



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 July 2022

Councillors J Tiddy, B Luter, C Smith, R Chapman, M Mallol Wright, M King, M Burke, M Setchell
Town Mayor

You are hereby summoned to attend a Meeting of the **Property Committee** of St Ives Town Council to be held in the **Town Hall**, St Ives on **Wednesday 27 July 2022 at 7.45 pm**

Philip Truppin
Locum Town Clerk

AGENDA

The meeting will be opened by the Town Mayor.

PR01.00 APPOINTMENT OF CHAIRMAN

To appoint a Chairman for the Committee for the ensuing municipal year.

PR02.00 APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman for the Committee for the ensuing municipal year.

PR03.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

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 27 April 2022 (copy herewith).

PR07.00 MAINTENANCE UPDATES

PR07.01 General Property and Maintenance Update
To receive an update report (copy herewith).

PR07.02 Property Maintenance Schedules
To receive Maintenance Schedule (copy herewith).

PR08.00 BUDGET

To receive Budget Report for the Committee (copy herewith).

PR09.00 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.

PR10.00 PORTABLE APPLIANCE TESTING

To consider quotations received for portable appliance testing (copy herewith).

PR11.00 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 in the Corn Exchange on Wednesday 27 April 2022**

Present:

Chairman: Councillor J Pallant

Vice Chairman: Councillor C Smith

Councillors: N Dibben, R Fuller, Dr C Pegoraro, J Tiddy, P Hussain (ex officio)

In attendance:

Locum Clerk: P Truppin

Deputy Clerk: C Allison

Amenities Manager: M Price

Democratic Officer: S Rawlinson

PR41.00 APOLOGIES FOR ABSENCE

No apologies were received.

PR42.00 DECLARATIONS OF INTEREST

Agenda Item PR46.00 – Councillor J Pallant – non pecuniary other interest as a customer of Waterworks

Agenda Item PR46.00 – Councillor R Fuller – non pecuniary other interest as an acquaintance of the tenant.

Agenda Item PR52.00 – Councillor P Hussain – non pecuniary interest as a Director of the Corn Exchange CIC

PR43.00 PUBLIC PARTICIPATION

None.

PR44.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 26 January 2022 are agreed as a correct record and signed by the Chairman.

PR45.00 ECO AUDIT REPORT

The Deputy Clerk provided a verbal report to Members assessing progress after one year and reviewing priorities.

The switch to LED bulbs at the Town Hall had been completed, as had installation of secondary double glazing. Emergency lighting would be replaced at all properties once they failed. All street lights in Council ownership were now LED and the light on the Jubilee Fountain had been restored.

Greener energy providers were being investigated.

RESOLVED: PR45.01 that the report is received and noted

PR45.02 that consideration is given to drawing up an action plan for future projects and arrangements for setting aside funding for these.

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PR46.00**YORK HOUSE INTERNAL REPAIRS**

Internal repairs had been conducted at York House in the sum of £695 + VAT.

RESOLVED: that the expenditure of £695+VAT be ratified.

PR47.00**MAINTENANCE UPDATES****PR47.01****General Property and Maintenance Update**

The Deputy Clerk reported that the Corn Exchange plasterworks were scheduled to be done at the end of May.

The bus station toilets had been completed to a very high standard. Damp issues at the Norris were still unresolved.

Ceiling repairs in the first floor office at the Town Hall had been completed and the room would be re-carpeted shortly.

RESOLVED: that the report be received and noted.

PR47.02**Property Maintenance Schedule**

RESOLVED: that the Schedule be received and noted.

PR48.00**BUDGET**

RESOLVED: that the budget report be received and noted.

PR49.00**PROPERTY STRATEGIC PLAN**

RESOLVED: that the Plan be received and noted.

PR50.00**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.

PR51.00**EICR TESTING**

Consideration was given to the quotation received. Five companies had been invited to quote but just one had been submitted.

RESOLVED: that a Recommendation be made to Council for financial regulations to be suspended in order for the single quotation to be accepted.

PR52.00**CORN EXCHANGE ROOF**

Members were in receipt of a report advising of completion of the statutory Stage 2 phase of the project and seeking ratification of the decision made under delegated powers to progress to the tender stage.

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Members had some concern about the section of the report relating to seeking Secretary of State approval for a Public Works Board loan in which it stated that it was not intended to increase the precept for the purpose of loan repayments. It was agreed that this was a matter for the new Council to determine and that no recommendation on this aspect should come from the Property Committee.

