



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

Issued: 18 April 2024

Cllrs J Tiddy, M Gleadow, M King, M Burke, P Hussain, L Valla, J Spencer

You are hereby summoned to attend the **Property Committee Meeting of St Ives Town Council** for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies before the meeting.

Meeting to be held on **Wednesday 24th April 2024** in the **Council Chamber, Town Hall at 8.30pm.**

The meeting is open to members of the public (including the press), but is not a public meeting.

Libby White

Mrs Libby White BEM BA(Hons) FSLCC
Locum Clerk

AGENDA

PR130.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

PR131.00 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.

PR132.00 PUBLIC PARTICIPATION (15 MINUTES)

Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.

To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 15 minutes in total.



PR133.00 MINUTES

To confirm as a correct record the minutes of the Property Committee held on 28 February 2024 (copy herewith).

PR134.00 MAINTENANCE UPDATES

PR134.01 General Property and Maintenance Update

To receive an update report (copy herewith).

PR134.02 Property Maintenance Schedules

To receive the maintenance schedule (copy herewith).

PR135.00 BUDGET

To receive the budget report for the Committee (copy herewith).

PR136.00 TOWN HALL MATTERS

PR136.01 To receive a report regarding painting of the Town Hall (copy herewith).

PR136.02 To receive a report regarding roof repairs to the Town Hall (copy herewith).

PR136.03 To review the insurance requirements for the Town Hall (copy herewith).

PR137.00 GROUNDS MAINTENANCE DEPOT

PR137.01 To receive a report regarding the mezzanine deck inspection (copy herewith).

PR137.02 To receive a report regarding the selling of redundant equipment at the Grounds Maintenance Depot (copy herewith).

PR138.00 CORN EXCHANGE

PR138.01 To receive an update regarding the roof works at the Corn Exchange (copy herewith).

PR138.02 To receive a report regarding the fire risk assessment (copy herewith).

PR139.00 BURLEIGH HILL COMMUNITY CENTRE

PR139.01 To receive a report regarding the fire doors (copy herewith).

PR139.02 To receive a report regarding CCTV and mag lock installation (copy herewith).

PR140.00 OLD MORTUARY

To receive a report from the facilities Manager (copy herewith).

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 28 February 2024 at 9:30 pm**

Present:

Chairman: Cllr M Burke

Councillors: Cllrs J Tiddy, M Gleadow, M King, L Valla, J Spencer, P Pope (ex officio)

In attendance:

Locum Town Clerk: L White

Facilities Manager: T White

Three members of the public

AGENDA**PR115.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Hussain (personal).

PR116.00 DECLARATIONS OF INTEREST

None.

PR117.00 PUBLIC PARTICIPATION

Representatives of the Corn Exchange stated that they are happy with proposed addendum to the lease.

PR118.00 MINUTES

RESOLVED: that the minutes of the Property Committee held on 24th January 2024 be signed as a true record.

PR119.00 MAINTENANCE UPDATES

PR119.01 The general property maintenance update was reviewed and noted by members.

PR119.02 Members noted receipt of the property maintenance schedule. Also noted that the asbestos report is showing as out of date as once the Corn Exchange Roof is completed it will be asbestos free and the report will not be required.

PR120.00 BUDGET

The budget was received and reviewed briefly. No concerns or questions raised.

PR121.00 TOWN HALL MATTERS

PR121.01 It was noted that there are four leases which have expired for offices within the Town Hall. A report from the Facilities Manager detailing options for management of the leases was considered by members.

RESOLVED: following proposal by Cllr Pope, seconded by Cllr King and unanimously agreed, that the council continue to use Leeds Day.

Proposed by Councillors M Burke and P Pope: leases to be fixed term of three years with break clause.

PR121.02 Quotations have been received to replace the fire doors at the Town Hall. The quotations have been based on an original survey carried out by the report carried out by Jackson.

RESOLVED: following proposal from Cllr Gleadow, seconded by Cllr Tiddy and unanimously agreed that the Jackson Fire carry out the work.

