

Report to: Asset Management Forum

Date of Meeting 21th June 2022

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 property and FM activities over the last few months and future activities.

The report also provides an update on the recently approved capital work.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That the Forum

- a) Note the content 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.

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Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form using the [equalities form template](#).

Climate change Low Impact

Risk: Low Risk; Click here to enter text on risk considerations relating to your report.

Links to background information [AMF 07/12/2021. Update Report on Activities by Property FM Team.pdf \(eastdevon.gov.uk\)](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
- A greener East Devon
- A resilient economy

Report in full

- 1.1 The Property and FM Team continues to support and fulfil the Council’s responsibilities across its corporate property stock.
- 1.2 As background information, the Forum has previously received the following report:
 - December 2021: “Update Report on Activities by Property & FM Team”. The report provided an update on the activities of the Property and FM Team and was the first of such report. It also stated the intention to provide similar reports to the Forum on a more regular basis.
- 1.3 This new report focuses on providing an update / summary on work being done and planned since the previous report and it covers the period from January 2022 to May 2022.
- 1.4 A summary of planned preventive maintenance (PPM) and compliance works undertaken between January and May 2022 is shown in the table below.

Location	PPM And Compliance Works (January - May 2022)
Exmouth Town Hall	<ul style="list-style-type: none"> • Ductwork • Assistance Alarm • CCTV • Emergency Lighting System • Fire Alarm System • Heating And Ventilation Maintenance • Intruder Alarm
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • CCTV • Intruder Alarm • Fire Alarm System • Fire Extinguishers
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Pumping Stations • Gas Fired Boilers • Fire Alarm System • Pool Plant Maintenance

Location	PPM And Compliance Works (January - May 2022)
Exmouth Queens Drive Space Bar	<ul style="list-style-type: none"> • Fire Extinguishers
Exmouth Pavilion	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Fire Alarm System • Lifts (Annually)
Exmouth Exmouth Manor Gardens Tool Shed	<ul style="list-style-type: none"> • Intruder Alarm
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Automatic Doors • Ductwork • Fire Alarm System • Mansafe Systems • Mansafe Harnesses
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Ductwork • Fire Alarm System
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Automatic Doors • Ductwork • Emergency Lighting System • Fire Alarm System • Mansafe Systems • Mansafe Harnesses
Sidmouth Coburg Gardens Putting Green Shed	<ul style="list-style-type: none"> • Electrical - Fixed Wiring (Non Swimming Pool)
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Intruder Alarm • Fire Alarm System • Lifts (Annually) • Heating And Ventilation Maintenance
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Emergency Lighting System • Fire Alarm System • Pool Plant Maintenance
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Intruder Alarm • Fire Alarm System • CCTV • Heating And Ventilation Maintenance
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Emergency Lighting System • Fire Alarm System
Sidbury Memorial Hall Pc	<ul style="list-style-type: none"> • Electrical - Fixed Wiring (3 Years)
Sidford Changing Rooms	<ul style="list-style-type: none"> • Ductwork • Fire Alarm System
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Ductwork • Emergency Lighting System • Fire Alarm System • Mansafe Systems • Mansafe Harnesses
Honiton Allhallows Pavilion And Tool Shed	<ul style="list-style-type: none"> • Intruder Alarm

