St Ives Town Council
Twinned with Stadtallendorf
Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
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Issued: 21 January 2021

Councillors J Davies, R Fuller, M King, Dr C Pegoraro, J Tiddy, R D'Souza, P Hussain

You are hereby summoned to attend a Meeting of the **Amenities Committee** of St Ives Town Council to be held via Zoom on **Wednesday 27 January 2021** at **8.40 pm.**

Alison Benfield BA(Hons) FSLCC
Town Clerk

Join Zoom Meeting

https://us02web.zoom.us/j/87813728427?pwd=Rk5mODNYb2Rtd0NVcStEKzhhdVNrdz09

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AGENDA

A42.00 APOLOGIES FOR ABSENCE
To receive and note apologies for absence.

A43.00 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.

A44.00 PUBLIC PARTICIPATION
A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.

A45.00 MINUTES

To confirm as a correct record the Minutes of the Meeting of the Amenities Committee held on 25 November 2020 (copy herewith).

A46.00 BUDGET

To receive budget for the Committee (copy herewith).

A47.00 ROLLING PROGRAMME

To receive Rolling Programme (copy herewith).

A48.00 AMENITIES STRATEGIC ACTION PLAN

To receive Action Plan (copy herewith).

A49.00 FARMERS' MARKET

To receive an update report on the Farmers' Market (copy herewith).

A50.00 FOOD AND DRINK FESTIVAL

To consider information received from Market Square Group on the holding of a food and drink festival (copy herewith).

A51.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

A52.00 SLEPE HALL FIELD REMEDIATION WORKS

To consider quotations for remediation works to Slepe Hall field (copy herewith).

A53.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Minutes of the Meeting of the Amenities Committee of St Ives Town Council held via Zoom on Wednesday 25 November 2020

Present:

Chairman: Councillor P Hussain

Vice Chairman: Councillor M King

Councillors: J Davies, Dr C Pegoraro, J Tiddy, J Pallant (ex officio)

In attendance:

Deputy Town Clerk: C Allison
Committee Clerk: S Rawlinson

A26.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor R Fuller (Personal).

A27.00 DECLARATIONS OF INTEREST

No declarations were made.

A28.00 PUBLIC PARTICIPATION

A representative of the Allotment Association reported that two sheds had been broken into two weeks ago with an item being removed. The Association considered that all gates should be lockable to help prevent this and they would look for suitable locks if the Committee agreed to this. He believed allotment holders would have no objection to this.

A29.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Amenities Committee held on 28 October 2020 are agreed as a correct record and will be signed by the Chairman at a future date.

A30.00 ALLOTMENT UPDATE

Members were in receipt of Allotment Update report.

The Deputy Clerk informed the meeting that some or all of the hedging whips might be acquired free of charge from the Woodland Trust and she would investigate this. In the meantime agreement, in principle, was sought to fund the purchase of whips if necessary.

RESOLVED: **A30.01** that the report is received and noted

A30.02 that agreement is given to expenditure of up to £288.50 for the purchase of hedging whips if necessary

A31.00 BUS STATION TOILETS

Members were in receipt of report updating them on the blockage and drainage problems being experienced at the Bus Station toilets.

Chairman's Initials

Further drainage issues had been revealed behind the toilets and Huntingdonshire District Council were looking at the cost of various solutions to the problem.

The urinals contradicted covid distancing rules and this would be looked into when the toilets re-open. It was possible to block off one of them or make the toilets open to only one person at a time with new signage outside.

RESOLVED: that the report is received and noted.

A32.00 ECO ACTION AUDIT

Consideration was given to items within the Eco Audit report relating to the work of the Amenities Committee.

The Vice Chairman declared that she was not completely happy with some of the proposals and agreed to email her views to Members.

The Deputy Clerk advised Members that if it was required to use Salix loans a decision on delegated authority needed to be taken as the deadline for application was mid December.

RESOLVED: **A32.01** that the report is received and noted

A32.02 that £2845 is vired from the Farmers' Market expenditure budget to Street Light Maintenance to enable 40 lamps to be converted to LED to achieve an annual carbon saving of 0.5 tonnes.

A32.03 that delegated authority is given to the Chairman and Vice Chairman in conjunction with the Town Clerk to investigate options within the Public Sector Decarbonisation initiatives to meet Year 1 priorities.

