# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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


MEETING: **ASSET DEVELOPMENT COMMITTEE**
TIME: 4:00pm
DATE: 8th October 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 Bill Hunt (Chairman)
Cllr Lisa Stubbs (Vice Chairman)
Cllr Christine Ambrose Smith
Cllr David Ambrose Smith
Cllr Paul Cox
Cllr Mathew Shuter

**Liberal Democrat Member**

Cllr Lorna Dupré
(Spokesperson)

**Substitutes**

Cllr Ian Bovingdon
Cllr Lis Every
Cllr Mike Rouse

**Substitute**

Cllr Sue Austen
Cllr Christine Whelan

**Lead Officer:**
John Hill, Chief Executive

**Quorum:** 3 Members

# 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 31st May 2018

5. Chairman's Announcements

6. Mepal Outdoor Centre: Progress Report

7. Asset Maintenance Programme 2018/19

8. Forward Agenda Plan

9. EXCLUSION OF THE PUBLIC INCLUDING REPRESENTATIVES OF THE PRESS

   That the press and public be excluded during the consideration of the remaining item nos. 10 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).

10. Land Development Opportunities and Asset Development Programme Update 2018/19

11. Exempt Minutes:
    Asset Development Committee 31st May 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@eastcambs.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)."

**AGENDA ITEM NO. 4(a)**

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

# ASSET DEVELOPMENT COMMITTEE

Minutes of the meeting of the Asset Development Committee held in the Council Chamber, The Grange, Nutholt Lane, Ely on Thursday, 24 May 2018 at 6:39pm.

## P R E S E N T

Cllr Paul Cox
Cllr Lorna Dupré
Cllr Lis Every (as Substitute)
Cllr Bill Hunt
Cllr Mike Rouse (as Substitute)

## APOLOGIES

Cllr Christine Ambrose Smith
Cllr David Ambrose Smith
Cllr Mathew Shuter

## OFFICERS

John Hill – Chief Executive
Maggie Camp – Legal Services Manager and Monitoring Officer
Jo Brooks – Director Operations
Emma Grima – Director Commercial
Tracy Couper – Democratic Services Manager

## 1. ELECTION OF CHAIRMAN

Councillor Bill Hunt was nominated by Councillor Paul Cox and seconded by Councillor Mike Rouse. There being no other nominations:

It was resolved:

That Councillor Bill Hunt be elected as Chairman of the Asset Development Committee for the ensuing municipal year.

## 2. APPOINTMENT OF VICE-CHAIRMAN

Councillor Lisa Stubbs was nominated by Councillor Bill Hunt and seconded by Councillor Paul Cox. There being no other nominations:

It was resolved:

That Councillor Lisa Stubbs be appointed as Vice-Chairman of the Asset Development Committee for the ensuing municipal year.

The meeting concluded at 6:40pm.

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

**AGENDA ITEM NO. 4 (b)**

Minutes of a meeting of the Asset Development Committee held in the Council Chamber, The Grange, Nutholt Lane, Ely on 31st May 2018 at 4:00pm.

**P R E S E N T**

Councillor Bill Hunt (Chairman)
Councillor Paul Cox
Councillor Lorna Dupré
Councillor Mike Rouse (as Substitute)
Councillor Mathew Shuter
Councillor Lisa Stubbs

**IN ATTENDANCE**

Maggie Camp – Legal Services Manager and Monitoring Officer
Emma Grima – Director Commercial
John Hill – Chief Executive
Phil Rose – Strategic Land Advisor, East Cambs Trading Company
Adrian Scaites-Stokes – Democratic Services Officer

3. **PUBLIC QUESTION TIME**

There were no public questions.

4. **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were received from Councillors Christine Ambrose Smith and David Ambrose Smith.
Councillor Mike Rouse acted as a Substitute Member for this meeting.

5. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

6. **MINUTES**

It was resolved:
That the minutes of the Asset Development Committee meeting held on 23rd April 2018 be confirmed as a correct record and be signed by the Chairman.

## 7. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following announcements:

- The Palace Green, Ely toilets had been renovated and been subject to a 'deep clean' plus some re-tiling. The Barton Road toilets were scheduled for maintenance this year.
- The Council had tarmacked a road in Witchford previously and intended to attend to the adjacent footpath this year.

## 8. ASSET MAINTENANCE PROGRAMME 2018/19

The Committee considered a report, reference T8 previously circulated, updating Members on the Asset Management Planned Maintenance Programme for 2018/19 and the Asset Management Plan for 2018/19.

