

Report to: Leisure Strategy Delivery Forum



Date of Meeting: 11<sup>th</sup> June 2025

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

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## 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 1<sup>st</sup> quarter (Q1) of 2025/26 (April to June 2022).

The report also provides an update on ongoing approved capital projects.

### 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

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## 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"><li>• Automatic doors.</li><li>• Heating and ventilation maintenance.</li></ul>
Broadclyst Leisure Centre	<ul style="list-style-type: none"><li>• Automatic doors.</li><li>• Gas fired boilers.</li></ul>
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"><li>• Automatic doors.</li></ul>
Exmouth Pavilion	<ul style="list-style-type: none"><li>• Emergency lighting system.</li></ul>
Honiton Leisure Centre	<ul style="list-style-type: none"><li>• Emergency lighting system.</li><li>• Gas fired boilers.</li><li>• Heating and ventilation maintenance.</li></ul>
Honiton Swimming Pool	<ul style="list-style-type: none"><li>• Emergency lighting system.</li><li>• Gas fired boilers.</li><li>• Heating and ventilation maintenance.</li><li>• Lifts (Biannually).</li></ul>
Sidmouth Swimming Pool	<ul style="list-style-type: none"><li>• Electrical Installation Condition Report (annual).</li><li>• Emergency lighting system.</li><li>• Gas fired boilers.</li></ul>

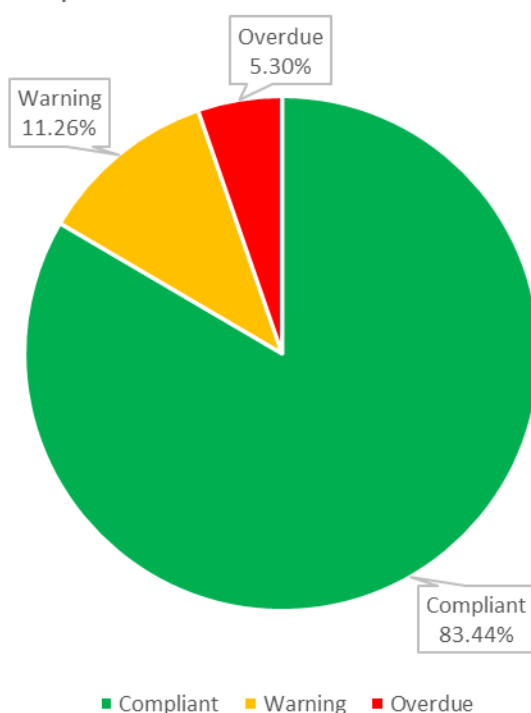
- Heating and ventilation maintenance.

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"> <li>• Ductwork inspection and cleaning.</li> <li>• Fire alarm system.</li> </ul>
Broadclyst Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork inspection and cleaning.</li> <li>• Fire alarm system.</li> </ul>
Exmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic doors.</li> <li>• Ductwork inspection and cleaning.</li> <li>• Electrical Installation Condition Report (yearly).</li> <li>• Fire alarm system.</li> <li>• Lifts (biannually)</li> <li>• Pumping station inspection and servicing.</li> </ul>
Exmouth Pavilion	<ul style="list-style-type: none"> <li>• Asbestos survey (3 yearly).</li> <li>• Automatic doors.</li> <li>• Ductwork inspection and cleaning.</li> <li>• Lifts (biannually)</li> </ul>
Honiton Leisure Centre	<ul style="list-style-type: none"> <li>• Automatic doors.</li> </ul>
Honiton Swimming Pool	<ul style="list-style-type: none"> <li>• Automatic doors.</li> <li>• Pumping station inspection and servicing.</li> </ul>
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> <li>• Asbestos survey (5 yearly).</li> <li>• Automatic doors.</li> <li>• Ductwork inspection and cleaning.</li> <li>• Fire alarm system.</li> </ul>
Sidmouth Leisure Centre	<ul style="list-style-type: none"> <li>• Ductwork inspection and cleaning.</li> <li>• Electrical Installation Condition Report (3 yearly).</li> </ul>
Sidmouth Swimming Pool	<ul style="list-style-type: none"> <li>• Emergency lighting system.</li> </ul>

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

Compliance and Planned Maintenance



Previous report figures:  
Compliant 84.17%, Warning 15.11%, Overdue 0.72%.