A32.04 that decisions taken under delegated authority are presented to Council for resolution as these may include application for loans through the Secretary of State which would have an ongoing financial impact on the Council.

A33.00 CIL FUNDING

Consideration was given to possible projects to put forward for CIL funding.

Members considered the refurbishment of the Warner's Park Pavilion might qualify. Clarification on this would be sought from the Town Clerk.

RESOLVED: that, if eligible, Warner's Park Pavilion refurbishment be put forward as a recommendation to Council.

A34.00 ESTIMATES OF INCOME AND EXPENDITURE

Members received Estimates which would be considered in more detail at the forthcoming budget meeting.

RESOLVED: that the Estimates be received and noted.

Chairman's Initials

A35.00 BUDGET

RESOLVED: that the budget be received and noted.

A36.00 ROLLING PROGRAMME

A request was made that the Rolling Programme and Strategic Plan be combined into one document.

The Deputy Clerk explained that the Rolling Programme was an ongoing reflection of identified works completed, in progress or still to start upon, with items being added and removed as required. The Strategic Plan related to the Council's climate change agenda objectives. This is a longer term record of actions undertaken and achievements made within each individual objective assigned to the Amenities Committee. She agreed to add a further column on the end of the Programme to indicate the status of a project in text.

It was noted that the installation of the height restriction barrier was scheduled for the following week.

RESOLVED: that the Rolling Programme be received and noted.

A37.00 AMENITIES STRATEGIC ACTION PLAN

RESOLVED: that the Plan be received and noted.

A38.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

A39.00 ANNUAL PLANTING

Consideration was given to quotations received for the provision of annual bedding for the next three/five years.

Only two quotations had been received from the eight or more sought by the Deputy Clerk. The quotation from Cranbrook was the lowest by a wide margin. The Council had used that company for many years and knew its work was of a high standard.

RESOLVED: **A39.01** that the report is received and noted

A39.02 that the contract for the provision of summer and winter bedding for the three years 2021 to 2023 be awarded to Cranbrook Plants at a cost of £8,837.04 per annum.

A40.00 TENDERS FOR PLAY EQUIPMENT AT KNIGHTS WAY

Consideration was given to quotations for the provision of play equipment at a new site in Knights Way.

The consultation exercise was very well received by residents and resulted in lots of

Chairman's Initials

interesting feedback.
The Deputy Clerk informed members that inclusion of the Cobra swing had been put forward as it was an item suitable for older children using the play area. Following concerns about noise levels, the proposed provider had offered to move the swing so that it was 18m away from the nearest house.

The Chairman and Members congratulated the Deputy Clerk on the immense amount of work she had put into the project which was greatly appreciated.

RESOLVED: **A40.01** that the report is received and noted

A40.02 that Sutcliffe Play be appointed as the preferred play equipment Contractor

A40.03 that for a total cost of £113,916.46, to include the installation of the Cobra swing, Sutcliffe Play project manage the entire project including the supply and installation of the play equipment, base, concrete edging, wet pour and two DDA compliant paths from the play area gates to the pavement. The wet pour to be supplied and laid by DCM Surfacing Limited.

A41.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED: that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

St Ives Town Council Current Year

Annual Budget - By Committee

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Amenities												
300	**Amenities General**											
4100	Farmers' Markets	13,500	15,088	0	0	13,800	0	13,800	9,774	12,540	0	0
	Total Income	13,500	15,088	0	0	13,800	0	13,800	9,774	12,540	0	0
5019	Repairs & Renewals	3,000	3,459	0	0	3,000	0	3,000	2,584	3,000	0	0
5021	Health & Safety	500	500	0	0	500	0	500	442	500	0	0
6136	Eco Action	0	0	0	0	0	0	0	0	10,000	0	0
6456	Toilet Provision	33,600	33,205	0	0	33,600	0	33,600	24,485	35,000	0	0
6932	Electricity	500	502	0	0	600	0	600	342	600	0	0
6934	Water Rates	1,000	1,051	0	0	1,000	0	1,000	721	1,000	0	0
6937	Fire Extinguishers	250	41	0	0	250	0	250	120	250	0	0
6945	Clock Maintenance	420	936	0	0	420	0	420	320	8,220	0	0
6983	Farmer's Markets	10,000	10,280	0	-2,845	13,000	0	10,155	7,915	13,000	0	0
9080	CIL Expenditure (EMR)	0	0	0	0	0	0	0	26,984	0	0	0
9136	Jointly Funded Imp Scheme(EMR)	0	362	0	0	5,000	0	5,000	0	5,000	0	0
9157	New Vehicle (EMR)	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
9187	Parish Church Wall (EMR)	0	350	0	0	5,000	0	5,000	0	5,000	0	0
9195	Play Equipment (EMR)	0	233,514	0	0	5,000	0	5,000	1,161	5,000	0	0
9286	Equip & Tools-Amenities (EMR)	2,000	4,813	0	0	5,000	0	5,000	988	5,000	0	0
9436	War Memorial Renovation (EMR)	250	0	0	0	0	0	0	0	0	0	0
9496	Westwood Road Memorial (EMR)	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	53,520	289,013	0	-2,845	74,370	0	71,525	66,062	93,570	0	0

