

Report to: Asset Management Forum



Date of Meeting 19th June 2023

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 ongoing approved capital work and lists the 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

Climate change Low Impact

Risk: Low Risk;

Links to background information:

- [AMF 27/02/2023 Update Report on Activities by Property and FM Team.](#)
- [AMF 04/11/2022 Update Report on Activities by Property and FM Team](#)
- [AMF 21/06/2022 Update Report on Activities by Property and FM Team](#)
- [AMF 07/12/2021 Update Report on Activities by Property and FM Team.](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
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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 reports:
 - February 2023: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to February 2023.
 - November 2022: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to September 2022.
 - June 2022: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to May 2022.
 - December 2021: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to November 2021 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 June 2022 to September 2022.
- 1.4 A summary of planned preventive maintenance (PPM) and compliance works undertaken between March and May 2023 is shown in the table below.

Location	PPM And Compliance Works (March 2023 - May 2023)
Axminster Leisure Centre	<ul style="list-style-type: none"> • Fire alarm system • Ductwork
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Fire alarm system • Mansafe system • Mansafe harness • Gas fired boilers
Colyton Leisure Centre	<ul style="list-style-type: none"> • Fire alarm system
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Fire alarm system • Intruder alarm system • Fire extinguishers • CCTV
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Fire alarm system • Mansafe system • Mansafe harness • Ductwork
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Fire alarm system • Pumping stations • Gas fired boilers • Ductwork • TMVs – showers, etc. • Lifts (biannually)
Exmouth Pavilion	<ul style="list-style-type: none"> • Fire alarm system • Ductwork
Exmouth Queen Drive Space Bar	<ul style="list-style-type: none"> • Fire extinguishers
Exmouth Town Hall	<ul style="list-style-type: none"> • Ductwork • Assistance alarm • CCTV • Fire alarm system • Heating and ventilation maintenance • Intruder alarm system • Lifts (biannually)
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Gas fired boilers • Heating and ventilation maintenance • Fire alarm system
Honiton Allhallows Pavilion And Tool Shed	<ul style="list-style-type: none"> • Gas fired boilers
Honiton Blackdown House	<ul style="list-style-type: none"> • Assistance alarm • Lifts (quarterly) • Heating and ventilation maintenance • Intruder alarm system • Fire alarm system • ZIP boiler • Ductwork • CCTV
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Ductwork • Intruder alarm system • Fire alarm system

Location	PPM And Compliance Works (March 2023 - May 2023)
Honiton King Street PC	<ul style="list-style-type: none"> • Ductwork
Honiton Leisure Centre	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system • Gas fired boilers
Honiton Swimming Pool	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system • Gas fired boilers • Pumping stations
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Sump pump maintenance
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Oil fired boilers • Ductwork
Seaton Jurassic	<ul style="list-style-type: none"> • Automatic doors
Seaton West Walk PC	<ul style="list-style-type: none"> • Ductwork • Pumping stations
Sidford Changing Rooms	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Fire alarm system
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • CCTV • Intruder alarm system • Fire alarm system
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Ductwork. • Fire alarm system • Gas fired boilers

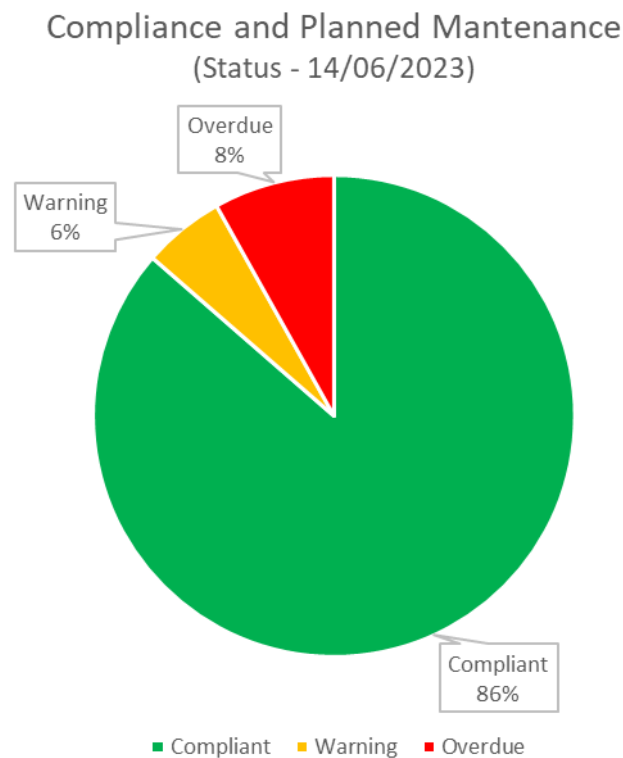
1.5 A summary of planned preventive maintenance (PPM) and compliance works planned over the next three months is shown in the table below.

