

Agenda for Asset Management Forum Monday, 29th September, 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, 19 September 2025



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Blackdown House
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- 1 Notes from the previous meeting held on 16 June 2025 (Pages 3 - 5)
 - 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 is **one** item which officers recommend should be dealt with in this way.
 - 7 Property and FM Team update (Pages 6 - 23)
 - 8 Estate Team update (Pages 24 - 27)
 - 9 Placemaking and Major Projects Team update (Pages 28 - 31)
- Part B**
- 10 Hayne Lane, Honiton (Pages 32 - 39)

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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 16 June 2025

Attendance list at end of document

The meeting started at 9.30 am and ended at 10.10 am

1 Notes from the previous meeting

The notes from the previous meeting held on 3 March 2025 were agreed.

2 Declarations of interest

Minute 6 and 7

Cllr Hookway; ANRI; Devon County Councillor and member of Exmouth Town Council

Cllr Barlow; ANRI; Member of Sidmouth Town Council

Cllr Heath; ANRI; Member of Beer Parish Council.

Cllr Davey; ANRI; Member of Exmouth Town Council

3 Public speaking

None.

4 Matters of urgency

None.

5 Confidential/exempt item(s)

None.

6 Estates Team update June 2025

The report set out the following update:

- Transfer of public toilets to Parish and Town Council's at Budleigh Salterton, Honiton and Colyton reached completion at the end of March 2025 as planned;
- New industrial units at Redgates in Exmouth are nearing completion; 48 expressions of interest had come forward following soft marketing of the sites. Following handover, units will be formally marketed;
- Marketed and successfully sold sites of former toilets in Marsh Road Seaton and Sidford Cross, Sidford Also sold two properties, one at New Street Honiton and the other being land at New Way, Woodbury. These disposals generated capital receipts of £231,000;
- Annual Asset Revaluations have successfully taken place on a number of assets as part of the annual review;
- Renewed leases at Queens Drive to ensure food and beverage offering at this site for the coming summer. Positive feedback from tenants in respect of the new bar and the vibrancy this is generating;
- Updated information on community asset transfer applications;
- Generated additional rental income through lease renewals, new lettings and rent reviews, of £52,154.

Questions included:

- Clarification on Redgates units – There were four units in total which had already been soft marketed and shown considerable interest; active marketing could not commence until a definite date is fixed for transfer of these units to the Council;
- Brook Road toilet block in Budleigh Salterton was currently under review to bring forward options for consideration, including considering both planning and operational requirements;
- Overview Committee were scheduled to be undertaking a spotlight session on public toilets on 15th July 2025. Members were informed that new toilets at Budleigh Salterton and Lace Walk, Honiton had re-opened that day. The Budleigh Salterton site had included an adult changing places facility;
- A request was made for a letter to the Clerk of Beer Parish Council on a response to their proposals for a CAT business case.

The report was noted.

7 Property & Facilities Management update

The report set out the activities of the Property and FM Team for January to March 2025, and the schedule of tasks for the first quarter of 2025/26. The forum considered the comprehensive detail of planned preventative maintenance and compliance works undertaken.

The advisory issues identified by the SWAP audit of November 2024 were also listed with status updated.

Questions included:

- Seeking clarification on the budget spend on the 14 toilet premises identified for investment.. The spend so far had reached approximately £1.5m of the £3.1m allocated, there was an expectation that inflation on building costs would impact the final spend with an additional budget request needing to be made for the final phases; however the larger projects had been undertaken first with the remaining toilets being smaller projects hence the disproportionately large spend to date;
- In response to a question on the Exmouth Tennis Centre roof, the works had been completed under budget; the remainder of the budget would now be applied to another section that joined the textile roof over courts 5 and 6.

The report was noted.

8 Major Projects and Programmes Team update June 2025

The report set out a summary of the major projects that the team were currently involved in delivering:

- Depots review
- Exmouth Placemaking Plan
- Stalled employment sites
- Clyst meadows country Park
- Cranbox, Cranbrook

There were no questions raised by Members on the report.

Attendance List

Councillors present:

T Olive
P Arnott
P Hayward (Chair)
S Hawkins
G Jung

Councillors also present (for some or all the meeting)

I Barlow
C Brown
O Davey
P Faithfull
C Fitzgerald
J Heath
N Hookway
J Loudoun

Officers in attendance:

Tim Child, Assistant Director Place, Assets & Commercialisation
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Rob Harrison, Senior Estates Surveyor
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM
Debbie Meakin, Democratic Services Officer

Chair

Date:

Report to: Asset Management Forum

Date of Meeting: 29th September 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 1st quarter (Q1) of financial year 2025/26 (April to June 2025) and list the tasks for the 2nd quarter (Q2) of 2025/26 (July to September 2025).

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 Q1 2025/26 and of the planned works for the Q2 2025/26.

