

EAST DEVON DISTRICT COUNCIL

Minutes of the meeting of Asset Management Forum held at online on 15 June 2026

Attendance list at end of document

The meeting started at 9.32 am and ended at 10.06 am

27 Notes from the previous meeting held on 19 January 2026

The minutes from the previous meeting were confirmed as a correct record.

28 Declarations of interest

None.

29 Public speaking

None.

30 Matters of urgency

None.

31 Confidential/exempt item(s)

None.

32 Estates Team Update

The Estates team update covered the period of Jan – May 2026.

The updated included:

- Successful re-let of unit at Riverside Workshops in Seaton progressing, and pending re-let of unit at Millwey Rise Workshops, Axminster. Marketing had just commenced to fill a vacant unit at Manstone Workshops, Sidmouth.
- Business Centre's let for two offices, including the largest office has completed and marketing continues for other offices. The site now has full fibre internet capability. A need for electronic vehicle charging points has been identified and quotes for the work are being sought. Funding has been secured for an installation of solar panels, with the project currently out to tender. The Forum will be updated once that project progresses.
- The Old Toll House, Sidmouth has been granted authority for disposal and the property is expected to be marketed in late June.

Questions included:

- Request for update reports to include data on rental income, and capital receipts, as had previously been published in the update report at the last meeting of the Forum.
- Confirmation that work continued on reviewing sites where opportunities for building additional small units existed, in order to meet continued demand.
- Garage review was linked to the Housing Revenue Account assets; whereby the Housing Team had to review the condition and business case for any conversion to a unit, balanced with the impact on residents.

RESOLVED that the Estates Team update be noted.

33 **Buildings and Facilities Management Team Activity Update**

Quarter 4 of 2025/26 and Quarter 1 of 2026/27 Forward Programme was presented in the report by the Buildings and Facilities Management Team. The report included a dashboard that gave an overview of the compliance tasks, outlining that 70.22% were compliant, 23.26% were listed under the warning category, and 6.52% were classed as overdue. This was still below the KPI threshold of 10% overdue.

Works were listed in detail against the statutory compliance inspections and planned maintenance activities across the estate.

Quarter 4 had 372 reactive maintenance cases (of which 47.17% relate to LED operated assets). 61.56% of these cases were dealt with by the in-house maintenance team.

The status of capital projects was also set out in the report.

Questions included:

- No update detailed on Community Asset Transfers pending, in particular the progress on Phase 2 of the toilet transfers. The Chair advised that communication had been sent to the towns involved in this phase. In response to a request for a Portfolio Holder Group meeting on the issue, the Chair agreed to make contact with officers to secure an update for that group.
- Clarify was sought on the for the capital funding agreed against LED related assets in the longer term under the new authority. The Chair confirmed that until a decision was provided on LGR and the shape that the new authority would take, it was not possible to provide clarity at this stage. Work still had to be undertaken while the Council was still in existence. The Chair agreed to seek discussion with relevant officers on this question raised by Cllr Goodman.

RESOLVED to note the update report and progress by the Team.

34 **Placemaking & Major Projects Team Update**

The Forum were provided with an update on project progress since the last update in January 2026 from the Placemaking and Major Projects team.

- Cloakham Lawn, Axminster procurement exercises has now identified a preferred option for the site, which includes recommendations from EDDC planning officers. The report included an overview of the site layout for employment use. Quotations from architects and other professional consultants have been obtained in preparation for undertaking an outline planning application. This application work will be commissioned once a date for Vistry Homes vacating the site has been confirmed.
- A commercial agent has been appointed for the sale of the site on Harepath Road, Seaton. A sale contract is currently being drafted following a conditional offer for the site.
- Red nook valuation for the site at Hayne Lane, Honiton has been completed and a meeting arranged with the Combe Estate to review both parties' valuations and provide the basis for negotiations to agree a purchase price.

RESOLVED that the update be noted.

Attendance List

Councillors present:

P Hayward (Chair)
S Hawkins
T Olive
P Arnott

Councillors also present (for some or all the meeting)

I Barlow
R Collins
P Faithfull
M Goodman
M Hall
N Hookway

Officers in attendance:

Kirstie Butler, Estates Surveyor
Andrew Champion, Development Delivery Project Manager
Naomi Harnett, Corporate Lead (Interim) – Major Projects & Programmes
Debbie Meakin, Democratic Services Officer
James Docherty, Assistant Director Governance & Legal

Councillor apologies:

G Jung

Chair

Date: