



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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

MEETING: **ASSET DEVELOPMENT COMMITTEE**

TIME: 4:00pm

DATE: 31st May 2018

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 Christine Ambrose Smith
Cllr David Ambrose Smith
Cllr Paul Cox
Cllr Bill Hunt
Cllr Mathew Shuter
Cllr Lisa Stubbs

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

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 23rd April 2018
5. Chairman's Announcements
6. Asset Maintenance Programme 2018/19
7. Forward Agenda Plan
8. EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS

That the press and public be excluded during the consideration of the remaining item nos. 9 to 11 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).

9. Millfield, Sutton
10. Land Development Opportunities and Asset Development Programme Update 2018/19
11. Exempt Minutes:
Asset Development Committee 23rd April 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 9 October 2017 at 4:00pm.

P R E S E N T

Councillor Bill Hunt (Chairman)
Councillor Christine 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

Emma Grima – Director Commercial
Maggie Camp – Legal Services Manager and Monitoring Officer
Spencer Clark – Open Spaces & Facilities Manager
Phil Rose – East Cambs Trading Company
Tracy Couper – Democratic Services Manager

13. **PUBLIC QUESTION TIME**

There were no public questions.

14. **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Pearson.

15. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

16. **MINUTES**

It was resolved:

That the minutes of the Asset Development Committee meeting held on 3 July 2017 be confirmed as a correct record and signed by the Chairman.

17. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

The Chairman requested that the condolences and best wishes of the Committee be conveyed to the Chief Executive and his family following the death of his father.

The Chairman reported that the Mepal Outdoor Centre Working Party had met at the end of the preceding week, and had agreed to a two month delay in the tendering process to allow more time for prospective bidders to visit the site.

The Chairman reported that blocks had been installed at Angel Drove Commuter Car Park, Ely, to prevent recent instances of anti-social behaviour which had generated complaints from residents of Dovehouse Close and Potters Lane.

18. **ASSET MAINTENANCE PROGRAMME 2017/18**

The Committee considered a report, reference S138 previously circulated, that updated Members on the Asset Management Planned Maintenance Programme for 2017/18 including spend to date.

The Open Spaces & Facilities Manager advised that the Disability Discrimination Act (DDA) inspection had identified some remedial works required and the majority of these had been completed by in-house staff as part of the general maintenance programme. The remedial works arising from the asbestos surveys were substantially complete and work had commenced today on the installation of additional smoke detectors throughout The Grange.

In response to a question by the Chairman, the Open Spaces & Facilities Manager stated that the two items of the DEC Certificate and asbestos survey for the Maltings Cottage in the Asset Management Budget, were items that would have been expected to be completed on the transfer of such a property, but in future would be the responsibility of the City of Ely Council under the terms of the lease. The Chairman also reported that discussions were ongoing with Ely Museum regarding the repairs required to the building and terms of the lease, and a report would be submitted to the next meeting of the Committee.

The Open Spaces & Facilities Manager reported that the Poet's House Car Park barrier had sustained damage to the cable and control box and discussions would take place with the hotel regarding future repair responsibilities. Councillor Shuter queried if a CCTV camera could be used to monitor the barrier and the Open Spaces & Facilities Manager agreed to investigate.

It was resolved:

That the actual spend as at 31 August 2017 as set out at Appendix 1 to the submitted report be noted.

19. **ADDITIONAL PROJECTS – THE GRANGE**

The Committee considered a report, reference S140 previously circulated, detailing additional security and maintenance projects and replacement of equipment in the Council Chamber at the Grange, Ely.

The Chairman thanked Councillors Cox and Bradley for their expertise and assistance on the specification for improvements to the lighting in the Council Chamber. It was proposed that the Costs for this project be increased slightly to £4,200 compared to the figure detailed in the report of £3,923, to allow for a small enhancement to the specification. In response to a question by Councillor Shuter, the Open Spaces & Facilities Manager confirmed the project would comprise LED lighting.

On the audio visual replacement within the Council Chamber, the Open Spaces & Facilities Manager confirmed that this would not include electronic voting.

The Committee agreed to an amendment to the recommendations to allow the Director Commercial to vary the contract costs by up to 10%, in consultation with the Chairman or Vice-Chairman of the Committee.