2. Planned Preventive Maintenance and Compliance

2.1. A summary of planned preventive maintenance (PPM) and compliance works undertaken during the Q1 2025/2026 (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• Gas Fired Boilers• Emergency Lighting System• Fire Alarm System• Thermostatic Mixing Valves (Showers etc)
Axminster West Street PC	<ul style="list-style-type: none">• Emergency Lighting System
Broadclyst Leisure Centre	<ul style="list-style-type: none">• Automatic Doors• Gas Fired Boilers• Ductwork• Fire Alarm System
Exmouth Camperdown Depot	<ul style="list-style-type: none">• CCTV• Intruder Alarm• Fire Extinguishers• Asbestos Survey 5 Yearly
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none">• Ductwork• Emergency Lighting System• Heating and Ventilation Maintenance

Exmouth Foxholes Car Park PC	<ul style="list-style-type: none"> • Emergency Lighting System • Bottle Filler Water Test
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Pumping Stations • Gas Fired Boilers • Electrical - Fixed Wiring (Annual) • Fire Alarm System • Lifts (Biannually) • Pool Plant Maintenance • Heating and Ventilation Maintenance • Thermostatic Mixing Valves (Showers etc)
Exmouth Manor Gardens PC	<ul style="list-style-type: none"> • Emergency Lighting System
Exmouth Manor Gardens Tool Shed	<ul style="list-style-type: none"> • Intruder Alarm • Fire Extinguishers
Exmouth Ocean Building	<ul style="list-style-type: none"> • Doors And Shutters
Exmouth Pavilion	<ul style="list-style-type: none"> • Asbestos Survey 3 Yearly • Ductwork • Automatic Doors • Lifts (Biannually) • Thermostatic Mixing Valves (Showers etc)
Exmouth Phear Park Bowling Club	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly
Exmouth Phear Park Gardeners Depot	<ul style="list-style-type: none"> • Fire Extinguishers
Exmouth Queens Drive PC	<ul style="list-style-type: none"> • Emergency Lighting System
Exmouth Queens Drive Space Bar	<ul style="list-style-type: none"> • Fire Extinguishers
Exmouth Town Hall	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Electrical - Pat Test • Intruder Alarm • Lifts (Biannually) • Thermostatic Mixing Valves (Showers etc)
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Ductwork • Intruder Alarm • Fire Alarm System • Fire Extinguishers
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> • Gas Fired Boilers • Intruder Alarm
Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic Doors • Gas Fired Boilers • Ductwork • Emergency Lighting System • Generator • Lifts (Quarterly) • Electrical - Pat Test

Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic Doors • Gas Fired Boilers • Ductwork • Intruder Alarm • Fire Alarm System • Asbestos Survey 5 Yearly
Honiton Leisure Centre	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Automatic Doors • Ductwork • Electrical - Fixed Wiring (3 Years) • Thermostatic Mixing Valves (Showers etc)
Honiton Swimming Pool	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Automatic Doors • Gas Fired Boilers • Pumping Stations • Pool Plant Maintenance • Lifts (Biannually) • Ductwork • Heating and Ventilation Maintenance
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Gas Fired Boilers • Intruder Alarm • Fire Alarm System • Lifts (Biannually) • Heating and Ventilation Maintenance • Sump Pump - Clean
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Ductwork • Emergency Lighting System • Fire Alarm System • Automatic Doors
Seaton West Walk Pc	<ul style="list-style-type: none"> • Pumping Stations • Ductwork
Sidford Changing Rooms	<ul style="list-style-type: none"> • Gas Fired Boilers • Ductwork • Emergency Lighting System • Fire Alarm System • Fire Extinguishers
Sidmouth Cemetery Chapel and Store	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Fire Extinguishers
Sidmouth Coburg Gardeners Groundsman Shed	<ul style="list-style-type: none"> • Fire Extinguishers
Sidmouth Connaught Gardens Gardeners Store	<ul style="list-style-type: none"> • Fire Extinguishers
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Gas Fired Boilers • Electrical - Fixed Wiring (3 Years) • Thermostatic Mixing Valves (Showers Etc)

Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Asbestos Survey 2 Yearly • Fire Extinguishers • Thermostatic Mixing Valves (Showers Etc)
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Fire Alarm System • Fire Extinguishers • Intruder Alarm
Sidmouth Market	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly
Sidmouth Market PC	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Pool Plant Maintenance • Thermostatic Mixing Valves (Showers Etc)

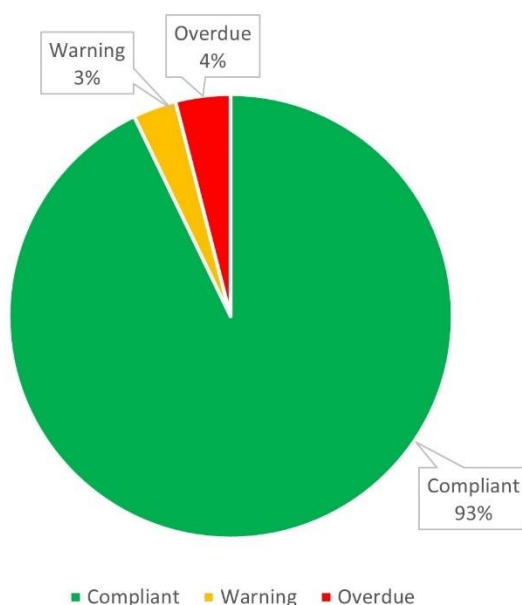
2.2. A summary of planned preventive maintenance (PPM) and compliance works planned over the Q2 2025/26 (July to September 2025) is shown in the table below.

Location	PPM and Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none"> • Heating and Ventilation Maintenance
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Lightning Conductor
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Roller Shutter Door • Fire Risk Assessment (External) • Electrical - Pat Test
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Automatic Doors • Lightning Conductor • Thermostatic Mixing Valves (Showers etc)
Exmouth Pavilion	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance • Stage Equipment Inspection
Exmouth Town Hall	<ul style="list-style-type: none"> • Lightning Conductor • Heating And Ventilation Maintenance • Fire Risk Assessment (External)
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance • Electrical - Pat Test
Honiton Blackdown House	<ul style="list-style-type: none"> • Lightning Conductor • Heating And Ventilation Maintenance • Fire Risk Assessment (External)
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Lightning Conductor • Heating And Ventilation Maintenance • Thermostatic Mixing Valves (Showers etc) • Fire Risk Assessment (External)
Honiton Leisure Centre	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Thermostatic Mixing Valves (Showers Etc) • Fire Risk Assessment (External)
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Lightning Conductor • Thermostatic Mixing Valves (Showers Etc)

Seaton Axe Valley Wetland Centre	<ul style="list-style-type: none"> • Fire Risk Assessment (External)
Sidford Changing Rooms	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance • Thermostatic Mixing Valves (Showers Etc)
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance • Zip Boilers • Fire Risk Assessment (External) • Thermostatic Mixing Valves (Showers Etc)
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Fire Risk Assessment (External) • Roller Shutter Door • Heating And Ventilation Maintenance
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Lightning Conductor • Heating And Ventilation Maintenance

2.3. Compliance and PPM work status at the end of Q1 is shown below.

Compliance and Planned Maintenance
(Status - 03/07/2025)



Previous report figures:
Compliant 85%, Warning 10%, Overdue 5%.

- 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 Q1 and Q2 2025/26.

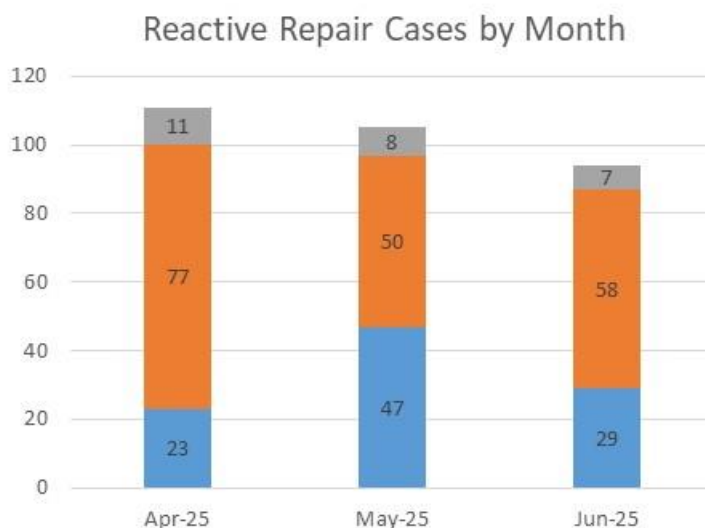
Location	Works	Status
Axminster Millway Rise Workshops, Unit 5B	Insurance works.	Ongoing Q1/Q2 2025/26

Location	Works	Status
Exmouth Town Hall	Lift repairs.	On going Q1/Q2 2025/26
Exmouth Withycombe Changing Rooms	Septic tank inspection and repairs	Completed Q1 2025/26
Ottery St Mary Leisure Centre	Flooring repairs.	Completed Q1 2025/26
Seaton Seafield Garden Clock Tower	Clock mechanism replacement.	Completed Q1 2025/26
Sidmouth Connaught Gardens	Vandalism repairs to roof, insurance works.	Completed Q1 2025/26
Sidmouth Connaught Gardens Tower Café	Drainage repairs.	Completed Q1 2025/26
Sidmouth Connaught Gardens Tower Café Clock	Clock mechanism replacement.	Completed Q1 2025/26
Sidmouth Leisure Centre	Gym door replacement.	Completed Q1 2025/26
Sidmouth Swimming Pool	Poolside store flooring replacement.	Completed Q1 2025/26

