

Agenda for Asset Management Forum Monday, 15th June, 2026, 9.30 am

Members of Asset Management Forum

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

Venue: online

Contact: Debbie Meakin;

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(or group number 01395 517546)

Friday, 5 June 2026; reissued Monday 8 June 2026



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- 1 Notes from the previous meeting held on 19 January 2026 (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 are no items which officers recommend should be dealt with in this way.
- 7 Estates Team Update (Pages 6 - 16)
- 8 Buildings and Facilities Management Team Activity Update (Pages 17 - 43)
- 9 Placemaking & Major Projects Team Update (Pages 44 - 49)

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

[Decision making and equalities](#)

For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Asset Management Forum held at online on 19 January 2026

Attendance list at end of document

The meeting started at 9.30 am and ended at 10.20 am

18 Notes from the previous meeting held on 29 September 2025

The minutes from the previous meeting were confirmed as a correct record.

19 Declarations of interest

Minutes 23,24 & 26

Councillor Paul Hayward, Affects Non-registerable Interest; employed as Clerk to Axminster Town Council; and Devon County Councillor

Minute 23

Councillor Olly Davey; Affects Non-registerable Interest; Member of Exmouth Town Council;

Minute 23 and 24

Councillor Nick Hookway; Affects Non-registerable Interest: Member of Exmouth Town Council

20 Public speaking

None.

21 Matters of urgency

None.

22 Confidential/exempt item(s)

There was one item dealt with this way, set out under minute 26.

23 Placemaking & Major Projects team update

The report set out updates on the work carried out by the Placemaking and Major Projects team. Highlighted to the Forum were:

Exmouth Placemaking Plan

- Final draft reviewed in September 2025, focused on deliverable projects.
- Public consultation held November–December 2025; feedback currently under review.
- Feedback to be shared with the PETS group imminently.
- Target adoption in Spring 2026.
- Adoption sought jointly by East Devon District Council, Exmouth Town Council, and Devon County Council.
- Report expected to progress to Cabinet in April.

Stalled Employment Sites

- Multidisciplinary team established to progress sites.
- Cloakham Lawns, Axminster:
 - Land transfer progressing; target completion Spring 2026.
 - Planning application preparation underway; submission targeted for Summer 2026.
- Harepath Road, Seaton:
 - Site being marketed by Vickery Holman.
 - Offers currently being reviewed.
- Colyford Road site, Seaton:
 - Delivery options under review; update to be provided once finalised.
- Hayne Lane site, Honiton:
 - Valuation underway to support sale negotiations.

Cranbrook Scheme

- Delays experienced due to slow progress on land transfer.
- Legal work on land transfer now largely resolved; transfer expected in February [current year].
- Planning application already submitted and pending consideration, with decision anticipated by end of the month.
- Pre-Construction Services Agreement commenced at the beginning of the month.
- Construction cannot begin until land ownership is secured.
- Completion anticipated in Autumn 2026[current year].
- Funding timescales have been extended by agreement to reflect land transfer delays. In response to questions from Members, clarification was provided that funding is not adversely affected due to the agreed extensions and commencement of construction can start when the land transfer has occurred.

The Forum noted the report.

24 **Estates team update**

The report before the Forum highlighted aspects of the work of the Estates team, including community asset transfers, lease events, rental income, and capital receipts.

Community Asset Transfers

- Update provided on ongoing work by the Estates team in collaboration with Members.
- Work builds on the Stewardship Report approved by Cabinet in July.
- Good engagement reported with town councils.
- A cross-party Portfolio Holder Working Group has been established.
- A Project Initiation Document (PID) has been prepared to support programme delivery through to Local Government Reorganisation.
- A Part B Cabinet report is in preparation, setting out the post-programme approach and next steps.
- Resource requirements highlighted as critical to success, including capacity within the team, as well as Legal Services, Street Scene and Finance.

Lease Events and Rental Income

- Members noted that rental uplift varies year-on-year depending on lease events.
- Officers agreed it would be helpful to provide clearer context in future reports, including percentage increases and source of uplifts.

Capital Receipts

- Capital receipts total in excess of £270,000 for the financial year to date.

Redgates Employment Units (Exmouth)

- Three units successfully let; the fourth remains under marketing with viewings scheduled.

The Forum noted the report.

25 **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

26 **Lease events report**

The Forum noted the upcoming lease events due.

Attendance List

Councillors present:

P Arnott
P Hayward (Chair)
G Jung

Councillors also present (for some or all the meeting)

I Barlow
R Collins
O Davey
N Hookway

Officers in attendance:

Tim Child, Assistant Director Place, Assets & Leisure
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Debbie Meakin, Democratic Services Officer

Councillor apologies:

T Olive
S Hawkins

Chairman

Date:



Report to: Asset Management Forum

Date of Meeting 15th June 2026

Heading/Title:

Estates Team Update

Cabinet Member(s):

- Paul Hayward (Assets and Economy)

Director/Assistant Director:

- Andrew Wood
- Tim Child

Author and Directorate:

- Kirstie Butler MRCS, Estates Surveyor – Estates Team; Place, Assets & Leisure

Contact Details:

- Email: Kirstie.Butler@eastdevon.gov.uk

Key decision No:

- n/a

If a Key Decision has it appeared on Forward Plan:

- n/a

Document classification: Part A Public Document

Exemption applied: None

1. Background

1.1 This report provides an overview of the recent activities undertaken by the Estates Team in the period between January and May 2026.

2. Recommendations/Decision

2.1 Note the activities undertaken by the Estates Team during the period between January and May 2026.

3. Reasons for Recommendations/Decision

3.1 The recommendations ensure that the Forum is kept informed of progress, emerging issues, risks and opportunities affecting the Council's non-housing property portfolio, enabling members to provide strategic oversight and support coordinated asset management across the organisation.

4. Options

4.1 N/A

5. Relevance to Council Plan/priorities

5.1 Set out how report links to the Council Plan/priorities:

- A supported and engaged community that has the right homes in the right places, with appropriate infrastructure
- A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery.
- A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality.
- A well-managed, financially secure and continuously improving council that delivers quality services

5.2 Indicate how the recommendations/decision contributes to the delivery of the Council Plan and its priorities

- 5.2.1 The Estates Team supports the delivery of the Council Plan through the management, maintenance, compliance and improvement of the Council's non-housing property assets. The activities outlined in this report contribute to:
- 5.2.2 A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery through the delivery of energy efficiency improvements, building maintenance, carbon reduction initiatives and the management of building-related environmental risks.
- 5.2.3 A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality by maintaining

operational assets, leisure facilities, public conveniences and other community infrastructure that support residents, visitors and local businesses.

5.2.4 A well managed, financially secure and continuously improving council that delivers quality services through effective asset management, statutory compliance, planned maintenance, facilities management and the delivery of the approved capital programme, ensuring that Council assets remain safe, operational and fit for purpose.

5.2.5 The report supports the Council's objective of maintaining a safe, compliant and sustainable property estate that enables service delivery across the district.

6. Financial Comments/Implications

6.1 There are no direct financial implications resulting from this report.

7. Legal Comments/Implications

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

8. Risk Implications

8.1 This report is presented for information and update purposes only. No specific decision or approval is being sought from the Asset Management Forum and therefore no risks arise directly from the recommendations contained within this report.

8.2 The report includes updates on operational activities, statutory compliance matters, asset management initiatives and capital projects. Any risks associated with those activities are managed through the Council's established project management, asset management, compliance and risk management processes and are reported through the appropriate governance arrangements where necessary.

8.3 The purpose of this report is to provide oversight and visibility of progress, emerging issues and challenges affecting the Council's non-housing property portfolio. The recommendations are limited to noting the contents of the report and therefore do not introduce any additional risks to the Council.

8.4 Failure to maintain oversight of property-related activities and risks could reduce the Council's ability to identify and address emerging issues in a timely manner.

9. Equality Implications (Public Sector Equality Duty)

9.1 The report provides an update on the activities undertaken by the Estates Team within the Council's non-housing property portfolio. The report is for information only and does not seek approval for any change in policy, service provision, staffing arrangements or operational practices.

