



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
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Issued: 17 January 2019

Councillors J Davies, R D'Souza, R Fuller, M King, Dr C Pegoraro, L Davies, D Rowe, B Luter

You are hereby summoned to attend a **Meeting of the Amenities Committee of St Ives Town Council**, to be held on Wednesday, 23 January 2019 in the **Town Hall, St Ives on the rise of the Property Committee.**

Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

A52.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

A53.00 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.

A54.00 PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.

A55.00 MINUTES

To confirm as a correct record the Minutes of the Meeting of the Amenities Committee held on 28 November 2018 (copy herewith).

A56.00 USE OF PLAY PARKS

To consider requests received from:

- Circus Tyanna/Circus Savanna - Slepe Hall or Warner's Park - date unspecified
- Armed Forces Day - Slepe Hall - 29 June 2019

A57.00 FARMERS' MARKETS – Taster Days, Traders, Business Rates

To consider update report (copy herewith).

Items to Note

These items are for report only and do not require decision. They will only be discussed if requested.

A58.00 ROLLING PROGRAMME

To receive and note the attached Rolling Programme (copy herewith).

A59.00 BUDGET REPORT

To receive Budget Report (copy herewith).

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**Minutes of the Meeting of the Amenities Committee of St Ives Town Council
held at the Town Hall St Ives on Wednesday 28 November 2018**

Present:

Chairman: Councillor D Rowe

Councillors: Dr C Pegoraro [from Item A47.00], B Luter, J Davies, R Fuller, T Drye (ex officio)

Absent: Councillor M King, Councillor L Davies

In attendance:

Amenities Manager: C Allison

A43.00 APOLOGIES FOR ABSENCE

No apologies for absence were received.

A44.00 DECLARATIONS OF INTEREST

No declarations were made.

A45.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

A46.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Amenities Committee held on 24 October 2018 are confirmed as a correct record and signed by the Chairman.

A47.00 REPLACEMENT OF PLAY EQUIPMENT

Consideration was given to a report proposing replacement of play equipment in five play areas.

RESOLVED: A47.01 that the report be received and noted

A47.02 that £71,939 be re-allocated from the wet pour project towards funding new/replacement equipment where feasible

A47.03 that the replacement/re-siting of play equipment be undertaken in conjunction with the replacement of wet pour at five sites, namely Burleigh Hill, Wheatfields, Warner's park, Thorndown and Slepe Hall.

A47.04 that detailed suggestions/quotes be sought from play equipment providers, consultation undertaken and the results presented to a future Committee meeting.

A48.00 USE OF WARNER'S PARK

Consideration was given to a request from the organiser of St Ives Fun Dog Show to use Warner's park on Monday 7 May.

RESOLVED: that permission to use Warner's Park for the Fun Dog Show on 7 May be granted.

Chairman's
Initials

A49.00 MAUSOLEUM

Members were in receipt of a report indicating the level of interest expressed in mausoleum interment following the recent consultation.

RESOLVED: **A49.01** that the report be received and noted

A49.02 that the project is not progressed further at the current time but that other options are discussed with those individuals who expressed firm interest in mausoleum interment

A50.00 ROLLING PROGRAMME

Members were in receipt of Rolling Programme of Works.

The Amenities Manager reported that a meeting had taken place between the Town Clerk and Jo Lancaster where HDC offered to investigate whether they could undertake the cycle rack base-laying at a reduced price.

The contractor for the tree remedial works was in the process of obtaining the relevant HDC permissions.

RESOLVED: that the Rolling Programme be received.

A51.00 BUDGET REPORT

Members were in receipt of Budget Report for the Committee.

RESOLVED: **A51.01** that the Budget Report be received and noted.

Consideration was given to budget requirements for 2019/20.

It was noted that money had already been allocated for memorial bench and possible locations were discussed.

The £250 allocated for street cleaning should be removed as this was not the Council's responsibility.

Street lighting should be lowered from £4k to £3k.

Burial fees had a history of being underestimated. Budgeted income should be increased to £22k in line with current income level.

Allotment rents - It was noted that an income of £5,491 was received last year and £6,270 was expected in the draft 19/20 budget. Members requested further clarification on allotment rents and expenditure.

RESOLVED: **A51.02** that options for increasing allotment rents be explored and considered at a future meeting.

