



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

THE GRANGE, NUTHOLT LANE,
ELY, CAMBRIDGESHIRE CB7 4EE
Telephone: 01353 665555

MEETING: **ASSET DEVELOPMENT COMMITTEE**

TIME: 4:00pm

DATE: 25th March 2019

VENUE: Council Chamber, The Grange, Nutholt Lane, Ely

ENQUIRIES REGARDING THIS AGENDA: Adrian Scaites-Stokes

DIRECT DIAL:(01353) 616456 EMAIL: adrian.scaites-stokes@eastcambs.gov.uk

Membership:

Conservative Members

Cllr Bill Hunt (Chairman)
Cllr Lisa Stubbs (Vice Chairman)
Cllr Christine Ambrose Smith
Cllr David Ambrose Smith
Cllr Paul Cox
Cllr Mathew Shuter

Substitutes

Cllr Ian Bovingdon
Cllr Lis Every
Cllr Mike Rouse

Lead Officer:

John Hill, Chief Executive

Quorum: 3 Members

Liberal Democrat Member

Cllr Lorna Dupré
(Spokesperson)

Substitute

Cllr Sue Austen
Cllr Christine Whelan

A G E N D A

1. Public Question Time
- the meeting will commence with up to 15 minutes public question time
2. Apologies and Substitutions
3. Declarations of Interest
To receive declarations of interest from Members for any items on the Agenda in accordance with the Members Code of Conduct.

4. Minutes:
Asset Development Committee 17th December 2018
5. Chairman's Announcements
6. Asset Maintenance Programme 2018/19
7. EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS

That the press and public be excluded during the consideration of the remaining item nos. 8 to 12 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 1,2 and 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

8. Ely Riverside Moorings – Report 1
9. Ely Riverside Moorings – Report 2
10. Asset in the Parish of Ely
11. Land Development Opportunities and Asset Development Programme Update 2018/19
12. Exempt Minutes:
Asset Development Committee 17th December 2018

NOTES:

1. The maximum capacity for meetings in the Council Chamber has been set by the Fire Officer at 100 persons.
Allowing for Member/Officer attendance and room layout constraints, this will normally give **a capacity for public attendance of 60 people**.
Admittance to the Council Chamber is on a “**first come, first served**” basis and public access will be from 30 minutes before the start time of the meeting.
2. Fire instructions for meetings:
 - If the fire alarm sounds please make your way out of the building by the nearest available exit - i.e. the back staircase or the fire escape in the chamber. Do not to use the lifts.
 - The fire assembly point is in the front staff car park by the exit barrier.
 - This building has an auto-call system to the fire services, so there is no need for anyone to call the fire services.
 - The Democratic Services Officer will sweep the area to ensure that everyone is out of this area.
3. Reports are attached for each agenda item unless marked “oral”.
4. If required all items on the agenda can be provided in different formats (e.g. large type, Braille or audio tape, or translated into other languages), on request, by calling Main Reception on (01353) 665555 or e-mail: translate@eastcamb.gov.uk
5. 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).”



EAST
CAMBRIDGESHIRE
DISTRICT COUNCIL

AGENDA ITEM NO. 4

Minutes of a meeting of the Asset Development Committee held in the Council Chamber, The Grange, Nutholt Lane, Ely on 17th December 2018 at 4:00pm.

P R E S E N T

Councillor Bill Hunt (Chairman)
Councillor Christine Ambrose Smith
Councillor David Ambrose Smith
Councillor Paul Cox
Councillor Lorna Dupré
Councillor Mathew Shuter
Councillor Lisa Stubbs

I N A T T E N D A N C E

Maggie Camp – Legal Services Manager and Monitoring Officer
Spencer Clark – Open Spaces & Facilities Manager
Emma Grima – Director, Commercial
John Hill – Chief Executive
Phil Rose – Head of Property & Development, East Cambs
Trading Company
Adrian Scaites-Stokes – Democratic Services Officer

25. **PUBLIC QUESTION TIME**

There were no public questions.

