

Report to: Asset Management Forum

Date of Meeting: 29th September 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 1st quarter (Q1) of financial year 2025/26 (April to June 2025) and list the tasks for the 2nd quarter (Q2) of 2025/26 (July to September 2025).

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 Q1 2025/26 and of the planned works for the Q2 2025/26.

2. Planned Preventive Maintenance and Compliance

2.1. A summary of planned preventive maintenance (PPM) and compliance works undertaken during the Q1 2025/2026 (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• Gas Fired Boilers• Emergency Lighting System• Fire Alarm System• Thermostatic Mixing Valves (Showers etc)
Axminster West Street PC	<ul style="list-style-type: none">• Emergency Lighting System
Broadclyst Leisure Centre	<ul style="list-style-type: none">• Automatic Doors• Gas Fired Boilers• Ductwork• Fire Alarm System
Exmouth Camperdown Depot	<ul style="list-style-type: none">• CCTV• Intruder Alarm• Fire Extinguishers• Asbestos Survey 5 Yearly
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none">• Ductwork• Emergency Lighting System• Heating and Ventilation Maintenance

Exmouth Foxholes Car Park PC	<ul style="list-style-type: none"> • Emergency Lighting System • Bottle Filler Water Test
Exmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Pumping Stations • Gas Fired Boilers • Electrical - Fixed Wiring (Annual) • Fire Alarm System • Lifts (Biannually) • Pool Plant Maintenance • Heating and Ventilation Maintenance • Thermostatic Mixing Valves (Showers etc)
Exmouth Manor Gardens PC	<ul style="list-style-type: none"> • Emergency Lighting System
Exmouth Manor Gardens Tool Shed	<ul style="list-style-type: none"> • Intruder Alarm • Fire Extinguishers
Exmouth Ocean Building	<ul style="list-style-type: none"> • Doors And Shutters
Exmouth Pavilion	<ul style="list-style-type: none"> • Asbestos Survey 3 Yearly • Ductwork • Automatic Doors • Lifts (Biannually) • Thermostatic Mixing Valves (Showers etc)
Exmouth Phear Park Bowling Club	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly
Exmouth Phear Park Gardeners Depot	<ul style="list-style-type: none"> • Fire Extinguishers
Exmouth Queens Drive PC	<ul style="list-style-type: none"> • Emergency Lighting System
Exmouth Queens Drive Space Bar	<ul style="list-style-type: none"> • Fire Extinguishers
Exmouth Town Hall	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Electrical - Pat Test • Intruder Alarm • Lifts (Biannually) • Thermostatic Mixing Valves (Showers etc)
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Ductwork • Intruder Alarm • Fire Alarm System • Fire Extinguishers
Honiton Allhallows Pavilion and Tool Shed	<ul style="list-style-type: none"> • Gas Fired Boilers • Intruder Alarm
Honiton Blackdown House	<ul style="list-style-type: none"> • Automatic Doors • Gas Fired Boilers • Ductwork • Emergency Lighting System • Generator • Lifts (Quarterly) • Electrical - Pat Test

Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Automatic Doors • Gas Fired Boilers • Ductwork • Intruder Alarm • Fire Alarm System • Asbestos Survey 5 Yearly
Honiton Leisure Centre	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Automatic Doors • Ductwork • Electrical - Fixed Wiring (3 Years) • Thermostatic Mixing Valves (Showers etc)
Honiton Swimming Pool	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Automatic Doors • Gas Fired Boilers • Pumping Stations • Pool Plant Maintenance • Lifts (Biannually) • Ductwork • Heating and Ventilation Maintenance
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Gas Fired Boilers • Intruder Alarm • Fire Alarm System • Lifts (Biannually) • Heating and Ventilation Maintenance • Sump Pump - Clean
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Ductwork • Emergency Lighting System • Fire Alarm System • Automatic Doors
Seaton West Walk Pc	<ul style="list-style-type: none"> • Pumping Stations • Ductwork
Sidford Changing Rooms	<ul style="list-style-type: none"> • Gas Fired Boilers • Ductwork • Emergency Lighting System • Fire Alarm System • Fire Extinguishers
Sidmouth Cemetery Chapel and Store	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly • Fire Extinguishers
Sidmouth Coburg Gardeners Groundsman Shed	<ul style="list-style-type: none"> • Fire Extinguishers
Sidmouth Connaught Gardens Gardeners Store	<ul style="list-style-type: none"> • Fire Extinguishers
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Gas Fired Boilers • Electrical - Fixed Wiring (3 Years) • Thermostatic Mixing Valves (Showers Etc)

Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Asbestos Survey 2 Yearly • Fire Extinguishers • Thermostatic Mixing Valves (Showers Etc)
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Fire Alarm System • Fire Extinguishers • Intruder Alarm
Sidmouth Market	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly
Sidmouth Market PC	<ul style="list-style-type: none"> • Asbestos Survey 5 Yearly
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Ductwork • Automatic Doors • Pool Plant Maintenance • Thermostatic Mixing Valves (Showers Etc)

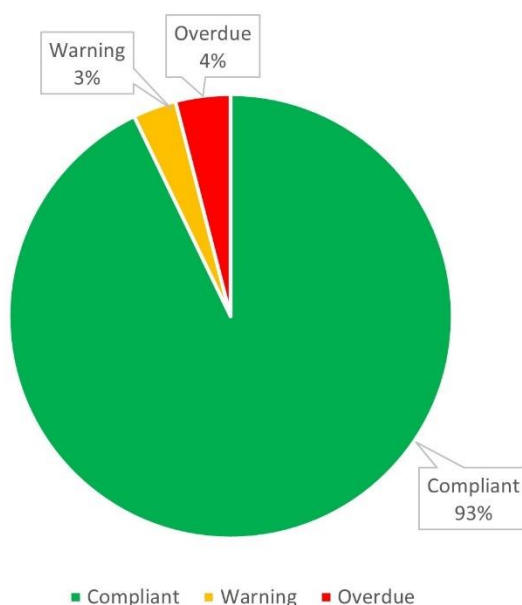
2.2. A summary of planned preventive maintenance (PPM) and compliance works planned over the Q2 2025/26 (July to September 2025) is shown in the table below.

Location	PPM and Compliance Works
Axminster Leisure Centre	<ul style="list-style-type: none"> • Heating and Ventilation Maintenance
Broadclyst Leisure Centre	<ul style="list-style-type: none"> • Lightning Conductor
Exmouth Camperdown Depot	<ul style="list-style-type: none"> • Roller Shutter Door • Fire Risk Assessment (External) • Electrical - Pat Test
Exmouth East Devon Tennis Centre	<ul style="list-style-type: none"> • Automatic Doors • Lightning Conductor • Thermostatic Mixing Valves (Showers etc)
Exmouth Pavilion	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance • Stage Equipment Inspection
Exmouth Town Hall	<ul style="list-style-type: none"> • Lightning Conductor • Heating And Ventilation Maintenance • Fire Risk Assessment (External)
Exmouth Withycombe Common Changing Rooms	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance • Electrical - Pat Test
Honiton Blackdown House	<ul style="list-style-type: none"> • Lightning Conductor • Heating And Ventilation Maintenance • Fire Risk Assessment (External)
Honiton East Devon Business Centre	<ul style="list-style-type: none"> • Lightning Conductor • Heating And Ventilation Maintenance • Thermostatic Mixing Valves (Showers etc) • Fire Risk Assessment (External)
Honiton Leisure Centre	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance
Honiton Thelma Hulbert Gallery	<ul style="list-style-type: none"> • Thermostatic Mixing Valves (Showers Etc) • Fire Risk Assessment (External)
Ottery St Mary Leisure Centre	<ul style="list-style-type: none"> • Lightning Conductor • Thermostatic Mixing Valves (Showers Etc)

Seaton Axe Valley Wetland Centre	<ul style="list-style-type: none"> • Fire Risk Assessment (External)
Sidford Changing Rooms	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance • Thermostatic Mixing Valves (Showers Etc)
Sidmouth Leisure Centre	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance
Sidmouth Manor Pavilion Theatre	<ul style="list-style-type: none"> • Heating And Ventilation Maintenance • Zip Boilers • Fire Risk Assessment (External) • Thermostatic Mixing Valves (Showers Etc)
Sidmouth Manstone Depot	<ul style="list-style-type: none"> • Fire Risk Assessment (External) • Roller Shutter Door • Heating And Ventilation Maintenance
Sidmouth Swimming Pool	<ul style="list-style-type: none"> • Lightning Conductor • Heating And Ventilation Maintenance

2.3. Compliance and PPM work status at the end of Q1 is shown below.

Compliance and Planned Maintenance
(Status - 03/07/2025)



Previous report figures:
Compliant 85%, Warning 10%, Overdue 5%.

