



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
Telephone: 01480 388929
Email: clerk@stivestowncouncil.gov.uk

Issued: 22 July 2021

**Councillors N Dibben, R Fuller, M King, J Pallant, Dr C Pegoraro, J Tiddy, D Rowe, C Smith,
P Hussain (ex officio)**

You are hereby summoned to attend a Meeting of the **Property Committee** of St Ives Town Council to be held in the **Charter Hall at the Corn Exchange** on **Wednesday 28 April 2021** at **7.30 pm**.

Christine Allison
Deputy Town Clerk

The meeting will be opened by the Town Mayor.

AGENDA

- PR01.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PR02.00 APPOINTMENT OF CHAIRMAN**
- PR03.00 APPOINTMENT OF VICE CHAIRMAN**
- PR04.00 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.
- PR05.00 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.
- PR06.00 MINUTES**
To approve the Minutes of the Meeting of the Property Committee held on 28 April 2021 (copy herewith).
- PR07.00 TOWN HALL BOILER**
To consider report on maintenance works required to the Town Hall boiler (copy herewith).

- PR08.00** **PR08.01** **General Property and Maintenance Update**
To receive an update report (copy herewith).
- PR08.02** **Property Maintenance Schedules**
To receive Maintenance Schedule (copy herewith).
- PR09.00** **BUDGET**
To receive Budget Report for the Committee (copy herewith).
- PR10.00** **PROPERTY COMMITTEE STRATEGIC PLAN**
To receive Strategic Plan (copy herewith).
- PR11.00** **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.
- PR12.00** **CORN EXCHANGE LIGHTING**
To consider report on replacement of Corn Exchange Charter Hall lighting with LED alternatives (copy herewith).
- PR13.00** **TOWN HALL TENANCY**
To consider report and letter from a tenant of the Town Hall (copy herewith).
- PR14.00** **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 Property Committee of St Ives Town Council
held via Zoom on Wednesday 28 April 2021**

Present:

Chairman: Councillor J Pallant

Vice Chairman: Councillor D Rowe

Councillors: N Dibben, M King, Dr C Pegoraro, J Tiddy, R Fuller

In attendance:

Deputy Town Clerk: C Allison

Democratic Officer: S Rawlinson

PR37.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor P Hussain (Personal).

PR38.00 DECLARATIONS OF INTEREST

No declarations were made.

PR39.00 PUBLIC PARTICIPATION

No members of the public were in attendance.

PR40.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 27 January 2021 be agreed as a correct record and signed by the Chairman in due course.

PR41.00 PROPERTY MAINTENANCE

PR41.01 General Property and Maintenance Update

Members noted that the Corn Exchange door had been removed and boarded up. The Deputy Town Clerk informed members that the restoration was being paid for by the CIC

RESOLVED: PR41.01.01 that the update be received and noted.

PR41.01.02 that the Deputy Town Clerk inform the CIC that their refurbishment is appreciated but that the Council would wish to be informed before any fixtures were removed from the building.

PR41.02 Property Maintenance Schedule

RESOLVED: that the Schedule be received and noted.

PR42.00 BUDGET

RESOLVED: that the budget report be received and noted.

Chairman's
Initials

PR43.00 CORN EXCHANGE ROOF

Members received an update on the project plan for the replacement of the Corn Exchange roof.

The project would be carried out over several stages and it was hoped to obtain grants or a Public Works Board loan to cover some of the cost.

The work would impact on neighbouring properties and it would be necessary to hold discussions with them to inform them of the proposed works. It was agreed that requesting designers to produce a scaffolding plan would be useful when speaking to adjoining property owners.

Given the very large cost of the project, Members considered that the Committee should seek the views of the Town Council on the viability of undertaking a £360k project.

- RESOLVED:**
- PR43.01** that the cost of £1,950 for Stockton Bradley undertaking an outline design and preparing a business case be ratified
 - PR43.02** that the cost of £1631.52 for Fordham Consulting undertaking a structural engineers report be ratified
 - PR43.03** that Stockton Bradley develop detailed designs for the preferred option, to include a scaffolding plan, to obtain any consents for the changes and to manage the tendering process
 - PR43.04** that a Recommendation be made to Council to consider if a project of this size and cost is viable before proceeding further

PR44.00 CORN EXCHANGE ADJACENT BUILDING WORKS

Consideration was given to the works scheduled to be carried out at 2 The Pavement as there would likely be an impact on the Corn Exchange, particularly the fire escape.

Members agreed to speak with the CIC and then jointly approach the developer to obtain further information. In the meantime, a fire risk assessment ought to be carried out.

