



*Celebrating 50 years
1974-2024*

ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL
Telephone: 01480 388929 Email: townclerk@stivestowncouncil.gov.uk
Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

TWINNED WITH STADTALLENDORF

Issued: 18th July 2024

Cllrs M Burke, M King, A Thompson, R Chapman, S Mokbul, J Spencer, J Tiddy and L Valla,

You are hereby summoned to attend the **Estates 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 July 2024** in the **Council Chamber, Town Hall at 7.45pm.**

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
Town Clerk

AGENDA

E14.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

E15.00 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.

E16.00 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 Chair. Limited to three minutes per person, fifteen minutes in total.



- E17.00 MINUTES**
To confirm as a correct record the minutes of the Estates Committee held on 26th June 2024 (copy herewith).
- E18.00 ROLLING PROGRAMME**
To receive the rolling programme (copy herewith).
- E19.00 FINANCE MATTERS**
To receive an update on finance matters (to follow).
- E20.00 MAINTENANCE UPDATES**
- E20.01 General Property and Maintenance Update**
To receive an update report (copy herewith).
 - E20.02 Property Maintenance Schedules**
To receive the maintenance schedule (copy herewith).
- E21.00 WARNERS PARK**
To consider the reinstating of the Warners Park working party.
- E22.00 GROUNDS MAINTENANCE DEPOT MATTERS**
- E22.01 Secure Cage**
To receive a report from the Facilities Manager regarding the proposed purchase of a secure cage for the grounds maintenance building (copy herewith).
 - E22.02 Portable Pump**
To receive a report from the Facilities Manager regarding the proposed purchase of a portable pump (copy herewith).
- E23.00 ALLOTMENT MATTERS**
To receive a report from the Facilities Manager regarding the proposed changes to the allotment payment period (copy herewith).
- E24.00 TOWN HALL MATTERS**
To consider the implementation of a formal parking agreement for ad hoc users of the Town Hall car park (copy herewith).
- E25.00 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.
- E26.00 PROPERTY MATTERS**
- E26.01** To discuss the concerns raised about potential damage caused to a neighbouring property during roof works at the Corn Exchange.

E26.02 To consider the current situation with the HVC lease.

E27.00 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 Estates Committee of St Ives Town Council
held in the Town Hall on Wednesday 26th June 2024 at 8pm**

Present:

Chair: Cllr Burke
Vice Chair: Cllr Spencer

Councillors: Cllrs A Thompson, S Mokbul, J King, J Tiddy, L Valla, P Hussain

In attendance:

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

Facilities Manager: Mr Trevor White
1 member of the public

The Mayor opened the meeting.

E01.00 ELECTION OF CHAIR

The Mayor proposed Cllr Burke in the role of Chair. Seconded by Cllr Spencer. Cllr Tiddy proposed Cllr King for the role of Chair. Seconded by Cllr Mokbul. Four votes were received for Cllr Burke and four votes for Cllr King. The Mayor exercised his casting vote and Cllr Burke was elected as Chair of the Committee for the forthcoming year.

E02.00 ELECTION OF VICE-CHAIR

Cllr Mokbul nominated Cllr King as Vice-Chair. Cllr Thompson seconded. Cllr Hussain nominated Cllr Spencer as Vice-Chair. Cllr King seconded the nomination. Three votes were received for Cllr King and five votes for Cllr Spencer.

Cllr Spencer was duly elected Vice-Chair.

E03.00 APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Chapman (personal).

E04.00 DECLARATIONS OF INTEREST

Cllr Mokbul declared an interest in E12.00 as related to the plot holder.

E05.00 PUBLIC PARTICIPATION

Cllr Mokbul noted that the plot holder has expressed apologies for the damage to the hedge.

E06.00 ROLLING PROGRAMME

The rolling programme was received by members. It was noted that it was the most comprehensive schedule seen in some time. The Committee expressed thanks to the Facilities Manager and the Grounds Maintenance Team for all the work they have put in.

