



ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives,
Huntingdonshire PE27 5AL
Tel: 01480 388929
e-mail: clerk@stivestowncouncil.gov.uk

TWINNED WITH STADTALLENDORF

Issued: 18 January 2024

Clrs J Tiddy, M Gleadow, M King, M Burke, P Hussain, L Valla

You are hereby summoned to attend a Meeting of the **Property Committee** of St Ives Town Council to be held in the **Town Hall** on **Wednesday 24 January 2024 at 8:45 pm.**

Libby White
LOCUM CLERK

AGENDA

PR102.00 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

PR103.00 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.

PR104.00 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.

PR105.00 MINUTES

To confirm as a correct record the Minutes of the Property Committee held on 22 November 2023 (copy herewith).

PR106.00 MAINTENANCE UPDATES

PR106.01 General Property and Maintenance Update

To receive an update report (copy herewith).



PR106.02 **Property Maintenance Schedules**
To receive Maintenance Schedule (copy herewith).

PR107.00 **BUDGET**
To receive Budget Report for the Committee (copy herewith).

PR108.00 **BURLEIGH HILL COMMUNITY CENTRE - FIRE SAFETY DOORS**
To receive a report from the Facilities Manager and consider the recommendations (copy herewith).

PR109.00 **NORRIS MUSEUM FLOOD MANAGEMENT MEASURES**
To receive a report from Councillor M King regarding flooding concerns at the Norris Museum and to consider required actions (copy herewith).

PR110.00 **PURCHASE OF CONTAINER**
To receive an updated report from the Facilities Manager on the purchased portacabin at the Grounds Maintenance building (copy herewith).

PR111.00 **MEZZANINE DECK REPORT**
To receive a report from the Facilities Manager on the inspection report of the mezzanine deck in the Grounds Maintenance building (copy herewith).

PR112.00 **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.

PR113.00 **OLD MORTUARY RENTAL**
To receive an updated report from the Facilities Manager and consider the rental options (copy herewith).

PR114.00 **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 Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 22 November 2023**

Present:

Chairman: M Burke
Vice Chairman: P Hussain
Councillors: J Tiddy, M Gleadow, M King

In attendance:

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

PR88.00 APOLOGIES FOR ABSENCE

Apologies were received from Cllr L Valla (personal), Cllr A Riddell (personal) and The Mayor (personal).

PR89.00 DECLARATIONS OF INTEREST

Cllr J Tiddy declared that he represents FEST and is a member of the Norris Museum Committee.

Cllr P Hussain declared that he is a member of the Norris Museum committee.

PR90.00 PUBLIC PARTICIPATION

Mr Mathew Setchell addressed the members. He commented that rainwater from the Town Hall roof is draining into Chapel Lane which he believes is contributing to surface water flooding. He would like St Ives Town Council to consider rainwater harvesting which he commented could be used to water plants and would also reduce the Town Council's water bill.

The Chair commented that this issue was raised at the previous meeting.

The Facilities Manager informed members that the Dorma window may be leaking and the downpipe may be blocked on the main drain. He informed members that a roofing contractor is due to look at the roof. Previous attempts have been unsuccessful due to weather conditions. Once his report has been received the issue can be progressed.

Mr Setchell asked if there is now access to the roof.

The Facilities Manager advised that access to the roof is only possible externally.

PR91.00 MINUTES

Cllr Gleadow queried agenda item PR78 (Citizen's Advice Rural Cambs request for a room at Burleigh Hill Community Centre) from the previous meeting. He asked as to whether there has been any progress in this matter.

The Chair advised that agreement is in place in principle, if funding is in place. He advised that the St Ives Cares Coordinator is to confirm the dates and times that Citizen's Advice Rural Cambs would like to use the community centre.

RESOLVED: that the Minutes of the Property Committee meeting held on 25 October 2023 were agreed as a correct record and were signed by the Chairman.

PR92.00 MAINTENANCE UPDATES

PR92.01 General Property and Maintenance Update

Chairman's
Initials

Members were in receipt of an update report.

