

Report to: Asset Management Forum

Date of Meeting: 16th June 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Property and FM Team Update Report

Report summary:

This report summarises corporate property and FM activities for the 4th quarter (Q4) of financial year 2024/25 (January to March 2025) and list the tasks for the 1st quarter (Q1) of 2025/26 (April to June 2022).

The report also provides an update on ongoing capital projects and capital bids approvals for 2025/26.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Forum

- a) Note the contents of this report

Reason for recommendation:

To ensure Members of the Forum are informed of the Property and FM activities that have taken place over the last few months and planned future activities.

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Portfolio(s) (check which apply):

- ☒ Assets and Economy
- ☐ Communications and Democracy
- ☐ Council, Corporate and External Engagement
- ☐ Culture, Leisure, Sport and Tourism
- ☐ Environment - Nature and Climate
- ☐ Environment - Operational
- ☒ Finance
- ☐ Place, Infrastructure and Strategic Planning
- ☐ Sustainable Homes and Communities

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information N/A

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
- ☒ Carbon neutrality and ecological recovery
- ☒ Resilient economy that supports local business
- ☒ Financially secure and improving quality of services

Report in full

1. Introduction

1.1. The Property and FM Team continues to support and fulfil the Council's responsibilities across its corporate property stock.

1.2. This report focuses on providing an update / summary on work completed during the Q4 2024/25 and of the planned works for the Q1 2025/26.

2. Planned Preventive Maintenance and Compliance

2.1. A summary of planned preventive maintenance (PPM) and compliance works undertaken during the Q4 2024-2025 (January to March 2025) is shown in the table below.

Location	PPM And Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none">• Automatic doors.• Heating and ventilation maintenance.
Axminster Millwey Rise Communal PCs.	<ul style="list-style-type: none">• Electrical Installation Condition Report (3 yearly).
Axminster Millwey Rise Unit 7.	<ul style="list-style-type: none">• Fire extinguishers.
Broadclyst Leisure Centre	<ul style="list-style-type: none">• Automatic doors.• Gas fired boilers.
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none">• Automatic doors.
Exmouth Manor Gardens PC	<ul style="list-style-type: none">• Electrical Installation Condition Report (3 yearly).
Exmouth Manor Gardens Stage	<ul style="list-style-type: none">• Stage equipment inspection.
Exmouth Pavilion	<ul style="list-style-type: none">• Emergency lighting system.
Exmouth Phear Park Lodge	<ul style="list-style-type: none">• Gas fired boilers.
Exmouth Town Hall	<ul style="list-style-type: none">• Gas fired boilers.• Fire escape stairs inspection

Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Emergency lighting system.
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> • Emergency lighting system.
Honiton Blackdown House	<ul style="list-style-type: none"> • Lifts (quarterly). • Zip boilers inspection and servicing.
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Zip boilers inspection and servicing.
Honiton Lace Walk PC	<ul style="list-style-type: none"> • Emergency lighting system.
Honiton Leisure Centre	<ul style="list-style-type: none"> • Emergency lighting system. • Gas fired boilers. • Heating and ventilation maintenance.
Honiton Swimming Pool	<ul style="list-style-type: none"> • Emergency lighting system. • Gas fired boilers. • Heating and ventilation maintenance. • Lifts (Biannually).
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Roller shutter door inspection and servicing.
Seaton Riverside Workshops 1 to 14	<ul style="list-style-type: none"> • Roller shutter door inspection and servicing.
Sidmouth Coburg Gardeners Putting Green Shed	<ul style="list-style-type: none"> • Electrical Installation Condition Report (3 yearly).
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Emergency lighting system. • Lifts (biannually). • Stage equipment inspection.
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Emergency lighting system.
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Electrical Installation Condition Report (annual). • Emergency lighting system. • Gas fired boilers. • Heating and ventilation maintenance.

