Overdue 4%.

- Compliant: More than 30 days to due date.
- Warning: Within 30 days to due date and 13 days past due date.
- Overdue: More than 14 days past due date (Overdue figures include work that may have already been undertaken but paperwork/certification is still to be issued/received).
- Key Performance Indicator: Overdue figure must not exceed 10%.

2.4. Other works not listed above, completed, planned or ongoing over Q4 2024/25 and Q1 2025/26.

Location	Works	Status
Axminster Millway Rise Workshops, Unit 5B	Condition report.	Completed Q1 2025/26
Axminster Millway Rise Workshops, Unit 5B	Insurance works.	Ongoing Q1/Q2 2025/26
Budleigh Salterton Workshops, Unit 2 and 3	Post tenancy repairs and alterations, electrical safety works	Completed Q1 2025/26
Colyford Former Depot	Fence repairs.	Completed Q1 2025/26
Exmouth Camperdown Depot	Drainage works.	Completed Q1 2025/26
Exmouth Foxholes Chalets	Repairs to retaining slabs	Completed Q1 2025/26

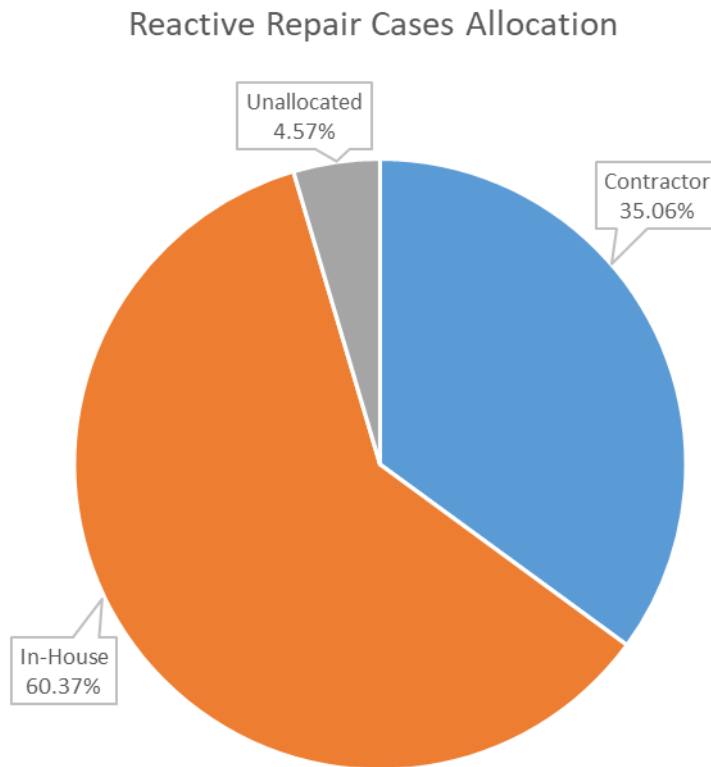
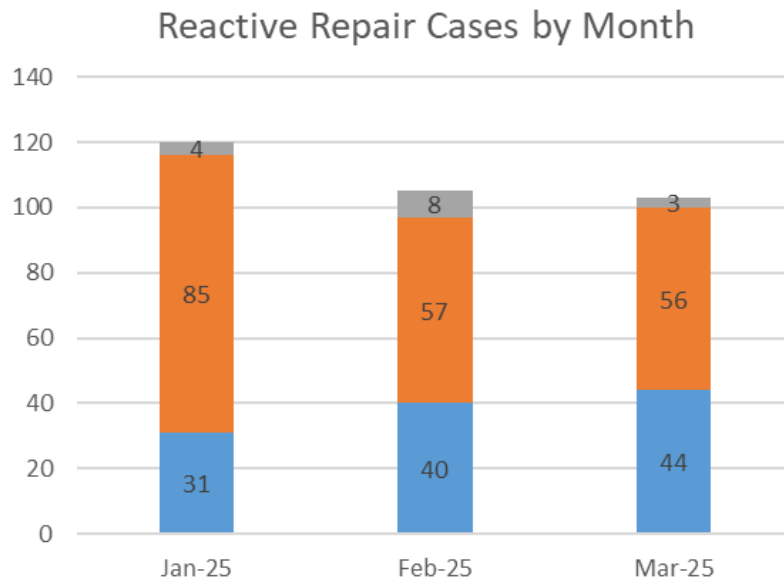
Location	Works	Status
Exmouth Ocean	Gutter and valley gutter repairs.	Completed Q1 2025/26
Exmouth Ocean	Repairs to storm damaged high-level cladding.	Completed Q4 2024/25
Exmouth Ocean	Repairs to storm damaged high-level cladding.	Completed Q4 2025/26
