



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

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TWINNED WITH STADTALLENDORF

Issued: 16 August 2023

Clrs 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 23 August 2023 at 7:30 pm**.

Matthew Price
TOWN CLERK

AGENDA

F34.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

F35.00 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.

F36.00 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.

F37.00 MINUTES

To confirm as a correct record the Minutes of the Facilities Committee held on 26 July 2023 (copy herewith).

F38.00 ROLLING PROGRAMME

To receive the Rolling Programme (copy herewith).



F39.00

BUDGET

To receive budget for the Committee (copy herewith).

F40.00

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.

F41.00

PLAY PARK EQUIPMENT

To receive a written report of a Play Equipment RoSPA Specification for Play Equipment for Thorndown, Warners and Burleigh play parks; and consider the included quote (copies herewith).

F42.00

GENERAL MAINTENANCE BUILDING EQUIPMENT

To receive a report on the general maintenance building equipment and consider the included quote (copy herewith).

F43.00

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 26 July 2023**

Present:

Chairman: M King
Councillors: M Mallol Wright, R Chapman, N Wells, J Tiddy

In attendance:

Town Mayor: P Pope
Democratic Officer: A Childs
Facilities Manager: T White

HILL RISE ALLOTMENT ASSOCIATION (HRAA) PRESENTATION

Kate Campbell and two fellow HRAA members presented to the committee regarding the use and maintenance of the two public toilets which were gifted to the allotment association by the Town Council.

In February 2023 the HRAA conducted a survey on this topic amongst its members; the association represents 65 percent of plotholders and 35 percent of plots do not have any representation other than the Town Council.

The speakers offered three potential solutions to the cleaning and maintenance of the on-site toilets:

- 1) Keep the toilets locked, and opened when an event is held; this seems a waste of the resource and not supportive of plotholders.
- 2) As it is a Town Council facility, the council would provide the cleaning for it through an existing cleaning contract. This would likely be costly but would allow the facilities to be opened daily. The association would assist with funding, and plot members would expect an increase in plot fees.
- 3) Set up a volunteer cleaning rota for 50 weeks of the year, including ten volunteers who would be responsible for five weeks of cleaning per person. The association would ask the Town Council to reduce their plot fees by fifty percent as compensation. The HRAA would be responsible for organising the rota system; both the Town Council and HRSS would lose income as a result but the toilets would be maintained.

The HRAA members also welcomed suggestions from the Facilities Committee.

They also discussed the locking system - the toilets need to be locked and are currently locked with a key, but they need to be able to be unlocked by various plotholders to allow use. One suggestion is a keypad with a code for access.

Another issue is accessibility to the toilets. As the plots are inclusive, it is necessary for people with mobility issues to be able to use the space. A ramp was suggested, as well as a handrail for the cubicles.

Cleaning products were also addressed; as the runoff of cleaning materials will go to a septic tank the HRAA wanted to know if there are limitations on what products can be used.

They suggested going to all plotholders for their feedback, to include the thirty five percent that are not members of the association.

The Chairman thanked the HRAA members for their presentation.

Chairman's
Initials

F27.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor C Smith (personal).

F28.00 DECLARATIONS OF INTEREST

None.

F29.00 PUBLIC PARTICIPATION

Mr Mathew Setchell, the Chair of the Flood Action Group, spoke regarding **Agenda Item F33.00**. He stated that in terms of water maintenance that Anglian Water would be happy to assist.

He also suggested that the toilet facilities at the Grounds Maintenance Depot could be made public on a pay-as-you-use scheme via card payments on the front of the facilities.

The Chairman thanked Mr Setchell for his comments.

F30.00 MINUTES

RESOLVED: that the Minutes of the Meeting held on 28 June 2023 be agreed as a correct record and signed by the Chairman.

F31.00 ROLLING PROGRAMME

Councillor R Chapman queried if there were any potential measures to prevent park equipment from being stolen from local parks. The Facilities Manager confirmed that these occurrences were very rare, and one instance related more to general "wear and tear" than to illegal activities.

RESOLVED: that the rolling programme be received and noted.

F32.00 BUDGET

Members were in receipt of the budget documents and no queries were raised.

RESOLVED: that the budget report be received and noted.

F33.00 HILL RISE ALLOTMENTS

The members discussed the options presented by the HRAA in the presentation, and agreed that the first and second options were not desirable. The facilities should be opened, which negated the first option. The second option, which suggested the cleaning of the facilities by the Town Council's existing cleaning contract, was agreed to be costly and hence not feasible solution.

The Town Mayor proposed that the third option be adopted, which suggested a volunteer cleaning rota system in exchange for a fifty percent reduction in plot fees to volunteers. This was seconded by Councillor J Tiddy; the vote was unanimous.