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St Ives Town Council Current Year
Annual Budget - By Committee

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	300 Net Income over Expenditure	-40,020	-273,926	0	2,845	-60,570	0	-57,725	-56,288	-81,030	0	0
6000	plus Transfer from EMR	0	101,878	0	0	0	0	0	26,984	0	0	0
	Movement to/(from) Gen Reserve	(40,020)	(172,048)			(60,570)		(57,725)	(29,304)	(81,030)		
310	**Street Lighting**											
5019	Repairs & Renewals	1,000	2,630	0	2,845	2,000	0	4,845	931	2,000	0	0
6032	CCC Electric Energy	2,100	609	0	0	2,100	0	2,100	1,838	1,400	0	0
	Overhead Expenditure	3,100	3,239	0	2,845	4,100	0	6,945	2,769	3,400	0	0
	Movement to/(from) Gen Reserve	(3,100)	(3,239)			(4,100)		(6,945)	(2,769)	(3,400)		
320	**Street Furniture**											
4998	Other Income	0	1,200	0	0	0	0	0	0	0	0	0
	Total Income	0	1,200	0	0	0	0	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	250	0	0	0	0	0	0	0	0	0	0
6186	Seats- Installation	500	896	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	750	896	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(750)	304			0		0	0	0		
330	**Machinery**											
6255	Road Fund Licence	380	357	0	0	400	0	400	405	450	0	0
6256	Fuel	4,000	5,239	0	0	4,500	0	4,500	3,208	4,500	0	0
6257	Maintenance & MOT	4,000	3,984	0	0	4,000	0	4,000	2,374	4,000	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	8,380	9,580	0	0	8,900	0	8,900	5,987	8,950	0	0
6000	plus Transfer from EMR	0	695	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,380)	(8,884)			(8,900)		(8,900)	(5,987)	(8,950)		
340	**Playground/Open Spaces/Cem.**											
4052	Ashes Plots Digging	1,000	853	0	0	800	0	800	682	1,000	0	0
4140	Mausoleum Income	0	30,000	0	0	0	0	0	0	0	0	0
4150	Burial Fees	22,000	26,046	0	0	22,000	0	22,000	15,189	22,000	0	0
	Total Income	23,000	56,899	0	0	22,800	0	22,800	15,871	23,000	0	0
6289	Mausoleum expenditure	0	72,267	0	0	0	0	0	0	0	0	0
6391	Inspections & Repair & Renewal	1,600	625	0	0	1,600	0	1,600	611	1,000	0	0
6488	Tree Work	8,000	14,141	3,858	0	3,000	0	6,858	190	5,000	0	3,000
6490	Annual Planting	8,000	9,434	0	0	9,000	0	9,000	9,575	9,000	0	0
6492	Christmas Tree & Decorations	700	960	0	0	1,000	0	1,000	5,012	1,000	0	0
6593	Cemetery Maintenance	7,500	11,915	5,585	0	2,500	0	8,085	25,958	2,500	0	0
9195	Play Equipment (EMR)	0	0	0	0	0	0	0	8,340	0	0	0
	Overhead Expenditure	25,800	109,342	9,443	0	17,100	0	26,543	49,686	18,500	0	3,000
	340 Net Income over Expenditure	-2,800	-52,444	-9,443	0	5,700	0	-3,743	-33,815	4,500	0	-3,000
6000	plus Transfer from EMR	0	144,474	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,800)	92,030			5,700		(3,743)	(33,815)	4,500		
350	**Allotments**											
4160	Allotment Rents	6,270	6,317	0	0	6,377	0	6,377	13,195	5,964	6,300	0