- RESOLVED:**
- PR44.01** that a Working Group be formed comprising Councillors N Dibben and D Rowe, possibly with Councillor Hussain as a representative from the CIC.
 - PR44.02** that the Deputy Town Clerk contact the developer to indicate that members would be seeking a meeting with them in a few weeks time.
 - PR44.03** that Ellis Whitham be asked to conduct a fire risk assessment

PR45.00 PROPERTY COMMITTEE STRATEGIC PLAN

RESOLVED: that the Strategic Plan be received and noted.

PR46.00 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.

PR47.00 TOWN HALL TENANCY

Consideration was given to a request from a Tenant of the Town Hall in respect of rental payments.

RESOLVED: that the rental amount remain as originally invoiced.

PR48.00 INSURANCE REINSTATEMENT COST ASSESSMENT

Consideration was given to quotations received for the provision of insurance reinstatement cost assessment.

RESOLVED: PR48.01 that the report is received and noted

PR48.02 that Carter Jonas be appointed to undertake a reinstatement cost assessment report for the buildings the Council insures for a total cost of £2,950 plus mileage.

PR49.00 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 the Public be re-admitted to the meeting.

Chairman:

Dated:

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 28 July 2021

SUBJECT: Town Hall boiler

1 Introduction and Purpose of Report

1.1 This report is to advise members of the condition of the Town Hall boiler and the works required to it.

2 Recommendations

2.1 That the report is received and noted.

2.2 That Elco Heating Solutions Ltd (as recommended by Ultramax) repair and service the boiler at a cost of £606.07

3 Background

3.1 The Town Hall boiler has recently been temperamental. During the cold spell at the beginning of June 2021, the radiators did not come on. The engineers who normally service the boiler were called and advised the controls were not 'speaking' to the boiler. They called a control panel engineer who looked at the problem but said he had to consult with the manufacturer. Although chased several times, he never returned.

3.2 In order to resolve the matter, officers contacted Ultramax the boiler suppliers who subsequently arranged for a specialist engineer to attend. He stripped down the boiler and found a failed burner door gasket. In turn, this had damaged the ignition, transformer and lead. He found the appliance to be unsafe, so disconnected the gas and power, leaving the boiler safe, but suitably labelled.

3.3 The parts have been ordered and are scheduled to be fitted on 26 July. This will be followed by a full service and the issuing of a gas safety certificate, once the boiler has been fixed and put back into operation.

3.4 An estimate quote of £606.07 for the works has been received. Ultramax as the suppliers of the boiler should be the acknowledged experts, being relied upon to appointing specialist engineers to undertake works on their behalf. We have found that local alternatives are not suitable. It is vital to mitigate and Health and Safety issues, that this be correctly rectified as soon as possible.

4. Proposal

4.1 That members approve the works.

5. Financial Implications

5.1 The 2021/22 budget for Town Hall repairs and renewals stands at £10,000 of which £131 has been spent.

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 The immediate H&S implications have been mitigated by turning off the gas and power supplies, by labelling the equipment appropriately and by appointing the manufacturers of the boiler to rectify the situation.

We have a duty of care to staff and tenants to provide hot water and heating. Contractor risk assessments, method statements and evidence of sufficient insurance will be obtained in advance of the works taking place. The contractor has to confirm they can meet the requirements of CDM and have a Health and Safety policy in place that complies with legislative requirements.

8. Reporting Officer – Christine Allison, Amenities Manager

PROPERTY COMMITTEE

DATE: 28 July 2021

SUBJECT: GENERAL PROPERTY & MAINTENANCE UPDATE

1 Purpose of Report

1.1 To provide Members with an update detailing the ongoing programme of Council property and property maintenance.

2 Recommendations

2.1 That the maintenance report be received and noted.

3 Background

3.1 The Council maintains a number of buildings in the community. This report covers the schedule of maintenance which has been agreed.

3.2 CORN EXCHANGE

The Corn Exchange doors, removed on 10 March for restoration were returned on 21 April 2021. A leak to the roof which occurred in January was the subject of an insurance claim for repair of the damage. The repairs were completed mid-May. Genesis Lifts undertook a routine quarterly service, repaired a fault to the front lift and replaced the batteries in both lifts. The six-monthly LOLER inspection was also undertaken on both lifts. Maintenance was undertaken on the front boiler, which had not been firing correctly.

3.3 BUS STATION AND GLOBE TOILETS

The Globe Place gents toilet was closed between 21-27 April for the fitting of a new flush mechanism. A light was reported not to be working in the Bus Station and a fitting had to be replaced. The ten-year lease came to an end on 30 November 2020.