Location	PPM and Compliance Works (June - August 2023)
Axminster Leisure Centre	<ul style="list-style-type: none"> • Automatic doors • TMVs – showers, etc. • Electrical – fixed wiring (3 years)
Axminster Willwey Rise Workshops 1 to 9	<ul style="list-style-type: none"> • Roller shutter doors
Axminster West Street PC	<ul style="list-style-type: none"> • Emergency lighting system
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Lightning conductor
Budleigh Salterton East End PC	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years)
Budleigh Salterton Rolle Road PC	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Emergency lighting system
Budleigh Salterton Station Road PC	<ul style="list-style-type: none"> • Emergency lighting system

Location	PPM and Compliance Works (June - August 2023)
Colyton Leisure Centre	<ul style="list-style-type: none"> • Lightning conductor • Heating and ventilation maintenance
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years)
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Automatic doors • Electrical – fixed wiring (3 years) • Heating and ventilation maintenance • TMVs – showers, etc. • Lightning conductor
Exmouth Foxholes Carpark PC	<ul style="list-style-type: none"> • Bottle filler water test
Exmouth Imperial Recreation PC	<ul style="list-style-type: none"> • Roller shutter doors
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors
Exmouth Pavilion	<ul style="list-style-type: none"> • Automatic doors • Asbestos survey (3 years) • Lifts (Biannually) • Heating and ventilation maintenance • TMVs – showers, etc.
Exmouth Phear Park Gardeners Depot	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years)
Exmouth Town Hall	<ul style="list-style-type: none"> • TMVs – showers, etc. • Fire shutters • Emergency lighting system
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • Emergency lighting system
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 years) • TMVs – showers, etc.
Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic doors • Gas fired boilers • TMVs – showers, etc. • Lightning conductor
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic doors • TMVs – showers, etc. • Lightning conductor
Honiton Leisure Centre	<ul style="list-style-type: none"> • Asbestos survey (3 years) • Automatic doors • TMVs – showers, etc.
Honiton Swimming Pool	<ul style="list-style-type: none"> • Automatic doors
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Emergency lighting system • Gas fired boilers • Heating and ventilation maintenance • Lifts (Biannually) • TMVs – showers, etc.
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Lightning conductor • Automatic doors
Seaton Riverside Workshops 1 to 14	<ul style="list-style-type: none"> • Roller shutter doors
Seaton Seafeld Garden Tennis Pavilion Cafe	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 yearly)

Location	PPM and Compliance Works (June - August 2023)
Sidford Changing Rooms	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 yearly) • Heating and ventilation maintenance • TMVs – showers, etc. • Fire extinguishers
Sidmouth Cemetery Chapel	<ul style="list-style-type: none"> • Electrical – fixed wiring (3 yearly)
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • TMVs – showers, etc. • Automatic doors • Heating and ventilation maintenance
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Asbestos survey (3 years) • Emergency lighting system • TMVs – showers, etc. • Lifts (Biannually) • Heating and ventilation maintenance
Sidmouth Market Place PC	<ul style="list-style-type: none"> • Emergency lighting system
Sidmouth Port Royal PC	<ul style="list-style-type: none"> • Emergency lighting system
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Electrical – fixed wiring (Swimming pool) • Lightning conductor • Heating and ventilation maintenance • Automatic doors

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



- 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.

