



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

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

Tel: 01480 388929

e-mail: clerk@stivestowncouncil.gov.uk

TWINNED WITH STADTALLENDORF

Issued: 21 June 2023

Cllrs R Chapman, M King, M Burke, M Mallol Wright, C Smith, J Tiddy, N Wells, S Mokbul

You are hereby summoned to attend a Meeting of the **Facilities Committee** of St Ives Town Council to be held in the **Town Hall** on **Wednesday 28 June 2023 at 7.45pm**.

Matthew Price
TOWN CLERK

AGENDA

SID Presentation

To receive a presentation from David McCandless (Community Road Watch UK) on the proposed management of the SIDs in St Ives.

F14.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

F15.00 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.

F16.00 PUBLIC PARTICIPATION

A maximum of 15 minutes in total is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy. Each participant will be limited to 3 minutes in which to make their comments. Comments will be summarised in the minutes.



- F17.00 MINUTES**
To confirm as a correct record the Minutes of the Facilities Committee held on 24 May 2023 (copy herewith).
- F18.00 ROLLING PROGRAMME**
To receive the Rolling Programme (copy herewith).
- F19.00 BUDGET**
To receive budget for the Committee (copy herewith).
- F20.00 SLEPE HALL PLANTER**
To consider verbal report from Cllr Chapman (copy herewith).
- F21.00 PUBLIC EXERCISE EQUIPMENT**
To receive a verbal report from Cllr R Chapman on the placement of exercise equipment in St Ives (copy herewith).
- F22.00 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.
- F23.00 SIDS – COMMUNITY ROAD WATCH**
To propose Community Road Watch UK manage the St Ives SIDs.
- F24.00 EDEN TREES SPECIALISTS QUOTE**
To consider a quote for work on the trees behind the Norris Road flats (adjacent to rear of Broad Leas Cemetery)(copies herewith).
- F25.00 TO CONSIDER A REPORT FROM THE TOWN CLERK REGARDING STAFF MOBILE PHONES**
Purchases of mobile phones.
- F26.00 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 readmitted to the meeting.

**Minutes of the Meeting of the Facilities Committee of St Ives Town Council
held in the Town Hall on 24 May 2023**

Present:

Councillors: M Mallol Wright, R Chapman, C Smith, N Wells, J Tiddy, S Mokbul, M King

In attendance:

Town Mayor: P Pope

Town Clerk: M Price

Democratic Officer: A Childs

Facilities Manager: T White

The Town Mayor commenced the meeting.

F01.00 APPOINTMENT OF CHAIRMAN

Councillor J Tiddy nominated Councillor M King to serve as Chairman, which was seconded by Councillor S Mokbul. The vote was unanimous.

RESOLVED: that Councillor M King be appointed Chairman for the municipal year 2023/24.

F02.00 APPOINTMENT OF VICE CHAIRMAN

Councillor C Smith nominated Councillor S Mokbul to serve Vice Chairman, which was seconded by Councillor J Tiddy. The vote was unanimous.

RESOLVED: that Councillor S Mokbul be appointed Vice Chairman for the municipal year 2023/24.

F03.00 APOLOGIES FOR ABSENCE

None.

F04.00 DECLARATIONS OF INTEREST

None.

F05.00 PUBLIC PARTICIPATION

The Chair of the Flood Action Group mentioned that there were complaints regarding the use of diesel generators at last year's Michaelmas Fair. He asked if alternatives could be considered for future events. He requested that this item to be added to the agenda of the next relevant Committee meeting.

The gardening work at Ramsey Road & Hill Rise Cemetery was mentioned; Councillor P Hussain wished to express his gratitude to the St Ives in Bloom committee and the Grounds Maintenance Team for their impressive contributions to the improved appearance of the cemetery.

RESOLVED: that the generator concern be added as a discussion point to the agenda of the next relevant Committee meeting.

Chairman's
Initials

F06.00 MINUTES

RESOLVED: that the Minutes of the Meeting held on 27 April 2023 be agreed as a correct record and signed by the Chairman.

F07.00 ROLLING PROGRAMME

Councillor J Tiddy discussed the grounds work at Warner's Park Pavilion and requested that further pruning be completed to the roots around the top of the pavilion; as well as cleaning inside the pavilion.

The Vice Chairman asked if the referenced works at York House included the windows; the Facilities Manager confirmed the works will include window repair. A request was made for a full list of all works in detail. The Facilities Manager explained that the repairs are primarily remedial – partially due to the age of the building and partially from the everyday usage of the previous tenants.

