



ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL

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Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

*Celebrating 50 years
1974-2024*

TWINNED WITH STADTALLENDORF

Issued: 15th May 2024

Cllrs R Chapman, M King, M Burke, J Tiddy, N Wells, S Mokbul, P Hussain, J Spencer

You are hereby summoned to attend the **Facilities Committee Meeting of St Ives Town Council** for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies before the meeting.

Meeting to be held on **Wednesday 22nd May 2024** in the **Council Chamber, Town Hall at 7:45pm.**

The meeting is open to members of the public (including the press), but is not a public meeting.

Libby White

Mrs Libby White BEM BA(Hons) FSLCC
Town Clerk

AGENDA

F01.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

F02.00 DECLARATIONS OF INTEREST

To receive Declarations of Disclosable and/or Non-disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

F03.00 PUBLIC PARTICIPATION (15 MINUTES)

Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.

To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 15 minutes in total.



F04.00 MINUTES

To confirm as a correct record the minutes of the Facilities Committee held on 24th April 2024 (copy herewith).

F05.00 ROLLING PROGRAMME

To receive the Rolling Programme (copy herewith).

F06.00 BUDGET

To receive the budget for the Committee (to follow).

F07.00 CEMETERY MATTERS

F07.01 To receive a report from the Cemeteries Officer regarding potential future ashes plots at the Cemetery (copy herewith).

F07.02 To receive a report from the Cemeteries Officer regarding the request for a cherry/almond tree at Ramsey Road Cemetery (copy herewith).

F07.03 To receive a report from the Cemeteries Officer regarding a proposed enforcement notice to remove additional items from gravestones (copy herewith).

**Minutes of the Meeting of the Facilities Committee of St Ives Town Council
held in the Town Hall on 24 April 2024**

Present:

Chair: Cllr King

Councillors: Cllrs R Chapman, M Burke, J Tiddy, N Wells, P Hussain

In attendance:

Locum Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

Facilities Manager: Mr Trevor White
One member of the public

F118.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Pope (Council matters) and Cllr Mokbul (personal). Absent Cllr Spencer.

F119.00 DECLARATIONS OF INTEREST

Cllr Chapman declared non pecuniary interest in **agenda item 128.02**.

F120.00 PUBLIC PARTICIPATION

The Chair of the Hill Rise Allotment Association gave thanks to the Facilities Manager and Grounds Maintenance team for the work they are doing at the Hill Rise Allotments. It was also mentioned that the car park surface has been damaged due to the weather this year, with holes on both sides. It was noted that there was a request for holding meetings in the portacabin at the Grounds Maintenance Depot.

F121.00 MINUTES

Members were in receipt of the minutes from the Facilities Committee meeting on 27 March 2024.

RESOLVED: that the minutes of the meeting held on 27 March 2024 be agreed as a correct record and signed by the Chair.

F122.00 ROLLING PROGRAMME

Councillors were in receipt of the rolling programme.

RESOLVED: that the rolling programme be received and noted.

F123.00 BUDGET

Councillors were in receipt of the budget report. It was noted that there is some work to be undertaken before the year end is complete, including to correct errors with allocation of allotment deposits to income.

RESOLVED: that the budget report be received and noted.

F124.00 TOWN HALL MATTERS

F124.01 Members were in receipt of a report from the Facilities Manager regarding the proposed replacement of the Town Hall notice boards.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Hussain and agreed unanimously by members, to purchase two 'Sign of the Times' wooden noticeboards to hold eight pages each, at a total cost of £2,821 + VAT.

F124.02 Members were in receipt of a report from the Civic Officer regarding valuation of civic regalia.

Chairman's
Initials

RESOLVED: following proposal by Cllr Burke and seconded by Cllr Tiddy that the report be noted and valuations be carried out at a cost of £895 + VAT with Hawksworth.