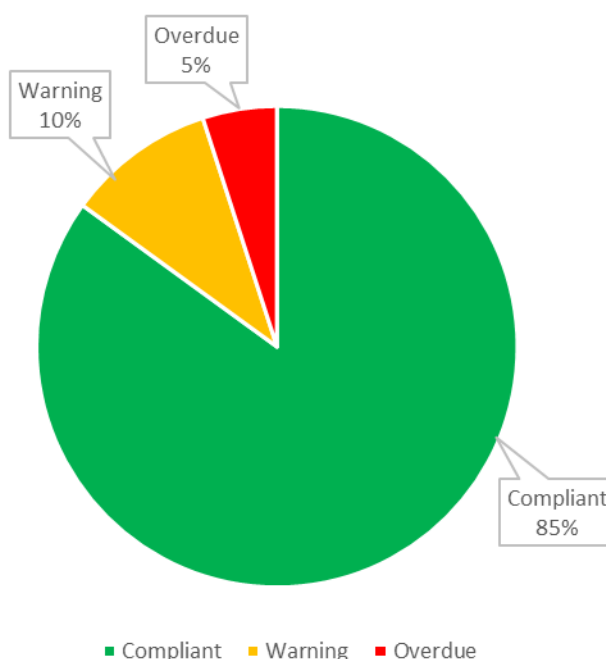
2.2. A summary of planned preventive maintenance (PPM) and compliance works planned over the Q1 2025/26 (April to June 2025) is shown in the table below.

Location	PPM and Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none"> • Ductwork inspection and cleaning. • Fire alarm system.
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Ductwork inspection and cleaning. • Fire alarm system.
Budleigh Salterton Station Road PC	<ul style="list-style-type: none"> • Emergency lighting system.
Colyton Dolphin Street Car Park PC	<ul style="list-style-type: none"> • Emergency lighting system.
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Asbestos survey (5 yearly). • CCTV. • Fire extinguishers. • Intruder alarm system.
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Automatic doors. • Ductwork inspection and cleaning.

	<ul style="list-style-type: none"> • Electrical Installation Condition Report (yearly). • Fire alarm system. • Lifts (biannually) • Pumping station inspection and servicing.
Exmouth Manor Gardens Too Shed.	<ul style="list-style-type: none"> • Intruder alarm system.
Exmouth Pavilion	<ul style="list-style-type: none"> • Asbestos survey (3 yearly). • Automatic doors. • Ductwork inspection and cleaning. • Lifts (biannually)
Exmouth Phear Park Bowling Club	<ul style="list-style-type: none"> • Asbestos survey (5 yearly).
Exmouth Town Hall	<ul style="list-style-type: none"> • Automatic doors. • Ductwork inspection and cleaning. • Intruder alarm system. • Lifts (Biannually).
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Ductwork inspection and cleaning. • Intruder alarm system.
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> • Gas fired boilers. • Intruder alarm system.
Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic doors.
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic doors. • Fire alarm system. • Gas fired boilers. • Heating and ventilation maintenance. • Intruder alarm system.
Honiton Leisure Centre	<ul style="list-style-type: none"> • Automatic doors.
Honiton Swimming Pool	<ul style="list-style-type: none"> • Automatic doors. • Pumping station inspection and servicing.
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Fire alarm system. • Gas fired boilers. • Intruder alarm system. • Lifts (biannually). • Sump pump – clean.
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Asbestos survey (5 yearly). • Automatic doors. • Ductwork inspection and cleaning. • Fire alarm system.
Sidford Changing Rooms	<ul style="list-style-type: none"> • Gas fired boilers. • Ductwork inspection and cleaning.
Sidmouth Cemetery Chapel and Store	<ul style="list-style-type: none"> • Asbestos survey (5 yearly).
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork inspection and cleaning. • Electrical Installation Condition Report (3 yearly).
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Asbestos survey (2 yearly).
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Fire alarm system. • Intruder alarm system.
Sidmouth Market Place PC	<ul style="list-style-type: none"> • Asbestos survey (5 yearly).
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Emergency lighting system.

2.3. The current status of compliance and PPM work is shown below.

Compliance and Planned Maintenance
(Status - 05/06/2025)



Previous report figures:
Compliant 91%, Warning 8%, Overdue 4%.

- Compliant: More than 30 days to due date.
- Warning: Within 30 days to due date and 13 days past due date.
- Overdue: More than 14 days past due date (Overdue figures include work that may have already been undertaken but paperwork/certification is still to be issued/received).
- Key Performance Indicator: Overdue figure must not exceed 10%.