- 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%.

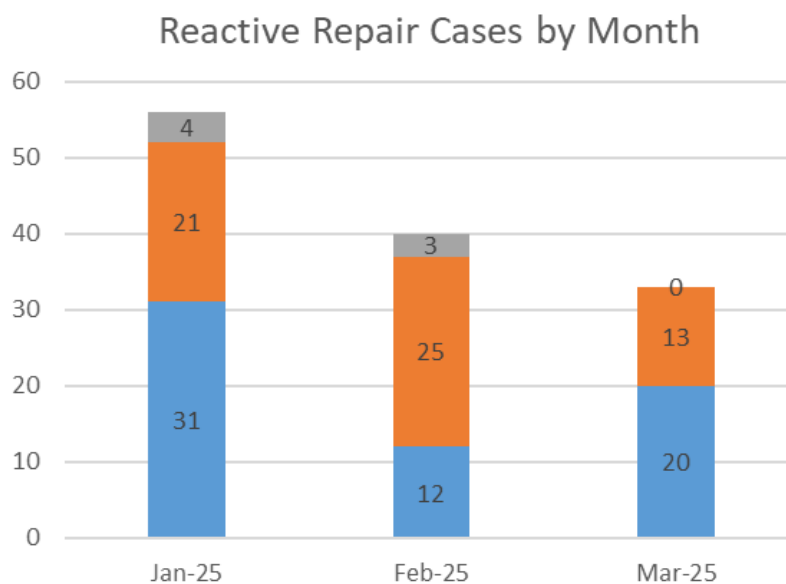
2.4. Other works not listed above, completed, planned or ongoing over Q4 2024/25 and Q1 2025/26.

Location	Works	Status
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
Sidmouth Leisure Centre	EICR Remedials.	Completed Q1 2025/26
Sidmouth Leisure Centre	Gym door replacement.	On going Q1/Q2 2025/26
Sidmouth Swimming Pool	Poolside store flooring replacement.	On going Q2 2025/26

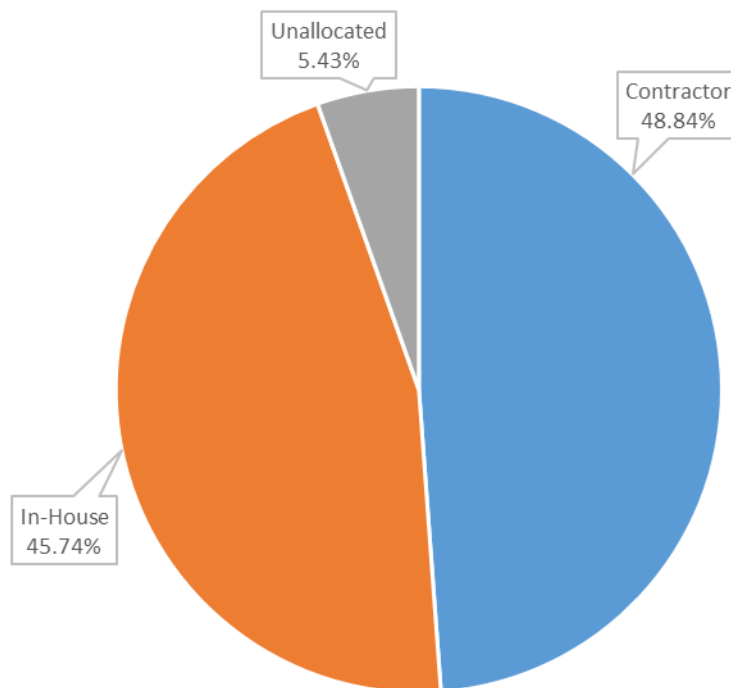
### 3. Reactive Maintenance

3.1. A summary of reactive jobs by property and allocation for the Q4 2024/25 is shown below.

Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Jan-25	31	21	4	56
Feb-25	12	25	3	40
Mar-25	20	13	0	33
<b>Total</b>	<b>63</b>	<b>59</b>	<b>7</b>	<b>129</b>
<b>% by allocation</b>	<b>48.84%</b>	<b>45.74%</b>	<b>5.43%</b>	<b>100.00%</b>