A51.03 that a budget of £94,750 should be proposed for the 2019/12 Estimates

Chairman's
Initials

Chairman:

Date: 23 January 2019

Amenities Committee

DATE: 28 November 2018

SUBJECT: Farmers' Market – Business Rates, Traders & Taster Days

1 Introduction and Purpose of Report

- 1.1 Notification was received in December that business rates are payable on the gross income received from the Farmers' Market
- 1.2 Over the last 12 months there has been a push to raise the profile of the Farmers' Market to increase its popularity both to traders and customers.
- 1.3 This report is to provide information to members on both of the above to allow a forward plan to be agreed

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That the Farmers' Market Co-ordinator and Town Clerk are given delegated authority to source alternative traders for the Market that complement the original ethos of a Farmers' Market
- 2.3 That requirement to pay business rates on income is noted.
- 2.4 That hire charges are increased by a minimum £2.50 per pitch from 1 April 2019 in addition to the standard inflation rise to cover the cost of the business rates.
- 2.5 That consideration is given to increasing pitch and stall prices to £25 & £8 respectively and a marketing campaign is carried out to publicise the market

3 Background

- 3.1 It is acknowledged nationally that the 'traditional' Farmers' Markets are struggling and although St Ives Farmers' Market is still viable at the current time it is getting more difficult to get accredited traders to attend as there are other outlets they can use. It was agreed early in 2018 that other specialist food retailers could be allowed to trade but that the market should continue to be FARMA accredited.
- 3.2 This has had very limited impact on new regular traders. All but one (coffee) either only traded once or stopped because the trading hours were too short (bread and samosas).
- 3.3 Previously there were four taster days a year and it was agreed about three years ago to reduce these to twice a year due to the cost of manning. The two remaining ones have been held in May (birthday celebration) and December (Christmas taster day). The cost of providing birthday cake and mince pies for these 2 events is £160-£170 per year.
- 3.4 The Town Council has not previously been required to pay business rates on the Market however following a call from the Valuation Office Agency in December a bill has been received for the payment of business rates for the 2017/18 and 2018/19 financial years which equates to just below £1500 per year. The rates are payable on the gross income not net.
- 3.5 The current charges for stalls at the Farmers' Market is £21 per pitch plus £6.50 for a gazebo and table. This is scheduled to increase to £22 and £7 respectively from April once inflation is added. The current charges levied in Ely our closest comparable market is £27 per pitch and an additional £10 for stall (gazebo and table).

3.6 Based on the income in the last full year (£12,483) and the known expenditure (staffing cost and business rates only) for next year (£10,300) the surplus anticipated on the charges above will be just over £2200. No allowance in expenditure has been allowed for repair and renewals of equipment, replacement of market bags or advertising.

4. Proposal

4.1 In order to improve the viability and diversity of the Farmers' Market going forward it is proposed that the scope of traders accepted to trade is widened further and work with the National Market Traders Federation (NMTF) and host a platform for people to show case new businesses where the core principles are the community and environment.

4.2 The 'Birthday Taster Day' this year is held slightly later than normal on 1 June 2019 due to staff availability and the second Taster Day is held on 6 October to co-inside with British Food Fortnight. This will negate the need to purchase either birthday cake or mince pies.

4.3 Pitch rental is increased by £2.50 per pitch from April to offset the cost of the business rates that are now being collected.

4.4 It is further proposed that instead of just the inflation rise the pitch prices are increased to £25 (inclusive of £2.50 business rates) and the stall charges are raised to £8.00 and a marketing campaign is carried out to publicise the market.

5. Financial Implications

5.1 There are no negative financial implications to diversifying the type of traders allowed to trade but there will be if numbers of traders are allowed to fall. At the current time (excluding business rates) the market breaks even. The outgoings in terms of staff costs are fixed irrespective of the number of traders so if the income from traders drops the viability will move into a deficit situation.

5.2 At a rate of £2.50 per stall based on an average of 25 stalls per market this will bring an additional income of £1,650 per annum to offset the business rates now payable.

