



10 January 2017

**To: The Town Mayor and  
Members of the Property Committee**

Sir/Madam

You are hereby summoned to attend a **Meeting** of the **Property Committee** of Saint Ives Town Council, to be held on **Wednesday 11 January 2017** in the **Town Hall**, St Ives which will start at the conclusion of 7:30pm Personnel Committee.

**Allan Witherick  
TOWN CLERK**

## AGENDA

### PR18.0 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.

### PR19.0 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

### PR20.0 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.

### PR21.0 MINUTES

To approve the Minutes of the Meeting held on 19 October 2016 (copy herewith).

### PR22.0 BUDGET

To receive Budget Report for the Committee (copy herewith).

### PR23.0 PROPERTY MAINTENANCE

#### PR23.1 Property Maintenance Schedule

To receive Schedule (copy herewith)

#### PR23.2 Property Maintenance Update

To receive update report (copy herewith).

### PR24.0 CORN EXCHANGE

To agree the stonework repairs to the Corn Exchange. £2610.00 (amount based on access during normal office hours).

### PR25.0 GM DEPOT PROJECT

To receive verbal update from Town Clerk

### PR26.0 YORK HOUSE

To receive inspection report on York House and note works (copy herewith)

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**MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE  
OF THE ST IVES TOWN COUNCIL**  
held at the Town Hall, St Ives on Wednesday 19 October 2016

Agenda Item PR21.0

**Present:**

**Chairman:** Councillor P M Pope

**Vice Chairman:** Councillor J Pallant

**Councillors:** N J Dibben  
I P Dobson  
T Drye  
R Kuch  
Mrs D Townsend

**In Attendance:**

Town Clerk: A Benfield

**PR10.0 DECLARATIONS OF INTEREST**

**Councillor I P Dobson** – Non pecuniary interest in Agenda Item PR15.0 as a Director of the Corn Exchange CIC.

**PR11.0 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor R Fuller (HDC commitment).

**RESOLVED:** that the above apology be received and accepted.

**PR12.0 PUBLIC PARTICIPATION**

Councillor J Spencer commented that she did not believe the Council Chamber was in need of refurbishment.

Councillor D Rowe informed members that he was now Chairman of the Corn Exchange Community Interest Company.

**PR13.0 MINUTES**

The Minutes of the Meeting of the Property Committee held on 20 July 2016 were agreed as a correct record and signed by the Chairman.

**PR14.0 BUDGET REPORT**

Members were in receipt of Budget Report for the Committee.

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

**PR15.0 PROPERTY MAINTENANCE**

**PR15.1 Property Maintenance Schedule**

Members were in receipt of Property Maintenance Schedule.

**RESOLVED:** **PR15.1.1** that the Schedule be received and noted.

**PR15.1.2** that the list be ordered to show which items were next to be undertaken

**PR15.1.3** that external contractors be appointed to conduct fire safety testing.

## **PR15.2 Property Maintenance Update**

Consideration was given to the recommendations in the Property Maintenance Update report.

- RESOLVED:**
- PR15.2.1** that the report be received and noted.
  - PR15.2.2** that it be noted that Bidwells Property Consultants had been appointed at a cost of £4,875.
  - PR15.2.3** that authority be delegated to the Chairman, Vice Chairman and Town Clerk to progress the matter of audio visual equipment. The specification to also include an audio loop.
  - PR15.2.4** that authority be delegated as above to acquire appropriate lighting for the Council Chamber
  - PR15.2.5** that replacement of the curtains be deferred pending a decision on redecoration.
  - PR15.2.6** that drawings be obtained to illustrate the proposed new benching in the Chamber.
  - PR15.2.7** that a budget be agreed for regular window cleaning.

## **PR16.0 YORK HOUSE**

Members noted the renewal of the tenancy agreement for York House until 23 July 2017 at a rental of £810 pcm.

## **PR17.0 TENANT'S RENT – NORRIS MUSEUM**

Consideration was given to a report proposing that the rent invoice for the Norris Museum be waived in order to assist with the funding deficit on the redevelopment project.