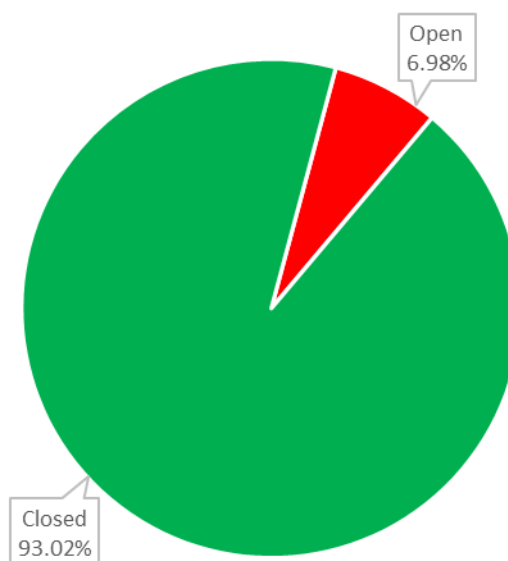
### Reactive Repair Cases Allocation



Last report's figures:  
In House 40.89%, Contractor 54.93%, Unallocated 4.19.

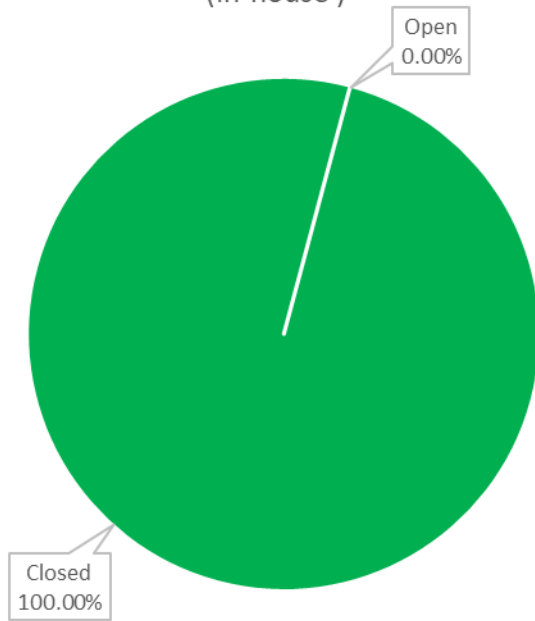
3.2. The status of reactive work for the Q4 2024/25 is shown.

### Reactive Repair Cases Status



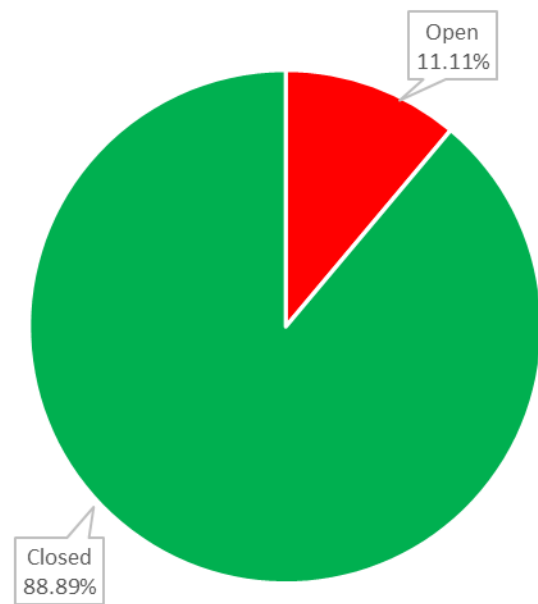
Last report's figures:  
Closed 96.31%, Open 3.69.