5.3 Pitch and stall price increases to £25 and £8 respectively will increase the projected surplus to £6,800.

6. Policy Implications

6.1 There are no current policy implications in the recommendations.

7. Health and Safety Implications

7.1 There are not H&S implications in the recommendations.

8. Reporting Officer – Alison Benfield, Town Clerk

Index	Date	Agenda Title-Venue	Agenda	Resolved-Present	Current state
A27.0	26/07/2017	BUS PROVISION IN ST IVES TOWN AND SURROUNDING PARISHES	To consider the potential impact in the reduction of bus routes (copy herewith).	that St Ives Town Council write to Cambridgeshire County Council in support of the retention of as many of the routes as possible, in particular to maintain the connection with surrounding villages which rely on these buses. It was noted that the impact within St Ives and North of the town would be profound	26/03/18 - ongoing discussion with neighbouring parishes. Joint letter has been compiled 23/05 - response received from letter submitted. To be circulated to neighbouring parishes to agree next steps 21/06 - still awaiting circulation to neighbouring parishes - anticipated this will happen before the end of June
A47.03	24/01/2018	BENCHES	Funding for future benches to be investigated.	Agreed	26/03/18 - to go to future meeting 21/06 - to be progressed by Amenities Manager 26/9 - bench ordered for Westwood Road. To be funded by St Ivo School 5/11 - Westwood Road bench delivered and erected 15/1/19 In discussion with County on siting of bench by the bus shelter at the junction of St Audrey Lane and Ramsey Road. Henry Berman memorial bench- siting of bench to be agreed.
A47.04	24/01/2018	MAUSOLEUM	Meeting to be held with community. Report to September meeting.	Agreed	23/05 - Planning permission is not required as comes under permitted development. Drainage will need to be carried out. Liaison with other parishes indicates that build costs are covered by taking 50% deposits for each cell and the remaining 50% fee on interment is ring-fenced for future maintenance. 23/05 limited but positive response. Article in next Bridge. Request for quotes made to 3 companies for indicative costs. Suggest Community meeting be arranged to get views on indicative costs ready for Cttee to make decision on way forward and consider letting tender at the July meeting. 21/06 - Community meeting arranged for 11 July. On target for final Cttee decision at July meeting to let Tenders. Intention to set tender cut off for 10 September and for successful contractor to be appointed at Sept meeting. Feedback from community limited. 1 response from Bridge article commenting on appearance of sample photo shown. 11/07 Meeting held with the community. Four residents attended. Expressions of interest requested over following two weeks. Six received. Deposits will be payable Sept/Oct. Current costs estimate a 50% deposit of approx. £3k with a second payment of approx 3£k on interment. One company reverted with an indicative quote. Chasing others. 26/9 Tenders requested via contract finder. Report to Members 26/9 recommending decision be deferred to the November meeting allowing more time for expressions of interest. 28/11 Project is not to be progressed further at the current time. Action complete.
A29.02	26/09/2018		Deferred to the November meeting allowing more time for expressions of interest.	Agreed	
A49.02	28/11/2018		That the project is not progressed further at the current time.	Agreed	
A58.00	28/03/2018	OWNERSHIP OF STREET FURNITURE	To be reviewed in the 2019/2020 Financial Year	Agreed	21/06 Amenities Manager to progress with HDC 19/07 HDC undertaking asset review. Awaiting completion. 26/09 Chased HDC. Response awaited. 24/10 collaborative meeting between SITC and HDC took place on 19 November to discuss assets. Principle discussed at meeting. For further consideration.