Chairman's
Initials

PR121.03 Detailed condition reports about the cellar and balconies at the Town Hall were received by members. It was noted that the cellar has water when it rains.

RESOLVED: proposed by Cllr King, seconded by Cllr Spencer and unanimously agreed that the reports be taken to Listed Buildings and Building Control to find out what the Town Council can do and work on their recommendations for next steps.

PR122.00 GROUNDS MAINTENANCE DEPOT

PR122.01 The report regarding the inspection of the mezzanine deck at the Grounds maintenance depot was noted by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Tiddy and unanimously agreed to employ Jackson Fire to carry out a structural survey of the mezzanine deck at a cost of £1,490 + VAT.

PR122.02 The proposal to sell two pieces of redundant equipment was considered.

RESOLVED: to sell the pieces using Peacocks in St Neots for guidance and value, and to sell to them having researched the prices in house.

PR123.00 CORN EXCHANGE

The proposed letter of understanding was considered by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Valla and unanimously agreed that the letter of understanding be adopted with the addition of lifts.

PR124.00 YORK HOUSE

It was noted that the revenue from York House is taken by the Norris Museum.

RESOLVED: following proposal from Cllr Pope, seconded by Cllr King and unanimously agreed that a plan to review York House be considered in November.

PR125.00 WARNERS PARK PAVILION

Councillors noted that a working party has been set up for the project but since the pandemic, money had been allocated elsewhere.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr King to get the working party back together to look at what is needed and to consider looking for office support to help seek grants.

PR126.00 BURLEIGH HILL COMMUNITY CENTRE

This item was deferred to next meeting.

PR127.00 BUS STATION TOILETS

The report from the Facilities Manager about additional cleaning of the toilets was considered by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Valla and unanimously agreed that the additional clean be carried out once a month on a Friday and to review in a few months time.

PR128.00 THE OLD MORTUARY

The report from the Facilities Manager about tree work required at the Old Mortuary was considered by members.

RESOLVED: following proposal from Cllr Burke, seconded by Cllr Valla and unanimously agreed that Eden Trees be engaged to carry out the work required.

PR129.00 SOLAR PANELS

It was noted that this idea been in pipeline for a while. It was proposed by Cllr Burke, seconded by Cllr Spencer and unanimously agreed that this start to be researched for future consideration.

Meeting closed at 10:53 pm.

Chairman:

Dated: 27 March 2024

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 15th April 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 March 2024, the last report to members.

3.2 CORN EXCHANGE

An updated project report was issued on Wednesday the 12th of march (see following document).

The front lift is being repaired as of the 16th April.

3.3 BUS STATION AND GLOBE TOILETS

Bus Station.

No major works have been completed in the last month.

One flush unit has been reported again as broken. - HDC are investigating turning this flush unit to an electronic one.

A toilet seat has been broken off the same cubical twice this month – Both times replaced.

Globe Place

Report of the Toilets

3.4 NORRIS MUSEUM

No major works have been completed in the last month.

3.5 TOWN HALL

No major works have been completed in the last month.

3.6 DEPOT /OLD MORTUARY

No major works have been completed in the last month.

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.

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.