- 9.2 It is therefore considered that the recommendations contained within this report have no direct impact on individuals or groups with protected characteristics under the Equality Act 2010. As such, a full Equality Impact Assessment is not required.
- 9.3 Relevance ranking: Low – Not relevant to protected characteristics.
- 9.4 No equality implications have been identified arising from the recommendations contained within this report.
- 9.5 As per 9.4 above, no actions are required to mitigate any equality impact.
- 9.6 This relevance assessment aims to analyse gathered information for potential relevance to equality. If a Full Equality Impact Assessment is required ([Equality analysis impact assessment form](#)), include it as an appendix. At the minimum, the following table must be completed.

Scope (<i>Provide an overview, including objectives and desired outcomes</i>)	As per 9.1 above
Evidence gathered and engagement (<i>List stakeholders consulted and relevant processes, policies, and data sources</i>)	As per 9.1 above
Relevance assessment findings (<i>If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information</i>)	<p>A full EIA is required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes</p> <p><input type="checkbox"/> Age <input type="checkbox"/> Pregnancy and maternity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Race <input type="checkbox"/> Gender reassignment <input type="checkbox"/> Sex <input type="checkbox"/> Marriage or Civil Partnership <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Armed Forces <input type="checkbox"/> Other, e.g. carers, care leavers, low income, rurality/isolation, etc.</p> <p>If no, explain why: As per 9.2 above</p>
Relevance ranking	<input type="checkbox"/> High – Very relevant to protected characteristics <input type="checkbox"/> Medium – Somewhat relevant to protected characteristics <input checked="" type="checkbox"/> Low – Not relevant to protected characteristics
Key findings and impacts	As per 9.4 above
Conclusion drawn (<i>i.e. No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers</i>)	As per 9.4 above
Actions (<i>Proposed actions to mitigate negative impacts on identified groups</i>)	As per 9.5 above
Signed off by	n/a

10. HR and Workforce Implications

10.1 This report provides an update on service activities and does not propose any changes to staffing structures, terms and conditions, or workforce arrangements. Consequently, no specific HR implications arise directly from the recommendations contained within this report.

11. Community Safety Implications (Crime and Disorder)

11.1 No specific community safety implications arise directly from the recommendations within this report. However, the ongoing maintenance and management of the Council's non-housing assets contributes to the provision of safe and accessible public facilities across the district.

12. Climate Change Implications

12.1 The Estates Team continues to support the Council's Climate Change Strategy through the maintenance and improvement of the Council's property assets, including energy efficiency measures, building improvement projects and carbon reduction initiatives where opportunities arise. No additional climate change implications arise directly from the recommendations contained within this report.

13. Health & Safety and Health & Wellbeing Implications

13.1 Health & Safety implications.

13.1.1 The activities reported include the management of statutory compliance obligations and maintenance activities intended to ensure that Council's non-housing properties remain safe, compliant and fit for purpose. No additional health and safety implications arise directly from the recommendations contained within this report.

13.2 Health & Wellbeing Implications.

13.2.1 No specific health and wellbeing implications arise directly from the recommendations contained within this report.

14. Procurement and Social Value implications

14.1 This report is for information only and does not seek approval for any procurement activity. Procurement and social value considerations relating to individual projects and contracts are addressed through the Council's procurement processes and contract management arrangements.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 The report relates directly to the management, maintenance and improvement of the Council's non-housing property portfolio and provides an update on

activities undertaken by the Estates Team. The report supports effective asset management by providing oversight of operational activities, compliance matters and capital project delivery.

16. Overview and Scrutiny Committees Comments/Recommendations

- 16.1 This report has not been considered by an Overview and Scrutiny Committee and no comments or recommendations have been received.
- 16.2 Should any matters contained within this report be subject to future scrutiny, any observations, comments or recommendations arising will be considered through the Council's established governance arrangements and implemented where appropriate.

17. Digital and Data

- 17.1 No specific digital or data implications arise directly from the recommendations contained within this report. Digital systems continue to support the management of property, facilities management and asset information across the Council's non-housing estate.

18. Consultation and Engagement

- 18.1 Please set out any consultation/engagement carried out as part of the process.
 - 18.1.1 The report has been prepared using information provided by the Estates Team. No formal consultation has been undertaken as the report is presented for information only.
- 18.2 For reports to Housing Overview & Scrutiny Committee (HRB) please set out details of any tenant consultation/engagement carried out as part of the process.
 - 18.2.1 N/A

19. Communications

- 19.1 No specific communications or public relations implications arise directly from the recommendations contained within this report. Communications relating to individual projects and service activities are managed through the Council's normal communication channels where appropriate.

20. Next Steps

- 20.1 The Estates Team will continue to deliver operational maintenance, facilities management, statutory compliance activities and capital projects in accordance with approved programmes and budgets. A further update will be provided to the Asset Management Forum in the next reporting period.

21. Appendices

- 21.1 *Appendix One: Estates Team Report – 15 June 2026.*

22. Background Papers

22.1 N/A

Proposed Report Sign Off process

Please make sure you have obtained the relevant sign off and the date completed before submitting your report to Democratic Services.

	Officer Name	Date requested	Date Completed
Legal & Governance	Monitoring Officer or Deputy Monitoring Officer		Required
Finance	Section 151 Officer or Deputy S151 Officer		Required
Communications	communications@eastdevon.gov.uk		If applicable
Digital and Data	digital@eastdevon.gov.uk		If applicable
Engagement	engagement@eastdevon.gov.uk		If applicable
HR	HR Lead		If applicable
Chief Executive	Chief Executive		If applicable
Director	Relevant Director		Required
Assistant Director(s)	Relevant Assistant Director(s)		Required
Cabinet Lead Member(s)	Relevant Lead Member (s)		Required
Executive Leadership Team	ELT	Insert date approved by ELT	Required
Strategic Leadership Team	SLT		If applicable

Appendix One: Estates Team Report

15th June 2026

Industrial Estates

1. Following the vacation of one of the single-storey units at Riverside Workshops Estate in Seaton, the Estates Team recently undertook a marketing exercise to secure a new tenant. The unit attracted significant interest which resulted in multiple offers. Terms have now been agreed with the successful applicant.



2. The team also recently marketed a unit at Millwey Rise Workshops Estate in Axminster in order to secure a new tenant. The exercise proved successful and following viewings by several interested parties, we are now progressing terms with the successful applicant. It is also worth noting that workshop units at this location rarely become available.



3. Following the vacation of a double-height unit at Manstone Workshops Estate in Sidmouth, the Estates Team is due to commence a marketing exercise in June to secure a new tenant. The unit will be marketed through the usual channels, including the property waiting list and publication on the EDDC website and social media platforms. Given the level of interest recently received for the units at Seaton and Axminster, together with existing enquiries on the waiting list, we are anticipating strong interest in this unit.



East Devon Business Centre

4. The Estates Team continues to market the vacant offices at the East Devon Business Centre and has recently completed a new letting for the largest available office, while also nearing completion of a further office letting at the centre.
5. The East Devon Business Centre now has full fibre internet capability, and we are currently reviewing the available options to enhance connectivity for all centre users. This improvement will benefit existing tenants and users while also supporting the marketing of the remaining vacant offices by providing modern digital infrastructure expected by prospective occupiers.
6. Working alongside the Streetscene Team, the Estates Team has identified a need for electric vehicle charging points at the East Devon Business Centre. We are therefore in the process of obtaining quotations from local suppliers to support a funding application for the installation of two dual charging units, providing capacity for up to four electric vehicles to charge simultaneously. This investment would benefit existing centre users, further enhance the attractiveness of the vacant offices to prospective occupiers, and support the delivery of the Council's priorities, particularly in relation to sustainability and the transition to low carbon transport.
7. The Economic Development Team has secured funding for the installation of solar panels at the East Devon Business Centre. The project is currently out to tender (as of early June), with the appointment of a successful contractor anticipated in late June and installation expected to be completed by the end of September. This investment will enhance the environmental credentials of the Business Centre, making the offices more attractive to environmentally conscious businesses while also supporting the Council's priorities and commitment to sustainability.



Disposals

8. The Old Toll House, Salcombe Road, Sidmouth

Housing Services has confirmed that the Old Toll House is now surplus to their requirements and they have therefore sought, and been granted, authority to dispose of the property on the open market. Sidmouth Town Council has also been consulted and has confirmed that it has no interest in acquiring the property.