E07.00 FINANCE MATTERS

The Town Clerk noted that Year End is complete and the April reconciliation has been completed. Reporting will commence with the next meeting and will be available for the Finance and Policy Committee next week.

E08.00 MAINTENANCE UPDATES

E08.01 General Property and Maintenance Update

Members were in receipt of an update report. It was noted that a

Chair's
Initials

potential new tenant has been found for the Old Mortuary. The draft lease is with the contact for their comment prior to signing.

E08.02 Property Maintenance Schedules

Members were in receipt of the maintenance schedule. It was noted that once the final report from Stockton and Bradley is in it will confirm that there is no further Asbestos in the Corn Exchange roof.

E09.00 RoSPA PLAY AREA

Members were in receipt of the RoSPA play area annual report.

E10.00 VEHICLE LEASE

Members were in receipt of a report regarding the lease of a new vehicle for the maintenance team. After a lengthy discussion it was proposed by Cllr Burke and seconded by Cllr Valla that more information is sought on the purchase of a vehicle and more detailed understanding of the finance arrangements to be brought back to the next meeting. Unanimous.

It was resolved that the old vehicle will need to be sold once a new vehicle is obtained.

E11.00 GENERAL MAINTENANCE BUILDING EQUIPMENT

Members were in receipt of a report regarding the potential purchase of a STIHL backpack blower and pressure wash.

RESOLVED: It was proposed by Cllr Burke and seconded by Cllr Hussain to accept the report and purchase the equipment from Ibbetts and Cromwell's. It was noted that the selling of other equipment would offset the purchase price meaning the cost to the council is £128 +VAT.

E12.00 ALLOTMENT MATTERS

Cllr Mokbul left the meeting at 8.59pm

Members were in receipt of a report following the unauthorised felling of a section of boundary hedge at the allotments.

After lengthy discussion it was proposed by Cllr Spencer that a formal letter be sent to the allotment tenant detailing the rules which had been breached. That the letter will make it clear that the Grounds Maintenance Team will carry out all remedial work outside of their plot and state what the allotment holder must to do rectify rule breaches within the plot itself. All costs to be borne by the allotment holder. It was noted that any further breaches would be considered by council whether the tenant will be able to retain the plot. Seconded by Cllr Valla. Unanimous.

Cllr Mokbul rejoined the meeting at 9.21pm.

E13.00 TOWN HALL

To consider employing a surveyor to create to scale drawings of the Town Hall for the purposes of liaising with the Listed Buildings Officer at the Planning Authority.

Deferred to the Finance and Policy Committee meeting.

The meeting concluded at 9.30pm

Chair:.....

Dated: 24th July 2024

Chair's
Initials

ESTATES ROLLING PROGRAMME - AS OF 15/07/2024

AGENDA ITEM E18.00

Index	Date	Agenda title	Agenda	State	Narrative
E	10/06/2024	General	Maintenance	Completed	Bin collections for the Town
E	10/06/2024	Play Areas	Maintenance	Completed	Play Park inspections
E	10/06/2024	Bus Station Toilets	Maintenance	Completed	Fit Replacement soap dispensers
E	10/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Level off Grave And open, close Muslim space
E	10/06/2024	General	Maintenance	Completed	Put up Notices
E	10/06/2024	General	Maintenance	In progress	Put up hanging Baskets
E	11/06/2024	General	Maintenance	Completed	Put up hanging Baskets
E	11/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Dig Ashes grave
E	11/06/2024	Allotment	Maintenance	Completed	Move chairs for HRAA day
E	11/06/2024	General	Maintenance	Completed	Collect hanging Baskets
E	11/06/2024	General	Maintenance	Completed	Collect new banner for Town Hall
E	12/06/2024	General	Maintenance	Completed	Watering of flower beds
E	12/06/2024	General	Maintenance	Completed	Plant Jubilee memorial planter and water
E	12/06/2024	General	Maintenance	Completed	Collect data for bin proposal
E	12/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Fill in Grave
E	13/06/2024	General	Maintenance	Completed	Watering of flower beds
E	13/06/2024	Allotment	Maintenance	Completed	Return Collect Gazebos, tablets and weights from HRAA and return to Town Hall
E	13/06/2024	General	Maintenance	Completed	Grass cutting West wood
E	14/06/2024	General	Maintenance	Completed	Bin collections for the Town
E	14/06/2024	Play Areas	Maintenance	Completed	Play Park inspections
E	14/06/2024	General	Maintenance	Completed	Grass cutting Warners and Broadleas
E	14/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Empty green bins
E	14/06/2024	General	Maintenance	Completed	Watering of flower beds
E	17/06/2024	SITC Assets	Maintenance	Completed	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