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

AGENDA ITEM: PR134.02

Inspection Schedule as of 15th April 2024

Service Certification	Freq.	Town Hall	Norris Museum	Corn Exchange	Warners Pavillion	Burleigh Hill	GM Depot	Old Mortuary	York House	Town Centre	Corn Exchange	Police Station	Mosque
Electrical	3 Yrs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
EICR	5 Yrs	Aug-22	Aug-22	Sep-22	N/A	Dec-22	Sep-22	Aug-23	Leaders	N/A	N/A	N/A	N/A
PAT Test	2 Yrs	Aug-23	Aug-23	Internal testing	N/A	Aug-23	Aug-23	N/A	N/A	N/A	N/A	N/A	N/A
Gas	1 Yr	Oct-23	Oct-23	Jan-24	N/A	Feb-24	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
Boiler	1 Yr	Sep-23	Oct-22	Jan-24	N/A	Feb-24	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Assesment	3 Yrs	Jan-23	Jan-23	Mar-24	Jan-23	Sep-23	Jan-23	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Extinguishers	1 Yr	May-23	May-23	Feb-24	N/A	Nov-23	May-23	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Alarm system	1 Yr	May-23	May-23	Feb-24	N/A	Nov-23	N/A	N/A	N/A	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	N/A	N/A	N/A
H&S Report										N/A	N/A	N/A	N/A
Condition Survey	5 Yrs	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	N/A	N/A	N/A	N/A
Fuel Tank Inspection	1 Yr	N/A	N/A	N/A	N/A	N/A	Apr-24	N/A	N/A	N/A	N/A	N/A	N/A
Lift Serice	6 Months	Mar-24	N/A	Feb-24	N/A	N/A	N/A	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	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	N/A	N/A	N/A	N/A
De Humidifier	1 Yr	N/A	Oct-23	N/A	N/A	N/A	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	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	May-23	May-23	TBC
Lights	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Toilets Fire Alarm	Monthly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Generator	1 Yr	N/A	N/A	N/A	N/A	N/A	Jun-23	N/A	N/A	N/A	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	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	N/A	N/A	N/A

In Progress
Completed
Out of date
Tenant
Internal testing

H&S Report completed and action points being carried
 Asbestos- Corn Exchange to be carried out after roof work

09/04/2024

St Ives Town Council 2023-2024

14:45

Annual Budget - By Committee (Actual YTD Month 12)

		<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	-170	0	0	0	0	0
4201	Tenants' Rent	35,000	30,606	35,000	22,896	0	0	32,150	0	0
4202	Tenants' Rechargeable Exps	3,000	-1,264	3,000	1,831	0	0	3,000	0	0
4998	Other Income	0	0	0	813	0	0	0	0	0
	Total Income	38,000	29,342	38,000	25,371	0	0	35,150	0	0
7036	Toilet Provision	0	0	0	427	0	0	0	0	0
	Direct Expenditure	0	0	0	427	0	0	0	0	0
5019	Repairs & Renewals	10,000	-4,354	34,755	58,219	0	0	12,340	0	0
5021	Health & Safety	0	336	1,000	520	0	0	2,400	0	0
5033	Business Rates	8,320	6,487	8,320	11,167	0	0	6,800	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	0	549	0	0	0	0	0
6934	Water Rates	400	333	400	362	0	0	350	0	0
7032	Heating & Lighting	4,500	8,728	6,000	6,608	0	0	9,150	0	0
7035	Cleaning	9,500	8,098	9,000	20,670	0	0	8,500	0	0
7037	Maintenance - Contracts	2,000	1,543	2,000	1,000	0	0	2,000	0	0
7039	Kitchen equipment	0	0	0	81	0	0	0	0	0
7044	Trade Refuse	2,000	1,822	2,000	1,473	0	0	2,300	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

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Annual Budget - By Committee (Actual YTD Month 12)

