



East Cambridgeshire District Council

Meeting: Finance & Assets Committee

Time: 4:30pm

Date: Thursday 27 March 2025

Venue: Council Chamber, The Grange, Nutholt Lane, Ely, CB7 4EE

Enquiries regarding this agenda: Jane Webb – Democratic Services & Elections Manager

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Committee membership

Quorum: 5 members

Conservative members

Cllr Anna Bailey
Cllr Ian Bovingdon (Vice-Chair)
Cllr Mark Goldsack
Cllr Bill Hunt
Cllr David Miller
Cllr Alan Sharp (Chair)

Conservative substitutes

Cllr Christine Ambrose-Smith
Cllr Martin Goodearl
Cllr Julia Huffer

Liberal Democrat & Independent members

Cllr Chika Akinwale
Cllr Caroline Shepherd
Cllr John Trapp
Cllr Mary Wade
Cllr Alison Whelan (Lead Member)
Cllr Christine Whelan

Liberal Democrat & Independent substitutes

Cllr Charlotte Cane
Cllr Christine Colbert
Cllr Kathrin Holtzmann

Lead Officer: Sally Bonnett, Director, Community

Agenda

- 1. Public question time** [oral]
The meeting will commence with up to 15 minutes of public question time.
- 2. Apologies and substitutions** [oral]
- 3. Declarations of interests** [oral]
To receive declarations of interests from Members for any items on the agenda in accordance with the Members Code of Conduct.

- 4. Minutes**
To confirm as a correct record the minutes of the meeting of the Finance & Assets Committee held on 30 January 2025 **Page**
- 5. Chair’s Announcements** **[oral]**
- 6. ECTC Annual Business Plan 2025/26**
- 7. End of year reports 2024/25 & Service Delivery Plans 2025/26**
Due to the size of the documents, the end-of-year reports and Service Delivery Plans have been circulated separately to Councillors. Copies are available on the Council’s website www.eastcambs.gov.uk or from Democratic Services
- 8. Asset Management Plan 2025/26 & Assets update**
- 9. Assets in Ely**
- 10. Annual Review of RIPA policies**
- 11. Forward Agenda Plan** **Page**
- Exclusion of the public including representatives of the press**
That the press and public be excluded during the consideration of the remaining items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information of Categories 1 and 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).
- 12. ECTC Management Accounts**
- 13. Write-off of unrecoverable debts**
- 14. EXEMPT Minutes – 30 January 2025**
To confirm as a correct record the Exempt Minutes of the meeting of the Finance & Assets Committee held on 30 January 2025
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Notes

1. Members of the public are welcome to attend this meeting. If you are visiting The Grange during normal working hours you should report to the main reception desk. If you come to an evening meeting please enter via the door in the glass atrium at the back of the building.

Admittance is on a “first come, first served” basis and public access will be from 30 minutes before the start time of the meeting. Due to room capacity restrictions, members of the public are asked, where possible, to notify Democratic Services

(democratic.services@eastcambs.gov.uk or 01353 665555) of their intention to attend a meeting.

The livestream of this meeting will be available on [the committee meeting's webpage \(Finance and Assets Committee 27/03/2025 | East Cambridgeshire District Council\)](#). Please be aware that all attendees, including those in the public gallery, will be visible on the livestream.

- Public Questions/Statements are welcomed on any topic related to the Committee's functions as long as there is no suspicion that it is improper (for example, offensive, slanderous or might lead to disclosures of Exempt or Confidential information). Up to 15 minutes is allocated for this at the start of the meeting.

[Further details about the Public Question Time scheme](#)
(www.eastcambs.gov.uk/committees/public-question-time-scheme).

- The Council has adopted a 'Purge on Plastics' strategy and is working towards the removal of all consumer single-use plastics in our workplace. Therefore, we do not provide disposable cups in our building or at our meetings and would ask members of the public to bring their own drink to the meeting if required.
- Fire instructions for meetings:
 - if the fire alarm sounds, please make your way out of the building by the nearest available exit, which is usually the back staircase or the fire escape in the Chamber and do not attempt to use the lifts
 - the fire assembly point is in the front staff car park by the exit barrier
 - the building has an auto-call system to the fire services so there is no need for anyone to call the fire services

The Committee Officer will sweep the area to ensure that everyone is out.

- Reports are attached for each agenda item unless marked "oral".
- If required, all items on the agenda can be provided in different formats (such as large type, Braille or audio tape, or translated into other languages), on request, by calling main reception on (01353) 665555 or e-mail: translate@eastcambs.gov.uk
- If the Committee wishes to exclude the public and press from the meeting, a resolution in the following terms will need to be passed:

"That the press and public be excluded during the consideration of the remaining item no(s). X because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s) there would be disclosure to them of exempt information of Category X of Part I Schedule 12A to the Local Government Act 1972 (as amended)."



Minutes of a Meeting of the Finance & Assets Committee
Held at The Grange, Nutholt Lane, Ely, CB7 4EE at 4:30pm on
Thursday 30 January 2025

Present:

Cllr Chika Akinwale
Cllr Anna Bailey
Cllr Ian Bovingdon (Vice-Chair)
Cllr Christine Colbert
Cllr Mark Goldsack
Cllr Bill Hunt
Cllr David Miller
Cllr Alan Sharp (Chair)
Cllr Caroline Shepherd
Cllr John Trapp
Cllr Mary Wade
Cllr Christine Whelan

Officers:

Sally Bonnett – Director Community
Isabel Edgar – Director Operations
Maggie Camp – Director Legal Services
Spencer Clark – Open Spaces & Facilities Manager
Nicole Pema – HR Manager
Jane Webb – Democratic Services and Elections Manager
Ian Smith – Director Finance

60. Public Questions

The Chair confirmed a question had been received from a member of the public, Cameron Martin of Stuntney, Ely:

“Can the councillors confirm that funding is being sought from the CPCA Active Travel Capital for the Soham to Ely cycle path? If so, please can you provide additional detail and clarity on how these funds are being built up and how it will be allocated along the route but more specifically the Stuntney Causeway section.

Further to this, and alluded to in my previous discussion, the residents of Stuntney are aware of the historic efforts for the progression of the cycle path. We are however increasingly frustrated that it progressed to the bid stage for construction and contract award but fell at the final hurdle - implementation.

We are now three years on with little to no sign of progress. Due to these frustrations the Stuntney residence would like clarity of the following aspects:

- Cost breakdown of the historic £600k budget within the "Phase 2 Stuntney Causeway work".
 - We have reason to believe this should sit within the DFT bid documentation and / or response(s) provided by the previous contractors and bid teams.
- Visibility of costs allocated to or associated with land acquisition needs for the route.
 - We as a community have proactively progressed stakeholder engagement and gained verbal agreement with the key landowner for the allocation route on the Southern side of the A142. Ensuring that adequate costs have been considered / accounted for is a key aspect for success.
- Reassurance by councillors and/or Active Travel Team, that the historic work is not lost. That plans previously used (ref attached) are not unnecessarily reworked and thus impacting allocated funds.
 - The Stuntney residence are concerned that there will be unnecessary remeasure / rework when revisiting the proposed route. There was a lot of good work done previously and this should not be lost, it should be more of an update than full rework.
- Access to and frequent check-ins with key team members within the Active Travel team who are dealing with the design and construction.
 - I would like to be put forward as a key contact with the Active Travel team, through which I can relay any and all updates to the community (and councillors where needed) on progress.

I hope that the above underlines our community's eagerness and determination to progressing the cycle path to the point of completion. I (we) look forward to receiving updates on the aspects listed."

The Chair gave the following response:

"The Council is continuing to work with the Cambridgeshire and Peterborough Combined Authority and Cambridgeshire County Council to deliver active travel improvements for the district.

Proposals for funding the development of active travel routes in East Cambridgeshire including Ely to Soham, is undergoing the Combined Authority Single Assurance Framework. The Outline Business Case which seeks funding for a programme of work funded by the Combined Authority's Active Travel Capital Funding will seek final approval by the Investment Committee in March following review by the Investment Panel in February.

With regard to previous schemes, East Cambridgeshire District Council does not hold any of the information that you have requested as the work was led by Cambridgeshire County Council.

I understand that Officers have already sent you the contact details for the Principal Active Travel Officer at Cambridgeshire County Council so that you can forward your request to them.”

Cameron Martin asked the following supplementary question:

“I will be keen to see the outcome from both February and March’s meetings; the main concern was that the correct level of funding had been applied, and I appreciate your time and efforts on this and look forward to the next update.”

The Chair thanked Mr. Martin for his time and dedication to this matter.

61. Apologies and substitutions

Apologies were received from Cllr Alison Whelan; Cllr Christine Colbert was in attendance as a substitute.

62. Declarations of interest

No declarations of interest were received.

63. Minutes

The Committee received the Minutes of the meeting held on 28 November 2024.

Members unanimously resolved:

That the Minutes of the Finance & Assets Committee meeting held on 28 November 2024 be confirmed as a correct record and be signed by the Chair.

64. Chair’s Announcements

There were no Chair’s announcements.

65. 2025/26 Annual Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Annual Investment Strategy

The Committee considered a report, Z121 previously circulated, that detailed the 2025/26 Treasury Management Strategy, the Annual Investment Strategy, and the Minimum Revenue Provision Policy Statement.

The Director Finance presented the report; Cllr Sharp proposed the recommendations in the report and Cllr Bovingdon seconded the recommendations.

Councillors Christine Whelan and Shepherd expressed concerns about the accuracy of the figures in the report. The Director of Finance acknowledged

that while the movements within the figures were incorrect, the final figures were accurate. He confirmed that he would update the report in preparation for the Full Council meeting.

Cllr Christine Whelan proposed, and Cllr Trapp seconded the following amendment:

Members resolved to recommend that the movement in the figures of 2026/27 be adjusted to the correct figures and checked before being submitted to Full Council.

It was resolved unanimously to recommend that the movement in the figures of 2026/27 be adjusted to the correct figures and checked before being submitted to Full Council to approval:

That approval be given to:

- 1. The 2025/26 Treasury Management Strategy**
- 2. The Annual Investment Strategy**
- 3. The Minimum Revenue Provision Policy Statement**
- 4. The Prudential and Treasury Indicators**

66. Revenue Budget, Capital Strategy and Council Tax 2025/26

The Committee considered a report, Z122 previously circulated, that detailed the Council's proposed revenue budget, capital strategy, and the required level of Council Tax in 2025/26.

The Director Finance presented the report, and Members commented and asked questions.

Cllr Bailey proposed the following amendment which was seconded by Cllr Sharp:

2.1 This Committee recommends to Council to approve:

- (i) The draft revenue budget for 2025/26 and MTFs for 2026/27 to 2028/29 as set out in revised Appendix A.
- (ii) The Statement of Reserves as set out in revised Appendix B.
- (iii) The Capital Strategy and financing as set out in Appendix 3.
- (iv) The 2025/26 Fees and Charges as set out in Appendix 4.
- (v) The application of the Retail, Hospitality and Leisure 40% Business Rate relief (which will be fully funded by the Government through Section 31) as detailed in sections 6.6 to 6.7 of this report and any other Business Rate reliefs that may be announced in the national budget (as detailed in section 6.8).
- (vi) The changes to the Local Council Tax Reduction Scheme and premiums for Long-Term Empty and Second Homes as detailed in sections 11.8 and 11.9 of this report.

2.2 To authorise the Director, Finance, in consultation with the Chair of Committee to adjust the use of the Surplus Savings Reserve in 2025/26 and future years (as available), to ensure that the net budget as detailed in 2.1 remains unchanged (in the event of any additional information becoming available, principally in relation to (but not exclusive to) the Final Local Government Settlement and/or the NNDR1 return). These adjustments to be made in advance of the report being presented to Full Council on the 25th February 2025.

2.3 To authorise the Director Finance to bring forward proposals to Council to identify savings to balance the 2026/27 estimate as detailed in the revised Appendix A.

As proposer to the amendment, Cllr Bailey expressed gratitude to the finance team and council officers for their excellent work on the budget and Medium-Term Financial Strategy (MTFS). She emphasised that the Conservatives committed to raising Council Tax only as a last resort, which is why the amendment calls for a twelfth consecutive year of Council Tax freeze. Additionally, Cllr Bailey highlighted a proposal to keep commuter car parking charges unchanged, meaning that rates at the Angel Drove car park etc will remain the same. The amendment also included an additional paragraph (2.3) that empowers the Director Finance to bring forward any identified savings. Cllr Bailey hoped that all Members would support this freeze as a recommendation to Full Council.

Members provided feedback and asked questions. The Director Finance stated he would explain the movement of staff and funding streams within the report offline.

A vote was taken on the amendment as follows:

FOR: (6), AGAINST (0), ABSTENTIONS (6)

The amendment was declared to be carried.

Members resolved to recommend to Full Council to approve

1.
 - (i) The draft revenue budget for 2025/26 and MTFS for 2026/27 to 2028/29 as set out in revised Appendix A.
 - (ii) The Statement of Reserves as set out in revised Appendix B.
 - (iii) The Capital Strategy and financing as set out in Appendix 3.
 - (iv) The 2025/26 Fees and Charges as set out in Appendix 4.
 - (v) The application of the Retail, Hospitality and Leisure 40% Business Rate relief (which will be fully funded by the Government through Section 31) as detailed in sections 6.6 to 6.7 of this report and any other Business Rate reliefs that may be announced in the national budget (as detailed in section 6.8).
 - (vi) The changes to the Local Council Tax Reduction Scheme and premiums for Long-Term Empty and Second Homes as detailed in sections 11.8 and 11.9 of this report.

2. To authorise the Director, Finance, in consultation with the Chair of Committee to adjust the use of the Surplus Savings Reserve in 2025/26 and future years (as available), to ensure that the net budget as detailed in 2.1 remains unchanged (in the event of any additional information becoming available, principally in relation to (but not exclusive to) the Final Local Government Settlement and/or the NNDR1 return). These adjustments to be made in advance of the report being presented to Full Council on the 25th February 2025.

3 To authorise the Director Finance to bring forward proposals to Council to identify savings to balance the 2026/27 estimate as detailed in the revised Appendix A.

67. Finance Report

The Committee considered a report, Z123 previously circulated, that provided Members with budget monitoring information for services under the Finance & Assets Committee and then, as part of its corporate remit, for the Council as a whole.

The Director Finance presented the report and Members provided feedback and asked questions as follows.

Members observed that the numerous vacancies, while positive in cash flow, were not necessarily beneficial for productivity.

Members resolved to note:

- The Committee has a projected yearend underspend of £881,000 when compared to its approved revenue budget of £7,016,768.
- The Council has a projected yearend underspend of £602,030 when compared to its approved revenue budget of £18,840,342.
- The Council's position on Capital is a projected outturn of £5,502,942, which is an underspend of £2,177,599 when compared to the revised budget.
- the Treasury Management update report

68. Assets Update

The Committee considered a report, Z124 previously circulated, which provided Members with an update on Council-owned assets. The Open Spaces and Facilities Manager presented the report and Members provided feedback and asked questions as follows.

Members expressed their gratitude to the Open Spaces and Facilities Manager for the advancements made on the inclusive playgrounds. They appreciated his assurance that PIPA are the leading experts in the field, providing support to the central government on playgrounds accessibility. Additionally, he confirmed that each Parish would be evaluated individually, focusing on accessibility and amenities related to the playgrounds.

Members resolved to:

- Note the update on Council owned assets.
- Note the expenditure tracking sheet at Appendix 1.

69. ECDC Bereavement Centre Project Quarter 3 update

The Committee considered a report, Z125 previously circulated, which contained an update on the Bereavement Centre Project progress.

The Director Operations presented the report and Members provided feedback and asked questions as follows.

A Member queried as to why the exempt paper was exempt from disclosure. The Director Operations explained that the exempt document was created by the project managers and contained more detailed information about existing risks. Since some information related to managing these risks is still pending, it was decided to keep this information in a closed session. This is necessary because even non-financial risks relate to the project's viability. Therefore, the document must remain exempt while we are currently engaged in a live procurement process.

Members resolved to:

- Note the information provided in the Bereavement Centre Project Dashboard as detailed in Appendix 1, (Exempt).

70. Constitution Update – Contract Procedure Rules

The Committee considered a report, Z126, previously circulated, to consider the Council's Contract Procedure Rules, part of the Constitution, which needed to be updated to reflect changes in relation to the Procurement Act 2023.

The Director Finance presented the report.

Cllr Sharp proposed the recommendations in the report and Cllr Bovingdon seconded the recommendations.

Members resolved to recommend to Full Council that the updated Contract Procedure Rules, at Appendix 1 of the report, be approved as an update to the Council's Constitution.

71. Equality, Diversity and Inclusion Policy 2025-2028

The Committee considered a report, Z127 previously circulated, to consider, approve and adopt the Council's Equality, Diversity and Inclusion Policy following a period of public consultation.

The HR Manager presented the report and Members provided feedback and asked questions as follows.

THE HR Manager confirmed that six separate groups had provided feedback to the consultation.

Cllr Bovingdon proposed the recommendations in the report and Cllr Christine Whelan seconded the recommendations.

Members were pleased to see the word 'Equality' replaced with the 'Equity' as this was important.

Members unanimously resolved to:

- That the draft Equality, Diversity and Inclusion Policy 2025-2028, as set out in Appendix 1 be approved.

72. Forward Plan

The Committee considered its Forward Plan.

Members unanimously resolved to note the forward agenda plan.

73. Exclusion of Press and Public

It was resolved unanimously:

That the press and public be excluded during the consideration of the following item because it was likely, in the view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information of Category 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended)

74. Appointments, Transfers and Resignations

Members resolved to Note the contents of this report.

The meeting concluded at 6:00pm

Chair.....

Date.....

TITLE: ECTC BUSINESS PLAN 2025/26

Committee: Finance & Assets Committee

Date: 27 March 2025

Author: ECTC Director Commercial

Report number: Z155

Contact officer: Emma Grima, ECTC Director Commercial
Emma.grima@eastcambs.gov.uk The Grange, Ely

1.0 Issue

1.1. To consider the ECTC Business Plan 2025/26.

2.0 Recommendations

2.1. Members are requested to approve the ECTC Business Plan 2025/26 as set out in Appendix 1.

3.0 Background/Options

3.1. In accordance with the Shareholder Agreement ECTC is required to produce an annual business plan for approval by the Finance & Assets Committee (the Shareholder Committee). On 13 March 2025 ECTC Board approved the Business Plan 2025/26.

4.0 Arguments/Conclusions

4.1. Finance & Assets Committee, as the Shareholder Committee, is requested to approve the ECTC Business Plan 2025/26.

5.0 Additional Implications Assessment

5.1 In the table below, please put Yes or No in each box:

Financial Implications	Legal Implications	Human Resources (HR) Implications
No	No	No
Equality Impact Assessment (EIA)	Carbon Impact Assessment (CIA)	Data Protection Impact Assessment (DPIA)
Not required	Not required	Not required

6.0 Appendices

Appendix 1- ECTC Business Plan 2025/26.

7.0 Background documents

None



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

**East Cambs
Trading CO. Ltd**

**BUSINESS PLAN
2025/26**

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East Cambs
Trading CO. Ltd



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

INTRODUCTION

East Cambs Trading Company (ECTC) is a private company limited by shares that is wholly owned by East Cambridgeshire District Council (ECDC). ECTC operates at ‘arm’s length’ from ECDC with an independent board for operational decision making.

