



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

Issued: 17 January 2024

Cllrs R Chapman, M King, M Burke, J Tiddy, N Wells, S Mokbul, P Hussain

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 24 January 2024 at 7:30 pm.**

Libby White
LOCUM CLERK

AGENDA

ANTI SOCIAL DRIVING PRESENTATION

To receive a presentation from Police Constable S Egdell on the subject of anti social driving in St Ives.

F84.00 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

F85.00 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.

F86.00 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.

F87.00 MINUTES

To sign the amended minutes of the Facilities Committee held on 25 October 2023, and to confirm as a correct record the Minutes of the Facilities Committee held on 22 November 2023 (copy herewith).

F88.00 ROLLING PROGRAMME

To receive the Rolling Programme (copy herewith).



- F89.00 BUDGET**
To receive the budget for the Committee (copy herewith).
- F90.00 FENCE REPAIR**
To discuss the required repairs to a fence at the Hill Rise & Ramsey Road Cemetery (copy to follow).
- F91.00 BONFIRES**
To discuss a prohibition of bonfires policy at the cemeteries in St Ives (copy herewith).
- F92.00 GRAVE SURROUNDS**
To receive a report from the Cemeteries Officer and consider the proposed recommendations (copy to follow).
- F93.00 BEECH DRIVE BENCH**
To receive and consider a quote for bench installation at the Beech Drive play area (copy herewith).
- F94.00 CROCUS SIGN**
- F94.01** To receive and note a report from the Facilities Manager on the Rotary Club crocus sign (copy herewith).
- F94.02** To approve the proposed signage for the Rotary Club crocus sign (copy herewith).
- F95.00 ALLOTMENT TENANCY AGREEMENT REVIEW**
- F95.01** To review the existing tenancy agreement and discuss required changes (copy herewith).
- F95.02** To approve the tenancy agreement review.
- F96.00 ALLOTMENT PRICE INCREASE**
To receive a report from the Facilities Manager and consider the proposed RPI increase (copy herewith).
- F97.00 THE BROADWAY SCHEME PROPOSAL**
To receive and provide comments for the proposals of the County-led Broadway scheme (copies herewith).
- F98.00 DEFIBRILLATOR**
To receive and consider the provided quotes for the additional three defibrillators in St Ives (copies herewith).
- F99.00 BIODIVERSITY FOR ALL: COMMUNITY GRANT SCHEME**
To consider participation in the District's biodiversity grant application process (copies herewith).

**Minutes of the Meeting of the Facilities Committee of St Ives Town Council
held in the Town Hall on 25 October 2023**

Present:

Chairman: M King

Councillors: R Chapman, J Tiddy, P Hussain, M Burke

In attendance:

Democratic Officer: A Childs

Administration Officer: E Bleazard

Facilities Manager: T White

F59.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Mallol Wright and N Wells (personal).

The Democratic Officer has noted that Councillor P Pope (ex officio) sent his apologies for the Facilities Meeting, which were received via email shortly before the meeting, and hence not verbally declared (personal).

F60.00 DECLARATIONS OF INTEREST

None.

F61.00 PUBLIC PARTICIPATION

Mr Colin Saunderson wished to speak to members regarding the allotments and their associated fees. He stated the law that landlords of allotments cannot make a profit – if a surplus is attained this excess should be channeled back into the allotments for their benefit. He referenced the recent increase in plot fees, which he felt were raised too highly for the services delivered. He provided his calculations of the costs associated with required services and working hours, which suggested that the plot fee hike was extortionate and he wished for this to be reconsidered by the Committee. He stated he was available for any questions the Members may have and was contactable via email.

The Chairman thanked Mr Saunderson for his comments.

The Chairman also noted that the Administration Officer was present at this evening's meeting, who was studying the process of minute-taking in case she was asked to stand in at a future date due to the Democratic Officer's absence (eg. sickness or annual leave).

Mr Mathew Setchell spoke regarding the two Pay and Display parking machines located in the town centre. He provided an update from Councillor Kevin Reynolds of Cambridgeshire County Council (CCC). The Pay and Display machine located next to the Town Hall now has an updated sign, but Huntingdonshire District Council have not yet authorised removal of the protective cover over the two machines, which implies they are non-operational. He stated the other Pay and Display machine is still awaiting its new sign. Mr Setchell asked if the Town Council could urge the District Council to prioritise the reinstatement of these machines, as it equates to £1,000 loss in revenue on a monthly basis. He stressed that this matter has been ongoing for two years and must be rectified. He clarified that the generated parking income goes to CCC but is collected by HDC on their behalf.

Mr Setchell also spoke regarding the newly installed CCTV security system located at the Town Hall. He stated that if the cameras were operational, a sign must be posted to inform members of the public that video and/or audio recording was taking place. The Facilities Manager stated that the policy was currently with the Town Clerk for approval, and a sign was ready to be posted once approval was granted.

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The Chairman thanked Mr Setchell for his comments.

Councillor P Hussain wished to speak on behalf of a member of the public regarding the ongoing presence of dog foul waste at Warners Park. Residents have experienced physical contact with uncollected dog waste as a result of a small percentage of dog owners not cleaning up after their pets properly. He suggested it may be a result of dogs being off the lead, which he supports, but stated that it might be caused by owners not realizing when their dogs have excremented on the park grounds. Although there is a sign related to proper dog-walking protocol in situ at the park, Councillor P Hussain stressed that additional actions must be taken to prevent this from happening. Members felt the issuing of fines may encourage dog owners to be more prudent.

The Chairman thanked Councillor P Hussain for sharing the resident's comments.

F62.00

MINUTES

Councillor M Burke noted that his apologies for the previous meeting were due to a District Council work commitment, and not for personal reasons. This amendment was made to the paper copy of the Minutes which were to be signed.

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

F63.00

ROLLING PROGRAMME

Councillor R Chapman queried if the benches had been moved back from the Oliver Cromwell statue to the correct position, which the Facilities Manager confirmed. She also commented that the bicycle racks near the statue had recently been painted and looked very attractive.

RESOLVED: that the rolling programme be received and noted.

F64.00

BUDGET

Councillor M Burke queried Budget Line 6492 (Christmas Tree Decorations) and asked if there was an update on the spend for this year. A current amount had been agreed and a request for further details regarding the current financial figures was made.

The Facilities Manager stated that he had emailed out the decoration costs, and it was only a matter now of confirming the costs with him. He stated he would follow up on this matter accordingly.

RESOLVED: that the budget report be received and noted.

the Facilities Manager would liaise with the Chairman directly regarding the anticipated decoration costs.

F65.00

SPEED INDICATOR REPORT

Members were in receipt of a report which updated members on the status of the various speed indicator devices (SIDs) in St Ives.

The Facilities Manager stated that the Hill Rise SID is located near a school which contains a 20mph zone; a change is being investigated to find the best solution. He is awaiting an update with suggested solutions from Mr David McCandless, but stated the matter is being dealt with.

The Chairman referred to the Marley Road site, which was quoted in the report as requiring attention due to a shading effect over the SID caused by overgrown trees. The Facilities Manager stated that since the report was issued, the Grounds Maintenance Team had visited the site and trimmed all the relevant trees and this matter has been resolved.

The Chairman mentioned the solar powered battery for the Marley Road SID and inquired about its status. The Facilities Manager stated the battery will be collected next week from Mr McCandless for the conversion work to be carried out.

RESOLVED: that the report be received and noted.

F66.00

ALLOTMENT ROAD REPAIR

Members were in receipt of a report detailing the status of the allotment access road, which included details of required repair work.

The Chairman agreed that the road required attention and appeared in a poor state. The Facilities Manager stated the report brings to Members' attention the conditions of the road, and to request authorisation from the Committee to seek three quotes for the road repair work. The quotes would be gathered and brought back to a future meeting for consideration by Members. He stated this would be helpful in budgeting for the next financial year; quotes were expected to be ready for the confirmation of the 2024/25 budget (approximately 6-8 weeks' time). The Committee unanimously agreed that three quotes should be sought.

RESOLVED: that the report be received and noted.

that three quotes be sought by the Facilities Manager for the required road repair work at the Hill Rise Allotments.

F67.00

WARNERS PAVILION

Members were in receipt of a report which presented details of the status of the repairs to Warners Pavilion. The Facilities Manager confirmed that the ground works have been completed, the weed suppression has been laid, the interior of the building has been cleaned and painted, the tiles to the roof completed with ivy removal, and a roofer will be visiting the site next week to complete the guttering.

He stated that the report referenced the Warners Park Working Party; for informational guidance to him and in preparation of next year's budget, he asked Members if they would like him to estimate budget figures or would the Working Party wish to meet to discuss financing options for outstanding works. Councillor P Hussain queried if the referenced budget was for necessary repairs to the building or for the proposed pop-up café concept that had been considered. The Facilities Manager replied that the Working Party would discuss how to progress forward with the pavilion. Any additional works that exceeded the interior and exterior mandatory cleaning and maintenance (to ensure building preservation) would require consideration of income generation to help transform the pavilion into its desired outcome.