Exmouth Ocean	Repairs to slabs.	Completed Q1 2024/25
Exmouth Ocean	Water proofing works to small terrace.	Completed Q1 2025/26
Exmouth Phear Park Depot	Drainage repairs	Completed Q1 2025/26
Exmouth Phear Park Lodge	Repairs to chimney	On going Q1/Q2 2025/26
Exmouth Phear Park Lodge	Gate post replacement	Completed Q4 2024/25
Exmouth Queen Drive Space	Bar repairs and alterations, CCTV, intruder alarm installation, repairs to festoon lighting and new bins installation.	Completed Q1 2025/26
Exmouth Town Hall	Lift repairs.	Completed Q1 2025/26
Exmouth Withycombe Changing Rooms	Septic tank inspection and repairs	On going Q1/Q2 2025/26
Honiton East Devon Business	Repairs to high level windows opening mechanism.	Completed Q1 2024/25
Honiton East Devon Business Centre Office 7	Carpet replacement.	Completed Q4 2025/26
Honiton Leisure Centre	EICR Remedials.	Completed Q1 2025/26
Honiton Swimming Pool	EICR Remedials.	Completed Q1 2025/26
Ottery St Mary Leisure Centre	EICR Remedials.	Completed Q4 2024/25
Ottery St Mary Leisure Centre	Flooring repairs.	On going Q1/Q2 2025/26
Seaton Moridunum Former PC	Structural propping.	Completed Q1 2025/26
Seaton Riverside Workshops, Units 3 and 14	Schedule of condition and Dilapidation report.	Completed Q1 2025/26
Seaton Seafeld Garden Clock Tower	Clock mechanism replacement.	Planned Q1/Q2 2025/26