	<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	100,771	0	0	43,840	0	0
Movement to/(from) Gen Reserve	(12,470)	2,781	(33,975)	(75,827)	0		(8,690)		
<u>410 Corn Exchange</u>									
4031 PWLB Loan	0	0	0	274,904	0	0	0	0	0
Total Income	0	0	0	274,904	0	0	0	0	0
5019 Repairs & Renewals	0	0	0	1,358	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	8,166	0	0	16,000	0	0
9337 Corn Exchange Roof (EMR)	5,000	6,073	5,000	283,152	0	0	24,000	0	0
Overhead Expenditure	20,000	15,882	20,000	297,640	0	0	40,000	0	0
410 Net Income over Expenditure	-20,000	-15,882	-20,000	-22,736	0	0	-40,000	0	0
6000 plus Transfer from EMR	0	0	0	260,975	0	0	0	0	0
6001 less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
Movement to/(from) Gen Reserve	(20,000)	(15,882)	(20,000)	(36,665)	0		(40,000)		
<u>430 Warners Park Pavilion</u>									
5019 Repairs & Renewals	0	0	1,000	0	0	0	6,000	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	6,000	0	0
Movement to/(from) Gen Reserve	(2,530)	(2,230)	(6,000)	(6,000)	0		(6,000)		
<u>440 Ground Maintenance Depot</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400	Rental of Old Depot	700	700	700	700	0	0	2,500	0	0
	Total Income	700	700	700	700	0	0	2,500	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
	Movement to/(from) Gen Reserve	700	(535)	(535)	700	0		2,500		
450	<u>Community Centre (Burleigh Hil</u>									
5019	Repairs & Renewals	1,000	3,425	2,000	13,600	0	0	4,000	0	0
	Overhead Expenditure	1,000	3,425	2,000	13,600	0	0	4,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	(3,425)	(2,000)	(13,600)	0		(4,000)		
	Property - Income	38,700	30,042	38,700	300,975	0	0	37,650	0	0
	Expenditure	74,000	49,333	101,210	418,438	0	0	93,840	0	0
	Net Income over Expenditure	-35,300	-19,291	-62,510	-117,463	0	0	-56,190	0	0
	plus Transfer from EMR	0	0	0	260,975	0	0	0	0	0
	less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
	Movement to/(from) Gen Reserve	(35,300)	(19,291)	(62,510)	(131,392)	0		(56,190)		
	Total Budget Income	38,700	30,042	38,700	300,975	0	0	37,650	0	0
	Expenditure	74,000	49,333	101,210	418,438	0	0	93,840	0	0
	Net Income over Expenditure	-35,300	-19,291	-62,510	-117,463	0	0	-56,190	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	0	0	260,975	0	0	0	0	0
less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(131,392)</u>	<u>0</u>		<u>(56,190)</u>		

PROPERTY COMMITTEE

DATE: 15th April 2024

SUBJECT: External painting of the Town Hall

1 Introduction and Purpose of Report

1.1 A report on external painting of the Town Hall.

2 Recommendations

2.1 That the report is received and noted.

2.2 3no suppliers sourced to quote for external painting of the Town Hall

Background

3

3.1 The committee requested that 3no quotes where sourced for the painting the of the exterior of the Town Hall with these quotes being split by floor.



4. Proposal

4.1 Quotes have been received from the below suppliers:

Supplier	Ground Floor	First Floor	Second Floor	Scaffold – 1 st and Second Floor
Wade Decorators	£3,091	£2,201	£2,721	Not included – price on approval
Ring property	£1,800	£2,700		Excludes the rear ally window access to the first floor windows via the balcony
Knott Construction	£3,915	£2,565	3,202	£5,937

Wade Decorators have not worked for the Town Hall before.

Ring property Have carried out work for the Town Council including decorating

Knott Construction Currently do not provide services for the Town Hall but did carry out the work on the Norris Museum.

Confirmation from the conversation officer would be required to confirm the painting can go ahead with the colour being matched to the colour.

5. Financial Implications

5.1 Confirmation of which Repairs and Renewals budget the costs would be used for these works

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

PROPERTY COMMITTEE

DATE: 15th April 2024

SUBJECT: Roof repairs to the Town Hall

1 Introduction and Purpose of Report

1.1 A report on the Town Hall Roof.

2 Recommendations

2.1 That the report is received and noted.

2.2 3no suppliers sourced to quote for the repairs to the Town Hall Roof

Background

3

3.1 Currently the Velux windows on the second floor has been highlight on the building condition report as leaking and a blocked roof drain.

The committee approved a request to provide 3no quotes for the repairs to the Velux windows



4. Proposal

4.1 Quotes have been received from the below suppliers:

Supplier	Costs
Cambridge Roofers	£4,982
Ring property	£3,400
Knott Construction	£4,942

Cambridge Roofers Installed the roof at the Corn Exchange – This Quote is only for the window there is an additional cost of £700 for the drain clearance They have carried out a survey of the roof and found a number of other issues which – see Video provided.

<https://www.loom.com/share/18b93a46ff734dc6a34f81f6af9aaad6?sid=e0e520a8-bd72->

Ring property Have carried out work for the Town Council but not to install Fire Doors – Quoted for new windows and clearing the drain.