RESOLVED: PR52.01 that the report is received and noted.

PR52.02 that the decision made under urgent delegated powers that the project management of Stage 3- the tender process be progressed and undertaken by Stockton Bradley at a cost of £4,200 is ratified.

PR52.03 that the report from Stockton Bradley is received and noted and the following recommendations contained therein be agreed:

- approval to provide a letter of intent to Cambridge Roofers Ltd to undertake renewal works at the Corn Exchange for a sum of £346,050 plus £25,000 for risk associated with cost variation i.e £371,050 in total, with works commencing in February 2023.
- approval of the preferred contractor to proceed with detailed scaffold design and ancillary investigations to enable access to the neighbouring properties, provision of information to release Planning Conditions, arrangements of supply chains and ordering of materials on formal appointment.
- approval for Stockton Bradley to discharge conditions set by Huntingdonshire District Council set out in the Planning consent for a provisional sum of £3,000.
- approval for Stockton Bradley to manage the letter of intent, scaffold design and freezing of costs by the contractor(s) prior to the October Property Committee meeting at a cost of £3,750.
- approval for Stockton Bradley to engage solicitors for the purpose of serving notice on neighbours and facilitating access on neighbours' property to enable the roof works for a provisional sum of £5,000.
- that the consultation letters and responses to the neighbour consultation conducted by Stockton Bradley be received and noted.
- that a Recommendation be made to full Council that a resolution be made at the St Ives Town Council Meeting on 19 May 2022 to seek approval from

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the Secretary of State at the Department for Levelling Up, Housing & Communities to apply for a Public Works Loan Board (further information on the cost and term of the loan to be provided to that meeting).

- that Council determine what, if any, impact the loan repayments should have on the precept level.

PR53.00

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: 27 July 2022

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PROPERTY COMMITTEE

DATE: 27 July 2022

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. The attached Maintenance Schedule covers the entire financial year 2022/23. The report below details works undertaken since January 2022, the last report to members.

3.2 CORN EXCHANGE

A quarterly service was undertaken on the rear lift in April 2022. It had been identified that new batteries would be needed and these were replaced. A LOLER inspection was undertaken when it was found that the screw nut tolerance was not within limit. The engineers had to be called back and a second successful LOLER inspection was undertaken in May. Plasterwork in the Tony Burgess room had been bubbling, requiring further attention, this has now been completed and the works carried out to a very high standard. The insurance claim has been submitted for payment, GM team will repair the Pidgeon netting to the roof space on the rear of the building to stop pigeons attempting to get in the roof space again, this work will be carried out Aug 2022.

Following on from the yearly Fire inspection two internal doors require door vents in the boiler cupboard, this will be completed and then allowing sign off of inspection

3.3 BUS STATION AND GLOBE TOILETS

The bus station toilets were recently refurbished and they re-opened on 22 April 2022 and continue to provide excellent facilities to the public. However, the drainage system continues to cause residents issues with blockages and an emergency site visit is planned for essential works to be completed, the Amenities Manager will keep everyone updated on the progress. The ten-year lease for the Bus Station toilets came to an end on 30 November 2020 and will be renewed now refurbishment has been completed. No works were required at Globe Place during the last quarter.

3.4 NORRIS MUSEUM

Munters will be servicing the De Humidifiers again in late July as part of the plan and also on that visit they will look again at the costs involved in replacing the very old and not current humidifier, the automatic doors and fire alarm were serviced and a new panic alarm button installed. The CCTV and general security needs reviewing in 2022 NM director and Amenities Manager will be holding meetings to build a plan,

3.5 TOWN HALL

The regular fire alarm and emergency lighting service was undertaken. Windows were cleaned ready for jubilee, In April 2022 the 2nd floor toilet flushing system needed replacing due to the toilet having to be taken out whilst the new floor surface replaced at a cost of £165. The TH front door needs attention as it is sticking and not opening the Amenities Manager will gain costings for this to be done before winter.

3.6 **DEPOT /OLD MORTUARY**

No works took place at the Old Mortuary. The Depot generator has had its new replacement batteries fitted and all is working fine, the Amenities Manager is undertaking a task to fit a 1350ltr bunded fuel tank into the depot.

3.7 **YORK HOUSE**

No works or issues to report on in this report.

3.8 **BURLEIGH HILL**

No works or issues to report on in this report.