3.4 NORRIS MUSEUM

Regular servicing of the dehumidifier took place. Maintenance included the repair of the heating controls, window cleaning and portable appliance testing.

3.5 TOWN HALL

Regular servicing of the lift and six-monthly LOLER inspection took place. The heating, boiler and boiler controls became temperamental with airlocks, radiators in need of bleeding and the eventual break down, which, at the time of writing this report, is still to be resolved. Maintenance included attention to the car park barrier, which needed new batteries. Portable appliance testing was undertaken and the windows cleaned.

3.6 DEPOT AND BURLEIGH HILL

The depot generator had its six-monthly service and Burleigh Hill portable appliance testing.

3.7 YORK HOUSE

No works took place during the period.

3.8 TOWN CLOCKS

The Free Church Clock had its annual service and turn buckles were added to the All Saints chime mechanism.

3.9 ALL BUILDINGS

In May, all the buildings for which the Council has responsibility underwent a regular three-yearly insurance reinstatement cost assessment by Carter Jonas for insurance valuation purposes.

4 Proposal

4.1 The maintenance report of work undertaken be noted.

5. Financial Implications

5.1 None.

6. Policy Implications

6.1 There are no policy implications

7. Health and Safety Implications

7.1 Health & Safety issues mitigated by planned maintenance.

8. Reporting Officer - Christine Allison – Amenities Manager

Maintenance Schedule 2021/22 (as at 20 July 2021)

Scheduled					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Town Hall	Heating	Boiler unsafe - isolated	03/06/2021		awaiting parts
Corn Exchange	Decorating	Front doors to be repainted	06/04/2018	21/04/2021	£340 in 2019/20 budget

Annual/Required this year					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Norris/Curators House	Gas	Safety Check			Annual - due 25/8/21
Corn Exchange	Gas	Safety Check		27/05/2021	Annual - due 27/5/22
Town Hall	Gas	Safety Check			Annual - due 29/6/21
York House	Gas	Safety Check			Annual - due 4/12/21
Town Hall	Lift	Maintenance		30/04/2021	2 services per year - due 30/10/21
Corn Exchange	Lifts	Maintenance		17/05/2021	4 services per year - due 17/8/21
Town Hall	Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		06/05/2021	2 inspections per year - due 06/11/2021
Corn Exchange	Lifts	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		06/05/2021	2 inspections per year - due 06/11/2021
Town Hall	Car Park Barrier	Annual Service			1 service per year- due 10/8/21
Norris/Curators House	Automatic Doors	Service			2 services per year -due 18/08/21
Norris/Curators House	De-humidifier	Annual service		01/07/2021	1 service per year
Depot	Generator	Annual Service		15/07/2021	2 services per year - due 15/01/22
Depot	Roller shutter	Annual service			Annual - due 15.9.21
All Saints/Free Church	Clock	Annual service		05/07/2021	Annual
Bus Stn/Globe Place toilets	Dryers	Service			2 services per year - due 17.5.21
York House	Electric	EHIC certificate			annual by Leaders - due 4.12.21
Norris Museum	Electric	Portable appliance testing		14/05/2021	bi-annual (advisory)
Town Hall	Electric	Portable appliance testing		09/04/2021	bi-annual (advisory)
Burleigh Hill	Electric	Portable appliance testing		14/05/2021	bi-annual (advisory)
Depot	Electric	Portable appliance testing		14/05/2021	bi-annual (advisory)
All buildings	Insurance	Reinstatement cost valuation		26/05/2021	3 yearly
Norris Museum	Alarm	Service			Annual - due 31/10/21