Knott Construction Currently do not provide services for the Town Hall but did carry out the work on the Norris Museum. – Quoted for new windows and clearing the drain

5. Financial Implications

5.1 Confirmation of which Repairs and Renewals budget the costs would be used for these works

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

PROPERTY COMMITTEE

DATE: 15th April 2024

SUBJECT: Insurance for Town Hall room usage

1 Introduction and Purpose of Report

1.1 To confirm the Insurance for Town Hall room usage.

2 Recommendations

2.1 That the report is received and noted.

3 Back round

3.1 Currently the camber is used by people that are not either Councillors or the room is used out of office hours:

4 The insurance company has advised the following:

First issue is that if anything goes missing during the meeting from anywhere in the building and there is no sign of forced or violent entry or exit, the theft cover would be invalidated. So if they left a door open and someone got in and stole, you would not be covered.

If they don't lock up properly or don't set alarms, same issue as above.

Do the Group have their own Public Liability Insurance? If they have been negligent and something happens, that does give you some back up but you would have to prove they have been negligent.

If a political meeting or a Business, they would not be covered under the Hirer's Liability

5. Proposal.

All meeting at the Town Hall has to have a councillor or member of staff present

Financial Implications

6. There are no Financial Implications

7. Policy Implications

7.1 There are no current policy implications.

8. Health and Safety Implications

8.1 There are no Health and Safety implications

9. Reporting Officer – Trevor White Facilities Officer

PROPERTY COMMITTEE

DATE: 15th April 2024

SUBJECT: Up Date on General Maintenance Building Mezzanine deck Assessment

1 Introduction and Purpose of Report

- 1.1 A report on the Mezzanine deck Assessment for the General Maintenance Building GM Building.

2 Recommendations

- 2.1 That the report is received and noted.
2.2 Confirm next steps

Background

3

- 3.1 An Assessment was requested to be carried out on the mezzanine deck at GM Building due to concerns around its structural condition.

Jackson Fires structural engineer where engaged to attend and carried out the requested inspection against their proposal.

4. Status of Report

- 4.1 See attached Report and supporting pictures.

CONCLUSIONS

Based on the inspection the following conclusions have been reached concerning the mezzanine floor.

1.- The mezzanine floor structure does not appear to have been designed, design in this sense meaning that a chartered engineer prepared structural calculations to size the components and the connections.

The existing floor structure should satisfy Approved Document A "Structure" of the Building Regulations 2010. It is suspected that the structure was not checked for compliance with the Regulations.

2.- The original intended storage loading is not known. The current standard for storage loading is contained in BS EN 1991:2002-2006 Eurocode 1 - Actions on structures + NA. This gives various categories of use and the associated uniform imposed load for which a floor structure should be designed to support. General areas for static equipment not specified elsewhere (institutional and public buildings) is given as 2.0 kN/m². General storage is given as 2.4 kN/m² per metre height of storage. The existing floor joists appear to be 47 x 170 timbers at approximately 400mm centres. An inspection of TRADA publication "Eurocode 5 span tables for solid timber members in floors, ceilings and roof for dwellings" indicates that the existing floor joists have spans that are beyond the limits set for joists supporting a domestic imposed uniform loading of 1.5 kN/m². The joists over the workshop appear to have a span on approximately 4.2 metres but the TRADA document advises a maximum span under domestic loading of 3.59 metres to 3.99 metres under domestic loading, depending on the strength grade of the existing timber joists.

3.- If there is a requirement to justify the existing floor, or for the design of a new floor, then the imposed load for which the floor is to be designed must be agreed with the user of the building. Signs should be provided in the building in the future

that state the load for which the floor has been designed to support.

4.- Although calculations have not been prepared in an attempt to justify the ability of the existing floor structure to support storage loading, the simple comparison exercise undertaken in item 2 above, together with the apparent flexibility of the floor indicate that the existing floor is un-safe to support storage loading of the magnitudes that are given in the current design standard.