3.9 **TOWN CLOCKS**

Free Church – a full clean will be undertaken in the Aug 2022 at a cost of £1,235.

4 Proposal

4.1 The maintenance report of work undertaken be noted.

5. Financial Implications

5.1 There are no financial implications.

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 – Matthew Price – Amenities Manager

AGENDA ITEM PR07.02

Maintenance Schedule 2022/23 (as at 27 July 2022)

Scheduled					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
All Saints church	Service	Clock Service	16/06/2022	29/07/2022	
Free Church	Service	Clock Service	16/06/2022	29/07/2022	

Annual/Required this year					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Norris/Curators House	Gas	Safety Check		24/08/2021	Annual - due 24/8/22
Corn Exchange	Gas	Safety Check		06/10/2021	Annual - due 6/10/22
Town Hall	Gas	Safety Check		09/08/2021	Annual - due 09/08/22
York House	Gas	Safety Check		10/03/2022	Annual - due 10/3/23
Town Hall	Lift	Maintenance		18/04/2022	2 services per year - due 18/011/22
Corn Exchange	Front Lift	Maintenance		18/04/2022	4 services pa - due 08115/2022
Corn Exchange	Rear Lift	Maintenance		18/04/2022	4 services per year - due 24/11/22
Town Hall	Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		05/05/2022	2 inspections per year - due 08/11/22
Corn Exchange	Rear Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		05/05/2022	2 inspections per year - due 06/11/22
Corn Exchange	Front Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		05/05/2022	2 inspections per year - due 06/11/22
Town Hall	Car Park Barrier	Annual Service		31/05/2022	1 service per year- due 09/05/23
Norris/Curators House	Automatic Doors	Service		09/02/2022	2 services per year -due 09/08/22
Norris/Curators House	De-humidifier	Annual service		01/07/2021	1 service per year - due 22/7/22
Depot	Generator	Annual Service		31/03/2021	2 services per year - due 15/08/22
Depot	Roller shutter	Annual service		05/09/2021	Annual - due 29/07/22
All Saints/Free Church	Clock	Annual service		05/07/2021	Annual - due 29/07/22
Globe Place toilets	Washer /Dryers	Service		29/03/2022	2 services per year - due 29/09/2022
Norris Museum	Electric	Portable appliance testing		11/08/2021	bi-annual (advisory)
Town Hall	Electric	Portable appliance testing		11/08/2021	bi-annual (advisory)
Burleigh Hill	Electric	Portable appliance testing		14/05/2021	bi-annual (advisory)
Depot	Electric	Portable appliance testing		11/08/2021	bi-annual (advisory)
All buildings	Insurance	Reinstatement cost valuation		26/05/2021	3 yearly
Norris Museum	Fire Alarm	Service		21/03/2022	quarterly - due 21/08/22
Town Hall	Fire Alarm	Service		12/07/2022	quarterly - due 13/12/2022
Norris Museum	Intruder Alarm	Service		05/10/2021	6 monthly - 05/04/22

Completed					
Building	Works Category	Main Desc	Date Booked	Works Date	Works Notes
Corn Exchange	Lift	Rear lift service	26/04/2022	26/04/2022	
Corn Exchange	Lift	Front lift service	26/04/2022	26/04/2022	
Corn Exchange	Lift	LOLER Inspection	26/04/2022	05/05/2022	
Corn Exchange	Lift	LOLER Inspection	26/04/2022	05/05/2022	
Town Hall	Lift	Service	26/04/2022	26/04/2022	
Town Hall	Lift	LOLER Inspection	26/04/2022	05/05/2022	
Corn Exchange	Electric	F&R Lift lock ins	27/05/2022	31/05/2022	Public corresponded to
Corn Exchange	Maintenance	Lift Stickers	15/06/2022	24/06/2022	To address future lift stopping
Noris Museum	Maintenance	Windows Cleaned	11/05/2022	25/05/2022	
Nuts Bistro	Electric	Defib Pads	20/05/2022	25/05/2022	Circuit requirments
Town Hall	Lift	Service	26/04/2022	26/04/2022	
Town Hall	Lift	LOLER Inspection	26/04/2022	05/05/2022	
Town Hall	Plumbing	2nd Floor Toilet repair	09/05/2022	13/05/2022	
Town Hall	Lift	Lift repair Breakdown	09/05/2022	13/05/2022	
Town Hall	Maintenance	Windows Cleaned	11/05/2022	25/05/2022	
Town Hall	Electric	Car park barrier	27/05/2022	31/05/2022	