E	17/06/2024	Bus Station Toilet	Maintenance	On Going	The semi disabled toilet flush has broken again – HDC looking at replacing with a hands-free system
E	17/06/2024	General	Maintenance	On Going	2no out of the 3no Defibrillators have been installed -1no at the Corn Exchange and 1no at the Police station – the last 1no is for the mosque and will be installed when councillor Hussain is available. – Confirmation received and awaiting installation
E	17/06/2024	General	Maintenance	Completed	Bin collections for the Town
E	17/06/2024	GM Building	Maintenance	Ongoing	Removal of Mez deck in building
E	17/06/2024	Burleigh Hill	Maintenance	Completed	Install new banner
E	17/06/2024	General	Maintenance	Completed	Grass cutting Slepe Hall
E	17/06/2024	General	Maintenance	Completed	Watering of flower beds
E	18/06/2024	General	Maintenance	Completed	Grass cutting and strimming of waits
E	18/06/2024	General	Maintenance	Completed	Watering of flower beds
E	18/06/2024	GM Building	Maintenance	Completed	Delivery of Fuel
E	18/06/2024	GM Building	Maintenance	Completed	Fit new Reel to Bowser
E	19/06/2024	General	Maintenance	Completed	Watering of flower beds
E	19/06/2024	General	Maintenance	Completed	Delivery of Gazebos to Westfield School
E	19/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Cut grass and strim
E	19/06/2024	General	Maintenance	Completed	Delivery of Gazebos to Warners Pavilion
E	20/06/2024	General	Maintenance	Completed	Watering of flower beds
E	20/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Cut grass and strim
E	20/06/2024	GM Building	Maintenance	Ongoing	Removal of Mez deck stairs in building
E	21/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Clear new ashes area