Location	Works	Status
Sidford Changing Rooms	Entrance door replacement.	Completed Q1 2025/26
Sidmouth Connaught Gardens	Vandalism repairs to roof, insurance works.	Ongoing Q1/Q2 2025/26
Sidmouth Connaught Gardens Tower Café	Drainage repairs.	On going Q1/Q2 2025/26
Sidmouth Connaught Gardens Tower Café Clock	Clock mechanism replacement.	Planned Q1/Q2 2025/26
Sidmouth Jacobs Ladder Beach Huts	Pre-season repairs and redecorations.	Completed Q4 2024/25
Sidmouth Leisure Centre	EICR Remedials.	Completed Q1 2025/26
Sidmouth Leisure Centre	Gym door replacement.	On going Q1/Q2 2025/26
Sidmouth Manstone Workshops Unit 1	Schedule of condition.	Completed Q4 2024/25
Sidmouth Norman Lockyer Observatory	Planetarium dome roof resealing.	Completed Q4 2024/25
Sidmouth Swimming Pool	Poolside store flooring replacement.	On going Q2 2025/26

3. Reactive Maintenance

3.1. A summary of reactive jobs by property and allocation for the Q4 2025/26 is shown below.

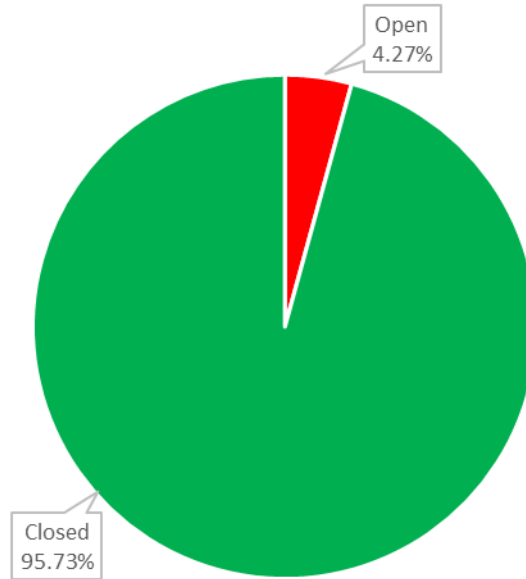
Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Jan-25	31	85	4	120
Feb-25	40	57	8	105
Mar-25	44	56	3	103
Total	115	198	15	328
% by allocation	35.06%	60.37%	4.57%	100.00%



Last report's figures:
In House 60%, Contractor 34.34%, Unallocated 5.18.

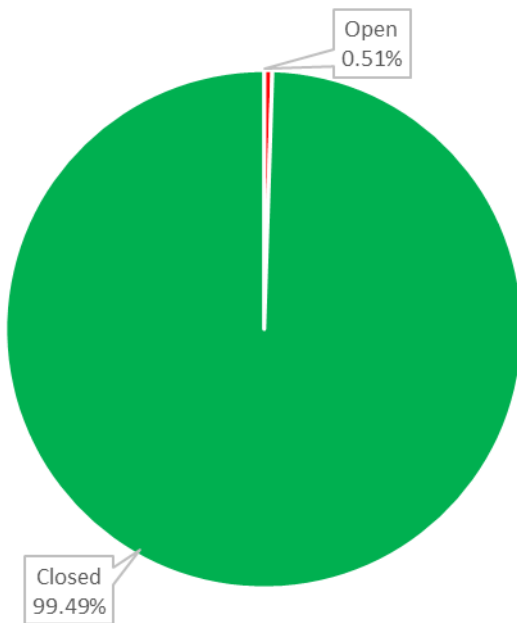
3.2. The status of reactive work for the Q4 2024/25 is shown.

Reactive Repair Cases Status



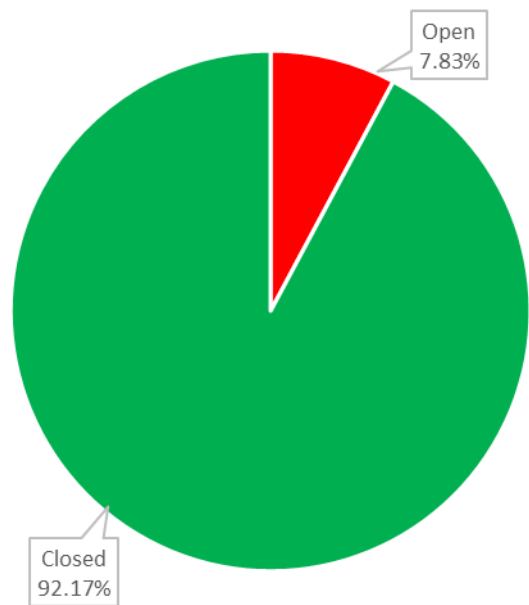
Last report's figures:
Closed 91.36%, Open 8.64.

Reactive Repair Cases Status (In-house)