Reactive Repair Cases Status  
(In-house )



Last report's figures:  
Closed 98.19%, Open 1.81%

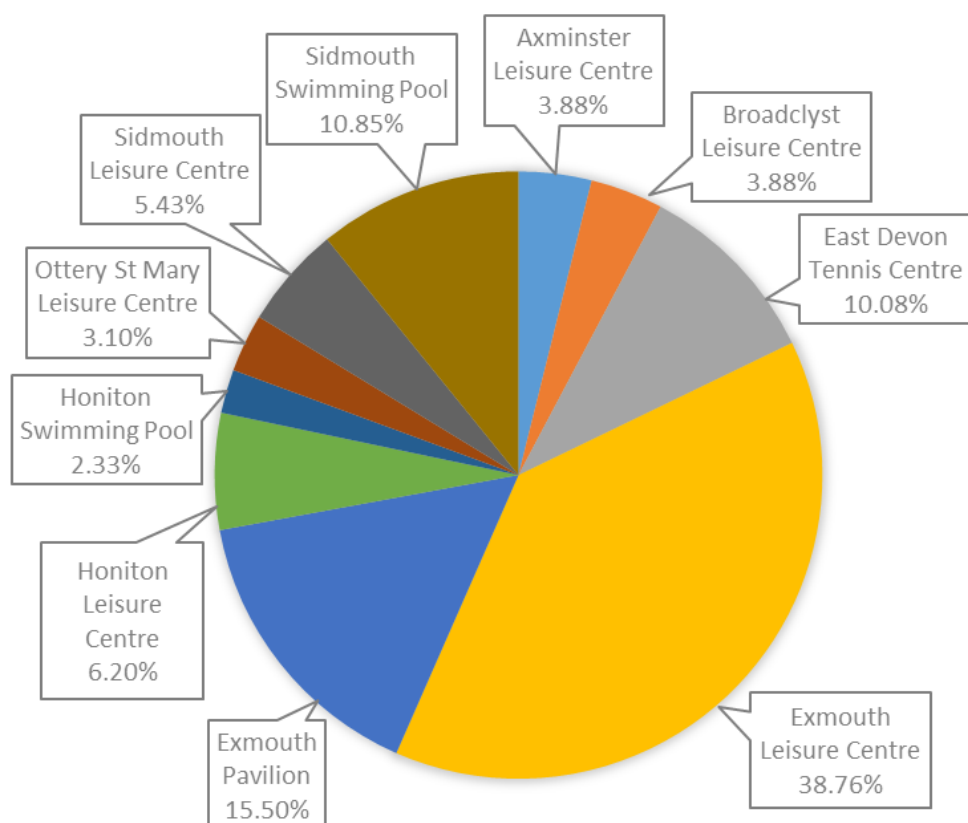
Reactive Repair Cases Status  
(Contractors)



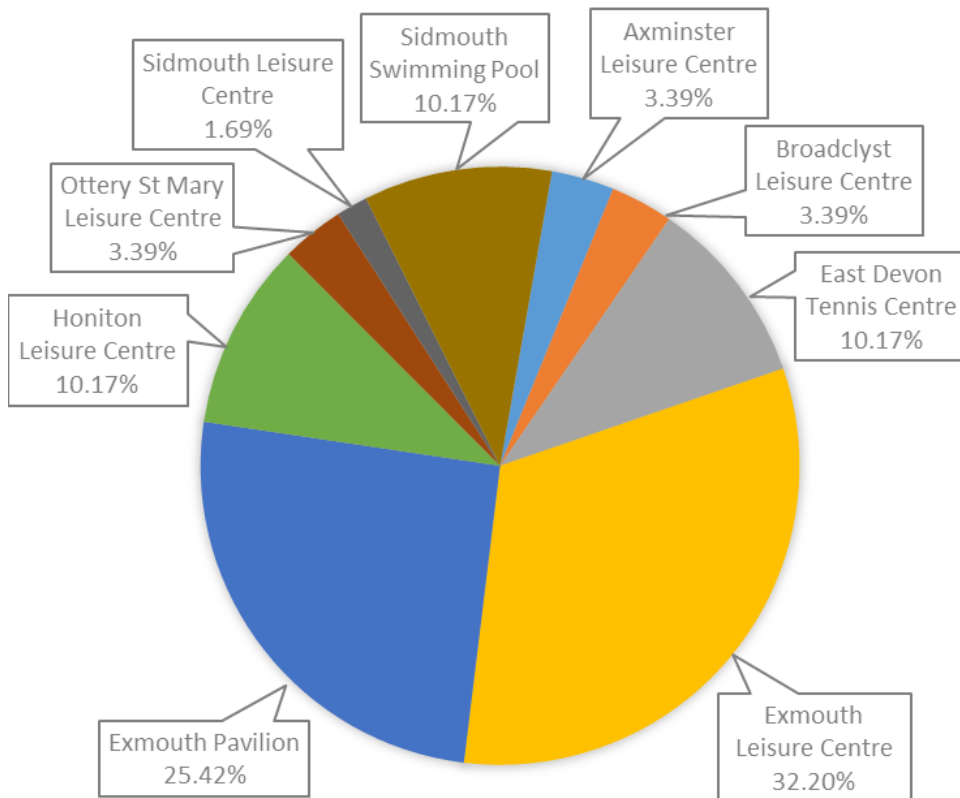
Last report's figures:  
Closed 96.41%, Open 3.59%