Working with ECDC the following drivers were established:

- ❖ Balance the Budget
- ❖ Improve Services
- ❖ Build New Homes
- ❖ Maximise Devolution Opportunities
- ❖ Promote Open for Business and ‘Can Do’ Attitude

This Business Plan is designed to provide an overview and detail of:

Governance Structure

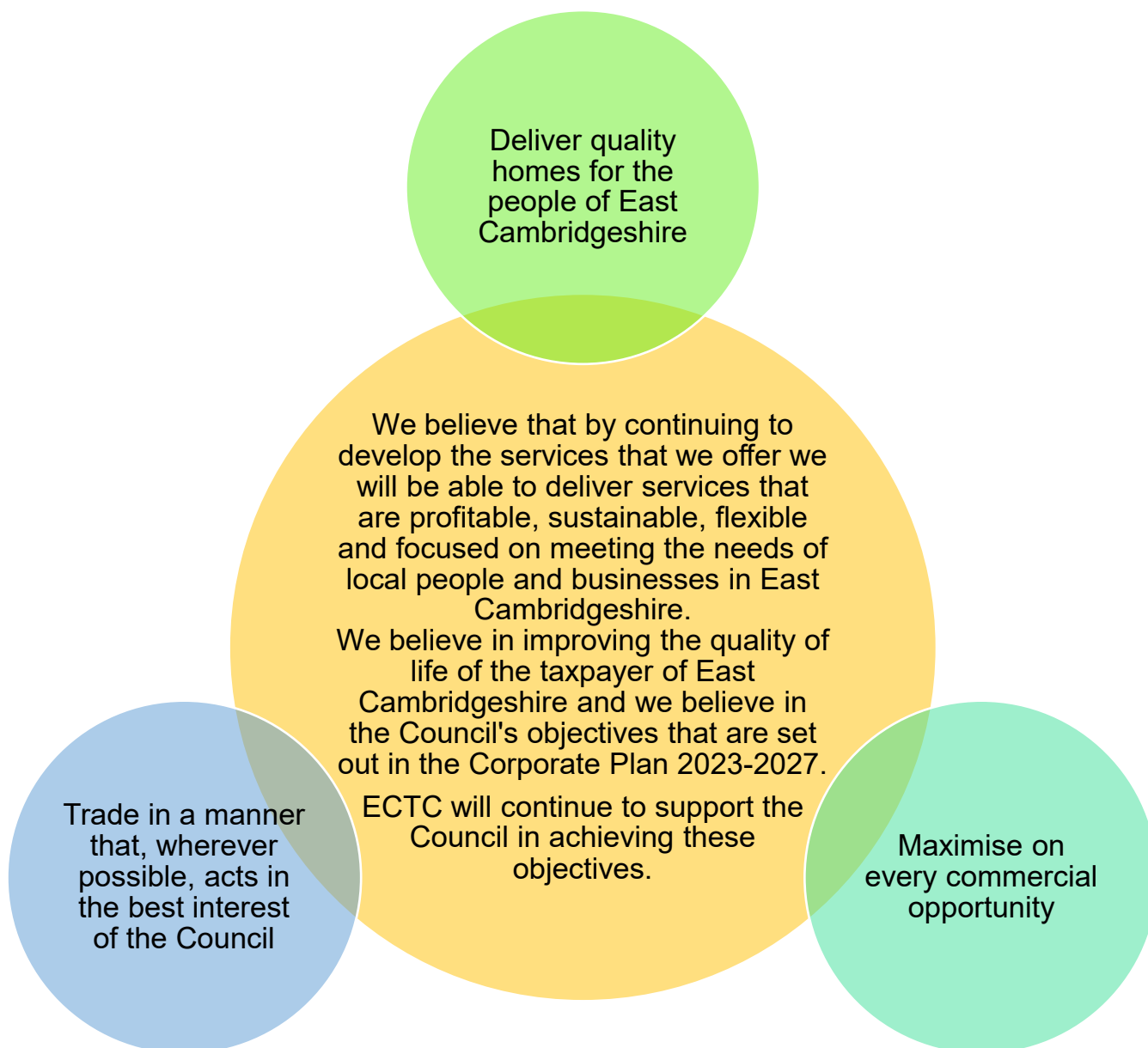
Financial Overview

Risk Management

Board and Management Structure

Commercial Services

Property Development



1. BACKGROUND

ECTC was established in 2016 as a Local Authority Trading Company that enables ECDC to do more than it already does.

Whilst ECTC is a legal entity in its own right, and should be free to operate commercially to generate the maximum returns, both financial and social value, it is important to remember that it is a company that is wholly owned by ECDC.

As the sole shareholder ECDC has an interest to ensure, wherever practicably possible, that ECTC is profitable. Profit for ECTC will ultimately benefit ECDC as sole shareholder as the only body capable of receiving a dividend.

Profit will either be reinvested in ECTC to achieve service improvements and greater profits or will be paid to ECDC, as a dividend, to enable it to achieve the aims of the MTFs and the Corporate Priorities.

Key Business

ECTC has two key business areas; the first is Commercial Services, which currently delivers Ely Markets and Grounds Maintenance and, the second is Property Development.

Both areas of the business carry out business on behalf of ECDC as well as other customers. ECTC will continually look for new opportunities to enter new markets or expand in existing markets.

Where necessary individual business plans will be developed for approval by the Board.

As ECTC heads into its tenth year of operation it is important to reflect on what the Company has delivered since it was incorporated in 2016.

Commercial Services- Grounds Maintenance

In 2017 the Council awarded a 10-year maintenance and management contract to ECTC to deliver Grounds Maintenance services on its behalf. The annual value of this contract was £699,548 increasing with RPI.

Over the years ECTC has increased the number of sites that it maintains on behalf of the Council and has not increased the management fee that was agreed in 2017 (with the exception of RPI increases). Furthermore, ECTC has been in a position to offer a £100,000 discount on the management fee for each of the years 2020/21, 2021/22 and 2022/23. This represents an overall saving to the Council of £300,000.

ECTC has been able to include additional sites and offer a discount because it has been able to generate income and profit from other organisations and has used the profits to invest in the service and offer discounts on the management fee to the Council where appropriate. In 2024/25 ECTC generated 26% of its income from other organisations. This is something that the Council would not have been able to achieve because of its limitations to act commercially in a public sector environment. It should be noted that in many cases ECTC has had to bid competitively to secure contracts. In a recent award ECTC was awarded a 3-year contract with a two-year extension despite not being the cheapest of the bidders. Our award was based on our ethos, quality and our approach to relationship management.

For various reasons, a discount to the Council is not being offered in 2025/26 and this largely relates to the increased sites being managed on behalf of the Council, the increased salary costs and the additional pressure from the employers national insurance increase. These costs are being absorbed within the income generated across the Grounds Maintenance Service.

Commercial Services- Ely Markets

This business area is a great success for ECTC. Since 2016 Ely Markets has increased its revenue by 59% and year on year has delivered profit to the Company. In recent years the profits are modest but reflect investment and absorption of increased salaries arising from both the NJC pay award and a reevaluation and redesignation of responsibilities.

As well as financial return to the company Ely Markets has provided a vibrant market that has generated millions of pounds of spend into the local economy.

Ely Markets also delivers another direct financial benefit to the Council by leasing Ely Market Place at a cost of £30,000 per annum (increasing annually in accordance with the contract). This is income that the Council would not be able to achieve if it directly managed the service. In 2025/26 the cost of the lease is £37,480

In 2016 Ely Markets employed 3 part-time core staff. In 2025 Ely Markets employs 2 full-time and 3 part-time core staff and utilises a number of casual staff; ranging from wrecking crew to stewards that assist with event management and safety on special market days, e.g. Foodie Fridays. Investment has also been made to ensure the improvement and sustainability of the service. All of this has been achieved at no cost to the Council. Ely Markets has returned profits to the Company and some profits have been used to reinvest in the service.

Financial returns aside Ely Markets is able to boast the following successes (this list is by no means exhaustive):

- Vegan Fair
- Festive Lates
- Mini Markets
- Foodie Fridays
- Prince of Wales Visit
- NABMA Award Winner

East Cambs Trading Company

Business Plan 2025/26

- Queens Jubilee Weekend
- Christmas Markets
- Environmental Campaign #Bring Your Own
- Safe environment during COVID

These successes not only increase returns for ECTC but more importantly increase city centre footfall, provide choice and a safe and sustainable shopping alternative for the community, facilitate small businesses (providing a launch-pad which sometimes leads to established business in the city centre and beyond) and provide a more sustainable and environmentally responsible offer to the community.

Property Development

Since 2016 ECTC has delivered 183 homes and 48 of these are affordable housing units. 44 affordable housing units have been delivered through Community Land Trusts, enabling people to live and work locally. 4 houses have been delivered as £100k Homes and were available to those who could demonstrate a local connection to Ely.

Site	Open Market	Affordable Housing
Barton Road, Ely (Kings Row)	9	2 + Contribution in lieu
The Shade, Soham (The Fledglings)	5	8
Former MOD Phase 1 (Arbour Square)	77	15
West End Gardens, Haddenham (Ovins Rise)	35	19
Former Paradise Pool (Eden Square)	9	4
Total	135	48

ECTC, as site promoter, worked with the landowners and Kennett CLT to facilitate the delivery of an infrastructure first 500 home development, which includes 150 affordable homes (60 of which will be owned and managed by the CLT), near net zero development. The landowners sold the site to Bellway in 2021 and planning has been approved for the detailed design of 328 of the units and the perimeter road. The primary school was constructed and open prior to any occupation on the development. The first open market sales completed in December 2024 and the first tranche of CLT units are now ready for occupation.

ECTC maintain a legal interest in the site and have a key role to play through the Kennett Delivery Board to ensure that the vision is adhered to.

The development pipeline includes Phase 2 Arbour Square; 27-unit scheme which includes a minimum 37% affordable housing and Arbour Square Phase 3; 12 unit scheme (subject to planning) and Phase 2 Ovins Rise; a scheme of circa 30 houses (subject to community support and planning).

Financing and returns

ECTC has been able to deliver its business plans because of its ability to generate income from its activities in both Property and Commercial Services.

In 2016 the Council agreed a 5-year £5m loan facility to ECTC as a general loan and in 2018 agreed a further loan of £1.5m which was ringfenced to deliver the Former MOD site in Ely. The business impact of COVID-19 resulted in the Council, as lenders, agreeing new loan terms relating to interest rate and loan repayment date.

In April 2022 Council agreed a new loan facility of £7.5m. The purpose of the loan was for the repayment of existing loans and to facilitate the delivery of 3 new sites; Former Paradise Pool, Ely, MOD Phase 2 and MOD Phase 3.

In February 2024, the Council agreed to extend the loan deadline from March 2026 to March 2027 to accommodate the timetable changes necessary to enable the NHS to complete the car park works which were only possible because of the land swap agreement between ECTC and the NHS. Note: the loan interest rate increased from 4.50% to 5.25% for the extension period (March 2026 to March 2027).

In February 2025, the Council agreed to extend the loan deadline (replacing the February 2024 request) from April 2026 to March 2029 to enable ECTC to deliver (subject to community support and planning) Phase 2 Ovens Rise. Note: the loan interest rate from April 2026 to March 2029 will be 4.75%

By 31 March 2025, ECTC will have paid £1,787,943 in interest to ECDC since incorporation in 2016.

In 2018 Cambridgeshire and Peterborough Combined Authority (CPCA) agreed a £6.5m loan facility that enabled ECTC to progress the West End Gardens, Haddenham development. Due to the impact of COVID-19 it was necessary to negotiate a new repayment date for repayment of the loan. ECTC repaid the principal loan in January 2023, two months ahead of schedule.

In 2018 CPCA agreed a £24m loan facility that enabled ECTC to progress the MOD Phase 1 development. Due to the impact of COVID-19 it was necessary to negotiate a new repayment date for repayment of the loan. This loan was repaid on 31 March 2023.

At the time of repayment, the interest paid to the CPCA was £1.84m.

ECTC could have, with the consent of Council, secured loan financing from traditional lenders. It has not done this and instead has borrowed from the public sector. This means that between ECDC and CPCA the public sector has benefited a total amount of £3,627,943 with further interest payments due to ECDC in future years.

East Cambs Trading Company

Business Plan 2025/26

In addition to the benefits identified above ECTC has also delivered the following financial benefit to the Council:

Purpose	Total 1 April 2016 to 31 March 2025
Senior Management Cost Recovery	£368,069
Service Charge Recovery	£597,140
Accommodation Cost Recovery	£521,310
S106/CIL	£861,995
Land Acquisition	£1,264,650
Total	£3,613,164

In some years the Company is filing losses and in other years it is filing profits. In all years the Company has remained solvent because it is able to demonstrate future solvency. This is the nature of a company that deals predominantly in the development industry. It takes time and money to develop houses and income from these flow through a future timeframe. The end date of 31 March of a financial year is, in essence, an arbitrary date. For example, a house completing on 1 April of a year instead of 31 March of the same year can lead to the difference as to whether the Company is posting a loss in the previous year or an increased profit in the following year. The cashflow statement of the Company is a more accurate indicator of the financial capabilities of the Company, not the statutory accounts.

2. PROCESS

Service Level Agreements

ECDC will continue to provide support services to ECTC through Service Level Agreements (SLA). ECTC will negotiate individual SLAs with each ECDC support service to reflect the needs of ECTC. Each SLA will include measurable performance indicators, break clauses and remedies for non-performance. There will be an annual review process whereby SLAs are refined to more accurately reflect the support required by ECTC.

Support services from ECDC for 2025/26 include:

- HR Support, including recruitment and training
- Payroll
- Customer Services- Phone answering service and taking telephone payments
- Insurance provision (buildings, vehicles, employers and public liability)
- Legal Support, as and when required for Commercial Services
- Information Technology

Property and Assets

The Head Office of ECTC is The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE.

Ely Markets currently occupy The Grange, Ely.

Grounds Maintenance currently occupy The Grange, Ely and The Depot, Portley Hill, Littleport.

Property Development currently occupy The Depot, Littleport.

Policies and Procedures

ECTC continue to use all relevant ECDC policies and procedures unless there is a company specific policy.

Data Protection

ECTC comply with the relevant legislation and guidance concerning Data Protection.

Freedom of Information

ECTC is subject to requests for the disclosure of information under the Freedom of Information Act 2000 in its own right. As such, ECTC maintain a record management system that complies with the relevant guidance concerning the maintenance and management of records. ECTC will liaise with ECDC as appropriate to ensure consistency in answering FOI request and provide such information to ECDC as it may require to answer questions it has received.

3. GOVERNANCE AND MANAGEMENT

This Business Plan will be delivered in full compliance with the governance arrangements set out by ECDC. ECTC will seek to maintain and enhance ECDC's reputation and brand for high standards.

ECTC continues to maintain an effective service and will deliver financial performance management reporting systems to the Board and ECDC Shareholder Committee which is the ECDC Finance & Assets Committee (F&A).

Board of Directors

The Board of Directors comprises:

- The Independent Chairman
- 2 ECDC Senior Officers; the Chief Executive and the Director Operations

Meetings

The quorum for board meetings shall be two.

At Board meetings each director shall have one vote.

Board meetings shall be held, wherever possible, at least quarterly on such dates that they may agree (where there is failure to reach an agreement a decision will be made by the Chairman).

An agenda for the meeting will be prepared and distributed not less than 5 days prior to the meeting (unless otherwise agreed by the Chairman).

ECTC provide information to the Shareholder Committee in accordance with the Shareholder Agreement.

Managing Director and Company Secretary

The Managing Director of ECDC is the Chief Executive of ECDC. The Managing Director acts as the key conduit between ECTC and ECDC and has overall responsibility for ensuring compliance with the Shareholder Agreement.

The Company Secretary of ECDC is ECDC's Director Commercial.

ECTC’s Relationship with ECDC

ECTC	Shareholder Committee (F&A)	Full Council	ECTC Board Observers
<ul style="list-style-type: none"> • Annual Business Plan <ul style="list-style-type: none"> • Produce for approval by Board and F&A • Quarterly Report to F&A <ul style="list-style-type: none"> • Produce for noting by the Board and by F&A Quarterly Management Accounts • Financial Statements and Annual Governance Statement <ul style="list-style-type: none"> • For Board approval and noting by F&A 	<ul style="list-style-type: none"> • Annual Business Plan <ul style="list-style-type: none"> • Receive, comment and approve the Annual Business Plan • Quarterly Report (Management Accounts) <ul style="list-style-type: none"> • Receive, comment on and note • Financial Statements and Annual Governance Statement <ul style="list-style-type: none"> • Receive, comment on and note • Key Decisions <ul style="list-style-type: none"> • Approval of the Annual Business Plan • Approval of ECTC entering into any joint venture • Approval of the borrowing of any external money (other than from Cambridgeshire and Peterborough Combined Authority) 	<ul style="list-style-type: none"> • Decisions reserved for Full Council <ul style="list-style-type: none"> • Matters relating to the control of shares • Amendments to the Articles of Association • Matters relating to the payment of a dividend • Matters relating to company structure (save for Management Company) • Matters relating to the cessation of ECTC • Matters relating to the business that is not considered ancillary or incidental to the approved Business Plan • Appointment/removal of directors • Remuneration of any director • Entering into a service contract, terms of appointment or other agreement with a director • Remuneration of any ECTC employee exceeding £100,000 • Establishing or amending any profit sharing, share option, bonus or other incentives of any nature for directors and employees • Making bonus payments to any director or employee • Changing the name or registered office 	<ul style="list-style-type: none"> • Rights of Observers <ul style="list-style-type: none"> • The Board of Directors shall notify the Observers of when meetings will be held • The Observer may contribute to discussions at Board Meetings • The Observers are not entitled to vote on any decision contemplated by the Board of Directors • The attendance of Observers does not count towards a quorum • Observers will have access to board papers and minutes and must comply with confidentiality rules of the company • Observers cannot participate on matters where there is a direct conflict of interest to their personal business

4. FINANCIAL INFORMATION

Budget

The table below provides a summary of turnover and cost up to March 2028.

The balance sheet and cashflow statement are provided as EXEMPT Appendix 1.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Turnover						
Commercial	1,317,360	1,573,850	1,571,015	1,774,045	1,827,266	1,882,084
Property	27,054,487	4,267,868	2,337,148	4,224,949	6,437,808	12,533,076
Total	28,371,847	5,841,718	3,908,163	5,998,994	8,265,074	14,415,160
Cost						
Corporate	277,336	252,384	222,703	212,821	217,077	152,669
Commercial	1,340,074	1,573,541	1,557,169	1,762,435	1,797,683	1,833,637
Property	25,366,877	4,733,357	2,752,844	3,573,097	5,886,561	11,132,991
Total	26,984,287	6,559,282	4,532,716	5,548,353	7,901,321	13,119,297
EBITDA	1,387,560	(717,564)	(624,553)	450,641	363,753	1,295,863
Interest cost	1,164,178	175,893	123,912	184,082	67,470	376,955
Profit before tax	223,382	(893,457)	(748,465)	266,559	296,283	918,908

Financial Benefit to ECDC

The table below shows the receipts that ECDC will have received from ECTC as a result of its activities from April 2016 up to the end of March 2025.