- 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 Q1 and Q2 2025/26.

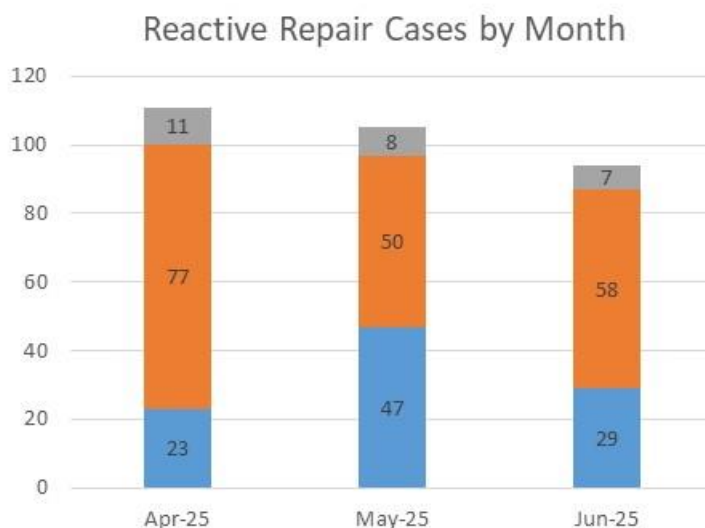
Location	Works	Status
Axminster Millway Rise Workshops, Unit 5B	Insurance works.	Ongoing Q1/Q2 2025/26

Location	Works	Status
Exmouth Town Hall	Lift repairs.	On going Q1/Q2 2025/26
Exmouth Withycombe Changing Rooms	Septic tank inspection and repairs	Completed Q1 2025/26
Ottery St Mary Leisure Centre	Flooring repairs.	Completed Q1 2025/26
Seaton Seafield Garden Clock Tower	Clock mechanism replacement.	Completed Q1 2025/26
Sidmouth Connaught Gardens	Vandalism repairs to roof, insurance works.	Completed Q1 2025/26
Sidmouth Connaught Gardens Tower Café	Drainage repairs.	Completed Q1 2025/26
Sidmouth Connaught Gardens Tower Café Clock	Clock mechanism replacement.	Completed Q1 2025/26
Sidmouth Leisure Centre	Gym door replacement.	Completed Q1 2025/26
Sidmouth Swimming Pool	Poolside store flooring replacement.	Completed Q1 2025/26

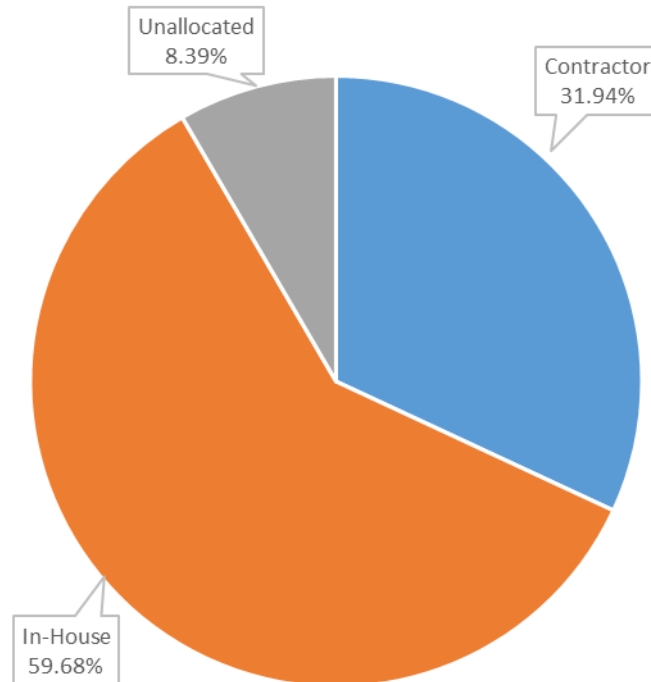
3. Reactive Maintenance

3.1. A summary of reactive jobs by property and allocation for the Q1 2025/26 is shown below.

Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Apr-25	23	77	11	111
May-25	47	50	8	105
Jun-25	29	58	7	94
Total	99	185	26	310
% by allocation	31.94%	59.68%	8.39%	100.00%