5.- The nature of some of the connections between the components, such as the absence of positive fixing at the bottom of one of the circular columns, the seriously twisted floor joist and the timber blocking detail to the ends of the lattice joists give rise to considerable concerns for the overall safety and the robustness of the existing structure.

6.- The existing handrailing appears unsatisfactory. The handrailing should comply with Approved Document K "Protection from falling, collision and impact" of the Building Regulations 2010. This document, and associated documents, provided minimum horizontal loads for which a handrail system must be designed to safely resist. Although calculations have not been prepared to try and justify the existing handrail structure, J32.02 – Inspection of mezzanine floor structure, Burleigh Hill grounds maintenance building, St. Ives Page 9 of 21 the magnitude of the horizontal movement that it was possible to induce in the handrailing indicates to us that it is unsafe.

7.- Given the nature of the existing construction, it is possible that other aspects of the construction do not comply with the Building Regulations, such as fire protection.

RECOMMENDATIONS

The following are the recommendations of this report.

1.- The inspection has identified numerous structural shortcomings with the structure of the existing mezzanine floor.

The floor is considered likely to be un-safe to support storage loadings. The mezzanine floor should not be used for storage until its load capacity has been established, and the floor strengthened or replaced as found necessary.

2.- The handrailing is very flexible and thought unlikely to be compliant with the current design standards. The floor should not be accessed by personnel until the handrails ability to safely resist horizontal loads has been established by calculation.

3.- To enable a scheme of structural repairs to be designed for the existing floor, extensive opening up would be required to expose all of the existing mezzanine structure to view. Site surveys would require to be undertaken and the subsequent preparation of structural calculations and drawings to show the remedial works required.

4.- An overall appraisal of the mezzanine floor should be undertaken to include items of a non-structural nature, such as fire and services. This may identify other serious issues with the floor. The engagement of specialists or other construction professionals, such as an Architect, may prove necessary.

5.- The repair of the floor structure or its replacement would be subject to the Building Regulations 2010.

6.- Careful planning will be required to prepare an overall scheme of remedial works or replacement. The Construction (Design and Management) Regulations 2015 (CDM 2015) must be complied with. Careful consideration is required to such issues as the safe working at height and maintaining a safe means of escape for the building occupants whilst the repairs works are being undertaken.

6. Options

- 6.1 To Engauge suppliers to carry out the recommendations.
- 6.2 To remove the current Mezzanine deck

7. Financial Implications

- 7.1 The 2024/25 budget

8. Policy Implications

- 8.1 There are no current policy implications.

9. Health and Safety Implications

- 9.1 A review of the reported and updated

10. Reporting Officer – Trevor White – Facilities manager

PROPERTY COMMITTEE

DATE: 15th April 2024

SUBJECT: Selling of equipment

1 Introduction and Purpose of Report

- 1.1 To use the provide details for the proposed sale of redundant equipment.
- 1.2 This report is to present to Members to approve the Selling of redundant equipment.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That 2no pieces of redundant equipment are sold.

3 Back round

- 3.1 The grounds maintenance team have 2no items of equipment which they no longer use:
 - Altro Access Tower



- Wood Chipper



4. The grounds maintenance team have 2no items of equipment which they would like to sale to support the purchase of any new equipment.
5. **Financial Implications**
 - 5.1 All sale revenue to be added into the Repair and renewals budget
6. **Policy Implications**
 - 6.1 There are no current policy implications.
7. **Health and Safety Implications**
 - 7.1 There are no Health and Safety implications
8. **Reporting Officer – Trevor White – Facilities Manager**

Contract Administrators Progress Report

Project Team

Client: St. Ives Town Council
Contract Administrator and Designer: Mr. Jack Bradley of StocktonBradley Ltd
tel. 01525211744
Principle Contractor: Cambridge Roofers Ltd tel. 01223 782 382 Site Manager; Mike

Date of inspection: 12th March 2024
No of workers on site: 6
Attendees: M. Ward (MW)

Weather: Intermittent showers
Property: Corn Exchange
Program: Defect liability period

Works since last inspection:

Operatives are reported to have cleaned the site and removed all plant. All snags have been completed including completing rainwater good instillation, brickwork repairs, nominal decorations and cleaning.