CLlr M Gleadow queried whether the timescale of the Corn Exchange café reopening is on course. The Facilities Manager advised that there have been no changes to the timescales from those previously documented in the report.

The Chair queried whether the grounds work for the portacabin was carried out by the Ground Maintenance Team or externally. The Facilities Manager confirmed that this was carried out externally. The Chair asked if there is an update on the power supply being ordered for the portacabin. The Facilities Manager reported that this was ordered today.

The Chair requested clarification that the work on the mezzanine deck in the Grounds Maintenance depot was for health and safety reasons. The Facilities Manager confirmed that this is the case.

RESOLVED: that the report be received and noted.

PR92.02 Property Maintenance Schedules

Members were in receipt of the maintenance schedule.

The Chair queried the lights in the town centre as the report is outstanding. The Facilities Manager advised that the work has been requested and is due to be carried out over a two month period. He is awaiting the completed report.

The Chair mentioned that asbestos removal work is continuing at the Corn Exchange.

RESOLVED: that the report be received and noted.

PR93.00

BUDGET

Members were in receipt of the budget report.

CLlr Gleadow queried the overspend for repairs and renewals in line 5019.

The Chair advised that this includes other sites such as the Town Hall, Warners Park and cemeteries. He advised that this will be split in the next financial year with separate cost centres for each site.

RESOLVED: that the budget has been received and noted.

PR94.00

TOWN HALL EXTERIOR

Members were in receipt of a request from The Chair to consider potential painting to the Town Hall exterior.

The Chair stated that the exterior of the Town Hall is in need of painting. He asked for members opinions on this matter.

CLlr P Hussain stated that he is in agreement.

CLlr M King stated that members of the public have often complained about the Town Hall looking tired.

The Town Clerk requested clarification as to which of the external parts of the building are to be considered for painting.

CLlr Hussain suggested that separate quotes could be sought for different parts of the exterior of the building. Members discussed the options.

CLlr P Hussain proposed that quotes be sought from three companies, by floor. CLlr M Gleadow seconded. Members voted unanimously in agreement.

Chairman's
Initials

RESOLVED: that three quotes be sought for painting the exterior of the Town Hall, quotes to be separated by floor.

PR95.00 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.

PR96.00 OLD MORTUARY

Members were in receipt of an update on the rental of the Old Mortuary.

The Facilities Manager recapped to members the discussion at the last meeting regarding Dennis Easton expressing an interest in renting the Old Mortuary which is currently occupied as a storeroom for FEST and the Carnival Team.

The Facilities Manager discussed with members the possible option of the Carnival Team using the storage room at the Globe Place toilets as an alternative option.

The Chair queried the amount of space at Globe Place. The Facilities Manager confirmed that there is a large area.

CLlr M King suggested that there may be room at the Octagon. The Facilities Manager and the Town Clerk reported that the Octagon is managed by HDC. The Chair advised that he will discuss potential use of the Octagon with HDC.

The Chair suggested that the Facilities Manager contacts FEST to view Globe Place for its suitability and feedback to the Property Committee. Members voted unanimously in agreement.

RESOLVED: that the Facilities Manager will invite FEST to view Globe Place for its suitability and feedback to the Property Committee.

PR97.00 CORN EXCHANGE CAFÉ UPDATE

Members were in receipt of the contractor's timeline update regarding the Corn Exchange café.

The Chair asked for any comments.

The Facilities Manager advised that the roofing sheets are now being removed in larger pieces. The Chair advised that earlier in the process small pieces were being removed which took more manpower and involved health and safety considerations.

CLlr J Tiddy asked for clarity of the estimated finish time of the work. The Chair suggested that the timeline be recirculated.

RESOLVED: that the report has been received and noted. The timeline is to be recirculated.

PR98.00 CORN EXCHANGE LEASE ADDENDUM

Members were in receipt of a lease addendum cost update from the Facilities Manager.

The Facilities Manager advised that an addendum is to be added to the lease at £500.

Chairman's
Initials

The Chair proposed that this be accepted once the full details of the letter of agreement has been ratified. Members voted unanimously in agreement.