Annual Budget - By Committee (Actual YTD Month 3)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Property												
400	Town Hall											
4201	Tenants' Rent	31,600	40,851	0	0	35,000	0	35,000	40,847	0	0	0
4202	Tenants' Rechargeable Exps	7,500	2,129	0	0	3,000	0	3,000	-563	0	0	0
4203	Hire of Council Chamber	0	10	0	0	0	0	0	0	0	0	0
	Total Income	39,100	42,989	0	0	38,000	0	38,000	40,284	0	0	0
5019	Repairs & Renewals	10,000	12,695	0	0	10,000	0	10,000	3,181	0	0	0
5021	Health & Safety	0	0	0	0	0	0	0	61	0	0	0
5033	Business Rates	8,000	7,722	0	0	8,320	0	8,320	6,487	0	0	0
6934	Water Rates	400	406	0	0	400	0	400	36	0	0	0
7032	Heating & Lighting	4,500	5,839	0	0	4,500	0	4,500	618	0	0	0
7035	Cleaning	9,500	8,766	0	0	9,500	0	9,500	2,210	0	0	0
7037	Maintenance - Contracts	2,000	1,062	0	0	2,000	0	2,000	379	0	0	0
7043	Eco Action	10,000	35,000	0	0	0	0	0	0	0	0	0
7044	Trade Refuse	2,000	1,574	0	0	2,000	0	2,000	629	0	0	0
7057	Property Survey	6,000	3,250	2,750	0	1,000	0	3,750	0	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	0	0	10,000	0	10,000	0	0	0	0
	Overhead Expenditure	62,400	76,315	2,750	0	47,720	0	50,470	13,600	0	0	0
	Movement to/(from) Gen Reserve	(23,300)	(33,326)			(9,720)		(12,470)	26,684	0		
410	Corn Exchange											
7237	CIC Grant	10,000	12,906	0	0	10,000	0	10,000	1,585	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	9,968	0	0	5,000	0	5,000	0	0	0	0

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

10:47

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9337	Corn Exchange Roof (EMR)	5,000	31,550	0	0	5,000	0	5,000	2,248	0	0	0
	Overhead Expenditure	20,000	54,424	0	0	20,000	0	20,000	3,832	0	0	0
6000	plus Transfer from EMR	0	31,518	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(20,000)</u>	<u>(22,906)</u>			<u>(20,000)</u>		<u>(20,000)</u>	<u>(3,832)</u>	<u>0</u>		
430	<u>Warners Park Pavilion</u>											
5019	Repairs & Renewals	22,041	0	0	0	0	0	0	0	0	0	0
7046	Warners Pavillon Restoration	2,530	0	0	0	2,530	0	2,530	0	0	0	0
	Overhead Expenditure	24,571	0	0	0	2,530	0	2,530	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(24,571)</u>	<u>0</u>			<u>(2,530)</u>		<u>(2,530)</u>	<u>0</u>	<u>0</u>		
440	<u>Ground Maintenance Depot</u>											
4400	Rental of Old Depot	700	700	0	0	700	0	700	700	0	0	0
	Total Income	700	700	0	0	700	0	700	700	0	0	0
5033	Business Rates	0	0	0	0	0	0	0	1,235	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	1,235	0	0	0
	Movement to/(from) Gen Reserve	<u>700</u>	<u>700</u>			<u>700</u>		<u>700</u>	<u>(535)</u>	<u>0</u>		
450	<u>Community Centre</u>											
5019	Repairs & Renewals	1,000	0	0	0	1,000	0	1,000	0	0	0	0
	Overhead Expenditure	1,000	0	0	0	1,000	0	1,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>			<u>(1,000)</u>		<u>(1,000)</u>	<u>0</u>	<u>0</u>		

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)

10:47

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Property - Income	39,800	43,689	0	0	38,700	0	38,700	40,984	0	0	0
Expenditure	107,971	130,739	2,750	0	71,250	0	74,000	18,668	0	0	0
Net Income over Expenditure	<u>-68,171</u>	<u>-87,050</u>	<u>-2,750</u>	<u>0</u>	<u>-32,550</u>	<u>0</u>	<u>-35,300</u>	<u>22,317</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	31,518	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(68,171)</u>	<u>(55,531)</u>			<u>(32,550)</u>		<u>(35,300)</u>	<u>22,317</u>	<u>0</u>		

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