The Chairman circulated photographs of the Combined Authority's Mayor's new accommodation. The Mayor was keen to have a presence in Ely, with 5 or 6 people, although he would be based at Alconbury. It was good to have him in Ely and not necessarily in the same building as the Council.

*Councillor Paul Cox joined the meeting at this point, 4:05pm.*

The Director Commercial advised the Committee that only some new carpets and painting had been completed prior to the Mayor moving in. As part of the ongoing service, cleaning services would be provided.

Councillor Bill Hunt considered it a sensible approach, as the Mayor only had a 3-year tenancy and the move had been instigated quickly to unlock a new revenue stream.

Councillor Mike Rouse enquired about the £5K sum allocated for play areas, as he understood that the play areas had been handed over to the parish councils. The Director Commercial explained that the sum was not for anything specific but could be accessed in case there was a requirement to use it. This Council did still own some play areas.

Councillor Bill Hunt stated there was a policy to encourage parish councils to take on play parks by selling to them and the parish councils could then unlock potential grants unavailable to this Council. The Council could re-purchase those areas if they ceased to be used as play areas.

It was resolved:

That the update be noted.

## 9. FORWARD AGENDA PLAN

The Committee considered and noted its Forward Agenda Plan.

10. **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 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 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).

11. **SITE IN SUTTON**

The Committee considered an Exempt report T7, previously circulated, that provided information relating to an asset in Sutton.

The Legal Services Manager advised the Committee as to the background and options relating to the asset in Sutton. The Committee sought clarification on the actual piece of land in question.

It was resolved:
That the recommendations in the report be approved.

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

The Committee considered an Exempt report T9, previously circulated, that provided an update on land development opportunities and the asset development programme.

The Strategic Land Advisor confirmed that there were no further updates since publication of the report.

Councillor Bill Hunt made comments on a couple of assets within Ely, giving thanks to the consideration shown by some contractors and updating the Committee on one asset.

It was resolved:
That the progress in relation to the Land Development Opportunities and Asset Development Programme be noted.

13. **EXEMPT MINUTES**

It was resolved:
That the exempt minutes of the Asset Development Committee meeting held on 23rd April 2018 be confirmed as a correct record and be signed by the Chairman.

The meeting concluded at 4:19pm.

**AGENDA ITEM NO. 8**

**ASSET DEVELOPMENT COMMITTEE** **Lead Officer: John Hill, Chief Executive**

**FORWARD AGENDA PLAN** **Democratic Services Officer: Adrian Scaites-Stokes**

| 17th December 2018 4:00pm | | 4th March 2019 4:00pm | | TBA 2019 4:00pm | |
|---|---|---|---|---|---|
| Agenda Planning Meeting # | TBA | Agenda Planning Meeting # | TBA | Agenda Planning Meeting # | TBA |
| Report Deadline: | 5th December 2018 | Report Deadline: | 20th February 2019 | Report Deadline: | TBA |
| 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 |
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| Forward Agenda Plan | A Scaites-Stokes | Forward Agenda Plan | A Scaites-Stokes | Forward Agenda Plan | A Scaites-Stokes |
| | | | | | |

**AGENDA ITEM NO. 6**

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**TITLE:** **MEPAL OUTDOOR CENTRE: PROGRESS REPORT**

Committee: Asset Development Committee

Date: 8th October 2018

Author: Victor Le Grand, Senior Leisure Services Officer

[T116]

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## 1. ISSUE

1.1. To report on progress in the reinstatement and re-opening of Mepal Outdoor Centre.

## 2. RECOMMENDATION

2.1. Members are asked to note the contents of this report.

## 3. BACKGROUND

3.1. Council gave approval in April 2018 for officers to support a preferred partner in developing a new activities attraction at Mepal Outdoor Centre. It is anticipated that the new centre will build on the existing facilities, but will have a stronger commercial proposition. This should strengthen the appeal of the site to the community at large, and improve its long-term viability. The leasehold terms will be framed to reflect this more commercial approach, while protecting the long-term interests of both sides.

## 4. ARGUMENTS AND CONCLUSIONS

4.1. Officers met with the partner's senior management team on site in early June, and provided further site information so far as available. Further movement was held back by seasonal pressures on the preferred partner, but the company is now conducting more detailed investigations and surveys to confirm the scope of works required. The current focus is on general groundworks (primarily clearance and levelling as appropriate), the water depths and quality, the main reception & activity building, and the high ropes facility.

4.2. In parallel with this, officers are working with an external legal adviser to prepare appropriate heads of terms and leasehold documentation for discussion with the preferred partner when both sides are ready to proceed.