RESOLVED: to accept the cost to the lease once the full details of the letter of agreement has been ratified.

PR99.00 NORRIS MUSEUM DEHUMIDIFIER

Members were in receipt of a quote for dehumidifier replacement at the Norris Museum.

Cllr M King queried whether only one quote has been sought due to the specialist nature of the issue.

The Facilities Manager advised that the company are the local specialists in this field.

The Chair recommended that for process and transparency three quotes be sought and feedback given to the Full Council Committee.

RESOLVED: that three quotes be sought and feedback given to the Full Council Committee.

PR100.00 TOWN HALL OFFICE LEASE RENEWALS

Members were in receipt of quotes for the office lease renewals.

The Facilities Manager advised that three quotes have been sought.

Councillors discussed the cost of leasing an office at the Town Hall. The Facilities Manager and the Town Clerk advised that the cost is variable depending on the room size.

The Facilities Manager discussed that parking can be included at extra cost, however there are not currently enough parking spaces for the number of offices.

Cllr P Hussain suggested that parking should be kept separate from the lease. This was agreed by the Chair.

Cllr M Gleadow queried if there will be a cost every time the lease changes.

The Facilities Manager advised that the cost will be added to the lease. He also made members aware that there is an office on the second floor that can't be leased due to an issue with the flooring.

The Chair suggested that Leeds day renew all expired leases, for three years plus one rolling, parking not included. Members voted unanimously in agreement.

RESOLVED: that Leeds Day be used to renew all expired leases for three years plus one rolling.

PR101.00 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 9.39 pm.

Chairman's
Initials

Chairman:

Dated: 24 January 2024

PROPERTY COMMITTEE

DATE: 15th January 2024

SUBJECT: GENERAL PROPERTY & MAINTENANCE UPDATE

1 Purpose of Report

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

2 Recommendations

2.1 That the maintenance report be received and noted.

3 Background

3.1 The Council maintains several buildings in the community, The report below details works undertaken since November 2023, the last report to members.

3.2 CORN EXCHANGE

An updated project report was distributed on Tuesday the 16th of January (see following document).

3.3 BUS STATION AND GLOBE TOILETS

Bus Station.

No major works have been completed in the last month.

The product advised by HDC has been tested on one of the floors. It required a scrubber to bring the floor back up to a standard.

HDC have been advised of the report and that a mechanical scrubber would be required and the additional costs for the new product and no update has been received.

The drains did block for one day which was a result of wet wipes being put down the toilets.

Globe Place

No major works have been completed in the last month.

3.4 NORRIS MUSEUM

No major works have been completed in the last month.

A blocked drain was report after the flooding and a drain engineer attended.

3.5 TOWN HALL

The top floor work has been completed.

The Intruder alarm, and Fire Alarm training continuing.

Suppliers have been to the Town Hall to quote for the Fire Doors and we are awaiting the required quotes

3.6 **DEPOT /OLD MORTUARY**

No major works have been completed in the last month.

A report of tripping power was reported an electrician has been requested to attend to investigate

3.7 **YORK HOUSE**

No major works have been completed in the last month.

3.8 **BURLEIGH HILL**

No major works have been completed in the last month.

Redecoration has now been completed.

3.9 **TOWN CLOCKS**

No major works have been completed in the last month.

3.10 **Warners Pavilion**

No major works have been completed in the last month.

Graffiti has been reported on the building and the maintenance team are removing it.

4 Proposal

4.1 The maintenance report of work undertaken be noted.

5. Financial Implications

5.1 There are no financial implications.

6. Policy Implications

6.1 There are no policy implications.

7. Health and Safety Implications

7.1 Health & Safety issues mitigated by planned maintenance.

8. Reporting Officer – Trevor White – Facilities Manager

From: [Facilities Manager](#)
To: [Julie Kerr](#); [REDACTED]; [Operations Exchange](#); hospitality@thecornexchange.org.uk; Manager@thecornexchange.org.uk; [REDACTED]
Cc: [REDACTED] [Michael Burke](#); [Pasco Hussain](#)
Subject: Corn Exchange Roof Works
Date: 16 January 2024 15:47:00
Attachments: [image001.jpg](#)

Good afternoon,
Please find attached the latest update from Stockton and Bradly.