F125.00 SLEPE HALL FIELD

Members were in receipt of a report from the Facilities Manager regarding the proposed purchase of a bench, tree and signs for Slepe Hall Field. Thanks were noted to the Civic Society for the donation of £2,000 towards items to commemorate the Kings Coronation in 2023.

RESOLVED: following proposal by Cllr Burke and seconded by Cllr Chapman, to accept the proposals but for the Locum Clerk and the Facilities Manager to receive clarification on the trees which would be planted in the autumn.

F126.00 COMMUNITY BIODIVERSITY GRANT

Cllr Chapman provided an update regarding the Community Biodiversity Grant. It was noted that an expression of interest has been completed and it has been requested that the Town Council provide more information to help progress to the next round. The funders are happy that the cemetery and allotments would be considered one site and that further information will be provided regarding biodiversity on the site.

F127.00 FARMERS' MARKET CREDIT NOTES

Members were in receipt of and considered a report from the Finance Officer regarding the proposed issue of credit notes for Farmers' Market traders. It was noted that the recently discussed inclement weather policy came into effect in early April which affected several traders who were unable to put up their own gazebos or the Town Council gazebos were not available.

RESOLVED: following proposal by Cllr Chapman and seconded by Cllr Burke, that credit notes be offered for the cost of the gazebo at the next market they attend.

F128.00 CEMETERY MATTERS

F128.01 Members were in receipt of a report from the Cemeteries Officer regarding potential future ashes plots at the Cemetery.

RESOLVED: following proposal by Cllr Chapman, seconded by Burke, that a new ashes section be created and grassed until such time that it is needed.

F128.02 Members were in receipt and reviewed a report from Cllr Chapman regarding a proposal for Ramsey Road Cemetery to be plastic free. The idea of reducing plastic was welcomed by members. It was noted that this is a very emotive subject and residents' feelings need to be taken into account.

RESOLVED: by members that a lid be provided for the cellophane bin at the back of the cemetery and a recycling bin is to be provided to encourage people to recycle the rubbish generated by visitors to the cemetery. It was agreed that this needs to be considered in more detail once the Town Clerk is in post.

F128.03 Members were in receipt of a request from the Commonwealth War Graves Commission to erect signage to note that war graves are located within the cemeteries.

RESOLVED: to accept the offer for signage from the Commonwealth War Graves Commission to note that war graves are located within the public cemetery.

F129.00 WARNER'S PARK

Members were in receipt of and discussed a report from the Facilities Manager regarding an area to be turfed at Warner's Park.

RESOLVED: following proposal by Cllr Hussain and seconded by Cllr Chapman, to turf the area at a cost of £528 + VAT.

F130.00 TOWN CLOCK

Members discussed ongoing arrangements for maintenance of the town clock.

[Cllr Hussain left the meeting]

RESOLVED: It was agreed to seek quotations to repair the lighting as recommended.

[Cllr Hussain returned to the meeting]

Meeting closed at 9.14pm.