A58.00	28/03/2018	PAINTING OF STREET FURNITURE	Consideration on whether to appoint outside contractor to paint benches.	No decision at the present time.	23/05 - provision for maintenance of benches to be added to budgets for consideration in October. 26/09 - painting of benches to take place over the winter period. Internal.
A60.01	28/03/2018	LAND TRANSFERS	Agreement given to transfer of land at Green Acres site with s106 contribution towards installation and maintenance of play equipment		23/05 - HDC informed of Cttee resolution. Awaiting further contact. 26/09 - In progress. Solicitor appointed and is in discussion with developer.
A73.00	28/03/2018	INSTALLATION OF CYCLE RACKS	Deferred due to high cost of licensed contractor until further budget provision is found.		18/11 consider including provision in 2019/20 budget or close action. 19/11 Discussed at collaborative meeting between SITC and HDC. 7/1/2019 HDC investigating whether they can undertake the installation works at a cheaper price.
A07.02	30/05/2018	REPLACEMENT OF WET POUR (ARISING FROM RoSPA PLAY AREA ANNUAL REPORT)	Sourcing of competitive quotations for replacement of wet pour to be undertaken.	Agreed	27/06 - action in progress 19/07 - need to register on contract finder 26/09 Tenders requested via contract finder, 8 tenders received. Committee report to Members recommending award of contract. 28/09 Successful contractor advised. Proposals for equipment from suppliers to be sought.
A34.00	26/09/2018		Contract awarded to DCM Surfaces Ltd.	Agreed that the provision of new equipment be considered with proposals and brought to a future meeting.	
A47.00	28/11/2018	REPLACEMENT OF PLAY EQUIPMENT	Proposals to replace play equipment in five play areas.	Agreed. Suggestions to be sought from play providers, consultation undertaken and presented to a future meeting.	28/11 Wet pour sites reduced from 8 to 5 in order of need. Funds from remaining 3 sites diverted to upgrade play equipment at five sites. Obtaining detailed suggestions. To consult on proposals and revert to a future committee meeting with findings.
A08.00	30/05/2018	TREE REMEDIAL WORK QUOTATIONS	Six quotations initially sought, but no quotes submitted by closing date.	Report noted	27/06 - verbal report to meeting
A19.02	27/06/2018		That further quotations be sought at the beginning of August for consideration at the September meeting. That the HDC Tree officer be contacted for advice on further companies to approach. That public liability insurance remain at £10m	Verbal report noted	19/7 - HDC Tree Officer contacted and additional companies identified to widen tender base. Tenders to be sought early August. 26/09 Tender widened to 17 companies. Six quotes received. Committee report to members recommending award of contract.
A33.0	26/09/2018		Global Tree Solutions Ltd awarded tender.	Report noted	17/10 Liaising with successful contractor on date works are to commence. Permissions being obtained. 24/10 Leylandii in Westwood Road Cemetery reduced to 5 metres as recommended in survey. Unsatisfactory result so felled. To be replaced with other suitable hedging of natural or laurel type.
A20.00	27/06/2018	DOG MESS, WARNER'S PARK	That additional signs be made and attached to trees reminding park users that children were in the area and to be mindful to clear up after their dog The signs should be temporary and state that the park is monitored by CCTV That an article be put in the next 'Bridge' to encourage more responsible dog ownership		19/07 Work in progress. 26/09 Still work in progress. Article omitted from October 2018 edition. To appear in January 2019 edition.

Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Amenities</u>										
<u>300</u>	<u>Amenities General</u>									
4100	Farmers' Markets	12,000	13,076	13,500	13,079	13,500	0	13,500	0	0
	Total Income	12,000	13,076	13,500	13,079	13,500	0	13,500	0	0
5019	Repairs & Renewals	3,000	2,802	3,000	2,237	2,500	0	3,000	0	0
5021	Health & Safety	500	226	500	503	503	0	500	0	0
6136	Main/Install- Bus Shelters	12,000	0	0	0	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	250	0	0	0	0	0	0
6456	Toilet Provision	32,000	33,657	33,600	28,599	33,600	1,850	33,600	0	0
6927	Street Cleaning	250	0	250	0	0	0	0	0	0
6932	Electricity	1,125	490	1,000	459	500	0	500	0	0
6934	Water Rates	1,545	1,069	1,400	379	900	0	1,000	0	0
6937	Fire Extinguishers	100	89	100	341	341	0	250	0	0
6945	Clock Maintenance	320	320	340	420	420	0	420	0	0
6983	Farmer's Markets	13,500	8,857	11,500	11,837	12,500	0	10,000	0	0
9136	Jointly Funded Imp Scheme(EMR)	0	0	5,435	-1,866	722	5,176	0	0	0
9138	Toilet Provision (EMR)	0	0	22,346	0	0	0	0	0	0
9139	Jubilee Mem. Renovation (EMR)	0	0	1,830	0	0	0	0	0	0
9157	New Vehicle (EMR)	0	0	17,000	12,295	12,295	0	1,000	0	0
9187	Parish Church Wall (EMR)	0	0	10,000	0	0	0	0	0	0
9195	Play Equipment (EMR)	0	0	244,321	260	44,321	0	10,000	0	0
9286	Equip & Tools-Amenities (EMR)	0	0	2,145	576	576	0	2,000	0	0
9436	War Memorial Renovation (EMR)	0	0	2,350	0	0	0	250	0	0