It was resolved:

That approval be given to the additional expenditure detailed below in relation to projects at the Grange, Ely:

Installation of Intruder Alarm - £6,617

Upgrade and installation of additional security cameras - £12,352.64

Council Chamber lighting upgrade - £4,200

Audio Visual replacement - £20,105

and that the Director Commercial, in consultation with the Chairman or Vice-Chairman of the Committee, be authorised to vary the contract costs by up to 10%.

20. **ACTION TAKEN BY THE DIRECTOR OPERATIONS ON THE GROUNDS OF URGENCY**

The Committee considered a report, reference S139 previously circulated, detailing action taken by the Director Operations on the grounds of urgency regarding the composition of the Mepal Outdoor Centre Working Party.

It was resolved:

That the action taken by the Director Operations, to amend the quorum for the Mepal Outdoor Centre Working Party from 3 to 2 on grounds of urgency be noted.

21. **FORWARD AGENDA PLAN**

The Committee considered its Forward Agenda Plan. Councillor Dupré stated that, in the light of the delay in the tendering timetable referred to in Chairman's Announcements above, the item on Mepal Outdoor Centre Working Party – Recommendations of the Working Party would need to be moved from 4 December 2017 to 26th February 2018 meeting of the Committee.

It was resolved:

That the Forward Agenda Plan be noted and the following item be moved from 4 December 2017 to 26th February 2018 meeting of the Committee:

Mepal Outdoor Centre Working Party – Recommendations of the Working Party

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

It was resolved:

That the press and public be excluded during the consideration of the following 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 item(s) 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).

23. **LAND DEVELOPMENT OPPORTUNITIES AND ASSET DEVELOPMENT PROGRAMME UPDATE 2017/18**

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

The Committee was advised that the development at Barton Road, Ely was progressing well. Photographs of the works at The Dock car park were displayed at the meeting and it was reported that surfacing works would commence on 19 October 2017. Works at Littleport commuter car park had commenced today and should be completed by January 2018. The Chairman reported that discussions had taken place with the Access Group regarding the provision of disabled car parking spaces in the new commuter car parks. An additional 8 disabled spaces were proposed in The Dock car park on top of the 3 spaces already available in Angel Drove car park. However, the level of usage of these spaces would be monitored to ensure best use was made of the spaces.

The Chairman highlighted a typographical error in respect of the acreage for The Shade, Soham site and requested that reference be made to the Paradise Pool site in future reports to prevent any confusion with the wider Paradise site.

Members noted the comment in the report that a feasibility study for a potential land development opportunity now was not to be continued. Members commented that, as this had been commenced due to a decision by this Committee, a report should be submitted to the Committee on the issue.

It was resolved:

1. That the progress in relation to land development opportunities and the Asset Development Programme be noted.
2. That a report be submitted to the 4 December meeting of the Committee on the feasibility study in respect of an area of land at Ely.

24. **MEPAL OUTDOOR CENTRE**

The Committee received a verbal update on progress with regard to Mepal Outdoor Centre. Members noted the revised timetable for submission of recommendations to this Committee detailed above.

It was resolved:

That the verbal update report be noted.

25. **EXEMPT MINUTES – 3 JULY 2017**

It was resolved:

That the Exempt Minutes of the meeting held on 3 July 2017 be confirmed as a correct record and signed by the Chairman

The meeting concluded at 4:44pm.

APPENDIX 2

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				
	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						
Un Planned works						
Total Barton Road	0.00		0.00		0.00	
Littleport Depot						
	165.00	Emptying of septic tank (up to 1,000 gallons)				
	80.00	Legionella Risk Assessments				
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				
Un-Planned works						
Total Play Areas	5,000.00				0.00	
Public Conveniences						
	1,000.00	Legionella Risk Assessments				
	5,000.00	Redecoration and tiling				
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				
	13,700.00	Manor Court Road Footpath				
	10,000.00	District Streetlights				
Un-planned works						
Total Public Footpaths/Open Space	38,700.00		0.00		0.00	
The Grange						
	3,000.00	Replacement carpet	0.00	Replacement programme		
	12,500.00	Gully roof repairs (estimated cost)				
	125.00	Legionella Risk Assessment				
Un-planned works						
Total The Grange	17,425.00		0.00		0.00	
Wentworth Travellers Site						
	1,000.00	Jetting of drainage gullies and emptying interceptor tank		Annual routine maintenance		
	512.00	Servicing of sewage treatment plant				
	170.00	Legionella Risk Assessment				
	85.00	De-sludge of treatment plant (per 1.00 gallons)				
Un-planned works						
Total Wentworth Travellers Site	1,767.00		0.00		0.00	
Unit 6 St Thomas Place						
Total Unit 6 St Thomas Place	0.00		0.00		0.00	
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				
Total 70 Market Street, Ely (CAB)	125.00		0.00		0.00	
72 Market Street, Ely (Cambs Acre)						
	125.00	Legionella risk assessment				
Total 72 Market Street, Ely (Cambs Acre)	125.00		0.00		0.00	
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 damag	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				
Total Ely Museum	35,020.00		0.00		0.00	
St Johns Road Garages						
	250.00	Jetting of drainage gullies		Routine Maintenance		
Total St Johns Road Garages	250.00		0.00		0.00	
The Old Barn, Littleport						
	125.00	Legionella risk assessment				
	395.00	Service of sewage dual pump				
Total The Old Barn, Littleport	520.00		0.00		0.00	
Market Place, Ely						
Un-planned works						
Total Market Place, Ely	0.00		0.00		0.00	
Mepal Outdoor Centre						
	11,471.40	Monthly fee for security cameras - 955.95 per month				
Un-planned works						
Total Mepal Outdoor Centre	11,471.40		0.00		0.00	

Asset Management Budget

Asset	Planned Expenditure	Nature of Work	Committed to Date	Notes	Additional Expenditure	Nature of Work
Other						
Fixed Electical Testing						
ECIR reports Market Square	800.00					
Wentworth Travellers Site	1,000.00					
Total Fixed Electrical Testing	1,800.00		0.00		0.00	
Contributions to works						
	-200.00	Ely museum fire alarm	0.00			
Periodic Inspections, Surveys, Valuations & Misc. Projects						
None planned	16,000.00	Contingency				
Total Misc. Projects	16,000.00		0.00		0.00	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		0.00		0.00	

0.00

ASSET MAINTENANCE PROGRAMME 2018/19

Committee: Asset Development Committee

Date: 31st May 2018

Author: Open Spaces & Facilities Manager

[T8]

1.0 ISSUE

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

1.2 To advise on the Asset Management Plan for 2018/19.

2.0 RECOMMENDATION

2.1 Members are requested to note this update.

3.0 UPDATE

3.1 On 23 April 2018 Asset Development Committee approved a lease of 72 Market Street, Ely. The Mayor of the Cambridgeshire and Peterborough Combined Authority took possession of this property on 16 May 2018.

3.2 Members previously approved the Asset Maintenance Programme for 2018/19. Roof repairs at The Grange formed part of the planned works. These works are due to commence at the beginning of June 2018.

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
Manager	The Grange	Open Spaces & Facilities
	Ely	(01353) 616364 E-mail:

spencer.clark@eastcambs.gov.uk

ASSET DEVELOPMENT COMMITTEE

Lead Officer: John Hill, Chief Executive

FORWARD AGENDA PLAN

Democratic Services Officer: Adrian Scaites-Stokes

15th October 2018 4:00pm		17th December 2018 4:00pm		4th March 2019 4:00pm	
Agenda Planning Meeting #	TBA	Agenda Planning Meeting #	TBA	Agenda Planning Meeting #	TBA
Report Deadline:	3 rd October 2018	Report Deadline:	5 th December 2018	Report Deadline:	20 th February 2019
Asset Maintenance Programme 2017-18	S Clark	Asset Maintenance Programme 2018-19	S Clark	Asset Maintenance Programme 2018-19	S Clark
Land Development Opportunities & Asset Development Programme EXEMPT	P Rose ECTC	Land Development Opportunities & Asset Development Programme EXEMPT	P Rose ECTC	Land Development Opportunities & Asset Development Programme EXEMPT	P Rose ECTC
Forward Agenda Plan	A Scaites-Stokes	Forward Agenda Plan	A Scaites-Stokes	Forward Agenda Plan	A Scaites-Stokes