	£	£	£
Land receipts			
Soham	10,000		
Barton Road, Ely	715,000		
Eden Square	539,650		
Total land receipts		1,264,650	
S106 / CIL agreements			
Soham	16,752		
Barton Road, Ely	200,122		
Haddenham	547,378		
Paradise	97,743		
Total S106 / CIL agreements		861,995	
Total council tax receipts from new properties		86,776	
Property Development			2,213,421
ECDC Charges			
Interest		1,787,943	
Support Services			
Management Support	368,069		
Finance	67,592		
Payroll & HR	99,865		
IT Support	67,655		
Customer Services	33,868		
Vehicles	321,853		
Member Services	6,307		
		965,209	
Accommodation		521,311	
Total ECDC Charges			3,274,462
Reduction in Parks			300,000
			5,787,883

EAST CAMBS TRADING COMPANY LTD:		STATEMENT OF FINANCIAL BENEFITS FOR EAST CAMBS DISTRICT COUNCIL												
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	CUMULATIVE	2025/26	2026/27	2027/28	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	TO DATE	Forecast	Forecast	Forecast	TOTAL
SUMMARY														
FINANCIAL BENEFITS FROM PROPERTY DEVELOPMENT			943,224	109,745	444,171	16,559	16,559	660,278	22,885	2,213,421	103,885	179,188	291,774	2,788,267
CHARGES INCURRED FROM ECDC	101,299	249,888	383,834	389,627	435,959	365,777	411,939	465,773	470,367	3,274,462	402,922	405,099	485,460	4,567,944
REDUCTIONS IN PARKS CONTRACTS					100,000	100,000	100,000			300,000				300,000
TOTAL FINANCIAL BENEFIT FROM TRADING COMPANY	101,299	249,888	1,327,058	499,372	980,130	482,336	528,498	1,126,051	493,252	5,787,883	506,807	584,286	777,234	7,656,210

5. RISK MANAGEMENT

Inherent Risk							Residual Risk				Monitoring
Risk No.	Risk Description	Effect	Owner	Likelihood	Impact	Score	Key Controls	Likelihood	Impact	Score	Notes
Legislative/Policy											
1.	Changes in legislation could place restrictions on the Council's power to trade in a commercial manner	Possible restrictions or cessation	MD	1	5	5	<p>Continuous monitoring of changes to legislation and government guidance through liaison with MP's, ebulletins, consultations, LGA Knowledge Hub and other publications.</p> <p>If there are significant changes in legislation this risk should be addressed immediately by the MD and reported to the Board of Directors. An amended Business Plan or Exit Strategy may need to be approved by the Board of Directors and submitted to Council.</p>	1	5	5	This is a medium to long term risk and no significant changes in legislation are anticipated that will affect the company during 2025/26.
2.	Changes in legislation could impact on ECTC's ability to borrow (or conversely ECDC's power to lend) to fund future projects	ECTC would need to borrow externally which requires Council consent	FM	1	5	5	The Council's S151 Officer attends all Board meetings and advises on all relevant financial and governance matters	1	5	5	<p>This is a medium to long term risk and no significant changes in legislation are anticipated that will affect the company during 2025/26.</p> <p>The Company has secured a loan from ECDC to fund the</p>

											projects within this Business Plan.
3.	Changes in Planning and Housing Policies could have an impact on Property division, for example, First Homes and policies relating to Climate Change and Nature Recovery.	Reduced ability to repay ECDC loan or reinvest profits into future projects	DC	2	2	4	Continuous monitoring of government announcements on changes to planning and the need to deliver more housing. Keep a watching brief on announcements from government on Planning Reform.	2	2	4	There is no impact on the projects that have planning permission and no significantly adverse impact on projects going through the planning system in 2025/26. Individual business cases for future projects should consider possible changes in Planning and Housing Policy.
4.	Changes in Council structure resulting from Local Government Reorganisation	The Council is the Shareholder and a new Unitary Authority may decide to review the need for a Company.	MD	4	5	20	Advice has already been sought. The new Unitary Authority will automatically become the shareholder. Continue to stay appraised of progress and ensure that all new contracts/acquisitions make the necessary provisions for successors rights.	4	5	20	There are no known implications for 2025/26. All new contracts/acquisitions will contain appropriate provisions for assignments/successor in title.
Governance											
4.	Inadequate governance arrangements and lack of clarity on roles of ECDC and ECTC could lead to poor decision making that undermines	Impact on the Commercial operation of ECTC	MD	3	4	12	Shareholder Agreement Articles of Association Rights of Observers Service Level Agreements Management Contracts	1	4	4	Governance arrangements are currently fit-for-purpose The Shareholder Agreement was amended in 2024/25 to reflect minor improvement

	the operation of ECTC.										recommendations from the Council's Internal Auditors.
5.	ECTC is wholly owned by ECDC and so is subject to the controls and decision-making process for matters that are outside of the Business Plan.	The speed of decision-making process may have an impact on ECTC's ability to operate effectively.	MD	3	4	12	Shareholder Agreement	1	4	4	The Shareholder Agreement provides for the ability of extraordinary meetings of the Shareholder Committee to be called to consider urgent business and where necessary make recommendations to Full Council.
Economic											
6.	ECDC has provided a £7.5m loan to ECTC to be drawn down and repaid in accordance with the loan agreement. In the event of an economic slowdown or sites not being delivered in the timeframe contemplated in the loan request, there may be a risk that the company cannot meet the repayment schedule.	The £7.5m loan provides ECDC with security over all ECTC's unsecured assets. ECDC could call in its rights to recover the loan.	FM	5	5	25	Loan Agreement Debenture Agreement ECTC/ECDC Finance Manager Briefings Board review of business and loan performance Sensitivity analysis for future housebuilding projects Ability to make formal requests to the Council to make changes to the loan which will be supported by evidence of ability to repay the loan	4	5	20	When requesting the loan sensitivity analysis was carried out for future projects. Individual, detailed business cases will be produced for future projects which will review assumptions made when requesting the loan. The NHS projections identify that the land for MOD Phase 3 will not be available until later in 2025. In February 2025 the Council agreed an extension to the loan deadline to March

											2029 to include new opportunity.
7.	<p>With the exception of new loans from CPCA, ECTC cannot increase its indebtedness without the consent of the Shareholder Committee (loans can be provided by ECDC and this requires the consent of Council).</p> <p>If ECDC's MTFS is not successfully implemented the availability of loan finance to ECTC could be reduced. This may lead to ECTC needing to borrow from the 'market'.</p>	<p>ECTC would need to work with the 'market' to secure financing.</p> <p>If borrowing could not be secured from the 'market' then ECTC would need to factor this in future business planning.</p>	FM/DC	2	5	10	<p>ECTC/ECDC Finance Manager meetings</p> <p>Discussions with Council in advance of need to ensure there is time to consider alternative options</p>	2	5	10	<p>ECTC has secured loan financing for the projects in this Business Plan.</p> <p>If opportunities arise in the future financing discussions with the Council will be held as soon as practicable.</p>
8.	Changes in taxation, interest rates and build cost inflation.	These factors could have an impact on the viability and profitability of ECTC.	FM/DC	3	3	9	<p>FM monitors taxation and interest rate.</p> <p>Build cost inflation is a key short to medium term risk to the company; to minimise the impact, wherever possible, build contracts will be let on a fixed price basis with costs defined.</p>	2	3	6	The FM and DC monitor changes and factor these changes into individual detailed business cases.
9.	Cost of living	The cost of living crisis could impact on the sale	FM/DC	4	4	16	Future development schemes will include this risk in the Full Business	4	2	8	Continuous review of the homes remaining

		ability and/or profitability of a scheme, for example, increased mortgage rates					Case Phase with appropriate sensitivity analysis carried out which will include testing a longer sales period and the impact this may have on cashflow and the ability for ECTC to repay its loan.				for sale in the portfolio is ongoing. Regular reports are produced 'Project Status Update' for Board to be kept up to date.
10.	Economic downturn could result in lower profits (or even possible losses) than are anticipated in the Business Plan	Depending on the severity of the situation it may impact on ECTC's ability to meet its financial obligations to its creditors	FM/DC	3	5	15	<p>FM and DC carry out a full assessment of the market conditions before any development commences.</p> <p>Once projects have commenced, ECTC is at risk from market fluctuations.</p> <p>In the event of a market downturn the DC will appraise the MD and the Board and make recommendations to mitigate any potential losses.</p>	3	5	15	<p>The impact of change in market behavior is being actively managed.</p> <p>DC and FM will consider this risk when producing the detailed individual business cases for future projects and this will include monitoring this risk if the plans are approved by the Board.</p> <p>Monitor closely and link with the specific cost of living risk.</p> <p>Phase 2 Arbour Square, Ely has received Full Business Case approval with appropriate sales/cost assumptions, including factoring for a slow build/sales programme.</p>
Operational											

East Cambs Trading Company

Business Plan 2025/26

11.	Inadequate management of commercial build contracts can lead to delays, overspends and reduced profitability/cash flow for ECTC.	This could impact on ECTC's ability to meet its financial obligations to its creditors	FM/DC	2	4	8	Qualified project manager Regular review of business case assumptions	1	4	4	The DC and FM, in the business planning cycle, are aware of these risks and meet fortnightly with the project team to monitor the assumptions made in the individual business cases.
12.	Adequacy of organisational resources to deliver the required business outcomes.	Could lead to not being able to deliver the Business Plan	DC	1	3	3	Resources identified when recommending the Business Plan for Board and F & A approval. In year changes discussed with the MD	1	3	3	Adequacy of resources is continuously reviewed. There is continued investment in facilities, staff and training to ensure that ECTC has the resources that it needs to deliver the necessary outcomes.

FM- ECTC Finance Manager

MD- ECTC Managing Director

DC- Director Commercial

Residual Risk Scoring

All risks are monitored by the Director Commercial on a monthly basis and updates are sought from relevant personnel.

- Low- (risk score 1 to 9)- Routine noting to Board
- Medium- (risk score 10 to 14)- Routine noting to Board and relevant updates provided to provide assurance that the risk is being managed
- High- (risk score 15+)- Reported to Board with actions outlined and where necessary a plan of action provided

6. COMMERCIAL SERVICES

The Commercial Services of ECTC currently deliver Ely Markets on behalf of ECDC and Grounds Maintenance Services; both on behalf of ECDC and for other customers.

Commercial services, through the Grounds Maintenance Service has made a commitment to explore areas of income generation that will enable ECDC to continue to deliver good quality services for its residents, visitors and businesses.

The primary focus of Commercial Services for 2025/26 shall be to continue to develop Ely Markets, focusing on the community as its customer, and Grounds Maintenance Service focusing on new areas of income generation; ensuring that both continue to deliver high quality services that respond to the needs of their customers and seek to maximise opportunities that arise throughout the year.

The following table provides a cumulative budget to March 2028.

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Turnover	1,317,360	1,573,850	1,571,015	1,774,045	1,827,266	1,882,084
Cost	1,340,074	1,573,541	1,557,169	1,762,435	1,797,683	1,833,637
EBITDA	(22,714)	309	13,846	11,610	29,583	48,447

For 2025/26 Grounds Maintenance is able to operate within the originally agreed management fee from ECDC for the service that it provides.

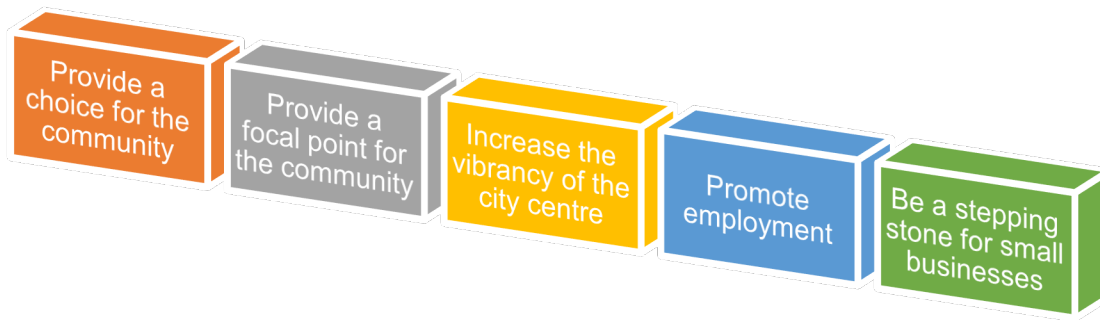
For various reasons, a discount is not being offered in 2025/26 and this largely relates to the increased sites being managed on behalf of the Council and the increased salary costs, including increased national insurance contributions, which are being absorbed within the additional income received by ECTC from other contracts.

Ely Markets has shown significant growth in the past and is projecting further growth as the Market goes from strength to strength. During 2025/26 and future years it is necessary to continue provide adequate resources to ensure the growth and sustainability of the service.

Ely Markets

ECTC manages and operates Ely Markets on behalf of ECDC. This has been secured by way of a ten-year operations and management contract.

Service Objectives



Ely Markets have been at the heart of the community for more than 800 years. With currently 300+ traders on their books and a wider community turnover of £14 million, Ely Markets play a dynamic role in the Ely city centre economy and community.

Based on a core approach of tradition, strength and innovation, our mission is to invest in a high quality and balanced market forum, provide infrastructure, growth and job opportunities within this local community.

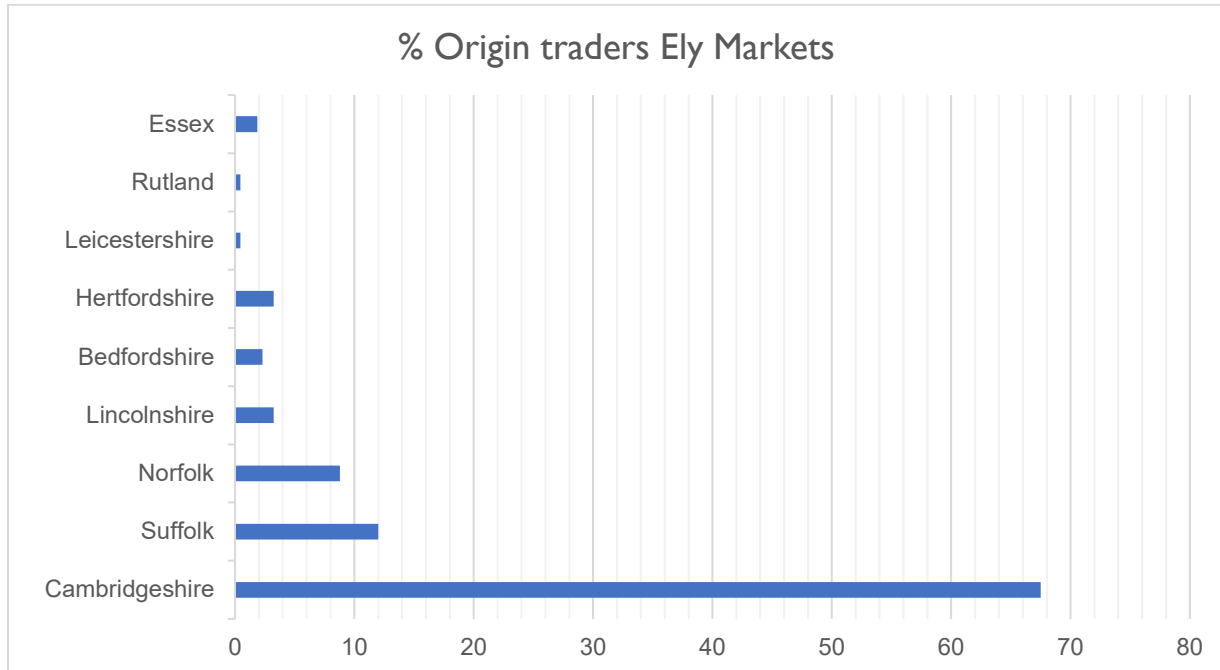
Ely Markets welcomes around 50,000 visitors to their markets each week and supports a vision of a vibrant and thriving market town, whilst at the same time function as an engine for community based socio-economic interaction.

East Cambs Trading Company

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Ely Markets continues to go from strength to strength. There is an ongoing commitment to ensure that profits from the service are reinvested back into the service to ensure that it continues to deliver an excellent offering to the community.

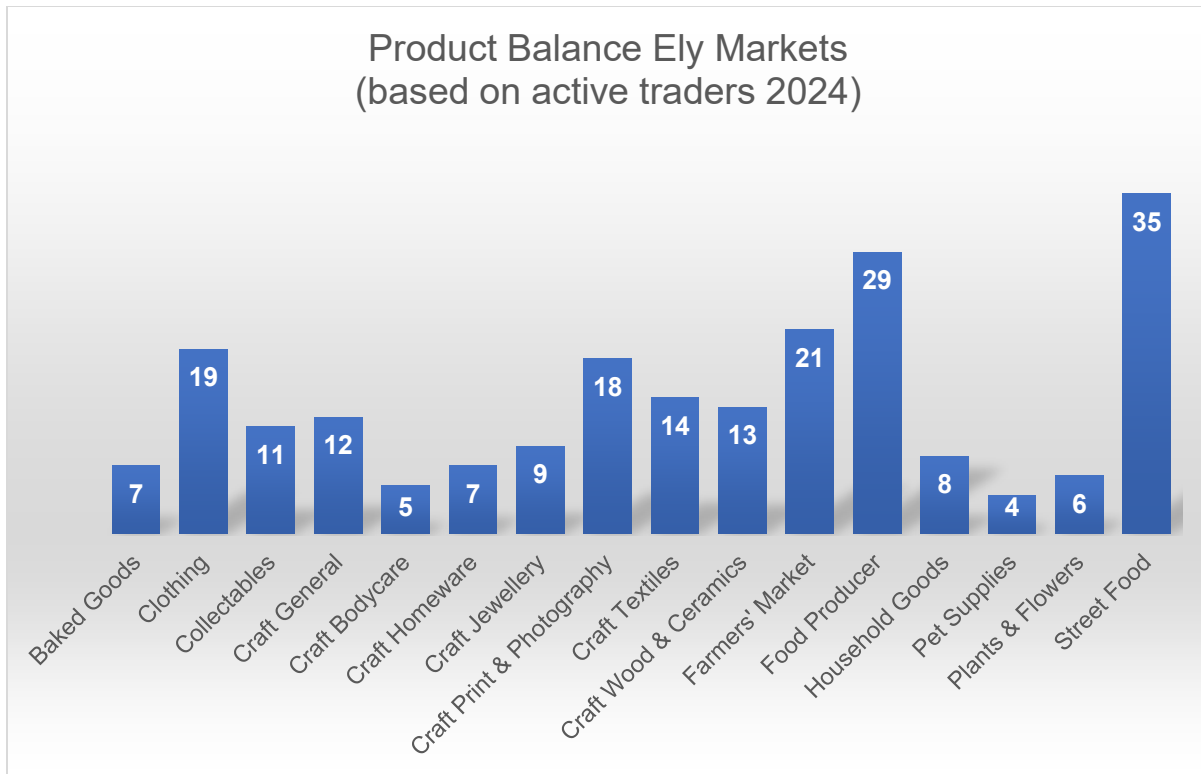
Ely Markets prides itself on facilitating local employment and in 2024 over 65% of the traders come from Cambridgeshire.



Ely Markets is committed to playing its part to reduce its carbon footprint and our focus on local traders provides for this.