Chair: _____

Dated: 22 May 2024

DRAFT

Chairman's
Initials

FACILITIES ROLLING PROGRAMME - AS OF 13/05/2024

AGENDA ITEM F05.00

Index	Date	Agenda title	Agenda	Resolved	State	Narrative
F	15/04/2024	Bin collections	Maintenance		Completed	Emptying of bins
F	15/04/2024	Play area checks	Maintenance		Completed	Play areas checked
F	16/04/2024	Allotment	Maintenance		Completed	Preparation of plots for renting
F	16/04/2024	SITC Assets	Maintenance		In Progress	The Asset list for the GM building completed. A list of the Town benches is being completed and awaiting confirmation of the Bus Shelters responsibilities from CCC
F	16/04/2024	General	Maintenance		Completed	Grass cutting for the week
F	16/04/2024	General	Maintenance		Completed	Weed treatment
F	16/04/2024	Toilets	Maintenance		Completed	Fit new Toilet seat
F	17/04/2024	Town Notice Boards	Maintenance		Completed	Put up notices around town
F	18/04/2024	Ramsey Road Cemetery	Maintenance		Completed	Top Up and seed graves
F	19/04/2024	Bin collections	Maintenance		Completed	Emptying of bins
F	19/04/2024	Play area checks	Maintenance		Completed	Play areas checked
F	19/04/2024	Allotment	Maintenance		Completed	Allotment Inspection
F	19/04/2024	Play area checks	Maintenance		Completed	Play areas checked
F	22/04/2024	Play area checks	Maintenance		Completed	Play areas checked
F	22/04/2024	Ramsey Road Cemetery	Maintenance		Completed	Dig Plot and fill in
F	19/04/2024	Allotment	Maintenance		Completed	Allocate Plot
F	22/04/2024	Bin collections	Maintenance		Completed	Emptying of bins
F	16/04/2024	General GM building	Maintenance		Completed	Repair to Generator
F	22/04/2024	General	Maintenance		Completed	Grass cutting for the week
F	23/04/2024	Burleigh Hill	Maintenance		Completed	Collect post check on disabled toilet

F	24/04/2024	Ramsey Road Cemetery	Maintenance		Completed	Dig ashes plot
F	25/04/2024	Allotment	Maintenance		Completed	Inspect plot
F	25/04/2024	Toilets	Maintenance		Completed	Remove broken mirror at Globe toilets and replace toilet roll holder
F	26/04/2024	Bin collections	Maintenance		Completed	Emptying of bins
F	26/04/2024	Play area checks	Maintenance		Completed	Play areas checked
F	26/04/2024	Toilets	Maintenance		Completed	Close disabled toilet due to blocked drain- Engineer attend to clear blockage
F	26/04/2024	Allotment	Maintenance		Completed	Allocate plot
F	29/04/2024	Bin collections	Maintenance		Completed	Emptying of bins
F	29/04/2024	Play area checks	Maintenance		Completed	Play areas checked
F	29/04/2024	General	Maintenance		Completed	Grass cutting for the week
F	29/04/2024	Toilets	Maintenance		Completed	Remove broken toilet seat at bus station toilets
F	01/05/2024	Allotment	Maintenance		Completed	Prepare plot
F	01/05/2024	Notice Boards at Bus Station	Maintenance		Completed	Check Norris Museum notice boards - Locks
F	02/05/2024	Ramsey Road Cemetery	Maintenance		Completed	Prepare lavender area for planting
F	02/05/2024	General	Maintenance		Completed	Attend team meeting
F	03/05/2024	Bin collections	Maintenance		Completed	Emptying of bins
F	03/05/2024	Play area checks	Maintenance		Completed	Play areas checked
F	03/05/2024	Ramsey Road Cemetery	Maintenance		Completed	Plant lavender
F	03/05/2024	GM building	Maintenance		Completed	Check off CCTV and Alarm
F	06/05/2024	General	Maintenance		Completed	Bank Holiday
F	07/05/2024	Bin collections	Maintenance		Completed	Emptying of bins
F	07/05/2024	Allotment	Maintenance		Completed	Open access gates
F	07/05/2024	General	Maintenance		Completed	Grass cutting for the week
F	07/05/2024	Ramsey Road Cemetery	Maintenance		Completed	Rotavate flower bed
F	08/05/2024	GM building	Maintenance		Completed	Deliver items for auction
F	08/05/2024	Ramsey Road Cemetery	Maintenance		Completed	Open Barrier for stone mason

FACILITIES COMMITTEE

DATE:

SUBJECT: Ramsey Road/Hill Rise cemetery fence

1 Introduction and Purpose of Report

1.1 To report on the patch of cleared shrubbery

1.2 This report is to present to Members a suggestion from the GM team for the cleared patch of land on the Hill Rise side of the cemetery rear the car parking Pictures below to be used for a future ashes plots.

2 Recommendations

2.1 That the report is received and noted

3 Background

3.1 The GM team have taken a photo of the cleared patch of land near the second car park.

Rob (GM Team) has suggested this be used for future ashes plots, it was calculated this could be used for 120 (8rows of 15) Plots. Selling these at the current prices would create £16,080, with internments and digging of the plot would create a total income of £45,720 (purchased, digging and internments).