Kind Regards



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

From: [REDACTED]@stocktonbradley.co.uk [REDACTED]@stocktonbradley.co.uk>
Sent: Tuesday, January 16, 2024 2:01 PM
To: Facilities Manager <facilities@stivestowncouncil.gov.uk>
Cc: [REDACTED] Pasco Hussain
<pasco.hussain@stivestowncouncil.gov.uk>; Michael Burke
<Michael.Burke@stivestowncouncil.gov.uk>; [REDACTED]
[REDACTED]
Subject: RE: Corn Exchange Roof Works - Surveyor site notes 08.01.24

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.

Good afternoon Trevor

Another quick update concerning works at the Corn Exchange; works remain on target for Practical Completion on 29th January.

The roof sheets are now on, and I am told by the foreman that according to the building manager the first floor café is opening from next Monday 22nd January. The external decoration works are underway, roof level fascia's are repaired. Minor repairs to valley gutters, flashings, brickwork etc. are well underway in sequence of detailing and finishing works.

The foreman has coordinated removal of the internal main hall netting for this Friday whilst no bookings are present.

I will revert next week following my initial site snag prior to Practical Completion.

Kind regards



STOCKTONBRADLEY
chartered building surveyors

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Inspection Schedule as of 15th Jan 2023

Service Certification	Freq.	Town Hall	Norris Museum	Corn Exchange	Warners Pavillion	Burleigh Hill	GM Depot	Old Mortuary	York House	Town Centre
Electrical	3 Yrs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Leaders	N/A
EICR	5 Yrs	Aug-22	Aug-22	Sep-22	N/A	Dec-22	Sep-22	Aug-23	Leaders	N/A
PAT Test	2 Yrs	Aug-23	Aug-23	Internal testing	N/A	Aug-23	Aug-23	N/A	N/A	N/A
Gas	1 Yr	Oct-23	Oct-23	Jan-23	N/A	BHC	N/A	N/A	Leaders	N/A
Boiler	1 Yr	Sep-23	Oct-22	Jan-23	N/A	BHC	N/A	N/A	Leaders	N/A
Fire Assesment	3 Yrs	Jan-23	Jan-23	Mar-23	Jan-23	Sep-23	Jan-23	N/A	Leaders	N/A
Fire Extinguishers	1 Yr	May-23	May-23	Feb-23	N/A	Nov-23	May-23	N/A	Leaders	N/A
Fire Alarm system	1 Yr	May-23	May-23	01/11/2022 FOLL	N/A	Nov-23	N/A	N/A	N/A	N/A
Asbestos	1 Yr	Aug-23	All removed	Apr-20	Sep-23	Aug-23	N/A	N/A	N/A	N/A
H&S Report										
Condition Survey	5 Yrs	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	N/A
Lift Serice	6 Months	Sep-23	N/A	May-23	N/A	N/A	N/A	N/A	N/A	N/A
LOLER Inspection	1 Yr	May-23	N/A	May-23	N/A	N/A	N/A	N/A	N/A	N/A
Clock Service	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Aug-23
De Humidifier	1 Yr	N/A	Oct-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Car Park Barrier	1 Yr	Jul-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
De Fibs Service	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	May-23
Lights	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Oct-23
Toilets Fire Alarm	Monthly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	May-23
Generator	1 Yr	N/A	N/A	N/A	N/A	N/A	Jun-23	N/A	N/A	N/A
Roller Shutter	1 Yr	N/A	N/A	N/A	N/A	N/A	May-23	N/A	N/A	N/A
Legonella	2 Yr	Jun-23	N/A	Jun-22	N/A	N/A	N/A	N/A	N/A	N/A