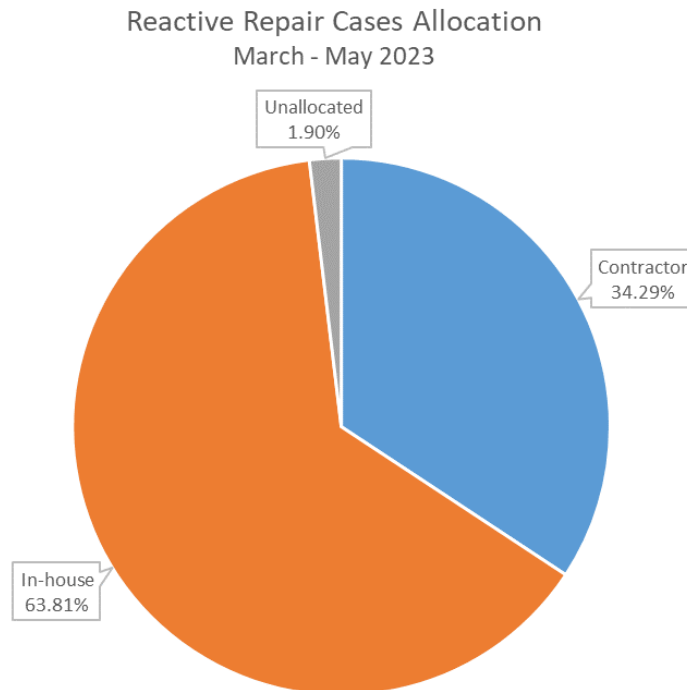
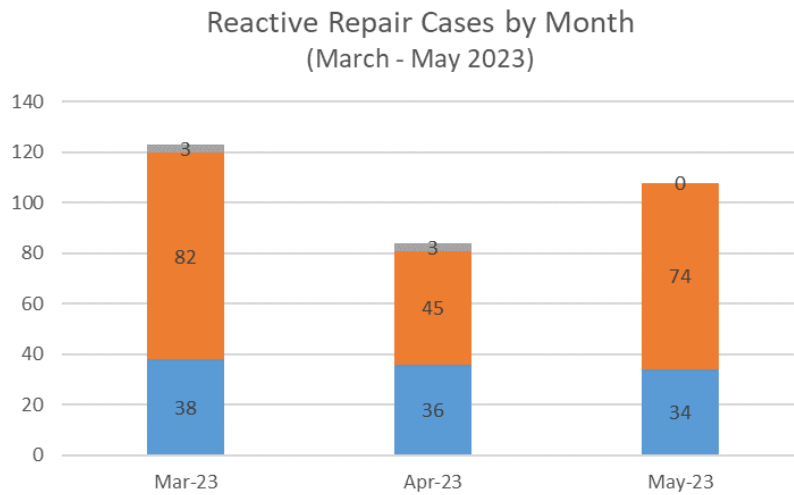
Previous period status was 90% Compliant, 3% Warning and 7% Overdue. Compliance has reduced slightly whilst both Warning and Overdue have increased during this period. This is attributed to having to change electrical contractor. The Team has now appointed alternative contractors to undertake the work for this year and catch on the work that have fallen behind.

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

Location	Planned Works	Status
Exmouth Town Hall	Replacement of lift ropes	Completed.
Honiton Leisure Centre	Squash court repairs	Completed.
Seaton Jurassic	Latent defects – M&E	Completed.
Sidmouth Connaught Gardens Shelter 1B	Roof and wall repairs	Completed.
Sidmouth Normal Lockyer Observatory	External repairs and redecorations	Ongoing. Structural repairs design completed, work will be tendered shortly. External decorations completed.
Sidmouth The Knowle	Flood attenuation scheme liaison	Completed in the process of being transferred to Sidmouth Town Council.
Sidmouth Watch Tower Cafe	External wall repairs to clock tower	Completed.
Exmouth Leisure Centre	Replacement of gym lighting	Completed
Honiton Thelma Hulbert Gallery	Insurance claim, ceiling reinstatement.	Ongoing, estimated completion August 2023
Honiton Thelma Hulbert Gallery	Alterations to lighting	Ordered, estimated completion August 2023
Sidmouth Manstone Depot	Security improvements to Parking Services Store	Completed
Seaton Axe Wetlands	Electrical upgrade	Completed
Honiton Leisure Centre	Squash Court 2 Front wall refurbishment	Completed
Exmouth Deck Chair Store	Roof repairs, pest control and clean up	Completed
Jacobs Ladder Beach Huts	Repairs and decorations for new season	Completed
Queens Drive Space	Concession shed roof recovering	Completed