RESOLVED: that the rolling programme be received and noted.

that the Facilities Manager will provide a report regarding the ground works at Warner's Park Pavilion.

that the Facilities Manager will provide a detailed list with description of all required works at York House.

F08.00 BUDGET

RESOLVED: that the budget report be received and noted.

F09.00 RoSPA ANNUAL REPORT

The annual report was included in the agenda pack, along with the summary of medium risk.

RESOLVED: that the report be received and noted.

F10.00 RUSSET CLOSE PLAY PARK

The Facilities Manager provided a verbal report regarding the Russett Close Play Park. Due to changes in age-related demographics in the surrounding neighbourhood, the Russett Close Play Park was no longer in frequent use.

The RoSPA report stated that the park should be closed and the play park equipment was not current and up-to-date in health and safety standards. The Chair invited suggestions for use of the land and space. It was suggested that the Committee visit the site, speak to local residents and gain a deeper understanding of the space to help decide future decisions on the land use.

RESOLVED: that the verbal report be received and noted.

that the Committee members schedule a group visit to the Russet Close Play Park.

that this item be added to the agenda of the next meeting.

F11.00 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.

F12.00 SIDS – COMMUNITY ROAD WATCH

The Facilities Manager provided a verbal report on the Speed Indicator Devices (SIDs) to the Committee. David McCandless, Managing Director & National Coordinator of Community Roadwatch (UK) CIC, had provided some suggested works and associated costs for the monitoring and maintenance of the speed indicator devices in St Ives. The Facilities Manager suggested the possibility of arranging for the management of these devices to be contracted out by a relevant specialist.

RESOLVED: that the verbal report be received and noted.

that David McCandless be invited to attend the next Facilities Committee meeting to provide a presentation on the proposed works.

F13.00 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.

The meeting concluded at 8:29 pm.

Chairman:

Dated: 28 June 2023

Chairman's
Initials

Index	Date	Agenda title	Agenda	Resolved	State	Narrative
F.00	15/06/2023	Warner's Park dog signs	Animal Control		In progress	As ratified by members on the 11/05/2023 4no signs to be placed on Warner's Park entrances – Supplier has provided the new signs, and these will be erected on the park
F	24/05/23	York House	Maintenance	All works completed and new tenants have now taken occupation of the house	Completed	All work completed on York House
F	16/04/23	SITC Assets	TH Finance and GM Team		In Progress	The Asset list is currently being updated by the FM and FO and then a rolling programmed will be formulated
F	24/05/23	Play Parks	Maintenance		In Progress	Costs being quoted for the replacement of major damaged and missing items
F	05/06/2023	Hanging Baskets	Maintenance		In Progress	All the hanging baskets have now been planted and being watered
F	16/06/2023	Warner's Pavilion	Maintenance		Completed	Dead ivy from the rear of the roof has been removed (subject to roof damage) and interior tidied up

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

15:11

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Amenities</u>										
300	<u>Amenities General</u>									
4100	Farmers' Markets	14,500	23,234	14,500	6,063	0	0	0	0	0
4101	Sale of equipment	0	2,100	0	0	0	0	0	0	0
	Total Income	14,500	25,334	14,500	6,063	0	0	0	0	0
5019	Repairs & Renewals	3,000	4,879	25,702	841	0	0	0	0	0
5021	Health & Safety	500	112	500	282	0	0	0	0	0
6136	Eco Action	4,250	0	4,250	63	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	2,000	780	1,000	0	0	0	0	0	0
6456	Toilet Provision	35,000	35,143	30,000	9,952	0	0	0	0	0
6927	Street Cleaning	2,000	0	1,000	0	0	0	0	0	0
6932	Electricity	600	593	600	145	0	0	0	0	0
6934	Water Rates	1,000	773	1,000	438	0	0	0	0	0
6937	Fire Extinguishers	250	0	500	28	0	0	0	0	0
6945	Clock Maintenance	1,655	430	2,225	0	0	0	0	0	0
6983	Farmer's Markets	13,000	12,279	13,000	3,581	0	0	0	0	0
9157	New Vehicle (EMR)	1,000	6,864	2,000	632	0	0	0	0	0
9195	Play Equipment (EMR)	20,000	717	0	0	0	0	0	0	0
9286	Equip & Tools-Amenities (EMR)	25,000	26,245	5,000	0	0	0	0	0	0
	Overhead Expenditure	109,255	88,815	86,777	15,960	0	0	0	0	0
	300 Net Income over Expenditure	-94,755	-63,482	-72,277	-9,897	0	0	0	0	0
6000	plus Transfer from EMR	0	5,344	0	0	0	0	0	0	0