26. **APOLOGIES AND SUBSTITUTIONS**

Apologies were offered on behalf of Councillor Christine Ambrose Smith, who would be arriving late.

27. **DECLARATIONS OF INTEREST**

Councillors Mathew Shuter and Bill Hunt declared prejudicial interests in agenda item number 12, as they were the Chairman and Vice Chairman respectively of the County Council committee responsible for the service in question.

28. **MINUTES**

It was resolved:

That the minutes of the Asset Development Committee meeting held on 8th October 2018 be confirmed as a correct record and be signed by the Chairman.

29. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

- The Chairman was pleased to say that six coach bays had been provided at the Downham Road site, which was one more than the previous provision at Barton Road. The works to create these spaces had allowed the Council to help Ely Football Club repair its roadway and car park. The coach companies had been contacted to make them aware of this provision, which would give their drivers opportunities to use the toilet and leisure facilities on that site.
- The Council was constantly looking at car parking provision within Ely and, although one space had been lost at Barton Road, an additional three had been gained elsewhere. It was hoped that by the end of the financial year the relocation of four disabled spaces in the Newnham Street car park would be completed. This would give disabled drivers closer access to the town centre and would also permit the creation of an extra six parking spaces elsewhere in the car park.
- A letter had been received from the Chairman of the Cambridge and District MG Owners Club thanking the Open Space & Facilities Manager and Committee Chairman for allowing the Club to hold its Annual Charity Fund Raiser using Palace Green, Ely on 15th February 2020. This would provide extra interest in the city and these sort of events would be welcomed.

30. **BURWELL PUBLIC CONVENIENCES**

The Committee considered a report, reference T157 previously circulated, about the transfer of the freehold of the public conveniences at The Causeway, Burwell.

The Director Commercial reminded the Committee that the conveniences had been closed previously, following an overall review. Since then Burwell Parish Council had come to realise how well the public conveniences had been used and had requested obtaining the freehold of it. Consequently, negotiations had taken place with the Parish Council, who stated that it would take steps to improve this facility. 60% of its use would be as a public convenience with 40% used for storage. If the facility at any time was not used as a convenience the freehold would revert back to this Council. It could not just be used for storage. It was recommended to agree to transfer the freehold, subject to appropriate conditions.

It was resolved:

That the transfer (at the value of £5.00) of the freehold of the public conveniences at the Causeway, Burwell to Burwell Parish Council, subject to the conditions set out in 3.5.1 of this report, be approved.

31. **BARTON ROAD PUBLIC CONVENIENCE IMPROVEMENTS**

The Committee considered a report, reference T158 previously circulated, on improvements to the public conveniences at Barton Road, Ely.

The Director Commercial advised the Committee that the facility at Barton Road had been identified for retention but some cosmetic work had been required. Since then, further investigation had shown up the need to do more work. This would be funded through Section 106 (S106) contributions and would include re-tiling, provision of waterless urinals, replacing taps and other minor works. Using the S106 funds would have no impact on the Council's budget.

In response to Councillor Paul Cox's query about the waterless urinals, it was explained that these would reduce smells, produce a cost saving and would be simpler to maintain.

Councillor Lorna Dupré questioned the contributions from S106 funds and the City of Ely Council's contribution. Would some of the other Council's contribution be used as part of the £20,000? It was not clear how much S106 money would be used, as it was not shown in the figures. The Chief Executive clarified that the funding for the proposed works would only come from S106 funds and added that clarification to the officer's recommendation.

Councillor David Ambrose Smith asked whether the City Council's annual contribution was on an unlimited basis. The Director Commercial explained that the City Council considered its contribution on an annual basis and would be contributing at least until 2019/20.

Councillor Bill Hunt expected the public convenience to continue to be used and noted that the City of Ely Council had a budget of £7,000 for annual maintenance. He also noted that the re-tiling would be from floor to ceiling but asked how the ceiling would be dealt with. The Open Spaces & Facilities Manager explained that this could be re-painted.

It was resolved:

That the Director Commercial be authorised to spend up to £20,000 from Section 106 funds to make improvements to the public conveniences at Barton Road, Ely.