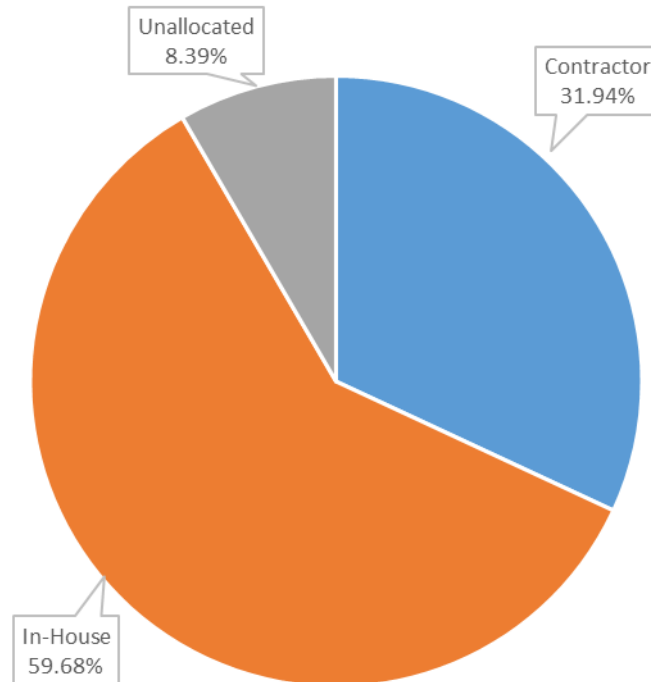
3. Reactive Maintenance

3.1. A summary of reactive jobs by property and allocation for the Q1 2025/26 is shown below.

Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Apr-25	23	77	11	111
May-25	47	50	8	105
Jun-25	29	58	7	94
Total	99	185	26	310
% by allocation	31.94%	59.68%	8.39%	100.00%



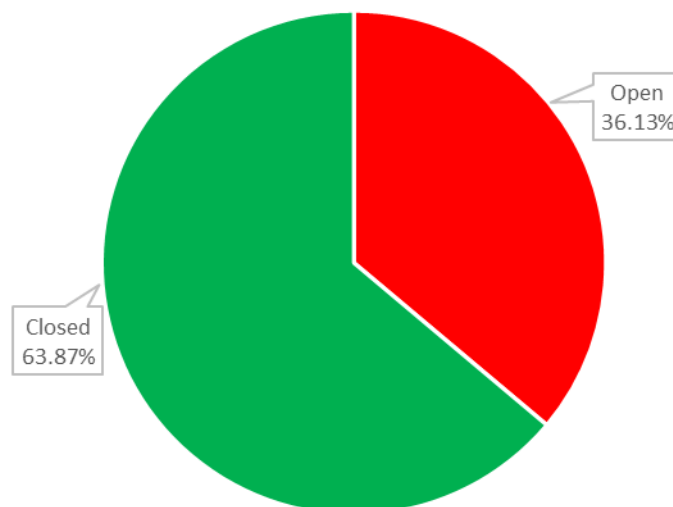
Reactive Repair Cases Allocation



Last report's figures:
In House 60.37%, Contractor 35.06%, Unallocated 4.57%.

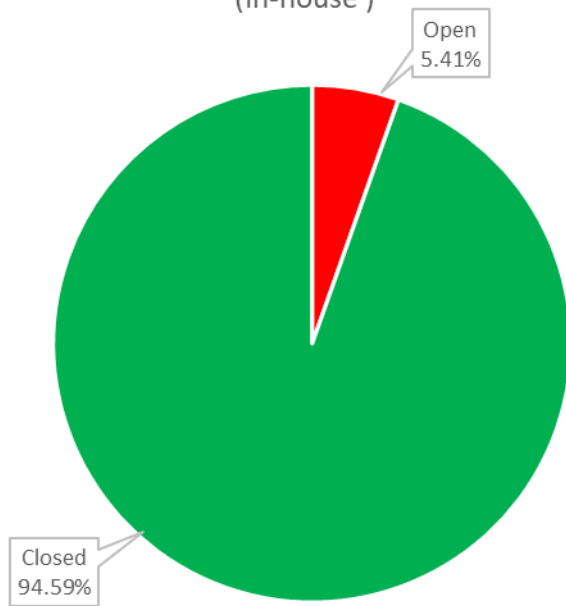
3.2. The status of reactive work for the Q1 2025/26 is shown.

Reactive Repair Cases Status



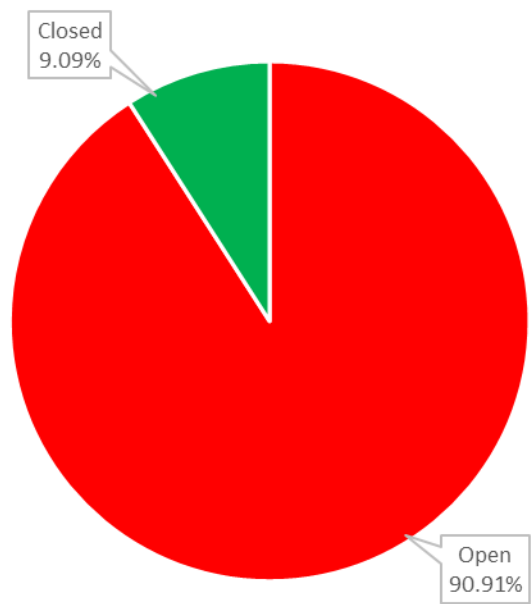
Last report's figures:
Closed 95.73%, Open 4.27%.