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

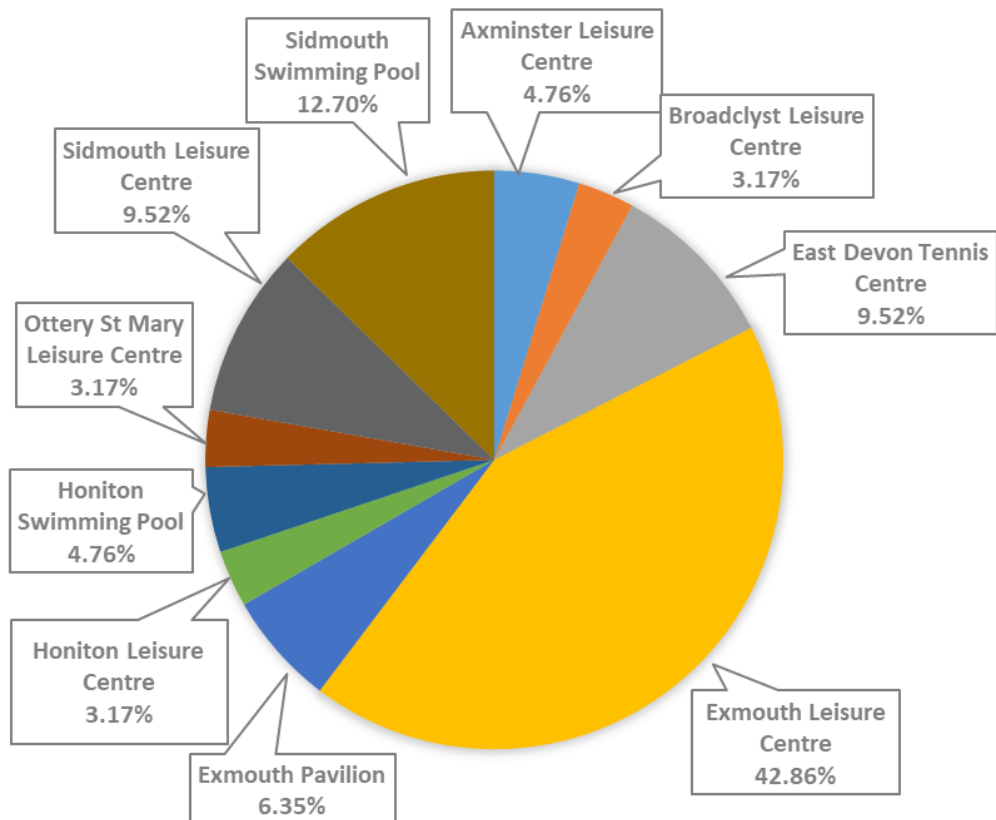
Reactive Repairs Cases by Asset Type  
(All Cases)



Reactive Repairs Cases by Asset  
(In-House)