Councillor P Hussain agreed that the majority of funds should be sought from external sources, as past discussions had suggested a large financial commitment which would exceed the Council's anticipated budget. Councillor J Tiddy referred to a previous pot of money that had been set aside for the pavilion's transformation (approximately £13,000) but unfortunately these funds were reallocated during the Covid pandemic. He anticipated costs of the revamp to exceed £100,000.

Councillor R Chapman informed the Committee that the previous Town Clerk had arranged for the building to be certified as a monument, which could allow for certain grant and funding streams. Councillor J Tiddy agreed, stating it is officially a war memorial.

The Facilities Manager stated that the Council can keep the building in a reasonable state until

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fundraising efforts can be made. Councillor P Hussain recalled the previous discussions and he estimated costs to exceed £200,000. He stated that the concept needed to be scaled back to a more reasonable vision, but that certain facilities (eg. public toilets) must remain. Councillor J Tiddy referred to the arrangement in previous years of the Working Party, which also included valuable members of the public who contributed their expertise for the group's considerations. These included parishioners and an architect; there were between 6 to 8 local people with building experience. The meetings were very productive but tapered off during the Covid pandemic.

Councillor R Chapman suggested contacting the previous Working Party members to see if the previous plans could be adjusted to include public toilets. Conversations could be held to see who would like to be involved and to search for funding opportunities.

The Chairman encouraged the Working Party to be re-established and its members to be agreed by the Committee. The Democratic Officer informed the Chairman that the members of the Warners Pavilion Working Party had been agreed at the Reconvened Meeting of the Full Council on 11 May 2023; however, if additional external members were deemed appropriate these invitations could be extended.

RESOLVED: that the report be received and noted.

that the Working Party establish a meeting to discuss the future plans for the Pavilion.

F68.00

CROCUS AND TREE PLANTING

Members were in receipt of a report on the suggested crocus and tree planting in St Ives by the Rotary Club. The organisation has volunteered to plant crocuses at Slepe Hall Field on Ramsey Road, and have also offered a tree to the town. After consulting with the Grounds Maintenance Team and St Ives in Bloom, the Rotary Club has suggested that the tree be planted in one of the roundels outside of Boot Pharmacy in the town centre.

The Rotary Club have suggested a Joseph Rock Tree, which is a smaller species of liquidamber tree that can grow between 8 to 12 meters tall. It must be planted during the autumn months, and is tolerant of various weather conditions.

Councillor M King proposed that the suggested planting is carried out by the Rotary Club of St Ives, which was seconded by Councillor M Burke. There was a unanimous vote.

RESOLVED: that the report be received and noted.

that the Rotary Club be informed of the Town Council's approval of the proposed crocus planting at Slepe Hall Field and the planting of a Joseph Rock Tree in the town centre roundel.

F69.00

EXERCISE EQUIPMENT

Members were in receipt of correspondence from Councillor R Chapman, which requested an update on the potential installation of public exercise equipment in St Ives. She stated it would be a valuable asset in the community and wanted this subject to be picked back up.

Councillor M Burke stated that the Town Council had contacted HDC in November 2022, it had been picked up by the Town Clerk to meet with the Open Spaces team but did not progress. Councillor R Chapman asked if the Town Council could go back to HDC to see if the matter could be revisited.

Councillor J Tiddy stated the equipment was suggested to be placed at Hill Rise Park, which is managed by HDC. Councillor M Burke responded that HDC had discussions about this, but felt that none of our

open spaces were appropriate due to their proximity to residences and their potential to create large open congregating spaces at unsociable hours.

The Chairman responded that Papworth Everard have a similar setup which was not refused, and Councillor R Chapman noted the same for St Neots – stating there have been no issues with being near to houses (eg. loitering/convening in evenings).

Councillor M Burke recalled that the Town Council had major concerns with Warners Park and Wheatfields – which left Slepe Hall Field as an option. Councillor R Chapman asked if there were any reasons this field could not be used. Councillor P Hussain agreed this would be a suitable location, as it is not too close to residential plots and on a main road. The Chairman suggested that this location be proposed to HDC.

Councillor P Hussain proposed that Slepe Hall Field be put forward to HDC as a suitable location for the exercise equipment, which was seconded by Councillor R Chapman. There was a unanimous vote.

RESOLVED: that Councillor M Burke make initial contact with the Open Spaces Team at Huntingdonshire District Council (HDC) to request a restarting of the conversations.

that the Town Clerk would reinstate the exercise equipment request to HDC to allow installation at Slepe Hall Field.

F70.00

COUNCILLOR SURGERY EQUIPMENT

Councillor R Chapman informed the Committee that certain supplies were required for the Councillor Surgery sessions, which are held at the Farmers' Market on a quarterly basis. She stated that banners have been located since the agenda was distributed, and were no longer required for purchase. A tablecloth is required which could fit the table located in the gazebo, ideally plastic (eg. waterproof) with elasticated skirting to prevent unnecessary movement.

Councillor R Chapman asked if there was a safe place the Councillor Surgery items could be stored, and proposed that a Councillor be nominated to collect the day before the session. The Chairman queried possible storage locations within the Town Hall, and Councillor P Hussain suggested use of the Mayor's Parlour.

The Facilities Manager stated that storage options were limited and the Mayor's Parlour already contained a significant number of items being stored there. He suggested the Councillor Surgery items could be stored in the bike alley storage shed, in case someone was unable to collect it the day prior it would be available to participating Councillors. He suggested a plastic box with a lid to contain the items safely.

Councillor R Chapman proposed that a tablecloth with the desired specifications be ordered by the Town Hall; members were in agreement.

RESOLVED: that a tablecloth be purchased for the Councillor Surgery table at the Farmers' Market; to be of an appropriate size, weatherproof plastic and with elasticated skirting.

The meeting concluded at 8:50 pm.

Chairman:

Dated: 22 November 2023

Chairman's
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Minutes of the Meeting of the Facilities Committee of St Ives Town Council held in the Town Hall on 22 November 2023

Present:

Chair: M King
Vice Chair: S Mokbul

Councillors: J Tiddy, P Hussain, M Burke, N Wells

In attendance:

Town Clerk: M Price
Facilities Manager: T White
Administration Officer: E Bleazard

[Councillor S Mokbul entered the Chamber 7.44pm]

ST IVES IN BLOOM PRESENTATION

Mr Phil Davies, Chair of St Ives in Bloom presented to members regarding a nomination for RHS Britain in Bloom 2024. Also in attendance was Ms Hattie Grimwade from St Ives in Bloom.

Mr Davies informed members that St Ives received a gold award at the recent Anglia in Bloom competition. He informed members that St Ives has been selected to enter the Britain in Bloom competition, representing the Anglia region. He reported that there had been very positive comments from the judges. The theme of the Britain in Bloom competition is friendship, Mr Davies feels that St Ives has a strong community spirit to bring to their entry. He commented that thousands of hours of volunteer work had gone into this year's entry, including planting thousands of bulbs, with the Waits receiving special praise this year and a local authority award.

Mr Davies commented that St Ives Town Council and the Facilities Committee has been very supportive of St Ives in Bloom, with the Grounds Maintenance Team supporting St Ives in Bloom to maintain the planting throughout the season. He mentioned that the centrepiece garden for the entry will be at Ramsey Road Cemetery. He mentioned that the box hedging at the cemetery needs replacing with a lavender border, St Ives in Bloom would be grateful for the support from St Ives Town Council Grounds Maintenance Team to achieve this. He requested further support from St Ives Town Council Grounds Maintenance Team for the 2024 competition during both the Anglia in Bloom and Britain in Bloom competitions. He also requested support in the form of a grant from St Ives Town Council and would like to invite The Mayor to the day.

Councillors P Hussain and J Tiddy congratulated St Ives in Bloom and thanked them for the work that they do for St Ives.

FLOOD ACTION GROUP PRESENTATION

Mr Mathew Setchell, Chair of the Flood Action Group (FLAG) presented to members regarding the flood monitoring process.

Mr Setchell reported that there had been a recent meeting of the St Ives Flood Action Group regarding the next steps for the flood action plan for St Ives. He requested that the Facilities Committee works closely with FLAG in the form of a working party. He commented that a network of volunteer flood wardens is required and that some management of this would be necessary to ensure GDPR regulations are followed.

Mr Setchell updated members on the current work that is being carried out in St Ives, in particular the repair of the sewer in West Street which is now completed. He reported that further work will be carried out next year to remove the old sewer. He commented that FLAG are awaiting modelling for St Ives from the environment agency and an asset map from Anglian Water.

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Mr Setchell commented that he would like to see the Town Hall set up rainwater harvesting to help reduce the risk of flooding outside the Town Hall and Golden Lion hotel. He commented that this would be more ecofriendly as the water could be used for planting etc.

Cllr N Wells asked whether there is a local group that the St Ives FLAG could contact for support. Mr Setchell commented that whilst there is national guidance, each local area is different and there is no central way of reporting issues across agencies.