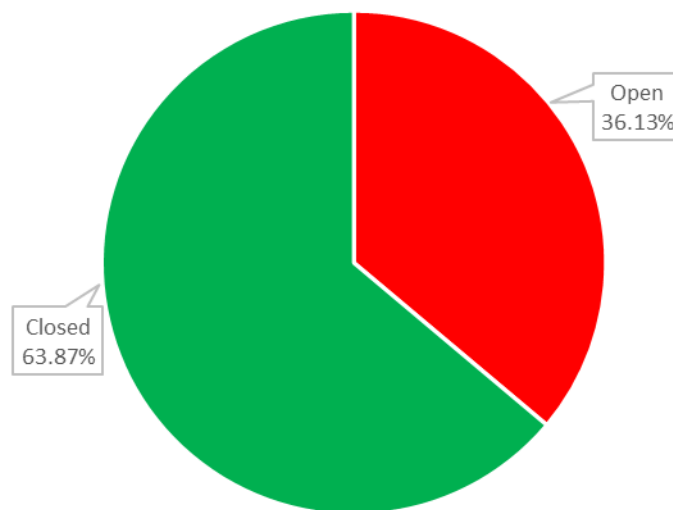
Reactive Repair Cases Allocation



Last report's figures:
In House 60.37%, Contractor 35.06%, Unallocated 4.57%.

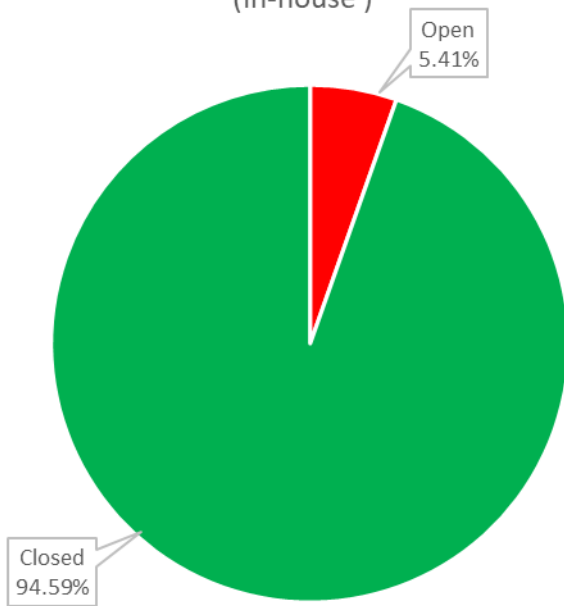
3.2. The status of reactive work for the Q1 2025/26 is shown.

Reactive Repair Cases Status



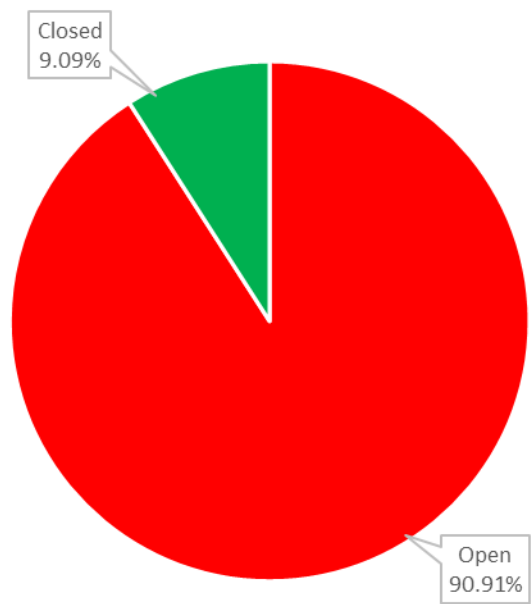
Last report's figures:
Closed 95.73%, Open 4.27.

Reactive Repair Cases Status
(In-house)