2.4. Other works not listed above, completed, planned or ongoing over Q4 2024/25 and Q1 2025/26.

Location	Works	Status
Axminster Millway Rise Workshops, Unit 5B	Condition report.	Completed Q1 2025/26
Axminster Millway Rise Workshops, Unit 5B	Insurance works.	Ongoing Q1/Q2 2025/26
Budleigh Salterton Workshops, Unit 2 and 3	Post tenancy repairs and alterations, electrical safety works	Completed Q1 2025/26
Colyford Former Depot	Fence repairs.	Completed Q1 2025/26
Exmouth Camperdown Depot	Drainage works.	Completed Q1 2025/26
Exmouth Foxholes Chalets	Repairs to retaining slabs	Completed Q1 2025/26

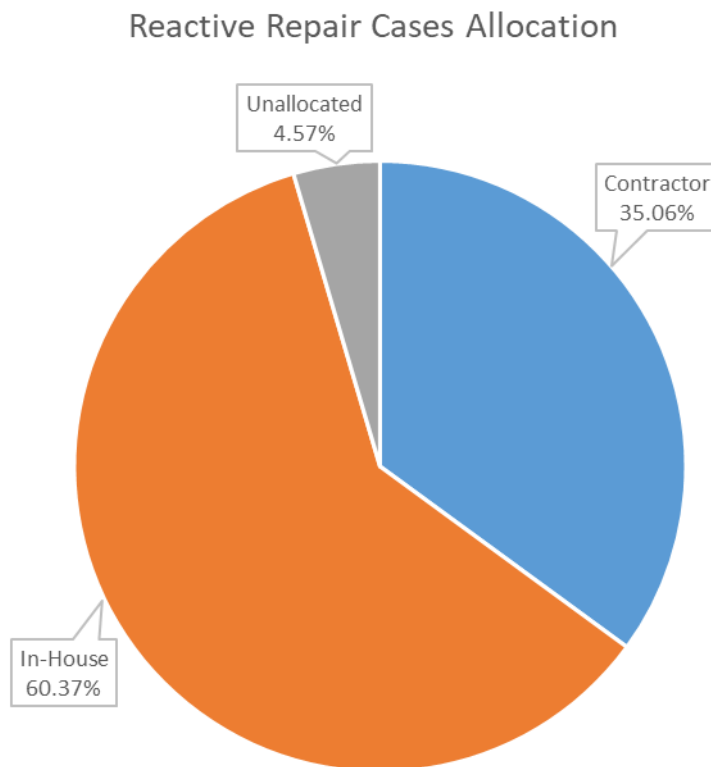
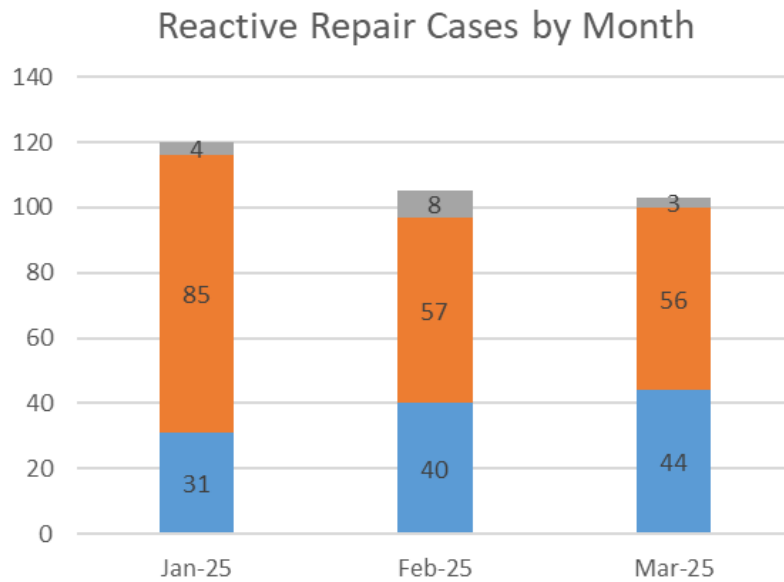
Location	Works	Status
Exmouth Ocean	Gutter and valley gutter repairs.	Completed Q1 2025/26
Exmouth Ocean	Repairs to storm damaged high-level cladding.	Completed Q4 2024/25
Exmouth Ocean	Repairs to storm damaged high-level cladding.	Completed Q4 2025/26
Exmouth Ocean	Repairs to slabs.	Completed Q1 2024/25
Exmouth Ocean	Water proofing works to small terrace.	Completed Q1 2025/26
Exmouth Phear Park Depot	Drainage repairs	Completed Q1 2025/26
Exmouth Phear Park Lodge	Repairs to chimney	On going Q1/Q2 2025/26
Exmouth Phear Park Lodge	Gate post replacement	Completed Q4 2024/25
Exmouth Queen Drive Space	Bar repairs and alterations, CCTV, intruder alarm installation, repairs to festoon lighting and new bins installation.	Completed Q1 2025/26
Exmouth Town Hall	Lift repairs.	Completed Q1 2025/26
Exmouth Withycombe Changing Rooms	Septic tank inspection and repairs	On going Q1/Q2 2025/26
Honiton East Devon Business	Repairs to high level windows opening mechanism.	Completed Q1 2024/25
Honiton East Devon Business Centre Office 7	Carpet replacement.	Completed Q4 2025/26
Honiton Leisure Centre	EICR Remedials.	Completed Q1 2025/26
Honiton Swimming Pool	EICR Remedials.	Completed Q1 2025/26
Ottery St Mary Leisure Centre	EICR Remedials.	Completed Q4 2024/25
Ottery St Mary Leisure Centre	Flooring repairs.	On going Q1/Q2 2025/26
Seaton Moridunum Former PC	Structural propping.	Completed Q1 2025/26
Seaton Riverside Workshops, Units 3 and 14	Schedule of condition and Dilapidation report.	Completed Q1 2025/26
Seaton Seafeld Garden Clock Tower	Clock mechanism replacement.	Planned Q1/Q2 2025/26