Cllr P Hussain praised the hard work of Mr Setchell and commented that he feels St Ives Town Council should support the work of FLAG.

CIVIC SOCIETY PRESENTATION

Chair of the Civic Society, Ms Christine Philpotts presented to members regarding the Coronation Gift to the Town.

Ms Philpotts reported that The Civic Society would like to make a gift to the Town with a budget of £2000. She reported that it has been decided on a coronation bench and two or three trees. She commented that previous students from Slepe Hall girls school plan to document the history of the gifting of the playing field to the town and provide this information on a board to be displayed in the town along with the bench and trees. She suggested that the Paragon Road side of the Slepe Hall playing field may be an appropriate location. She requested that St Ives Town Council order the items as this will provide tax relief. She also requested that the Town Council provide storage. She would also like to invite the Mayor and Councillors to attend the installation date and formalise the gift to the town.

Ms Philpotts suggested that the bench should be in keeping with the other benches already in the town.

Cllr J Tiddy commented that he is in full support.

F71.00

APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Chapman (personal) and the Mayor (personal).

F72.00

DECLARATIONS OF INTEREST

Councillor M King declared that she is a volunteer and committee member of St Ives in Bloom as well as a member of the Civic Society.

Councillor P Hussain declared that he is a member of the Flood Action Group.

Councillor J Tiddy declared that he is a member of the Flood Action Group.

F73.00

PUBLIC PARTICIPATION

None

F74.00

MINUTES

Cllr M Burke commented on agenda item F64.00 from the previous meeting. The minutes stated that the Chair queried budget line 6492 (Christmas Tree Decorations), however Cllr M Burke reported that this was queried by himself.

RESOLVED: that the Administration Officer will amend the minutes of the Meeting held on 25 October 2023 for the Chair to sign.

F75.00**ROLLING PROGRAMME**

Members were in receipt of the rolling programme.

Cllr M Burke wanted to clarify that the water leak at Burleigh Hill Community Centre falls under the Property Committee, not the Facilities Committee. This was agreed by the Chair and the Town Clerk.

Cllr S Mokbul requested clarity on the process of allotment inspection from the Facilities Manager.

RESOLVED: that the rolling programme be received and noted.

F75.00**BUDGET**

Members were in receipt of the budget report.

RESOLVED: that the budget report be received and noted.

F77.00**ST IVES IN BLOOM UPDATE**

Members noted the presentation from Mr Phil Davies Chair of St Ives in Bloom at the beginning of the meeting.

Cllr M Burke stated that St Ives in Bloom brings joy to the community and gave his support.

The Chair commented that the area in the bus station car park may need replanting when the covers are removed.

RESOLVED: that the update be received and noted

F78.00**CIVIC SOCIETY: CORONATION GIFT TO THE TOWN**

Members noted the presentation from Ms Christine Philpotts Chair of the Civic Society at the beginning of the meeting.

Cllr J Tiddy queried if the request for a bench and trees will be considered at the planning committee.

Cllr P Hussain commented on the support that the Civic Society provide and that he is in favour of the Town Council's support.

RESOLVED: that the update be received and noted.

F79.00**FLOOD ACTION GROUP (FLAG)**

F79.01 Members noted the presentation from Mr Mathew Setchell Chair of FLAG, at the beginning of the meeting.

The Chair commented that currently FLAG has Councillors sitting on the committee.

The Deputy Chair commented that the request is that a separate working party is set up.

Cllr P Hussain commented that FLAG are looking for official support from the Town Council via a formal working party.

8.35pm RESOLVED: that the meeting was suspended for Mr Mathew Setchell to further address the committee. Members voted unanimously.

8.36pm RESOLVED: that the meeting was restarted. Members voted unanimously.

Chairman's Initials

The Chair asked for volunteers to be involved in setting up the working party. Cllrs P Hussain, M Burke and J Tiddy volunteered. An email will be sent to the other members of the committee.

RESOLVED: that a working party be set up with Cllrs P Hussain, M Burke and J Tiddy. An email to be sent out to the other committee members.

F79.02 To discuss the mechanism to report flooding and how this is communicated.

The Chair commented that discussion regarding the mechanism of flood reporting should be discussed at the working party.

Cllr N Wells commented that the working party should bring their decision back to the facilities committee to ratify.

RESOLVED: that this will be discussed at the working party and communicated back to the facilities committee.

F80.00

DEFIBRILLATORS

Members received a report on the defibrillator request for St Ives. Further defibrillators are being requested, to be held at the Police Station and at the Town Hall.

The Town Clerk commented that the ambulance service borrows the defibrillators at the Norris Museum and Nuts Bistro on a regular basis, we are notified the following morning when this occurs. The defibrillators then require resetting and the pads changing which means they subsequently cannot be used again until this is done. The resetting is currently being carried out by Mr Simon Townend.

Cllr J Tiddy commented that it makes sense to have a further defibrillator at the Town Hall.

Cllr P Hussain asked for clarity on the Ambulance Service's monthly usage of the defibrillators.

The Town Clerk commented that this is approximately 10-15 times per month.

Cllr P Hussain thanked Mr Townend for the work he does in resetting the defibrillators for use. He commented that perhaps we need defibrillators at other locations around the town also.

The Chair commented that perhaps a further defibrillator would be appropriate at the pavilion at Warners Park.

Cllr M Burke suggested that we recommend three further defibrillators, one also being purchased for the pavilion at Warners Park.

Cllr P Hussain expressed concern of potential damage to the defibrillator at Warners Park pavilion and suggested the mosque as an alternative venue for consideration.

The Town Clerk suggested that quotes be obtained for three defibrillators with quotes being brought back to the Facilities Committee.

RESOLVED: that the report is received and quotes gained for three defibrillators. Quotes to be presented to the Facilities Committee.

F81.00 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.

F82.00 FLOWER TENDER RESULTS

Members were in receipt of a report from the Facilities Manager on annual flower planting.

The Facilities Manager advised that seven quotes had been requested. He advised that Cranbrook plants are our current providers and have supported St Ives in Bloom for more than ten years. They have recently been rebranded as RHS services. He stated that the cost quoted is for a fixed term three year contract. He advised that the annual flower planting will support Britain in Bloom and the quote gives budget certainty for the next three years.

RESOLVED: that the quote be accepted from RH services.

F83.00 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 readmitted to the meeting.

The meeting concluded at: 20.43pm

Chair:

Dated: 24 January 2024

Chairman's
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Facilities Rolling Programme - as of 15/01/2024

AGENDA ITEM F88.00

Index	Date	Agenda title	Agenda	Resolved	State	Narrative
F	06/01/2024	SITC Assets	Maintenance		In Progress	The Asset list for the GM building completed. A list of the Town benches is being completed and awaiting confirmation of the Bus Shelters responsibilities from CCC
F	20/11/2023	Play Parks	Maintenance		In Progress	Replacement parts have been delivered – 1no part missing – Awaiting delivery of missing part
F	06/01/2024	Bench relocations	Maintenance		In Progress	All benches for the cemeteries have been completed. The fixings for the wooden bench for Beech drive will not work due fixing through play park coverings -Quote for a new bench will be required
F	09/01/2024	Allotment	Maintenance		Completed	The waiting list review has been completed and now stands at 43
F	15/01/2024	Ramsy Road Cemetery	Maintenance		In Progress	Maintenance of the boundary ditch. Maintenance of the hedge lines

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Annual Budget - By Committee (Actual YTD Month 9)

		<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>										
<u>300</u>	<u>Amenities General</u>									
4100	Farmers' Markets	14,500	23,234	14,500	22,946	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	22,946	0	0	0	0	0
5019	Repairs & Renewals	3,000	4,879	25,702	10,607	0	0	0	0	0
5021	Health & Safety	500	112	500	350	0	0	0	0	0
6136	Eco Action	4,250	0	4,250	220	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	20,011	0	0	0	0	0
6927	Street Cleaning	2,000	0	1,000	0	0	0	0	0	0
6932	Electricity	600	593	600	2,902	0	0	0	0	0
6934	Water Rates	1,000	773	1,000	1,155	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	350	0	0	0	0	0
6983	Farmer's Markets	13,000	12,279	13,000	7,223	0	0	0	0	0
9157	New Vehicle (EMR)	1,000	6,864	2,000	1,667	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	1,121	0	0	0	0	0
Overhead Expenditure		109,255	88,815	86,777	45,634	0	0	0	0	0
300 Net Income over Expenditure		-94,755	-63,482	-72,277	-22,688	0	0	0	0	0
6000	plus Transfer from EMR	0	5,344	0	316	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