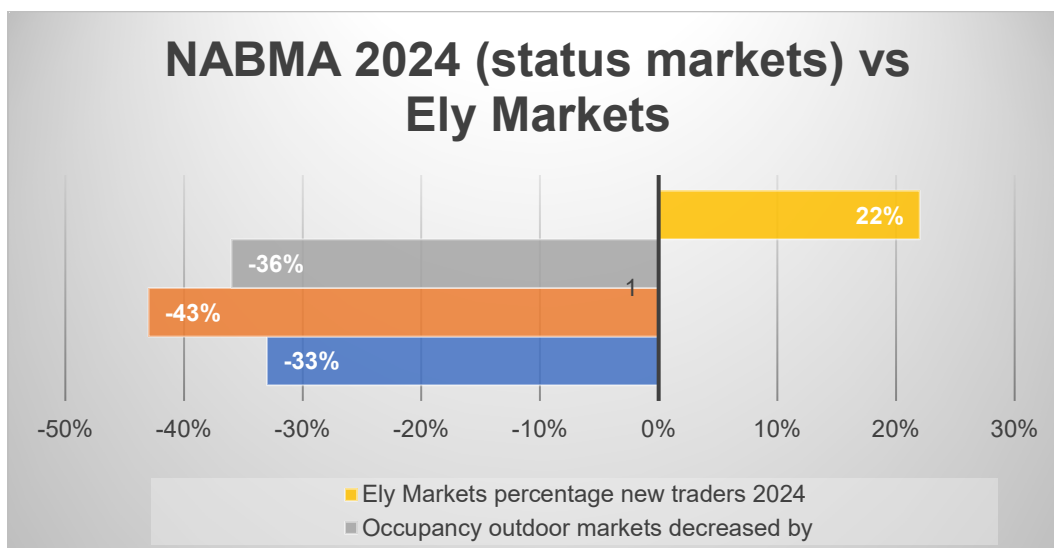


The following graphs shows the variety that is available at Ely Markets.



In 2024 Ely Markets received 224 applications from individuals/business wanting to trade on the market. 71 applicants started trading on the market.

Ely Markets continues to buck the trend and shows that Ely Markets continues to thrive whilst others continue to see decline. Ely Markets success is not a product of luck. The Team work incredibly hard to make sure that Ely Markets continues provide an offer that the community want and need.



East Cambs Trading Company

Business Plan 2025/26

Budget

The following table provides a summary of the budget to March 2028.

Markets	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Turnover	292,583	298,775	294,953	344,376	354,707	365,348
Salaries	186,684	208,765	225,358	268,422	273,790	279,266
Premises	23,204	8,613	25,026	34,003	34,683	35,377
Transport	1,927	3,227	4,878	5,470	5,579	5,691
Supplies & Services	64,639	76,917	33,745	31,320	31,946	32,585
Gross Profit	16,130	1,253	5,946	5,161	8,708	12,429

East Cambs Trading Company

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Grounds Maintenance Service

ECTC currently carries out Grounds Maintenance services for a variety of different customers; ECDC, Cambridgeshire County Council, Parish Councils, Schools and other private clients. Grounds Maintenance Services include (but are not limited to) grass cutting, hedge trimming, SUDS maintenance, sport pitch line marking, tree services and sports pitch maintenance.

Service Objectives



ECTC's main client is ECDC, which accounts for approximately 69% of its income.

Over the years the service has focused on harnessing relationships with its customers and building a strong reputation for delivering an excellent, high-quality service. This has enabled ECTC to secure contracts outside of ECDC on a longer-term basis.

In its formative years ECTC was able to secure small ad hoc contracts, in the more recent years ECTC has been able to secure longer-term contracts with school academies.

In 2024/25 ECTC secured a new contract with a school academy. This followed a rigorous competitive tendering exercise. ECTC did not win the contract on price, it was one based on our flexible approach to delivering a service that meets the needs of the various schools, places relationship management at the heart of the contract and our demonstration of excellent service delivery.

Budget

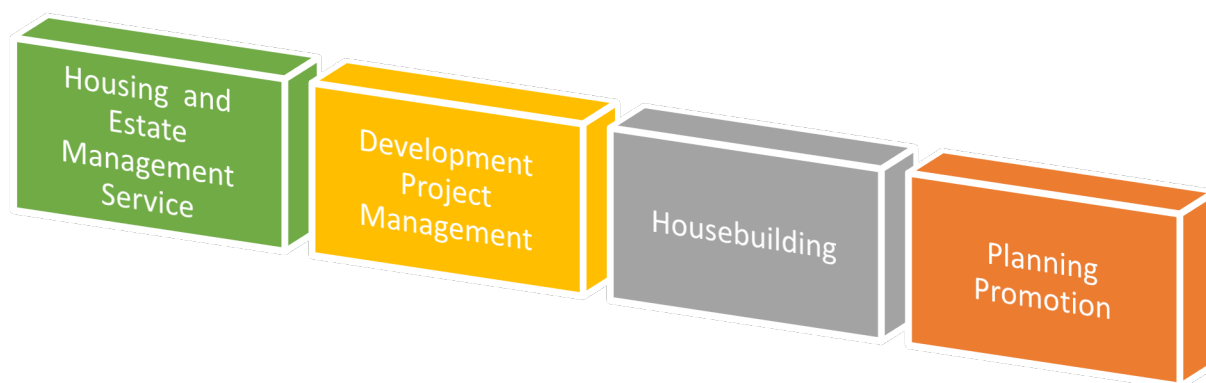
The following table provides a summary of the budget to March 2028

Grounds Maintenance	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Turnover	1,024,777	1,275,075	1,276,062	1,429,669	1,472,559	1,516,736
Salaries	769,457	858,380	889,867	1,032,445	1,053,094	1,074,156
Premises	66,194	131,995	107,647	97,746	99,701	101,695
Transport	139,892	157,444	180,903	200,133	204,136	208,218
Supplies & Services	88,077	124,350	89,745	92,896	94,754	96,649
EBITDA	(38,843)	2,906	7,901	6,449	20,875	36,018

7. PROPERTY DEVELOPMENT

ECTC's Property Development Team focus on the delivery of high-quality development in East Cambridgeshire.

Service Objectives



Brief 2024/25 Overview

During 2024/25 the company continued to sell homes, including the final transfer of 2 Shared Ownership properties at Phase 1 Arbour Square, Ely. In February 2025 the company accepted an offer for the final property and this is likely to complete in the summer of 2025.

Additionally, the company completed construction of 13 new homes at Eden Square, Ely which includes 4 £100k Homes.

In addition, working in partnership with Kennett Community Land Trust and the landowners, the Company continued to work to ensure the agreed vision is delivered. This has facilitated the delivery of a flagship development which commenced in July 2023.

Other areas of focus:

- Formal commencement of 27 houses at Phase 2 Arbour Square,
- Set up of Eden Square Management Company
- 4 houses at Eden Square sold and occupied
- 4 £100k Homes at Eden Square under offer (occupation expected March 2025)
- New loan secured for opportunity with Haddenham CLT (subject to community support and planning)

Projects

Arbour Square, Ely (MOD Phase 1)



In late July 2019 ECTC acquired 8.78 hectares (21.6 acres) of land in Ely from the Ministry of Defence (MoD). The land included 88 existing houses and provided opportunities for further new-build development. The houses were formerly used to accommodate US Air Force families, but some stood empty for up to 5 years.

The company has been refurbishing these houses to bring them back into use. Improvements to the streetscape and provision of additional off-road parking have also been carried out. Through these improvements, it has also been possible to convert four houses into eight flats, delivering 92 homes in total. 15 of the 92 homes are shared ownership affordable units, the first of which were occupied in April 2022. The 15 shared ownership properties will be owned and managed by East Cambs CLT (ECCLT) and are available to people that live/work in the parish.

Affordable Housing- 15 properties are now occupied.

Market Homes- As 5 March 2025 76 properties have been sold. The final property is under offer and is expected to complete in the summer of 2025.

Eden Square, Ely



Construction has completed on all 13 homes on the site at Eden Square. 4 of the homes are provided as £100k Homes. 3 houses are sold and occupied. 1 house has exchanged and will complete on 7 March 2025, 1 house is due to exchange imminently and should complete on 18 March 2025. 1 house is under offer. All 4 £100k homes are under offer with completion and occupation expected before 31 March 2025.

The Board will receive updates on the project at each Board meeting.

Arbour Square, Ely- (Phase 2) New Build



Complying with its contractual obligations to the MoD when it acquired the site in July 2019 (the effect of which required the Company to test and maximise the planning opportunity for housing on the site) the Company submitted a planning application for Phase 2 at MOD Ely in July 2020. This application was for 53 new build properties to be built within the existing housing estate. The application was subsequently revised in October 2021 to reduce the number of new properties to 42 one, two, three and four-bed homes.

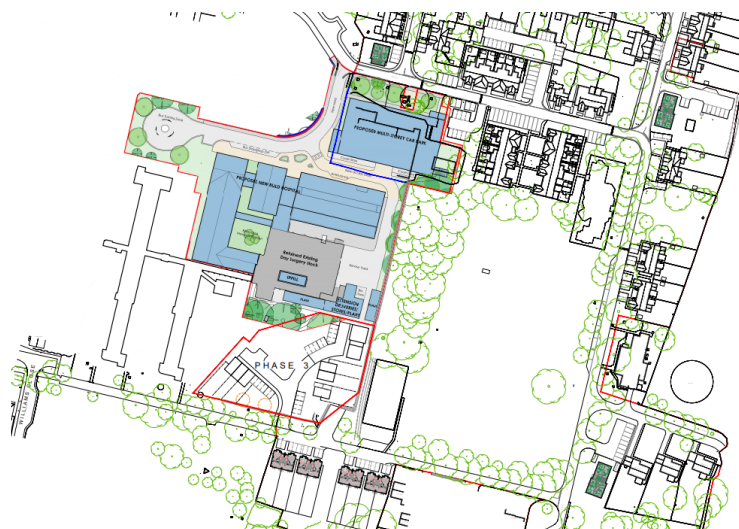
Through discussions with planning officers at ECDC, the company has further reduced the scheme to 27 one, two and three-bed homes. This has been achieved by removing units from the open green space, thereby preserving the open green space.

The planning application includes a policy compliant level of 33% affordable housing. In 2022/23 the Council's Planning Committee approved the application subject to the prior completion of a Section 106 Agreement. Planning permission was issued on 19 February 2024.

A full business case has been approved and construction commenced on 10 March 2025. Work continues on work with a registered provider to increase the level of affordable housing above 33%.

The Board will receive updates on the project at each Board meeting.

MOD Phase 3



The Company has entered into a land-swap contract with the NHS as part of its enabling works for the new Princess of Wales hospital. In return for transferring land for a new car park to the NHS, the Company has received an equivalent area of brownfield land (currently used for car parking associated with the hospital use) that could be developed, subject to planning, for new build residential planning. This land, with planning potential for around 12 new homes, will form Phase 3 of the Company's development at Ely.

If planning permission is achieved and the Board approve the Full Business Case, it is anticipated that development could commence in late 2025/26.

The Board will receive updates on the project at each Board meeting.

Kennett Garden Village



Kennett Garden Village is a scheme for 500 mixed-tenure homes, including 25 self-build plots, £100k Homes and 150 affordable homes with 60 of these to be owned, in perpetuity by Kennett CLT.

This flagship development will take an 'Infrastructure First' approach and the key triggers that were agreed at the planning stages ensure early delivery, in the first phase of a primary school, off-site highway improvements, perimeter road, village green and community facilities.

The development will be a sustainable, low-carbon development with an ambition to reach near net-zero and adopts Garden Village principles of low density and extensive open green space.

Having secured outline planning permission for the development in 2021 the company completed land contracts to facilitate the sale of land by the Company's landowner partners to Bellway Homes.

Land at Kennett for commercial development, care home/retirement housing was not sold to Bellway and this has been retained by the landowners. The land will be sold when it has been provided with connecting roads and utilities infrastructure by Bellway Homes. When these final parcels of land are sold the Company will receive further promoter's fees from the project.

Over the coming years, working alongside Kennett CLT, the landowners and Bellway through the Kennett Garden Village Delivery Board, the Company will continue to play a lead role in the delivery of the new development, helping to ensure that the key principles of the Quality Charter are achieved. This oversight role will also help to ensure that the Company's legal and financial interests in the remaining land parcels are carefully protected.

East Cambs Trading Company

Business Plan 2025/26

The primary school has been constructed and was opened prior to the occupation of any house.

Bellway has secured Reserved Matters consent for the perimeter road and 328 homes. The site commenced in July 2023. First occupations occurred in December 2024. The first tranche of CLT units have now been constructed and are due to be occupied shortly.

Haddenham CLT

The company has an opportunity to work with Haddenham CLT to deliver homes in Haddenham. This is subject to both community support and planning. A Community Engagement Event will be held on 20 March 2025. If there is support for a small development of circa 30 units then the company will work in collaboration with Haddenham CLT to deliver this ambition.

The company has secured an extension to its loan finance with the Council to accommodate this opportunity in its pipeline.

The Board will receive updates on the project at each Board meeting.

Financial Projections

PGH	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Turnover	27,054,487	4,267,868	2,337,148	4,224,949	6,437,808	12,533,076
Housing construction costs	24,997,022	4,320,572	2,265,381	3,063,050	5,411,646	10,612,353
Salaries	277,316	332,713	424,962	495,822	460,405	505,738
Premises	25,461	22,643	21,482	5,000	5,250	5,500
Supplies & Services	67,078	57,429	41,019	9,225	9,260	9,400
Gross Profit	1,687,610	(465,489)	(415,696)	651,852	551,247	1,400,085

ECTC (Property) - SWOT Matrix

SWOT MATRIX	
INTERNAL FACTORS	
STRENGTHS (+)	WEAKNESSES (-)
<ol style="list-style-type: none"> 1. Low overhead costs. 2. Specialist knowledge of project and construction teams. 3. Strong local connections with key stakeholders, contractors and suppliers. 4. Company ethos aligned with development partners. 	<ol style="list-style-type: none"> 1. Reliance on existing public sector funders. 2. Build costs higher than volume house builders. 3. Balancing of financial priorities / community benefit inevitably becomes political.
EXTERNAL FACTORS	
OPPORTUNITIES (+)	THREATS (-)
<ol style="list-style-type: none"> 1. ECTC objectives aligned with Council Corporate Plan. 2. Public sector land disposal programmes. 3. Partnerships / Joint ventures with commercial companies and other public sector bodies. 	<ol style="list-style-type: none"> 1. Increasing build costs 2. Current projects show low profit margins to ensure community benefits but this puts the company more at risk from market variations. 3. Changing Council priorities can take time to implement on complex development projects. 4. Increasing mortgage interest rates. 5. Cost of Living Crisis.

TITLE: End of Year Reports 2024/25 and Service Delivery Plans 2025/26

Committee: Finance & Assets Committee

Date: 27 March 2025

Author: Director Community

Report number: Z158

Contact officer: Sally Bonnett, Director Community,
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Grange, Ely

1.0 Issue

- 1.1. To consider the End of Year Reports 2024/25 and Service Delivery Plans 2025/26 for services reporting to Finance & Assets Committee.

2.0 Recommendations

- 2.1 Members are requested to note the outcomes in the End of Year Reports 2024/25 and approve the Service Delivery Plans 2025/26 in Appendix 1 for the each of the following services:

- i) Democratic Services
- ii) Economic Development
- iii) Finance
- iv) Human Resources
- v) Infrastructure and Strategic Housing
- vi) Information and Communication Technology
- vii) Legal Services
- viii) Open Spaces and Facilities
- ix) Reprographics
- x) Strategic Planning End of Year Report Only and Climate Change and Natural Environment Service Delivery Plan to reflect transfer of strategic planning function to the Planning Team from January 2025

3.0 Background/Options

- 3.1 Service Delivery Plans enable the public and the Council to see what each service area is focusing on in the forthcoming 12 months. The Service Delivery Plan performance measures relate back to the Council's Corporate Plan 2023-27 and are reflected through the annual appraisal objective-setting process for staff.
- 3.2 The End of Year Reports identify what has been achieved within each service area in the previous 12 months.

4.0 Arguments/Conclusions

- 4.1 The End of Year Report provides an update against performance measures set in the Service Delivery Plans for 2024/25.
- 4.2 Each Service Delivery Plan provides an overview of what the service delivers and provides measurable performance outcomes for the year. These outcomes will be reported to committee in November 2025 and March 2026. The report will include commentary where there is variance from the performance targets.
- 4.3 Members are requested to note the End of Year Reports 2024/25 and approve the Service Delivery Plans 2025/26 in Appendix 1.

5.0 Additional Implications Assessment

Financial Implications No	Legal Implications No	Human Resources (HR) Implications No
Equality Impact Assessment (EIA) No	Carbon Impact Assessment (CIA) No	Data Protection Impact Assessment (DPIA) No

6.0 Appendices

Appendix 1 – 2024/25 End of Year Performance reports and 2025/26 Service Delivery Plans for the following service areas:

- i) Democratic Services
- ii) Economic Development
- iii) Finance
- iv) Human Resources
- v) Infrastructure and Strategic Housing
- vi) Information and Communication Technology
- vii) Legal Services
- viii) Open Spaces and Facilities
- ix) Reprographics
- x) Strategic Planning End of Year report Only and Climate Change and Natural Environment Service Delivery Plan to reflect transfer of strategic planning function to the Planning Team from January 2025

7.0 Background documents

Service Delivery Plans 2024/25

TITLE: Asset Update and Asset Management Plan 2025/26

Committee: Finance & Assets Committee

Date: 27 March 2025

Author: Open Spaces & Facilities Manager

Report number: Z156

Contact officer: Spencer Clark, Open Spaces & Facilities Manager
Spencer.clark@eastcambs.gov.uk, 01353 665555, The Grange, Ely

1.0 Issue

1.1 To consider the updated asset spend tracker for 2024/25 and approve the asset planned spend for 2025/26.

2.0 Recommendations

2.1 Members are requested to:

- i) Note the Corporate Asset Management Plan provided at Appendix 1;
- ii) Approve the Asset Management spend for 2025/26 as detailed in Appendix 2; and
- iii) Note the Asset Management 2024/25 spend to date as detailed in Appendix 3.

3.0 Background/Options

3.1 The spend tracker for 2024/25 is provided at Appendix 3. Members will note that there are number of carry forward items which are proposed to be included in the Asset Management Spend for 2025/26.

3.2 The Corporate Asset Management Plan is provided at Appendix 1. This plan provides a summary of:

- Roles & Responsibilities
- Statutory and Regulatory Framework
- Environmental Performance
- Land and Property Management Information
- Public Open Space Lease and Licence Arrangements
- List of Assets at Appendix A

3.3 In addition to the carry forward from 2024/25 there are new areas of proposed planned spend in 2025/26 which includes St Marys Churchyard, Littleport Churchyard, Cheveley Churchyard, Isleham Churchyard, replacement ticket machines at The Dock, Ely, Palace Green public conveniences refurbishment and Williams Close street lighting. The proposed expenditure for 2025/26 is provided at Appendix 2.

4.0 Arguments/Conclusions

4.1.1 Members are requested to:

- i) Note the Corporate Asset Management Plan provided at Appendix 1;
- ii) Approve the Asset Management spend for 2025/26 as detailed in Appendix 2; and
- iii) Note the Asset Management 2024/25 spend to date as detailed in Appendix 3.

5.0 Additional Implications Assessment

5.1 In the table below, please put Yes or No in each box:

Financial Implications The spend identified in this report and appendices will be met by the Asset Management budget and Depot Improvement reserve.	Legal Implications No	Human Resources (HR) Implications No
Equality Impact Assessment (EIA) Not required	Carbon Impact Assessment (CIA) Not required for this report. Individual project spend will consider this implication at the point of spend	Data Protection Impact Assessment (DPIA) Not required

6.0 Appendices

- Appendix 1- Asset Management Plan 2024/25
- Appendix 2- Asset Management Spend for 2024/25
- Appendix 3- Asset Management 2023/24 spend to date

7.0 Background Documents:

Finance & Assets Committee- 28 March 2024- Assets Update and Assets Management Plan

Corporate Asset Management Plan 2025/26

1.0 Introduction

1.1 The plan details the main types of land and property assets that the Council owns and includes:

- land and properties used to deliver a direct service to the community, including parks and openspaces and public car parks;
- properties that support service delivery, such as the main offices and depot; and
- 'non-operational' assets which are not used to support service delivery and are held for investment, including commercial properties

The plan does not include other Council assets such as vehicles, plant, equipment, IT, street furniture, fixtures and fittings.

The asset management aims and objectives listed below are identified through the service planning process and are linked to the Council's Corporate Objectives:

- ensure that the Council's land and property assets are managed and maintained efficiently and effectively, are fit for purpose, provide access for all and comply with statutory and regulatory requirements;
- deliver efficiency savings through reducing property running costs;
- undertake a rolling programme of condition surveys for all Council properties to provide information on required maintenance and associated costs;
- deliver the planned maintenance programme for the Council's properties to improve the overall condition of the asset base and maximise its value;
- carry out annual inspections of tenanted properties to ensure tenants' compliance with their leasehold obligations for managing maintenance and repairs;
- establish an ongoing collection of property data to assist with the Council's asset management arrangements and inform strategic decisions on the use of land and property assets;
- put in place a programme of land and property reviews and, where applicable, challenge the need to retain these assets;

- ensure that Council's properties are operated in a sustainable way, to reduce carbon emissions and to improve energy efficiency where appropriate, in accordance with the Council's ambitions to improve its carbon footprint, which is monitored annually; and
- consult with partners, service users, tenants and staff on the use of the Council's land and property assets.

2.0 **Roles & Responsibilities**

2.1 **Finance & Assets Committee**

The Council's Finance and Asset Committee is responsible for overseeing the Council's asset management function, which includes an annual review of the Corporate Asset Management Plan, monitoring performance of the Council's land and property assets, and making key strategic decisions regarding the purchase of new land and property, large scale refurbishment projects and the disposal of existing land and property.

2.2 **Open Spaces & Facilities**

The Council's Open Spaces and Facilities Manager and the Asset Manager are responsible for the management and development of the Council's asset management arrangements. This includes the day-to-day management of assets, planning and overseeing maintenance work and where appropriate, liaison with staff and tenants on day-to-day asset management issues, including health and safety requirements.

2.3 **Legal and Financial Services**

Legal Services draft lease and licence agreements, assist with the sale and purchase of land and property and provide advice on legal property matters and Section 106 agreements. Legal Services also ensure that contract obligations are met and will take action relating to any default in payment to recover rent, insurance and service charges from the Council's tenants to include civil litigation if required.

Financial Services collect rent, insurance and service charges from the Council's tenants. Financial Services also arrange for annual impairment valuations to be carried out on the Council's land and property assets as part of the end of year accounting arrangements.

3.0 **Statutory and Regulatory Framework**

The Council has a duty to ensure that land and property under its control complies with relevant statutory and regulatory standards, which includes a wide range of health and safety responsibilities that fall on property owners or occupiers. To meet these obligations the Council must ensure that regular checks are carried out and that control measures are in place and recorded to ensure compliance. The Council must also ensure that appropriate

periodic inspections and testing of systems and equipment is in place in accordance with relevant legislation, approved codes of practice and/or British Standards.

Other statutory and regulatory requirements relevant to asset management are set out below:

3.1 Air-Conditioning Systems

Under the Energy Performance of Buildings Directive, all air-conditioning systems with a combined rated output of more than 12 kW should be inspected by an energy assessor at regular intervals, which must not exceed 5 years. The inspection will highlight measures which, if undertaken, will help to save energy and operating costs.

The Council has arrangements in place for air conditioning inspections to be carried out where required and an annual maintenance schedule for all air-conditioning units within Council premises.

3.2 Asbestos

The 'Control of Asbestos Regulations 2012' places a statutory duty on the Council to manage asbestos in non-domestic premises owned or leased by the Council, in order to protect those who work in such premises, or use them in other ways, from the risks of ill-health that the exposure to asbestos causes.

The Council must also ensure that information is provided on the location and condition of the asbestos to anyone liable to work on or disturb any asbestos containing material.

To ensure compliance, the Council has had asbestos surveys completed for all Council properties. The surveys have located and recorded, as far as is reasonably practicable, the areas where asbestos is present, the extent and types of asbestos products present, and determined the risk of anyone being exposed to fibres from the asbestos products found.

Where asbestos has been found the Council has prepared a plan that sets out in detail how the risks from these materials will be managed and records the location and condition of the asbestos-containing material. All identified asbestos-containing materials have been labelled and arrangements are in place for the condition of the material to be monitored annually.

3.3 Car Parking and Pedestrian/Vehicle Segregation

The 'Workplace (Health, Safety and Welfare) Regulations 1992' covers the layout of traffic routes, traffic management systems and the provision of adequate signage.

To ensure the safety of people who use the Council's car parks, risk assessments are carried out and regularly reviewed to assess the traffic

movement within the car park, pedestrian/vehicle segregation and whether routes are adequately signed.

3.4 Control of Substances Hazardous to Health (COSHH)

The 'Control of Substances Hazardous to Health Regulations 2002' place a duty on employers to control the risks to employees and others, which arise from exposure to substances hazardous to their health that are associated with the employers' work activities.

The Council will ensure that it identifies, assesses and where possible prevents or adequately controls the risks to health from hazardous substances used in or created by workplace activities so as to prevent ill health.

3.5 Construction, Design and Management Regulations (CDM)

Construction, Design and Management Regulations applies to all commercial construction work that involves projects that last more than 30 days or involve 500-person days of construction work. The regulations place a legal duty on virtually all involved in the work, including the client, designer, principal contractor, other contractors and workers who are known as 'duty holders'. All of the duty holders have specific roles and responsibilities during the project.

3.6 Equalities Act 2010

Under the legislation, the Council is required to make reasonable adjustments to its premises to overcome physical barriers to access and ensure that, as far as possible, a disabled person is treated in the same way as a non-disabled person. The Council works closely with the Access Group to ensure that proposed changes meet the most up to date requirements.

The Council also supports the National Key Scheme run by RADAR the Disability Network that offers disabled people independent access to locked public conveniences by providing RADAR keys to use the Council's disabled public conveniences.

3.7 Fixed Electrical Installations

The 'Electricity at Work Regulations 1989' states that all electrical systems and equipment used in the working environment should be in a safe condition and maintained to prevent danger. The Health and Safety Executive recommends that to comply with the regulations, an appropriate system of periodic visual inspection and testing by a competent person should be implemented at all places of work and is likely to include all Council commercial and residential premises, unless responsibility has been accepted by the tenant through the terms of the signed lease or tenancy agreement.

The Council has a programme of formal inspections, testing and routine checks in place for the electrical installations for all relevant properties. The frequency of inspection and testing is determined taking into account:

- the type of installation;
- its use and operation;
- the frequency and quality of maintenance; and
- the external influences to which it is subjected.

The frequency is further guided by the Council's electrical contractor's judgment based on the findings of their inspection and also with reference to the inspection and testing guidance notes contained within the IEE Wiring Regulations 18th Edition.

Where tenants have responsibility for fixed installation inspection and testing the Council will record the date that the inspection and testing is due and the tenant will be required to provide a test certificate to show that the installation has passed as satisfactory.

3.8 Portable Appliance Testing

The 'Provision and Use of Work Equipment Regulation 1998' (PUWER) covers the safe provision and use of all work equipment including portable electrical appliances.

The Council keeps an inventory of all portable appliances and will carry out the inspection and testing of this equipment based on the code of practice issued by The Institution of Engineering and Technology.

3.9 Fall Arrest Systems

The 'Working at Height Regulations 2005' requires the Council to ensure that equipment for work at height is properly inspected and maintained.

The Council has a fall arrest system installed at its E-space North property to provide for safe roof access. A service contract is in place for the fall arrest system to be inspected and serviced annually.

3.10 Lighting Protection

Protection against lightning falls within the responsibilities of the 'Health and Safety at Work Act 1974'.

In accordance with the British Standard Code of Practice for 'BS EN 62305:2011 'Lighting Standard Protection' lightning protection is required where:

- large numbers of people congregate;
- essential public services are concerned;
- the area is one in which lightning is prevalent;
- there are very tall or isolated structures;
- there are structures of historic or cultural importance; and
- there are structures with explosive or flammable contents.

The following Council's properties have lighting protection systems in place and these are inspected and tested at fixed intervals;

- E-space Business Centres; and
- The Maltings.

3.11 Fire

The 'Regulatory Reform (Fire Safety) Order 2005' places general fire safety duties on the Council where the premises are under its control or the person who has control of the premises as occupier, to ensure that the workplace contains adequate fire precautions, as determined by completion of a fire safety risk assessment.

The Council has recorded its fire and evacuation plans and procedures and this information is detailed in a Fire Logbook held at each Council property. These plans and procedures are reviewed regularly as part of the Council's fire safety arrangements and include annual fire risk assessments, training for Fire Wardens, fire drills and the inspection, testing and maintenance of fire protection equipment.

The Council will expect its tenants to comply with the 'Regulatory Reform (Fire Safety) Order 2005' and ensure that the premises they occupy are equipped with appropriate fire-fighting equipment, fire detectors and alarms and that these are adequately maintained. All tenants are also required to provide the Council with a copy of their completed fire risk assessments.

The fire alarm systems at the following Council properties are linked to an alarm-receiving centre that will contact the Fire and Rescue Services if an alarm is triggered. This ensures that the Fire and Rescue Services will be able to respond immediately when the alarm is triggered:

- The Grange;
- Ely Museum;
- Oliver Cromwell House;
- Portley Hill Depot; and
- E-space Business Centres

3.12 Emergency lighting

Emergency lighting should be installed in a building to provide a degree of illumination in the event that normal lighting fails. In terms of fire safety, the most important component of emergency lighting is the 'escape lighting', which is provided to illuminate escape routes to an extent sufficient to enable occupants to evacuate the building in safety.

The Council has arrangements in place for the inspection and testing of emergency lighting, this is carried out on a monthly, six monthly and annual basis in accordance with current guidelines.

3.13 Fuel Oil Storage

The 'Control of Pollution (Oil Storage) Regulations 2001' covers the storage of oil at industrial and commercial premises where the amount stored is more than 200 litres and it is stored outside and aboveground level.

The Council has a diesel storage tank, and a heating oil storage tank at its Portley Hill Depot site. These tanks, bunds and associated pipework are checked for signs of damage on a regular basis with a more detailed annual inspection and service carried out by qualified inspectors to ensure that any potential defects are found and rectified.

3.14 Gas Safety

The 'Gas Safety (Installation and Use) Regulations 1998' place a duty on the Council to ensure any gas appliance, associated pipe work and flues in the work places are maintained in a safe condition.

The Council has arrangements in place to ensure that periodic routine maintenance is carried out on gas appliances, pipe work and flues by a 'Gas Safe' registered engineer.

3.15 Lifts and Hoists

Under the 'Lifting Operations and Lifting Equipment Regulations 1998' (LOLER) the Council has a legal responsibility to ensure that any lifts and hoists on their premises are thoroughly examined and safe to use.

The following Council properties have lifts and/or hoists;

- E-space North Business Centre;
- The Maltings;
- Ely Museum and
- The Grange

The Council has arrangements in place to ensure that a qualified lift engineer examines all lifts every six months in Councils Operated buildings and in addition, the Council's insurers also carry out six monthly inspections of all Council owned lifts and hoists.

3.16 Play Equipment

Playground equipment carries a high risk and is covered by the following British Standards:

- playground equipment (BS 5696),
- play surfaces (BS 7188 and 7044); and
- outside play areas (BS5696).

The Council carries out weekly inspections of all its play areas and the Council's insurers also carry out six monthly inspections.

3.17 **Structural Streetlight Column Testing- Technical Requirement 22 (TR22)**

The TR22 is a technical requirement of all street lighting owners whereby they need to ensure that there are regular visual inspections by a competent person of their columns to ensure that any defects are noted and addressed.

3.18 **Tree Safety**

As well as responsibilities under the 'Health and Safety at Work Act 1974', the Council as an occupier of land where a tree stands has responsibilities under the 'Occupiers Liability Act 1957 and 1984'. An occupier of land on which a tree stands will normally be liable for any personal injury or other damages caused by a tree breaking or falling where a tree is hazardous, because of decay or structural weakness and shows external signs of being in such a condition.

The Council's Tree Officers will carry out an overall assessment of risks from trees on Council land, which helps to identify whether further checks or inspections are required.

3.19 **Use of Contractors**

Contractors who are required to undertake work on Council's land and/or property will be appointed in accordance with the Council's procurement procedures.

Where appropriate the Council will use 'Constructionline', the government national database of assessed contractors and consultants, when appointing construction suppliers. 'Constructionline' provides a comprehensive database of accredited suppliers along with pre-qualification information to ensure that suppliers comply with relevant national standards.

Where necessary the Council will check that contractors have the appropriate qualifications and registrations including 'Gas Safe' or the National Inspection Council for Electrical Installation Contractors (NICIEC) for work in connection with gas and electrical installations.

Health and safety requirements will be included in contracts and when awarding contracts consideration will also be given to the health and safety performance of contractors along with risk assessments and accident records. The Council will ensure that contractors have a current health and safety policy where they have 5 or more employees and also that they have public and employer's liability insurance in place.

The Council will provide contractors with appropriate health and safety information so that work can be done safely. This will include information about the workplace, specific hazards, precautions and details of the Council's health and safety arrangements.

3.20 **Waste Management**

The 'Construction Products Regulations 1991' dictate that oil separators are fitted to surface water drainage systems where there is a risk of oil contamination to protect the environment from pollution.

The Council has oil separators installed in a number of its public car parks and Traveller's sites and has arrangements in place to ensure that these are emptied on an annual basis.

To comply with the 'Hazardous Waste Regulations 2005' the Council is registered as a producer of hazardous/special waste to dispose of waste from oil separators.

3.21 **Water Hygiene and Safety**

Under the 'Control of Substances Hazardous to Health Regulations 2002' (COSHH) pathogenic bacteria, including Legionella are deemed to be "substance hazardous to health". The Council has a duty to identify and assess the sources of risk, prepare a course of action for preventing or controlling the risk and implementing and managing the scheme.

The Council has carried out risk assessments to determine if the water systems including the equipment associated with the systems such as pumps and showers are likely to create a risk.

4.0 **Environmental Performance**

The Council is committed to managing its land and properties in an environmentally sustainable way and to improving the energy efficiency of all its properties.

The Council has implemented a number of energy saving measures, including the following:

- purchase of green electricity produced from sources that produce a minimal negative impact upon the environment;
- installation of photovoltaic solar panels in some public conveniences to provide hot water;
- fitting low volume spray taps on hand basins and water saving devices to WC's;
- use of solar control film to reduce solar heat gain;
- fitting photocells to switch off interior lights when daylight is adequate;
- fitting passive infra-red presence detectors to allow automatic control in areas that are not in permanent use;
- installing time controllers to allow heating and water to be turned off or down during unoccupied periods;
- installation of thermostatic radiator valves;

When air conditioning or heating systems are replaced the Council will use

energy efficient systems to provide a more cost effective and environmentally friendly solution to save on energy costs and reduce its carbon footprint.

The Council also has an Environmental Policy aimed at adopting environmentally friendly working practices as part of the management and maintenance of its land.

4.1 Energy Performance Certificates

Energy Performance Certificates have been introduced to help improve the energy efficiency of buildings. They are required when a building is built, sold or rented out and the Council must provide a copy to prospective tenants before any tenancy agreement is signed.

The certificate is valid for ten years and provides 'A' to 'G' ratings for the building with 'A' being the most energy efficient and 'G' being the least, with average now being 'D'.

The certificate also includes recommended measures that could improve a building's energy performance and the Council intends to implement these where possible.

4.2 Display Energy Certificates

Display Energy Certificates are required to raise public awareness of energy use and to inform visitors to public buildings about the energy use of a building.

Display Energy Certificates are required for buildings with a gross floor area over 500 m² and are valid for 10 years.

Display Energy Certificates for buildings with a gross floor area over 1000m² are valid for one year and need to be updated annually.

The Council's main offices had an energy rating of 'D' in 2021

5.0 Land and Property Management Information

5.1 Asset Register

To comply with financial reporting requirements the Council's Financial Services team maintain an asset register that includes details on vehicles, plant, equipment, IT, street furniture, fixtures and fittings, as well as land and property assets.

In addition to the asset register, the Council's Facilities Management Service are finalising comprehensive corporate asset management database and as part of this will collate and update on an ongoing basis, information on all Council land and property assets. The database will assist with day-to-day land and property management and detail information on use, sufficiency, suitability, condition and compliance with statutory regulations. The information will also be used to assist with the asset management

programme, help identify potential efficiencies and inform decisions about investment and disposal of land and property.

The asset management information will also:

- identify costs associated with owning and maintaining each property;
- record land and property data including values, condition and maintenance requirements;
- record management information details including site and building layout plans, area photos and service contract details; and
- record lease agreement information to include length of term and termination notice period, any break clause rights, rent review arrangements, service charges and insurance payments.

5.2 Property Terrier

The Council records all of its land and property ownership interests on a 'Geographical Information System' (GIS) known as the 'Property Terrier'. The database contains both spatial and factual information relating to each individual ownership or lease.

5.3 Registration of Land Holdings

The Council has registration of all land holdings in its ownership with the Land Registry and this up-to-date information will be recorded on the Council's GIS Property Terrier system.

6.0 Public Open Space

6.1 Section 106 Agreements

Section 106 of the Town and Country Planning Act 1990 allows the Council to enter into a legally-binding agreements or planning obligations with landowners in association with the granting of planning permission. As part of the Section 106 agreement the landowner is required to provide contributions towards the provision of infrastructure and community facilities required as a result of the development taking place.

The expectation is that planning obligations will be focused on delivering affordable housing, on-site infrastructure required by a development scheme (including open space), on-going maintenance charges, and specific mitigation measures to enable particular developments to come forward. Financial contributions can also be provided to the Council in lieu of on-site open space provision for residential developments.

6.2 Adoption of Public Open Space

As part of the Council's planning policy relating to new residential developments it will look to secure on-site provision of new informal open space and play areas. Where a site is too small for meaningful provision, the Council will seek a financial contribution in lieu of public open space.

Developers may make their own arrangements for the maintenance of open space or look to transfer ownership and future maintenance to the Council.

Where developers wish to transfer ownership and future management of public open space and/or play areas to the Council they will be required to pay a commuted sum based on a rate of charges, that is updated on an annual basis, to cover the cost of future maintenance costs.

These charges have recently been reviewed to ensure that they reflect the actual cost of maintaining public open space.

Given the costs associated with maintaining public open space, the Council may look to the developer to agree adoption and maintenance with the local Parish or Town Council, if possible, to keep revenue costs to a minimum. The developer may also give consideration to appointing a management company or alternatively it could establish a Trust comprised of residents/householders to manage the public open space. The Council would need to be assured of the long-term viability of this option.