In Progress
Completed
Out of date
Tenant

H&S Report completed and action points being carried

Asbestos- Corn Exchange to be carried out after roof work

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
Property										
400	Town Hall									
4120	Car Parking	0	0	0	61	0	0	0	0	0
4201	Tenants' Rent	35,000	30,606	35,000	29,964	0	0	0	0	0
4202	Tenants' Rechargeable Exps	3,000	-1,264	3,000	1,831	0	0	0	0	0
4998	Other Income	0	0	0	897	0	0	0	0	0
	Total Income	38,000	29,342	38,000	32,754	0	0	0	0	0
7036	Toilet Provision	0	0	0	421	0	0	0	0	0
	Direct Expenditure	0	0	0	421	0	0	0	0	0
5019	Repairs & Renewals	10,000	-4,354	34,755	54,343	0	0	0	0	0
5021	Health & Safety	0	336	1,000	250	0	0	0	0	0
5033	Business Rates	8,320	6,487	8,320	11,155	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	0	549	0	0	0	0	0
6934	Water Rates	400	333	400	112	0	0	0	0	0
7032	Heating & Lighting	4,500	8,728	6,000	2,559	0	0	0	0	0
7035	Cleaning	9,500	8,098	9,000	12,747	0	0	0	0	0
7037	Maintenance - Contracts	2,000	1,543	2,000	1,065	0	0	0	0	0
7039	Kitchen equipment	0	0	0	81	0	0	0	0	0
7044	Trade Refuse	2,000	1,822	2,000	1,024	0	0	0	0	0
7057	Property Survey	3,750	3,569	3,500	0	0	0	0	0	0
9094	Town Celebrations (EMR)	0	0	0	122	0	0	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	5,000	0	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
	Overhead Expenditure	50,470	26,561	71,975	84,006	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,470)	2,781	(33,975)	(51,674)	0		0		
410	<u>Corn Exchange</u>									
5019	Repairs & Renewals	0	0	0	80	0	0	0	0	0
7237	CIC Grant	10,000	6,909	10,000	4,963	0	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	2,900	5,000	0	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	5,000	6,073	5,000	98,074	0	0	0	0	0
	Overhead Expenditure	20,000	15,882	20,000	103,117	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	85,568	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,000)	(15,882)	(20,000)	(17,548)	0		0		
430	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	0	0	1,000	0	0	0	0	0	0
7046	Warners Pavillon Restoration	2,530	2,230	5,000	6,000	0	0	0	0	0
	Overhead Expenditure	2,530	2,230	6,000	6,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,530)	(2,230)	(6,000)	(6,000)	0		0		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	700	700	700	700	0	0	0	0	0
	Total Income	700	700	700	700	0	0	0	0	0
5033	Business Rates	0	1,235	1,235	0	0	0	0	0	0
	Overhead Expenditure	0	1,235	1,235	0	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>700</u>	<u>(535)</u>	<u>(535)</u>	<u>700</u>	<u>0</u>		<u>0</u>		
450 Community Centre									
5019 Repairs & Renewals	1,000	3,425	2,000	8,465	0	0	0	0	0
9337 Corn Exchange Roof (EMR)	0	0	0	41,667	0	0	0	0	0
Overhead Expenditure	<u>1,000</u>	<u>3,425</u>	<u>2,000</u>	<u>50,132</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000 plus Transfer from EMR	0	0	0	41,667	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>(3,425)</u>	<u>(2,000)</u>	<u>(8,465)</u>	<u>0</u>		<u>0</u>		
Property - Income	38,700	30,042	38,700	33,454	0	0	0	0	0
Expenditure	74,000	49,333	101,210	243,676	0	0	0	0	0
Net Income over Expenditure	<u>-35,300</u>	<u>-19,291</u>	<u>-62,510</u>	<u>-210,222</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	127,235	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(82,987)</u>	<u>0</u>		<u>0</u>		
Total Budget Income	38,700	30,042	38,700	33,454	0	0	0	0	0
Expenditure	74,000	49,333	101,210	243,676	0	0	0	0	0
Net Income over Expenditure	<u>-35,300</u>	<u>-19,291</u>	<u>-62,510</u>	<u>-210,222</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	127,235	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(82,987)</u>	<u>0</u>		<u>0</u>		