Reactive Repair Cases Status
(In-house)



Last report's figures:
Closed 99.49%, Open 0.51%

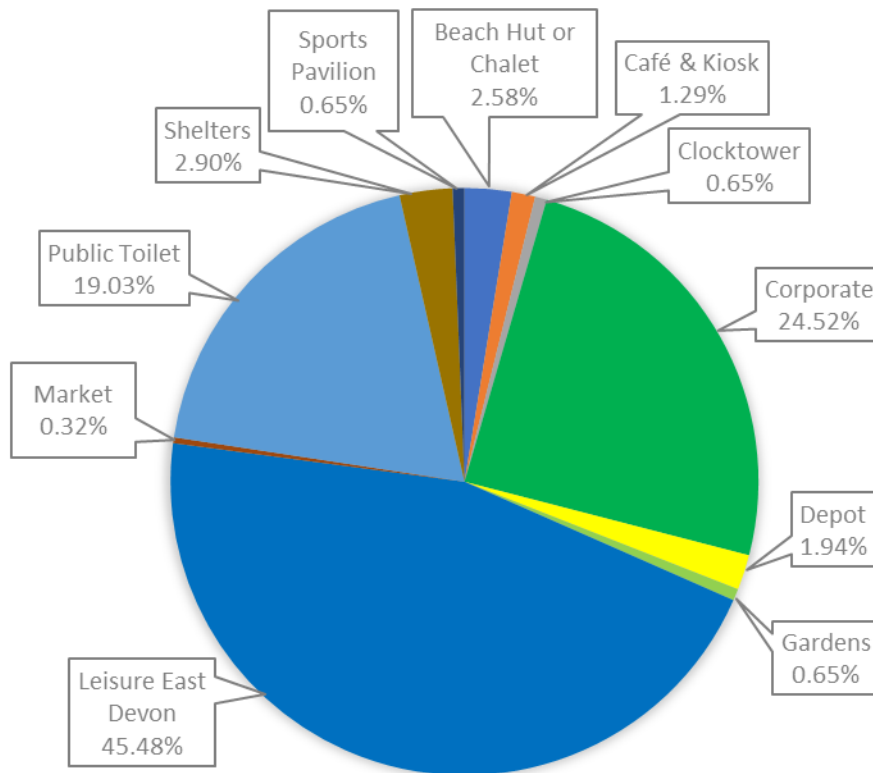
Reactive Repair Cases Status
(Contractors)



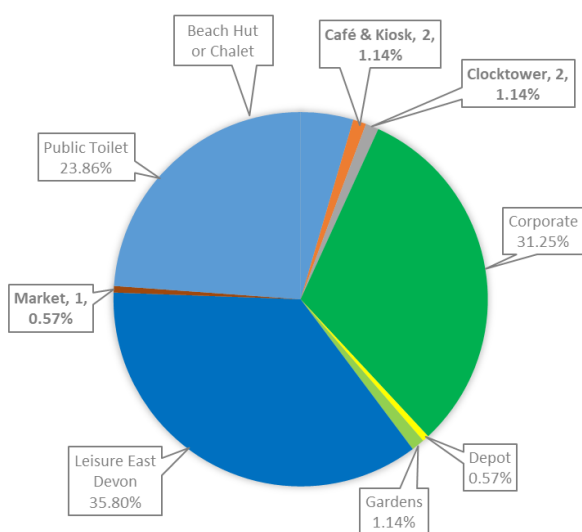
Last report's figures:
Closed 92.17%, Open 7.83%

3.3. The distribution of reactive work by Asset type and allocation for Q1 2025/26 is shown in the charts below.

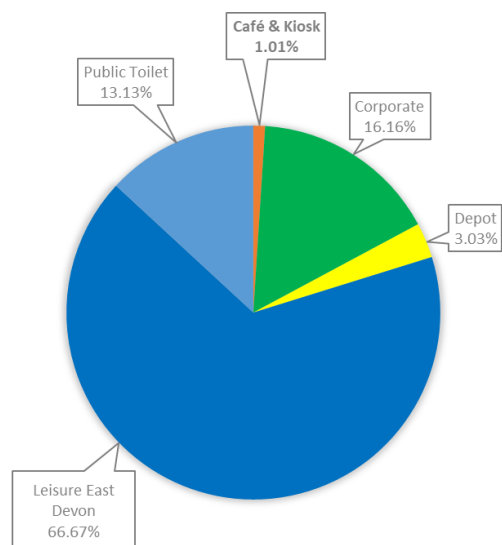
Reactive Repairs Cases by Asset Type
(All Cases)