Last report's figures:
Closed 98.93%, Open 1.07%

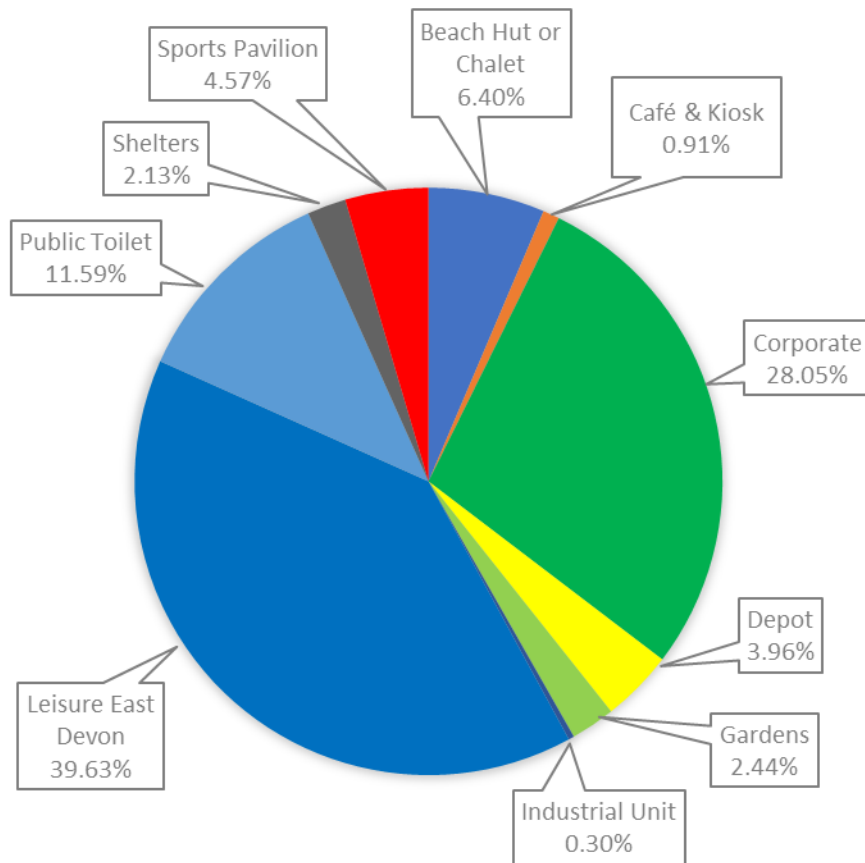
Reactive Repair Cases Status (Contractors)



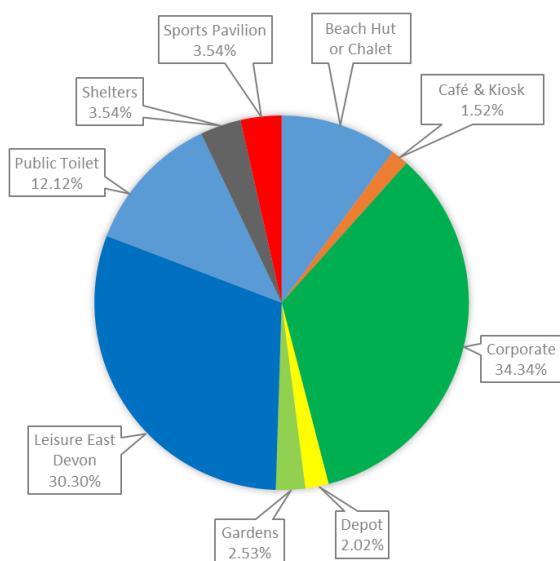
Last report's figures:
Closed 79.87%, Open 20.13%

3.3. The distribution of reactive work by Asset type and allocation for Q4 2024/25 is shown in the charts below.

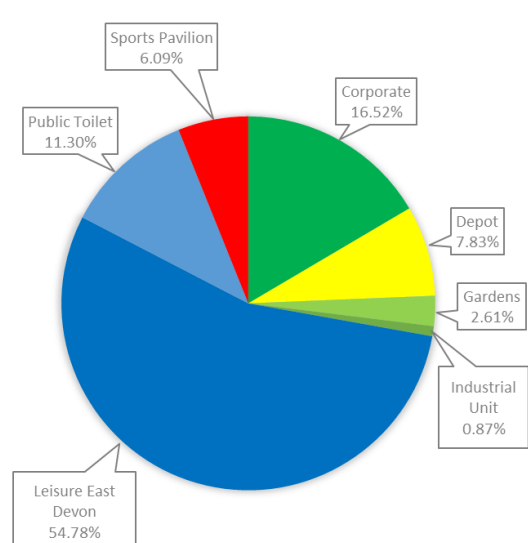
Reactive Repairs Cases by Asset Type
(All Cases)



Reactive Repairs Cases by Asset Type
(In-House)