		<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>(22,372)</u>	<u>0</u>		<u>0</u>		
310	<u>Street Lighting</u>									
5019	Repairs & Renewals	2,000	499	2,000	499	0	0	0	0	0
6032	CCC Electric Energy	3,500	8,840	3,500	5,576	0	0	0	0	0
Overhead Expenditure		<u>5,500</u>	<u>9,339</u>	<u>5,500</u>	<u>6,075</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>(6,075)</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	4,752	0	0	0	0	0
6257	Maintenance & MOT	4,000	1,019	5,000	449	0	0	0	0	0
Overhead Expenditure		<u>9,350</u>	<u>9,177</u>	<u>13,450</u>	<u>5,521</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>(5,521)</u>	<u>0</u>		<u>0</u>		
340	<u>Playground/Open Spaces/Cem.</u>									
4052	Ashes Plots Digging	1,000	1,122	500	444	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	10,830	0	0	0	0	0
Total Income		<u>23,000</u>	<u>29,713</u>	<u>13,500</u>	<u>11,274</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	825	0	0	0	0	0
6488	Tree Work	6,050	7,830	10,000	1,100	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

		<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	9,318	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	1,477	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	0	0	0	3,556	0	0	0	0	0
Overhead Expenditure		20,280	23,902	25,730	16,276	0	0	0	0	0
Movement to/(from) Gen Reserve		2,720	5,811	(12,230)	(5,003)	0		0		
350	Allotments									
4160	Allotment Rents	6,900	8,834	7,500	18,149	0	0	0	0	0
Total Income		6,900	8,834	7,500	18,149	0	0	0	0	0
6636	Allotment Maintenance	1,000	1,691	1,000	1,808	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	1,011	0	0	0	0	0
Overhead Expenditure		1,200	1,891	1,200	3,019	0	0	0	0	0
350 Net Income over Expenditure		5,700	6,943	6,300	15,130	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	15,446	0		0		
Amenities - Income		44,400	63,880	35,500	52,368	0	0	0	0	0
Expenditure		145,585	133,124	132,657	76,525	0	0	0	0	0
Net Income over Expenditure		-101,185	-69,244	-97,157	-24,157	0	0	0	0	0
plus Transfer from EMR		0	5,344	0	632	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	<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	(101,185)	(63,899)	(97,157)	(23,525)	0		0		
Total Budget Income	44,400	63,880	35,500	52,368	0	0	0	0	0
Expenditure	145,585	133,124	132,657	76,525	0	0	0	0	0
Net Income over Expenditure	-101,185	-69,244	-97,157	-24,157	0	0	0	0	0
plus Transfer from EMR	0	5,344	0	632	0	0	0	0	0
Movement to/(from) Gen Reserve	(101,185)	(63,899)	(97,157)	(23,525)	0		0		

FACILITIES COMMITTEE**DATE:** 24TH January 2024**SUBJECT:** Banning of bonfires at the cemetery

1 Introduction and Purpose of Report

After receiving emails from members of the public regarding bonfires at Ramsay Road and Hill Rise Cemetery, I contacted the ICCM for advice and this is not illegal to do so but it is classed as bad practice

2 Recommendations

2.1 For the report to be received and ratified.

3 Background

The fire was in the Hill Rise side of the cemetery which was opened in 2012. We have had a few small fires up there which always seems to cause issues with residents as well as relatives of loved ones. There have been further reports to committee members as well as general concern to the town. Therefore needs to be looked into more thoroughly.

3.1

4. Proposal

4.1 It be proposal all bonfires be banned at the cemetery.

5. Financial Implications

5.1 GM team time

6. Policy Implications

6.1

No policy implications

7. Health and Safety Implications

7.1 This could impact the grass, wildlife and any surrounding areas as well as the fire could get out of control and we can not control the direction of the smoke.

8. Reporting Officer – Nicola Riddel Cemeteries Officer

FACILITIES COMMITTEE

DATE: 15th January 2024

SUBJECT: Beech Drive Play area bench

1 Introduction and Purpose of Report

- 1.1 To purchase and install a new bench

2 Recommendations

- 2.1 That a new bench is purchased for the Beech Drive play area
- 2.2 Approval of proposed bench purchase.

3 Background

- 3.1 The committee approved the relocation of a bench to the Beech Drive play area. On investigation of the installation of the wooden bench to the play area it was found that there were no suitable fixings for that style of bench into the soft play area floor. The bench in question was relocated to the Ramsey Road cemetery to replace a broken one.

Proposal

To purchase a bench for this play area at a discounted rate of £420.21

4 Action

- 4.1 Facilities Manager to purchase a new bench and install it in the required play area.

5. Financial Implications

- 5.1 2023/24 Budget

6. Policy Implications

- 6.1 There are no current policy implications.

7. Health and Safety Implications

- 7.1 None required for this installation.

8. Reporting Officer – Trevor White – Facilities Manager

FACILITIES COMMITTEE

DATE: 15th January 2024

SUBJECT: Crocus Sign

1 Introduction and Purpose of Report

- 1.1 For approval to allow the putting up of a sign about the Crocus planting

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That the Rotary Club are allowed to erect a sign about the Crocus planting.

3 Background

- 3.1 The St Ives Rotary club planted some crocuses at Slepe Hall playing fields in early November supporting Polio.

Proposal

The St Ives Rotary club would like to put up a sign explaining the significance of the planting.

The sign would be slightly smaller than A4 size, (details of sign attached to this report) and it is proposed to be placed on the tree stump to the left of the path down from the zebra crossing to the memorial bench and flower bed

4 Action

- 4.1 Approval given to the St Ives Rotary club

5. Financial Implications

- 5.1 There are no current budget implications

6. Policy Implications

- 6.1 There are no current policy implications.

7. Health and Safety Implications

- 7.1 None required for this installation.

8. Reporting Officer – Trevor White – Facilities Manager

Let's grow together to **End Polio Now**

These purple crocuses have been planted by
The Rotary Club of St Ives
in collaboration with
Westfield Junior School
to protect children and rid the world of polio.

Purple *4* Polio

rotarygbi.org



FACILITIES COMMITTEE

DATE: 15th January 2024

SUBJECT: Allotment Rules

1 Introduction and Purpose of Report

1.1 To renew the tenant rules.

2 Recommendations

2.1 To review the tenant rules.

3 Background

3.1 The current set of rules were reviewed in 2014.

Proposal

The Facilities manager to review the current rules and to advise the committee of any proposed changes.

Current rules attached to this report.

4 Action

4.1 Facilities Manager to carry out a review and advise accordingly

5. Financial Implications

5.1 There are no current financial implications.

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 None required for this installation.

8. Reporting Officer – Trevor White – Facilities Manager



St Ives Town Council Twinned with Stadallendorf

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

ALLOTMENT RULES 2018

as approved by Amenities Committee 23/7/14

1. WHO'S WHO

In these rules, we are St Ives Town Council and you are the tenant named in the tenancy agreement.

2. INTERPRETATION

2.1 Terms used in tenancy agreement

Words and phrases defined or explained in the tenancy agreement and also used in these rules have the meaning given to them in the tenancy agreement.

2.2 Gender, persons and number

Words importing one gender include both/other genders; the singular includes the plural and vice versa; and reference to a person includes a company or other corporate body.

3. TENANT NOT TO ALLOW BREACHES

An obligation on you not to do anything includes an obligation not to cause it or allow it to be done by anyone else.

4. NATURE OF TENANCY

The tenancy is a yearly tenancy beginning on 1 October in the year specified in the tenancy agreement.

5. RENT PAYMENT

5.1 You must pay the rent every year in advance on 1 October.

5.2 You may not deduct anything from the rent or set off any other payments against it, unless the law allows you to.

6. RENTS

6.1 We review the rent every year and will increase it by at least the rate of inflation, rounded to the nearest £0.50. The rate of inflation on a set date is used in the Town Council's budget setting process and it is this figure that will be used.



- 6.2 When setting a revised rent, we take into account any additional amenities we have provided for the allotment.
- 6.3 Plots taken on before 1 May are charged for the whole allotment season (1 October to 30 September). Plots taken on between 1 May and 30 June are charged at half annual rent. Plots taken on between 1 July and 30 September are charged in the billing cycle of the next allotment season.

7. BONFIRES

- 7.1 You may light a bonfire but only to burn materials from your allotment. The only materials you can put on a bonfire are diseased plants and dried-out organic material that will burn without smoke or hazardous residue. You must never burn plastics.
- 7.2 You must always be present while a bonfire is alight. Bonfires must not cause a nuisance to residents nearby and not lit if the wind is in a northerly direction. You must extinguish the bonfire before you leave the allotment.
- 7.3 Keep bonfires to a minimum – a well-managed plot only generates enough material for one bonfire a year.

8. USE OF THE ALLOTMENT

- 8.1 You may only use your allotment as an allotment or leisure garden. That means you are to use it wholly or mainly for the production of vegetables, fruit and flowers for you or your family.
- 8.2 You may not carry on a trade or business from your allotment, but you can sell small amounts of surplus produce if you wish.
- 8.3 The maximum area for hard landscaping (for example, patios or internal paths) is 20% of your allotment.
- 8.4 You must not take, sell or carry away from your allotment any mineral, gravel, sand, earth or clay.