E	21/06/2024	General	Maintenance	Completed	Collect Gazebos to Westfield School
E	21/06/2024	General	Maintenance	Completed	Watering of flower beds
E	24/06/2024	General	Maintenance	Completed	Bin collections for the Town
E	24/06/2024	Play Areas	Maintenance	Completed	Play Park inspections
E	24/06/2024	General	Maintenance	Completed	Watering of flower beds
E	24/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Finish Clearing new ashes plot
E	25/06/2024	General	Maintenance	Completed	Watering of flower beds
E	25/06/2024	Ramsey Road Cemetery	Maintenance	Completed	Cut grass and strim
E	25/06/2024	General	Maintenance	Completed	Put up Notices
E	26/06/2024	General	Maintenance	Completed	Watering of flower beds
E	26/06/2024	Allotment	Maintenance	In progress	Put down road plannings in gateway to the allotments
E	26/06/2024	Allotment	Maintenance	Completed	Erect notices
E	27/06/2024	General	Maintenance	Completed	Watering of flower beds
E	27/06/2024	General	Maintenance	Completed	Pick up Gazebos from Warners Pavilion
E	27/06/2024	Allotment	Maintenance	Completed	Clear plots 244 and 235
E	27/06/2024	General	Maintenance	Completed	Bin collections for the Town
E	27/06/2024	Play Areas	Maintenance	Completed	Play Park inspections
E	27/06/2024	Allotment	Maintenance	In progress	Put down road plannings in gateway to the allotments
E	28/06/2024	General	Maintenance	Completed	Watering of flower beds
E	28/06/2024	General	Maintenance	Completed	Collect newly purchase blower
E	28/06/2024	General	Maintenance	Completed	Put up Notices
E	01/07/2024	General	Maintenance	Completed	Watering of flower beds
E	01/07/2024	General	Maintenance	Completed	Strim – Waits, Parish, Slepe Hall
E	01/07/2024	Ramsey Road Cemetery	Maintenance	In progress	Part strim Ramsey Road Cemetery
E	02/07/2024	General	Maintenance	Completed	Watering of flower beds
E	02/07/2024	Play Areas	Maintenance	Completed	Strim play areas
E	02/07/2024	Burleigh Hill	Maintenance	Completed	Deliver Hand Towels
E	03/07/2024	General	Maintenance	Completed	Cut Grass to Warners, Waits, Slepe Hall
E	03/07/2024	Allotments	Maintenance	Completed	Put up Notices about Chickens
E	03/07/2024	Allotments	Maintenance	Completed	Inspect plot 62 for deposit return
E	03/07/2024	Ramsey Road Cemetery	Maintenance	Completed	Cut grass outside

E	03/07/2024	General	Maintenance	Completed	Strim Hill Rise
E	03/07/2024	Allotments	Maintenance	Completed	Strim garden area for allotments
E	04/07/2024	General	Maintenance	Completed	Watering of flower beds
E	04/07/2024	General	Maintenance	Completed	Painted bench Bridge Street
E	04/07/2024	Ramsey Road Cemetery	Maintenance	Completed	Cut grass around ashes and children area
E	05/07/2024	General	Maintenance	Completed	Empty bins
E	05/07/2024	General	Maintenance	Completed	Watering of flower beds
E	05/07/2024	General	Maintenance	Completed	Cut Parish Church and Knights Way
E	05/07/2024	Ramsey Road Cemetery	Maintenance	Completed	Empty green bins and tidy areas
E	05/07/2024	Hill Rise	Maintenance	Completed	Empty green bins and tidy areas
E	08/07/2024	General	Maintenance	Completed	Watering of flower beds
E	08/07/2024	Ramsey Road Cemetery	Maintenance	Incomplete	Strim Cemetery
E	08/07/2024	Ramsey Road Cemetery	General	Completed	Meet Judges and visit quey side about bench
E	09/07/2024	General	Maintenance	Completed	Move offices at GM building
E	09/07/2024	Ramsey Road Cemetery	Maintenance	Completed	Finished Strimming the Cemetery
E	09/07/2024	General	Maintenance	Completed	Pick up Furniture for offices at GM building
E	09/07/2024	Allotments	Maintenance	Completed	Strim allotment plot 27 and 20a
E	09/07/2024	General	Maintenance	Completed	Cut Garner drive
E	09/07/2024	General	Maintenance	Completed	Put up Town Notices
E	10/07/2024	General	Maintenance	Completed	Watering of flower beds
E	10/07/2024	Town Hall	Maintenance	Completed	Spray weeds around Town Hall
E	10/07/2024	Town Hall	Maintenance	Completed	Spray weeds around play areas
E	10/07/2024	Ramsey Road Cemetery	Maintenance	Completed	Top Up Grave and dig a Grave
E	10/07/2024	Norris Museum	Maintenance	Completed	Collect museum exhibit from
E	11/07/2024	General	Maintenance	Completed	Watering of flower beds
E	11/07/2024	Norris Museum	Maintenance	Completed	Deliver museum exhibit
E	11/07/2024	West Wood Cemertry	Maintenance	Completed	Strim Grass
E	11/07/2024	Hill Rise	Maintenance	Completed	Deliver Gazebos and weights etc for Carnival
E	11/07/2024	General	Maintenance	Completed	Empty bins
	11/07/2024	Play Areas	Maintenance	Completed	Play Park inspections

E	12/07/2024	General	Maintenance	Completed	Watering of flower beds
E	12/07/2024	Broadleas Cemetery	Maintenance	Completed	Cut grass
E	12/07/2024	Hill Rise	Maintenance	Completed	Deliver Gazebos sides for Carnival

ESTATES COMMITTEE

DATE: 24th July 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 June 2024, the last report to members.