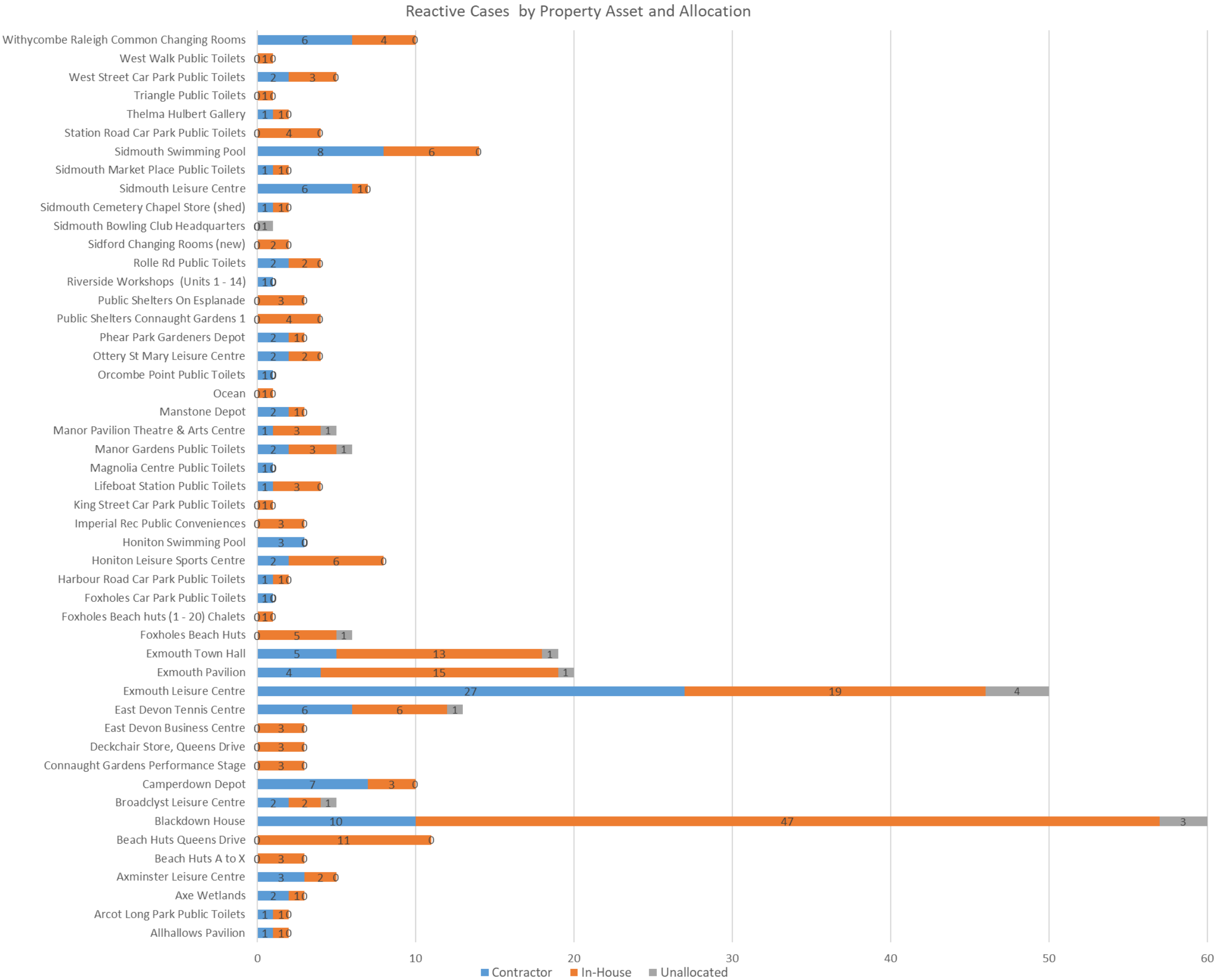
Reactive Repairs Cases by Asset Type
(Contractors)



Worth noting:

- Reactive work on LED managed assets was 39.63% (last report 39.91%) of the total work, a 0.55% reduction for the term.
- Reactive work by contractors on LED managed properties was 54.78% (last report 55.06%), a 0.28% reduction for the term.
- Most of the reactive work by the In-house Team is in corporate properties, 34.34% (last report 31.90%), a 2.44% increase for the term.

