

TITLE: Assets Update
Committee: Finance & Assets
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Author: Open Spaces & Facilities Manager
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1.0 ISSUE

- 1.1. To receive an update on Council owned assets and appoint a Member Champion for Assets.

2.0 RECOMMENDATION(S)

- 2.1. Members are requested to:
- i) Note the update on Council owned assets,
 - ii) Note the expenditure tracking sheet at Appendix 1, and
 - iii) Appoint Councillor Bill Hunt as Member Champion for Assets.

3.0 BACKGROUND

- 3.1. On 30 March 2023 Finance & Assets Committee received a report detailing Council owned assets which provided a summary of each asset. This report provides an update to assets contained within that report.
- 3.2. The Asset Management budget expenditure tracking sheet at Appendix 1 identifies areas of planned spend and provides an update on actual spend to date. Members will continue to receive the expenditure tracking sheet as part of the Asset Update.
- 3.3. On 26 September 2019, Councillor Bill Hunt was appointed Member Champion for Assets. As Councillor Hunt has served in this role for 4 years it is timely for committee to consider the appointment. Councillor Hunt has expressed interest in continuing with this appointment.
- 3.4. It is recognised that Council assets are important and on Monday 11 September all Members were invited to a tour of some of the Council assets. The Members that were able to attend provided positive feedback about the tour. As Council owned assets are important it is appropriate that Committee continues to appoint a dedicated Member as a Member Champion.

Please note that Member Champions do not have any decision-making powers.

The role of the Asset Member Champion is to:

- Receive regular updates from the Open Spaces & Facilities Manager

- At the request of the Leader of Council represent the Council (where necessary) in external meetings concerning Council owned assets
- Act as the key Member contact for matters relating to Council owned assets
- Provide guidance to Officers in making recommendations to Committee

4.0 COUNCIL ASSETS UPDATE

- 4.1. Depot Improvement Project- The new mess room and operations room are nearly complete. The training room and store are complete. The next phase of the project to refurbish the existing office area is now underway.
- 4.2. CCTV is currently being upgraded in the Council owned car parks at Angel Drove, The Dock and The Hive.
- 4.3. Soham Changing Places facility- The Director Community is requesting that Members consider a funding allocation from CIL to meet the obligation for match funding. This is detailed in a separate agenda item.
- 4.4. The Barn, Littleport- Brick work repair to the gable end is due to commence. The Council owns the asset and leases it to Littleport Town Council. The works are a landlord obligation and are necessary to protect both the asset and the public.
- 4.5. St Marys wall repair- Members will note at Appendix 1 that a budget of £1,500 was set aside for this repair. The final cost was £8,540. At the time of setting the budget, the extent of the repair was not fully known and as such the budgeted amount was not sufficient to carry out these necessary works.
- 4.6. Closed Churchyard, Swaffham Prior- Members will note at Appendix 1 the unplanned spend. This relates to replacing post and rail fencing. It was necessary to carry out this work on the grounds of Health & Safety and to comply with our obligation to maintain closed churchyards.

5.0 FINANCIAL IMPLICATIONS / EQUALITY IMPACT STATEMENT / CARBON IMPACT ASSESSMENT

- 5.1. Financial information is provided in Appendix 1.
- 5.2. Equality Impact Assessment (EIA) not required.
- 5.3. Carbon Impact Assessment (CIA) not required.

6.0 APPENDICES

Appendix 1- Asset Spend Tracker.