Location	Works	Status
Sidford Changing Rooms	Entrance door replacement.	Completed Q1 2025/26
Sidmouth Connaught Gardens	Vandalism repairs to roof, insurance works.	Ongoing Q1/Q2 2025/26
Sidmouth Connaught Gardens Tower Café	Drainage repairs.	On going Q1/Q2 2025/26
Sidmouth Connaught Gardens Tower Café Clock	Clock mechanism replacement.	Planned Q1/Q2 2025/26
Sidmouth Jacobs Ladder Beach Huts	Pre-season repairs and redecorations.	Completed Q4 2024/25
Sidmouth Leisure Centre	EICR Remedials.	Completed Q1 2025/26
Sidmouth Leisure Centre	Gym door replacement.	On going Q1/Q2 2025/26
Sidmouth Manstone Workshops Unit 1	Schedule of condition.	Completed Q4 2024/25
Sidmouth Norman Lockyer Observatory	Planetarium dome roof resealing.	Completed Q4 2024/25
Sidmouth Swimming Pool	Poolside store flooring replacement.	On going Q2 2025/26

3. Reactive Maintenance

3.1. A summary of reactive jobs by property and allocation for the Q4 2025/26 is shown below.

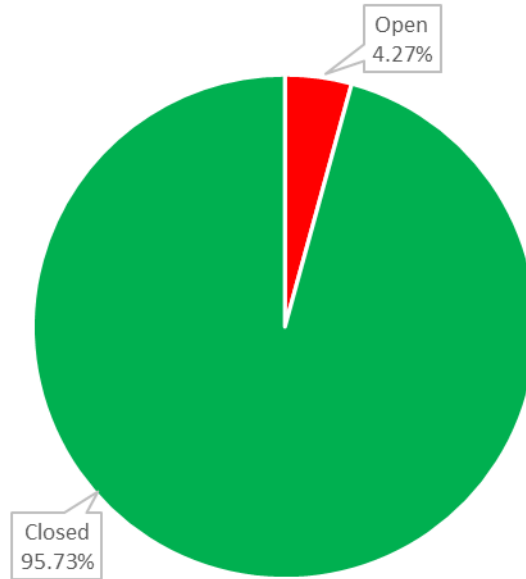
Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Jan-25	31	85	4	120
Feb-25	40	57	8	105
Mar-25	44	56	3	103
Total	115	198	15	328
% by allocation	35.06%	60.37%	4.57%	100.00%



Last report's figures:
In House 60%, Contractor 34.34%, Unallocated 5.18.

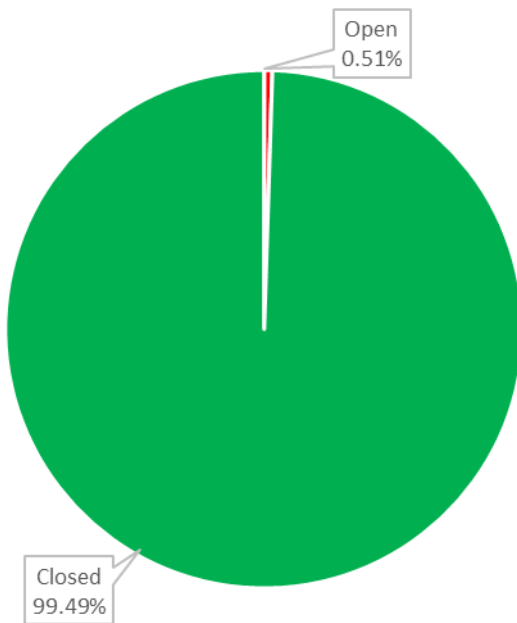
3.2. The status of reactive work for the Q4 2024/25 is shown.