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St Ives Town Council Current Year

Annual Budget - By Committee

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	6,270	6,317	0	0	6,377	0	6,377	13,195	5,964	6,300	0
6636	Allotment Maintenance	1,000	1,000	0	0	1,000	0	1,000	1,378	800	1,000	0
6644	Rent for the Meadow	200	200	0	0	200	0	200	0	200	200	0
	Overhead Expenditure	1,200	1,200	0	0	1,200	0	1,200	1,378	1,000	1,200	0
	Movement to/(from) Gen Reserve	5,070	5,116			5,177		5,177	11,817	4,964		
	Amenities - Income	42,770	79,503	0	0	42,977	0	42,977	38,840	41,504	6,300	0
	Expenditure	92,750	413,270	9,443	0	105,670	0	115,113	125,882	125,420	1,200	3,000
	Net Income over Expenditure	-49,980	-333,767	-9,443	0	-62,693	0	-72,136	-87,042	-83,916	5,100	-3,000
	plus Transfer from EMR	0	247,047	0	0	0	0	0	26,984	0	0	0
	Movement to/(from) Gen Reserve	(49,980)	(86,721)			(62,693)		(72,136)	(60,058)	(83,916)		
	Total Budget Income	42,770	79,503	0	0	42,977	0	42,977	38,840	41,504	6,300	0
	Expenditure	92,750	413,270	9,443	0	105,670	0	115,113	125,882	125,420	1,200	3,000
	Net Income over Expenditure	-49,980	-333,767	-9,443	0	-62,693	0	-72,136	-87,042	-83,916	5,100	-3,000
	plus Transfer from EMR	0	247,047	0	0	0	0	0	26,984	0	0	0
	Movement to/(from) Gen Reserve	(49,980)	(86,721)			(62,693)		(72,136)	(60,058)	(83,916)		

Index	Date	Agenda_Title-Venue	Agenda	Resolved-Present	Current state	
A91.00	25/09/2019	CEMETERY IMPROVEMENT WORKS	That six benches be purchased from Broxap. Installation of new gates and a height restriction barrier.	Purchase of benches agreed. That a decision on the gates and height restriction barrier be deferred pending further information on other options and costs.	25/09/2019 Benches to be purchased. Further quotes and options for the gates and height restriction barrier to be obtained. 20/11 Benches delivered. Quotes for gates and height restriction barrier to go to November meeting. 27/11 Contractor appointed for gates/ height restriction barrier.	in progress
A67.00	27/11/2019	GATES AND HEIGHT RESTRICTION BARRIER		Quotes considered and contractor appointed for gates and height restriction barrier.	18/1/2020 Plans expected in time for 26/02 meeting. Works expected to take place in March 2020. 26/02 Drawings considered. Mr Grice to produce amended drawings as discussed. Final design delegated to Chair, Vice Chair and Clerk 16/03 Amended drawings received and approved under delegated powers. 13/07 Problems had been experienced obtaining materials, but gates now made. 27/07 Gates dispatched for powder coating. Usually a 2 week process, but delays being experienced. 15/09 Gates still with powder coating company. Clearing backlog slowly. Fitting expected in 4 weeks. 23/10 Gates fitted. 23/12 Height restriction barrier fitted, but taken away again for adjustments to ensure safety. 25/1/21 Re-fitting of height restriction barrier expected	
A87.00	26/02/2020			Progress report and drawings submitted		
A11.00	23/09/2020	PLAY AREA GATES	Replacement of older gates with hydraulic action gates	That gates be purchased by SITC and fitted by KA Page Groundworks Ltd.	30/10/20 Gates ordered (£695 each). Delivery approx 4 weeks. 2/12/20 Gates delivered. KA Page advised. 19/1/21 K A Page to fit gates by end of April.	in progress
A13.00	23/09/2020	BUS STATION TOILETS	To receive a report on blockage and drainage issues and to note the lease end date of 30/11/2020	That the Clerk contact local businesses and Anglia Water.	6/10/20 Dalrod attended to undertake scaling and repairing pipework. 7/10/20 Toilets re-opened. 9,12,13 /10/20 Toilets blocked. 16/10/20 Toilets closed for approx 4 weeks for excavation and repair of pipework by Dalrod.	in progress
A31.00	25/11/2020		To receive an updating report	That the report is received and noted	28/10 Advised work to take place on 3/11. Estimated to take 3-4 days. 11/11 Toilets re-opened. 12/11 Toilets closed - further blockage 25/11 updating report to Committee 30/11 end of 10 year lease 11/12 SITC/ HDC joint visit with contractor to discuss flushing 7/1/21 update received from HDC - A timed flushing system is to be installed to counter balance the drainage issues which will provide sufficient water as well as following in the correct direction to clear any waste left from previous flushes. Work expected to be completed mid January.	
A18.00	23/09/2020	HILL RISE ALLOTMENTS	To consider correspondence received.	That a meeting should take place between the Chair/ Vice Chair of Amenities and HRAA.	22/10 - meeting has taken place. Requests of HRAA are being investigated for feasibility. Request to lock gate from Hill Rise to Allotment site adjacent to cemetery will not happen as opposition to suggestion has been received. Decision on additonal gate on the Meadow is still under investigation. 25/10 update on allotments requested for 25/11 meeting 25/11/20 purchase of hedging agreed, however the Woodland Trust Community scheme should be investigated first. 27/11 Application submitted to the Woodland Trust for free hedging saplings. 2/12 Advised by Woodland Trust application successful. Saplings to be delivered in March 2021. HRAA voluteers to assist with planting.	in progress
A30.00	25/11/2020		Purchase of hedging whips and update	That mixed hedging whips be purchased at a cost of £288.50		