Background Documents:

Finance & Assets Committee- 30 March 2023- Assets Update and Assets Management Plan

Asset Spend Tracker

Asset	Budgeted Expenditure	Nature of Work	Actual Expenditure	Notes
Public Car Parks				
	4,000.00	White Lining after resurfacing	54,750.00	Works completed
	42,500.00	Forehill Car Park surface repairs		
	1,500.00	St Marys wall repair	8,540.00	Completed
	7,500.00	St Marys renewal / repair of aco drains		Enquiry made
	15,000.00	Replacement Drainage Gullies Newnham Street		Not commenced
Total Public Car Parks	70,500.00		63,290.00	
Closed Churchyards				
	£4,000.00	Burwell Church Lower section Limewash		Not commenced
	500.00	Burwell Wall repair - missing clunch	135.00	Completed
	42,000.00	Cheveley Closed Churchyard wall repairs b/fwd		Commencing Oct/Nov 23
		Littleport Church - repair damaged wall	780.00	Completd
		Swaffham Prior replacement post and rail fencing	3,867.60	Completed
Total Closed Churchyards	46,000.00		4,782.60	
Littleport Depot				
	295,500.00	Depot Improvement Plan		Ongoing and still within budget
Total Littleport Depot	295,500.00		0.00	
Play Areas				
Total Play Areas	0.00		0.00	
Public Conveniences				
	6,000.00	Annual Deep Cleaning of all Public Toilets		Completed and awaiting invoice for payment
	5,000.00	Refurbishment as identified		Not commenced
Total Public Conveniences	11,000.00		0.00	
Public Footpaths/Open Spaces				
	10,000.00	Streetlight stability testing		Not commenced
Total Public Footpaths/Open Space	10,000.00		0.00	
The Grange				
	1,500.00	Gutter clearing		Worked programmed for September
		Exit Barrier works - replacement motor	3,068.78	Completed
		Leaking roof repairs	7,693.61	Completed
Total The Grange	1,500.00		10,762.39	

Travellers Sites				
Total Travellers Site	0.00			
Unit 6 St Thomas Place				
Total Unit 6 St Thomas Place	0.00		0.00	
Unit 8 St Thomas Place				
Total Unit 8 St Thomas Place	0.00		0.00	
70 Market Street, Ely				
	7,000.00	Installation of secondary double glazing		Quotations being sought
Total 70 Market Street, Ely	7,000.00		0.00	
72 Market Street, Ely				
	9,000.00	Installation of secondary double glazing		Quotations being sought
	5,000.00	Decoration and minor alterations if required for new tenant		
Total 72 Market Street, Ely	14,000.00		0.00	
74 Market Street, Ely				
	8,500.00	Installation of secondary double glazing		Quotations being sought
	10,000.00	Decoration and repairs to external windows	5,285.49	Completed
			2,174.23	Electrical works
Total 74 Market Street, Ely (Registry Office)	18,500.00		7,459.72	
Cemetery Lodge				
	12,505.00	External decoration (+Scaffold Hire)		Works have started
	5,000.00	Minor roof repairs		Works have started
Total Cemetery Lodge	17,505.00		0.00	
Ely Museum				
	1,000	Annual Gutter Cleaning		Works programmed for September
	200.00	EPC		
Total Ely Museum	1,200.00		0.00	
St Johns Road Garages				
	10,000.00	Replacement garage door programme ongoing		Not commenced
Total St Johns Road Garages	10,000.00		0.00	
The Old Barn, Littleport				
	200.00	EPC		
		Brick work repair		Work due to commence, quote- £7,500
Total The Old Barn, Littleport	200.00		0.00	

Mepal Outdoor Centre				
	11,471.40	Site security cameras	4,779.75	Paid Monthly installments
Total Mepal Outdoor Centre	11,471.40		4,779.75	
Other				
	11,000.00	The Sluice refurbishment		Commenced July 2023
		White lining of Riverside edge	600.00	Completed
Total Other	11,000.00		600.00	
Periodic Inspections, Surveys, Valuations & Misc. Projects				
Total Misc. Projects	0.00		0.00	
Valuation of Assets (end of year financial accounts)				
Total Valuation of Assets	0.00		0.00	

Total Budgeted Expenditure	525,376.40	Spend to Date	91,674.46
Asset Management Budget	170,194.00		
Depot Reserve	295,000.00		
Asset Budget Remaining	60,182.40		