**RESOLVED:** that the rent invoice for the Norris Museum be waived.

Printed on 10/01/2017

St Ives Town Council

At 10:01

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
<b>Property</b>												
<b>400</b>	<b>Town Hall</b>											
5019	Repairs & Renewals	10,000	867	10,000	9,133	0	19,133	2,711	0	10,000	3,500	9,133
5021	Health & Safety	500	149	500	0	0	500	0	0	0	500	0
5033	Business Rates	8,925	8,832	9,008	0	0	9,008	8,906	0	8,906	9,008	0
5160	Legal Fees	1,000	0	1,000	0	0	1,000	0	0	0	1,000	0
6934	Water Rates	450	328	450	0	0	450	174	0	348	473	0
7032	Heating & Lighting	9,000	5,312	9,000	0	0	9,000	3,713	0	6,400	7,000	0
7035	Cleaning	9,000	8,062	9,000	0	0	9,000	5,886	0	8,660	9,000	0
7037	Maintenance	2,000	1,700	2,000	0	0	2,000	1,882	0	2,000	2,000	0
7044	Trade Refuse	1,350	1,448	1,350	0	0	1,350	688	0	866	1,000	0
7237	Fire Extinguisher/Alarm	0	166	0	0	0	0	0	0	0	0	0
	<b>OverHead Expenditure</b>	<b>42,225</b>	<b>26,864</b>	<b>42,308</b>	<b>9,133</b>	<b>0</b>	<b>51,441</b>	<b>23,960</b>	<b>0</b>	<b>37,180</b>	<b>33,481</b>	<b>9,133</b>
4201	Tenants' Rent	20,843	27,524	18,665	0	0	18,665	17,054	0	18,000	15,950	0
4202	Tenants' Rechargeable Exps	8,199	8,800	5,387	0	0	5,387	5,519	0	5,519	5,520	0
4203	Hire of Council Chamber	100	110	100	0	0	100	185	0	200	100	0
	<b>Total Income</b>	<b>29,142</b>	<b>36,434</b>	<b>24,152</b>	<b>0</b>	<b>0</b>	<b>24,152</b>	<b>22,758</b>	<b>0</b>	<b>23,719</b>	<b>21,570</b>	<b>0</b>
<b>400</b>	<b>Net Expenditure</b>	<b>13,083</b>	<b>-9,569</b>	<b>18,156</b>	<b>9,133</b>	<b>0</b>	<b>27,289</b>	<b>1,202</b>	<b>0</b>	<b>13,461</b>	<b>11,911</b>	<b>9,133</b>

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**St Ives Town Council  
Budget Detail - By Committee**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note :**

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget	
<b>410</b>	<b><u>Corn Exchange</u></b>											
7232	Maintenance Contracts	2,550	1,425	2,550	1,125	0	3,675	2,539	0	3,675	4,350	0
7233	Repairs & Renewals	5,000	4,810	5,000	190	0	5,190	3,929	0	5,190	10,000	0
	<b>OverHead Expenditure</b>	<b>7,550</b>	<b>6,235</b>	<b>7,550</b>	<b>1,315</b>	<b>0</b>	<b>8,865</b>	<b>6,467</b>	<b>0</b>	<b>8,865</b>	<b>14,350</b>	<b>0</b>
	<b>410 Net Expenditure</b>	<b>7,550</b>	<b>6,235</b>	<b>7,550</b>	<b>1,315</b>	<b>0</b>	<b>8,865</b>	<b>6,467</b>	<b>0</b>	<b>8,865</b>	<b>14,350</b>	<b>0</b>
<b>430</b>	<b><u>Warners Park Pavilion</u></b>											
5019	Repairs & Renewals	0	0	6,500	0	0	6,500	0	0	0	500	6,500
	<b>OverHead Expenditure</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>6,500</b>
4110	Warner's Park Pavilion	120	120	120	0	0	120	70	0	70	70	0
	<b>Total Income</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>70</b>	<b>0</b>	<b>70</b>	<b>70</b>	<b>0</b>
	<b>430 Net Expenditure</b>	<b>-120</b>	<b>-120</b>	<b>6,380</b>	<b>0</b>	<b>0</b>	<b>6,380</b>	<b>-70</b>	<b>0</b>	<b>-70</b>	<b>430</b>	<b>6,500</b>
<b>440</b>	<b><u>Ground Maintenance Depot</u></b>											
5021	Health & Safety	0	55	0	0	0	0	0	0	0	0	0
5033	Business Rates	4,000	3,960	4,040	0	0	4,040	3,993	0	3,993	5,000	0
6289	Storage	1,600	6,143	1,000	0	0	1,000	5,363	0	6,386	1,800	0
	<b>OverHead Expenditure</b>	<b>5,600</b>	<b>10,158</b>	<b>5,040</b>	<b>0</b>	<b>0</b>	<b>5,040</b>	<b>9,356</b>	<b>0</b>	<b>10,379</b>	<b>6,800</b>	<b>0</b>

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## Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note :

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
4400	Rental of Old Depot	2,700	3,050	3,050	0	0	3,050	3,250	0	4,230	4,351	0
	<b>Total Income</b>	2,700	3,050	3,050	0	0	3,050	3,250	0	4,230	4,351	0
<b>440</b>	<b>Net Expenditure</b>	2,900	7,108	1,990	0	0	1,990	6,106	0	6,149	2,449	0
<b>450</b>	<b>Community Centre</b>											
5019	Repairs & Renewals	1,000	240	1,000	760	0	1,760	2,932	0	2,932	1,000	0
	<b>OverHead Expenditure</b>	1,000	240	1,000	760	0	1,760	2,932	0	2,932	1,000	0
<b>450</b>	<b>Net Expenditure</b>	1,000	240	1,000	760	0	1,760	2,932	0	2,932	1,000	0
	<b>Property - Expenditure</b>	56,375	43,497	62,398	11,208	0	73,606	42,715	0	59,356	56,131	15,633
	<b>Income</b>	31,962	39,604	27,322	0	0	27,322	26,078	0	28,019	25,991	0
	<b>Net Expenditure</b>	24,413	3,893	35,076	11,208	0	46,284	16,637	0	31,337	30,140	15,633
	<b>Total Budget Expenditure</b>	56,375	43,497	62,398	11,208	0	73,606	42,715	0	59,356	56,131	15,633
	<b>Income</b>	31,962	39,604	27,322	0	0	27,322	26,078	0	28,019	25,991	0
	<b>Net Expenditure</b>	24,413	3,893	35,076	11,208	0	46,284	16,637	0	31,337	30,140	15,633