Completed					
Building	Works Category	Main Desc	Date Booked	Works Date	Works Notes
All	Insurance	Reinstatement costs	28/04/2021	26/05/2021	
All Saints Church	Clock	add turn buckles	07/07/2021	05/07/2021	
Burleigh Hill	Electrical	Portable appliance testing	14/05/2021	14/05/2021	
Bus Station toilet	Electrical	Light out	19/05/2021	21/05/2021	
Corn Exchange	Lift	LOLER inspection	30/04/2021	06/05/2021	
Corn Exchange	Lift	Call out - lift not working	14/05/2021	17/05/2021	
Corn Exchange	Lift	Rear lift service/new batteries	14/05/2021	17/05/2021	
Corn Exchange	Lift	Front lift service	14/05/2021	17/05/2021	
Corn Exchange	Heating	Boilers annual service/ gas safety check	27/05/2021	27/05/2021	
Corn Exchange	Heating	Boiler not firing/ red light illuminated	25/05/2021	27/05/2021	
Corn Exchange	Lift	Front lift batteries replaced	07/06/2021	07/06/2021	
Depot	Generator	Service	08/07/2021	15/07/2021	
Free Church	Clock	Service	07/07/2021	05/07/2021	
Globe Place Toilets	Plumbing	Flush broken	21/04/2021	27/04/2021	
Norris Museum	Heating	Attendd to heating Controls	06/04/2021	15/04/2021	
Norris Museum	Electrical	Portable Appliance Testing	14/05/2021	14/05/2021	
Norris Museum	Windows	Windows cleaned	19/04/2021	27/05/2021	
Norris Museum	De-humidifier	Service	12/05/2021	01/07/2021	
Town Hall	Heating	Bled radiators - air lock	19/04/2021	20/04/2021	
Town Hall	Car park barrier	Re-set post and replace battery	12/04/2021	22/04/2021	
Town Hall	Heating	Boiler controls not linking to boiler	28/04/2021	28/04/2021	
Town Hall	Lift	Six monthly service	30/04/2021	30/04/2021	
Town Hall	Lift	LOLER inspection	30/04/2021	06/05/2021	
Town Hall	Windows	Windows cleaned	19/04/2021	27/05/2021	
Town Hall	Heating	Boiler pump not working	28/04/2021	28/05/2021	

**St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 4)**

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Property</u>										
<u>400</u>	<u>Town Hall</u>									
4201	Tenants' Rent	26,000	37,940	31,600	40,622	40,622	0	0	0	0
4202	Tentants' Rechargeable Exps	7,500	7,741	7,500	2,529	7,000	0	0	0	0
4203	Hire of Council Chamber	100	0	0	0	0	0	0	0	0
	Total Income	33,600	45,682	39,100	43,151	47,622	0	0	0	0
5019	Repairs & Renewals	10,000	1,768	10,000	131	10,000	0	0	0	0
5033	Business Rates	8,000	7,722	8,000	7,722	7,722	0	0	0	0
6934	Water Rates	400	264	400	42	400	0	0	0	0
7032	Heating & Lighting	5,000	5,794	4,500	1,200	4,500	0	0	0	0
7035	Cleaning	9,500	5,733	9,500	2,145	9,500	0	0	0	0
7037	Maintenance - Contracts	2,000	1,137	2,000	0	0	0	0	0	0
7041	LED Lights Salix	0	9,250	0	0	0	0	0	0	0
7043	Eco Action	0	4,100	10,000	10,000	10,000	0	0	0	0
7044	Trade Refuse	2,050	998	2,000	369	2,000	0	0	0	0
7057	Property Survey	0	0	6,000	0	0	0	0	0	0
9246	TH Refurbishments (EMR)	11,000	8,346	10,000	0	0	0	0	0	0
	Overhead Expenditure	47,950	45,111	62,400	21,609	44,122	0	0	0	0
	400 Net Income over Expenditure	-14,350	570	-23,300	21,541	3,500	0	0	0	0
6000	plus Transfer from EMR	0	8,346	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(14,350)	8,916	(23,300)	21,541	3,500	0	0	0	0
<u>410</u>	<u>Corn Exchange</u>									

St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 4)

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7237	CIC Grant	10,000	10,564	10,000	340	10,000	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	0	0	5,000	0	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	5,000	0	5,000	0	0	0	0	0	0
	Overhead Expenditure	15,000	10,564	20,000	340	10,000	0	0	0	0
	Movement to/(from) Gen Reserve	(15,000)	(10,564)	(20,000)	(340)	(10,000)		0		
430	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	17,291	250	22,041	0	0	0	0	0	0
7046	Warners Pavillon Restoration	0	0	2,530	0	0	0	0	0	0
	Overhead Expenditure	17,291	250	24,571	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(17,291)	(250)	(24,571)	0	0		0		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	1,050	700	700	0	0	0	0	0	0
	Total Income	1,050	700	700	0	0	0	0	0	0
5033	Business Rates	2,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,000	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(950)	700	700	0	0		0		
450	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	0	1,000	0	0	0	0	0	0
	Overhead Expenditure	1,000	0	1,000	0	0	0	0	0	0

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 4)