1.8 A summary of reactive jobs by property and allocation for the period March to May 2023 is shown in the table below.

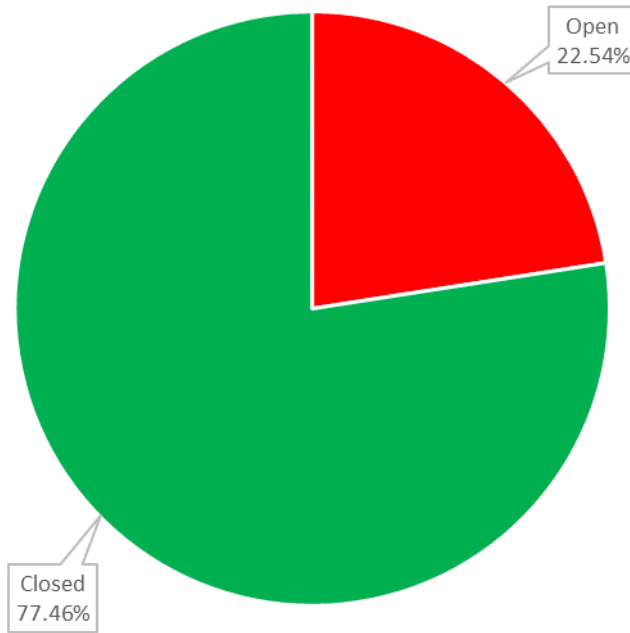
Month	Reactive Jobs (allocation)			Total
	Contractors	In-house	Unallocated	
March	38	82	3	123
April	36	45	3	84
May	34	74	0	108
Totals	108	201	6	315
% by allocation	34.29%	63.81%	1.90%	100%



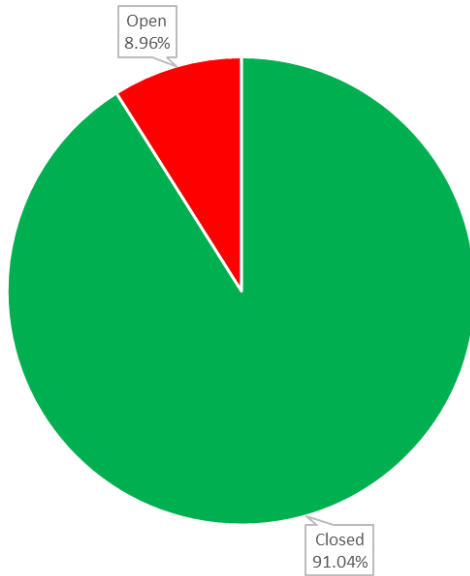
63.81% of reactive work cases is done in-house by the Property and FM Team. Whilst the remaining work is done by external contractors the team manages the work and provides technical support as required.