Last report's figures:
Closed 99.49%, Open 0.51%

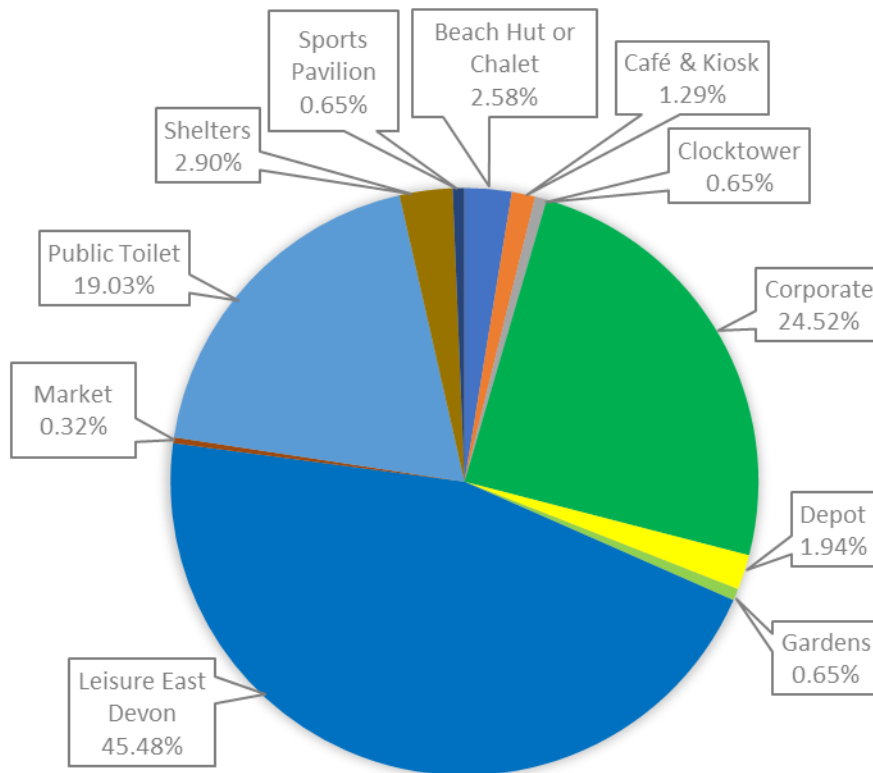
Reactive Repair Cases Status
(Contractors)



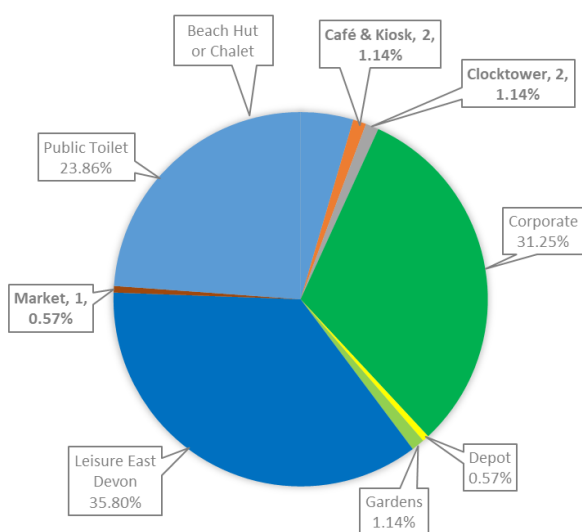
Last report's figures:
Closed 92.17%, Open 7.83%

3.3. The distribution of reactive work by Asset type and allocation for Q1 2025/26 is shown in the charts below.

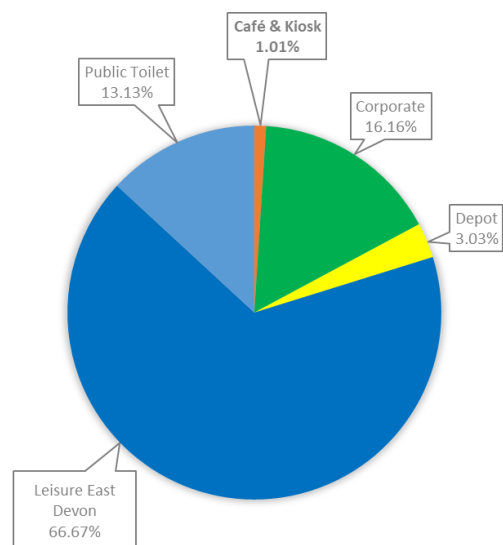
Reactive Repairs Cases by Asset Type
(All Cases)



Reactive Repairs Cases by Asset Type
(In-House)