This Grade II listed property comprises one double bedroom, a moderately sized bathroom, and an open-plan kitchen and living area. The sale will also include the existing garden provision.

Given the property's unique nature, the Estates Team has advised Housing Services that disposal by auction would be the most appropriate route in this instance. Solicitors have therefore been instructed to undertake the necessary due diligence and searches.

The property will be marketed by Clive Emson Auctioneers from late June with a guide price of £95,000, ahead of the online auction which is scheduled to begin on 21st July.





Report to: Asset Management Forum

Date of Meeting 15th June 2026

Heading/Title:

Buildings and Facilities Management Team Activity Update (Q4 2025/26 and Q1 2026/27 Forward Programme)

Cabinet Member(s):

- Paul Haywood (Assets and Economy)

Director/Assistant Director:

- Andrew Wood
- Tim Child

Author and Directorate:

- Jorge Pineda-Langford; Buildings and Facilities Management, Place, Assets & Leisure

Contact Details:

- Email: jorge.pinedalangford@eastdevon.gov.uk

Key decision No:

- n/a

If a Key Decision has it appeared on Forward Plan:

- n/a

Document classification: Part A Public Document

Exemption applied: None

1. Background

- 1.1 This report provides an overview of the activities undertaken by the Buildings & Facilities Management Team during Q4 2025/2026 (January–March 2026), together with a summary of planned activities for Q1 2026/2027 (April–June 2026).
- 1.2 The report also provides an update on the delivery of the Capital Programme relating to the Council's non-housing property portfolio.

2. Recommendations/Decision

- 2.1 Note the activities undertaken by the Buildings & Facilities Management Team during Q4 2025/26.
- 2.2 Note the planned activities for Q1 2026/27.
- 2.3 Note progress against the approved Capital Programme.

3. Reasons for Recommendations/Decision

- 3.1 The recommendations ensure that the Forum is kept informed of progress, emerging issues, risks and opportunities affecting the Council's non-housing property portfolio, enabling members to provide strategic oversight and support coordinated asset management across the organisation.

4. Options

- 4.1 N/A

5. Relevance to Council Plan/priorities

- 5.1 Set out how report links to the Council Plan/priorities:
 - A supported and engaged community that has the right homes in the right places, with appropriate infrastructure
 - A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery.
 - A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality.
 - A well-managed, financially secure and continuously improving council that delivers quality services
- 5.2 Indicate how the recommendations/decision contributes to the delivery of the Council Plan and its priorities

- 5.2.1 The Buildings and Facilities Management Team supports the delivery of the Council Plan through the management, maintenance, compliance and improvement of the Council's non-housing property assets. The activities outlined in this report contribute to:
- 5.2.2 A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery through the delivery of energy efficiency improvements, building maintenance, carbon reduction initiatives and the management of building-related environmental risks.
- 5.2.3 A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality by maintaining operational assets, leisure facilities, public conveniences and other community infrastructure that support residents, visitors and local businesses.
- 5.2.4 A well managed, financially secure and continuously improving council that delivers quality services through effective asset management, statutory compliance, planned maintenance, facilities management and the delivery of the approved capital programme, ensuring that Council assets remain safe, operational and fit for purpose.
- 5.2.5 The report supports the Council's objective of maintaining a safe, compliant and sustainable property estate that enables service delivery across the district.

6. Financial Comments/Implications

- 6.1 This report is provided for information only and does not seek approval for additional expenditure or commit the Council to any financial obligations. Financial implications associated with individual projects and operational activities are managed through approved budgets and existing financial governance arrangements.

7. Legal Comments/Implications

- 7.1 This report is presented for information only and does not seek any decision requiring specific legal consideration. Legal matters relating to individual projects and property activities are addressed through the Council's established governance and decision-making processes where required.

8. Risk Implications

- 8.1 This report is presented for information and update purposes only. No specific decision or approval is being sought from the Asset

Management Forum and therefore no risks arise directly from the recommendations contained within this report.

- 8.2 The report includes updates on operational activities, statutory compliance matters, asset management initiatives and capital projects. Any risks associated with those activities are managed through the Council's established project management, asset management, compliance and risk management processes and are reported through the appropriate governance arrangements where necessary.
- 8.3 The purpose of this report is to provide oversight and visibility of progress, emerging issues and challenges affecting the Council's non-housing property portfolio. The recommendations are limited to noting the contents of the report and therefore do not introduce any additional risks to the Council.
- 8.4 Failure to maintain oversight of property-related activities and risks could reduce the Council's ability to identify and address emerging issues in a timely manner.

9. Equality Implications (Public Sector Equality Duty)

- 9.1 The report provides an update on the activities undertaken by the Buildings and Facilities Management Team and progress on the delivery of capital projects within the Council's non-housing property portfolio. The report is for information only and does not seek approval for any change in policy, service provision, staffing arrangements or operational practices.
- 9.2 It is therefore considered that the recommendations contained within this report have no direct impact on individuals or groups with protected characteristics under the Equality Act 2010. As such, a full Equality Impact Assessment is not required.
- 9.3 Relevance ranking: Low – Not relevant to protected characteristics.
- 9.4 No equality implications have been identified arising from the recommendations contained within this report.
- 9.5 As per 9.4 above, no actions are required to mitigate any equality impact.
- 9.6 This relevance assessment aims to analyse gathered information for potential relevance to equality. If a Full Equality Impact Assessment is required ([Equality analysis impact assessment form](#)), include it as an appendix. At the minimum, the following table must be completed.

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Relevance ranking	<input type="checkbox"/> High – Very relevant to protected characteristics <input type="checkbox"/> Medium – Somewhat relevant to protected characteristics <input checked="" type="checkbox"/> Low – Not relevant to protected characteristics
Key findings and impacts	As per 9.4 above
Conclusion drawn (<i>i.e. No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers</i>)	As per 9.4 above
Actions (<i>Proposed actions to mitigate negative impacts on identified groups</i>)	As per 9.5 above
Signed off by	n/a

10. HR and Workforce Implications

- 10.1 This report provides an update on service activities and does not propose any changes to staffing structures, terms and conditions, or workforce arrangements. Consequently, no specific HR implications arise directly from the recommendations contained within this report.

11. Community Safety Implications (Crime and Disorder)

- 11.1 No specific community safety implications arise directly from the recommendations within this report. However, the ongoing maintenance and management of the Council's non-housing assets contributes to the provision of safe and accessible public facilities across the district.

12. Climate Change Implications

12.1 The Buildings and Facilities Management Team continues to support the Council's Climate Change Strategy through the maintenance and improvement of the Council's property assets, including energy efficiency measures, building improvement projects and carbon reduction initiatives where opportunities arise. No additional climate change implications arise directly from the recommendations contained within this report.

13. Health & Safety and Health & Wellbeing Implications

13.1 Health & Safety implications.

13.1.1 The activities reported include the management of statutory compliance obligations and maintenance activities intended to ensure that Council's non-housing properties remain safe, compliant and fit for purpose. No additional health and safety implications arise directly from the recommendations contained within this report.

13.2 Health & Wellbeing Implications.

13.2.1 No specific health and wellbeing implications arise directly from the recommendations contained within this report.

14. Procurement and Social Value implications

14.1 This report is for information only and does not seek approval for any procurement activity. Procurement and social value considerations relating to individual projects and contracts are addressed through the Council's procurement processes and contract management arrangements.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 The report relates directly to the management, maintenance and improvement of the Council's non-housing property portfolio and provides an update on activities undertaken by the Buildings and Facilities Management Team. The report supports effective asset management by providing oversight of operational activities, compliance matters and capital project delivery.

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 This report has not been considered by an Overview and Scrutiny Committee and no comments or recommendations have been received.

16.2 Should any matters contained within this report be subject to future scrutiny, any observations, comments or recommendations arising will

be considered through the Council's established governance arrangements and implemented where appropriate.

17. Digital and Data

17.1 No specific digital or data implications arise directly from the recommendations contained within this report. Digital systems continue to support the management of property, facilities management and asset information across the Council's non-housing estate.