3.2 CORN EXCHANGE

No major works have been completed in the last month.

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 have been out to investigate turning this flush unit to an electronic one and we are awaiting the details of the solution.

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.

3.5 TOWN HALL

The fire door repairs/replacement have all been completed, accept the double set of doors which requires listed buildings approval.

More information is being gathered to comply with the requirements of the approval.

- 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 PAVILLION**
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 and safety issues mitigated by planned maintenance.

8. Reporting Officer – Trevor White – Facilities Manager

AGENDA ITEM: E20.02

Inspection Schedule as of 15th July 2024

Service Certification	Freq.	Town Hall	Norris Museum	Corn Exchange	Warners Pavillion	Burleigh Hill	GM Depot	Old Mortuary	York House	Town Centre	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
EICR	5 Yrs	Aug-22	Aug-22	Sep-22	N/A	Dec-22	Sep-22	Aug-23	Leaders	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
Gas	1 Yr	Oct-23	Sep-23	Jan-24	N/A	Feb-24	N/A	N/A	Leaders	N/A	N/A	N/A
Boiler	1 Yr	Sep-23	Sep-23	Jan-24	N/A	Feb-24	N/A	N/A	Leaders	N/A	N/A	N/A
Fire Assesment	3 Yrs	Jan-23	Jan-23	Mar-24	Jan-23	Sep-23	Mar-24	N/A	Leaders	N/A	N/A	N/A
Fire Extinguishers	1 Yr	May-24	Jul-23	Feb-24	N/A	Nov-23	May-24	N/A	Leaders	N/A	N/A	N/A
Emergancy Lights	1 Yr	May-24	Nov-23	Feb-24	N/A	Nov-23	May-24	N/A	N/A	N/A	N/A	N/A
Fire Alarm system	1 Yr	Mar-24	Nov-23	Feb-24	N/A	Nov-23	N/A	N/A	N/A	N/A	N/A	N/A
Asbestos	1 Yr	Aug-23	All removed	Nov-23	No Asbestos Present on this level of inspection	Aug-23	N/A	N/A	N/A	N/A	N/A	N/A
H&S Report	1 Yr	Aug-23	N/A	N/A	N/A	N/A	Apr-24	N/A	N/A	N/A	N/A	N/A
Building 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
Air conditioning service	1 Yr	N/A	N/A	Apr-24	N/A	N/A	N/A	N/A	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
Lift Serice	6 Months	Mar-24	N/A	Mar-24	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LOLER Inspection	1 Yr	May-24	N/A	Mar-24	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
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
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
De Fibs Service	1 Yr	N/A	N/A	May-24	N/A	N/A	N/A	N/A	N/A	May-24	May-24	TBC
Town Lights	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Mar-24	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
Generator	1 Yr	N/A	N/A	N/A	N/A	N/A	Mar-24	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-24	N/A	N/A	N/A	N/A	N/A
TM44 Air Conditioning Survey	5 Yr	N/A	N/A	May-24	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Legonella	2 Yr	Jun-23	N/A	Jun-22	N/A	Jun-24	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