Reactive Repairs Cases by Asset Type
(In-House)



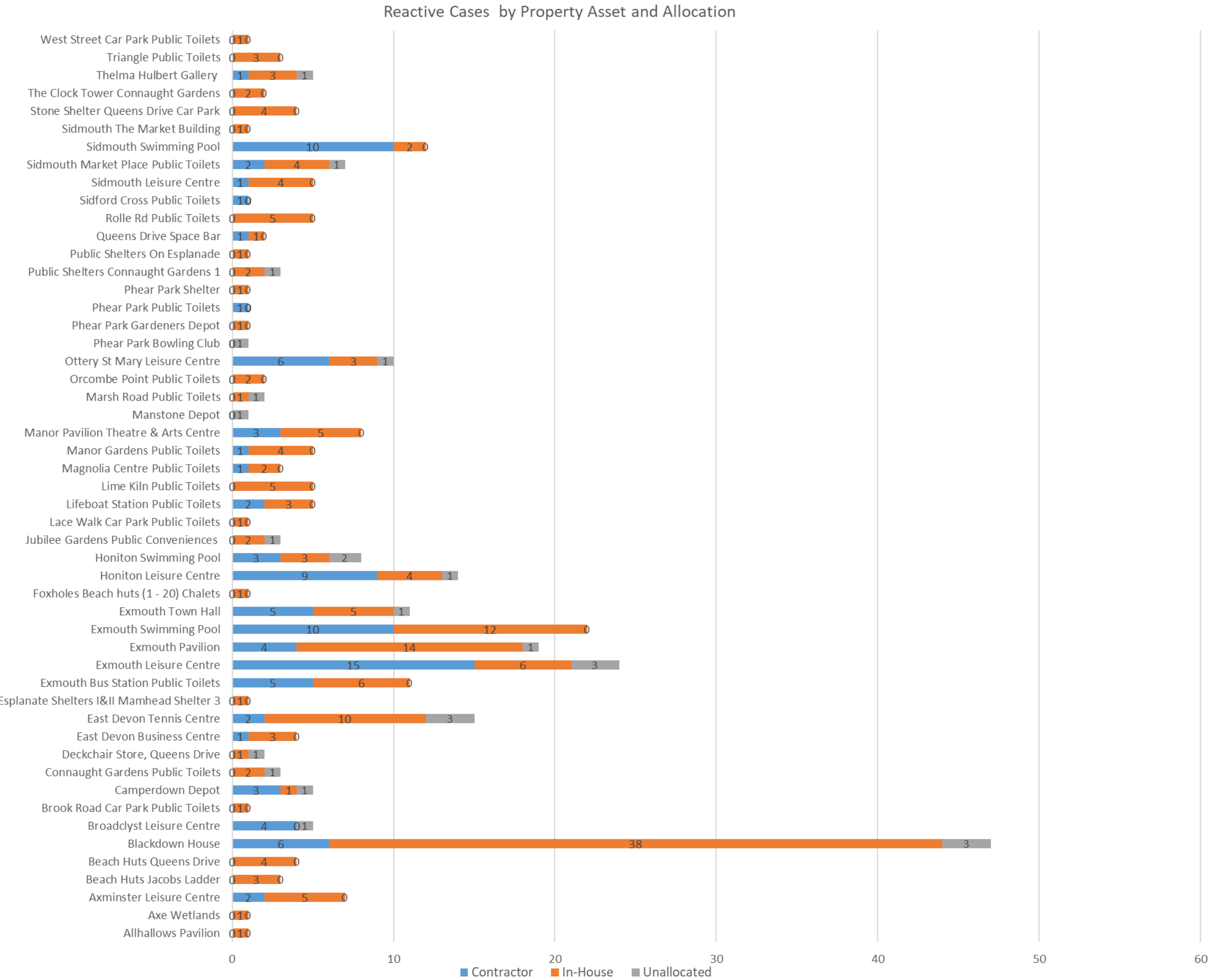
Reactive Repairs Cases by Asset Type
(Contractors)



Worth noting:

- Reactive work on LED managed assets was 45.48% (last report 39.63).
- Reactive work by contractors on LED managed properties was 66.67% (last report 54.78%).
- Most of the reactive work by the In-house Team for this period was in LED managed assets, 35.80% (last report it was in the Corporate assets 34.34%).