18. Consultation and Engagement

18.1 Please set out any consultation/engagement carried out as part of the process.

18.1.1 The report has been prepared using information provided by the Buildings and Facilities Management Team. No formal consultation has been undertaken as the report is presented for information only.

18.2 For reports to Housing Overview & Scrutiny Committee (HRB) please set out details of any tenant consultation/engagement carried out as part of the process.

18.2.1 N/A

19. Communications

19.1 No specific communications or public relations implications arise directly from the recommendations contained within this report. Communications relating to individual projects and service activities are managed through the Council's normal communication channels where appropriate.

20. Next Steps

20.1 The Buildings and Facilities Management Team will continue to deliver operational maintenance, facilities management, statutory compliance activities and capital projects in accordance with approved programmes and budgets. A further update will be provided to the Asset Management Forum in the next reporting period.

21. Appendices

21.1 Appendix 1: Buildings and Facilities Management Team Activity Update (Q4 2025/26 and Q1 2026/27 Forward Programme)

22. Background Papers

22.1 N/A

Appendix 1

Buildings and Facilities Management Team Activity Update
(Q4 2025/26 and Q1 2026/27 Forward Programme)

Buildings and Facilities Management Team Activity Update

(Q4 2025/26 and Q1 2026/27 Forward Programme)

June 2026

1. Introduction

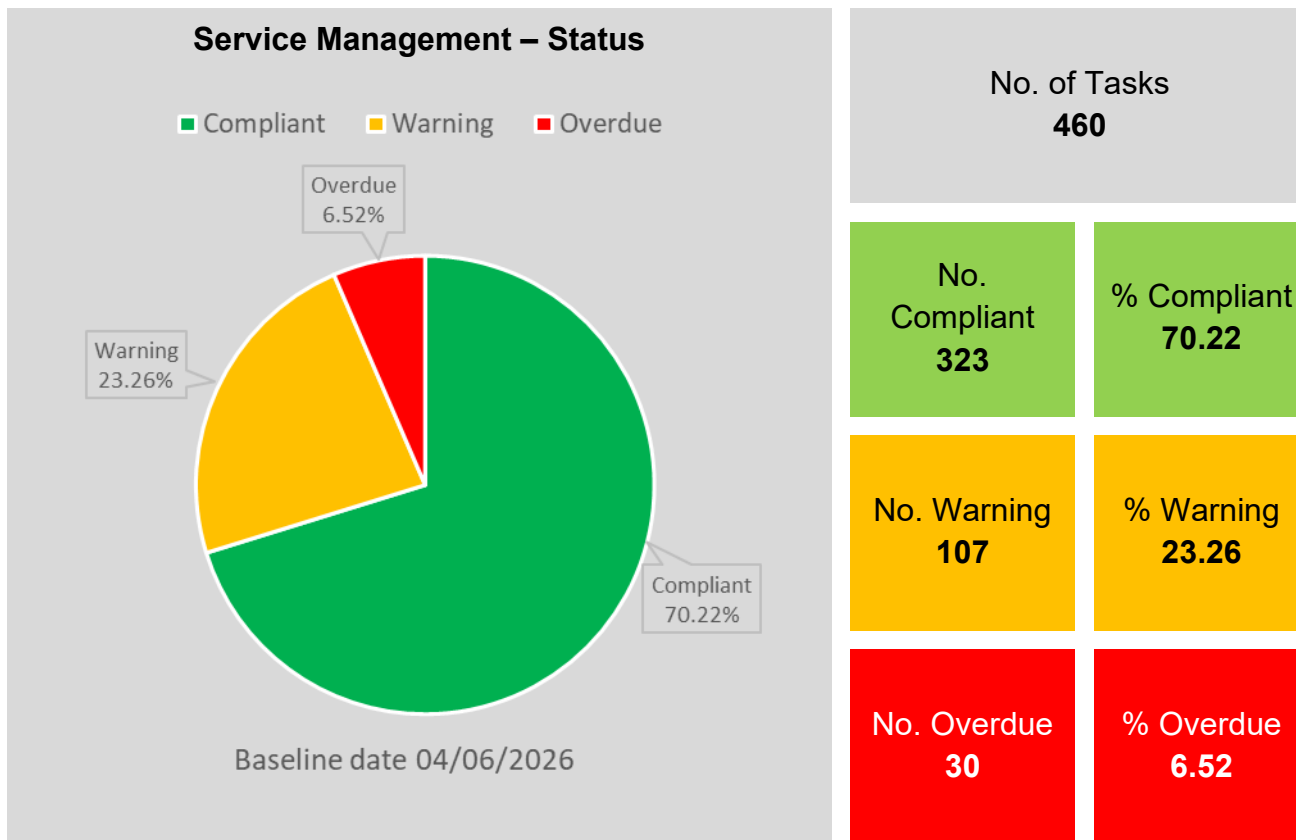
- 1.1. The Buildings and Facilities Management Team is responsible for the management, maintenance, statutory compliance and improvement of the Council's general fund property portfolio. The portfolio includes corporate offices, leisure facilities, public conveniences, commercial properties, operational depots, cultural venues and other community assets across the district.
- 1.2. The Team's responsibilities include the delivery of planned and reactive maintenance, statutory compliance inspections, facilities management services, asset management activities and the delivery of capital projects. The Team also provides professional property and building related support to other Council services and corporate projects.
- 1.3. This report provides an update on activities undertaken during Quarter 4 of the 2025/26 financial year together with an overview of planned activities for Quarter 1 of 2026/27. The report also provides an update on the status of planned preventive maintenance and compliance activities, reactive maintenance performance, ongoing asset management initiatives and the delivery of the approved capital programme.
- 1.4. The purpose of the report is to provide the Asset Management Forum with visibility of service activity, performance, emerging issues and capital project delivery across the Council's general fund property portfolio.

2. Executive Summary / Dashboard

Measure	Results
Planned Preventive Maintenance and compliance tasks managed	460
Compliant tasks (rate)	323 (70.22%)
Warning compliance tasks (rate)	107 (23.26%)
Overdue compliance tasks (rate)	30 (6.52%)
Other planned work managed / completed	26
Q4 Reactive jobs managed	372
Q4 Reactive jobs completed in-house (rate)	229 (61.56%)
Q4 Capital projects completed	4
Active capital projects	11
Highest risk capital project	Jacobs Ladder Beach Huts

3. Planned Preventive Maintenance (PPM) and Compliance Activities Dashboard

East Devon – General Fund Property PPM and Compliance – Overview



Notes:

- 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%.

3.1. The overall compliance position remains within the team's adopted performance target, with overdue activities representing 6.52% of all compliance tasks, below the KPI threshold of 10%. A proportion of overdue activities relate to certification and documentation still being awaited following completion of works. The Team continues to prioritise statutory compliance activities according to risk.

4. Q4 2025-2026 Completed Planned Preventive Maintenance (PPM) and Compliance Activities

4.1. During Q4 the Team completed a broad range of statutory compliance inspections and planned maintenance activities across the estate, including fire safety systems, emergency lighting, fixed electrical installations, asbestos management, lifts, boilers, ventilation systems and stage equipment. These activities form a key component of the Council's statutory compliance framework and help ensure that assets remain safe, operational and fit for purpose.