1.9 The status of reactive work for the period March to May 2023 is shown.

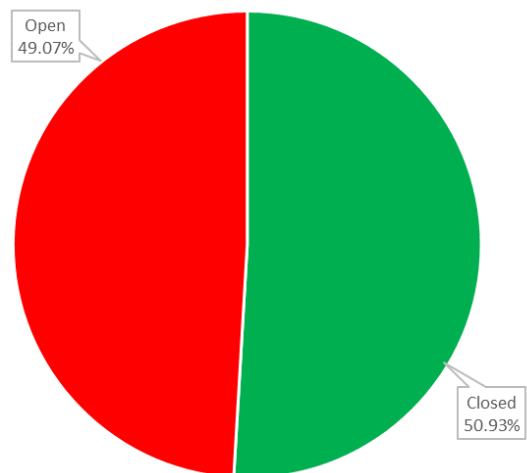
Reactive Repair Cases Status
(All Cases - March - May 2023)



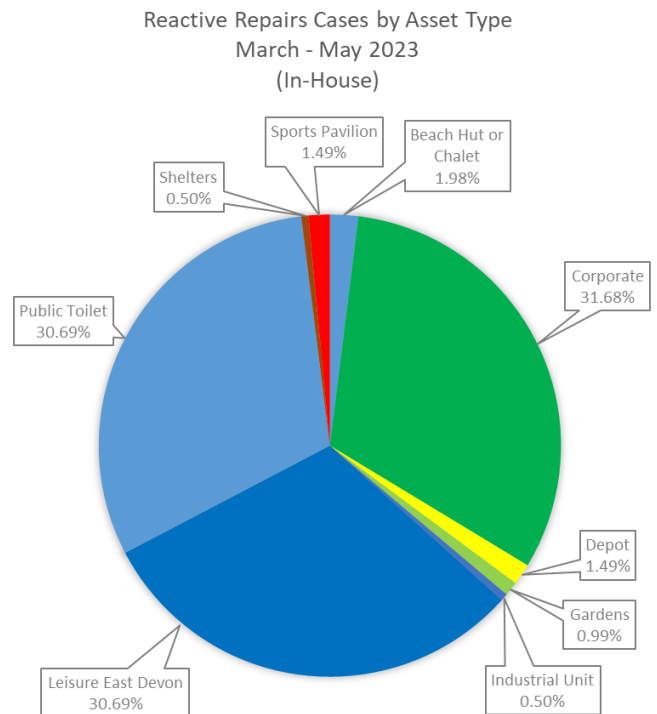
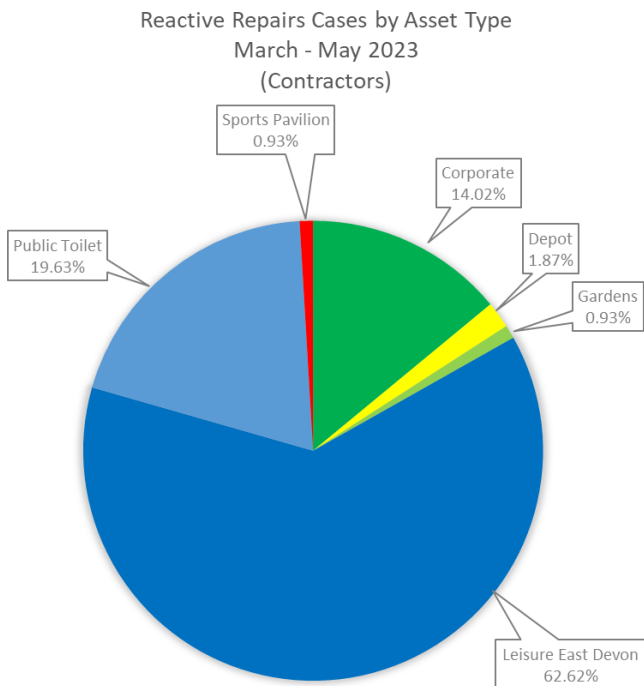
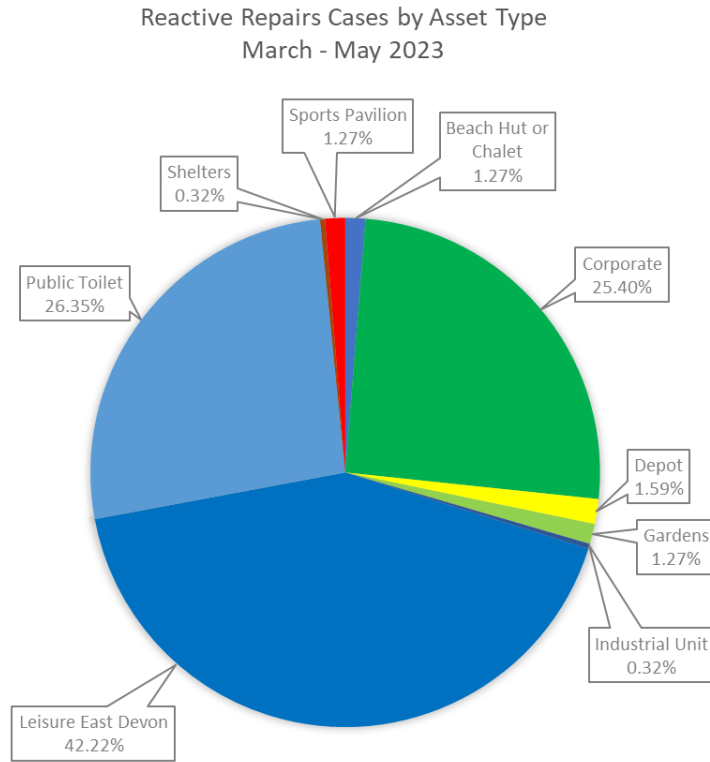
Reactive Repair Cases Status
March - May 2023
(In-house)