RESOLVED: that the verbal report and update be received and noted.

that the HRAA members be advised that the Facilities Committee recommend the adoption of the volunteer cleaning rota system for a cost of £240 per annum (in lost income to the Town Council).

The meeting concluded at 8:22 pm.

Chairman:

Dated: 23 August 2023

Chairman's
Initials

Facilities Rolling Programme - as of 11/08/2023

AGENDA ITEM F38.00

Index	Date	Agenda title	Agenda	Resolved	State	Narrative
F	10/07/23	Waites	Maintenance		Completed	Clearing of weeds and general maintenance
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	26/06/23	Play Parks	Maintenance		In Progress	Costs being quoted for the replacement of major damaged and missing items – Awaiting Park equipment provider to advise on the costs – Running repairs and inspections being carried out
F	05/06/2023	Hanging Baskets	Maintenance		In Progress	All the hanging baskets have now been planted and being watered – Ongoing
F	03/07/2023	Benches	Maintenance		In Progress	On going maintenance of benches being carried out

16/08/2023

St Ives Town Council Current Year

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Annual Budget - By Committee (Actual YTD Month 5)

		<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	12,378	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	12,378	0	0	0	0	0
5019	Repairs & Renewals	3,000	4,879	25,702	5,161	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	16,103	0	0	0	0	0
6927	Street Cleaning	2,000	0	1,000	0	0	0	0	0	0
6932	Electricity	600	593	600	159	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	5,166	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	28,032	0	0	0	0	0
	300 Net Income over Expenditure	-94,755	-63,482	-72,277	-15,654	0	0	0	0	0
6000	plus Transfer from EMR	0	5,344	0	0	0	0	0	0	0

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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
Movement to/(from) Gen Reserve		<u>(94,755)</u>	<u>(58,138)</u>	<u>(72,277)</u>	<u>(15,654)</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	3,033	0	0	0	0	0
Overhead Expenditure		<u>5,500</u>	<u>9,339</u>	<u>5,500</u>	<u>3,033</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>(3,033)</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	3,014	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>3,690</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>(3,690)</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	4,649	0	0	0	0	0
Total Income		<u>23,000</u>	<u>29,713</u>	<u>13,500</u>	<u>4,649</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	700	0	0	0	0	0

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 5)

11:31

		<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	5,432	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	1,253	0	0	0	0	0
	Overhead Expenditure	20,280	23,902	25,730	8,201	0	0	0	0	0
	Movement to/(from) Gen Reserve	2,720	5,811	(12,230)	(3,552)	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	200	0	0	0	0	0
9157	New Vehicle (EMR)	0	0	0	316	0	0	0	0	0
	Overhead Expenditure	1,200	1,891	1,200	1,726	0	0	0	0	0
	350 Net Income over Expenditure	5,700	6,943	6,300	7,270	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	316	0	0	0	0	0
	Movement to/(from) Gen Reserve	5,700	6,943	6,300	7,586	0		0		
	Amenities - Income	44,400	63,880	35,500	26,023	0	0	0	0	0
	Expenditure	145,585	133,124	132,657	44,681	0	0	0	0	0
	Net Income over Expenditure	-101,185	-69,244	-97,157	-18,658	0	0	0	0	0
	plus Transfer from EMR	0	5,344	0	316	0	0	0	0	0

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 5)

11:31

	<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>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(18,342)</u>	<u>0</u>		<u>0</u>		
Total Budget Income	44,400	63,880	35,500	26,023	0	0	0	0	0
Expenditure	145,585	133,124	132,657	44,681	0	0	0	0	0
Net Income over Expenditure	<u>-101,185</u>	<u>-69,244</u>	<u>-97,157</u>	<u>-18,658</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	5,344	0	316	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(18,342)</u>	<u>0</u>		<u>0</u>		

FACILITIES COMMITTEE

DATE: 23 August 2023

SUBJECT: Play Equipment RoSPA Specification Play Equipment for Thorndown, Warners and Burleigh play parks

1 Introduction and Purpose of Report

1.1 To purchase replacement play equipment

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 Hags be appointed to provide the requested equipment at a cost of [REDACTED]

3 Background

3.1 Currently the maintenance team carry out checks on the play equipment in the parks as required by RoSPA.

One these inspections the team found that a set of swing seats at Burleigh had been removed and that 2no of the jeep seats had broken. 1no at Thorndown and 1no at Warners play areas.

All of these pieces of equipment have been provided by Hags.