32. **ASSET MAINTENANCE PROGRAMME 2018/19**

The Committee considered a report, reference T159 previously circulated, updating Members on the Asset Management Planned Maintenance Programme for 2018/19.

The Open Spaces & Facilities Manager advised the Committee that the works to the gully and roof in the Annex had been completed. Work on the flat roof in the main building had also been completed but following subsequent re-decorating work a beam on the first floor had been uncovered which required work and further investigation due to its deterioration. So the re-decorating work had stopped until this investigation was completed. As this meant the first floor corridor was blocked off, the fire evacuation procedures had been amended.

Future work related to continuing work reducing the height of the wall on Barton Road. The Council had been advised that the wall had been too high and needed to be lowered. This work was ongoing and local residents had been consulted first. This was quite a big job and specialists had been called in due to the materials used.

Councillor Bill Hunt asked when the extra car parking spaces in Newnham Street would be in operation. The Open Spaces & Facilities Manager revealed that there were some very large conifers to be removed, the fence checked and measurements for the new parking spaces to be completed. It was hoped that this work would be done in the New Year.

Councillor Christine Ambrose Smith joined the meeting at this point, 4:24pm.

It was resolved:

That the actual spend (at 30th November 2018) set out in Appendix 1 be noted.

33. **FORWARD AGENDA PLAN**

The Committee considered and noted its Forward Agenda Plan.

34. **EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS**

It was resolved:

That the press and public be excluded during the consideration of the items 11 to 13 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 Categories 1, 2 and 3 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

35. **EAST CAMBS TRADING COMPANY LTD (ECTC) OFFICE ACCOMMODATION**

The Committee considered an Exempt report, reference T160 previously circulated, concerning the office accommodation of the East Cambs Trading Company (ECTC).

The Chief Executive advised the Committee as to the background to the issue, the questions that needed to be considered, the relevant evidence and the recommended course of action.

The Committee sought clarification on the work done, the issues and potential options, future provision and, when put to the vote, agreed to the recommendations.

It was resolved:

That the recommendations in the report be agreed.

*Councillors Bill Hunt and Mathew Shuter left the meeting at this point, 4:41pm.
Councillor Lisa Stubbs assumed the Chair.*

36. **ELY REGISTRY OFFICE – 74 MARKET STREET, ELY**

The Committee considered a report, reference T161 previously circulated, relating to Ely Registry Office.

The Legal Services Manager outlined the matter and set out the recommendations.

The Committee had no issues and agreed to the recommendations.

It was resolved:

That the recommendations in the report be agreed.

*Councillors Bill Hunt and Mathew Shuter rejoined the meeting at this point,
4:44pm.
Councillor Bill Hunt resumed the Chair.*

37. **LAND DEVELOPMENT OPPORTUNITIES AND ASSET DEVELOPMENT PROGRAMME UPDATE 2018/19**

The Committee considered an Exempt report T162, previously circulated, that provided an update on land development opportunities and the asset development programme.

The Head of Property & Development updated the Committee on a couple of development sites and the anticipated completion dates.

It was resolved:

That the progress in relation to the Land Development Opportunities and Asset Development Programme be noted.

The meeting concluded at 4:45pm.

ASSET MAINTENANCE PROGRAMME 2017/18

Committee: Asset Development Committee

Date: 25th March 2019

Author: Open Spaces & Facilities Manager

[T221]

1.0 ISSUE

1.1 To update Members on the Asset Management Planned Maintenance Programme for 2018/19

2.0 RECOMMENDATION

2.1 Members are requested to note actual spend (at 28th February 2019) set out in Appendix 1.

3.0 BACKGROUND/OPTIONS

3.1 Actual spend to date (from 28/2/2019) £118,747.39 representing 62.6% of total estimated maintenance programme costs for 2018/19 programme.