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9496	Westwood Road Memorial (EMR)	0	0	3,875	0	0	0	1,000	0	0
	Overhead Expenditure	64,340	47,510	361,242	56,041	109,178	7,026	63,520	0	0
	300 Net Income over Expenditure	-52,340	-34,434	-347,742	-42,962	-95,678	-7,026	-50,020	0	0
6000	plus Transfer from EMR	0	0	0	13,853	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(52,340)</u>	<u>(34,434)</u>	<u>(347,742)</u>	<u>(29,109)</u>	<u>(95,678)</u>		<u>(50,020)</u>		
310	<u>Street Lighting</u>									
5019	Repairs & Renewals	1,000	947	1,000	931	1,000	0	1,000	0	0
6032	CCC Electric Energy	1,952	1,698	1,765	2,040	2,040	0	2,100	0	0
	Overhead Expenditure	2,952	2,645	2,765	2,971	3,040	0	3,100	0	0
	Movement to/(from) Gen Reserve	<u>(2,952)</u>	<u>(2,645)</u>	<u>(2,765)</u>	<u>(2,971)</u>	<u>(3,040)</u>		<u>(3,100)</u>		
320	<u>Street Furniture</u>									
6184	Town Signs/Noticeboards/Maint.	250	0	0	0	0	0	250	0	0
6186	Seats- Installation	1,500	0	0	309	0	0	500	0	0
	Overhead Expenditure	1,750	0	0	309	0	0	750	0	0
	Movement to/(from) Gen Reserve	<u>(1,750)</u>	<u>0</u>	<u>0</u>	<u>(309)</u>	<u>0</u>		<u>(750)</u>		
330	<u>Machinery</u>									
6255	Road Fund Licence	370	380	380	330	390	0	380	0	0
6256	Fuel	4,500	3,621	4,000	3,337	3,800	0	4,000	0	0
6257	Maintenance & MOT	3,500	3,931	4,000	749	1,200	0	4,000	0	0
	Overhead Expenditure	8,370	7,932	8,380	4,416	5,390	0	8,380	0	0
	Movement to/(from) Gen Reserve	<u>(8,370)</u>	<u>(7,932)</u>	<u>(8,380)</u>	<u>(4,416)</u>	<u>(5,390)</u>		<u>(8,380)</u>		

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Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
340	<u>Playground/Open Spaces/Cem.</u>									
4052	Ashes Plots Digging	1,100	802	1,100	655	800	0	1,000	0	0
4140	Michaelmas Fair	1,575	1,575	0	0	0	0	0	0	0
4150	Burial Fees	17,000	23,337	15,000	23,586	23,000	0	22,000	0	0
	Total Income	19,675	25,714	16,100	24,240	23,800	0	23,000	0	0
6391	Inspections & Repair & Renewal	1,600	1,757	1,600	1,496	1,600	0	1,600	0	0
6488	Tree Work	3,000	1,422	4,578	3,650	8,480	0	3,000	0	0
6490	Annual Planting	8,000	7,858	8,000	7,630	7,630	0	8,000	0	0
6492	Christmas Tree & Decorations	700	386	700	275	450	0	700	0	0
6593	Cemetery Maintenance	16,765	1,584	17,681	2,851	17,681	0	2,500	0	0
	Overhead Expenditure	30,065	13,006	32,559	15,901	35,841	0	15,800	0	0
	Movement to/(from) Gen Reserve	(10,390)	12,707	(16,459)	8,339	(12,041)		7,200		
350	<u>Allotments</u>									
4160	Allotment Rents	5,866	5,491	6,094	11,738	5,866	0	6,270	0	0
	Total Income	5,866	5,491	6,094	11,738	5,866	0	6,270	0	0
6636	Allotment Maintenance	800	713	500	1,245	1,145	0	1,000	0	0
6644	Rent for the Meadow	200	200	200	200	200	0	200	0	0
	Overhead Expenditure	1,000	913	700	1,445	1,345	0	1,200	0	0
	Movement to/(from) Gen Reserve	4,866	4,579	5,394	10,293	4,521		5,070		

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Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Amenities - Income	37,541	44,280	35,694	49,057	43,166	0	42,770	0	0
Expenditure	108,477	72,006	405,646	81,083	154,794	7,026	92,750	0	0
Net Income over Expenditure	<u>-70,936</u>	<u>-27,726</u>	<u>-369,952</u>	<u>-32,026</u>	<u>-111,628</u>	<u>-7,026</u>	<u>-49,980</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	13,853	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(70,936)</u>	<u>(27,726)</u>	<u>(369,952)</u>	<u>(18,173)</u>	<u>(111,628)</u>		<u>(49,980)</u>		
Total Budget Income	37,541	44,280	35,694	49,057	43,166	0	42,770	0	0
Expenditure	108,477	72,006	405,646	81,083	154,794	7,026	92,750	0	0
Net Income over Expenditure	<u>-70,936</u>	<u>-27,726</u>	<u>-369,952</u>	<u>-32,026</u>	<u>-111,628</u>	<u>-7,026</u>	<u>-49,980</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	13,853	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(70,936)</u>	<u>(27,726)</u>	<u>(369,952)</u>	<u>(18,173)</u>	<u>(111,628)</u>		<u>(49,980)</u>		