Location	PPM and Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none"> Automatic Doors
Axminster Millwey Rise Communal PC	<ul style="list-style-type: none"> Electrical - Fixed Wiring (3 Years)
Axminster Millwey Rise Unit 6	<ul style="list-style-type: none"> Electrical - Fixed Wiring (3 Years)
Axminster Millwey Rise Unit 7	<ul style="list-style-type: none"> Fire Extinguishers
Budleigh Salterton Brook Road PC	<ul style="list-style-type: none"> Asbestos Survey 5 Yearly
Budleigh Salterton Rolle Road PC	<ul style="list-style-type: none"> Asbestos Survey 5 Yearly
Budleigh Salterton Workshops	<ul style="list-style-type: none"> Asbestos Survey 5 Yearly
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> Heating And Ventilation Maintenance Mansafe harnesses
Exmouth Foxholes Chalets	<ul style="list-style-type: none"> Asbestos Survey 5 Yearly
Exmouth Leisure Centre	<ul style="list-style-type: none"> Lifts (Biannually)
Exmouth Magnolia Centre	<ul style="list-style-type: none"> Asbestos Survey 5 Yearly
Exmouth Manor Gardens Stage	<ul style="list-style-type: none"> Stage Equipment Inspection
Exmouth Phear Park Lodge	<ul style="list-style-type: none"> Gas Fired Boilers
Exmouth Phear Park PC	<ul style="list-style-type: none"> Asbestos Survey 5 Yearly Emergency Lighting System 3 Hour Test
Exmouth Queens Drive PC	<ul style="list-style-type: none"> Emergency Lighting System 3 Hour Test
Exmouth Station PC	<ul style="list-style-type: none"> Emergency Lighting System 3 Hour Test
Exmouth Town Hall	<ul style="list-style-type: none"> Emergency Lighting System 3 Hour Test
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> Asbestos Survey 5 Yearly Emergency Lighting System 3 Hour Test Heating And Ventilation Maintenance
Honiton Allhallows Pavilion & Tool Shed	<ul style="list-style-type: none"> Emergency Lighting System 3 Hour Test
Honiton Blackdown House	<ul style="list-style-type: none"> Lifts (Quarterly) Zip Boilers
Honiton East Devon Business Centre	<ul style="list-style-type: none"> Emergency Lighting System 3 Hour Test Heating And Ventilation Maintenance Zip Boilers
Honiton Lace Walk PC	<ul style="list-style-type: none"> Emergency Lighting System 1 Hour Test

	<ul style="list-style-type: none"> • Electrical - Fixed Wiring (3 Years)
Honiton Leisure Centre	<ul style="list-style-type: none"> • Emergency Lighting System 1 Hour Test • Emergency Lighting System 3 Hour Test • Gas Fired Boilers
Honiton Swimming Pool	<ul style="list-style-type: none"> • Emergency Lighting System 1 Hour Test • Emergency Lighting System 3 Hour Test
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Electrical PAT Test • Emergency Lighting System 3 Hour Test • Heating And Ventilation Maintenance • Roller Shutter.
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test
Seaton Axe Valley Wetland Centre	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test
Seaton Harbour Road PC	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test
Seaton Hole PC	<ul style="list-style-type: none"> • Electrical - Fixed Wiring (3 Years)
Seaton Riverside Workshops 1to 14	<ul style="list-style-type: none"> • Roller Shutter Door
Seaton Seafield Gardeners Shed	<ul style="list-style-type: none"> • Electrical - Fixed Wiring (3 Years)
Seaton Seafield Garden Jubilee Clock Tower	<ul style="list-style-type: none"> • Electrical - Fixed Wiring (3 Years)
Seaton West Walk PC	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test
Sidford Changing Rooms	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test • Heating And Ventilation Maintenance
Sidmouth Connaught Gardens PC	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Emergency Lighting System 3 Hour Test
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test • Gas Fired Boilers • Stage Equipment Inspection • Thermostatic Mixing Valves (Showers Etc)
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test • Heating And Ventilation Maintenance
Sidmouth Market PC	<ul style="list-style-type: none"> • Emergency Lighting System 3 Hour Test
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Electrical - Fixed Wiring (annual) • Emergency Lighting System 1 Hour Test • Emergency Lighting System 3 Hour Test
Sidmouth Triangle PC	<ul style="list-style-type: none"> • Electrical - Fixed Wiring (3 Years) • Emergency Lighting System 3 Hour Test

5. Q1 2026 / 2027 scheduled Planned Preventive Maintenance (PPM) and Compliance Activities.

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 Room	<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)

6. Other works not listed above completed, ongoing or planned over Q4 2025/26 and Q1 2026/27.

Location / Project	Works	Status
Axminster Millway Rise Workshops, Unit 5B	Insurance works.	Completed Q4 2025/26
East Devon Business Centre	Change of tenancy works, new carpets, blinds and redecoration	Completed Q4 2025/26
Exmouth East Devon Tennis Centre	Vermin proofing to roofs	Completed Q4 2025/26
Exmouth Leisure Centre	Boiler repairs	Completed Q4 2025/26
Exmouth Ocean	Cavity tray / water proofing works	Completed Q4 2025/26
Exmouth Ocean	Insurance works – damage to wall	On going
Exmouth Pavilion	EICR remedials	Completed Q4 2025/26
Exmouth Town Hall	Lift repairs.	Completed Q4 2025/26
Exmouth Town Hall	Decant - phase 1.	Completed Q4 2025/26
Exmouth Town Hall	Reception works - booth.	Completed Q4 2025/26
Leisure Contract Re- procurement	Support to procurement team - stock condition review, dilapidation and stock condition survey commissioning	On going
Norman Lockyer Observatory	Dome roof repairs	Completed Q4 2025/26
Queens Drive Space	Pre-season maintenance	Completed Q4 2025/26
Seaton Cemetery Shelter	Refurbishment and repairs	Completed Q4 2025/26
Seaton Riverside Unit 11	Repossession and change of tenancy work	Completed Q4 2025/26
Seaton Seafield Depot	New CCTV and intruder alarm installation	Completed Q4 2025/26
Seaton West Walk PCs	Storm damage repairs	Completed Q4 2025/26
Sidmouth Connaught Gardens, Shelters, Toilets and Greenhouse.	Vandalism repairs	Completed Q4 2025/26
Sidmouth Jacobs Ladder Kiosk	Repairs to steps	On going
Sidmouth Leisure Centre	Fire doors replacement - reception	Completed Q4 2025/26
Sidmouth Manstone Workshops Unit 8	Repossession and change of tenancy work	Completed Q4 2025/26
Sidmouth Swimming Pool	Pool filter repair	Completed Q4 2025/26
Sidmouth Swimming Pool	Roof repairs	Completed Q4 2025/26
Sidmouth The Triangle Green Keeper's Shed	External decorations and repairs	Completed Q4 2025/26
Sidmouth The Triangle PCs	Vandalism repairs	On going
Thelma Hulbert Gallery	Fire risk assessment works	On going

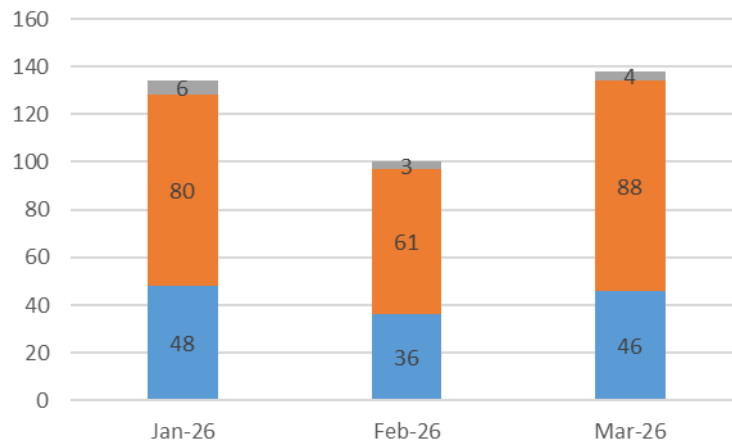
7. Q4 2025/26 Reactive Maintenance

7.1. A total of 372 reactive maintenance cases were raised during Q4. Of these, 61.56% were delivered by the in-house maintenance team, demonstrating continued reliance on internal resources to respond quickly to operational issues. LED operated assets continue to generate a significant proportion of reactive maintenance demand, accounting for 47.17% of all reactive repair requests during the period.

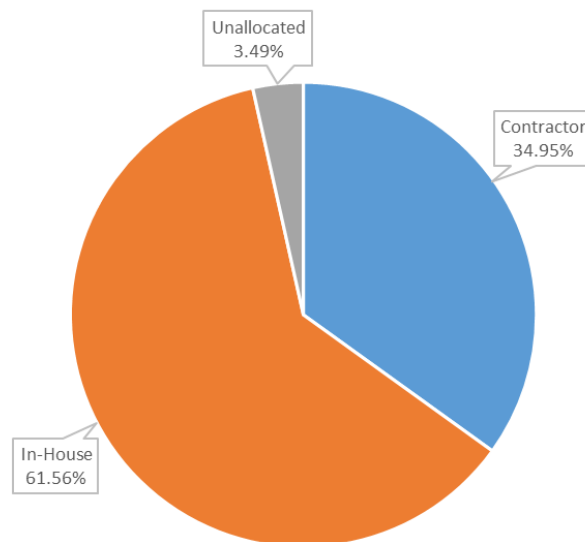
7.2. Reactive repair cases by allocation.

Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Jan-26	48	80	6	134
Feb-26	36	61	3	100
Mar-26	46	88	4	138
Total	130	229	13	372
% by allocation	34.95%	61.56%	3.49%	100.00%

Reactive Repair Cases by Month

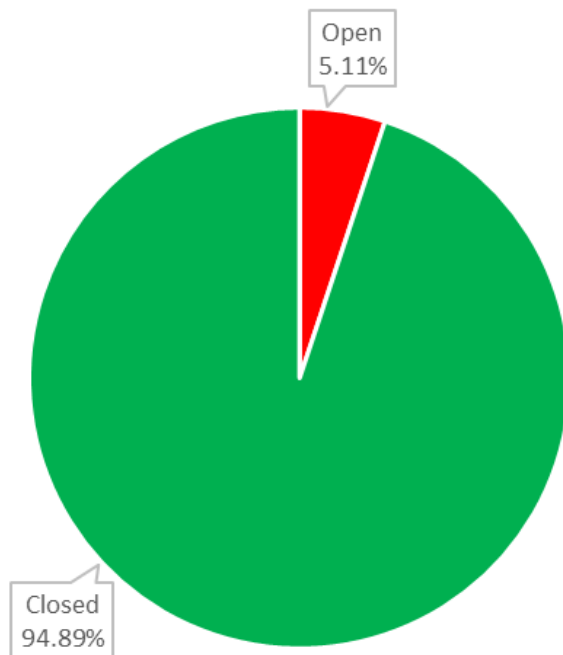


Reactive Repair Cases Allocation

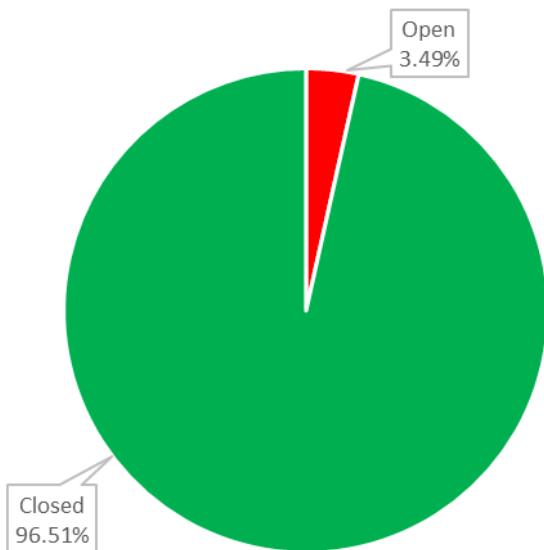


7.3. Reactive work status (baseline date 04/06/2026).

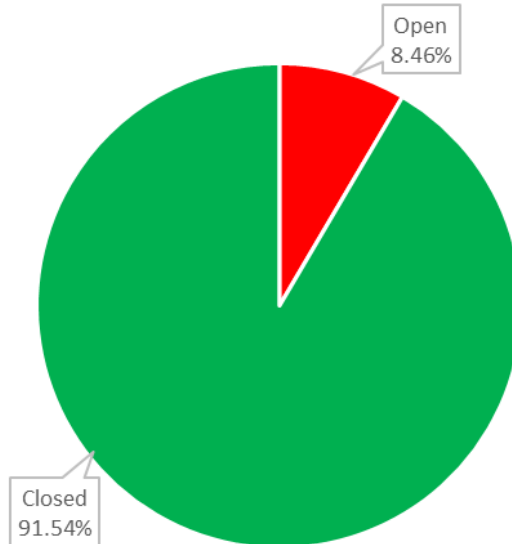
Reactive Repair Cases Status



Reactive Repair Cases Status (In-house)

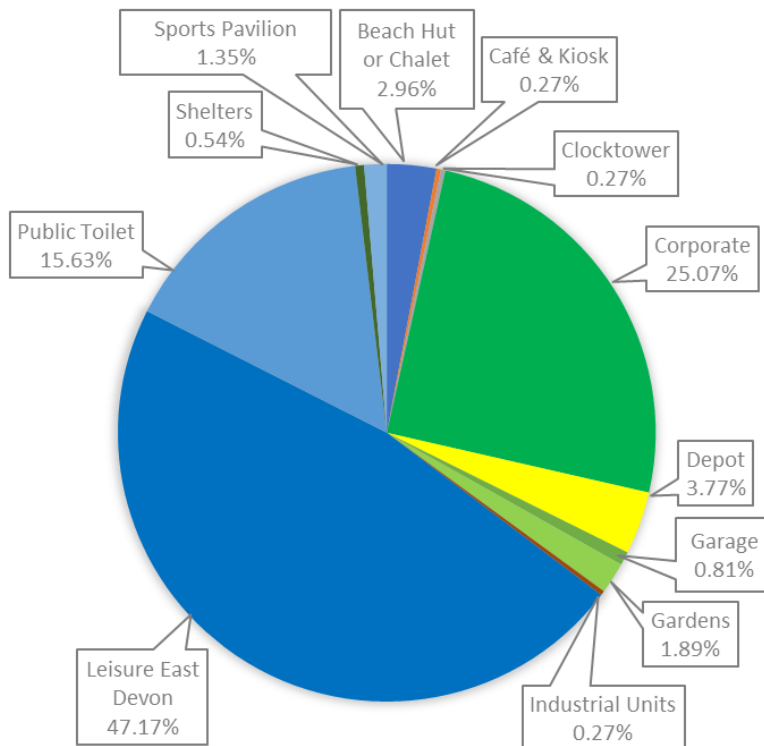


Reactive Repair Cases Status (Contractors)

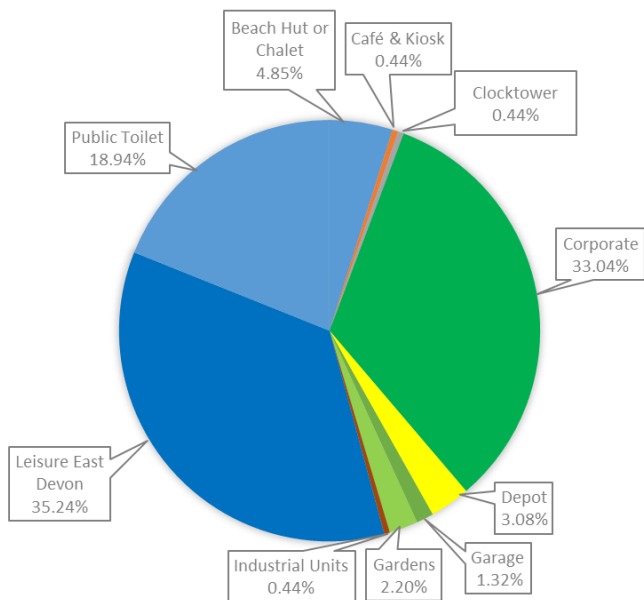


7.4. Reactive work by asset type and allocation.

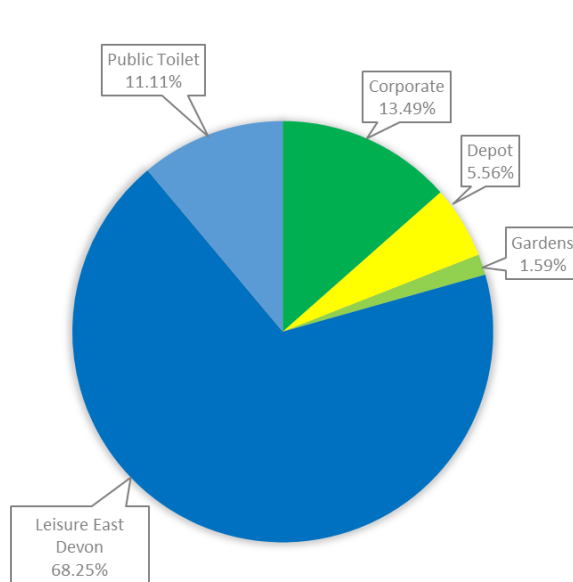
Reactive Repairs Cases by Asset Type
(All Cases)