PROPERTY COMMITTEE

DATE: 15th January 2024

SUBJECT: Burleigh Hill Fire Doors

1 Introduction and Purpose of Report

1.1 A report on the Burleigh Hill Community Centre fire doors.

2 Recommendations

2.1 That the report is received and noted.

2.2 Requested Repairs to Burleigh Hill fire doors.

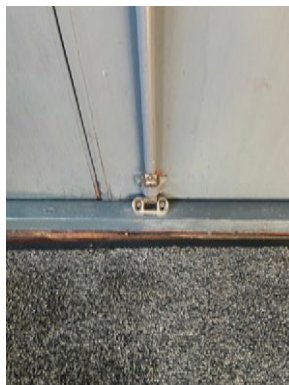
Background

3

3.1 Currently the double fire doors at the Burleigh Hill are not functioning correctly and can sometimes be difficult to close and latch shut.

This becomes more of an issue when there are high winds.

This could also affect the insurance for the building.



4. Proposal

4.1 Facilities Manger to arrange for a quote to be provided for the repair the locking mechanism to the affected door.

5. Financial Implications

5.1 The 2023/24 budget

5. Policy Implications

5.1 There are no current policy implications.

6. Health and Safety Implications

6.1 There are no current Health and Safety Implications

7. Reporting Officer – Trevor White – Facilities manager

From: [Margaret King](#)
To: [Democratic](#)
Subject: Re: THE NORRIS MUSEUM
Date: 09 January 2024 11:46:10
Attachments: [image001.png](#)

Yes, it should be on the agenda.

Margaret

From: Democratic <democratic@stivestowncouncil.gov.uk>
Sent: 09 January 2024 11:33
To: Margaret King <margaret.king@stivestowncouncil.gov.uk>
Subject: RE: THE NORRIS MUSEUM

Hi Margaret,

I've spoken to Trevor this morning. He believes we own the Norris Museum building. He stated that he has been searching for a letter of understanding which stipulates the responsibilities of maintenance and clarifies which parties are responsible for which, but to no avail. Would you like this issue to be raised as an agenda item for the Property Committee?

Kind regards,
Amanda

Amanda Childs

Democratic Officer
St Ives Town Council
Town Hall
Market Hill
St Ives, Cambs
PE27 5AL
01480 388929

My normal working hours are:

Monday: 9am – 12:30pm

Tuesday: 9am – 3pm

Wednesday: 9am – 3pm or 4pm – 10pm (dependent upon committee meetings)

Thursday: 9am – 3pm

Friday: NON WORKING DAY



From: Margaret King <margaret.king@stivestowncouncil.gov.uk>
Sent: Monday, January 8, 2024 2:58 PM
To: Democratic <democratic@stivestowncouncil.gov.uk>
Subject: THE NORRIS MUSEUM

Amanda,

I am not totally sure who owns the Norris Museum building but have assumed that it is the District Council. Please check.

If it is them then they need to look into the flooding problem. If it is St. Ives then our Property Committee need to take up the matter.

Margaret

PROPERTY COMMITTEE

DATE: 15th January 2024

SUBJECT: Purchase of Container

1 Introduction and Purpose of Report

1.1 This report on the purchase of the Container at the Grounds Maintenance Building

2 Recommendations

2.1 That the report is received and noted.

Background

3

3.1 It was reported by the Town Clerk that the mezzanine deck was not able to carry the load safely and must be removed.

This contains the toilet facilities and break out room underneath and, as well as a storage area.

At the property meeting held on the 28th of June it was proposed that a twenty-foot portacabin would be installed on the outside of the Grounds Maintenance building. This would allow for the removal of the mezzanine deck and leave the toilet in its current position, whilst allowing for the breakout room and a small office are for the site supervisor to conduct meetings in.

The cabin would be linked to the main building for CCTV and electrical purposes.