A12.00	23/09/2020	SLEPE HALL FIELD ENTRANCE	Tidying up of parking area	Indicative cost of under £2500 noted. Further quotes to be sought. Provision to be made in 2021/2 budget.	22/10 Quotes sought. 16/11 Some received, some awaited. To be submitted to January 2021 meeting.	in progress
A32.00	25/11/2020	ECO-AUDIT CARBON REDUCTION MEASURE	Conversion of 40 street lights to LED	That £2845 be vired frm the Farmers Market expenditure budget to street lighting maintenance to achieve an annual carbon saving of 0.5 tonnes	25/11 Approved. K&M lighting to be approached to undertake the works.	in progress
A40.00	25/11/2020	KNIGHTS WAY PLAY AREA	Appointment of contractor	That Sutcliffe Play be appointed to manage the project at a cost of £113,916.46. That the fencing be altered to bow-top and the Cobra swing be re-positioned. That Sutcliffe play appoint DCM Surfacing Ltd to supply the wet-pour.	2/12 New plans requested from Sutcliffe Play showing repositioning of Cobra swing. 7/12 Plans received and submitted to HDC. Response received from S106 officer 18/1/21. Planning considering whether a Certificate of Lawful Development or further planning permision is required	in progress
A09.00	23/09/2020	PARISH CHURCH CLOCK	Works required amounting to £812.50	Works to be deferred to 2021/22 to allow for a budget provision to be made	10/2020 Budget provision to be made	in progress