Reactive Repair Cases Status



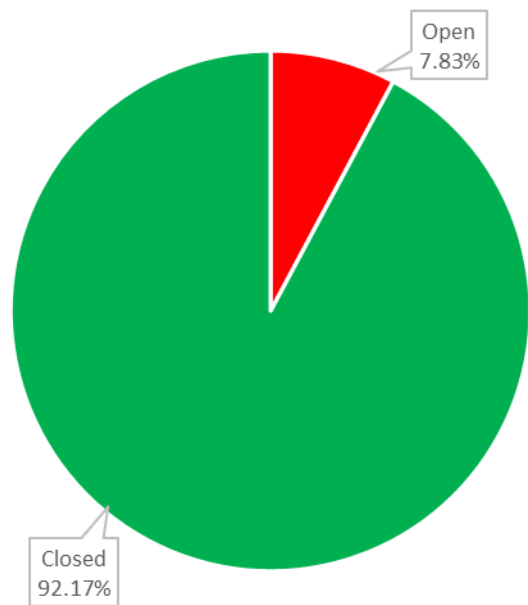
Last report's figures:
Closed 91.36%, Open 8.64.

Reactive Repair Cases Status (In-house)



Last report's figures:
Closed 98.93%, Open 1.07%

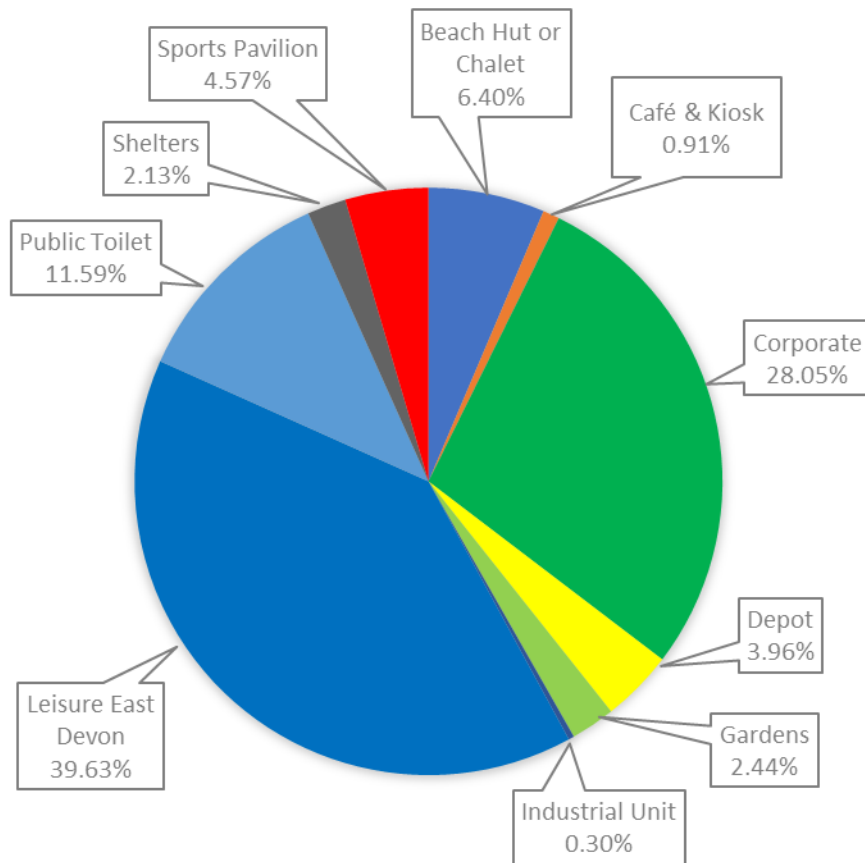
Reactive Repair Cases Status (Contractors)