Councillor M Gleadow posed a query about funding for the cabin installation costs. The Town Clerk replied it would come from the Repairs and Renewals budget; additional funds were put into this budget as this was an expected and anticipated cost. It falls well within the budget for the current financial year.

Councillor A Riddell queried the location of the portacabin, and it was confirmed it would be by the depot up near the allotments. The Chairman proposed that the cabins be purchased for a cost of £8,650 and was seconded by Councillor J Tiddy. The majority of the Committee voted in favour of this proposal, with one abstained vote from Councillor A Riddell.

The committee then advised that the Facilities Manager complete the purchase of the portacabins for a cost of £8,650.

On the 19 July 2023 the Mayor and Councillor M King attended with the Facilities Manager. They looked at the issues with the mezzanine flooring and intruder alarm system. The rest of the building was shown and how the different elements will progress in terms of insurance requirements. It was a very positive outcome to the site visit.

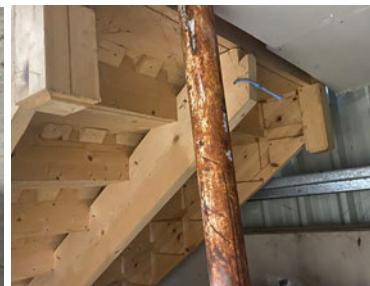
Going forward this would provide the maintenance team a clean, ventilated, and heated break out area.

The supervisor would have an area where meetings can be held, and paperwork completed.

This also supports the progression of the supervisor's role.

This will allow the Mezzanine deck to come down creating more space and allow for a secure storage area to be created where the current breakout room is located.

9. Reporting Officer – Trevor White – Facilities manager



PROPERTY COMMITTEE

DATE: 15th January 2024

SUBJECT: Mezzanine deck report

1 Introduction and Purpose of Report

1.1 This report on the inspection of the mezzanine deck

2 Recommendations

2.1 That the report is received and noted.

3 Background

3.1 It was reported by the Town Clerk that the mezzanine deck was not able to carry the load safely and must be removed.

This contains the toilet facilities and break out room underneath and, as well as a storage area.

Upon investigation the report mentioned from the insurance company could not be located

Councillor Bruke has requested that quotes be sourced for this inspection.

4. Costs

4.1 3no suppliers have been approached and currently 1no has responded to date:

£1,490 – Jackson Fire Structural engineer – And has add the below details:

I understand that the intention is to determine the condition and suitability of the mezzanine for storage. With this being the case, we would need to have the structure exposed, with localised removal of soffit cladding / ceiling finishes in certain places to allow us to carry out a meaningful inspection.

We would then carry out a non-intrusive inspection and overall measurement survey, with a subsequent report to advise our findings with regards to the structural form, general condition and any recommendations for further investigations or remedial works.

If the intention is to determine a definitive mezzanine floor capacity, we would need to subsequently carry out structural calculations. We should be able to provide a fee for this subsequent stage once we've carried out the report. The structure doesn't exactly appear to be high quality construction though, from what I can tell from the photos, and this might make justification more complicated. If the adequacy of the supporting floor slab or foundations are to be included within our checks, then these would also need to be intrusively investigated and 'opened up' for our inspection.

More costs to follow once received.