Where the developer has gone into liquidation, and no enforcement action can be taken against the developer or their successors in title, the Council will consider the following matters before deciding whether to take ownership of the land:

- operational and cost implications
- existing provision of local open space and/or children's play space; and
- land value/development opportunities

6.3 Access/Rights of Way

The Council may give an easement that grants permission to allow access and/or a right of way over its land. An easement creates an interest that runs with the land and passes to successors in title.

A licence may also be used to grant permission to allow access and/or a right of way over Council land. Unlike an easement, a licence does not create an interest in the land and can be terminated on terms and/or the agreed notice under that licence.

7.0 Lease and Licence Agreements

Lease and license agreements will set out the length of term, rent, rent deposit (if any), appropriate service charges, insurance payments and any other outgoings that the tenant will be responsible for under the agreement.

Where applicable break clauses will also be included in lease and licence agreements to provide the Council with the opportunity to review existing terms such as rental levels.

Where rent review dates are in place, tenants will be contacted six months before the review date and advised accordingly.

Lease and license agreements will clearly state the tenants repairing obligations and these will be appropriate to the length of term and the condition of the premises.

The lease and license agreements will state that tenants are obliged to give the premises back at the end of the agreement in the same condition as it was on occupation. Tenants will be provided with a schedule of condition, to include photographic evidence to ensure that any liabilities for dilapidations can be determined at the end of the tenancy agreement. Six months before the termination date the Council will provide a schedule of dilapidations to enable tenants to carry out any works.

A list of the Council's assets is provided at Appendix 1a.

ASSET	TENURE
Commercial Property	
e-Space North, 181 Wisbech Road, Littleport, Cambridgeshire, CB6 1RA	Lessor - Land & Building
e-Space South, 26 St Thomas' Place, Ely, Cambridgeshire, CB6 4EX	Freehold - Land & Building
Unit 6, Cambridgeshire Business Park, Ely, Cambridgeshire, CB7 4EX	Lessor - Land & Building
Unit 8, Cambridgeshire Business Park, Ely, Cambridgeshire, CB7 4EX	Lessor - Land & Building
The Dock, Angel Drove, Ely, Cambridgeshire, CB7 4DT	Lessor - Land Only
The Dock, Angel Drove, Ely, Cambridgeshire, CB7 4GA	Lessor- Land Only
70 Market Street, Ely, Cambridgeshire, CB7 4LS	Leased
74 Market Street, Ely, Cambridgeshire, CB7 4LS	Leased
72 Market Street, Ely, Cambridgeshire, CB7 4LS	Leased
Car Parking	
Barton Road Car Park, Ely, Cambridgeshire, CB7 4HZ	Freehold - Land only
Barton Road Car Park, Ely, Cambridgeshire, CB7 4HZ	Freehold - Land only
Clay Street, Soham, Ely, Cambridgeshire, CB7 5HJ	Freehold - Land only
Fisherman's Car park, Willow Walk, Ely, Cambridgeshire, CB7 4AT	Freehold - Land only
Broad Street, Ely, Cambridgeshire, CB7 4BD	Freehold - Land only
Fountain Lane, Soham, Cambridgeshire, CB7 5ED	Lessee - Land only
Main Street, Littleport, Ely, Cambridgeshire, CB6 1HE	Freehold - Land only
Ship Lane, Ely, Cambridgeshire, CB7 4BB	Freehold - Land only
The Causeway, Burwell, CB25 0DU	Lessee - Land Only
The Dock, Angel Drove, Ely, Cambridgeshire, CB7 4DT	Freehold - Land only
St Mary's Street, Ely, Cambridgeshire, CB7 4ES	Freehold - Land only
Cambridgeshire Business Park, Angel Drove, Ely, Cambridgeshire, CB7 4EX	Freehold - Land only
Newnham Street, Ely, Cambridgeshire, CB7 4PE	Freehold - Land only
Main Street, Littleport, Ely, Cambridgeshire, CB6 1PH	Lessor - Land & Building
Willow Walk, Ely, Cambridgeshire, CB7 4AT	Freehold - Land only
Orchard Estate, Little Downham, Ely, Cambridgeshire, CB6 2TU	Freehold - Land only
Littleport Station, Station Road, Littleport, Ely, Cambridgeshire, CB6 1JL	Freehold - Land only
Cambridgeshire Business Park, Angel Drove, Ely, Cambridgeshire, CB7 4EX	Freehold - Land only
Berristead Close, Wilburton, Ely, Cambridgeshire, CB6 3RS	Freehold - Land only
Service Assets	
Portley Hill Depot, Ely Road, Littleport, Ely, Cambridgeshire, CB6 1RT	Lessor - Land & Building

	The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE (including car park)	Freehold - Land & Building
	Substations	
	Cambridgeshire Business Park, Angel Drove, Ely, Cambridgeshire, CB7 4EX	Lessor - Land only
	Garages	
	St Johns Road, Ely, Cambridgeshire, CB6 3BG	Lessor - Land & Buildings
	Open Spaces and Play Areas	
Ashley	Silhalls Close, Ashley, Newmarket, Cambridgeshire, CB8 9DZ	Freehold - Land only
Ashley	Silverly Way, Ashley, Newmarket, CB8 9DY	Freehold - Land only
Bottisham	Ancient Meadows, Tunbridge Lane, Bottisham, Cambridge, CB25 9AX	Freehold - Land only
Brinkley	Beechcroft, Brinkley, Newmarket, CB8 0SH	Lessor - Land only
Brinkley	Beechcroft, Brinkley, Newmarket, CB8 0SH	Freehold - Land only
Brinkley	Old School Lane, Brinkley, Newmarket, Cambridgeshire, CB8	Freehold - Land only
Burrough Green	Hartfield Road, Burrough Green, Newmarket, Cambridgeshire, CB8 0RF	Freehold - Land only
Burwell	Bloomsfield (off Isaacson Rd), Burwell, Cambridge, CB25 0RA	Land only
Burwell	Chestnut Rise, Burwell, Cambridge, CB25 0BX	Freehold - Land only
Burwell	Garden Court, Burwell, Cambridge, CB25 0DH	Freehold - Land only
Burwell	Westhorpe, Burwell, Cambridge, CB25 0DQ	Freehold - Land only
Burwell	Westhorpe & Martin Road, Burwell, Cambridge, CB25 0DQ	Freehold - Land only
Burwell	Green Lane, Burwell, Cambridge, CB25 0RA	Freehold - Land only
Burwell	Grantchester Rise, Burwell, Cambridge, CB25 0BE	Freehold - Land only
Burwell	Bloomsfield (off Isaacson Rd), Burwell, Cambridge, CB25 0RA	Freehold - Land only
Burwell	Bloomsfield (off Isaacson Rd), Burwell, Cambridge, CB25 0RA	Freehold - Land only
Cheveley	Spurling Close, Cheveley, Newmarket, CB8 9RJ	Freehold - Land only
Coveney	School Lane, Coveney, Ely, Cambridgeshire, CB6 2DB	Freehold - Land only
Dullingham	The Crescent, Dullingham, Newmarket, CB8 9UY	Freehold - Land only
Dullingham	Bakehouse Hill, Dullingham, Newmarket, Cambridgeshire, CB8 9XJ	Freehold - Land only
Ely	Open Space, Newnham Street, Ely	Freehold land only
Ely	Morely Drive, Ely Cambridgeshire, CB6 3FQ	Freehold - Land only
Ely	Morely Drive, Ely Cambridgeshire, CB6 3FQ	Freehold - Land only
Ely	Willow Walk, Ely, Cambridgeshire, CB7 4AT	Freehold - Land only
Ely	Williams Close, Ely CB7 4FQ	Freehold - Land only
Ely	Kingsley Walk, Ely, Cambridgeshire, CB6 3BZ	Freehold - Land only
Ely	Tennyson Place (off Beresford Rd), Ely, Cambridgeshire, CB6 3WF	Freehold - Land only

Appendix 1a

Ely	John Amner Close, Ely, Cambridgeshire, CB6 1DU	Freehold
Ely	Sandys Crescent, Littleport, Ely, Cambridgeshire, CB6 1LP	Freehold - Land only
Ely	Archery Crescent, Ely, Cambridgeshire, CB7 4HQ	Freehold - Land only
Ely	Chequer Lane, Ely, Cambridgeshire, CB7 4LN	Freehold - Land only
Ely	Cromwell Road, Ely, Cambridgeshire, CB6 1AS	Freehold - Land only
Ely	Palace Green, Ely, Cambridgeshire, CB7 4EW	Lessee - Land only
Ely	Paradise Recreation Ground, Newnham Street, Ely, Cambridgeshire, CB7 4PQ	Lessor - Land Only
Ely	Saffron Close, Littleport, Ely, Cambridgeshire, CB6 1HR	Freehold - Land only
Ely	Springhead Lane, Ely, Cambridgeshire, CB7 4QY	Freehold - Land only
Ely	Stour Green, Ely, Cambridgeshire, CB6 2WX	Freehold - Land only
Ely	Wissey Way, Ely, Cambridgeshire, CB6 2WW	Freehold - Land only
Ely	Cardinals Way, Ely, Cambridgeshire, CB7 4GB	Freehold - Land only
Ely	High Barns, Ely, Cambridgeshire, CB7	Freehold - Land only
Ely	Jubilee Gardens, Broad Street, Ely, Cambridgeshire, CB7 4BJ	Freehold - Land only
Ely	Morley Drive, Ely, Cambridgeshire. CB6 3FQ	Freehold
Ely	Alexander Chase (off Beresford Rd), Ely, Cambridgeshire, CB6 3SN	Freehold - Land only
Ely	Abbotts Way, Ely, Cambridgeshire, CB6 3AJ (also backs on to Columbine Rd)	Freehold - Land only
Ely	Fitzgerald Close, Ely, Cambridgeshire, CB7 4QD	Freehold land only
Ely	Land at front of The Maltings, Ship Lane, Ely, Cambridgeshire, CB7 4BB	Freehold - Land only
Ely	New Barns Avenue, Ely, Cambridgeshire, CB7 4RD	Freehold - Land only
Ely	Morely Drive, Ely Cambridgeshire, CB6 3FQ	Freehold - Land Only
Ely	Dunstan Street, Ely, Cambridgeshire, CB6 3AQ	Freehold - Land only
Ely	Brooke Grove (of Beresford Rd) Ely, Cambridgeshire, CB6 3WT	Freehold - Land only
Ely	Tennyson Place (off Beresford Rd), Ely, Cambridgeshire, CB6 3WF	Freehold - Land only
Ely	Teasel Drive, Ely, Cambridgeshire, CB6 3WJ	Freehold - Land only
Ely	Land rear of Cambridge Road, Ely, Cambridgeshire, CB7	Freehold - Land only
Ely	The Park (Cherry Hill), Broad Street, Ely, Cambridgeshire, CB7 4JU	Lessee - Land Only
Ely	Bentham Way, Ely, Cambridgeshire, CB6 1BS	Freehold - Land only
Ely	Land west of The Maltings, Ship Lane, Ely, Cambridgeshire, CB7 4BB	Freehold - Land only
Ely	Three Cups Walk, Ely, Cambridgeshire, CB7 4AN	Freehold - Land only
Ely	Mill Field, Sutton, Ely, Cambridgeshire, CB6 2QB	Freehold - Land only
Ely	Compton Fields, Ely, Cambridgeshire, CB6 1ED	Freehold - Land only
Ely	Beresford Road, Ely, Cambridgeshire, CB6 3WA	Freehold - Land only

Appendix 1a

Ely	Alexander Chase (off Beresford Rd), Ely, Cambridgeshire, CB6 3SN	Freehold - Land only
Ely	Alexander Chase (off Beresford Rd adj 45a&b), Ely, Cambridgeshire, CB6 3SN	Freehold - Land only
Ely	St Johns Road, Ely, (Murfitt Cl), Cambridgeshire, CB6 3FQ	Freehold - Land only
Ely	Gateway Gardens, Ely, Cambridgeshire, CB6 3DE	Freehold - Land only
Ely	Pegasus Walk, Ely, Cambridgeshire, CB7	Freehold - Land only
Ely	Land adjacent to The Maltings, Ship Lane, Ely, Cambridgeshire, CB7 4BB	Freehold - Land only
Ely	Land at the Maltings, Riverside, Ely, Cambridgeshire, CB7 4BB	Freehold - Land only
Ely	Alexander Chase (off Beresford Rd), Ely, Cambridgeshire, CB6 3SN	Freehold - Land only
Ely	Fitzgerald Close, Ely, Cambridgeshire, CB7 4QD	Freehold - Land only
Ely	Cam Drive/Wissey Way, Ely, Cambridgeshire, CB6 2WH	Freehold - Land only
Ely	Alexander Chase (off Beresford Rd adj 12), Ely, Cambridgeshire CB6 3SN	Freehold - Land only
Ely	Benedict Street, Ely, Cambridgeshire, CB6 3AU	Freehold - Land only
Ely	Kingsley Walk, Ely, Cambridgeshire, CB6 3BZ	Freehold - Land only
Ely	The Vineyards, Ely, Cambridgeshire, CB7 4QG	Freehold - Land only
Ely	Alexander Chase (off Beresford Rd adj 17), Ely, Cambridgeshire, CB6 3SN	Freehold - Land only
Ely	Quayside (Slipway), Ely, Cambridgeshire, Cb7 4BA	Freehold - Land only
Ely	Alexander Chase (off Beresford Rd), Ely, Cambridgeshire, CB6 3SN	Freehold - Land only
Ely	Willow Walk, Ely, Cambridgeshire, CB7 4AT	Freehold - Land only
Ely	Cam Drive, Ely, Cambridgeshire, CB6 2WH	Freehold - Land only
Ely	Queen Emma Walk, Ely, Cambridgeshire, CB6 1BY	Freehold - Land only
Ely	St Ovins Green, Ely, Cambridgeshire, CB6 3AN	Freehold - Land only
Ely	Debden Green, Ely, Cambridgeshire, CB6 3BS	Freehold - Land only
Ely	Fitzgerald Close, Ely, Cambridgeshire, CB7 4QD	Freehold-Land only
Ely	Collier Close (off Beresford Rd), Ely, Cambridgeshire, CB6 3WX	Freehold - Land only
Ely	Cresswells Pocket Park, Cresswells Lane, Ely, Cambridgeshire, CB7 4PF	Freehold - Land only
Ely	Alexander Chase (off Beresford Rd), Ely, Cambridgeshire, CB6 3SN	Freehold - Land only
Ely	St Johns Road, Ely (Morley Dr), Cambridgeshire, CB6 3FQ	Freehold - Land Only
Ely	St Johns Rd, Ely, Cambridgeshire, CB6 3BE	Freehold - Land only
Ely	Land between St Johns Road, Ely and Witchford Road, Ely, Cambridgeshire, CB6 3EN	Freehold - Land only
Ely	The Paddocks, Coppergate, Lynn Road, Ely, Cambridgeshire	Freehold - Land only
Ely	Abbotts Way, Ely, Cambridgeshire, CB6 3AJ	Freehold - Land only
Ely	Fitzgerald Close, Ely, Cambridgeshire, CB7 4QD	Freehold - Land only
Ely	Fitzgerald Close, Ely, Cambridgeshire, CB7 4QD	Freehold - Land only

Ely	Meadow Way, (land NW side of St Johns Rd) Ely, Cambridgeshire, CB6 3EX	Freehold - Land only
Ely	Lisle Lane, Ely (former EA land)	Freehold- Land only
Haddenham	Linden Way, Haddenham, Ely, Cambridgeshire, CB6 3UG	Freehold - Land only
Haddenham	Cherry Orchard, Haddenham, Ely, Cambridgeshire, CB6 3UF	Freehold - Land only
Haddenham	Northumbria Close, Haddenham, Cambridgeshire, CB6 3HT	Freehold Land only
Isleham	Limestone Close, Isleham, Ely, Cambridgeshire, CB7 5RP	Freehold - Land only
Isleham	Festival Road, Isleham, Ely, Cambridgeshire, CB7 5SY	Freehold - Land only
Kennett	The Close, Kennett, Newmarket, CB8 7RA	Freehold - Land only
Little Thetford	The Wyches, Little Thetford, Ely, Cambridgeshire, CB6 3HG	Lessor - Land Only
Little Thetford	New Close Road, Little Thetford, Ely, Cambridgeshire, CB6 3HQ	Freehold - Land only
Littleport	Parsons Lane, Littleport, Ely, Cambridgeshire, CB6 1JU	Land only
Littleport	Queens Road, Littleport, Ely, Cambridgeshire, CB6 1LA	Freehold - Land only
Littleport	Kingsmead Court, Littleport, Ely, Cambridgeshire, CB6 1LR	Freehold - Land only
Littleport	Kirby Cross Avenue, Littleport, Ely, Cambridgeshire, CB6 1LH	Freehold - Land only
Littleport	Woodfen Road/Gilbert Road, Littleport, Ely, Cambridgeshire, CB6 1JP	Freehold - Land only
Littleport	Upton Place, Littleport, Ely, Cambridgeshire, CB6 1LE	Freehold - Land only
Littleport	Gilbert Road, Littleport, Ely, Cambridgeshire, CB6 1JZ	Freehold - Land only
Littleport	Ponts Hill, Littleport, Ely, Cambridgeshire, CB6 1PZ	Freehold - Land only
Littleport	Parsons Lane, Littleport, Ely, Cambridgeshire, CB6 1JU	Freehold - Land only
Littleport	Longfield Road, Littleport, Ely, Cambridgeshire, CB6 1LB	Freehold - Land only
Littleport	Wisbech Road, Littleport, Ely, Cambridgeshire, CB6 1JJ	Freehold - Land only
Littleport	Anchor Court, Littleport, Cambridgeshire, CB6 1NL	Freehold - Land only
Littleport	Longfield Road, Littleport, Ely, Cambridgeshire, CB6 1LB	Freehold - Land only
Littleport	Wisbech Road, Littleport, Ely, Cambridgeshire, CB6 1LB	Freehold - Land only
Littleport	Old Church Yard, Church Lane, Littleport, Ely, Cambridgeshire, CB6 1PS	Freehold - Land only
Lode	Long Meadow Lane, Lode, Cambridge, CB25 9HA	Freehold - Land only
Lode	Fairhaven Close, Lode, Cambridgeshire, CB25 9HG	Freehold - Land only
Mepal	River Close, Mepal, Ely, Cambridgeshire, CB6 2AN	Freehold - Land only
Mepal	River Close, Mepal, Ely, Cambridgeshire, CB6 2AN	Freehold - Land only
Mepal	Meadow Way, Mepal, Ely, Cambridgeshire, CB6 2GJ	Freehold - Land only
Newmarket	Peterhouse Drive, Newmarket, Suffolk, CB8 8AT	Freehold - Land only
Newmarket	Stretton Avenue, Newmarket, CB8	Freehold - Land only
Newmarket	New Cheveley Road, Newmarket, Cambridgeshire, CB8 8BS	Freehold - Land only