4.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

4.1 Equality Impact Assessment (EIA) not required.

5.0 APPENDICIES

5.1 Appendix 1 – Asset Management Planned Maintenance Programme 2018/19.

Background Documents	Location	Contact Officer
None	Room 106	Spencer Clark
	The Grange Ely	Open Spaces & Facilities Manager (01353) 616364 E-mail:

spencer.clark@eastcambs.gov.uk

Asset Management Budget

APPENDIX

Asset	Planned Expenditure	Nature of Work	Committed to Date	Notes	Additional Expenditure	Nature of Work
Public Car Parks						
	12,000.00	The Grange- Resurfacing/Repairs	0.00	Works b/fwd from last year		
	4,000.00	Drainage gully cleaning in all car parks				
	2,500.00	Emptying of interceptor tanks in all car parks		These have been paid for out of the car park budget		
	1,000.00	Newnham Street- Walkway white lining				
	6,600.00	Newnham Street- Reconfiguration of disabled spaces				
	2,500.00	General Pot hole repairs				
	10,000.00	Streetlight survey/repairs				
Un-planned works						
Total Public Car Parks	38,600.00		0.00		0.00	
Closed Churchyards						
	8,000.00	Roadway repair - St Mary's - Burwell				
	300.00	Jetting of drain in St Marys Churchyard				
Total Closed Churchyards	8,300.00		0.00		0.00	
Barton Road						
					1,200.00	Wall Repair
Un Planned works					7,980.00	Barton Road Wall Reduction
Total Barton Road	0.00		0.00		9,180.00	
Littleport Depot						
	165.00	Emptying of septic tank (up to 1,000 gallons)				
	80.00	Legionella Risk Assessments		Paid for from Depot budget		
Un-planned works						
Total Littleport Depot	245.00		0.00		0.00	
The Hive Leisure Centre						
		Pumping Station service / maintenance	TBA			
		Car Park Maintenance & Drainage	TBA			
		Streetlighting	TBA			
		Barrier - Service / maintenance	TBA			
Un-Planned works						
Total The Hive Leisure Centre	0.00		0.00		0.00	
Play Areas						
	5,000.00	Equipment replacement		These have been purchased from the open spaces budget		
Un-Planned works						
Total Play Areas	5,000.00				0.00	
Public Conveniences						
	1,000.00	Legionella Risk Assessments		Paid for from toilet budgets		
	5,000.00	Redecoration and tiling - Barton Road				
Un-planned works						
Total Public Conveniences	6,000.00		0.00		0.00	

Asset Management Budget

Asset	Planned Expenditure	Nature of Work	Committed to Date	Notes	Additional Expenditure	Nature of Work
Public Footpaths/Open Spaces						
	15,000.00	Repair to various footpaths			262.04	Sluice artwork electrical fault
	13,700.00	Manor Court Road Footpath	13,650.00	Completed	233.33	Cleaning of Ely Bus shelters
	10,000.00	District Streetlights	1,596.90	Replacement streetlight heads in Manor Court, Witchford	361.90	Repairs to gate in Palace Green
Un-planned works						
Total Public Footpaths/Open Space	38,700.00		15,246.90		857.27	
The Grange						
	3,000.00	Replacement carpet	0.00	Replacement programme		
	12,500.00	Gully roof repairs (estimated cost)	12,850.00	Completed		
	125.00	Legionella Risk Assessment		Paid from The Grange budget		
					3,596.40	Server room gas suppression remedial works following service
Un-planned works						
Total The Grange	17,425.00		12,850.00		3,596.40	
Wentworth Travellers Site						
	1,000.00	Jetting of drainage gullies and emptying interceptor tank		Annual routine maintenance	39.74	Plot 5 Call Electrical call out
	512.00	Servicing of sewage treatment plant		Paid from Wentworth budget		
	170.00	Legionella Risk Assessment		Paid from Wentworth budget		
	85.00	De-sludge of treatment plant (per 1,00 gallons)		Paid from Wentworth budget		
Un-planned works						
Total Wentworth Travellers Site	1,767.00		0.00		39.74	
Unit 6 St Thomas Place						
					20.83	Toilet syphon
Total Unit 6 St Thomas Place	0.00		0.00		20.83	
Unit 8 St Thomas Place						
Total Unit 8 St Thomas Place	0.00		0.00		0.00	
70 Market Street, Ely (CAB)						
	125.00	Legionella risk assessment	123.38	Completed		
Total 70 Market Street, Ely (CAB)	125.00		123.38		0.00	
72 Market Street, Ely						
	125.00	Legionella risk assessment	123.38	Completed	4029.48	Replacement boiler
					129.5	Fire Alarm Service
					193.39	Installation of Emergency light
					4156.9	Decoration
					730.20	Stair lift service and repairs
Total 72 Market Street, Ely (Cambs Acre)	125.00		123.38		9,239.47	
74 Market Street, Ely (Registry Office)						
Total 74 Market Street, Ely (Registry Office)	0.00		0.00		0.00	