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## Maintenance Schedule 2016/17

		FUTURE	/	PLANNED			
Contractor	Building	Main Desc	Works Category	Booked	Works/Review Date	Works Notes	Completed
TBA	Town Hall	Redecoration	Planned Maintenance			Pending AV and audio loop	No
TBA	Bus Station Toilets	Water Heater Valve	Plumbing			HDC to pay	No
Town Clerk	Town Hall	Risk Assessment	Planned Maintenance		01/11/2016	Risk Assessments (Standards) to Full council 11/1	No
Airway Air	Corn Exchange	Air Conditioning	Planned Maintenance		42799		No
SPS	Bus Station Toilets	Air vent	Maintenance	28/10/2016		Extraction work to be completed and impact assessed first	No
JSL Electrical	Town Hall	C2 works	Electrical			Works planned 2017 tbc following CE	No
JSL Electrical	Corn Exchange	C2 works	Electrical			Works planned 2017 tbc by CE as liaising direct for access to building	No
UK Fire	Town Hall	Quarterly Service/Testing	Planned Maintenance		42795	Contracted	No
TBA	Bus Station Toilets	Ventilation Hatch replacement	Roofing		01/04/2018	Annual review needed - seal starting to degrade	No
Leaders	York House	Various	Repair & Maintenance		42767	Pending decision at Property Cttee Jan 17 following report by Leaders	No
TBA	Corn Exchange	Stone work - front of building	Planned Maintenance		01/02/2017	Pending decision at Property Cttee Jan 17	No
TBA	Corn Exchange	Flooring	Repair & Maintenance		42887	Review status	No
TBA	Corn Exchange	Windows	Repair & Maintenance				
TBA	Norris/Curators	All area	Planned Maintenance			All ongoing serving and testing suspended due to works at Museum	No
UK Fire	Pavillion	Quarterly Service/Testing	Planned Maintenance		01/03/2017	Contracted	No
UK Fire	Old Mortuary	Quarterly Service/Testing	Planned Maintenance		42795	Contracted	No
UK Fire	Depot	Quarterly Service/Testing	Planned Maintenance		01/03/2017	Contracted	No
TBA	Town Hall	Electrical	Planned Inspection		43009		No
TBA	Corn Exchange	Electrical	Planned Inspection		01/10/2017		No
TBA	Norris/Curators	Electrical	Planned Inspection		43009		No
TBA	Pavillion	Electrical	Planned Inspection		01/10/2017		No
TBA	Depot	Electrical	Planned Inspection		43009		No
TBA	York House	Electrical	Planned Inspection		01/10/2017		No
TBA	Corn Exchange	Gas Safety Check	Planned Inspection		43009		No
TBA	Town Hall	Gas Safety Check	Planned Inspection		01/10/2017		No
Kone	Corn Exchange	Lifts	Planned Maintenance		40756	90 day notice 3 years automatic, 2 lifts ie 4 visits per year	No
Kone	Town Hall	Lifts	Planned Maintenance		01/08/2011	90 day notice 3 years automatic, 2 lifts ie 4 visits per year	No
TBA	Town Hall	Barrier	Planned Maintenance		42887		No
TBA	Town Hall	PAT Testing	Planned Maintenance		01/10/2016	Every 3 years - Review Internal	No
TBA	Norris/Curators	PAT Testing	Planned Maintenance		42644	Every 3 years - Review Internal	No
TBA	Pavilion	PAT Testing	Planned Maintenance		01/10/2016	Every 3 years - Review Internal	No
TBA	Depot (inc FM Distrib	PAT Testing	Planned Maintenance		42644	Every 3 years - Review Internal	No
TBA	Town Hall	Asbestos	Planned Inspection		24/06/2017		No
TBA	Corn Exchange	Asbestos	Planned Inspection		42910		No
TBA	Corn Exchange	Air Conditioning	Planned Inspection		01/03/2018		No
TBA	Town Hall	Full Condition Survey	Planned Inspection		43576	Every 5 Years	No
TBA	Corn Exchange	Full Condition Survey	Planned Inspection		21/04/2019	Every 5 Years	No
TBA	Norris/Curators Hous	Full Condition Survey	Planned Inspection		43576	Every 5 Years	No
TBA	York House	Full Condition Survey	Planned Inspection		21/04/2019	Every 5 Years	No
TBA	Pavilion	Full Condition Survey	Planned Inspection		43576	Every 5 Years	No
TBA	Depot	Full Condition Survey	Planned Inspection		21/04/2019	Every 5 Years	No
TBA	Burleigh Hill	Full Condition Survey	Planned Inspection		43576	Every 5 Years	No
TBA	Old Mortuary	Full Condition Survey	Planned Inspection		21/04/2019	Every 5 Years	No
Leaders	York House	Tenancy	Renewal			18 months contract tennant	No
Bidwells	Town Hall	Property Valuation	Planned Inspection		01/03/2017		No

