

APPENDIX B



FULL COUNCIL AUGUST 2026 - PROJECT MANAGER

‘Ready for the Wave: Supporting Successful Asset Transfer.’

Introduction

This paper sets out the reasons for, and the content of, a proposed 12-month Project Manager post.

This post will be needed from September as we are now preparing for, and starting to implement, the transfer of assets from Rother District Council.

Although we do not exactly know the number of assets that will ultimately be transferred, the ‘green list’ shows around 30 that could come across.

As I set out in my report to Forward Plan to Council in June, there is a lot of essential work to be done to make sure:

- Cllrs have the information they need to agree to each transfer
- Preparations are made for the transfers
- All necessary work is undertaken when we have responsibility for the assets.

Project Manager Post

The proposed post is therefore needed to carry out the following 3 key areas of work.

1 Before Accepting Ownership [covering due diligence and identification of key risks].

Key tasks include:

- Inspection of each site.
- Establish current records of Building Condition Surveys, Legionella Surveys, Electrical Surveys, and Asbestos reports.
- Work with administrator on site reports for Cllrs for each site including how sites are used and who uses them.

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- Day-to-day Liaison with solicitors on all legal documents relating to asset transfer e.g. ensure clarity on title, our responsibilities, impact of byelaws, covenants and other restrictions etc.
- Oversee and review all leases, licenses and contracts that relate to each site e.g. where an existing tenant of RDC on a site is becoming a tenant of the Town Council.
- Liaison with Fields in Trust.
- Update Town Council Risk Register.
- Regular reports to Full Council on progress.

2 Management of Assets [covering setting up the administration and monitoring systems we will need]

Key tasks include:

- Work with team to confirm both the 'internal' and 'external' inspection schedule for each site.
- Work with administrator to collate inspection reports and identify any gaps where urgent inspections are necessary.
- Work with team on system for responding to damage, leaks, tree falls etc.
- Liaison with tenants and licensees including any necessary collection of rent and contract management.
- Devise and implement principles of good stewardship.
- Work with the administrator to make sure the Town Council Asset Register is kept up to date.
- Management of external risks such as flooding.
- Any necessary updates to emergency plans.
- Work with Town Clerk and Cllrs on any changes to governance arrangements arising from taking on the management of many more assets.

3 Community engagement [covering liaison and meetings with users of spaces and key community groups]

Key tasks include:

- Convene Stakeholder meetings.
- Undertake User surveys.
- Prepare information for users and residents.
- Work with expert agencies e.g. on ecological matters.
- Support enabling role for greater community involvement.
- Carry out Fundraising.

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- Work with Comms team on publications about the assets we own.

Please note that the 3 parts of the role are not necessarily entirely separate, but overlap in delivering a whole process of successful change management.

Outcomes

Through this role, we can achieve the outcomes of:

- Informed asset transfer
- Strong asset management
- Greater community involvement.

Costs

The suggested grade for this post is NJC Scale Point 30, with a salary of £40,777.

This gives an estimated cost to the Council for 12 months of £54,274.19, i.e. with all employer costs included.

The RFO has confirmed that this can be funded from our devolution budget.

At the meeting, Cllrs are asked to consider the creation of this 12-month post.