Location	PPM And Compliance Works (January - May 2022)
Honiton Leisure Centre	<ul style="list-style-type: none"> • Automatic Doors • Ductwork • Fire Alarm System
Honiton Swimming Pool	<ul style="list-style-type: none"> • Automatic Doors • Gas Fired Boilers • Pumping Stations • Fire Alarm System • Pool Plant Maintenance • Ductwork
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Intruder Alarm • Fire Alarm System • Lifts (Annually)
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic Doors • Ductwork • Intruder Alarm • Zip Boilers • Fire Extinguishers • Fire Alarm System
Honiton Blackdown House	<ul style="list-style-type: none"> • Assistance Alarm • Automatic Doors • CCTV • Ductwork • Intruder Alarm • Fire Alarm System • Lifts (Annually) • Heating And Ventilation Maintenance • Zip Boilers
Axminster Leisure Centre	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Fire Alarm System
Colyton Dolphin St Car Park Pc	<ul style="list-style-type: none"> • Emergency Lighting System • Electrical - Fixed Wiring (3 Years)
Colyton Leisure Centre	<ul style="list-style-type: none"> • Emergency Lighting System • Fire Alarm System
Seaton West Walk Pc	<ul style="list-style-type: none"> • Pumping Stations
Seaton Jurassic	<ul style="list-style-type: none"> • Fire Extinguishers

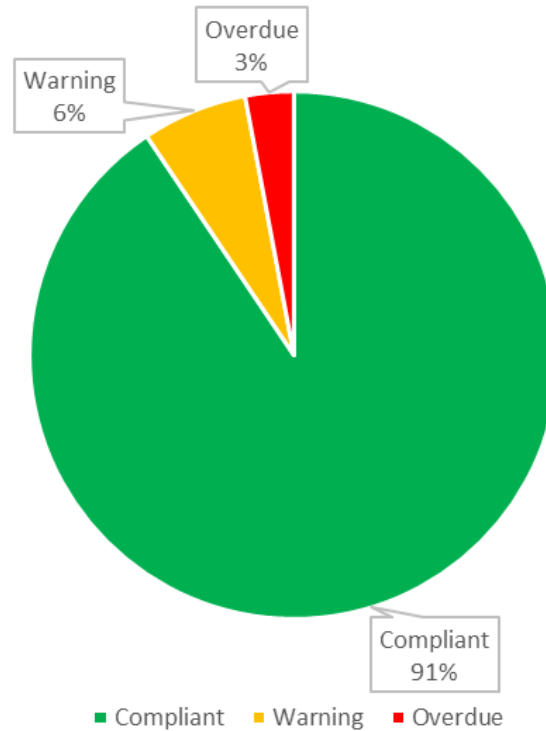
1.5 A summary of planned preventive maintenance (PPM) and compliance works planned over the next few months is shown in the table below.

Location	PPM and Compliance Works (June - August 2022)
Exmouth Phear Park Gardeners Depot	<ul style="list-style-type: none"> • Roller shutter door
Exmouth Town Hall	<ul style="list-style-type: none"> • Automatic doors • Heating and ventilation maintenance • Lifts (annually) • Fire shutters
Exmouth Imperial Recreation Pc	<ul style="list-style-type: none"> • Roller shutter door
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Roller shutter door

Exmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors • Heating and ventilation maintenance
Exmouth Pavilion	<ul style="list-style-type: none"> • Automatic doors • Roller shutter door • Heating and ventilation maintenance
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Automatic doors • Lightning conductor • Heating and ventilation maintenance
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Heating and ventilation maintenance
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Automatic doors • Lightning conductor • Heating and ventilation maintenance
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Heating and ventilation maintenance • Roller shutter door
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Lightning conductor • Heating and ventilation maintenance • Automatic doors
Sidmouth Cemetery Chapel And Store	<ul style="list-style-type: none"> • Lightning conductor
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Heating and ventilation maintenance • Roller shutter door
Sidmouth Manstone Workshops 1 To 9	<ul style="list-style-type: none"> • Roller shutter door
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Lightning conductor • Heating and ventilation maintenance • Heating and ventilation maintenance
Honiton Leisure Centre	<ul style="list-style-type: none"> • Automatic doors • Roller shutter door • Roller shutter door • Fire shutters • Heating and ventilation maintenance
Honiton Swimming Pool	<ul style="list-style-type: none"> • Automatic doors
Honiton King St Pc	<ul style="list-style-type: none"> • Ductwork
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Heating and ventilation maintenance
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic doors • Lightning conductor • Heating and ventilation maintenance
Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic doors • Heating and ventilation maintenance • Gas fired boilers • Lightning conductor • Roller shutter door
Axminster Millwey Rise Workshops 1 To 9	<ul style="list-style-type: none"> • Roller shutter door
Axminster Leisure Centre	<ul style="list-style-type: none"> • Heating and ventilation maintenance
Colyton Leisure Centre	<ul style="list-style-type: none"> • Lightning conductor • Heating and ventilation maintenance
Seaton Harbour Road Pc	<ul style="list-style-type: none"> • Emergency lighting system
Seaton Riverside Workshops 1 To 14	<ul style="list-style-type: none"> • Roller shutter door
Seaton West Walk Pc	<ul style="list-style-type: none"> • Ductwork