3.4. The distribution of reactive work by property and allocation for Q4 2024/25 is shown in the chart below.



4. Summary of live capital projects

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
Refurbishment and improvement works.	2024/25	Exmouth Pavilion	£780,000.00	2025/26	Phase 1, Completed. Phase 2, Contractor appointed work to start July 2025.
Roof Replacement.	2022/23	Broadclyst LC	£575,575.00	2023/24	Completed, defect period.
		Ottery St Mary LC		2022/23	Completed, defect period
FRA remedial works.	2022/23	Axminster LC	£431,000.00	2023/24	All tendered.
		Broadclyst LC		2023/24	Prioritising work to fire alarm and emergency lighting systems: Axminster LC, complete Broadclyst LC, complete Ottery St Mary LC, complete, Colyton LC, complete Honiton LC, complete Sidmouth LC, complete. Exmouth Pavilion, complete East Devon Tennis Centre, complete
		Colyton LC		2023/24	
		Exmouth East Devon Tennis Centre		2023/24	
		Exmouth LC		2023/24	
		Exmouth Pavilion		2023/24	
		Honiton LC		2023/24	
		Honiton Swimming Pool		2023/24	
		Ottery St Mary LC		2023/24	Compartmentation element to be reviewed and adjusted to budget.
		Sidmouth LC		2023/24	
		Sidmouth Swimming Pool		2023/24	
Floor repairs and replacement.	2022/23	Axminster LC	£364,550.00	2022/23	Completed.
		Exmouth LC		2024/25	Completed.
		Honiton LC		2022/23	Completed.
		Ottery St Mary LC – Dance Studio		2022/23	Completed.
		Sidmouth LC		2024/25	Completed.

		Broadclyst LC		2024/25	Completed.
Extractor fans, AC, AHU upgrades and refurbishment.	2022/23	Axminster LC	£172,500.00	2025/26	Contractor appointed, on going.
		Colyton LC		2025/26	Contractor appointed, on going.
		Exmouth East Devon Tennis Centre		2025/26	Contractor appointed, on going.
		Exmouth LC		2025/26	Contractor appointed, on going.
		Exmouth Pavilion		2025/26	Contractor appointed, on going.
		Honiton LC		2025/26	Contractor appointed, on going.
		Ottery St Mary LC		2023/24	Completed.
		Sidmouth Swimming Pool		2025/26	Contractor appointed, on going.
FRA Works.	2022/23	Various Corporate Sites	£104,000.00	2025/26	All tendered. Prioritising work to fire alarm and emergency lighting systems. Manor Pavilion, completed.
Roof replacement over courts 1-4.	2024/25	Exmouth East Devon Tennis Centre.	£812,500.00	2024/25	Completed, defects period.
Surface water drainage improvements.	2023/24	Honiton Leisure Centre.	£25,500.00	2025/26	Detail design Completed. Some work undertaken, but the bulk of the work needed cannot be afforded. New capital bid to be made.
Beach hut replacement.	2023/24	Sidmouth Jacobs Ladder Beach Huts.	£240,000.00	2026/27	Consultant appointed. Planning application being prepared.
Public Toilet Investment Programme (including Changing Places)	2021/22	General	£3,342,000.00	2024/25 – 2025/26	Phase 1 nearly complete.
		Axminster West Street Car Park Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Budleigh Salterton Cliff Path (West End / Steamer) Public Toilets		TBC	Concept design nearly complete, next steps planning application.