Agenda	Action Point number	Action point narrative	Timescale	Resolved-Present	Current state	
Climate Change Agenda: To exceed the Government target of becoming carbon neutral by 2050 and work towards meeting the recommendation of the Committee on Climate Change to be carbon neutral by 2030	2	Introduce natural planting within the Town Council areas of responsibility where feasible	Amenities 2020		20/1/20 Discussed at meeting with In Bloom representatives. Identified Ramsey Rd Cemetery and Knights Way as possible locations. Spring 2020 Ramsey Rd cemetery and an area of Knights Way under Town Council responsibility naturally planted. 27/11/20 Applied to the Woodland Trust unbdere their Community Planting Scheme for 420 mixed hedge saplings to be planted at Hill Rise Cemetery. 2/12/20 Advised by the Woodland Trust that our application has been successful. Saplings to be delivered in March 2021.	in process
	5	Adopt a policy to replace all trees felled on Town Council land within a 12-month period	Amenities 2020	Tree Charter: Recommended that the neighbourhood planning group pick up at a strategic level.	22/1/20 Amenities Committee. Consideration given to becoming a Tree Charter Branch. Recommended that the Neighbourhood Planning Steering Group (NPSG) pick up at a strategic level. 3/2/20 Tree Charter noted and received at the NPSG meeting.	part completed
	6	Investigate the feasibility of introducing a policy that includes the planting of at least one tree annually on land within St Ives. To include working with other organisations and authorities to establish if the TC can plant trees on land not within the responsibility of the Town Council.	Amenities 2021	Tree Charter: Recommended that the neighbourhood planning group pick up at a strategic level.	22/1/20 Amenities Committee. Consideration given to becoming a Tree Charter Branch and adopt the ten principles of the Charter. Recommended that the Neighbourhood Planning Steering Group (NPSG) pick up at a strategic level. 22/1/20 Meeting between SITC and HDC to discuss joint working options around tree planting. 3/2/20 Tree Charter was noted and received at the NPSG meeting. A policy on protecting trees could potentially be included in the Neighbourhood Plan to support the Charter. The policy could be used to protect trees in St Ives or alllow the NPSG to allocate areas for new trees to be planted. 1/9/20 Donated tibetan cherry ordered for Warner's Park, to be planted in Oct 2020 17/11/20 Tibetan Cherry planted in Warners Park.	in process
	7	Set aside areas of Town Council land for the planting of wild and natural flowers that support wildlife.	Amenities 2020		22/1/20 Noted by the Amenities Committee that the ten principles of the Tree Charter includes sustaining landscapes rich in wildlife – 'let nature do what it does best'. 1/3/20 Area of Knights Way set aside for natural planting	in process
	8	Encourage other organisations and authorities to set aside land for the planting of wild and natural flowers that support wildlife.	Amenities 2021		20/1/20 Discussed at meeting with In Bloom representatives. HDC to take back grass cutting and plant strip of natural and wildlife planting between the houses and factories at Marley Road up to St Audrey's Lane. 22/1/20 Meeting between SITC and HDC to discuss joint working options.	in process
	13	Investigate the impact of reducing the use of weed killing sprays by 2023	Amenities 2022		To be considered in 2022. 11/20 Raised as an issue in EcoAudit.	in process
	14	Investigate the feasibility of reducing emissions on GM equipment	Amenities 2021		25/3/20 Amenities to ratify the purchase of a new mowing machine. 23/9/20 Ratified. Investigate feasibility of change to battery. To be done when current small equipment becomes beyond economic repair. 23/09/20 Amenities ratified mowing machine purchase 11/20 Raised as an issue in EcoAudit.	in process

Community: To proactively encourage volunteering	24	Identify particular areas that would benefit from regular litter picks	Amenities and In Bloom to provide list by spring each year		20/1/20 Discussed at meeting with In Bloom representatives. In Bloom will advise where they plan to do litter picks and to get the local community/ people in the area to 'buy in'. Summer 2020 In bloom judging not held. 11/20 To work with EcoAction group.	in process
Health and Leisure – Wellbeing: Work with health providers to identify opportunities to promote healthy lifestyles	56	Investigate the feasibility of introducing a Changing Places toilet facility in Globe Place public toilets	Amenities 2020		Initial conversation held with HDC MD & Leader	to start
Health and Leisure – Leisure and Entertainment: To identify opportunities for the Council to facilitate or arrange leisure and entertainment opportunities that are consistent with the approved budget.	59	Investigate options to organise physical sporting activities with partner organisations.	Amenities 2020		Working in partnership with HDC in the development of their Healthy Open Spaces & Play strategy on how the district can deliver a positive change for the benefit of people and places within Huntingdonshire.	in process
Transport – Infrastructure : To liaise with County Council to endeavour to ensure that the road network within the town is maintained in an acceptable conditions and action is taken to deal with any safety or congestion issues.	65	Identify paths with official records and make arrangements for those not currently listed to be registered.	Amenities 2022		To be considered in 2022.	to start

Amenities Committee

DATE: 27 January 2021

SUBJECT: St Ives Farmers Market update

1 Introduction and Purpose of Report

1.1 This report is to provide an update on the current position of the Farmers' Market.

2	Recommendation
2.1	That the report is received and noted.

3 Premises Licence

3.1 A Premises Licence for the Sheepmarket was brought into use from 16 November 2019 and operated successfully until the lockdown in March 2020. The Farmers Market was then moved to the Huntingdonshire District Council Meadow Lane car park site to allow for more social distancing in the Town Centre.