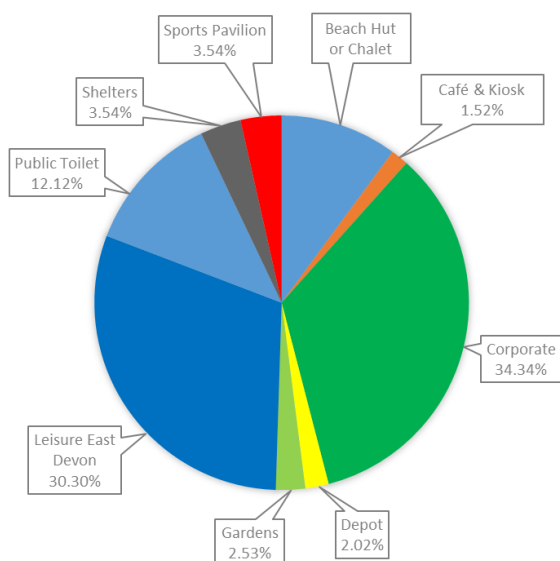
Last report's figures:
Closed 79.87%, Open 20.13%

3.3. The distribution of reactive work by Asset type and allocation for Q4 2024/25 is shown in the charts below.

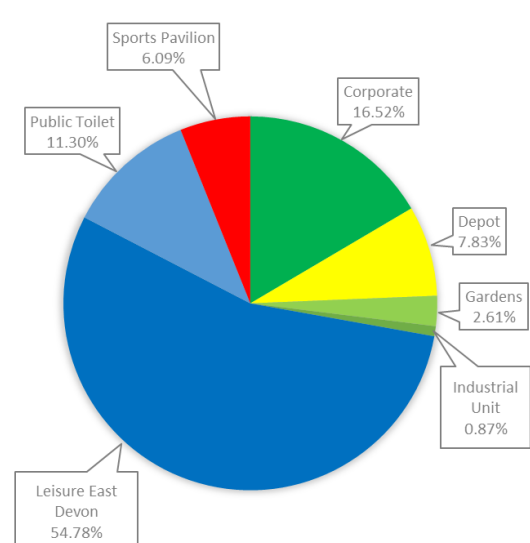
Reactive Repairs Cases by Asset Type
(All Cases)



Reactive Repairs Cases by Asset Type
(In-House)



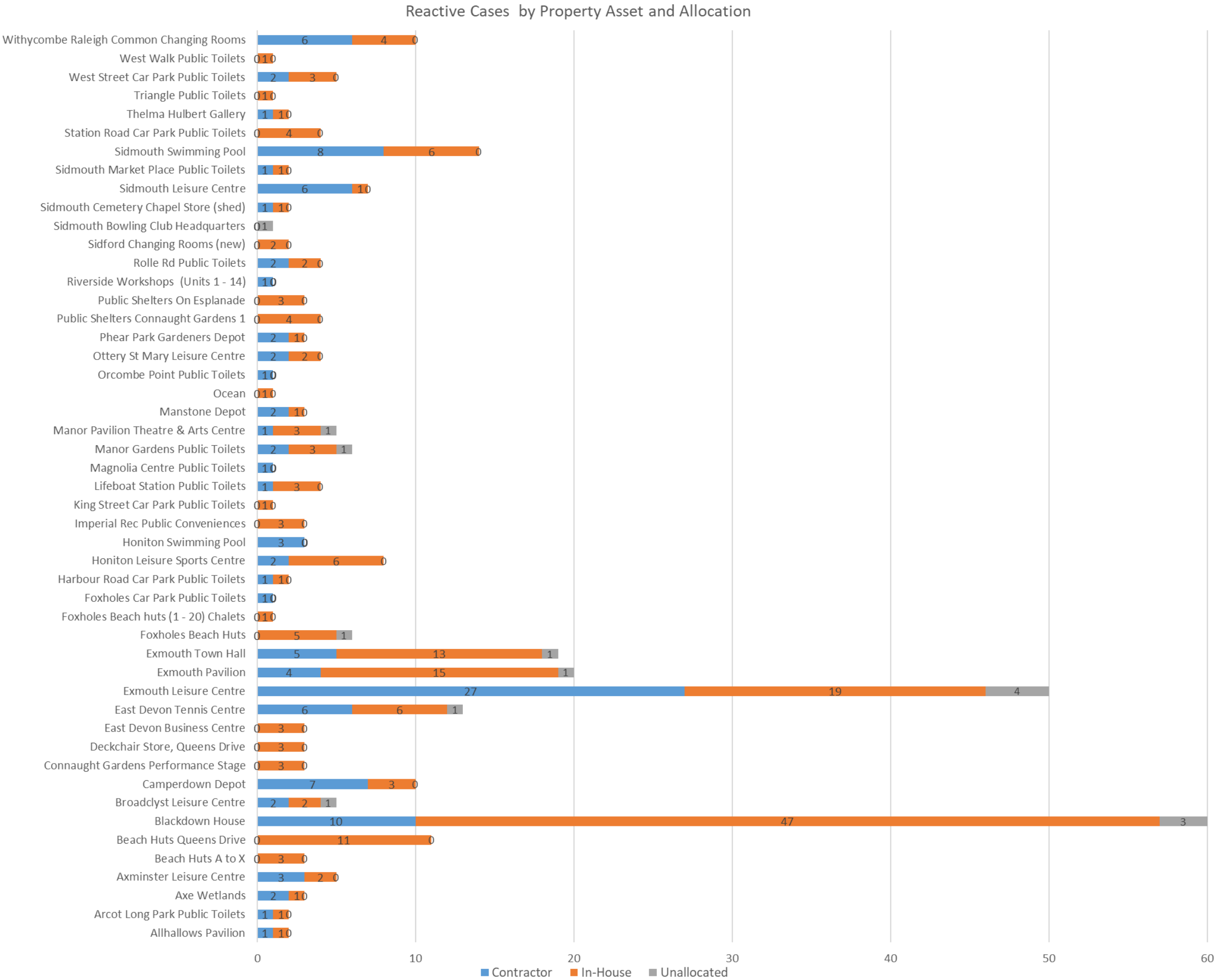
Reactive Repairs Cases by Asset Type
(Contractors)