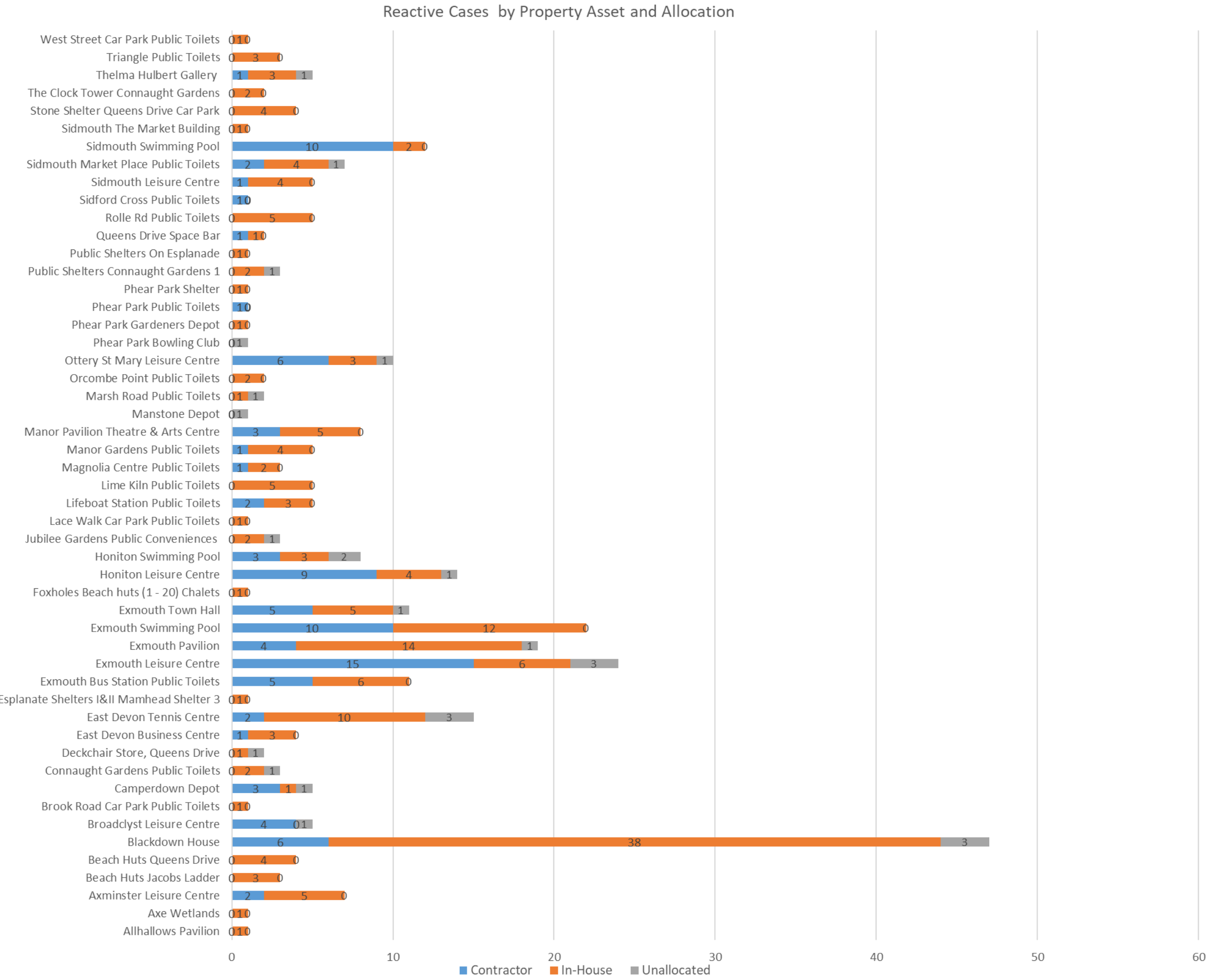
Reactive Repairs Cases by Asset Type
(Contractors)



Worth noting:

- Reactive work on LED managed assets was 45.48% (last report 39.63).
- Reactive work by contractors on LED managed properties was 66.67% (last report 54.78%).
- Most of the reactive work by the In-house Team for this period was in LED managed assets, 35.80% (last report it was in the Corporate assets 34.34%).

3.4. The distribution of reactive work by property and allocation for Q1 2025/26 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 be completed Augus 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.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
		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	Planning application to be submitted. Works tendered, tender analysis underway.
Public Toilet Investment Programme (including Changing Places)	2021/22	General	£3,342,000.00	2024/25 – 2025/26	Phase 1 completed.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
		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.
		Beer Jubilee Gardens Public Toilets		TBC	Concept design nearly complete, next steps planning application.
		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.
		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.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
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 appointed. Works to be completed summer 2026.
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 appointed. Works started.
Internal decorations, repairs, and refurbishment.	2025/26	Various LED Operated Buildings	£67,000.00	2025/26	Contractor appointed. Works started.

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	Completed.
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 September 2025.
Formally adopting Key Performance Indicators by incorporating them into the management plans.	3	June 2025	Complete in part - 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.