The contractor is no longer on site and the property is entirely handed back to the client and their tenants.

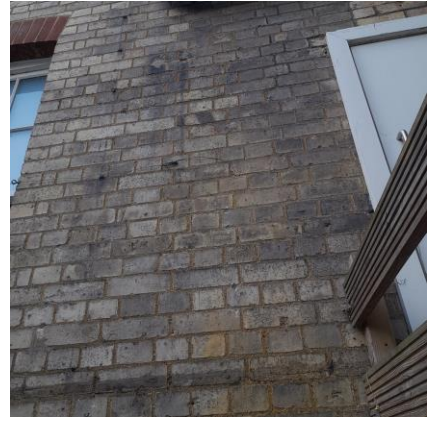
A roof leak was reported through the adjacent pharmacy flat roof; upon inspection the scaffolder had placed a ladder beam on the old felt whilst it was being removed; this created a small tear. This tear has been repaired by the contractor albeit the occupant advises water ingress is still occurring. This roof was highlight prior to any works being undertaken, to be in a very poor state of repair; indeed a quote was requested and provided to the pharmacy freehold interest but no action was taken. The contractor is attending again to investigate and report.

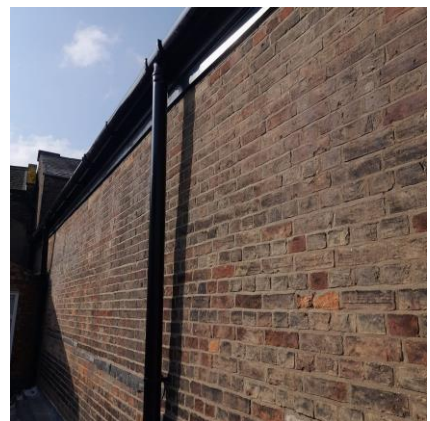
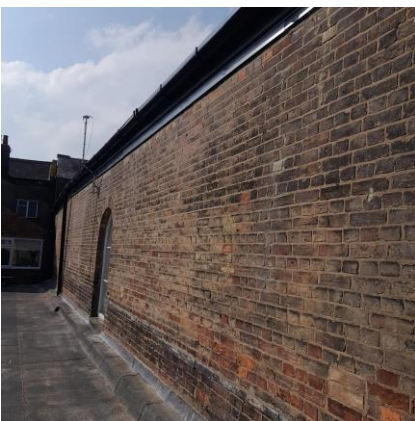
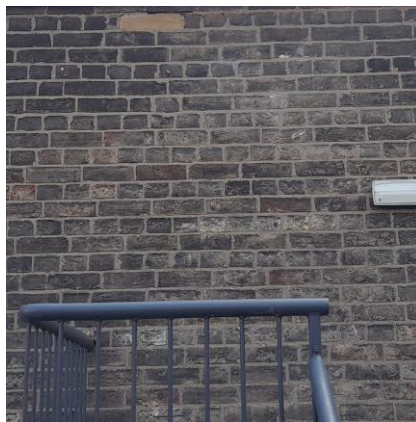
No comments have been received from DiRitas albeit the occupants have been kept informed by MW.

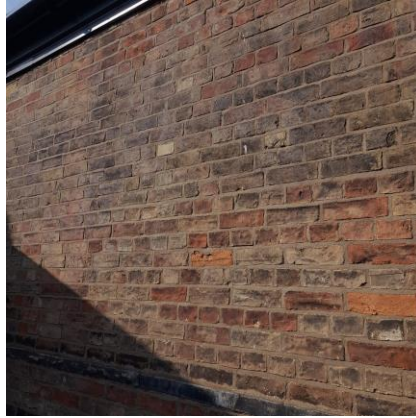
JB is to write to both neighbours advising he will attend to review the schedule of condition taken prior to the Corn Exchange works being undertaken.