## Maintenance Schedule 2016/17

		FUTURE	/	PLANNED		
Bidwells	Corn Exchange	Property Valuation	Planned Inspection		42795	No
Bidwells	Norris/Curators Hse	Property Valuation	Planned Inspection		01/03/2017	Not included in 2017 review due to works
Bidwells	York House	Property Valuation	Planned Inspection		42795	No
Bidwells	Pavilion	Property Valuation	Planned Inspection		01/03/2017	No
Bidwells	Depot	Property Valuation	Planned Inspection		42795	No
Bidwells	Burleigh Hill	Property Valuation	Planned Inspection		01/03/2017	No
Bidwells	Old Mortuary	Property Valuation	Planned Inspection		42795	No
Compliance 365	Town Hall	Energy Certification	Report		2016	check next due date
Compliance 365	Corn Exchange	Energy Certification	Report		2016	check next due date
Compliance 365	Burleigh Hill	Energy Certification	Report		Outstanding	No
TBA	Corn Exchange	Drains	Planned Maintenance		42826	Jetting - twice yearly
Internal	Bus Station Toilets	Drains	Planned Maintenance			Jetting - maintenance team as required
TBA	Town Hall	Legionella	Planned Inspection		2017	check next due date
HDC	Toilets	Legionella	Planned Inspection		09/07/1905	check next due date
TBA	Norris	Legionella	Planned Inspection		2017	deferred due to works
TBA	Town Hall	Door Tracks - Mayors parlour	Repair & Maintenance		09/07/1905	Review cupboard fit for purpose
Internal	Town Hall	Basement or crawl space	Planned Inspection		2017	Check for cracks or any sign of dampness or leaks. Check for any evidence of te
DH Windows	Town Hall	Window Cleaning	Planned Maintenance		01/06/2017	twice yearly
Internal	Town Hall	Attic	Planned Maintenance		2017	Examine for evidence of any leaks. Check insulation and remove or add if neces
Internal	Town Hall	Balcony	Planned Maintenance		01/11/2016	Remove debris and ensure clear drainage holes
Grounds Team	Vehicles	All	Planned Servicing		2017	

## Maintenance Completed - Period 1 April 2016 to date (as at processing on 10 January 17)

Contractor	Building	Main Desc	Works Category	Booked	Works Date	Works Notes	Completed
JSL Electrical	Bridge and Chapel	Bridge Light	Electrical	15/08/2016		CANCELLED	n/a
Airway Air	Corn Exchange	Maintenance Inspection & Service	Air conditioning		42068		Yes
Pinpoint Asbestos Ltd	Corn Exchange	Asbestos Review 2015	Planned Maintenance		24/06/2015		Yes
Town Clerk	Town Hall	Risk Assessment	Fire		42309		Yes
Kone	Corn Exchange	Rear Lift has Faulty Contact Engineer unable to resolve as part needed	Lift		15/01/2016		Yes
Blocksaway	Corn Exchange	flushing drains and leaking connexion	Plumbing		42390		Yes
Superior Finish	Corn Exchange	Carpet replacement following leak	Fittings		25/01/2016		Yes
SPS	Corn Exchange	Repair to access panel in the disabled loo following leak	Carpentry		42394		Yes
MA Plumbing	Corn Exchange	longstanding tiny leak in a pipe bend	Plumbing		25/01/2016		Yes
MS Electrical	Corn Exchange	Regular Testing	Electrical		42395	C2 works reoported - found subsequently not to be C2 work	Yes
Blocksaway	Corn Exchange	Drains	Plumbing		30/01/2016		Yes
Internal	Bus Station Toilets	Blockage	Plumbing		42416		Yes
Internal	Bus Station Toilets	Blockage	Plumbing		17/02/2016		Yes
Internal	Bus Station Toilets	Blockage	Plumbing		42419		Yes
Kone	Corn Exchange	Rear Lift - Engineer requested replacement part	Lift		24/02/2016	Gareth Bradman chased 07/03/2016	Yes
Internal	Bus Station Toilets	Blockage	Plumbing		42424		Yes
Internal	Bus Station Toilets	Blockage	Plumbing		25/02/2016		Yes
Internal	Globe Toilets	Not flushing	Plumbing		42425		Yes