Worth noting:

- Reactive work on LED managed assets was 39.63% (last report 39.91%) of the total work, a 0.55% reduction for the term.
- Reactive work by contractors on LED managed properties was 54.78% (last report 55.06%), a 0.28% reduction for the term.
- Most of the reactive work by the In-house Team is in corporate properties, 34.34% (last report 31.90%), a 2.44% increase for the term.

3.4. The distribution of reactive work by property and allocation for Q4 2024/25 is shown in the chart below.



4. Summary of live capital projects

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
Refurbishment and improvement works.	2024/25	Exmouth Pavilion	£780,000.00	2025/26	Phase 1, Completed. Phase 2, Contractor appointed work to start July 2025.
Roof Replacement.	2022/23	Broadclyst LC	£575,575.00	2023/24	Completed, defect period.
		Ottery St Mary LC		2022/23	Completed, defect period
FRA remedial works.	2022/23	Axminster LC	£431,000.00	2023/24	All tendered.
		Broadclyst LC		2023/24	Prioritising work to fire alarm and emergency lighting systems: Axminster LC, complete Broadclyst LC, complete Ottery St Mary LC, complete, Colyton LC, complete Honiton LC, complete Sidmouth LC, complete. Exmouth Pavilion, complete East Devon Tennis Centre, complete
		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	Compartmentation element to be reviewed and adjusted to budget.
		Sidmouth LC		2023/24	
		Sidmouth Swimming Pool		2023/24	
Floor repairs and replacement.	2022/23	Axminster LC	£364,550.00	2022/23	Completed.
		Exmouth LC		2024/25	Completed.
		Honiton LC		2022/23	Completed.
		Ottery St Mary LC – Dance Studio		2022/23	Completed.
		Sidmouth LC		2024/25	Completed.

		Broadclyst LC		2024/25	Completed.
Extractor fans, AC, AHU upgrades and refurbishment.	2022/23	Axminster LC	£172,500.00	2025/26	Contractor appointed, on going.
		Colyton LC		2025/26	Contractor appointed, on going.
		Exmouth East Devon Tennis Centre		2025/26	Contractor appointed, on going.
		Exmouth LC		2025/26	Contractor appointed, on going.
		Exmouth Pavilion		2025/26	Contractor appointed, on going.
		Honiton LC		2025/26	Contractor appointed, on going.
		Ottery St Mary LC		2023/24	Completed.
		Sidmouth Swimming Pool		2025/26	Contractor appointed, on going.
FRA Works.	2022/23	Various Corporate Sites	£104,000.00	2025/26	All tendered. Prioritising work to fire alarm and emergency lighting systems. Manor Pavilion, completed.
Roof replacement over courts 1-4.	2024/25	Exmouth East Devon Tennis Centre.	£812,500.00	2024/25	Completed, defects period.
Surface water drainage improvements.	2023/24	Honiton Leisure Centre.	£25,500.00	2025/26	Detail design Completed. Some work undertaken, but the bulk of the work needed cannot be afforded. New capital bid to be made.
Beach hut replacement.	2023/24	Sidmouth Jacobs Ladder Beach Huts.	£240,000.00	2026/27	Consultant appointed. Planning application being prepared.
Public Toilet Investment Programme (including Changing Places)	2021/22	General	£3,342,000.00	2024/25 – 2025/26	Phase 1 nearly complete.
		Axminster West Street Car Park Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Budleigh Salterton Cliff Path (West End / Steamer) Public Toilets		TBC	Concept design nearly complete, next steps planning application.

