



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 26<sup>th</sup> 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 26<sup>th</sup> 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.