3.4. The distribution of reactive work by property and allocation for Q1 2025/26 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 be completed Augus 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.
		Colyton LC		2023/24	
		Exmouth East Devon Tennis Centre		2023/24	
		Exmouth LC		2023/24	
		Exmouth Pavilion		2023/24	
		Honiton LC		2023/24	Exmouth Pavilion, complete East Devon Tennis Centre, complete Compartmentation element to be reviewed and adjusted to budget.
		Honiton Swimming Pool		2023/24	
		Ottery St Mary LC		2023/24	
		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.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
		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	Planning application to be submitted. Works tendered, tender analysis underway.
Public Toilet Investment Programme (including Changing Places)	2021/22	General	£3,342,000.00	2024/25 – 2025/26	Phase 1 completed.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
		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.
		Beer Jubilee Gardens Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		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.
		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.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
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 appointed. Works to be completed summer 2026.
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 appointed. Works started.
Internal decorations, repairs, and refurbishment.	2025/26	Various LED Operated Buildings	£67,000.00	2025/26	Contractor appointed. Works started.

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	Completed.
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 September 2025.
Formally adopting Key Performance Indicators by incorporating them into the management plans.	3	June 2025	Complete in part - 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 29 September 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

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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: Low Risk;

Links to background information

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. New industrial units at Redgates in Exmouth have now been completed and transferred to the Council. Following a soft marketing exercise which was undertaken in advance of completion of the units, viewings are now being arranged with interested parties in order to secure tenants for the units.

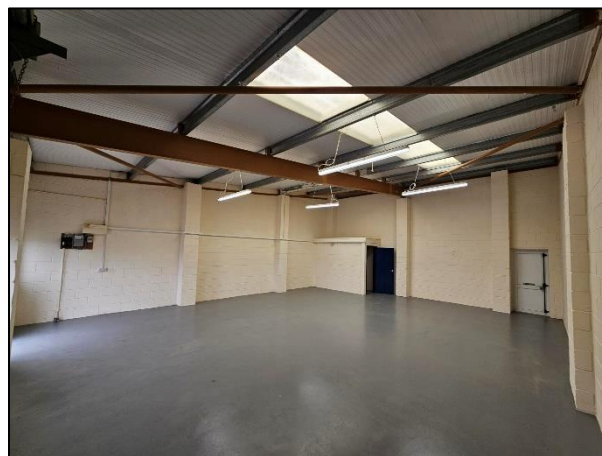


The premises comprise 4 light industrial units, each extending to approximately 850 sq ft (79 sq m). The units have roller shutter doors to the front for loading/unloading and benefit from solar panels to improve the energy efficiency of the premises.

The units have achieved an A rating in their Energy Performance Certificates (EPC's) which mean they are compliant, not only in terms of current MEES legislation but also in terms of proposed future changes.



- Following vacation of two units at Riverside Workshops by a single tenant, the team recently undertook a marketing exercise to identify new tenants for the units, this has been successful and terms agreed with two new tenants.



- The Units at Redgates and Riverside, form part of the Council's larger industrial portfolio which consists of 48 Industrial units, 11 Compounds and 9 ground leases spread over 10 sites across the district.

Site	Workshops	Compounds	Ground Leases
Manstone Workshops, Sidmouth	9	1	0
Riverside Workshops, Seaton	13	0	0
Salterton Workshops, Budleigh Salterton	9	0	0
Salterton Road, Exmouth	0	0	5
Pankhurst Close, Exmouth	0	0	4
Millwey Rise, Axminster	10	0	0
Durham Way, Honiton	0	6	0
Riverside Compounds, Seaton	0	4	0
Marpool Workshops, Exmouth	3	0	0
Redgates, Exmouth	4	0	0

Overall the sites produce an annual rent of around £310,000 with the new units at Redgates expected to add to this once let. This is an important element of the portfolio accounting for over 20% of the overall rent roll achieved by the general fund portfolio.

The industrial portfolio performs well with limited voids and units usually quickly re let when they become vacant. The flexible terms offered allow small businesses to occupy commercial space without being tied into long leases.

- The team recently negotiated a rent review in respect of the Council's Waste and Recycling facility. Under the terms of the lease the rent was due for review and following receipt of the Landlord's proposals, the team were able to use market and technical knowledge to secure the best outcome for the Council and limit the impact of any increase.
- The ongoing roll out of new and improved communications networks continues to provide increasing numbers of cases where wayleaves and easements are sought in respect of the

installation of new equipment. As this equipment is protected by the Electronic Communications Code, it is important to ensure that the terms of such agreements best protects the Council's interests while still allowing the delivery of important infrastructure. The team have undertaken significant work in the negotiation of terms for wayleaves and continue to work with the various statutory undertakers to reach agreements moving forward.

6. Through the disposal of surplus assets, the team has generated capital receipts totalling £236,600 so far this financial year. There is a further £98,000 worth of transactions currently in the hands of solicitors and the team continue to work to identify poorly performing assets as part of the ongoing asset management work.
7. Work is continuing on the new Asset Management Plan and a draft plan will be available at a future Forum meeting.

Financial implications:

There are no direct financial implication 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 29th September 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Placemaking & Major Projects 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.