		Budleigh Salterton East End (Lime Kiln) Public Toilets (Changing Places)		2024/25	Delayed, estimated completion June 2025.
		Beer Jubilee Gardens Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Exmouth Foxholes Car Park Public Toilets (Changing Places)		2024/25	Delayed, estimated completion July 2025.
		Exmouth Magnolia Centre (London Inn) Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Exmouth Manor Gardens Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Exmouth Phear Park		TBC	Concept design nearly complete, next steps planning application.
		Exmouth Queens Drive Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Honiton Lace Walk Public Toilets		2024/25	Delayed, estimated completion June 2025.
		Seaton West Walk Public Toilets (Changing Places)		2024/25	Delayed, estimated completion July 2025.
		Sidmouth Connaught Gardens Public Toilet		TBC	Concept design nearly complete, next steps planning application.
		Sidmouth Triangle Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		Sidmouth Ham West Carpark - Changing Places only.			Aborted, planning application refused.
		Sidmouth Market Place Toilets		TBC	Concept design nearly complete, next steps planning application.
Roof Replacement.	2024/25	Exmouth Pavilion	£509,000.00	2025/26	Tendered, contractor appointed. Works to start Sept 2025.

Internal Decorations and Refurbishment.	2024/25	Manor Pavilion	£265,000.00	2025/26	Phase 1 completed. Phase 2 tendered, contractor to be appointed.
Internal Decorations and Refurbishment.	2024/25	Thelma Hulbert internal decoration and refurbishment	£68,000.00	2025/26	Completed, defects period.
Water quality monitoring.	2024/25	Various EDDC Swim Pools	£26,000.00	2024/25	Completed.
Boiler Replacement / Decarbonisation.	2024/25	Withycombe changing rooms	£113,500.00	2025/26	Consultants to be appointed.
Electrical remedial works.	2025/26	Exmouth the Pavilion Theatre	£34,500.00	2025/26	To be tendered.
Flooring works.	2025/26	Ottery St Mary Leisure Centre and Honiton Leisure Centre	£72,500.00	2025/26	Tendered, contractors to be appointed.
UV filtering systems works.	2025/26	Swimming Pools (Exmouth, Honiton and Sidmouth)	£88,500.00	2025/26	To be tendered.
Terrace Paving works.	2025/26	Exmouth Ocean	£55,500.00	2025/26	To be tendered.
Roof replacement, ductwork, and structural works.	2025/26	Sidmouth Manor Pavilion Theatre	£176,500.00	2026/27	To be tendered.
Swimming pool underwater works	2025/26	Swimming Pools (Exmouth, Honiton and Sidmouth)	£60,000.00	2025/26	To be Tendered.
External decorations and repairs.	2025/26	Various Corporate Properties	£460,500.00	2025 - 2027	Phase 1 tendered. Contractor to be appointed.
Internal decorations, repairs, and refurbishment.	2025/26	Various LED Operated Buildings	£67,000.00	2025/26	Tendered, contractor to be appointed.

5. SWAP Corporate Property Health & Safety Audit Action Plan

5.1. SWAP completed a Corporate Property Health & Safety Audit in late November 2024, focusing on Health and Safety and Compliance. Whilst some minor issues were identified, the audit reported "...a generally sound system of governance, risk management and control...". SWAP considered the teams activity in this respect to have "...a low organisational risk and potential impact.

5.2. Whilst the issues identified and action plan are advisory only, the team committed to address each finding by June 2025. Progress of the action plan is shown below:

Action	Priority (1 to 3)	Completion target	Status
To amend frequency for fire alarm maintenance inspections	3	June 2025	Completed.
Obtaining evidence of contractor's competence.	3	June 2025	On going. Evidence will be documented as contracts get renewed.
Management Plans (policies) to be reviewed and updated. Four plans/ policies to be updated Asbestos, Fire Safety, Gas Safety and Electrical Safety.	3	June 2025	On going. Estimated completion July 2025.
Formally adopting Key Performance Indicators by incorporating them into the management plans.	3	June 2025	On going, will be included in the management plans when updated.

Financial implications:

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

Legal implications:

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