3.2 As a Premises Licence is granted for a specific location, the Sheepmarket licence cannot be used for the new location. Consequently, eight Temporary Event Notices (TENs) were applied for the first Saturdays of each month from July 2020 – February 2021. Three stallholders currently sell alcohol.

3.3 As there is currently no date planned to return to the original site, it will be more cost effective to apply for a full Premises Licence for the car park at a cost of £100. Using a full licence will negate the need for the Town Council and traders to apply for individual TEN's for each separate market date at a cost of £21 per notice.

3.4 On the 4 January 2021, the Town Council applied for a full Premises Licence for that part of the car park occupied by the Farmers Market on the first and third Saturday of each month. Notices have been displayed at the site, with a further notice appearing in the January edition of The Bridge magazine. The application will be determined during the first half of February. The Premises Licence for the Sheepmarket, costing £70 per annum to renew, is being retained.

4. Promotional Activities

4.1 In 2020 taster days were held in May and October. New bags to promote the Market in line with previous decisions made were offered free to those visiting the Taster Day in October. The October taster day also fell within the British Food Fortnight when we support Love British Food. Future taster days are planned for May and October 2021.

5. Traders

5.1 The Farmer's Market Co-ordinator continues to contact and encourage alternative traders to attend. Although currently confined to traders with essential products, the market is still proving to be very popular with 16 traders paying to attend the quarter year 2 January- 20 March 2021.

6. Trader Location

6.1 Feedback on the alternative location of the car park from the traders, market users and local businesses has been positive.

7. Financial Implications

7.1 Expenditure within the Farmers Market budget for 2020/21 was estimated to be £13,000, although, £2845 was vired to lighting in view of a likely underspend. This was to enable a switch to LED lighting for those lights in the town under the

responsibility of the Town Council. This still leaves a balance of £10,155 of which £7,915 has been spent to date. Income for the year to date amounts to £9,774.

8. Policy Implications

8.1 There are no current policy implications.

9. Health and Safety Implications

9.1 There are no current H&S implications.

10. Reporting Officer – Christine Allison, Amenities Manager

Food & Drink Festival

A themed event from Market Square Group and Zoom Events

A family friendly event to promote community interaction with a food focused weekend bringing together a range of local, regional, national and international culinary delights. The festival will provide a showcase of food and drink products together with entertainment and education delivering an offer of high quality that engages with the local community and attracts visitors from further afield.

Our Objectives

- to showcase food and drink, with a special focus on regional food and drink, alongside national and international foods
- to encourage the participation of local businesses
- to provide a flagship event that enhances and complements the venue
- to deliver a dynamic and colourful event featuring great characters, inventive displays and top- quality produce
- to establish an annual offer recognised as a 'must' in the local diary

Food and Drink from around the globe

The Festival showcase products from across the globe as well as those from closer to home. Our database of businesses includes a diverse range of countries:

- UK – including local, regional and national
- Continental Europe
- East Asia
- South East Asia
- Eastern Europe
- Scandinavia
- Central and South America
- Caribbean
- Africa

Food & Drink Festival

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Creative Space – an event for all the whole community

Market Square Group will deliver a colourful event with sights, sounds and tastes that create an educational, entertaining experience in a comfortable and safe environment for visitors of all ages.

Event Content

Stalls

Hot foods, grocery food & drink and craft stalls. We look to include businesses that can display and deliver to a professional standard.

Food Festival Passport

Visitors are invited to collect a food and drink passport from the organiser's stand which will then be stamped by each stall they visit. On leaving, visitors drop off their passport at the organiser's collection point. Passports with 25 or more stamps will be entered into a prize draw with the winner receiving, for example, dinner for two at a local restaurant.

Activities for the Young

- Event Activity Books
- Story Telling
- Garden Games
- Graffiti Boards
- Rides and Slides
- Traditional Games Area

Alfresco dining

The 'Park'

A family picnic area featuring, parasols and picnic tables to create a family-friendly 'park' where visitors can enjoy food and drink at the festival. Umbrellas and mini marquees will be placed in this area as shelter for the sun and, fingers crossed that it stays away - the rain.