9. CULTIVATION

- 9.1 Within 3 months of the grant of the tenancy, you must have at least a quarter of your allotment under cultivation.
- 9.2 Within 12 months of the grant of the tenancy, you must have at least three quarters of your allotment under cultivation. That situation must then continue while you are the tenant of the allotment.
- 9.3 You must keep the allotment in good condition, clean and free from weeds, and in a good state of cultivation and fertility. Where the allotment includes or abuts a footpath, you must keep that reasonably clear of weeds too.
- 9.4 You must notify us if you are away for extended periods as the cultivation of your allotment might suffer.
- 9.5 We carry out regular allotment inspections. We will give you written warning if we feel that you are not cultivating your allotment in the way you should. Our warning letters will say what we think is wrong and give you an opportunity to explain your circumstances.

- 9.6 If you chose not to address our concerns or you allow your plot to fall below acceptable standards again, you will be issued with a Notice to Quit and forfeit your plot.

10. BOUNDARIES

- 10.1 You must trim every boundary hedge to your allotment, clean all boundary ditches to it and repair all its boundary fences or gates.
- 10.2 You must keep all your boundaries with adjacent properties clear of waste and debris.
- 10.3 You must not plant a new hedge or build a new fence without our written consent. New hedges must be trimmed and no more than 120cm tall x 60cm wide. Only native hedging will be permitted.
- 10.4 Barbed wire must not be used against a path set out by us for the use of allotment holders.

11. ENCROACHMENT ON OTHER ALLOTMENTS AND PATHS

- 11.1 You must not go on to another person's allotment without the express permission of the allotment holder.
- 11.2 If anyone is with you on your allotment (children, for example) you must not allow them to go on to another allotment without the express permission of the allotment holder.
- 11.3 You must not remove produce from another allotment without the express consent of the allotment holder.
- 11.4 You must not encroach on or cultivate a pathway. Pathways between adjoining plots must be left wide enough for wheelbarrows.

12. TREES AND BUSHES

- 12.1 Except with our written consent, you must not plant trees other than dwarf fruiting trees and other fruiting bushes. Fruit trees must not be planted along the boundaries of your allotment.
- 12.2 You must consider the effect of trees on neighbouring allotments.
- 12.3 Except with our written consent, you must not cut or prune any trees. This does not apply to recognised pruning of fruit trees.

13. PONDS

You must obtain permission from us if you wish to install a pond.

14. MANURE, WASTE AND REFUSE

- 14.1 You may keep manure or compost in quantities reasonably required for cultivation.
- 14.2 You must not dump or store material which could not reasonably be used to help cultivate your allotment.
- 14.3 You must not dump or store material next to a boundary with an adjacent property.
- 14.4 You must not put anything in the hedges, ditches or dykes in or surrounding the allotment field.

- 14.5 Carpets, underlay and tyres must not be used on your allotment.
- 14.6 You must cover any manure on your allotment which has not been dug in.
- 14.7 You must remove all non-compostable waste from your allotment.
- 14.8 We will provide two skips, twice a year for the removal of non-compostable waste. Only non-compostable waste from your plot is permitted. Guidance on what is acceptable is available.

15. BEES

- 15.1 You may keep bees, but only with our consent.
- 15.2 You must comply with the St Ives Town Council Policy for Beekeeping on Allotment Plots (*attached*)

16. DOGS AND LIVESTOCK

- 16.1 Any dogs you bring to your allotment must be kept on your allotment and on a leash. You must remove any faeces and dispose of them off site.
- 16.2 Except as allowed by law, you must not keep livestock on the allotment without our written consent. "Livestock" includes geese, ferrets, weasels, stoats and cockerels. You may keep hens and rabbits with written consent, to the extent permitted by the section 12 of the Allotments Act 1950.
- 16.3 Any animals you keep on your allotment must not create a nuisance or affect health.

17. VERMIN

- 17.1 If you see evidence of vermin (such as rats) on or near your allotment, you must report it to us. We can provide advice on how to deal with vermin.

18. FUEL AND OTHER INFLAMMABLE MATERIAL

- 18.1 Fuel such as petrol and diesel must be stored off site.
- 18.2 Oil, lubricants or other inflammable liquids (except for fuel) :-
 - a) must be for use in garden equipment only
 - b) must be stored in a locked shed, and
 - c) must be kept in an approved container of no more than 5 litres capacity

19. CHEMICALS

- 19.1 To control pests, diseases or vegetation you may only use products usually available from garden or horticultural suppliers.
- 19.2 Application of these products must not be detrimental to the cultivation of allotments nearby, nor may it annoy nearby allotment holders.
- 19.3 Your use and storage of chemical products is subject to Government regulations. We can supply you with details of those regulations.

20. BUILDINGS

- 20.1 Except with our written consent, you may not put up a building on the allotment. Our consent will be subject to specifications for the building that we will supply you with. Our consent will also be on condition that you install a water butt at the same time.
- 20.2 Buildings must not be erected less than one metre from any boundary. If constructed of substantially non-combustible materials, a structure can be less than one metre from any boundary only with the written permission of the neighbouring tenant.
- 20.3 We will not refuse consent for:
- a) A building reasonably necessary to keep poultry or rabbits
 - b) A garden shed or greenhouse to a maximum size 10' x 6'.
 - c) A polytunnel provided it does not cover more than two thirds of the plot and is kept in good repair.
- 20.4 Second building structures on the same plot or co-joined plots are discretionary.
- 20.5 If you fail to maintain a structure you have put up, we can give you one month's notice either to repair or remove it.
- 20.6 We are not responsible for loss of or damage to tools or other contents of your shed, greenhouse or polytunnel.
- 20.7 At the end of your tenancy, we will not compensate you for any structure you have put up. But you may dispose of it before you quit the allotment. You must then leave the allotment clear and tidy to our satisfaction.
- 20.8 At the end of your tenancy, you must remove any structure you have put up, including a water butt. However, you may leave a structure or water butt if we have notified you in advance that is reusable.

21. VEHICLES

- 21.1 You may bring one vehicle to the allotment site on each visit.
- 21.2 Vehicles must be parked in the designated areas and must not obstruct haulage ways. You must not create a hardstanding.
- 21.3 The site speed limit is 5 mph.
- 21.4 You may drive to your plot only to unload tools, compost etc. You must not obstruct access for other users and your vehicle must be returned to the designated area as soon as possible.
- 21.5 If you have difficulties with mobility, which you feel makes accessing your plot difficult, please contact us at the Town Hall.
- 21.6 Gates to internal driveways will be locked as soon as ground condition dictate, to prevent damage to the tracks. The gates will also be closed at other times if we feel the ground conditions warrant it.

22. DELIVERIES

- 22.1 If you arrange a delivery to your allotment, you or someone nominated by you, must be on site to meet the driver.
- 22.2 The combination code to the entrance gate must not be given to the driver or company.
- 22.3 Please advise us at the Town Hall when you have planned a delivery.
- 22.4 Please ensure that the vehicle making the delivery does not cause damage to any area of the allotment site. If it does, you will be responsible for putting it right.

23. WATER

- 23.1 As far as possible, you must conserve water. You must cover water butts and consider mulching as a water conservation practice.
- 23.2 You must not use a hose.
- 23.3 You must consider other allotment holders when you take water from the water points we have provided.
- 23.4 You must not attempt to divert water from the main water supply to benefit your plot, including syphoning, digging trenches and tampering with pipework.
- 23.5 You should stick to the following guidelines:
 - a) water in the evening to reduce water loss by evaporation
 - b) collect and store rainwater where you can
 - c) mulch to retain moisture
 - d) report leaks to us straight away
- 23.6 We may have to introduce water restrictions if water is in short supply. We will only do that if we have to. We will give you as much notice as we can, but notice may be short.

24. CONDUCT

- 24.1 You must conduct yourself appropriately and in an orderly manner at all times while on the site. In particular you must not cause a nuisance or annoyance to the occupier of another allotment or to neighbours generally. Nor may you obstruct or encroach on a path or roadway set out by us for the use of occupiers of the allotments nearby, or on public footpaths or haulage ways.
- 24.2 Nuisance includes noise nuisance but reasonable use of power-driven tools, eg strimmers, lawn mowers, is permitted.
- 24.3 You may not use the allotment for an illegal or immoral purpose.

25. DEPOSIT

- 25.1 You have paid us the deposit indicated in the tenancy agreement.
- 25.2 We hold the deposit as security against any loss caused to us by your breach of these rules or the terms of the tenancy agreement.
- 25.3 After we have deducted any amount necessary to compensate us for your breach, we will pay you the balance without interest within 20 working days of the tenancy coming to an end.

26. DEALINGS WITH YOUR ALLOTMENT

- 26.1 Except with our written consent, you must not assign, underlet, part with possession or share possession of the allotment or any part of it. But while you are on holiday or ill for short periods, you can authorise someone else to look after the allotment for you.
- 26.2 We may require an unauthorised person to leave your allotment.

27. PLOT MARKERS AND NOTICE BOARDS

- 27.1 You must display any plot marker provided and keep it in good order, ensuring that it is always visible.
- 27.2 Site notice boards are for the use of allotment tenants and the Town Council only.