ESTATES COMMITTEE

DATE: 24th July 2024

SUBJECT: Purchasing of a Secure Cage

1 Introduction and Purpose of Report

1.1 To Purchasing of a Secure Cage

1.2 This report is to present to members details of the requirements and results of the quotes received.

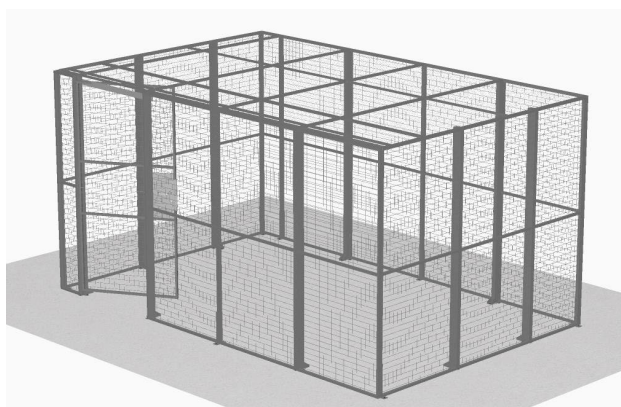
2 Recommendations

2.1 That the report is received and noted.

2.2 That A and B service be appointed to provide the required secure cage **£2,548** +VAT with an option for installation as per the property committee meeting PR2024024 agenda item PR137.01

3. Specification

3.1 To provide a secure cage to occupy the space were the current office under the mezzanine deck area within the Grounds Maintenance Building:



*Image for reference

4 Quote

Supplier	Supply and install	Install
A and B Service	£2,548	£725
SNC Services	£3,384	£1,680
Gigant	£4,407.13	£695

*As per dated quotes

5 Proposal

5.1 To purchase a secure cage for the storage of the tools used by the Grounds Maintenance Team (GM).

This would be required once the mezzanine structure has been fully removed, freeing up space within the workshop whilst maintaining security of the tools.

6 Options

1. Purchase and delivery of the secure cage
2. Installation of the cage
3. Purchase and delivery of the secure cage and installation

7. Financial Implications

- 7.1 2024/25 Equipment and Tools - Amenities budget 300-9286 would be used for these works.

8. Policy Implications

- 8.1 There are no current policy implications.

9. Health and Safety Implications

- 9.1 The risk assessment will be reviewed once the purchase has been carried out.

10. Reporting Officer – Trevor White – Facilities Manager

ESTATES COMMITTEE

DATE: 24th July 2024

SUBJECT: Purchasing of a Portable Pump

1 Introduction and Purpose of Report

1.1 To purchase a portable pump

1.2 This report is to present to members details of the requirements and results of the quotes received.

2 Recommendations

2.1 That the report is received and noted.

2.2 That Tradepumps be appointed to provide the required pump **£495**

3. Specification

3.1 To provide the following pump:

Honda WX15 1.5" Engine Driven Pump

4 Quote

4.1 Tradepumps
£495

Power Garden and Power Equipment
£495

Honda Pumps
£680

5 Proposal

5.1 To purchase another pump and use the new pump as the main pump and the current pump as a backup.

6. Financial Implications

6.1 2024/25 Equipment and Tools - Amenities budget 300-9286 would be used for these works.

7. Policy Implications

7.1 There are no current policy implications.

8. Health and Safety Implications

8.1 The risk assessment will be reviewed once the purchased has been carried out.

9. Reporting Officer – Trevor White – Facilities Manager

ESTATES COMMITTEE

DATE: 24th July 2024

SUBJECT: Change to Allotment payment period

1 Introduction and Purpose of Report

- 1.1 To change the allotment rental payment period 2024 to 2025 and to 2025 to 2026.
- 1.2 This report is to present to members details of the change to the payment periods.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That the payment period for the allotments change for 2024 to 2025 and 2025 to 2026 period.

3 Background

- 3.1 Currently the allotment plot rental periods are from 1st October of the current year to the 30th September of the following year.

This payment period raises an issue in the financial reporting as the current period crosses over into the next financial year.

This means that at the end of March the allotment accounts must be reconciled and then partly transferred into the next financial reporting period.

6. Proposal

On 1st October 2024 to invoice up to 31st of March 2025 and then on 1st of April 2025 invoice up to 31st of March 2026.