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Cookery Demonstrations

Students from local colleges given opportunity take to the kitchen stage to showcase their culinary creations.

Similarly, local chef(s) who provide demos and at the same time promote their own restaurants, hotels, pubs etc.

Tastings and Tutorials

A dedicated marquee where local wine/beer/spirits/fruit drinks merchants, brewers or distillers offer visitors tastings and tutorials.

Festival Bars

- Traditional ales – with guest beers from the local area
- Regional Ciders
- Craft beers / Lagers
- Cocktails
- Pimm's and Bubbly

Live Music Stage

Solo artists, duos and groups selected from the local community and further field to help visitors digest their experience of a memorable day out. Although the music element is a side order it is nevertheless an important ingredient with themes such as Jazz Friday adding a great flavour to the feast of activities.

A qualified sound engineer and our own purpose-built stage come as part of the music offer

Health and Safety

Market Square Group and Zoom Events provide the following to ensure on site safety

- Event Manager
- Bar Manager
- Qualified Paramedic
- SIA Registered Security Operatives
- Silent Running Diesel Generators

Food & Drink Festival

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Company Policies

We also aim to demonstrate an eco-friendly and ethical trade policy:

- Discounts for local businesses
- Low carbon footprint
- A strong line-up of ethically traded products
- Fair trade produce will be given preference over non-fair trade
- Plastic bag free policy
- Recycled paper plates and packaging and bio-degradable plastic glasses policy
- Low energy lighting

EVENT PRODUCTION

WORKING WITH OUR EVENT PARTNERS

We believe transparency in our dealings with event partners is essential to developing successful long-term business relationships and delivering what we have agreed is paramount to this.
Our key partners from the local area will be:

- Our venue host e.g. Town Council / District Council / Landowner
- Environmental health office
- Health and safety dept
- Emergency services

EVENT SCHEDULE - COMMUNICATION

Clearly defined roles and responsibilities are key to successful cooperation and it is essential all parties involved are kept up to date with developments. Market Square Group provides a full events schedule which will be central to all communication (elements of which will be subject to approval by the Safety Advisory Committee).

EVENT SCHEDULE - PRODUCTION

We will produce a schedule for the delivery of our event which will include:

- Risk assessments
- Contact details for all key event partners and contractors

- Arrangements for water supplies, refuse and toilet facilities
- Key dates in the form of a planning timeline

EVENT SCHEDULE - PLANNING TIMELINE

- Selection of service providers
- Sub-contractors' meetings
- SAG meetings
- Open event for booking
- Issue press releases targeting local food and drink producers
- Invitation to local colleges and schools
- Cut-off deadline for applications
- Issue press releases publicising the event
- Send trader information packs
- Set up and trader access to site
- Trading hours
- Break down
- Event de-brief

EVENT PREPARATION – WHO DOES WHAT?

Market Square Group to:

- Coordinate bookings for the event and process applications
- Provide all infrastructure and special features
- Select and coordinate contractors
- Design event layout
- Provide press releases and PR support
- Design/produce posters
- Design/produce flyers
- Design/produce banners
- Coordinate distribution of flyers and posters to popular public meeting areas

Event partner to:

- Provide permissions for use of venue/help facilitate use of venue
- Provide advice/support in obtaining road closures/trading permits and any other licences required
- Help create local interest including tourist board/regional promotion bodies/local and regional businesses
- Identify sponsors and/or event partners
- Devise a marketing and promotion strategy and work with Market Square Group to implement
- Post the event information on relevant websites and provide a link from each to the Market Square Group website
- Send posters/promo materials to local community and civic groups by electronic mail or post
- Identify locations for flyer distribution and distribute
- Ensure event details are included in council publications/on council websites
- Identify banner sites

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To Sum Up

Food Festival Britain is a celebration of food, drink, culture and community encouraging interaction between vendor and visitor, blending entertainment with education delivering fun for foodies and those who just like food. The event caters for the whole family.

Market Square Group is committed to engaging with local community groups and encouraging the participation of such groups in the events that we organise.

For more information on our Food and Drink Festivals, please contact:

enquiries@marketsquaregroup.com

Tel: 01832 281 274

or visit

www.zoomevents.co.uk

www.marketsquaregroup.com