28. SECURITY

- 28.1 We will give you a combination code to the main allotment site gate, on receipt of your annual rent.
- 28.2 The combination code is changed annually, effective from 1 December.
- 28.3 You must not share the combination code.
- 28.4 You must always keep the main gate locked. You must lock the gate behind you when you enter the site and when you leave the site. Should a plot be forfeit for breach of rule 28.4 the deposit will be lost.
- 28.5 We can refuse admittance to anyone if they are not accompanied by you or by a member of your family.

29. COUNCIL OFFICERS

- 29.1 You must comply with reasonable directions given by our officers.
- 29.2 An officer or agent of ours may inspect your allotment and any shed, greenhouse or polytunnel on it. You must allow that officer or agents access at any reasonable time.

30. ALLOCATION OF VACANT ALLOTMENTS

- 30.1 We allocate vacant allotments to people on our waiting list who live in the parish of St Ives.
- 30.2 If an allotment holder dies, his or her allotment will be offered to a member of the allotment holder's immediate family who has been cultivating the allotment with the allotment holder for a period of time. However, this exercise can take place only once. An allotment does not transfer to members of a family in perpetuity.
- 30.3 As an existing plot holder, you can be considered for a second plot. A plot will only be allocated if there is no-one on the waiting list and your existing plot is kept satisfactorily.
- 30.4 No more than two plots can be held by one tenant.

31. COMMUNITY TENANCY PLOTS

- 31.1 A community plot is provided by the Council to serve the needs of the community. It can be one community point, or can be many individual plots on an allotment site. It is subject to the same rule as individual plots with the only difference that there is a main-point-of-contact who serves as a 'coordinator'. If, for whatever reason, this role is vacated, the responsibility lies with the present holder to appoint a new main-point-of-contact otherwise the community tenancy would be up for review with the possibility of termination.

32. DISPUTES

We will mediate any dispute between allotment tenants. We will observe proper processes and our decision is final and binding.

33. CHANGE OF ADDRESS

You must notify us straight away if you change your address.

34. GIVING NOTICE

- 34.1 You can serve notice on us by letter or email, addressed to the Town Clerk, St Ives Town Council, Town Hall, Market Hill, The Old Riverport, St Ives PE27 5AL / clerk@stivestowncouncil.gov.uk
- 34.2 We can serve notice on you in one of the following ways:
- a) By personal service
 - b) By hand delivery or by recorded delivery post, in either case to your last address known to us
 - c) By fixing it conspicuously on the allotment

35. HOW THE TENANCY CAN COME TO AN END

The tenancy ends in any of the following ways:

- a) On the yearly rent day after you move beyond a mile of St Ives' parish boundary
- b) On the yearly rent day after the death of the tenant
- c) If we give you 12 months written notice, or you give us 28 days written notice. The notices may expire at any time.

36. TERMINATION BY FORFEITURE

- 36.1 We may enter your allotment and end the tenancy by forfeiture if:-
- a) the rent or any part of it is unpaid for at least 40 days, whether or not we have legally demanded it, or
 - b) you are in breach of any of these rules, or
 - c) you become bankrupt or compound with your creditors
- 36.2 We will give you reasonable written notice of the breach of rules for which we are intending to forfeit the tenancy. We will give you an opportunity to put the breach right if you can. If you do, your tenancy will not be forfeited. A repeat of the breach would result in immediate forfeiture.
- 36.3 Forfeiture of the tenancy does not prevent us from claiming damages from you for breach of these rules or from making appropriate deductions from your deposit.
- 36.4 If you forfeit your plot, you will not be able to apply for a new plot until 12 months from the date of termination.

37. OUR DISPOSAL OF THE ALLOTMENT

- 37.1 If we lawfully require the allotment to dispose of it for development or another proper purpose, we will give you as much notice as we can terminating your tenancy.
- 37.2 If we do terminate your tenancy because of a potential disposal, we are bound by law to compensate you for crops or improvements and find alternative land for you to cultivate.

38. WHAT HAPPENS ON TERMINATION

- 38.1 When your tenancy comes to an end (however that happens) –
- a) you must give up the allotment to us in the clean and tidy state required by these rules, and
 - b) you must hand us back any keys or other property we have made available to you
- 38.2 If your allotment is not left clean and tidy, we may charge you for returning it to a satisfactory state and your deposit will not be returned.

39. DATA PROTECTION ACT.

By signing the Tenancy Contract tenants agree that the Town Council may hold personal data such as name, address and telephone numbers on our database. This information will only be used by Officers and Members of the Town Council in the performance of their duties.

FACILITIES COMMITTEE

DATE: 15th January 2024

SUBJECT: Allotment Price Increase

1 Introduction and Purpose of Report

- 1.1 To increase the rental of the Allotment plots and Deposit Cost
- 1.2 This report is to present to Members details of the proposed increase in the Allotment plots and Deposit Cost

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 Approval of proposed Allotment plots and Deposit Cost.

3 Background

- 3.1 Currently there are 253 Plots.

The current costs are as follows:

Full plot of £43.
Half plot of £21.50
Deposit £25

Proposal

To Increase the Plot costs by RPI of 6.5%:
Full plot of £43 - 6.5% would mean an increase to £45.79 if rounded up £46.
Half plot of £21.50 - 6.5% would mean an increase to £22.89 if rounded up £23.

The Allotment rules show the following about rent increase's.:

6. RENTS

- 6.1 We review the rent every year and will increase it by at least the rate of inflation to the nearest £0.50. The rate of inflation on a set date is used in the Town Council budget setting process and it is this figure that will be used.

Deposit

The current costs for the Deposit does not cover the costs for the grounds maintenance team to clear a plot which an outgoing tenant has left below the standard when leaving and is being withheld.

The proposed costed new cost is £75

4 Action

- 4.1 Facilities Manager to Communicate the price increase to all allotment holders and to adjust the current application form to reflect the new prices.

5. Financial Implications

- 5.1 2024/25 Budget

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 None required for this installation.

8. Reporting Officer – Trevor White – Facilities Manager

Democratic

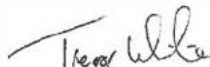
From: Facilities Manager
Sent: 08 January 2024 11:06
To: Margaret King; Shariqa Mokbul
Cc: Democratic
Subject: The Broadway project
Attachments: 30CPX04287_v4-0101_GA.pdf

Good morning,
 Please see below.

I will advise [REDACTED] on the facilities contact details and I have copied in the Democratic officer so that this can be added as an agenda item for the next meeting.

Amanda may ask you both for more details of the agenda item closer to the time

Kind Regards



Trevor White
 Facilities Manager
 St Ives Town Council
 Town Hall
 Market Hill
 St Ives
 Cambridgeshire – PE27 5AL
 Tel: 01480 388932

From: Clerk <clerk@stivestowncouncil.gov.uk>
Sent: Monday, January 8, 2024 9:35 AM
To: Facilities Manager <facilities@stivestowncouncil.gov.uk>
Subject: FW: The Broadway project

From: [REDACTED]
Sent: Friday, January 5, 2024 10:13 AM
To: Clerk <clerk@stivestowncouncil.gov.uk>
Subject: The Broadway project

You don't often get email from vanessa.kelly@cambridgeshire.gov.uk. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Matthew,

Happy New Year to you!

I wrote to you at the end of November about The Broadway scheme. We are now at the stage where we are considering the types of benches and planters to put on the new widened footway on the north side of The

Broadway. We have sent suggested examples to HDC's Conservation team and I will also be conferring with the Civic Society. The benches and planters will of course need to be removable (for the Michaelmas Fair).

I was wondering if you could advise me on who I should contact at the TC to discuss the types of benches and planters and the question of future maintenance. We will plant up the planters (with whatever the TC recommends) but we will be looking for the TC to take on the maintenance of the shrubs/plants after that – if agreeable? I've attached the General Arrangement plan which shows 8 planters – this number may change when we get to the construction phase – if it is considered that there are too many or too few.

I will also email local members once I've received feedback from the TC and Civic Society (it may take a while to get a response from HDC).

Kind regards,

[REDACTED]
[REDACTED]
Project Manager
Project Delivery
Place and Sustainability
Cambridgeshire County Council
[REDACTED]

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FACILITIES COMMITTEE**DATE:** 15th January 2024**SUBJECT:** Purchase of Defibrillators**1 Introduction and Purpose of Report**

1.1 To purchase 3no Defibrillator for the Town

1.2 This report is to present to Members details of the purchase of Defibrillators for the Town

2 Recommendations

2.1 That the report is received and noted.

2.2 That suppliers are scoured for purchasing 3no Defibrillators.

3 Background

3.1 Currently there are 2no Defibrillators in the Town centre.

We have received a request for 1no to be installed outside the St Ives Police Station.

The Police have had several cardiac arrests outside the police station and valuable minutes are being wasted whilst someone travels to the Norris Museum to collect the nearest Defibrillator.

Also, First Aid training was undertaken by some of the Town Hall staff and whilst on the course it was recommended that an internal Defibrillator be purchased and held in the office in the Town Hall.