This would then bring the allotment plot rental period in to line with the financial reporting periods and remove the need for additional calculations part way through a reporting year.

7. Financial Implications

- 7.1 There are no current policy implications.

8. Policy Implications

- 8.1 There are no current policy implications.

9. Health and Safety Implications

- 9.1 There are no current health and safety policy implications.

10. Reporting Officer – Trevor White – Facilities Manager



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ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL
Telephone: 01480 388929 Email: townclerk@stivestowncouncil.gov.uk

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

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PARKING SPACE AGREEMENT

This Parking Space Rental Agreement (hereinafter referred to as the "Agreement") is made and effective **[DATE]** (the "Effective Date"), and is entered into

BY AND BETWEEN: **[LESSOR NAME]**, hereinafter referred to as the "Lessor".

AND: **[LESSEE NAME]**, hereinafter referred to as the "Lessee", collectively referred to as the "Parties".

Lease Term

The Lessor agrees to provide the Lessee with the use of the parking space situated at **[PARKING SPACE ADDRESS]** ("Parking Space") under the terms and conditions stated in this Agreement.

The Lessee agrees to provide the registration number of the vehicle that will use the parking space allocated.

This Agreement will begin on **[DATE]**, and will continue on a month-to-month basis unless terminated by either party with at least 30 days' written notice to the other party.

At the end of each monthly term, if neither party provides a termination notice as specified above, this Agreement will automatically renew for an additional month, and the same terms and conditions will apply, including the **[MONTHLY OR WEEKLY FEE]**.

Fees

Lessee will pay **[MONTHLY OR WEEKLY FEE]** for the exclusive use of the parking space.

Lessee shall pay a monthly fee of **[MONTHLY OR WEEKLY FEE]** for the exclusive use of the parking space. Payment shall be made on or before the first day of each month, commencing from the Effective Date of this Agreement.



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Payment shall be made by [SPECIFY PAYMENT METHOD]. The Lessor shall provide the Lessee with the necessary payment details and instructions for remitting the monthly fee.

Subletting

The Lessee is not authorised to sublet the Parking Space without receiving written consent from the Lessor in advance.

Maintenance

The Lessee is responsible for keeping the vehicle they are using in good condition and free of hazardous leaks. Repairs on the vehicle will not be allowed in the Parking Space.

No repairs can be carried out on vehicles within the carpark unless prior permission has been given.

Insurance and Registration

The Lessee is responsible for ensuring that their insurance coverage for the vehicle using the parking space is both up-to-date and legally compliant with all applicable laws and regulations.

The Lessee acknowledges that failure to maintain insurance coverage may result in a breach of this Agreement and may lead to termination of the lease.

Damage and Use of Space

The Parking Space is only to be used as designated, a space for parking vehicles with updated insurance and registration. The Lessee shall exercise reasonable care in using the Parking Space and shall not engage in any activities that may cause damage to the parking space or other property.

Reporting and Handling Damage:

In the event that the Lessee or their vehicle causes any damage to the Parking Space, surrounding property, or the Lessor's property, the Lessee shall promptly report such damage to the Lessor. The Lessee and Lessor shall then jointly inspect the damage to assess its extent and determine any necessary repairs or compensation.



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Responsibility for Repairs:

If the damage is determined to be the responsibility of the Lessee, the Lessee shall be responsible for the cost of repairs or restoration. The Lessor shall obtain estimates for the repairs, and the Lessee shall reimburse the Lessor for these costs within **30 days of receiving the invoice.**

Failure to Report Damage:

Failure to promptly report any damage or accidents involving the Lessee's vehicle while using the Parking Space may result in the Lessee being held fully liable for all associated repair costs.

In Witness Whereof, the Parties agree to execute the agreement on the day and date mentioned herein.

Lessor: _____ Sign: _____

Lessee: _____ Sign: _____

Date: _____