		Budleigh Salterton East End (Lime Kiln) Public Toilets (Changing Places)		2024/25	Delayed, estimated completion June 2025.
		Beer Jubilee Gardens Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Exmouth Foxholes Car Park Public Toilets (Changing Places)		2024/25	Delayed, estimated completion July 2025.
		Exmouth Magnolia Centre (London Inn) Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Exmouth Manor Gardens Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Exmouth Phear Park		TBC	Concept design nearly complete, next steps planning application.
		Exmouth Queens Drive Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Honiton Lace Walk Public Toilets		2024/25	Delayed, estimated completion June 2025.
		Seaton West Walk Public Toilets (Changing Places)		2024/25	Delayed, estimated completion July 2025.
		Sidmouth Connaught Gardens Public Toilet		TBC	Concept design nearly complete, next steps planning application.
		Sidmouth Triangle Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Sidmouth Ham West Carpark - Changing Places only.			Aborted, planning application refused.
		Sidmouth Market Place Toilets		TBC	Concept design nearly complete, next steps planning application.
Roof Replacement.	2024/25	Exmouth Pavilion	£509,000.00	2025/26	Tendered, contractor appointed. Works to start Sept 2025.

Internal Decorations and Refurbishment.	2024/25	Manor Pavilion	£265,000.00	2025/26	Phase 1 completed. Phase 2 tendered, contractor to be appointed.
Internal Decorations and Refurbishment.	2024/25	Thelma Hulbert internal decoration and refurbishment	£68,000.00	2025/26	Completed, defects period.
Water quality monitoring.	2024/25	Various EDDC Swim Pools	£26,000.00	2024/25	Completed.
Boiler Replacement / Decarbonisation.	2024/25	Withycombe changing rooms	£113,500.00	2025/26	Consultants to be appointed.
Electrical remedial works.	2025/26	Exmouth the Pavilion Theatre	£34,500.00	2025/26	To be tendered.
Flooring works.	2025/26	Ottery St Mary Leisure Centre and Honiton Leisure Centre	£72,500.00	2025/26	Tendered, contractors to be appointed.
UV filtering systems works.	2025/26	Swimming Pools (Exmouth, Honiton and Sidmouth)	£88,500.00	2025/26	To be tendered.
Terrace Paving works.	2025/26	Exmouth Ocean	£55,500.00	2025/26	To be tendered.
Roof replacement, ductwork, and structural works.	2025/26	Sidmouth Manor Pavilion Theatre	£176,500.00	2026/27	To be tendered.
Swimming pool underwater works	2025/26	Swimming Pools (Exmouth, Honiton and Sidmouth)	£60,000.00	2025/26	To be Tendered.
External decorations and repairs.	2025/26	Various Corporate Properties	£460,500.00	2025 - 2027	Phase 1 tendered. Contractor to be appointed.
Internal decorations, repairs, and refurbishment.	2025/26	Various LED Operated Buildings	£67,000.00	2025/26	Tendered, contractor to be appointed.

5. SWAP Corporate Property Health & Safety Audit Action Plan

5.1. SWAP completed a Corporate Property Health & Safety Audit in late November 2024, focusing on Health and Safety and Compliance. Whilst some minor issues were identified, the audit reported "...a generally sound system of governance, risk management and control...". SWAP considered the teams activity in this respect to have "...a low organisational risk and potential impact.

5.2. Whilst the issues identified and action plan are advisory only, the team committed to address each finding by June 2025. Progress of the action plan is shown below:

Action	Priority (1 to 3)	Completion target	Status
To amend frequency for fire alarm maintenance inspections	3	June 2025	Completed.
Obtaining evidence of contractor's competence.	3	June 2025	On going. Evidence will be documented as contracts get renewed.
Management Plans (policies) to be reviewed and updated. Four plans/ policies to be updated Asbestos, Fire Safety, Gas Safety and Electrical Safety.	3	June 2025	On going. Estimated completion July 2025.
Formally adopting Key Performance Indicators by incorporating them into the management plans.	3	June 2025	On going, will be included in the management plans when updated.

Financial implications:

There are no financial implications identified in this report and works are within existing approved budgets.

Legal implications:

There is no direct comment to be made in relation to this update report, each and any individual issue will need to be considered as it arises.



Report to: Asset Management Forum

Date of Meeting 16 June 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

PAC Service Major Projects & Programmes Team Update

Report summary:

The report provides a summary of the more high-profile projects that the Major Projects & Programmes Team are currently involved in delivering.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Asset Management Forum note the contents of this report.