Continued on next page

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

15:11

		<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>(94,755)</u>	<u>(58,138)</u>	<u>(72,277)</u>	<u>(9,897)</u>	<u>0</u>		<u>0</u>		
310	<u>Street Lighting</u>									
5019	Repairs & Renewals	2,000	499	2,000	0	0	0	0	0	0
6032	CCC Electric Energy	3,500	8,840	3,500	1,873	0	0	0	0	0
	Overhead Expenditure	<u>5,500</u>	<u>9,339</u>	<u>5,500</u>	<u>1,873</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(5,500)</u>	<u>(9,339)</u>	<u>(5,500)</u>	<u>(1,873)</u>	<u>0</u>		<u>0</u>		
330	<u>Machinery</u>									
6255	Road Fund Licence	450	290	450	320	0	0	0	0	0
6256	Fuel	4,900	7,869	8,000	1,629	0	0	0	0	0
6257	Maintenance & MOT	4,000	1,019	5,000	356	0	0	0	0	0
	Overhead Expenditure	<u>9,350</u>	<u>9,177</u>	<u>13,450</u>	<u>2,305</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(9,350)</u>	<u>(9,177)</u>	<u>(13,450)</u>	<u>(2,305)</u>	<u>0</u>		<u>0</u>		
340	<u>Playground/Open Spaces/Cem.</u>									
4052	Ashes Plots Digging	1,000	1,122	500	0	0	0	0	0	0
4140	Mausoleum Income	0	6,000	0	0	0	0	0	0	0
4150	Burial Fees	22,000	22,591	13,000	1,137	0	0	0	0	0
	Total Income	<u>23,000</u>	<u>29,713</u>	<u>13,500</u>	<u>1,137</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6289	Mausoleum Maintenance	0	0	1,500	0	0	0	0	0	0
6391	Inspections & Repair & Renewal	1,000	1,118	1,000	817	0	0	0	0	0
6488	Tree Work	6,050	7,830	10,000	0	0	0	0	0	0

Continued on next page

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

15:11

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6490	Annual Planting	9,730	9,226	9,730	0	0	0	0	0	0
6492	Christmas Tree & Decorations	1,000	2,451	1,000	0	0	0	0	0	0
6593	Cemetery Maintenance	2,500	3,277	2,500	575	0	0	0	0	0
	Overhead Expenditure	20,280	23,902	25,730	1,392	0	0	0	0	0
	Movement to/(from) Gen Reserve	2,720	5,811	(12,230)	(254)	0		0		
350	Allotments									
4160	Allotment Rents	6,900	8,834	7,500	8,996	0	0	0	0	0
	Total Income	6,900	8,834	7,500	8,996	0	0	0	0	0
6636	Allotment Maintenance	1,000	1,691	1,000	1,210	0	0	0	0	0
6644	Rent for the Meadow	200	200	200	0	0	0	0	0	0
	Overhead Expenditure	1,200	1,891	1,200	1,210	0	0	0	0	0
	Movement to/(from) Gen Reserve	5,700	6,943	6,300	7,786	0		0		
	Amenities - Income	44,400	63,880	35,500	16,196	0	0	0	0	0
	Expenditure	145,585	133,124	132,657	22,740	0	0	0	0	0
	Net Income over Expenditure	-101,185	-69,244	-97,157	-6,543	0	0	0	0	0
	plus Transfer from EMR	0	5,344	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(101,185)	(63,899)	(97,157)	(6,543)	0		0		