1.6 The status of compliance and PPM work is shown below.

Compliance and Planned Maintenance
(Status - 10/06/2022)



- 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.

1.7 Other planned works not listed above, completed over the last three months and planned or ongoing over the next three months.

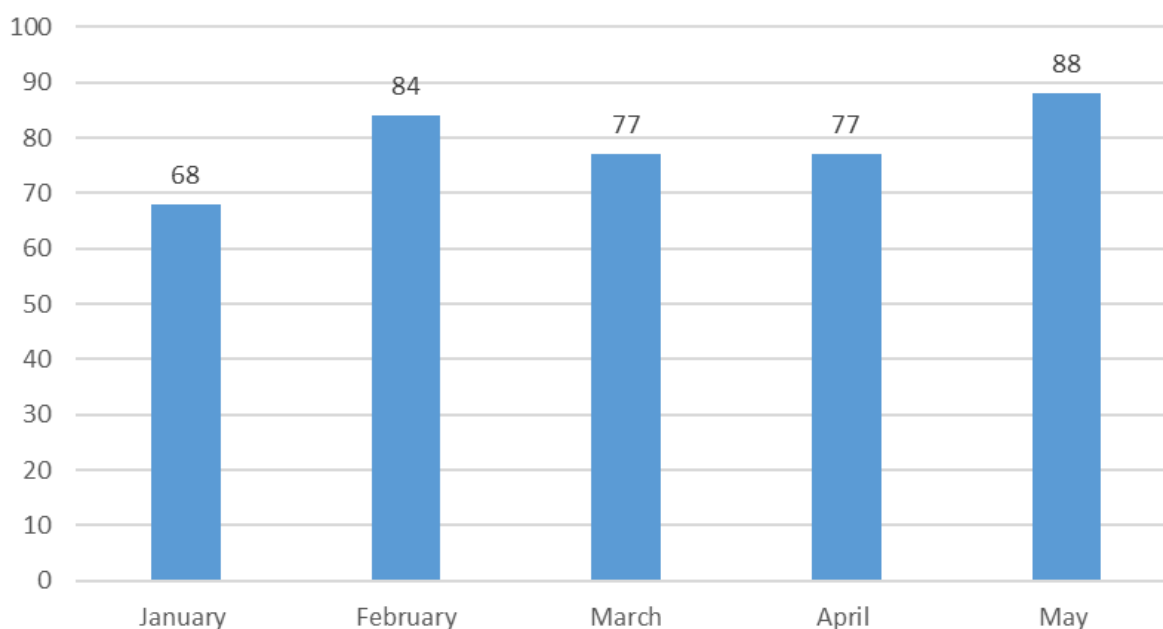
Location	Other Planned Work	Status
Colyton Leisure Centre	Shower TMVs replacement	Completed
Colyton Leisure Centre	Heating boiler replacement	Completed
Exmouth Pavilion	Hot water cylinder replacement	Completed
Exmouth Pavilion	Roof works over loading bay	Completed
Exmouth Town Hall	Replacement of lift ropes	Ordered, awaiting contractor's availability
Honiton Leisure Centre	Squash court repairs	Ordered, awaiting contractor's availability
Ottery Leisure Centre	Relining of drains	Completed
Seaton Jurassic	Latent defects – M&E	Ongoing, consultant appointed, awaiting report.
Sidmouth Connaught Gardens Shelter 1B	Roof and wall repairs	Contractor appointed, starts on site 05/09/22.
Sidmouth Normal Lockyer Observatory	External repairs and redecorations	Ongoing, consultant appointed.

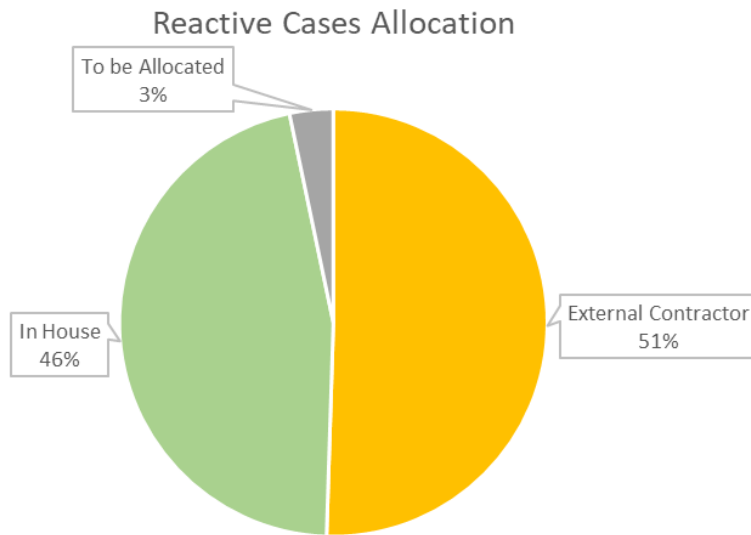
Location	Other Planned Work	Status
Sidmouth Swimming Pool	Boiler replacement	Completed.
Sidmouth The Knowle	Flood attenuation scheme liaison	Ongoing, work completed but still some H&S issues to be addressed
Sidmouth Watch Tower Café	External wall repairs to clock tower	95% complete.

1.8 A summary of reactive jobs by property and allocation for the period January 2022 to May 2022 is shown in the table below.

Property	Reactive Jobs (allocation)			Total
	Maintenance Technicians	External Contractors	To be Allocated	
January	33	34	1	68
February	36	42	6	84
March	36	38	3	77
April	34	43	0	77
May	41	44	3	88
Totals	180	201	13	394
% by allocation	51%	46%	3%	100%

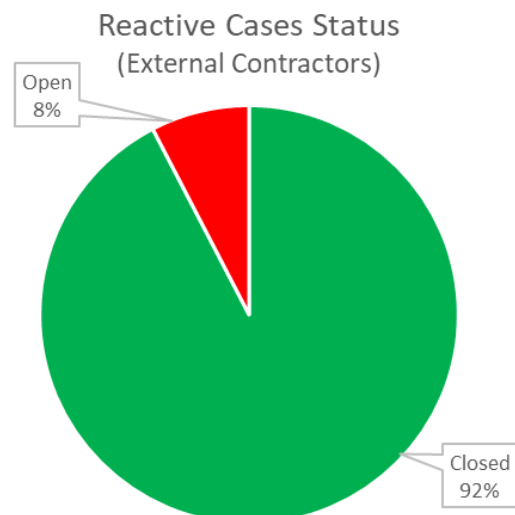
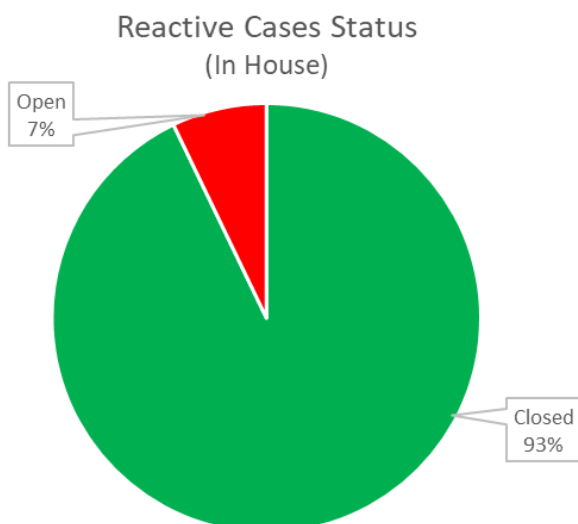
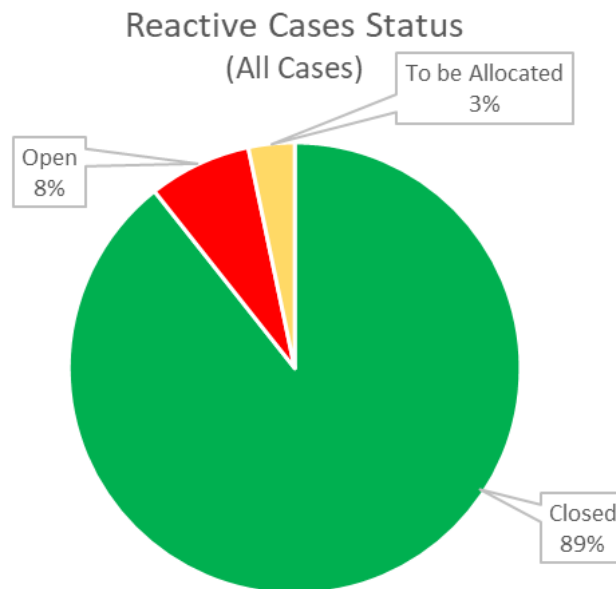
Reactive Cases by Month
(January - May 2022)



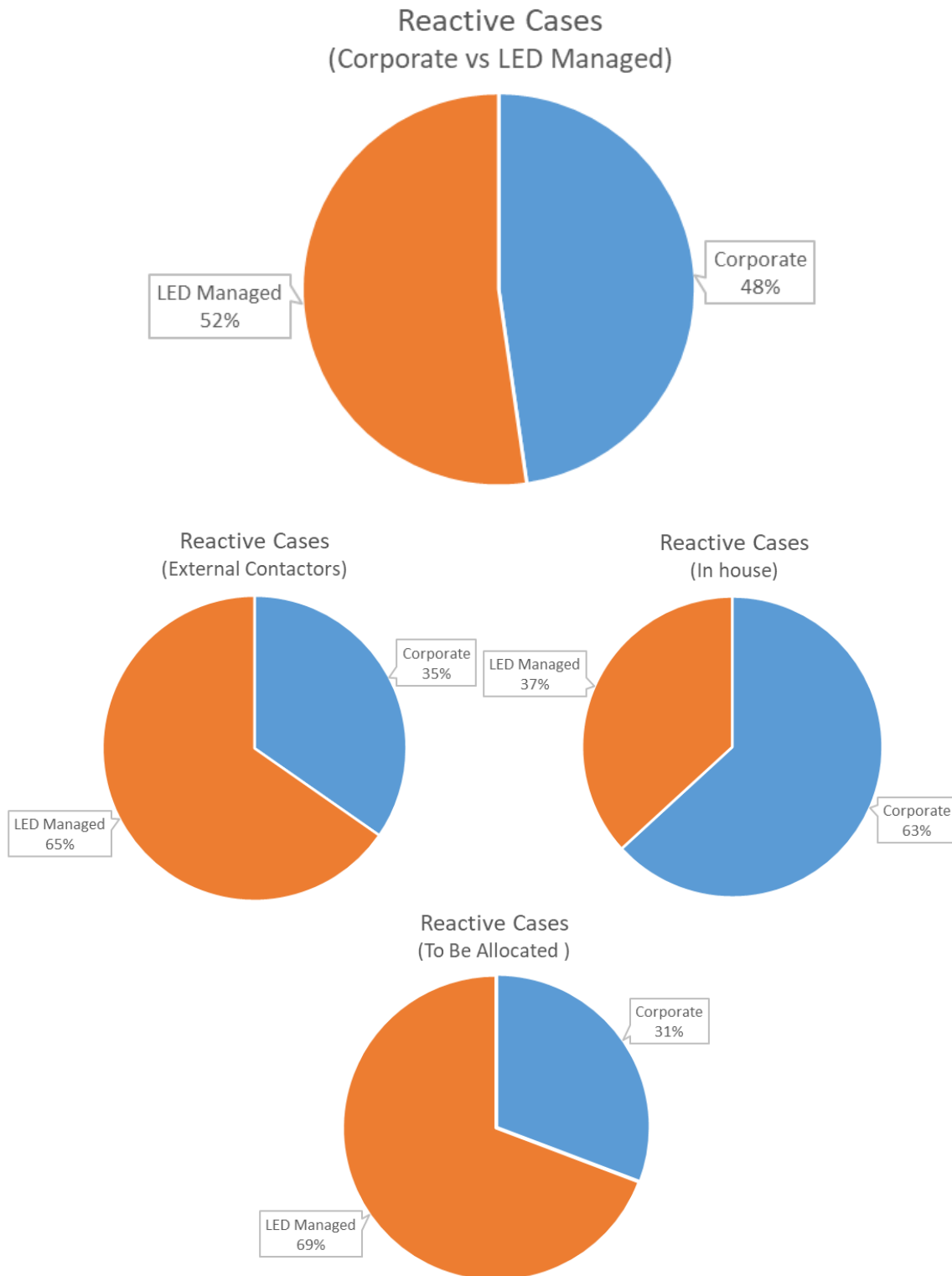


46% of reactive jobs are done in house by the Property and FM Team. Whilst the remaining work is done by external contractors the team manages the work and provides technical support as required.

1.9 The status of reactive work for the period January 2022 to May 2022 is shown.



1.10 The distribution of reactive work by type of property (Corporate vs LED Managed) and allocation is shown in the chart below.

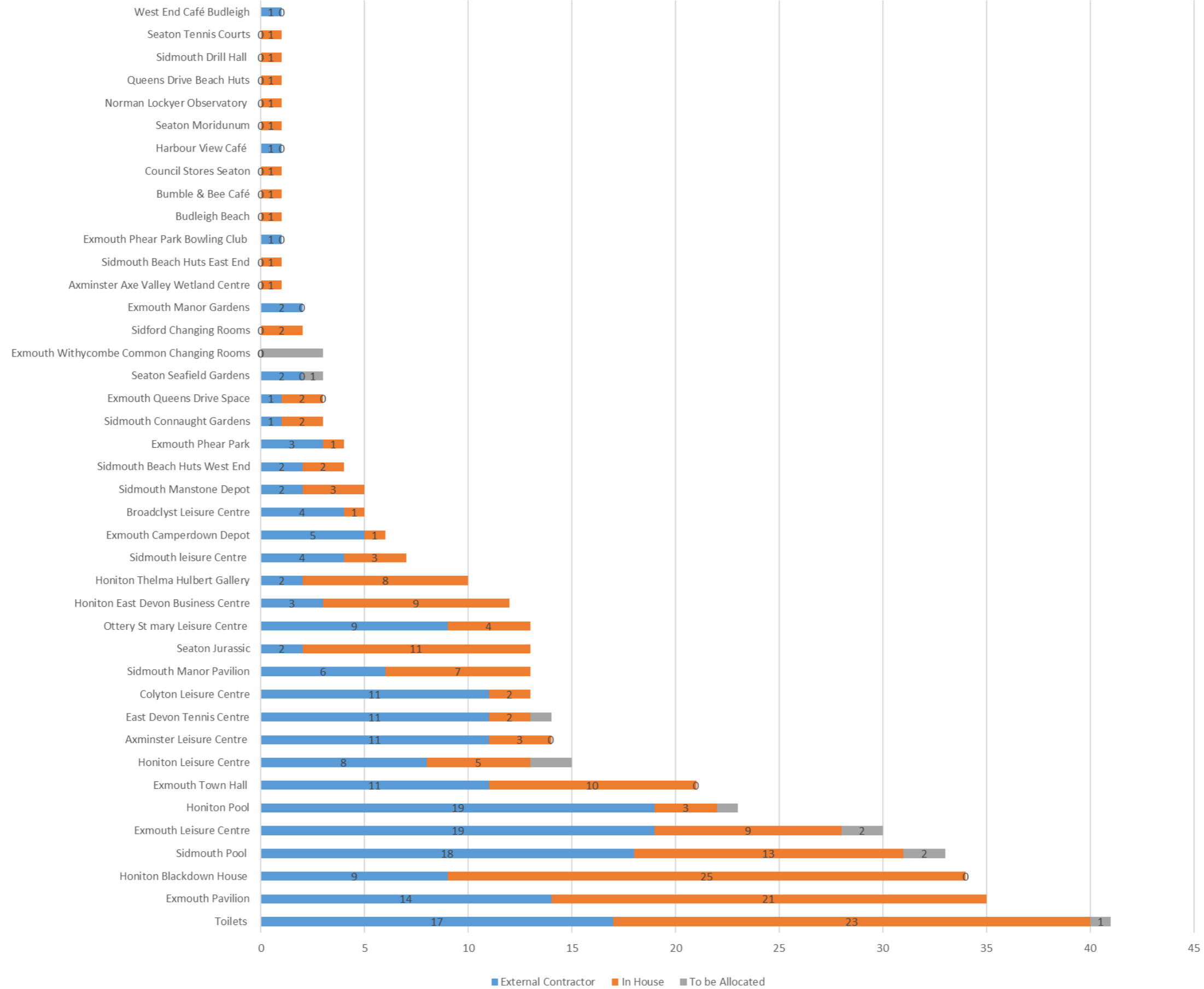


Worth noting:

- Fairly even split of reactive work between LED managed and corporate properties.
- Most of the reactive work by external contractors is in LED managed properties.
- Most of the reactive work by the in house team is in corporate properties.
- Most of the reactive work to be allocated is in LED managed properties.

1.11 The distribution of reactive work by property and allocation is shown in the chart below.

Reactive Cases January - May 2022
(Distribution by Property and Allocation)



1.12 A summary of the approved current and recently completed capital projects is provided below, including their status.

Capital Project	Year	Property	Approved Funding	Work Planned For	Status / Comments
Re-roofing of Seaside Tenanted Properties	2018/19	Exmouth Octagon Kiosk	£63,000.00	2022/23	Completed.
Reception and Changing Rooms Refurbishment	2020/21	Honiton Swimming Pool	£457,000.00	2021/22	Completed, defect period.
New Changing Rooms	2020/21	Seaton Football Club	£291,000.00	2021/22	90% complete. Delay in commissioning and final handover
Replacement sports hall store cupboard doors.	2020/21	Broadclyst, Ottery and Sidmouth Leisure Centres	£35,500.00	2022/23	Ongoing, phase 1 completed.
Refurbishment and improvement works	2022/23	Exmouth Pavilion	£352,000.00	2023/24	Structural engineer appointed
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	To be tendered
		Ottery St Mary LC		2022/23	Contractor appointed, work planned for the summer
FRA remedial works	2022/23	Axminster LC	£431,000.00	2023/24	Design, consultants appointed
		Broadclyst LC		2023/24	
		Colyton LC		2023/24	
		Exmouth East Devon Tennis Centre		2023/24	
		Exmouth LC		2023/24	
		Exmouth Pavilion		2023/24	
		Honiton LC		2023/24	
		Honiton Swimming Pool		2023/24	
		Ottery St Mary LC		2023/24	
		Sidmouth LC		2023/24	