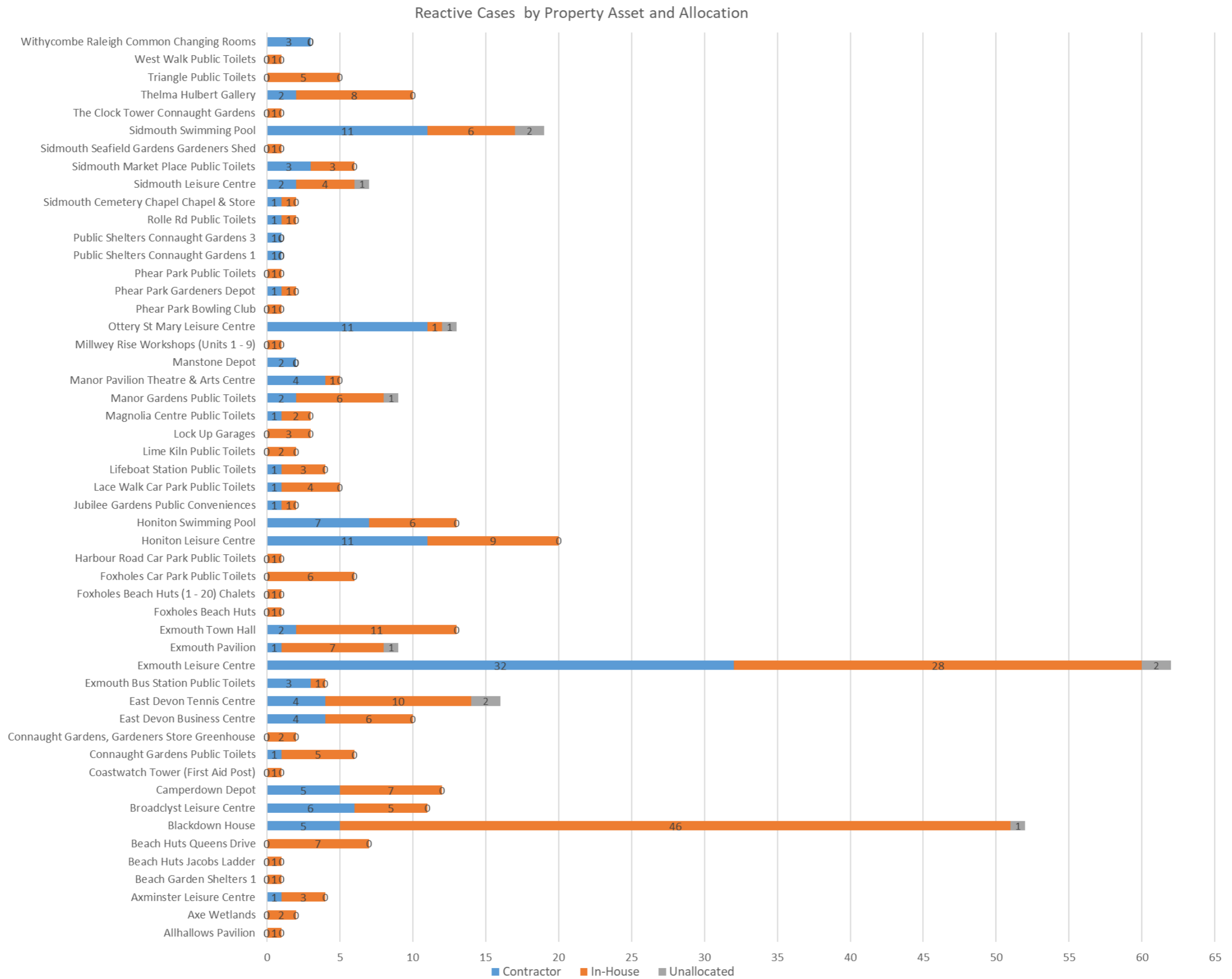
Reactive Repairs Cases by Asset Type
(In-House)



Reactive Repairs Cases by Asset Type
(Contractors)



7.5. The distribution of reactive work by property and allocation.



8. Summary of live capital projects

8.1 The Team continues to manage a significant capital programme focused on maintaining, improving and modernising the Council's non-housing assets. The programme includes compliance related works, building fabric improvements, leisure facility upgrades and investment in public conveniences

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
Demolition works and creation of car parking spaces	2026/27	Budleigh Salterton Brook Road Car Park PCs	£32,000.00	2026/27	To be tendered.
High level metal cladding remedial works	2026/27	Exmouth Ocean	£55,000.00	2026/27	To be tendered.
Stage lift replacement	2026/27	Exmouth Pavilion	£40,000.00	2026/27	Tendered, contractor to be appointed.
Clock bell works	2026/27	Seaton Jubilee Clock Tower	£40,000.00	2026/27	To be tendered.
Air handling unit replacement	2026/27	Sidmouth Leisure Centre	£91,500.00	2026/27	To be tendered.
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	Completed.
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	Completed.
External decorations and repairs.	2025/26	Various Corporate Properties	£460,500.00	2025 - 2027	Phase 1 tendered. Contractor appointed. Works started.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
Internal decorations, repairs, and refurbishment.	2025/26	Various LED Operated Buildings	£67,000.00	2025/26	Completed. Q4 2025/26
Refurbishment and improvement works.	2024/25	Exmouth Pavilion	£780,000.00	2025/26	Phase 1, Completed. Phase 2, Completed, defect period.
Roof replacement over courts 1-4.	2024/25	Exmouth East Devon Tennis Centre.	£812,500.00	2024/25	Completed, defects period.
Roof Replacement.	2024/25	Exmouth Pavilion	£509,000.00	2025/26	Completed, defects period. Q4 2025/26
Internal Decorations and Refurbishment.	2024/25	Manor Pavilion	£265,000.00	2025/26	Phase 1 completed. Phase 2 completed. Q4 2025/26
Internal Decorations and Refurbishment.	2024/25	Thelma Hulbert internal decoration and refurbishment.	£68,000.00	2025/26	Completed.
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.
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	Contractors appointed, due to complete late July 2026.
Roof replacement.	2022/23	Broadclyst LC Ottery St Mary LC	£575,575.00	2023/24 2022/23	Completed, defect period. Completed, defect period

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
FRA remedial works.	2022/23	Axminster LC Broadclyst LC Colyton LC Exmouth East Devon Tennis Centre Exmouth LC Exmouth Pavilion Honiton LC Honiton Swimming Pool Ottery St Mary LC Sidmouth LC Sidmouth Swimming Pool	£431,000.00	2023/24 2023/24 2023/24 2023/24 2023/24 2023/24 2023/24 2023/24 2023/24 2023/24 2023/24	All tendered. 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 Compartmentation element to be reviewed and adjusted to budget.
Floor repairs and replacement.	2022/23	Axminster LC Exmouth LC Honiton LC Ottery St Mary LC – Dance Studio Sidmouth LC Broadclyst LC	£364,550.00	2022/23 2024/25 2022/23 2022/23 2024/25 2024/25	Completed. Completed. Completed. Completed. Completed. Completed.
Extractor fans, AC, AHU upgrades and refurbishment.	2022/23	Axminster LC Colyton LC Exmouth East Devon Tennis Centre Exmouth LC Exmouth Pavilion Honiton LC Ottery St Mary LC Sidmouth Swimming Pool	£172,500.00	2025/26 2025/26 2025/26 2025/26 2025/26 2025/26 2023/24 2025/26	Completed. Completed. Completed. Completed. Completed. Completed. Completed. Completed. Q4 2025/26
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.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
Public Toilet Investment Programme (including Changing Places)	2021/22	Axminster West Street Car Park Public Toilets Budleigh Salterton Cliff Path (West End / Steamer) Public Toilets Beer Jubilee Gardens Public Toilets Exmouth Magnolia Centre (London Inn) Public Toilets Exmouth Manor Gardens Public Toilets Exmouth Phear Park Exmouth Queens Drive Public Toilets Sidmouth Connaught Gardens Public Toilet Sidmouth Triangle Public Toilets Sidmouth Ham West Carpark - Changing Places only. Sidmouth Market Place Toilets	£3,342,000.00	2024/25 – 2025/26	Phase 1 completed. Concept design nearly complete, next steps planning application. PROJECT ABORTED.