Continued on next page

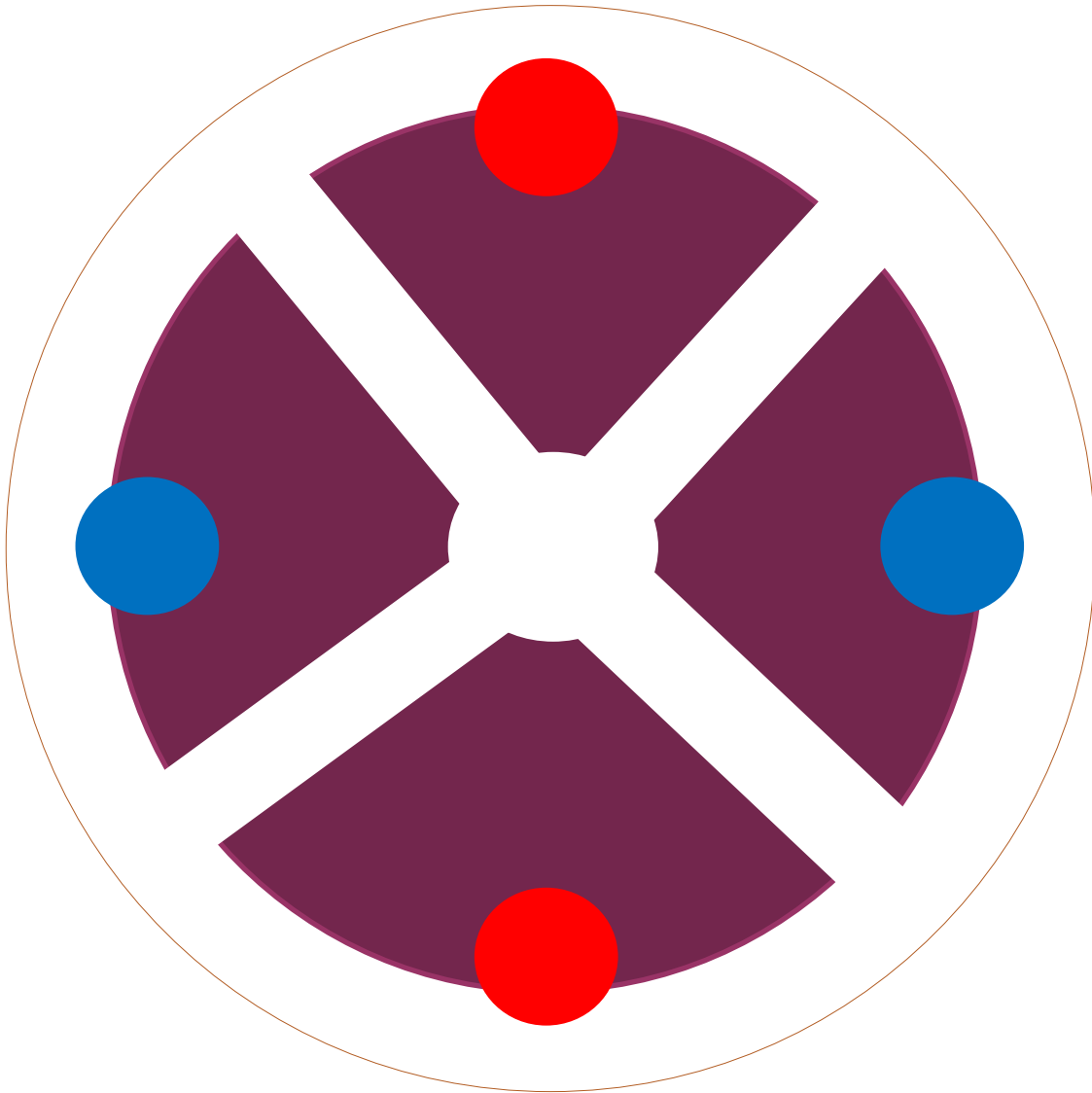
St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 3)




15:11

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	44,400	63,880	35,500	16,196	0	0	0	0	0
Expenditure	145,585	133,124	132,657	22,740	0	0	0	0	0
Net Income over Expenditure	<u>-101,185</u>	<u>-69,244</u>	<u>-97,157</u>	<u>-6,543</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	5,344	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(6,543)</u>	<u>0</u>		<u>0</u>		

Suggestion to Cranbrooks for Slepe Planter

1. representation of the kings crown,
2. Royal LoGo in red
3. 3. royal logo in blue
4. Crown designs 3 choices



	Wooden planter
	White flowers border, centre and cross
	Purple flowers
	Red flowers
	Blue, green or orange flowers





	Wooden planter
	White flowers
	Purple flowers
	Red flowers
	Blue flowers
	Yellow flowers



Parks Questionnaire

Overall how satisfied or dissatisfied are you with the Parks in St. Ives? *

Satisfied

- Fairly Satisfied
- Neither Satisfied Nor Dissatisfied
- Fairly Dissatisfied
- Dissatisfied
- Don't Know

What are you commenting on? *

- General Park
- Specific Park

If you chose Specific Park please enter the park name.