## Maintenance Schedule 2016/17

		FUTURE	/	PLANNED		
UK Fire	Town Hall	Quarterly Service/Testing	Fire Alarm		26/02/2016	Yes
UK Fire	Town Hall	Emergency Lighting Service	Lighting	42426	Light ordered for Kelso Office	Yes
Internal	Globe Toilets	Blocked	Plumbing		29/02/2016	Yes
Internal	Bus Station Toilets	Urinal	Plumbing		42429	Yes
Internal	Globe Toilets	Not flushing	Plumbing		01/03/2016	Electrical cable fitted Yes
Internal	Bus Station Toilets	Drain	Plumbing		42430	Yes
Internal	Bus Station Toilets	Blockage	Plumbing		09/03/2016	Yes
Internal	Bus Station Toilets	Blockage	Plumbing		42440	Yes
Internal	Bus Station Toilets	Urinal	Plumbing		14/03/2016	Yes
Wallgate	Bus Station Toilets	Service	Cleaning		42445	Yes
Kone	Corn Exchange	Part Ordered for repair	Lift		16/03/2016	Should be in next week cost 899.00 Yes
Wallgate	Globe Toilets	Service	Cleaning		42445	Yes
Internal	Bus Station Toilets	Blockage	Plumbing		17/03/2016	Yes
Internal	Globe Toilets	Blocked	Plumbing		42451	Yes
Leaders	York House	Cloakroom - skirting board	Decorating		23/03/2016	See also Bath and Cloak inv 2722 Yes
Leaders	York House	Bathroom - treat mildew and paint	Decorating		42452	See also Bath and Cloak inv 2722 Yes
Leaders	York House	Lounge Diner - Damp seal and decoration	Damp Proofing		23/03/2016	See also Bath and Cloak inv 2722 Yes
Internal	Bus Station Toilets	Blockage	Plumbing		42453	Yes
Internal	Bus Station Toilets	Blockage	Plumbing		29/03/2016	Yes
KMM Decorators	Town Hall	External Painting	Decorating		42459	Yes
Chalmer Site	Norris Museum	Norris Works Soil work	Analysis		31/03/2016	sent to Sarah 11/5/2016 Yes
Internal	Bus Station Toilets	Drain	Plumbing		42464	Yes
Internal	Town Hall	Replace tap Top Floor	Plumbing		05/04/2016	Yes
Internal	Bus Station Toilets	Drain	Plumbing		42467	Yes
Cambridge Networks	Town Hall	Relocation of intercoms for Norris and Kim	Intercom		07/04/2016	Initial inspection 07/04/2016 Yes
Cambridge Networks	Town Hall	Instalation of addal phone	Phone		42467	Yes
Internal	Bus Station Toilets	Drain	Plumbing		11/04/2016	Yes
SPS	Town Hall	Window replaced in Jasons Office (9 panes)	Glazing		42471	PO Total £387.76 Yes
CEF	Corn Exchange	Lighting - emergency	Electrical		12/04/2016	Ordered by CE without ref to TH Yes
Internal	Bus Station Toilets	Drain	Plumbing		42472	Yes
Ilux	Corn Exchange	Emergency Lighting inspection and resulting works	Electrical		12/04/2016	Ordered by CE without ref to TH - CANC given wrong info Yes
Internal	Bus Station Toilets	Blockage	Plumbing		42473	Yes
SPS	Town Hall	Maintenance inspection for TH	Inspection		15/04/2016	Yes
Kone	Corn Exchange	Repair of Cable	Lift		42479	PO 1698.70, chased 6/4/16 Yes
House of Flags	Town Hall	Hunts, Scot, Welsh, Forces	Flags		19/04/2016	Yes
Climate Autogates	Town Hall	Barrier repair	Car Park		42480	Barrier repair - plus 2 new fobs Yes
Kone	Town Hall	Service Lift	Lift		22/04/2016	Service Contract Yes
Kone	Corn Exchange	Service back lift	Lift		42486	Service Contract Yes
Internal	Bus Station Toilets	Blockage	Plumbing		27/04/2016	Yes
Internal	Bus Station Toilets	Urinal	Plumbing		42489	Yes
MS Electrical	Town Hall	Regular Testing	Electrical		30/04/2016	Norris Storage areas not available - outcome unsatisfactory Yes
Internal	Bus Station Toilets	Blockage	Plumbing		42499	Ladies Yes
Kone	Corn Exchange	Both lifts showing error following power outage	Lift		10/05/2016	Batteries arrived 27/5 eng to fit date tba. Works resulting replacement Batteries fitted 16/5/2016 Yes
UK Fire	Town Hall	Quarterly Service/Testing	Fire Alarm		42501	9/5 cancelled Yes
Internal	Town Hall	Blockage Sink Top floor	Plumbing		18/05/2016	Yes