4.3. It is envisaged that these workstreams will converge to allow the first phase of reinstatement works to be carried out over the winter, with a view to the site re-opening for business in early summer 2019. It is not yet possible to provide a detailed timetable but officers will report back as such information becomes available.

4.4. We continue to receive new enquiries on a regular basis; all such enquirers are informed that the Council is following through the outcome of the market process undertaken last year, and that no new proposals will therefore be entertained at this stage.

## 5. FINANCIAL IMPLICATIONS / EQUALITY IMPACT ASSESSMENT

5.1. There are no new financial commitments or equality impacts arising from this report.

**APPENDIX 1**

| 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** | | | | | | |
| | | | | | 1,200.00 | Wall Repair |
| **Un Planned works** | | | | | | |
| | | | | | | |
| **Total Barton Road** | **0.00** | | **0.00** | | **1,200.00** | |
| **Littleport Depot** | | | | | | |
| | 165.00 | Emptying of septic tank (up to 1,000 gallons) | | | | |
| | 80.00 | Legionalla Risk Assesments | | | | |
| | | | | | | |
| **Un-planned works** | | | | | | |
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| **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 - Barton Road | | | | |
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| **Un-planned works** | | | | | | |
| **Total Public Conveniences** | **6,000.00** | | **0.00** | | **0.00** | |

| 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 | | |
| | 10,000.00 | District Streetlights | | | | |
| **Un-planned works** | | | | | | |
| | | | | | | |
| **Total Public Footpaths/Open Space** | **38,700.00** | | **13,650.00** | | **262.04** | |
| **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 | | | | |
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| **Un-planned works** | | | | | | |
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| **Total The Grange** | **17,425.00** | | **12,850.00** | | **0.00** | |
| **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 | | | | |
| | 170.00 | Legionella Risk Assessment | | | | |
| | 85.00 | De-sludge of treatment plant (per 1,00 gallons) | | | | |
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| **Un-planned works** | | | | | | |
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| **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 | | |
| | | | | | 129.5 | Fire Alarm Service |
| | | | | | 193.39 | Installation of Emergency light |
| | | | | | 4156.9 | Decoration |
| | | | | | 533.99 | Stair lift service and repairs |
| **Total 72 Market Street, Ely (Cambs Acre)** | **125.00** | | **123.38** | | **5,013.78** | |
| **74 Market Street, Ely (Registry Office)** | | | | | | |
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|---|---|---|---|---|---|---|
| **Total 74 Market Street, Ely (Registry Office)** | **0.00** | | **0.00** | | **0.00** | |

| 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 | 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 | | |
| | | | | | | |
| **Total St Johns Road Garages** | **250.00** | | **0.00** | | **0.00** | |
| **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** | | | | | | |
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| **Un-planned works** | | | | | | |
| | | | | | 11,892.30 | Upgrading of the bollards |
| **Total Market Place, Ely** | **0.00** | | **0.00** | | **11,892.30** | |
| **Mepal Outdoor Centre** | | | | | | |
| | 11,471.40 | Monthly fee for security cameras - 955.95 per month | 4,779.75 | | | |
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| **Un-planned works** | | | | | | |
| | | | | | | |
| **Total Mepal Outdoor Centre** | **11,471.40** | | **4,779.75** | | **0.00** | |

| 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 | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| **Total Fixed Electrical Testing** | **1,800.00** | | **367.20** | | **0.00** | |
| **Contributions to works** | | | | | | |
| | **-200.00** | Ely museum fire alarm | | | | |
| **Periodic Inspections, Surveys, Valuations & Misc. Projects** | | | | | | |
| None planned | 16,000.00 | Contingency | | | **625.00** | **Valuation report Broad Street** |
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| **Total Misc. Projects** | **16,000.00** | | **0.00** | | **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** | | **32,489.47** | | **19,053.69** | |

51,543.16

## ASSET MAINTENANCE PROGRAMME 2018/19

Committee: Asset Development Committee

Date: 8th October 2018

Author: Open Spaces & Facilities Manager

[T117]

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 30st August 2018) set out in Appendix 1.

3.0 BACKGROUND/OPTIONS

3.1 The following works have now been completed from the 2018/19 programme.

- Manor Court Road Footpath
- Roof & Gully repairs to the old part of The Grange
- Wall repair – Barton Road

3.2 Actual spend to date (from 1/4/2018) £51,543.16 representing 27.2% of total estimated maintenance programme costs for 2018/19 programme.

3.3 The demolition of Paradise Swimming Pool has now been completed.

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<br>Ely | Open Spaces & Facilities Manager<br>(01353) 616364<br>E-mail: spencer.clark@eastcambs.gov.uk |