The contract is now within the defect liability period. The contractor will only be required to attend the property in the event of an emergency; notwithstanding such a final inspection will be undertaken at the end of the defect liability period which expires on 29th July 2024, where-on any minor snags will be resolved at that point.

Next meeting/inspection: TBC subject to neighbour engagement.







PROPERTY COMMITTEE

DATE: 15th April 2024

SUBJECT: Update on the Corn Exchange Fire Risk Assessment

1 Introduction and Purpose of Report

1.1 A report on the Fire Risk Assessment for the Corn Exchange

2 Recommendations

2.1 That the report is received and noted.

2.2 Confirm next steps

Background

3

3.1 A Fire Risk Assessment was carried out for the Corn Exchange.

A few Actions where note

4. Status of Report

4.1 See attached Report.

5. Financial Implications

5.1 The 2024/25 budget

5. Policy Implications

5.1 Policy reviewed and update as per the inspection report

6. Health and Safety Implications

6.1 A review of the reported and updates as required

7. Reporting Officer – Trevor White – Facilities manager

PROPERTY COMMITTEE

DATE: 15th April 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 3no suppliers sourced to quote for the replacement of a set of Fire doors at the Burleigh Hill Centre

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.

The committee approved a request to provide 3no quotes for the repair to the door double door set.



4. Proposal

4.1 Quotes have been received from the below suppliers:

Supplier	Costs
Jackson Fire	£2,475
Ring property	£2,850
Knott Construction	£3,358

Jackson Fire Have installed Fire Doors at the Burleigh Hill before
Ring property Have carried out work for the Town Council but not to install Fire Doors
Knott Construction Currently do not provide services for the Town Hall but did carry out the work on the Norris Museum.

5. Financial Implications

5.1 Confirmation of which Repairs and Renewals budget the costs would be used for these works

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

PROPERTY COMMITTEE

DATE: 18th March 2024

SUBJECT: Purchase of CCTV and Maglock

1 Introduction and Purpose of Report

- 1.1 To use the provide details for quotes
- 1.2 This report is to present to Members details of the updated requirements for the repairs to the Town Hall fire Doors.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 3no suppliers are sourced to quote for the CCTV and Mag lock requirements.

Background

3

- 3.1 There has been a number of security issue raised for the Bulleigh Hill centre where the front door had been left unlocked.
The committee requested that quotes would be received for the installation of a set of Mag locks be installed on the front doors and a set of CCTV cameras be installed to cover the doors of the building

5. Proposal

- 5.1 Quotes have been received from the below suppliers:

CCTV

Supplier	Costs	Service Costs
Jackson Fire	£2,891	£70
St Ives Electrical	£2,260	Do not provide annual service fee – Will provide costs on request
Churchill Support Services	£5,500	N/A

Jackson Fire currently provide all of the Town Hall CCTV and Intruder Alarms
St Ives Electrical maintenance provide electrical work for the Town Council
Churchill Support services currently do not provide services for the Town Hall

Maglock

Supplier	Costs
Jackson Fire	£1,394
St Ives Electrical	£995
Lockfit	£1,250
Key4U	No Response

Jackson Fire Currently provide all of the Town Hall CCTV and Intruder Alarms
St Ives Electrical maintenance provide electrical work for the Town Council
Lockfit currently do not provide services for the Town Hall

6. Financial Implications

6.1 Confirmation of which Repairs and Renewals budget the costs would be used for these works

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

PROPERTY COMMITTEE

DATE: 15th April 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

Background

3

4. Costs

4.1 The estimated costs for all the repairs currently are £3,450 for the building work and £420 for the trees.

Total of £4,050

5. Proposal

5.1 St Ives Electrical have contacted the Town Hall and asked about the availability to rent the Old Mortuary.

They are prepared to pay for all the repairs to be completed apart from the trees being cut back and then maintain the building and pay the fixed costs going forward and pay £1,800 pa.

5. Financial Implications

5.1 The 2024/25 budget

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 There are no current Health and Safety Implications

8. Reporting Officer – Trevor White – Facilities manager