## Maintenance Schedule 2016/17

		FUTURE	/	PLANNED		
MA Plumbing (Mark)	Town Hall	Drainage issue Top Floor Sink	Plumbing	42508	H&S issue quotes not taken	Yes
MS Electrical	Corn Exchange	Fire signage	Electrical	24/05/2016	parts not available To be rescheduled	Yes
Internal	Bus Station Toilets	Blockage	Plumbing	42516		Yes
Internal	Bus Station Toilets	Blockage	Plumbing	27/05/2016		Yes
SPS	Corn Exchange	Cupboard on Roof	Building	42524		Yes
SPS	Corn Exchange	Supply and fit industrial guttering to rear	Guttering	03/06/2016		Yes
SPS	Corn Exchange	Re-fit bricks to ramp	Building	42524		Yes
Kone	Corn Exchange	Service Back lift	Lift	10/06/2016	Regular maintenance - rear of building	Yes
Kone	Corn Exchange	Battery back ups replaced	Lift	42531	Completed	Yes
Kone	Corn Exchange	Service - Front Lift	Lift	10/06/2016		Yes
Internal	Bus Station Toilets	Blockage	Plumbing	42534		Yes
SPS	Town Hall	Refit kitchnette where lifting	Flooring	15/06/2016		Yes
SPS	Town Hall	Clear Balcony drains	Drains	42536		Yes
SPS	Town Hall	Repair Cellar Stair - bottom 2 steps	Carpentry	15/06/2016	PO Total 170+VAT	Yes
SPS	Town Hall	Supply and Fit 2 fire exit signs	Fire	42536		Yes
SPS	Town Hall	Repair Spindles to stair case (lobby)	Carpentry	15/06/2016		Yes
SPS	Town Hall	Repair Mortar and pointing to Store steps	Building	42536		Yes
Dent	Town Hall	Installation Top Floor	Intercom	15/06/2016	Original supplier used	Yes
SPS	Norris Museum	Vandalised window	Glazing	42537		Yes
SPS	Corn Exchange	Guttering loose	Roofing	20/06/2016		Yes
Internal	Bus Station Toilets	Lighting	Electrical	42542		Yes
SPS	Bus Station Toilets	Tiles missing	Roofing	21/06/2016	Reported Seal on ventilation hatch also need repair so completed. The Hatch will need replacing in next couple of years	Yes
Airway Air	Corn Exchange	Unit Leaking	Air Conditioning	42542	No tender emergency	Yes
Climate Autogates	Town Hall	Barrier Service	Car Park	21/06/2016		Yes
APPS	Bus Station Toilets	Chemical Works	Plumbing	42543	on going	Yes
MA Plumbing	Corn Exchange	Gents Toilets - water seepage	Plumbing	25/06/2016		Yes
Internal	Norris Museum	Replacement window	Glazing	42549		Yes
Leaders	York House	General Inspection	Inspection Report	28/06/2016	Concern raised that H&S work in April not completed.	Yes
Internal	Bus Station Toilets	Flooding	Plumbing	42552		Yes
SPS	Town Hall	Repair to Brick work	Building	08/07/2016	SPS quoted	Yes
Leaders	York House	Carbon Alarms to be fitted as per Report Feb 2016	H&S	42559	Instructed 5/4/16, email confirmation 7/4/16	Yes
MA Plumbing	Corn Exchange	Drains - Below Toilets	Plumbing	09/07/2016	Continuation of previous works so not taken out for quotation	Yes
Internal	Bus Station Toilets	Blockage	Plumbing	42563		Yes
Kone	Corn Exchange	Rear Lift - broken	Lift	18/07/2016	11701094 - part ordered	Yes
Internal	Bus Station Toilets	Urinal blocked (Gum)	Plumbing	42572		Yes
Internal	Bus Station Toilets	Bulb replacement	Lighting	21/07/2016		Yes
UK Fire	Corn Exchange	Fire signage	Electrical	42573	parts not available To be rescheduled	Yes
JSL Electrical	Bus Station Toilets	Bare wires showing - make safe	Electical	22/07/2016		Yes
JSL Electrical	Bus Station Toilets	Light Sensor replacement	Electical	42573		Yes
Internal	Town Hall	Replace Toilet Seat - Top Floor	Plumbing	22/07/2016		Yes
SPS	Corn Exchange	Downpipe from sloping roof made good	Roofing	42576		Yes
SPS	Burleigh Hill	Gate repair and new lock	Maintenance	25/07/2016	Various - agreed see meeting note	Yes
Airway Air	Bus Station Toilets	Service/Maintenance	Air conditioning	42578	date to be confirmed order made 18/7/2016	Yes
Airway Air	Corn Exchange	Maintenance Inspection & Service and repair	Air conditioning	27/07/2016	Part needed work completed at later date	Yes
Dent Security	Town Hall	CPRE repair	Intercom	42580		Yes
UK Fire	Town Hall	Quarterly Service/Testing	Fire Alarm	02/08/2016		Yes