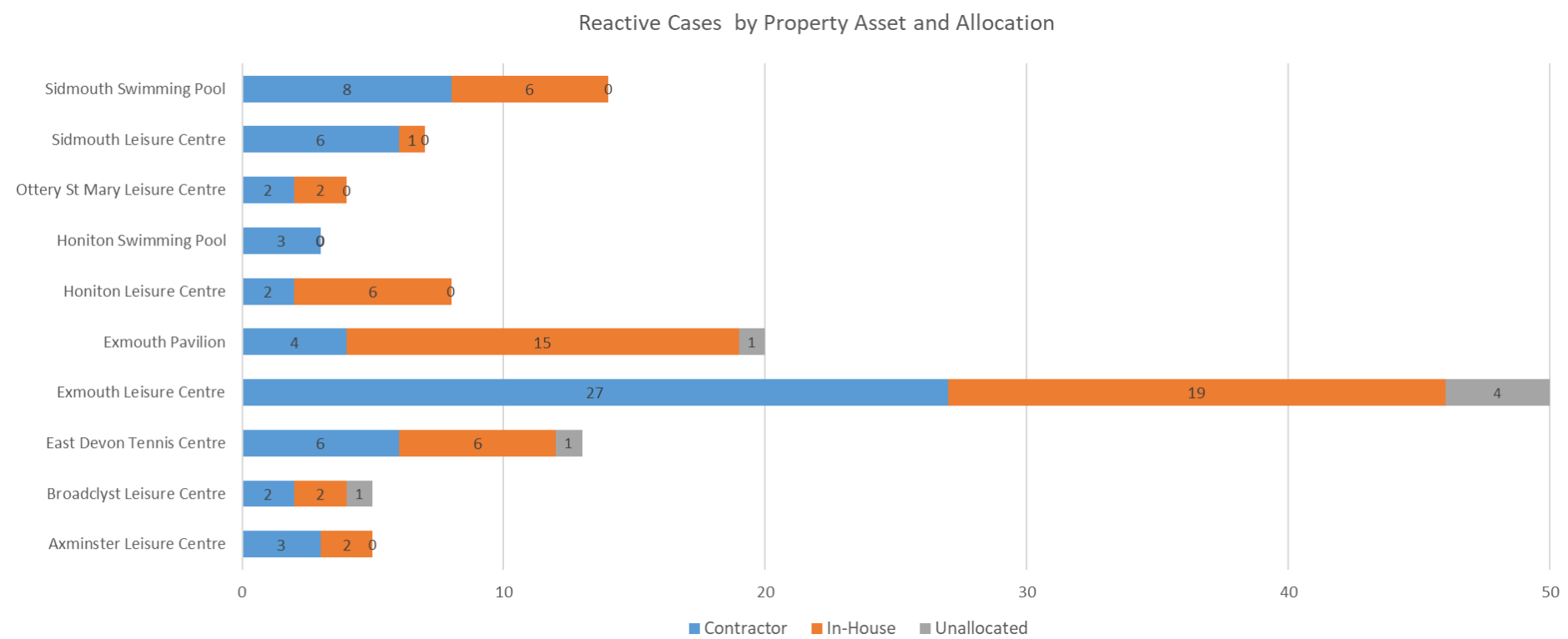


Reactive Repairs Cases by Asset  
(Contractors)





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	
		Sidmouth LC		2023/24	Compartmentation element to be reviewed and adjusted to budget.
		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, ongoing.
		Colyton LC		2025/26	Contractor appointed, ongoing.
		Exmouth East Devon Tennis Centre		2025/26	Contractor appointed, ongoing.
		Exmouth LC		2025/26	Contractor appointed, ongoing.
		Exmouth Pavilion		2025/26	Contractor appointed, ongoing.
		Honiton LC		2025/26	Contractor appointed, ongoing.
		Ottery St Mary LC		2023/24	Completed.
		Sidmouth Swimming Pool		2025/26	Contractor appointed, ongoing.
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.
Roof Replacement.	2024/25	Exmouth Pavilion	£509,000.00	2025/26	Tendered, contractor appointed. Works to start Sept 2025.
Water quality monitoring.	2024/25	Various EDDC Swim Pools	£26,000.00	2024/25	Completed.
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, contractor to be appointed.
UV filtering systems works.	2025/26	Swimming Pools (Exmouth, Honiton and Sidmouth)	£88,500.00	2025/26	To be tendered.
Swimming pool underwater works	2025/26	Swimming Pools (Exmouth, Honiton and Sidmouth)	£60,000.00	2025/26	To be tendered.

Internal decorations, repairs, and refurbishment.	2025/26	Various LED Operated Buildings	£67,000.00	2025/26	Tendered, contractor to be appointed.
<b>Total</b>			<b>£4,019,125.00</b>		

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**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.