4. Specification

4.1
2no HAGS Willy Jeep seats
1no Cradle Swing

5. Quote
5.1 HAGS



Company	Quote
HAGS	
Seats	
Swing	
Delivery	
TOTAL	

6. Proposal

6.1 Based on the quotes provided it is proposed that HAGS are to provide the requested replacement equipment

7. Financial Implications

7.1 2023/24 Play Parks and Equipment budget would be used for these works

8. Policy Implications

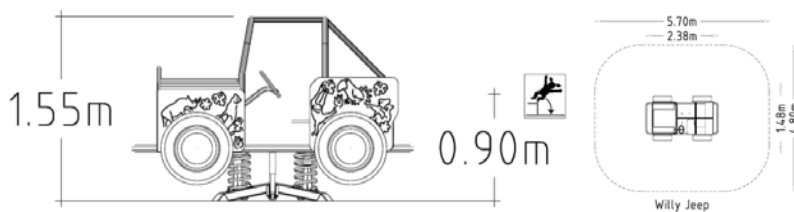
8.1 There are no current policy implications.

9. Health and Safety Implications

9.1 An updated risk assessment will be carried out and passed the Ground Maintenance team when the items Have been purchased.

10. Reporting Officer – Trevor White – Facilities Manager

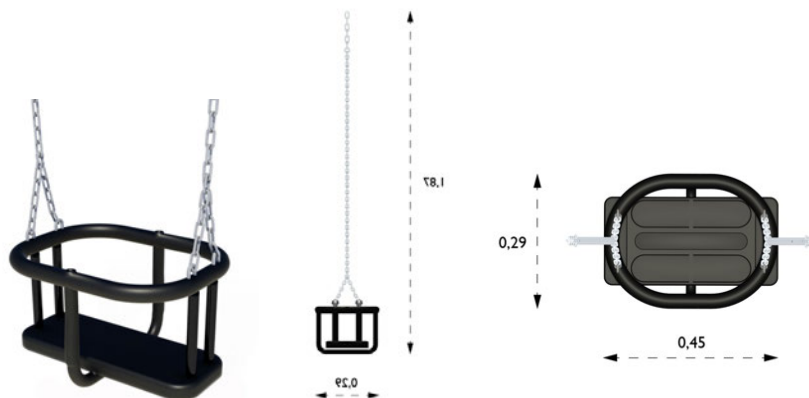
Willy Jeep



Product Specifications

Age Range:	5-12
Assembly Time:	2 hours
Length (mm):	2380 mm
Width (mm):	1480 mm
Height (mm):	1550 mm
Net Weight:	476,00 kg
Volume (m3):	10 m ³
Fall Height (mm):	900 mm
Safety Area Width (mm):	4800 mm
Safety Area Length (mm):	5700 mm
Safety Area :	26 m ²

Swing Seat



Product Specifications

Age Range:	1-3
Assembly Time:	1 hours
Length (mm):	450 mm
Width (mm):	290 mm
Height (mm):	1870 mm
Net Weight:	9,00 kg
Volume (m3):	0.046 m ³

FACILITIES COMMITTEE

DATE: 23 August 2023

SUBJECT: General Maintenance Building Equipment

1 Introduction and Purpose of Report

1.1 To purchase a Rotavator and Hedge Trimmer

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 Ibbitt's be appointed to provide the requested equipment at a cost of [REDACTED]

3 Background

3.1 Currently the maintenance team do not have a rotavator. This is required to rotavate handover allotment plots, areas of land for development/planting.

The team also requires a hedge trimmer so that maintenance can be carried out on the hedges the Town Council are responsible for.

Currently the team is using an extended hedge trimmer to cut the hedges which is applying strain to the operators back and the equipment is not designed to operate in this manner.

3.2 The Council is keen to ensure that its maintenance team have the correct equipment to full fill its maintenance tasks and to reduce the chances of injury due to incorrect operation of the equipment

4. Specification

4.1 3 companies were approached to provide a quote for providing a Stihl MH 445 R Petrol Tiller – (Rotavator) and a Stihl HS 87 T Hedge Trimmer 75cm / 30" – (Hedge strimmer)

5. **Quotes**
 5.1 3 companies provided.



Company	Quote
Ibbitt's	
Just Lawnmowers	
Oakley's Garden Machinery	

**STIHL HS 82 T 22.7cc
 Petrol 30" Hedge Trimmer**

Overview

- 30" / 73cm Cutter Blade
- Double Sided Cut
- 133cm Total Length
- Sustaining Multi-Function Handle
- Anti Vibration System



Company	Quote
Ibbitt's	
Just Lawnmowers	
Oakley's Garden Machinery	

6. Proposal

6.1 Based on the quotes provided it is proposed that Ibbitt's are to provide the requested machinery

7. Financial Implications

7.1 2023/24 repairs, Renewals and Machinery 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 An updated risk assessment will be carried out and passed the Ground Maintenance team when the equipment is purchased.

10. Reporting Officer – Trevor White – Facilities Manager