The committee requested that quotes should be sourced for the purchase of 3no Defibrillators.

2no outside ones and 1no inside

Proposal

Supplier	Outside Cabinet (2)	Outside Defib (2)	AED Prep Kit	Inside DEFIB (1)	Inside Cabinet (1)
Zafety	£895.90	£3,750	£17.5	£912.50	£125.90
AA Defibs	£1,090	£3,750	£36	£775	£145
Safelincs	£900	£5,000	FOC	£800	£100

Supplier	TOTAL
Zafety	£5,701.8
AA Defibs	£5,796
Safelincs	£6,800

AA Defibs is our current supplier.

The above does not include a power supply costs.

4 Action

4.1 Facilities Manger to source suppliers and Quotes.

5. Financial Implications

5.1 2024/25 Budget

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 None required for this installation.

8. Reporting Officer – Trevor White – Facilities Manager

From: [REDACTED]
To: [Facilities Manager](#)
Subject: RE: Defib supply Quote
Date: 12 January 2024 14:47:12
Attachments: [image001.jpg](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Trevor

Please find our quote below with your prices

OUTDOOR

CR2 Fully auto AED USB £1875.00 + VAT each

Below are a couple of options for Outdoor cabinets, both polycarbonate with heating and keypad locks

FAQ3022 Outdoor Defibrillator Cabinet Heated digicode lock Aivia Fits All AED units

French manufacture, very well know globally – cabinet also comes with internal lighting and alarm

<https://www.zafety.co.uk/outdoor-defibrillator-cabinet-heated-digilock-aivia-fits-all-aed-units/>

Your price £447.95 + VAT per cabinet

OR

FAQ-CC0034 Outdoor External Defibrillator Cabinet Heated Digilock Fits All AED Units DefibCaddy

<https://www.zafety.co.uk/outdoor-external-defibrillator-cabinet-heated-digilock-fits-all-aed-units-defibcaddy/>

UK manufactured, includes heater

Your price £485.00 + VAT per cabinet

FAQ3007 AED Prep Kit - Contains Essential Items Prior to Using A Defibrillator £8.75 + VAT per kit

INSIDE

Semi-Automatic iPad NFK200 £912.50 + VAT per unit

FAQ3001 Thumb lock AED cabinet (a key lock version is also available)

<https://www.zafety.co.uk/defibrillator-aed-wall-cabinet-without-lock-fits-most-popular-aed-brands/> £52.50 + VAT per cabinet

or

FAQ3006 AED Defibrillator Wall Cabinet With Alarm and Stylish Frosted Glass Door

<https://www.zafety.co.uk/aed-defibrillator-wall-cabinet-with-alarm-and-stylish-frosted-glass->

[door/](#) £62.95 + VAT per cabinet
This is unlocked but alarmed so will alarm when opened

We do have other internal cabinet options but these are the most popular.

Let me know if these options meet your requirements – if not I can look at some of our other alternatives. If you can confirm which are the preferred cabinet options I can then send a formal quotation.

Thks

[REDACTED]

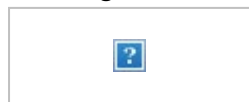
From: Facilities Manager <facilities@stivestowncouncil.gov.uk>
Sent: Monday, January 8, 2024 10:05 AM
To: [REDACTED]
Cc: Town Clerk <townclerk@stivestowncouncil.gov.uk>
Subject: Defib supply Quote

Good morning [REDACTED]
Please see below the details of the Defibs as [REDACTED] ed:

Outside
2no CR2usb Fully Automatic Defibrillators
2no Outdoor Polycarbonate Weatherproof heated and combination locked Cabinets with prep kits.

Inside
1no Semi-Automatic iPad NFK200
1no Indoor Polystyrol Cabinet

Kind Regards



Trevor White
Facilities Manager
St Ives Town Council
Town Hall
Market Hill
St Ives
Cambridgeshire – PE27 5AL
Tel: 01480 388932

From: [REDACTED]
Sent: Thursday, January 4, 2024 8:20 AM
To: Facilities Manager <facilities@stivestowncouncil.gov.uk>
Subject: RE: Defib supply Quote

You don't often get email from dermot.wallace@zafety.co.uk. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Trevor

Many thanks for your enquiry. Your email suggest purchasing extra defibs – are these extra defibs for a facility which already has a defib unit. If so we would suggest that you purchase additional units of the existing brand that you already have on that site. The logic is that it makes it easier for training purposes that everybody first aid trained on that site is familiarised with the same AED. This is not mandatory or essential but we find it helps build confidence in AED use.

Let me know if there is an existing brand/model on that site or if it is a different site without AEDs we can quote our best value option.

Let me know and we can quote the most appropriate option

Thks

[REDACTED]
Director
[Zafety Supplies – for savings on first aid and safety supplies](#)

[REDACTED]
Web: www.zafety.co.uk

From: Facilities Manager <facilities@stivestowncouncil.gov.uk>
Sent: Wednesday, January 3, 2024 3:53 PM
To: [REDACTED]
Subject: Defib supply Quote

Hi,
We are looking to purchase 2no extra Defibs.

2no External ones
1no internal

Would you be able to provide a quote.

Kind Regards



Trevor White
Facilities Manager
St Ives Town Council
Town Hall
Market Hill
St Ives
Cambridgeshire – PE27 5AL
Tel: 01480 388932

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The information in this email is confidential and may be legally privileged. It is intended solely for the addressee. If you receive this email by mistake please notify the sender and delete it immediately. Opinions expressed are those of the individual and do not necessarily represent the opinion of St Ives Town Council.

Comparisons - Defibrillator Models -All prices plus VAT

iPAD NFK200



CARRY BAG INCLUDED

£695.00

SEMI-AUTOMATIC
SHOCK POWER up to 150 JOULE
UP TO 10 YEAR WARRANTY

BATTERY (4+ YEARS) COSTS £171.00
PADS (2+ YEARS) COSTS £46.00
AVERAGE +/- £ 65.00 PER YEAR

PADS ONLY NEED CHANGING
AFTER A USE

BUTTON TO CHANGE FOR CHILD USE
NO SEPARATE CHILD PADS REQUIRED

CPR metronome, voice guidance
and graphic instructions

Heartsine 360P



PADDED CASE INCLUDED

£775.00

FULLY AUTOMATIC
SHOCK POWER up to 200 JOULE
8 YEAR WARRANTY

COMBINED BATTERY & PADS
CARTRIDGE COSTS £112.00
AVERAGE £28.00 PER YEAR !

BATTERY & PADS CARTRIDGE
NEEDS CHANGING AFTER A USE
IF NEEDED SEPARATE CHILD PADS
ARE REQUIRED @ £135.00

Metronome for CPR Rate

iPAD SPR



PLASTIC CASE INCLUDED

£895.00

SEMI-AUTOMATIC
SHOCK POWER up to 150 JOULE
UP TO 10 YEAR WARRANTY

BATTERY (4+ YEARS) COSTS £171.00
PADS (2+ YEARS) COSTS £46.00
AVERAGE +/- £ 65.00 PER YEAR

PADS ONLY NEED CHANGING
AFTER A USE

BUTTON TO CHANGE FOR CHILD USE
NO SEPARATE CHILD PADS REQUIRED

CPR metronome, voice guidance
and graphic instructions

ZOLL AED PLUS



CARRY BAG INCLUDED

£985.00

FULLY AUTOMATIC
OR SEMI-AUTOMATIC
SHOCK POWER up to 200 JOULE
7 YEAR WARRANTY

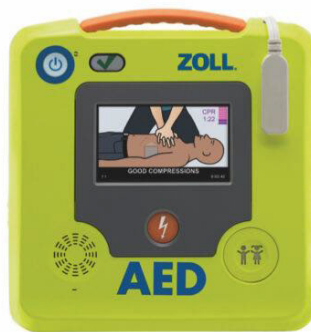
BATTERY (4+ YEARS) COSTS £55.00
CPR PADS (4+ YEARS) COSTS £125.00
AVERAGE +/- £45.00 PER YEAR

PADS ONLY NEED CHANGING
AFTER A USE

BUTTON TO CHANGE FOR CHILD USE
NO SEPARATE CHILD PADS REQUIRED

CPR HELP provides 'realtime' feedback on
the rate and depth of compressions

ZOLL AED 3



CARRY BAG OPTIONAL @ £110.00

£1365.00

FULLY AUTOMATIC
OR SEMI-AUTOMATIC
SHOCK POWER up to 200 JOULE
8 YEAR WARRANTY

BATTERY (4+ YEARS) COSTS £135.00
CPR PADS (4+ YEARS) COSTS £165.00
AVERAGE +/- £75.00 PER YEAR

PADS ONLY NEED CHANGING
AFTER A USE

BUTTON TO CHANGE FOR CHILD USE
NO SEPARATE CHILD PADS REQUIRED

CPR HELP provides 'realtime' feedback on
the rate and depth of compressions

Physio-Control CR 2 usb



CARRY CASE OPTIONAL @ £60.00

£1875.00

FULLY AUTOMATIC
OR SEMI-AUTOMATIC
SHOCK POWER up to 360 JOULE
8 YEAR WARRANTY

BATTERY (4+ YEARS) COSTS £245.00
PADS (4+ YEARS) COSTS £115.00
AVERAGE +/- £ 90.00 PER YEAR

PADS ONLY NEED CHANGING
AFTER A USE

BUTTON TO CHANGE FOR CHILD USE
NO SEPARATE CHILD PADS REQUIRED

Metronome and CPR Coaching on
technique, rate and depth of compressions

Bracket & Cabinets



BASIC WALL HANGER

Metal with fixing screws

£40.00 + VAT including delivery

or

£35.00 + VAT if purchased with a Defibrillator



ALARMED INDOOR CABINET

Magnetic closing for easy access.