## Maintenance Schedule 2016/17

		FUTURE	/	PLANNED			
UK Fire	Corn Exchange	Emergency Lighting	Lighting		42584	completed - invoice to follow	Yes
SPS	Town Hall	Middle reception and Front office and make good	Damp Proofing		22/08/2016	only partial allocation of works two invoice £156 and £480 - additional works due to poor plaster	Yes
SPS	Town Hall	Floor sloping - Front office	Carpentry	42608	42605	H&S issue - floor dropped AM an dMayor aware	Yes
Internal	Norris Museum	Vandalised Window	Glazing		24/08/2016		Yes
Kone	Corn Exchange	Back Lift not working	Lift	42596	42607	Part jammed	Yes
Internal	Town Hall	Bulb blown	Electrical	25/08/2016	25/08/2016		Yes
SPS	Burleigh Hill	Repair plaster to all cubicles, damp seal where needed	Maintenance		42607		Yes
SPS	Burleigh Hill	Supply and fit auto shutoff taps - male	Maintenance		25/08/2016		Yes
SPS	Burleigh Hill	Repair plaster to all cubicles, damp seal where needed	Maintenance		42607		Yes
SPS	Burleigh Hill	Supply and fit auto shutoff taps - female	Maintenance		25/08/2016		Yes
SPS	Burleigh Hill	Supply and Fit Fire Blanket	Health & Safety		42608	For BH to reimburse	Yes
Internal	Corn Exchange	Toilet blocked	Plumbing		03/09/2016		Yes
Kone	Corn Exchange	Service - Front Lift	Lift		42618		Yes
Kone	Corn Exchange	Service - Rear Lift	Lift		05/09/2016		Yes
Internal	Bus Station Toilets	Sewer Inspection	Plumbing		42621		Yes
Internal	Bus Station Toilets	Disabled Toilet Lock broken	Locksmith	25/08/2016	09/09/2016	Lock Ordered 26/8/2016	Yes
SPS	Corn Exchange	Repair, seal and varnish to front door	Carpentry	42566	42628	Works completed to specification - CE looking at additional works. PO Total £	Yes
Cambridge Networks	Norris	New phone installation	Phone		17/09/2016		Yes
Wallgate	Bus Station Toilets	Service - Handwashing	Cleaning		42633		Yes
Cambridge Networks	Town Hall	Hard Drive replacement Computer 001	Computer		23/09/2016		Yes
Leaders	York House	CO2 alarm fitted	H&S		42638		Yes
Internal	Bus Station Toilets	Sewer Inspection	Plumbing		26/09/2016		Yes
Calverton Finance	Norris	Inspection as part of HLF works	Asbestos		42643	Monies to be funded from HLF so not quoted here	Yes
Blocksaway	Corn Exchange	Drains	Plumbing	15/09/2016	30/09/2016		Yes
APPS	Bus Station Toilets	Chemical Works	Plumbing		42643	on going monthly - cost shared with HDC	Yes
SPS	Burleigh Hill	Supply and Fit Air Bricks to Ladies and Gents Toilets to resolve Damp issue	Maintenance		30/09/2016		Yes
Internal	Corn Exchange	Replacement light fittings - broken	Lighting		42644		Yes
Internal	Bus Station Toilets	Response to complaint - Gents Toilets	Plumbing		02/10/2016		Yes
Climate Auto	Town Hall	Barrier repair needed	Barrier	42643	42649	Part needed	Yes
T Clarke	Town Hall	Gas Safety Inspection	Gas	42636	10/10/2016	Date subject to completion of CE	Yes
T Clarke	Corn Exchange	Gas Safety Inspection	Gas	42636	42653	TClarke agreed date with CE	Yes
Kone	Corn Exchange	Service	Lift		24/10/2016	Service Contract	Yes
SPS	Burleigh Hill	Replace Disabled light fitting	Maintenance		42674		Yes
SPS	Burleigh Hill	Refurbished emergency exit double doors.	Maintenance		31/10/2016		Yes
SPS	Burleigh Hill	Safety glass to doors	Maintenance		42674		Yes
SPS	Burleigh Hill	Florescent light replacements - at height	Maintenance		31/10/2016		Yes
UK Fire	Town Hall	Quarterly Service/Testing	Fire Alarm		42698		Yes
Internal	Bus Station Toilets	Response to complaint - Gents Toilets	Plumbing		25/11/2016		Yes
Internal	Bus Station Toilets	Response to complaint - Gents Toilets	Plumbing		42702		Yes
Internal	Bus Station Toilets	Response to complaint - Gents Toilets	Plumbing		29/11/2016		Yes
SPS	Bus Station Toilets	Tile replaced roof	Maintenance		42704		Yes
SPS	Burleigh Hill	Supply and fit Doc-M toilet suite to disabled toilet	Maintenance		09/12/2016	Various - agreed see meeting note	Yes
Internal	Bus Station Toilets	Response to complaint - Baby changing area	Plumbing		42723		Yes
SPS	Burleigh Hill	Rear court yard repairs	Maintenance		23/12/2016		Yes

## Maintenance Schedule 2016/17

		FUTURE	/	PLANNED			
JSL Electrical	Bus Station Toilets	Light gone	Electrical	42667		Not quoted - high level of complaint from public	Yes
SPS	Burleigh Hill	Repair and seal External doors	Maintenance	42649		Additional work agreed AB 6/10/16	Yes
Internal	Town Hall	Light bulb replacement	Electrical	42675			Yes
DH Windows	Town Hall	Window Cleaning	Maintenance	12/2016			Yes

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**PROPERTY COMMITTEE MEETING**

**DATE:** 18 January 2017

**SUBJECT:** PROPERTY & MAINTENANCE UPDATE

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**1 Purpose of Report**

- 1.1 To provide Members with an update detailing the ongoing program of Council property maintenance

**2 Recommendations**

- 2.1 That the report is received and noted.
- 2.2 Drawings for Council Chamber benching be agreed for work to commence.

**3 Background**

- 3.1 Property Committee resolved the following at its last meeting:

PR15.2.3 that authority be delegated to the Chairman, Vice Chairman and Town Clerk to progress the matter of audio visual equipment. The specification to also include an audio loop.