12:48

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
Property - Income	34,650	46,382	39,800	43,151	47,622	0	0	0	0
Expenditure	83,241	55,925	107,971	21,949	54,122	0	0	0	0
Net Income over Expenditure	<u>-48,591</u>	<u>-9,543</u>	<u>-68,171</u>	<u>21,201</u>	<u>-6,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	8,346	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(48,591)</u>	<u>(1,197)</u>	<u>(68,171)</u>	<u>21,201</u>	<u>(6,500)</u>		<u>0</u>		
Total Budget Income	34,650	46,382	39,800	43,151	47,622	0	0	0	0
Expenditure	83,241	55,925	107,971	21,949	54,122	0	0	0	0
Net Income over Expenditure	<u>-48,591</u>	<u>-9,543</u>	<u>-68,171</u>	<u>21,201</u>	<u>-6,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	8,346	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(48,591)</u>	<u>(1,197)</u>	<u>(68,171)</u>	<u>21,201</u>	<u>(6,500)</u>		<u>0</u>		

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
3210 Earmarked Reserves	0.00		0.00
3211 EMR - Election Costs	5,377.75		5,377.75
3212 EMR - Provision for PC	243.82		243.82
3213 EMR - Town Celebrations	7,650.94		7,650.94
3215 EMR - Jointly Funded Imp Schem	8,989.34		8,989.34
3216 EMR - Toilet Provision	22,346.00		22,346.00
3217 EMR - Jubilee Memorial Ren.	1,830.00		1,830.00
3218 EMR - New Vehicle	6,705.00		6,705.00
3219 EMR - Parish Church Wall	14,300.00		14,300.00
3220 Norris Museum & Library Fund	0.00		0.00
3221 EMR - Play Equipment	0.00		0.00
3222 EMR - Equipment & Tools	3,879.00		3,879.00
3223 EMR - War Memorial Ren.	2,600.00		2,600.00
3224 EMR - Westwood Rd Memorial	5,875.00		5,875.00
3225 EMR - York House Refurbishment	0.00		0.00
3226 EMR - Town Hall Refurbishment	14,920.00		14,920.00
3227 EMR - Corn Exchange Refurb	25,335.00		25,335.00
3228 EMR - Corn Exchange Roof	150,000.00		150,000.00
3229 EMR - CIL	225,872.37	-42,956.00	182,916.37
3230 EMR - Tourist Information	22,486.00		22,486.00
3231 EMR - Neighbourhood Plan	21,668.62		21,668.62
3232 EMR Warners Park Pavilion	17,291.00		17,291.00
	<u>557,369.84</u>	<u>-42,956.00</u>	<u>514,413.84</u>

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	9	Investigate energy saving measures in council owned and operated buildings			<p>Jan 2020 Energy saving measured to be investigated by replacing TH lighting with LED lights. Will achieve 2/3rds less carbon useage than standard fluorescent lights - see below for progress.</p> <p>Jan 2020: Secondary glazing to TH. Quotes requested by 2/3/20. Contract awarded to Cambridge glass and glazing.</p> <p>27/1/21 Varsity appointed by Property Committee to undertake a feasibility study</p> <p>Aug/Sep 2020: Fitting of secondary glazing to TH took place. Action complete.</p> <p>11/1/21 Infra-red heating survey undertaken by Energy-Evolution at the Town Hall, Norris Museum, Corn Exchange and Burleigh Hill Community Centre.</p> <p>04/21 Energy- Evolution advised no longer able to assist</p> <p>27/1/21 Property appointed Varsity to undertake a decarbonisation feasibility study</p> <p>21/2/21 Amenities agreed to part fund study</p> <p>14/4/21 report to Council. Working party set up</p> <p>30/6/21 working party report to Council.</p>
	10	Switch to renewable energy supplier for all energy supply			Not started
	22	Investigate LED/Low energy bulbs for street lights and all council buildings		<p>22/1/20 Property Committee: Appointed St Ives Electrical to undertake replacement of LED lighting. To consider grants.</p> <p>25/11 Amenities Committee agreed to vire funds from the Farmers Market surplus income to enable replacement of street lights to LED.</p>	<p>22/1/20 Committee report to Property Committee re Town Hall LED light replacement quotes. 8 companies approached. 3 tenders received. Contract awarded to St Ives Electrical at a cost of £9,250.</p> <p>3/2/20 No grants available. Looking at interest free loan option from SALIX.</p> <p>Sept 2020, Interest free loan for Town Hall LED lighting replacement project applied for and granted by Salix Finance with repayments over 5 years. LED lighting to be supplied by NET LED - specifications approved by Salix. Lights ordered by St Ives Electrical . Fitting expected within next 4-6 weeks.</p> <p>16-23/11 Fitting took place. Action complete.</p> <p>25/11/20 street lamps to be replaced with LED lighting</p> <p>12/4/21 approximately half completed</p> <p>28/07 update requested</p>

partially complete

to commence

partially complete