How often do you visit your park or open space? *

- Most Days
- Weekly
- Monthly
- Occasionally
- Rarely

Why do you visit the park or open space? (please tick up to five main reasons for normally visiting the park or open space). *

- For peace and quiet
- Get some fresh air
- Ride a bike
- Visit the play area
- Attend events
- Enjoy flowers / trees
- For a walk
- Walk a dog
- Enjoy the surroundings
- Play / watch sports or games
- See birds and wildlife
- Take a shortcut
- Children / family outing
- Eat / drink

- Meet friends
- Other

If you chose 'Other' please specify below.

Are you happy with the range of facilities on the Park? *

- Yes
- No

If you have an improvement priority what might it be?

- Improve wildlife
- Improve children's play
- Improve sports facility
- Control dogs

Do you have any further comments or suggestions for your park or open space?

Which town council Park would you like exercise/special equipment to be placed in?

- Warner's park
- Slepe Field
- Some in each

Other area please state

What are your priorities for improvements to the park/s? (Check all that apply.)

- benches/ Tables
- Children's play equipment
- Cleaning/ Litter Removal
- Dog Runs
- Drinking Fountains
- Gardens and Flowers (Horticulture)
- Paths
- Public art

- Security
- Signage
- Biodiversity
- Sports Courts. Fields
- Tree Planting/ Maintenance
- Other area please state

FACILITIES COMMITTEE

DATE: 28 June 2023

SUBJECT: Norris Road tree remedial work

1 Introduction and Purpose of Report

- 1.1 Remedial work is required to be undertaken on Norris Road
- 1.2 This report is to present to Members details of the requirements and results of the quotes received.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That Eden Tree Specialists be appointed to undertake the remedial work for Norris Road at a cost of [REDACTED].

3 Background

- 3.1 The Tree area on the attached map shows 1 tree within the red section that is encroaching onto a local residents property, the Eden tree's report (copy herewith) shows that members are under no obligation via legislation to carry out the works , however it is felt that future proofing any works and re growth plus as a gesture of good will to a St Ives resident be considered..
- 3.2 The Council is keen to ensure that its maintenance and care of all trees going forward takes into account the viability of each tree whilst ensuring the longer-term amenity value. The Facilities Manager has discussed with all companies below to ensure the remedial works would allow for two years' worth of growth before further works would need to be undertaken

4. Specification

- 4.1 4 companies were approached to provide a quote for undertaking the required remedial work.

5. Quotes

- 5.1 3 companies responded positively, 1 did not respond,

Company	Quote	Insurance	Membership of appropriate professional body
Eden Tree Specialists	£ [REDACTED]	[REDACTED]	BS3998:2010
GTS Tree Services	£ [REDACTED]	[REDACTED]	BS3998:2010
SW Tree Care	£ [REDACTED]	No Evidence given	Logos indicate professional membership of the Arboricultural Association
MJC Tree Care	No Quote received	N/A	N/a

6. Proposal

6.1 Based on the quotes provided and additional information requested and provided it is proposed that Eden Tree Specialists are appointed to undertake the remedial work.

6.2 The Town Council has already used Eden Trees Services to provide various reports and carry out tree works in the town and the customer service received has been entirely satisfactory.

6.3 To be booked in for September 2023 - after nesting birds and before leaf fall to avoid debris falling into neighbouring properties.

7. Financial Implications

7.1 2023/24 Tree Work budget would be used for these works

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. The appointed contractor will provide their own insurance and risk assessments including H&S measures.

10. Reporting Officer – Trevor White – Facilities Manager

Eden Trees – Norris Road inspection report

Hi Trevor,

I don't believe there is any act in particular which would cover damage from squirrels. However, under common law its states about the trees causing damage themselves. In this case the overhanging limbs aren't causing direct damage at current.

The resident of the flat has the right to prune back to boundary, providing they offer the branches back to the council, if the council rejects the offer they have to dispose of the branches themselves and not cast them back over onto the council side.

Also, if the pruning back to boundary would cause 'ill effect' to the tree they could be viable for damages.

Kind regards

Samuel Dudley TechArborA

Director

Eden Tree Specialists Ltd

Telephone: 01234 960796

Email: info@edentreespecialists.co.uk

Website: www.edentreespecialists.co.uk



Eden Tree Specialists Ltd. Registered Office: 10 Queen Alexandra Road, MK41 9SE. Registered in England: 10441870. VAT No. 256468767.
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom it

Norris Road – Remedial tree works.