Officer: Naomi Harnett - Corporate Lead Major Projects & Programmes (Interim)

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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 Placemaking & Major Projects 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 Leisure Service are leading on a project to review the Council's operational depot properties. This review is to ensure that the Council's Streetscene and Recycling and Waste Services operational depot facilities meet the needs of the current district and locality post Local Government Reorganisation.

2.2. An Outline Business Case is currently being finalised. This will be reported to Cabinet in early Winter. This reviews the various options and identifies a preferred option for the medium to long term, along with high level costs. The report will also consider capacity in Recycling and Waste Services to meet short term capacity, from now until 2031/32.

3. Exmouth Placemaking Plan (EPP)

3.1. Work to review the EPP has concluded with WSP. Workshops with members were held in July 2025 to agree long term and short-term objectives. These workshops focused on the EPP becoming an aspirational document, but also identifying a suite of projects that are deliverable in the next 3 years. With the final document supported by EDDC, Exmouth Town Council and Devon County Council.

3.2. A final draft version of the EPP was considered by the PETS group in September 2025, before a public consultation. The current timetable for this work is that the EPP will be adopted by Spring 2026.

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. A cross departmental team is working with Vistry Group to progress the land transfer (due under S.106 contribution from the Cloakham Lawns development).

4.3. Two procurement exercises have been undertaken to secure commercial advice and architectural support to develop a scheme for the site. This work is currently underway and will be developed into a feasibility study for the site. This work 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 is being prepared for Cabinet for the Harepath Road site disposal.

Hayne Lane, Honiton

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

5. Cranbox, Cranbrook

5.1. The Cranbox Project comprises a two-storey modular development, designed to deliver flexible commercial space as part of the ongoing development of Cranbrook Town Centre. The project is funded through a £1.9m grant from the Devon & Torbay Net Zero Capital Programme, which must be fully spent by 31 March 2026. The scheme will be delivered on land in parcel TC2 in the town centre.

5.2. The project has already successfully procured a provider to deliver the scheme through the NHS SBS Modular Framework, through a mini competition. The contract is structured through a two stage process:

- Stage 1 – Pre-Construction Services Agreement (PCSA): The selected contractor will deliver pre-construction services as outlined in the tender documents. This includes design development, cost planning, and risk management.
- Stage 2 – JCT 2024 Design & Build Contract: Subject to successful completion of Stage 1, the contractor will be appointed under a JCT 2024 Design & Build contract. East Devon District Council retain the right to explore other procurement routes for Stage 2 at their own discretion.

5.3. Kendall Kingscott are proposed to be appointed as Employers Agent under the same NHS SBS framework. Their role is central to ensuring the successful procurement, coordination, and delivery of the modular solution, which is part of the wider Cranbrook Town Centre delivery. Their scope includes project management, quantity surveying, tender management, and CDM advisory duties to include the following:

- Lead coordination between East Devon District Council (EDDC), Cranbrook Town Council (CTC), and the appointed design and delivery teams.
- Oversee project timelines, risk registers, and stakeholder communications.
- Contract Administration of the modular provider, including transition from PCSA to full construction contract, subject to land access.
- Monitor budget adherence and advise on value engineering opportunities.
- Align programme milestones with funding deadlines.

5.4. There are delays in the transfer of the land in Cranbrook Town Centre to EDDC. On 11 May 2022 an MOU was signed between EDDC, DCC, CTC and the developer consortium and set out principles for the development of the town centre, including the offer for TC2 to be transferred and obligations for Town Council facilities. The Consortium have submitted a Deed of Variation ("DOV") to the existing S106 agreement which seeks to execute the provisions of the MOU; the DOV sits alongside three additional planning applications for residential development on other parcels of town centre land. The draft DOV is proposing to roll back on the current transfer process and for the offer to transfer TC2 to only be due once the three additional residential planning permissions have been issued. EDDC Officers have sought to decouple the current issues that have led to the proposed delay in transfer, but this has proven to be very difficult. The current plan is to take the remaining planning applications to Planning Committee on 23 September 2024 (subject to revised plans being received in a timely manner). This will allow EDDC to work to finalise the DOV and Unilateral Undertakings and for these to have been signed in advance, ready for

completion promptly following Planning Committee if the applications are approved. This will enable the delivery of the Cranbox scheme on land which is owned by EDDC.

5.5. The delays in the transfer of the TC2 land to EDDC create significant risk in the Cranbox project. But to ensure timely delivery of the project EDDC will be entering into a PCSA with the modular provider prior to the transfer of land is negotiated and resolved. The procured approach allows the Council to terminate the contract should there be further issues with the land transfer and only pay for services to that date. It is felt that the proposed approach manages the risks associated with this project, providing an opportunity to progress the Cranbox project ahead of the land transfer. However, noting that the proposed approach includes a degree of risk, which may result in the Enterprise Zone programme covering up to £180k of abortive project costs

Financial implications:

This is an update report with no recommendations being made

Legal implications:

As this is an update report only, there are no substantive legal issues directly arising.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted