

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of the meeting of Asset Management Forum held via zoom on 4 November 2022**

#### **Attendance list at end of document**

The meeting started at 9.30 am and ended at 10.53 am

#### **13 Public speaking**

None.

#### **14 Notes from the previous meeting held on 22 June 2022**

Agreed.

#### **15 Declarations of interest**

Minute 18. Place and Prosperity Team update.

Councillor Paul Hayward, Affects Non-registerable Interest, Works for Axminster Town Council.

Minute 19. Estates Team update.

Councillor Paul Hayward, Affects Non-registerable Interest, Works for Axminster Town Council.

#### **16 Matters of urgency**

None.

#### **17 Confidential/exempt item(s)**

None.

#### **18 Exmouth Placemaking update**

The Forum received a report outlining an update from the Placemaking in Exmouth Towns and Seafront Group, where their recommendations had been considered by Cabinet and were due to go before Council on 7 December 2022.

Assuming this was agreed, the terms of reference for place making would cover:

- Prioritisation of key themes and opportunity sites
- Spatial analysis of the opportunities across the town
- Analysis of delivery in the short, medium and long term
- Identification of key partners
- Preparation of options for sites
- Feasibility design and costing

This would then provide the Group with options to shortlist, before commencement of consultation and seek to approve budget of preferred options.

The report also covered an update on the Queen's Drive Space relating to further work on leases with both current tenants and seeking an operator for the event space for the 2023 season.

The outcome of the Levelling up Bid was still awaited. Members were concerned that any delays, regardless of funding streams, increased the risk of costs increasing beyond the budgeted levels; particularly relating to build costs.

The update was noted by the Forum.

## 19 **Place and Prosperity Team update**

Updates from the Place and Prosperity Team covered:

- Hayne Lane, Honiton
- Seaton Jurassic
- Beach Huts
- Drill Hall, Sidmouth
- Axe Valley Levelling Up Funding Bid
- Seaton Moridundum
- Devon Place Urban Renewal Project
- Commercial Investment Review

Members were pleased to see, and appreciative of, the progress at the Drill Hall, and at Seaton Jurassic, in light of the lengthy but necessary negotiations to undertake.

The Commercial Investment Review was explained as a full review of the scoring matrixes, guidance, and capturing the views of Members – the revision will be presented to the Forum to consider and recommend forward to Cabinet at a future meeting.

The Forum noted the update.

## 20 **Estates Team update**

The Forum were provided with an update on the Estates Team, including the filling of two vacant posts, which permitted the team to commence work on reducing the backlog of cases. In response to a question, the Senior Estates Surveyor advised that the team were prioritising cases to deal with the most urgent first.

Occupancy rates were reported as remaining high, with demand for workshops in particular remaining high. The report before the Forum also set out recent work on the annual insurance valuation and the successful acquisition of land at Broadclyst which will be used to provide a new area of green space as part of the Clyst Valley Regional Park.

In response to a question about providing a location for Van Lifers, the Members were reminded that any third party that leased such land would have to be consulted before any further discussions with Van Lifers could take place– however the current lease to which the Member referred would not permit such use.

The update from the Estates Team was noted.

## 21 **Property and FM Team Update Report**

The Forum received a detailed update report on planned preventative maintenance and compliance works undertaken between June and September 2022; as well as the planned works for months October 2022 to March 2023.

Details of reactive work in the period was also detailed. Forum members were able to see at a glance the status of reactive work for the period; as well as a breakdown of asset type. It was highlighted that reactive work on LED assets totalled 42.4% of the overall reactive work undertaken by the team.

The Forum were reminded that the team were mindful of the emerging new Leisure Strategy, but that had to be balanced with the current and future capital bids for LED occupied premises that often related to urgent or health and safety related works.

The Chair and Forum members welcomed the comprehensive report, and suggested that communicating the work undertaken was explored with the communications team.

The Forum noted the report.

**Attendance List**

**Councillors present:**

P Hayward (Chair)  
P Arnott  
J Rowland  
G Pratt

**Councillors also present (for some or all the meeting)**

N Hookway  
G Jung

**Officers in attendance:**

Tim Child, Service Lead - Place, Assets & Commercialisation  
Rob Harrison, Senior Estates Surveyor  
Alison Hayward, Project Manager Place & Prosperity  
Jorge Pineda-Langford, Principal Building Surveyor, Property & FM  
Kirstie Butler, Assistant Estates Surveyor  
Debbie Meakin, Democratic Services Officer  
Gerry Mills, Project Manager Place & Prosperity (Exmouth)

Chair .....

Date: .....