Appendix 1a

Soham	Orchard Row, Soham, CB7 5AY	Freehold - Land only
Soham	Chestnut Drive, Soham, Cambridgeshire, CB7 5FW	Freehold
Soham	Cornwell Close, Soham, CB7 5GX	Freehold - Land only
Soham	The Crescent, Soham, Ely, Cambridgeshire, CB7 5AG	Freehold - Land only
Soham	Cornmills, Soham, Ely, Cambridgeshire, CB7 5AT	Lessor - Land only
Soham	Kingfisher Drive (off Townsend), Soham, Ely, Cambridgeshire, CB7 5GP	Freehold - Land only
Soham	Cyprian Rust Way, Soham, Ely, Cambridgeshire. CB7 5ZE	Freehold- Land only
Soham	Cornmills, Soham, Ely, Cambridgeshire, CB7 5AT	Freehold - Land only
Soham	Calfe Fen Close (off Bancroft Lane), Soham, Ely, Cambridgeshire, CB7 5GD	Freehold - Land only
Soham	Kingfisher Drive (off Mereside), Soham, Ely, Cambridgeshire, CB7 5GP	Freehold - Land only
Soham	Brewhouse Lane, Soham, Ely, Cambridgeshire, CB7 5JE	Freehold - Land only
Soham	Ennion Close, Soham, Cambridgeshire, CB7 5GU	Freehold - Land only
Soham	Kingfisher Drive (off Mereside), Soham, Ely, Cambridgeshire, CB7 5GP	Freehold - Land only
Soham	Station Road, Soham, Ely, Cambridgeshire, CB7 5DZ	Freehold - Land only
Soham	Kingfisher Drive (off Townsend), Soham, Ely, Cambridgeshire, CB7 5DE	Freehold - Land only
Soham	Brewhouse Lane, Soham, Ely, Cambridgeshire, CB7 5JE	Freehold - Land only
Soham	Heron Croft, Soham, Ely, Cambridgeshire, CB7 5UT	Freehold - Land only
Soham	Brewhouse Lane, Soham, Ely, Cambridgeshire, CB7 5JE	Freehold - Land only
Soham	Aspen Way, Soham, Cambridgeshire, CB7 5ZQ	Freehold - Land only
Soham	Teal Avenue, Soham, Ely, Cambridgeshire, CB7 5UX	Freehold - Land only
Soham	Heron Croft, Soham, Ely, Cambridgeshire, CB7 5WA	Freehold - Land only
Soham	Between Heron Croft & Thorn St, Soham, Ely, Cambridgeshire, CB7 5WA	Freehold - Land only
Soham	Bittern Grove, Soham, Ely, Cambridgeshire, CB7 5FR	Freehold - Land only
Soham	Kingfisher Drive (nr Redshank), Soham, Ely, Cambridgeshire, CB7 5GP	Freehold - Land only
Soham	Teal Avenue, Soham, Ely, Cambridgeshire, CB7 5UX	Freehold - Land only
Soham	North Drive, Soham, Ely, Cambridgeshire, CB7 5UD	Freehold - Land only
Soham	West Drive Crescent, Soham, Ely, Cambridgeshire, CB7 5EB	Freehold - Land only
Soham	West Drive, Soham, Ely, Cambridgeshire, CB7 5EA	Freehold - Land only
Soham	Herbert Human Close, Soham, Ely, Cambridgeshire, CB7 5ZT	Freehold - Land only
Soham	Julius Martins Lane, Soham, Ely, Cambridgeshire, CB& 5EH	Freehold - Land only
Soham	Thorn Street, Soham, Ely, Cambridgeshire, CB7 5FS	Freehold - Land only
Soham	Brewhouse Lane, Soham, Ely, Cambridgeshire, CB7 5JE	Freehold - Land only
Soham	Eastern Avenue, Soham, Cambridgeshire, CB7 5JF	Freehold - Land only

Soham	Brewhouse Lane, Soham, Ely, Cambridgeshire, CB7 5JE	Freehold - Land only
Soham	Brewhouse Lane, Soham, Ely, Cambridgeshire, CB7 5JE	Freehold - Land only
Soham	Lapwing Way, Soham, Ely, Cambridgeshire, CB7 5GE	Freehold - Land only
Soham	Kingfisher Drive, Soham, Ely, Cambridgeshire, CB7 5GP	Freehold - Land only
Soham	Chestnut Drive, Soham, Cambridgeshire, CB7 5FW	Freehold
Stetchworth	Strollers Way, Stetchworth, Newmarket, Cambridgeshire, CB8 9TZ	Freehold - Land only
Stetchworth	Adj 61 Strollers Way, Stetchworth, Newmarket, Cambridgeshire, CB8 9TZ	Licence - Land only
Stretham	The Crofters, Stretham, Ely, Cambridgeshire, CB6 3NF	Freehold - Land only
Sutton	Brookside, Sutton, Ely, Cambridgeshire, CB6 2PT	Freehold - Land only
Sutton	Brookside, Sutton, Ely, Cambridgeshire, CB6 2PT	Freehold - Land only
Sutton	Brookside, Sutton, Ely, Cambridgeshire, CB6 2PT	Freehold - Land only
Sutton	The Brook/Vermuyden Gardens, Sutton, Ely, Cambs, CB6 2QR	Freehold - Land only
Sutton	Mill Field, Sutton, Ely, Cambridgeshire, CB6 2QB	Freehold - Land only
Sutton	Churchill Close, Sutton, Ely, Cambridgeshire, CB6 2QF	Freehold - Land only
Sutton	Churchill Close, Sutton, Ely, Cambridgeshire, CB6 2QF	Freehold - Land only
Sutton	The Orchards, Sutton, Ely, Cambridgeshire, CB6 2PX	Freehold - Land only
Sutton	Churchill Close, Sutton, Ely, Cambridgeshire, CB6 2QF	Freehold - Land only
Sutton	Mill Field, Sutton, Ely, Cambridgeshire, CB6 2QB	Freehold - Land only
Sutton	The Brook/Vermuyden Gardens, Sutton, Ely, Cambs, CB6 2QR	Freehold - Land only
Sutton	The Brook/Vermuyden Gardens, Sutton, Ely, Cambs, CB6 2QR	Freehold - Land only
Swaffham Bulbeck	Maryland Avenue, Swaffham Bulbeck, Cambridge, CB25 0LT	Freehold - Land only
Swaffham Prior	Green Head Road, Swaffham Prior, Cambridge, CB25 0JT	Freehold - Land only
Wentworth	Main Street, Wentworth, Ely, Cambridgeshire, CB6 3QG	Freehold - Land only
Wicken	The Crescent, Wicken, Ely, Cambridgeshire, CB7 5XN	Freehold - Land only
Wilburton	Berristead Close, Wilburton, Ely, Cambridgeshire, CB6 3RS	Freehold - Land only
Witcham	Westway Place, Witcham, Ely, Cambridgeshire, CB6 2LG	Freehold - Land only
Witchford	East side of Orton Drive, Witchford, Cambridgeshire, CB6 2XE	Freehold - Land only
Witchford	Ward Way, Witchford, Ely, Cambridgeshire, CB6 2JR	Freehold - Land only
Witchford	Ward Way, Witchford, Ely, Cambridgeshire, CB6 2JR	Freehold - Land only
Witchford	Victoria Green, Witchford. Ely, Cambridgeshire, CB6 2XB	Freehold - Land only
	Land and Buildings	
	Downham Road (Football Club), Ely, Cambridgeshire, CB6 2SH	Lessor
	Former Mepal Outdoor Centre, Chatteris Rd, Mepal, CB6 2AZ	Freehold Land

The Maltings, Ship Lane, Ely, Cambridgeshire CB7 4BB	Lessor - Land & Buildings
The Hive, 15 Ely Leisure Village, Downham Road, Ely, Cambridgeshire, CB6 2FE	Lessor - Land & Building
Ely Leisure Village, Downham Road, Ely, Cambridgeshire, CB6 2FE	Freehold - Land only
Paradise Sports Centre , Newnham Street, Ely, Cambridgeshire, CB7 4PQ	Lessor - Land & Building
Maltings Cottage, Ship Lane, Ely, Cambridgeshire, CB7 4BA	Lessor - Land & Building
Oliver Cromwell House, 29 St Mary's Street, Ely, Cambridgeshire, CB7 4HF	Freehold Land & Building
Newnham Street, Ely, Cambridgeshire, CB7 4PQ	Freehold - Land & Buildings
Downham Road, Ely, Cambridgeshire, CB6 2SH	Freehold - Land only
Ely Museum, The Old Gaol House, 4 Lynne Road, Ely, Cambridgeshire, CB7 4EG	Lessor -Land & Building
Moorings- Commercial	Lessor
Public Conveniences	
Fountain Lane, Soham, Cambridgeshire, CB7 5ED	Lessee - Building only
Main Street, Littleport, Ely, Cambridgeshire, CB6 1HE	Freehold - Land & Building
Palace Green, Ely, Cambridgeshire, CB7 4EW	Freehold - Land & Building
The Cloisters,Market Place, Ely, Cambridgeshire, CB7 4ZH	Leasee - Land & Buildings
Ship Lane, Ely, Cambridgeshire, CB7 4BB	Freehold - Land & Building
Barton Road Car Park, Ely, Cambridgeshire, CB7 4HZ	Freehold - Land only
Residential Rental	
Cemetery Lodge, Ely CB7 4PW	Freehold
Wentworth Traveller's Site, Staples Field, Church Road, Wentworth, CB6 3QE	Lessor - Land & Building
Earith Bridge Traveller's Site	Leased from CCC
Burwell Traveller's Site	Leased from CCC
Road/Footpath/Verges/Visibility Splays	
Footpath- Parsonage Close, Burwell, Cambridge, CB25 0ER	Freehold - Land only
Footpath- Cutter Corner (Land off Annesdale/Victoria Street), Ely, Cambridgeshire, CB7 4BN	Freehold - Land only
Road- Cambridgeshire Business Park, Angel Drove, Ely, Cambridgeshire, CB7 4EX	Freehold - Land only
Shelter- High Street, Brinkley, Suffolk, CB8 0SF	
Market Place, Ely, Cambridgeshire, CB7 4NT	Market Rights
Elmside Road, Littleport, Cambridgeshire, CB6 1LJ	Land only
Footpath- Longfields, Ely, Cambridgeshire, CB6 3DN	Freehold - Land only
Footpath- Manor Court Road, Witchford, Ely, Cambridgeshire, CB6 2JW	Land only
St Catherines, Ely, Cambridgeshire, CB6 1AP	Freehold - Land only
Steward Close, Stuntney, Cambridgeshire, CB7 5TW	Road

Road- Foxwood site, Soham, Cambridgeshire, CB7 5TQ	Freehold - Land only
Road- Manor Close, Witchford, Ely, Cambridgeshire, CB6 2JB	Freehold - Land only
Verge- The Medway, Ely, Cambridgeshire, CB6 2WU	Freehold - Land only
Visibility Splay- West Drive Gardens, Soham, Ely, Cambridgeshire, CB7 5EF	Freehold - Land only
Visibility Splay- Beechwood Avenue, Bottisham, Cambridge, CB25 9BD	Freehold - land only
Visibility Splay-Orchard Estate, Little Downham, Ely, Cambridgeshire, CB6 2TU	Freehold - Land only
Visibility Splay- Orchard Estate, Little Downham, Ely, Cambridgeshire, CB6 2TU	Freehold - Land only

Asset	Budgeted Expenditure	Nature of Work	Actual Expenditure	Notes
Public Car Parks				
	50,000.00	Replacement Drainage Gullies Newnham Street		b/f from 2024/25- producing tender documents
	12,000.00	The Dock, ticket machine replacement		
	25,000.00	Resurfacing of Roadway at Newnham Street		b/f from 2024/25- producing tender documents
Total Public Car Parks	87,000.00		0.00	
Closed Churchyards				
	£4,000.00	Burwell Church Lower section Limewash		b/f from 2024/25- work ongoing
	20,000.00	St Marys Church- Gully/brickwork		
	3,900.00	Littleport Church- Wall		
	1,500.00	Cheveley Church- Wall		
	2,500.00	Isleham Church- Gate		
Total Closed Churchyards	31,900.00		0.00	
Littleport Depot				
	543,500.00	Depot Improvement Plan	536,463.77	
Total Littleport Depot	543,500.00		536,463.77	
Play Areas/Open Space				
Total Play Areas	0.00		0.00	
Public Conveniences				
	5,000.00	Annual Deep Cleaning of all Public Toilets		
	15,000.00	Refurbishment of Cloisters		b/f from 2024/25- to be programmed once works in area complete
	10,000.00	Light refurbishment of Palace Green		
Total Public Conveniences	30,000.00		0.00	
Public Footpaths/Open Spaces				
	10,000.00	Williams Close Street Lighting		
Total Public Footpaths/Open Space	10,000.00		0.00	
The Grange				
	30,000.00	The annexe lift		b/f from 2024/25- contract award imminent
Total The Grange	30,000.00		0.00	
70 Market Street, Ely				
	3,600.00	Installtion of secondary double glazing		b/f from 2024/25
Total 70 Market Street, Ely	3,600.00		0.00	

72 and 74 Market Street, Ely				
	20,000.00	Installation of secondary double glazing/window replacement		b/f from 2024/25
Total 72 Market Street, Ely	20,000.00		0.00	
Cemetery Lodge				
Total Cemetery Lodge	0.00		0.00	
Ely Museum				
	1,000	Annual Gutter Cleaning		
Total Ely Museum	1,000.00		0.00	
St Johns Road Garages				
Total St Johns Road Garages	0.00		0.00	
The Old Barn, Littleport				
Total The Old Barn, Littleport	0.00		0.00	
Mepal Outdoor Centre				
	11,471.40	Site security cameras		
Total Mepal Outdoor Centre	11,471.40		0.00	
Other				
Total Other	0.00		0.00	

Total Budgeted Expenditure	768,471.40	Spend to Date	536,463.77
Asset Management Budget	170,194.00		
Depot Reserve	543,500.00		
Contribution from S106/Other	55,000.00		

Asset	Budgeted Expenditure	Nature of Work	Actual Expenditure	Notes
Public Car Parks				
	50,000.00	Replacement Drainage Gullies Newnham Street		c/f to 2025/26
	25,000.00	Resurfacing of Roadway at Newnham Street	2,400.00	Temporary repair works are completed. c/f to 2025/26
Total Public Car Parks	75,000.00		2,400.00	
Closed Churchyards				
	£4,000.00	Burwell Church Lower section Limewash		In Progress
	42,000.00	Cheveley Closed Churchyard wall repairs b/fwd	41,000.00	Works Complete
		Swaffham Prior church gate repair	392.00	Works Complete
Total Closed Churchyards	46,000.00		41,392.00	
Littleport Depot				
	543,500.00	Depot Improvement Plan	536,463.77	Phase 1 car park work complete
Total Littleport Depot	543,500.00		536,463.77	
Play Areas/Open Space				
		Riverside seating area resurfacing	4,985.00	
		New flagpole in Country Park	820.47	Completed
Total Play Areas	0.00		5,805.47	
Public Conveniences				
	5,000.00	Annual Deep Cleaning of all Public Toilets	4,800.00	Completed
	15,000.00	Refurbishment of Cloisters		Not commenced- c/f to 2025/26
		Ship Lane, Ely- Pressure Improvement	1,656.00	Completed
		Roller door shutter replacement, Barton Road, Ely	872.00	Completed
		Collapsed sewage pipe, Littleport	6,321.00	Completed
Total Public Conveniences	20,000.00		13,649.00	
Public Footpaths/Open Spaces				
	5,000.00	Reactive work budget for street lighting		Inspection complete and no major works identified
Total Public Footpaths/Open Space	5,000.00		0.00	
The Grange				
		Install shower	2,844.00	Complete
		Change security door controls throughout	7,352.00	Complete
		The annexe lift		c/f to 2025/26
Total The Grange	0.00		10,196.00	
70 Market Street, Ely				

	9,000.00	Installation of secondary double glazing		c/f to 2025/26
Total 70 Market Street, Ely	9,000.00		0.00	
72 and 74 Market Street, Ely				
	15,000.00	Installation of secondary double glazing		c/f to 2025/26
		Replacement Fire Alarms	9,600.00	Completed
Total 72 Market Street, Ely	15,000.00		9,600.00	
Cemetery Lodge				
Total Cemetery Lodge	0.00		0.00	
Ely Museum				
	1,000	Annual Gutter Cleaning	2,135.00	Gutter Clearance and repair works completed with repair to wall
Total Ely Museum	1,000.00		2,135.00	
St Johns Road Garages				
	5,000.00	Budget for reactive works where necessary		None identified to date
Total St Johns Road Garages	5,000.00		0.00	
The Old Barn, Littleport				
Total The Old Barn, Littleport	0.00		0.00	
Mepal Outdoor Centre				
	11,471.40	Site security cameras	11,471.40	
Total Mepal Outdoor Centre	11,471.40		11,471.40	
Other				
Total Other	0.00		0.00	

Total Budgeted Expenditure	730,971.40	Spend to Date	633,112.64
Asset Management Budget	170,194.00		
Depot Reserve	543,500.00		
Contribution from S106/Other	30,000.00		

TITLE: Assets in Ely

Committee: Finance & Assets Committee

Date: 27 March 2025

Author: Director Commercial

Report number: Z159

Contact officer: Emma Grima, Director Commercial (ECDC)
Emma.grima@eastcambs.gov.uk The Grange, Ely.

1.0 Issue

- 1.1. To consider the freehold/leasehold transfer(s) of The Maltings, Maltings Cottage and Oliver Cromwell House, all located in Ely, to City of Ely Council.

2.0 Recommendations

- 2.1. Members are requested to:
- 2.2. Approve the transfers or, where relevant, extend the leases of The Maltings, Maltings Cottage and Oliver Cromwell House, Ely to City of Ely Council as set out in 4.7.1-4.7.8 of this report, and
- 2.3. Delegate authority to the Director Legal to complete the relevant legal documentation to implement 2.2 above.

3.0 Background/Options

- 3.1. There is a long history relating to all three of the assets being considered in this report. Below is a summary of each of the assets.

3.2. Maltings Cottage

- 3.2.1 In February 2013, as part of a wider consideration of assets and services provided in Ely, the Council entered into a full repairing lease with City of Ely Council for the Maltings Cottage, Ely. The lease is for a 25-year period. The terms of the lease require the building to be used for specific purposes and any other purpose would require the consent of the Council.
- 3.2.2 City of Ely Council initially intended to use the building for office accommodation to support their operating needs. It was also anticipated that there would be community use within the building. Shortly after completing the lease, City of Ely Council acquired Sessions House and took the decision to use that building to accommodate their operating needs.
- 3.2.3 Over the years City of Ely Council has taken steps to find an end user for the building. These efforts have been considered by the Council, through various committees, on numerous occasions.

- 3.2.4 Over time the condition of the building has deteriorated, and the Council has taken reasonable steps to work with City of Ely Council to prevent further deterioration of the asset. This matter was considered by the Council's Finance & Assets committee in July 2020.
- 3.2.5 In August 2020 City of Ely Council requested the Council to consider selling the Maltings Cottage to them. At the time discussions on freehold sale were not progressed as there were several outstanding matters that needed to be discussed.
- 3.2.6 In the proceeding years the Council has been working with City of Ely Council to resolve matters relating to the condition of the building. The Council has undertaken extensive monitoring of the building and has discussed this, at length, with City of Ely Council.
- 3.2.7 Both parties are satisfied with the outcome of investigations and are now able to consider the acceptable use of the building. City of Ely Council are aware that the District Council is not responsible for the refurbishment costs.
- 3.2.8 City of Ely Council has formally requested consent for the building to be used as a bed & breakfast on the first floor and a community use on the ground floor. This use was considered acceptable (subject to further committee approval) by the Council's Asset Development Committee in March 2019. City of Ely Council has once again asked the Council to consider transferring the freehold for a nominal sum or extending the current lease period so the lease would have 25 years remaining.