It was suggested we grass seed the area after rotation (digger needed), then plants flowers around the edge.

4 Action

4.1 To agree a new ashes section.

5. Financial Implications

5.1 2024/25 Budget

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 None

8. Reporting Officer – Nicola Riddell – Cemeteries Officer





Facilities Committee

DATE: 22nd May 2024

SUBJECT: Request for Cherry/Almond Tree

1 Introduction and Purpose of Report

- 1.1 Owner of the first grave in The Hill Rise side of the cemetery has requested a cherry/almond tree to be planted next to the first plot HR/OAK/401 as this is what they done next to their parents plot in Ramsey Road Cemetery RR/MAIN/1B.

2 Recommendations

- 2.1 That the report is received and ratified.

3 Background

- 3.1 To Plant a cherry/almond Tree in Hill Rise cemetery, this will match what was planted in Ramsey Road cemetery.
- 3.2 Please see pictures below of the original planted in Ramsey Road and the location in Hill Rise.





4. Proposal

- 4.1 That it is agreed for a cherry/almond tree be granted for the resident to purchase and the GM team dig and place in the ground in Hill Rise Cemetery.

5. Financial Implications

- 5.1 GM team time.

6. Policy Implications

- 6.1 No policy implications

7. Health and Safety Implications

- 7.1 No Health & Safety implications

8. Reporting Officer – Nicola Riddell

FACILITIES COMMITTEE

DATE: 22nd May 2024

SUBJECT: Enforcement Notice

1 Introduction and Purpose of Report

After speaking with the GM team, they would like an enforcement notice to be placed at the cemetery for removal of all additional items on graves.

2 Recommendations

2.1 For the report to be received and ratified.

3 Background

Attached are some photos of current plots (main, Muslim, ashes and children's) where unauthorised items are being placed. Below I have inserted the rule where we can remove these items.





The Rules and Regulations states 41.4

To remove any unauthorised headstone, memorial plaque, flower container, stone chippings, sundry items not on the plinth, kerbstones and planted flowers/shrubs/trees.

I have attached a copy of a previous enforcement notice, where we gave the residents, family, friends etc a month to remove all unauthorised items and hold onto them for 2 months before discarding of them.

4. Proposal

4.1 An enforcement notice to be placed at the cemetery for one month before removing additional items and to be kept for two months before disregarding.

5. Financial Implications

5.1 GM team time

6. Policy Implications

6.1 No policy implications

7. Health and Safety Implications

7.1 If made out of glass, if broken being hidden within the grass which could affect anyone.

8. Reporting Officer – Nicola Riddell Cemeteries Officer

CEMETERY REGULATION – ENFORCEMENT OF RULES

This cemetery is designated a Lawn Cemetery. This means that all Graves have flat, grassed surfaces with vertical Headstones. Regretfully, Shrubs, Trees, Bushes etc. may not be planted on the Grave. Flowers should only be placed in Receptacles which can either be placed on the Memorial base stone or in the case of Graves without a Memorial on the base stone placed on the Grave by the Town Council.

The placing of items in areas other than the base stone causes difficulties for the management of the Cemetery and can cause distress to other people visiting. Planting is not allowed and, if planted, Graves will be cleared and laid to Grass permanently.

Please note that within the rules and regulations it states that the Town Council reserves the right to remove any unauthorised Headstone, Memorial plaque, Flower container, Stone chippings, Kerbstones and planted Flowers/ Shrubs /Trees and Ornaments and will be doing so from 31st May 2018.

Any item that are outside of the regulation will be removed after the 31st May 2018 and stored for a period of 2 months. After this date they will be disposed of.

We apologise in advance for any distress or inconvenience caused. Should you require any additional information please do not hesitate to contact me.

Yours sincerely



Alison Benfield
Town Clerk