Asset Management Budget

Asset	Planned Expenditure	Nature of Work	Committed to Date	Notes	Additional Expenditure	Nature of Work
Cemetery Lodge						
	150.00	Boiler servicing/Gas safe check		Annual routine maintenance		
Total Cemetery Lodge	150.00		0.00		0.00	
Ely Museum						
	4,500.00	Main roof surfaces investigation	0.00	Not started		These works have been carried forward from last year. After a meeting with the Museum and Chairman we now know the timescales of the Museums work programme and works identified here will be carried out to ensure the Council is maintaining its asset.
	4,000.00	Insulation of main roof space	0.00	Not Started		
	3,000.00	Replacement of lead flashing on chimney stacks	0.00	Not Started		
	1,500.00	Replacement of roof tiles	0.00	Not Started		
	500.00	Internal flues to be ventilated and capped externally	0.00	Not Started		
	1,000.00	Installation of French drain	0.00	Not Started		
	1,000.00	Ventilation of roof space	0.00	Not Started		
	5,000.00	Main walls to be repointed	0.00	Not Started		
	4,000.00	External window/door/eaves joinery repair wet rot damage	0.00	Not Started		
	4,000.00	Investigate and undertake floor repairs	0.00	Not Started		
	6,000.00	Internal replastering	0.00	Not Started		
	395.00	Fire alarm monitoring				
	125.00	Legionella risk assessment	123.38	Completed		
Total Ely Museum	35,020.00		123.38		0.00	
St Johns Road Garages						
	250.00	Jetting of drainage gullies		Routine Maintenance	484.00	Repairs to garage door
					182.85	Streetlight repairs
Total St Johns Road Garages	250.00		0.00		666.85	
The Old Barn, Littleport						
	125.00	Legionella risk assessment	123.38	Complete		
	395.00	Service of sewage dual pump	349.00	Complete		
Total The Old Barn, Littleport	520.00		472.38		0.00	
Market Place, Ely						
Un-planned works					1,000.00	Picket fence for Royal visit
					51,855.71	Upgrading of the bollards
Total Market Place, Ely	0.00		0.00		52,855.71	
Mepal Outdoor Centre						
	11,471.40	Monthly fee for security cameras - 955.95 per month	9,559.50			
Un-planned works						
Total Mepal Outdoor Centre	11,471.40		9,559.50		0.00	

Asset Management Budget

Asset	Planned Expenditure	Nature of Work	Committed to Date	Notes	Additional Expenditure	Nature of Work
Other						
Fixed Electicial Testing						
	800.00	ECIR reports Market Square	367.20			
	1,000.00	Wentworth Travellers Site		Paid from Wentworth budget		
Total Fixed Electrical Testing	1,800.00		367.20		0.00	
Contributions to works						
	-200.00	Ely museum fire alarm	-200.00			
Periodic Inspections, Surveys, Valuations & Misc. Projects						
None planned	16,000.00	Contingency			625.00	Valuation report Broad Street
					3,000.00	The Grange Building Survey
Total Misc. Projects	16,000.00		0.00		3,625.00	0.00
Valuation of Assets (end of year financial accounts)						
	3,500.00		0.00		0.00	
Valuation of Assets (corporate projects)						
	5,000.00		0.00		0.00	
	Approved Budget		Committed to Date		Additional	
	189,798.40		38,666.12		80,081.27	

118,747.39