3.3. Oliver Cromwell House

- 3.3.1 In October 2017 Council, following a request from City of Ely Council, approved the transfer of tourism, town centre and events function to City of Ely Council. This approval included a 10-year, full repairing, lease at a peppercorn rent with a mutual option to extend the lease.
- 3.3.2 In August 2024 City of Ely Council identified works that needed to be undertaken at Oliver Cromwell House. At this point in time there were 4 years remaining on the existing lease and later requested an extension of the lease to be granted. This would then enable them to make an investment decision on the works that need to be undertaken.
- 3.3.3 In November 2024 City of Ely Council followed up their request and asked the Council to consider whether it would be acceptable to the Council to consider gifting the building to City of Ely Council and if this was not acceptable to formally consider the previously requested extension, likely to be for 25 years.
- 3.3.4 Members should note the Council cannot extend the lease or dispose of the freehold title of the asset before first offering it to the Diocese of Ely, this is known as a pre-emption right. Therefore, any decision taken will be subject to this pre-emption right. Consent was previously sought from the Diocese of Ely to lease the building to City of Ely Council for 10 years.

3.4. The Maltings

- 3.4.1 In November 2013 the Council's Community & Environment Committee approved the transfer of various services from the Council to City of Ely Council. The Maltings formed part of this approval and a long term, full repairing, lease was granted for a peppercorn rent, to City of Ely Council.
- 3.4.2 Since this time City of Ely Council has been successful in securing an end user for the property.
- 3.4.3 During discussions relating to Maltings Cottage and Oliver Cromwell House, City of Ely Council requested that the Council consider whether it would be prepared to consider a freehold sale of the building to City of Ely Council for a nominal sum.

4.0 Arguments/Conclusions

- 4.1. On 21 February 2025 a meeting was held between the Council and City of Ely Council to discuss how to progress matters relating to Maltings Cottage and Oliver Cromwell House. During discussions, City of Ely Council requested the Council to consider the freehold sale of The Maltings. Both parties were aware that any proposal would be subject to the formal consideration of their respective committees.
- 4.2. It should be noted that the proposal set out below is subject to the formal approval of City of Ely Council and it is understood that the matter is being formally considered by City of Ely Council shortly.
- 4.3. This proposal has been constructed based on the numerous requests from City Ely Council and against the backdrop of Local Government Reorganisation. Members will be aware of the direction of travel from government and the move toward Unitary Council's. This proposal ensures that the assets continue to honour the original intentions, i.e. that they are available for the benefit of the people of Ely.
- 4.4. All of the assets referenced in this report are under the prescribed control (through leases) of City of Ely Council. The Maltings and Oliver Cromwell House are leased on a peppercorn rent (£1 per property, per annum). Maltings Cottage earns the Council a modest rental income of £5,750 per annum.
- 4.5. Members will appreciate that discussions on some matters have spanned multiple years and it is now time for the Council to make a formal decision, which in turn will enable City of Ely Council to take decisions on future investment.
- 4.6. The proposal outlined in 4.7.1-4.7.8 below accommodates an 'either/or' scenario and is designed to prevent further delay to a final decision being made.
- 4.7. Members are recommended to:
 - 4.7.1. Approve the freehold sale of Maltings Cottage, Ely, to City of Ely Council for £1 (subject to a restriction preventing the use or sale of the building for residential purposes),
 - 4.7.2. Approve the freehold sale of The Maltings, Ely, to City of Ely Council for £1 (subject to a restriction preventing the use or sale of the building for residential purposes),

- 4.7.3. Approve the freehold sale of Oliver Cromwell House, Ely, to City of Ely Council for £1 (subject to the consent of the Diocese of Ely and the agreement of the restrictions contained with the original deed of sale between the Council and the Diocese of Ely dated 7 June 1988),
- 4.7.4. In the event that City of Ely Council decide that it does not wish to acquire the freehold of the assets members are requested to:
- 4.7.5. Approve the extension of the lease at Maltings Cottage so that the lease has 25 years remaining at the time of completion of the extension on the same terms agreed in the 2013 lease,
- 4.7.6. Approve the request from City of Ely Council to use Maltings Cottage for the purpose of first floor bed and breakfast and ground floor community use,
- 4.7.7. Approve the extension of the lease at Oliver Cromwell House so that the lease has 25 years remaining at the time of completion of the extension, on the same terms agreed in the 2018 lease, and
- 4.7.8. Agree that each party will be responsible for their own legal fees in this matter.

5.0 Additional Implications Assessment

Financial Implications	Legal Implications	Human Resources (HR) Implications
Yes	Yes	No
Equality Impact Assessment (EIA)	Carbon Impact Assessment (CIA)	Data Protection Impact Assessment (DPIA)
Not required	Not required	Not required

(a) Financial implications

- 5.1. As identified in 4.4, if Members were to approve the proposal relating to the disposal of the freehold for Maltings Cottage then there will be a loss of £5,750 per annum. This will not have an overly detrimental impact on the Council's Medium Term Financial Strategy.

(b) Legal implications

- 5.2. If members approve the recommendations in this report, there will be a need to complete either land sale agreements or leases (as appropriate). Further, in order to consider either freehold transfer of Oliver Cromwell House, the Council will need to formally write to Diocese of Ely in relation to their pre-emption rights.

6.0 Appendices

Appendix 1- Site Plans

7.0 Background documents

20 November 2013- Community & Environment Committee (Agenda Item 16)- EXEMPT
 5 October 2017- Council (Agenda Item 15)
 25 March 2019- Asset Development Committee (Agenda Item 10)- EXEMPT

23 July 2020- Finance & Assets Committee (Agenda Item 19)- EXEMPT
4 March 2021- Finance & Assets Committee (Agenda Item 16)- EXEMPT

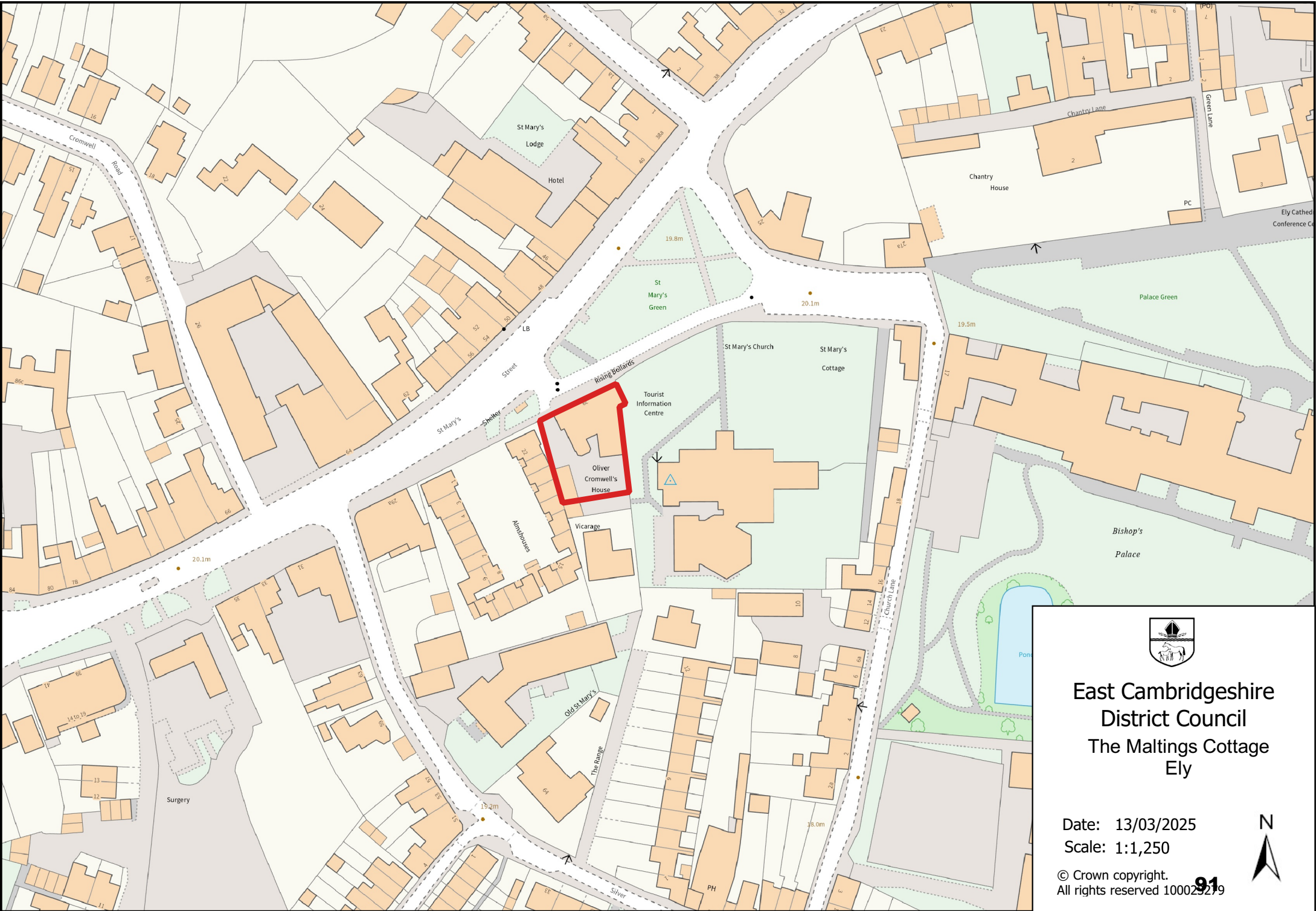


East Cambridgeshire
District Council
The Maltings Cottage
Ely

Date: 13/03/2025
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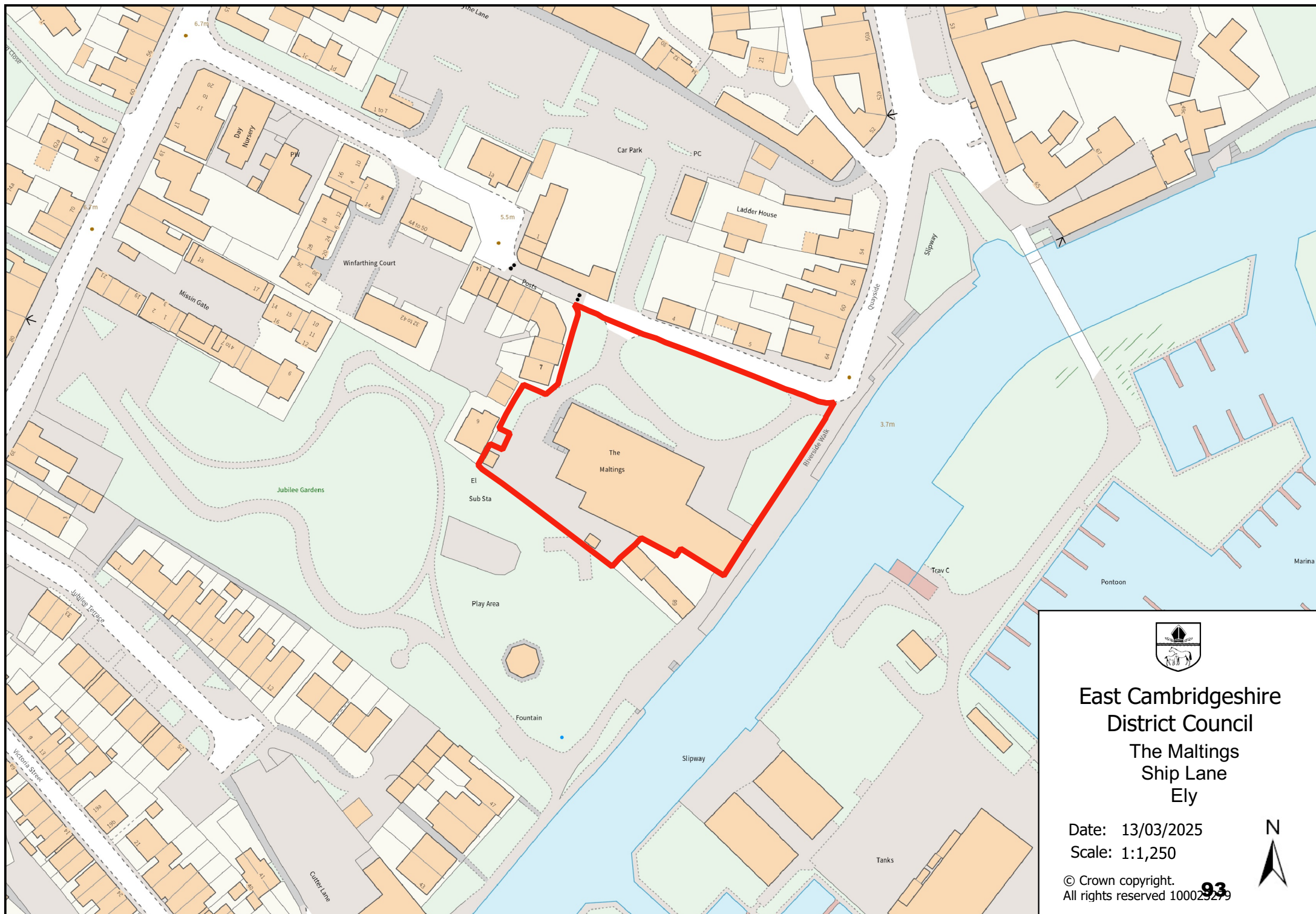


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The Maltings Cottage
Ely**

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**East Cambridgeshire
District Council**
The Maltings
Ship Lane
Ely

Date: 13/03/2025
Scale: 1:1,250

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TITLE: ANNUAL REVIEW OF REGULATION OF INVESTIGATORY POWERS ACT 2000 (“RIPA”) POLICIES

Committee: Finance & Assets Committee

Date: 27 March 2025

Author: Director Legal & Monitoring Officer (Senior Responsible Officer)

Report number: Z157

Contact officer: Maggie Camp, Director Legal & Monitoring Officer,
maggie.camp@eastcamb.gov.uk 01353 616277 Room 112 The Grange Ely

1.0 Issue

To update Members on the annual review of the RIPA Policies and provide Members with a report on the use of RIPA powers by the Council.

2.0 Recommendations

2.1. Members are requested to note the report.

3.0 Background/Options

3.1. Members may recall that a report was brought to Finance & Assets Committee on 30th March 2023 with a new Regulation of Investigatory Powers Act 2000 (“RIPA”) Policy & Guidance and a new Covert Human Intelligence Sources (“CHIS”) Policy & Guidance on 30th March 2023. It was agreed that both policies should be reviewed annually in line with guidance received from the Investigatory Powers Commissioner’s Office (“IPCO”).

3.2. Members approved amendments to both Policies on 28th March 2024, which included recommendations in relation to staff training. The Director Legal & Monitoring Officer and Information Officer have reviewed both policies and report that no amendments are necessary.

3.3. The IPCO guidance also sets out that Members should review the Council’s use of the legislation at least once a year. The Legal Department retains a confidential Central Register for applications and the RIPA Coordinating Officer is responsible for the administration of the Central Register. The Central Register records that there has been 1 application for Directed Surveillance since the RIPA Policies were reviewed in March 2024.

3.4. Staff training It has been identified that there has been 2 new Service Leads appointed to the Council who will require training as Authorising Officers and the Director Legal & Monitoring Officer is currently arranging this. The training provider also provides an annual subscription service with updates and training to which the Council will be subscribing.

4.0 Arguments/Conclusions

4.1. No new guidance or legislation has been issued to require any amendments to the Policies and therefore the Policies do not need any amendments at this stage.

5.0 Additional Implications Assessment

5.1 In the table below, please put Yes or No in each box:

Financial Implications No	Legal Implications No	Human Resources (HR) Implications No
Equality Impact Assessment (EIA) No	Carbon Impact Assessment (CIA) No	Data Protection Impact Assessment (DPIA) No

6.0 Appendices

None.

7.0 Background documents

Report to Finance & Assets Committee – 28th March 2024 – Regulation of Investigatory Powers Act 200 (“RIPA”) Policy & Guidance and Covert Human Intelligence Sources (“CHIS”) Policy & Guidance

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 11

LEAD OFFICER: Sally Bonnett, Director Community
Democratic Services Officer: Jane Webb

Thurs 26 June 2025	4:30pm
Chair's Announcements	Chair
Actions taken by the Chief Executive on the grounds of urgency (if any)	DSO
Forward Agenda Plan	DSO
Write-off of unrecoverable debt (if any)	Director Finance and S151 Officer
Climate and Nature Strategy	Climate Change and Natural Environment Manager
Draft Local Nature Recovery Strategy (LNRS)	Climate Change and Natural Environment Manager
Assets Update	Open Spaces & Facilities Manager
Appointments, Transfers, Resignations [EXEMPT]	HR Manager
ECTC Management Accounts (Jan-March 2025) [EXEMPT]	ECTC Finance Manager
Annual Reports of Representatives on Outside Bodies	DSO
Financial Outturn Report 2024/25	Director Finance and S151 Officer
Treasury Operations Annual Performance Review	Director Finance and S151 Officer
Health and Safety Annual Report	Health & Safety Manager
Thurs 25 September 2025	4:30pm
Chair's Announcements	Chair
Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
Local Council Reduction Scheme Policy Review	Director Finance and S151 Officer
MTFS Update	Director Finance and S151 Officer
Budget Monitoring Q1	Director Finance and S151 Officer
Gender Pay Report	HR Manager
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO
EXEMPT – ECTC Management Accounts	ECTC Finance Manager
Thurs 27 November 2025	4:30pm
Chair's Announcements	Chair
Service Delivery Plans – 6-Month Performance Update	Service Leads
NERC Act s40A Biodiversity Report	Climate Change and Natural Environment Manager
Final Local Nature Recovery Strategy (LNRS)	Climate Change and Natural Environment Manager
Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
Finance Report	Director Finance and S151 Officer
Q2 Budget Monitoring	Director Finance and S151 Officer

Notes:

- 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked ***
- 2. Agenda items in italics are provisional items / possible items for future meetings.**

FINANCE & ASSETS COMMITTEE
ANNUAL AGENDA PLAN

AGENDA ITEM NO 11

LEAD OFFICER: Sally Bonnett, Director Community
Democratic Services Officer: Jane Webb

Treasury Management Update	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
Annual Infrastructure Funding Statement	Director Community
ECTC Half Yearly Report	Director Commercial
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO
EXEMPT – ECTC Management Accounts	ECTC Finance Manager
Thurs 29 January 2026	4:30pm
Chair's Announcements	Chair
Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
2026/27 Annual Treasury Management Strategy MRP & AIS	Director Finance and S151 Officer
Q3 Budget Monitoring	Director Finance and S151 Officer
Revenue Budget 2026/27	Director Finance and S151 Officer
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO
EXEMPT – Appointments, Transfers, Resignations	HR Manager
Thurs 26 March 2026	4:30pm
Chair's Announcements	Chair
Service Delivery Plans 2026/27	Service Leads
Write-Off of Unrecoverable Debt (if any)	Director Finance and S151 Officer
Assets Update	Open Spaces & Facilities Manager
Assets Management Plan 2026/27	Open Spaces & Facilities Manager
Annual Review RIPA Policies	Director Legal
ECTC Annual Business Plan 2026/27	ECTC Finance Manager
ECTC Management Accounts	ECTC Finance Manager
Actions Taken by the Chief Executive on the grounds of Urgency (if any)	DSO
Forward Agenda Plan	DSO

Notes:

1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked *
2. Agenda items in italics are provisional items / possible items for future meetings.