Reason for recommendation:

To ensure that members of the Asset Management Forum are informed about projects and programmes that are currently being progressed by the team.

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Portfolio(s) (check which apply):

- ☒ Assets and Economy
- ☐ Communications and Democracy
- ☒ Council, Corporate and External Engagement
- ☒ Culture, Leisure, Sport and Tourism
- ☒ Environment - Nature and Climate
- ☐ Environment - Operational
- ☐ Finance
- ☒ Place, Infrastructure and Strategic Planning
- ☒ Sustainable Homes and Communities

Equalities impact Low Impact

Climate change Low Impact

Risk: Medium Risk; Projects which involve considering the future uses of council owned assets involves a level of risk be it financial or reputational. These would be reported to cabinet at the relevant time when recommendations are being made to take a project forward for delivery.

Links to background information n/a

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
 - ☒ Carbon neutrality and ecological recovery
 - ☒ Resilient economy that supports local business
 - ☒ Financially secure and improving quality of services
-

1. This report provides an overview of work currently being undertaken by the Major Projects and Programmes team. The projects are wide ranging, supporting the delivery of a range of Council Plan priorities.

2. Depots Review

2.1. The Place, Assets and Commercialisation Service are leading on a project to review the Council's operational depot properties. The Council's Streetscene and Recycling and Waste Services need operational depot facilities that are fit for purpose, able to support service, operations and fleet decarbonisation and in locations that optimise service delivery, resilience and business continuity.

2.2. An Outline Business Case is currently being finalised. This will be reported to Cabinet in September. This reviews the various options identified and identifies a preferred option, along with high level costs. The OBC will be considered by EDDC Cabinet in September 2025.

3. Exmouth Placemaking Plan (EPP)

3.1. Work to review the EPP is underway with WSP. Workshops with officers at DCC and EDDC have concluded. Workshop sessions are now being planned with members to agree long term and short-term objectives. It is the intention that the EPP will be aspirational but identify a suite of projects that are deliverable in the next 3 years.

3.2. A final version of the EPP will be considered by the PETS group, before a public consultation. The current timetable for this work is that the EPP will be adopted by Autumn 2025.

4. Stalled Employment Sites

4.1. A multidisciplinary project team has been assembled to review delivery options for sites in Axminster, Honiton and Seaton.

Cloakham Lane, Axminster

4.2. EDDC are continuing to work with the legal and planning team with the land transfer from Bovis Homes (due under S.106 contribution from the Cloakham Lawns development).

4.3. A Project Initiation Document (PID) for the site is currently being finalised. A brief to undertake a high-level feasibility for the site is being prepared, along with a programme for completing this work. This will be presented to the next AMF meeting.

Seaton Sites

4.4. Options for supporting delivery of the Seaton sites are currently being reviewed. A report will be prepared for Cabinet.

Hayne Lane

4.5. An update on this report is provided in a separate report to subsequent meeting.

5. Clyst Meadows Country Park

5.1. Following Planning consent being granted in December 2024 work has continued to discharge planning conditions and undertake initial enabling works.

5.2. The detailed design of the site has been prepared and tender documents finalised. With the procurement documents issued after Strategic Planning Committee approved funding.

6. Cranbox, Cranbrook

6.1. Cranbox is a modular development in Cranbrook town centre. The scheme has funding from the Devon & Torbay Net Zero Capital Programme.

6.2. Work is ongoing to secure the TC2 land, as required by a Cranbrook S.106 agreement. Issues regarding the transfer are slowly being resolved and EDDC are seeking to have the transfer completed by end of June 2025.

6.3. A planning application for the scheme has been submitted to EDDC. This will be considered by Planning Committee in Summer 2025.

6.4. A tender pack has been prepared for the scheme, and this was issued in late May 2025.

Financial implications:

This is an update report with no new financial implications to highlight. The work programme could have significant financial implications such as the Depot Review, but separate reports and member consideration will be required going forward on these items.

Legal implications:

There is no direct comment to be made in relation to this update report, each and any individual issue will need to be considered as it arises.