Capital Project	Year	Property	Approved Funding	Work Planned For	Status / Comments
		Sidmouth Swimming Pool		2023/24	
Floor repairs and replacement	2022/23	Axminster LC	£364,550.00	2022/23	Contractor appointed, works planned for the summer
		Colyton LC		2023/24	To be tendered
		Exmouth LC		2023/24	To be tendered
		Honiton LC		2022/23	Contractor appointed, awaiting contractor's availability
		Ottery St Mary LC		2022/23	Contractor appointed, works planned for the summer
		Sidmouth LC		2023/24	To be tendered
Swimming pool plants repairs and replacement.	2022/23	Exmouth Swimming Pool	£126,500.00	2022/23	To be tendered
		Honiton Swimming Pool		2022/23	To be tendered
		Sidmouth Swimming Pool		2022/23	To be tendered
Extractor fans, AC, AHU upgrades and refurbishment	2022/23	Axminster LC	£172,500.00	2022/23	To be tendered
		Colyton LC		2022/23	To be tendered
		Exmouth East Devon Tennis Centre		2022/23	To be tendered
		Exmouth LC		2022/23	To be tendered
		Exmouth Pavilion		2022/23	To be tendered
		Honiton LC		2022/23	To be tendered
		Ottery St Mary LC		2022/23	To be tendered
		Ottery St Mary LC		2022/23	Contractor appointed, work planned for the summer
		Sidmouth Swimming Pool		2022/23	To be tendered
Pool Energy Management System	2022/23	Honiton Swimming Pool	£62,500.00	2022/23	Awaiting costs from specialist
		Exmouth Swimming Pool		2022/23	Awaiting costs from specialist
		Sidmouth Swimming Pool		2022/23	Awaiting costs from specialist

Capital Project	Year	Property	Approved Funding	Work Planned For	Status / Comments
Cold Water Storage Tank	2022/23	Exmouth Swimming Pool	£21,000.00	2022/23	To be tendered
Stage Equipment Remedials and Improvements	2022/23	Exmouth Pavilion	£56,500.00	2022/23	To be tendered. Total funding £56,500 includes Sidmouth Manor Pavilion
Energy Efficiency Review	2022/23	Corporate and LED Properties	£60,000.00	2022/23	Design, consultant to be appointed. Note this project also include non LED managed properties.
External Decoration	2022/23	Exmouth Beach Huts	£100,000.00	2022/23	Contractor appointed, ongoing.
Corporate Property External Fabric and Roof Works	2022/23	Various Corporate Sites	£448,500.00	2022/23	Contractors appointed (Phase 1 and 2)
FRA Works	2022/23	Various Corporate Sites	£104,000.00	2022/23	Design, consultants appointed.
Replacement of Tool Shed	2022/23	Exmouth Manor Gardens	£22,500.00	2022/23	Design / tender preparation, ongoing.
Energy Efficiency Review	2022/23	Various Corporate and LED Managed Sites	£60,000.00	2022/23	Consultant to be appointed.
StreetScene Depots operation Review	2022/23	Exmouth Camperdown Depot, Sidmouth Manstone Depot and Woodbury Salterton Greendale Depot	£50,000.00	2022/23	Consultant to be appointed
Renewal of Render of External Walls, External decorations	2022/23	Colyton Dolphin Street Toilets	£25,000.00	2022/23	Design / tender preparation, ongoing.
Rebuilding of Retaining Wall	2022/23	Mini Site No. 3, Durham Way	£101,000.00	2022/23	Design / tender preparation, ongoing.

Financial implications:

There are no direct financial implications and the recommendations are to note the position.

Legal implications:

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