Report to: Asset Management Forum

Date of Meeting 15 June 2026

Heading/Title: Placemaking & Major Projects Team Update

Cabinet Member(s): Cllr Hayward

Director/Assistant Director: Andy Wood – Director of Place / Tim Child – Assistant Director, Place, Assets & Leisure

Author and Directorate: Naomi Harnett - Corporate Lead Placemaking & Major Projects, Place Directorate

Contact Details: naomi.harnett@eastdevon.gov.uk

Key decision No: N/a

If a Key Decision has it appeared on Forward Plan

Document classification: Part A Public Document

Exemption applied: None

1. Background

- 1.1 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.

Stalled Employment Sites

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

Cloakham Lawn, Axminster

- 1.3 A cross departmental team is working with Vistry Group to progress the land transfer, part of the S.106 agreement from the Cloakham Lawns development.
- 1.4 Two procurement exercises have been undertaken to secure commercial advice and architectural support to develop a scheme for the site. This work has now been completed and has identified a preferred option for the site and incorporates comments and recommendations from EDDC Planning officers.
- 1.5 Figure 1 provides an overview of the preferred option of the employment use site layout from the completed feasibility study.



- 1.6 Vistry Homes has revised its expected completion date for their site from April 2026 and now anticipates vacating the site in Summer 2026. Officers are currently awaiting confirmation from Vistry Homes on the date it will vacate the site.
- 1.7 While seeking to avoid any delay to a future planning application. In parallel, officers have liaised with Vistry Homes to secure access and have commissioned a preliminary ecological survey, which has now been completed. This identified the need for an additional reptile survey, which has been commissioned and is currently under way.
- 1.8 Vistry Homes has advised that the existing timber hoarding around the site has reached the end of its serviceable life. Officers have obtained a quotation of circa £50k to remove and replace the hoarding. Officers are therefore preparing a report to Cabinet seeking the funding for the hoarding, together with a modest contingency to reflect potential increases in construction costs, on the basis that the full amount will be recovered through the future sale value of the site.
- 1.9 Officers have obtained quotations from architects and other professional consultants. This work will support preparation of an outline planning application and any associated technical reports, including highways, flood risk and topographical assessments etc. This work will be commissioned once a date for Vistry Homes vacating the sites is confirmed.

Harepath Road, Seaton

- 1.10 Vickery Holman has been appointed as the Council's commercial agent, for the sale of the site on the open market. Following a four-month marketing period, a conditional offer (on receipt of planning) has been accepted from a

local business. EDDC's legal team is in the process of drafting a sale contract and the business has submitted a pre-application enquiry for the site, which is currently being considered by the Planning team.

Hayne Lane, Honiton

- 1.11 Officers have obtained 3 quotes from RICS Consultant Firms, for a Red Book Valuation upon EDDC owned site. Lambert Smith Hampton were appointed.
- 1.12 The red book valuation has been completed and returned to officers. Two valuations were prepared on the basis of agricultural use and employment use of the site.
- 1.13 An open-book meeting with Combe Estate has been arranged for late June 2026 to review both parties' valuations and provide the basis for negotiations to agree a purchase price for the site.
- 1.14 Once a price is agreed, both parties will prepare Heads of Terms to support the sale contract.

2. Recommendations/Decision

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

3. Reasons for Recommendations/Decision

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

4. Options

- 4.1 Not applicable. This is an update report only.

5. Relevance to Council Plan/priorities

Set out how report links to the Council Plan/priorities:

- A supported and engaged community that has the right homes in the right places, with appropriate infrastructure
- A sustainable environment that is moving towards carbon neutrality and which promotes ecological recovery.
- A vibrant and resilient economy that supports local business, provides local jobs and leads to a reduction in poverty and inequality.
- A well-managed, financially secure and continuously improving council that delivers quality services

Update report only, no decisions are sought. This report is to ensure that members of the Asset Management Forum are informed about projects that are currently being progressed by the team.

6. Financial Comments/Implications

6.1 This report provides an update and as such no specific recommendation is made which requires financial comment.

7. Legal Comments/Implications

7.1 There are no substantive legal issues in respect of this report.

8. Risk Implications

Not applicable. This report provides project updates only.

9. Equality Implications (Public Sector Equality Duty)

9.1 This relevance assessment aims to analyse gathered information for potential relevance to equality. If a Full Equality Impact Assessment is required ([Equality analysis impact assessment form](#)), include it as an appendix. At the minimum, the following table must be completed.

Scope (<i>Provide an overview, including objectives and desired outcomes</i>)	This report provide updates on current progress on the delivery of stalled employment sites that are in EDDC ownership. This report does not seek to make any recommendations on any project.
Evidence gathered and engagement (<i>List stakeholders consulted and relevant processes, policies, and data sources</i>)	None for the production of this report.
Relevance assessment findings (<i>If relevant to equality, undertake a full EIA or If no relevance to equality, explain why with supporting information</i>)	<p>A full EIA is required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, this assessment has demonstrated relevance to equality with regard to: Please check relevant boxes</p> <p><input type="checkbox"/> Age <input type="checkbox"/> Pregnancy and maternity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Race <input type="checkbox"/> Gender reassignment <input type="checkbox"/> Sex <input type="checkbox"/> Marriage or Civil Partnership <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Armed Forces <input type="checkbox"/> Other, e.g. carers, care leavers, low income, rurality/isolation, etc.</p> <p>If no, explain why:</p>
Relevance ranking	<input type="checkbox"/> High – Very relevant to protected characteristics <input type="checkbox"/> Medium – Somewhat relevant to protected characteristics <input checked="" type="checkbox"/> Low – Not relevant to protected characteristics
Key findings and impacts	None
Conclusion drawn (<i>i.e No major changes needed; EIA found no negative impact or adjust policy/process to remove identified barriers</i>)	No negative impact from the recommendation of this report.

Actions (<i>Proposed actions to mitigate negative impacts on identified groups</i>)	None.
Signed off by	

10. HR and Workforce Implications

10.1 None

11. Community Safety Implications (Crime and Disorder)

11.1 None

12. Climate Change Implications

12.1 None.

13. Health & Safety and Health & Wellbeing Implications

13.1 None.

14. Procurement and Social Value implications

14.1 The [Public Services \(Social Value\) Act](#) came into force on 31 January 2013. The Act requires public authorities to consider how the services they commission and procure might improve the economic, social, and environmental well-being of their area.

14.2 This report only provides project updates and does not recommend decisions, therefore this report gives no further consideration of this matter.

15. Land and Buildings (non-housing)/Asset Management Implications

15.1 This report includes council land assets, as well as land that will become a council asset in the future. Consideration is made for the management of the Cloakham Lawns site within the report, this will be considered by a separate Cabinet Report.

16. Overview and Scrutiny Committees Comments/Recommendations

16.1 N/a

17. Digital and Data

17.1 None.

18. Consultation and Engagement

18.1 None

19. Communications

19.1 None.

20. Next Steps

20.1 None – report for information only, to ensure that members of the Asset Management Forum are informed about projects that are currently being progressed by the team.

21. Appendices

21.1 None

22. Background Papers

22.1 None

Proposed Report Sign Off process

Please make sure you have obtained the relevant sign off and the date completed before submitting your report to Democratic Services.

	Officer Name	Date requested	Date Completed
Legal & Governance	Monitoring Officer or Deputy Monitoring Officer	3/6/26	Required
Finance	Section 151 Officer or Deputy S151 Officer	3/6/26	Required
Communications	communications@eastdevon.gov.uk	n/a	If applicable
Digital and Data	digital@eastdevon.gov.uk	n/a	If applicable
Engagement	engagement@eastdevon.gov.uk	n/a	If applicable
HR	HR Lead	n/a	If applicable
Chief Executive	Chief Executive	n/a	If applicable
Director	Relevant Director	3/6/26	Required
Assistant Director(s)	Relevant Assistant Director(s)	3/6/26	Required
Cabinet Lead Member(s)	Relevant Lead Member (s)	Cllr Hayward	Required
Executive Leadership Team	ELT	Insert date approved by ELT	Required
Strategic Leadership Team	SLT		If applicable