9. Reporting Officer – Trevor White – Facilities manager

PROPERTY COMMITTEE

DATE: 15th January 2024

SUBJECT: Old Mortuary Rental

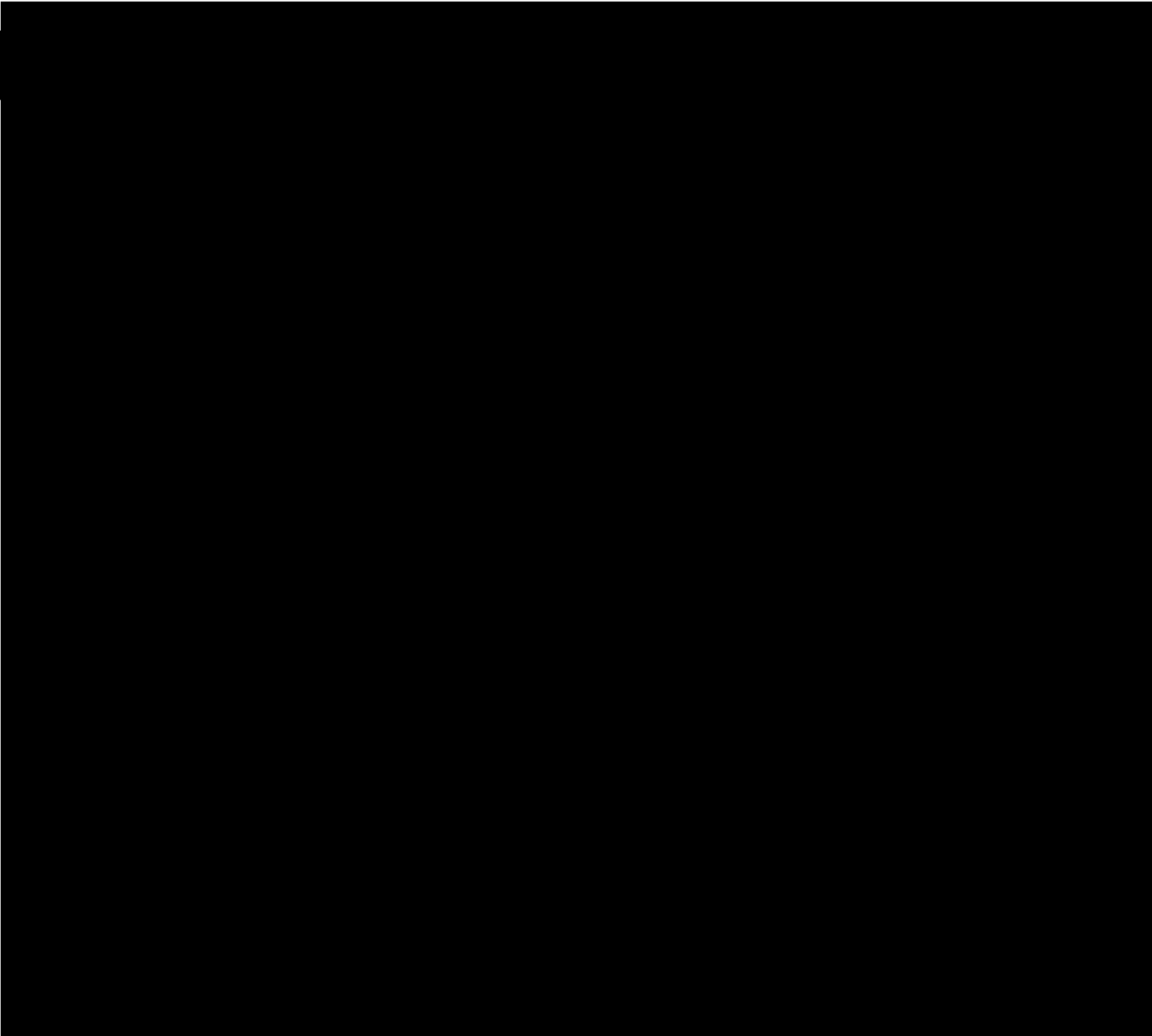
1 Introduction and Purpose of Report

1.1 This report on the rental of the Old Mortuary.

2 Recommendations

2.1 That the report is received and noted.

2.2 The rental of the old Mortuary - **Update**



- Carnival visited the store area behind the Globe Toilets and advised that they would be happy to move to this location.
- Fest Looked at the storage area behind Globe Toilets and confirmed that it would not be big enough to store their items. They suggested using the Warners Pavilion, and they were advised that we would contact them with any proposals in the new year.
- Fest have also requested an out of hours number in case they have an issue.



6. Financial Implications

6.1 The 2024/25 budget

7. Policy Implications

7.1 There are no current policy implications.

8. Health and Safety Implications

8.1 There are no current Health and Safety Implications

9. Reporting Officer – Trevor White – Facilities manager