Reactive Repair Cases Status
March - May 2023
(Contractors)



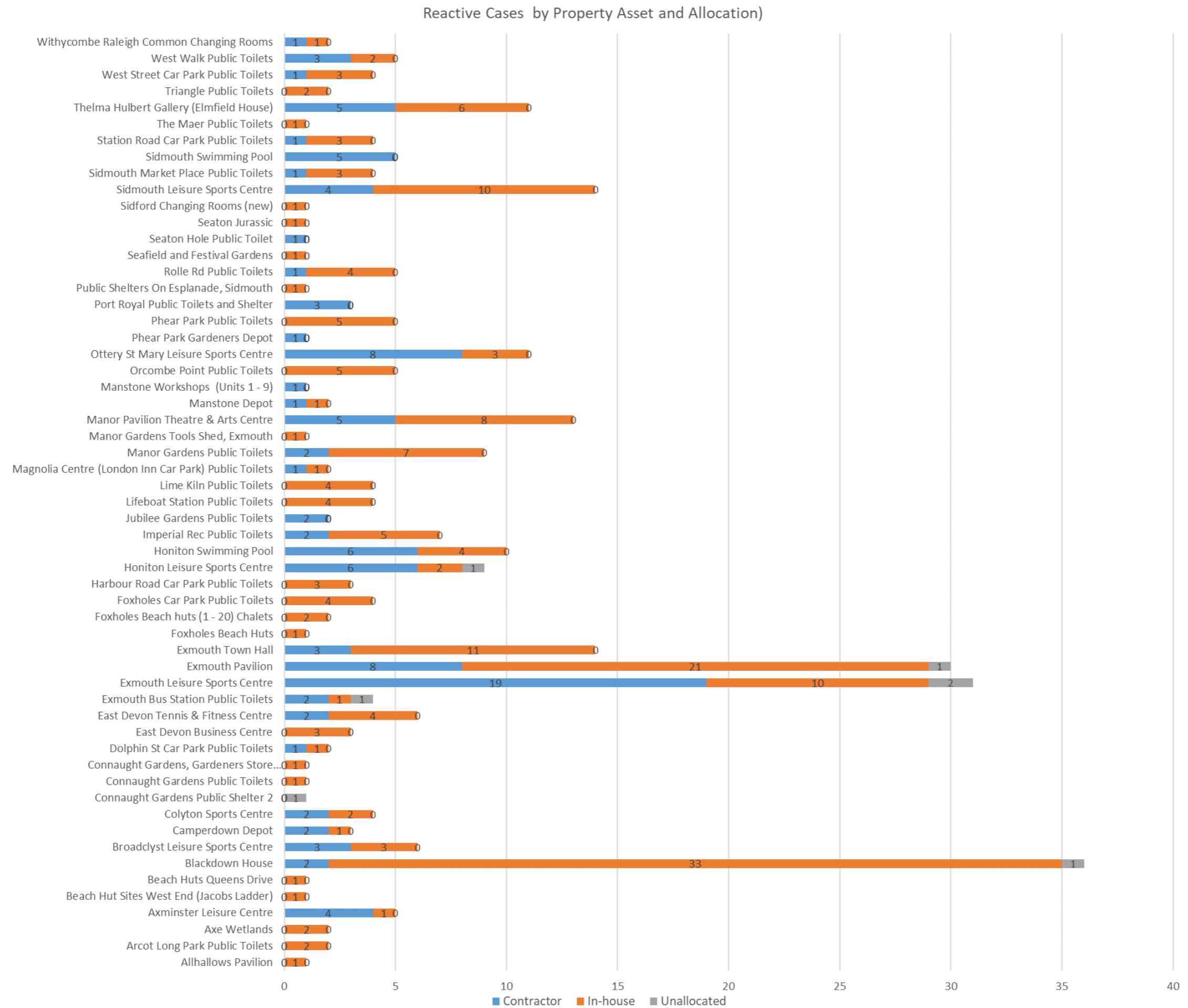
1.10 The distribution of reactive work by Asset type and allocation is shown in the chart below.