Alarm acts as a 'Call for Assistance' and as a theft deterrent. Size is 450 x 450 x 200 mm. Available in WHITE or YELLOW.

£145.00 + VAT including delivery.

or

£140.00 + VAT if purchased with a Defibrillator.



INDOOR POLYSTYROL CABINET

Not locked - Clip at side to Open.

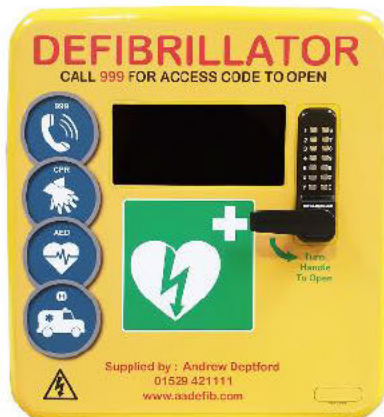
Size is 465 x 435 x 240 mm Available in WHITE or YELLOW.

Moulded Double Skin Polystyrol for additional insulation. Impact and Vandal resistant.

£145.00 + VAT including delivery.

or

£140.00 + VAT if purchased with a Defibrillator.



OUTDOOR POLYCARBONATE CABINET

Fire retardant, UV stabilised and double skinned and IP66 rated. Sealed waterproof and dustproof. Storm tested.

Marine grade Stainless Steel Lock.

Thermostatically controlled heater and Internal light.

Size is 465 x 435 x 240 mm. Available in YELLOW or GREEN.

£545.00 + VAT including delivery.

or

£525.00 + VAT if purchased with a Defibrillator.

Available : WITHOUT Lock (simple handle to open) or WITHOUT Heater (i.e. No Electricity required) or WITHOUT Lock and Heater

DEFIBRILLATOR 'PREP KIT'

Everything you need to prepare the patient for Defibrillation.
£23.00 + VAT or £18.00 + VAT if supplied with a Defibrillator.



'Daniel Baird Foundation' / Prometheus CATASTROPHIC BLEED KIT

Contains : Instruction Leaflet, Nitrile Gloves, Scissors, Trauma Bandage
 Haemostatic Gauze, Tourniquet and Russell Chest Seal.

£95.00 + VAT



QUOTE



INVOICE ADDRESS

St Ives Town Council
Town Hall
Market Hill
St Ives, Cambridgeshire
PE27 5AL

Safelincs Ltd
33 West Street
Alford
Lincolnshire
LN13 9FX

www.safelincs.co.uk

support@safelincs.co.uk

ACCOUNT REFERENCE	STIVESTOWNCOUNCIL	WEB REF	N/A
TELEPHONE NUMBER	01480 388932	ORDER NUMBER	S001001172
CUSTOMER REFERENCE	N/A	QUOTE NUMBER	INV850341
PAYMENT TYPE	N/A	QUOTE DATE	10/01/2024

Item	Qty	Unit Price	VAT Rate	Line Total
CODE: PCLPCR2EFAED Lifepak CR2 USB Fully Automatic Defib Unit	2	£2500.00	20%	£5000.00
CODE: DSPCLHLED PC Outdoor Cabinet with Lock, Heater and LED Light - YELLOW	2	£450.00	20%	£900.00
CODE: SYS_MISC iPAD NFK200 Semi-Autmoatic Defibrillator	1	£800.00	20%	£800.00
CODE: D4LINDLOCKW-W Arky AED Indoor Defibrillator Cabinet Without Alarm	1	£100.00	20%	£100.00
CODE: STJAEDRK AED Responder Kit	3	£0.00	20%	£0.00

DELIVERY ADDRESS

Trevor White
Town Hall
Market Hill
St Ives, Cambridgeshire
PE27 5AL
Tel: 01480 388932

Goods Total	£6800.00
Carriage Total	£0.00
VAT Total	£1360.00
Quote Total	£8160.00

www.safelincs.co.uk/terms

Quotes are valid for 30 days

NOTES

From: [Rebecca Chapman](#)
To: [Democratic](#); [Facilities Manager](#)
Cc: [Michael Burke](#); [Margaret King](#); [John Tiddy](#); [Shariqa Mokbul](#)
Subject: community-grant-scheme-info-pack.pdf
Date: 16 January 2024 13:00:05
Attachments: [community-grant-scheme-info-pack.pdf](#)

Dear Facilities committee, Is it possible to place this on the next agenda? I feel that we might be missing an opportunity to develop our assets if we miss this grant. Perhaps for the cemetery, Slepe field or Warner's park?

Sincerely yours,
Rebecca Chapman

Sent from [Outlook for Android](#)



Biodiversity for All: Community Grant Scheme



Introduction

- Huntingdonshire District Council has set aside funds for 2024/25 to distribute to Parish and Town Council's, landowners, schools and community organisations to help them improve the levels of biodiversity on their land.
- This is a two-stage process.
 1. Expression of Interest for a Biodiversity Audit of an identified site.
 2. Application for a grant to deliver evidence-based ecological work.





Stage 1: Expressions of Interest for a Biodiversity Audit



Two Windows:

1. Mid-October to Mid-November 2023
2. January to February 2024

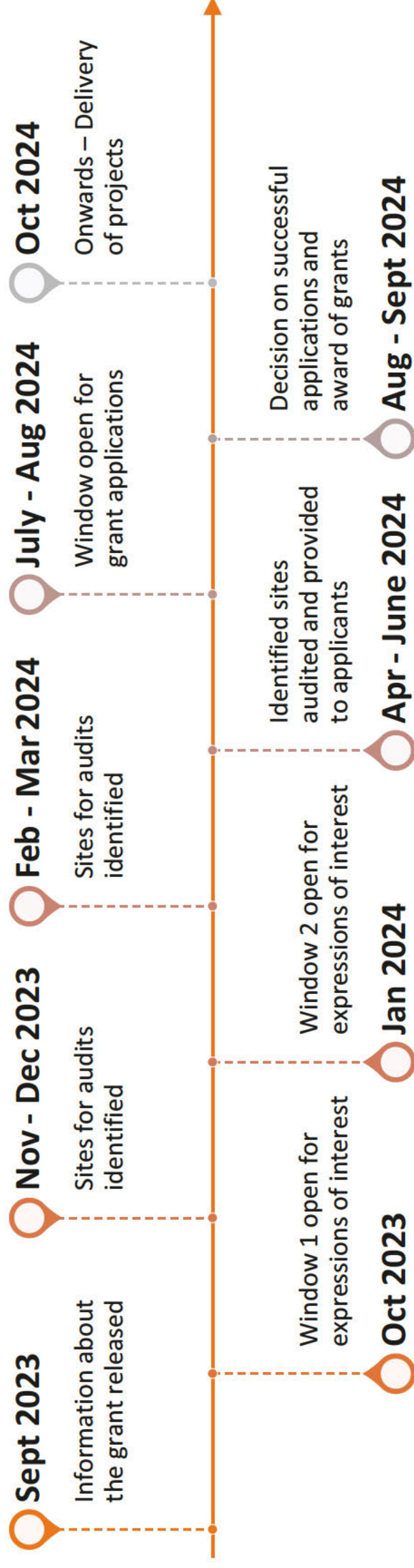
- Applicants must complete the attached expressions of interest form, which can be found on the webpage.
- It is important that the applicant is the owner and/or has the relevant permissions to deliver ecological landscape works on the identified sites.
- Applications will be assessed on the viability and potential of the site, using the Lawton principles of Bigger, Better and More Connected.
- The HDC Graduate Ecologist will complete audits of the successful sites in the late spring/early summer 2024.
- The audit will be free of charge to the successful applicants.
- The full report will be provided to the applicant upon completion.

Stage 2: Grant Application

- Those who successfully secured an audit will be invited to apply for a grant to support the delivery of the work.
- The applicant must submit the application form, found on the website, to apply.
- The graduate ecologists will be available to support the development of the application.
- A decision panel will score and decide on the successful applicants and the level of funding allocated to projects.
- Successful applicants will be notified by the end of August 2024 in time for work to begin in Autumn 2024.



Timeline



Contact Details

If you have any questions or would like to discuss the opportunity further, then please email biodiversity@huntingdonshire.gov.uk and one of the team will get back to you.