Worth noting:

- Reactive work on LED managed assets was 42.22% (last report 42.4%) of the total work
- Reactive work by contractors on LED managed properties was 62.62% (last report 51.4%), 11.22% increase from the previous report.
- Most of the reactive work by the in house team is in corporate properties, 69.31% (last report 67%).

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



1.12 Summary of live capital projects

Capital Project	Year approved	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	Completed, subject to snagging and defect period.
Replacement sports hall store cupboard doors.	2020/21	Broadclyst, Ottery and Sidmouth Leisure Centres	£35,500.00	2022/23	Completed.
Refurbishment and improvement works	2022/23	Exmouth Pavilion	£352,000.00	2023/24	Design completed, tender stage, Estimated delivery January 2024.
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	Contractor appointed, estimated completion Summer 2023.
		Ottery St Mary LC		2022/23	Completed
FRA remedial works	2022/23	Axminster LC	£431,000.00	2023/24	All tendered. Prioritising work to fire alarm and emergency lighting systems, contractors appointed estimated completion Summer 2023.
		Broadclyst LC		2023/24	
		Colyton LC		2023/24	
		Exmouth East Devon Tennis Centre		2023/24	Compartmentation element to be reviewed and adjusted to budget.
		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	
		Sidmouth Swimming Pool		2023/24	
Floor repairs and replacement	2022/23	Axminster LC	£364,550.00	2022/23	Completed
		Colyton LC		2023/24	To be tendered.
		Exmouth LC		2023/24	To be tendered.
		Honiton LC		2022/23	Contractor appointed, estimated delivery Summer 2023.
		Ottery St Mary LC		2022/23	Completed.
		Sidmouth LC		2023/24	To be tendered.
Swimming pool plants repairs and replacement.	2022/23	Exmouth Swimming Pool	£126,500.00	2022/23	Completed.
		Honiton Swimming Pool		2022/23	Completed.
		Sidmouth Swimming Pool		2022/23	Completed.
Extractor fans, AC, AHU upgrades and refurbishment	2022/23	Axminster LC	£172,500.00	2023/24	To be tendered
		Colyton LC		2023/24	To be tendered
		Exmouth East Devon Tennis Centre		2023/24	To be tendered
		Exmouth LC		2023/24	Part ordered
		Exmouth Pavilion		2023/24	To be tendered
		Honiton LC		2023/24	To be tendered
		Ottery St Mary LC		2023/24	Ordered
		Sidmouth Swimming Pool		2023/24	To be tendered
	2022/23	Honiton Swimming Pool	£62,500.00	2022/23	Completed.
		Exmouth Swimming Pool		2022/23	Completed.

Pool Energy Management System		Sidmouth Swimming Pool		2022/23	Completed.
Cold Water Storage Tank	2022/23	Exmouth Swimming Pool	£21,000.00	2022/23	Tender, over budget, value engineering to budget.
Stage Equipment Remedials and Improvements	2022/23	Exmouth Pavilion and Sidmouth Manor Pavilion	£56,500.00	2023/24	Work at Sidmouth Manor Pavilion completed. Exmouth Pavilion work linked to other work at this site, to be tendered.
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. Fee proposal obtained for the swimming pools. Awaiting an additional fee proposal from another consultant. Application for funding from Phase 4 Public Sector Low Carbon Skills Fund made to cover further consultants fee made, bid value £333K, allocation announcement expected by end of June.
External Decoration	2022/23	Exmouth Beach Huts	£100,000.00	2022/23	Completed.
Corporate Property External Fabric and Roof Works	2022/23	Various Corporate Sites	£448,500.00	2022/23	Phase 1, 2 and 3 completed. Phase 4 ordered, estimated completion April 2024.
FRA Works	2022/23	Various Corporate Sites	£104,000.00	2022/23	Design, consultants appointed. Tender documents being prepared.
Replacement of Tool Shed	2022/23	Exmouth Manor Gardens	£22,500.00	2022/23	Contractor appointed, estimated completion September 2023.

Renewal of Render of External Walls, External decorations	2022/23	Colyton Dolphin Street Toilets	£25,000.00	2023/24	Contractor appointed, awaiting contractor availability. Estimated completion August 2023.
Rebuilding of Retaining Wall	2022/23	Mini Site No. 3, Durham Way	£101,000.00	2022/23	On site works, 80% completed. Estimated completion July 2023.
Roof replacement over courts 1-4	2023/24	Exmouth East Devon Tennis Centre.	£597,500.00	2023/24	Contractor appointed, awaiting contractor's availability.
Replacement of existing indoor tennis carpet surface, courts 1-4	2023/24	Exmouth East Devon Tennis Centre.	£194,500.00	2023/24	Contractor appointed, awaiting contractor's availability.
Resurfacing existing carpark	2023/24	Sidmouth Manstone Workshops.	£73,000.00	2023/24	Detail design in progress, to be tendered.
Replacement of existing fire escape.	2023/24	Sidmouth Manor Pavilion Theatre.	£32,000.00	2023/24	Detail design in progress, to be tendered.
Surface water drainage improvements.	2023/24	Honiton Leisure Centre.	£25,500.00	2023/24	Detail design in progress, to be tendered.
Beach hut replacement.	2023/24	Sidmouth Jacobs Ladder Beach Huts.	£240,000.00	2023/24	Consultant to be appointed, estimated completion march 2024.
Roof replacement.	2023/24	Exmouth Foxhole Chalets.	£134,500.00	2023/24	Contractor appointed, estimated completion October 2023.
Public Toilet Investment Programme (including Changing Places)	2021/22	Axminster West Street Car Park Public Toilets	£3,342,000.00	2024/25	Consultant's appointed, subject to contract. Phase 1 (Exmouth Foxholes, Honiton Lace Walk, Seaton West Walk, Sidmouth Ham West Carpark) commissioned, estimated completion March 2024.
		Budleigh Salterton Cliff Path (West End / Steamer) Public Toilets			
		Budleigh Salterton East End (Lime Kiln) Public Toilets (Changing Places)			

		Beer Jubilee Gardens Public Toilets			
		Exmouth Foxholes Car Park Public Toilets (Changing Places)			
		Exmouth Magnolia Centre (London Inn) Public Toilets			
		Exmouth Manor Gardens Public Toilets			
		Exmouth Phear Park			
		Exmouth Queens Drive Public Toilets			
		Honiton Lace Walk Public Toilets			
		Seaton West Walk Public Toilets (Changing Places)			
		Sidmouth Connaught Gardens Public Toilet			
		Sidmouth Triangle Public Toilets			
		Sidmouth Ham West Carpark - Changing Places only.			

Financial implications:

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

Legal implications:

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