PR15.2.4 that authority be delegated as above to acquire appropriate lighting for the Council Chamber

PR15.2.5 that replacement of the curtains be deferred pending a decision on redecoration.

PR15.2.6 that drawings be obtained to illustrate the proposed new benching in the Chamber.

PR15.2.7 that a budget be agreed for regular window cleaning.

- 3.2 Drawings showing illustration of benching for consideration and decision.

- 3.3 DH Windows was appointed to provide Window cleaning services.

- 3.4 Energy Certificate for Burleigh Hill remains outstanding. Information on energy usage has been provided but are estimated. We await a decision as to whether the certificate will be issued on this basis. The planned works have now been completed at the Centre including improvements to both male and female disabled toilets and H&S issues addressed.

- 3.5 Corn Exchange continues to require significant on-going maintenance. The introduction of regular high pressure cleaning has caused damage to a pipe. Awaiting report with regard to repair.  
Reception area floor currently being monitored as becoming uneven.  
Windows are deteriorating and in need of repair.  
Two quotes, from qualified stonemasons, were sort for the repair/replacement of eroding stonework at the front of the building. Conservation Officer is aware and approved work.  
For information works to the roof on the neighbouring building are planned for 2017.

- 3.6 Bus Station toilets continue to be a cause for complaint by members of public. Further works on the extraction system is scheduled. Following an inspection by Anglian Water it would appear that debris is being dumped by persons unknown into the drains which lead from the toilets and this is causing blockages.

3.7 York House report from Leaders has raised a number of items for work which will be reviewed and scheduled as appropriate.

#### **4 Proposal**

4.1 The maintenance report of work undertaken be noted and in particular the Gas Safety inspection for Corn Exchange and Town Hall.

4.2 The Drawing for Chamber benching be accepted and work approved

4.3 Noted that DH Windows have been appointed to undertake Town Hall window cleaning.

#### **5. Financial Implications**

5.1 Property and Maintenance (including refurbishment) budgets in remain in budget with the exception of Burleigh Hill and Depot. Increase in works required by Corn Exchange be noted. Consideration be made with regard to the contribution clause within Corn Exchange contract.

#### **6. Policy Implications**

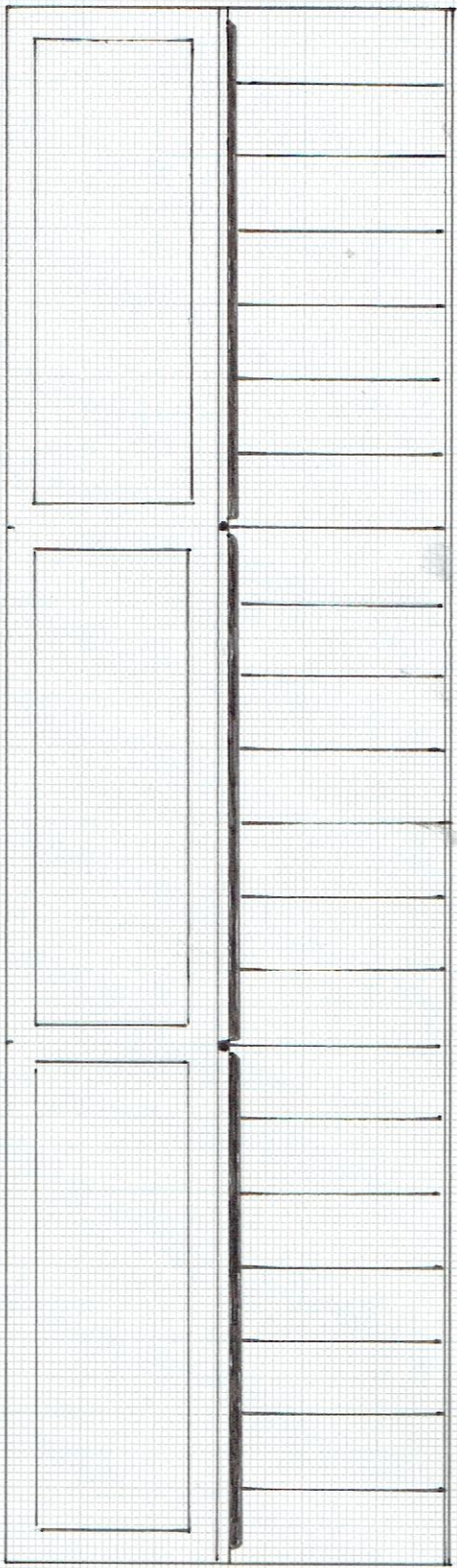
6.1 There are no policy implications

#### **7. Health and Safety Implications**

7.1 Health & Safety issues mitigated by planned maintenance.

Allan Witherick  
Town Clerk

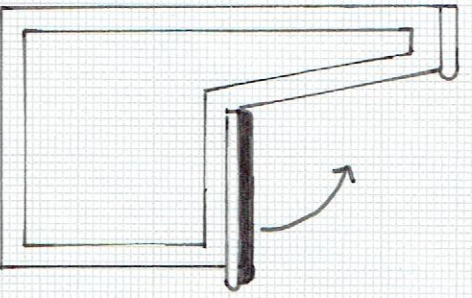


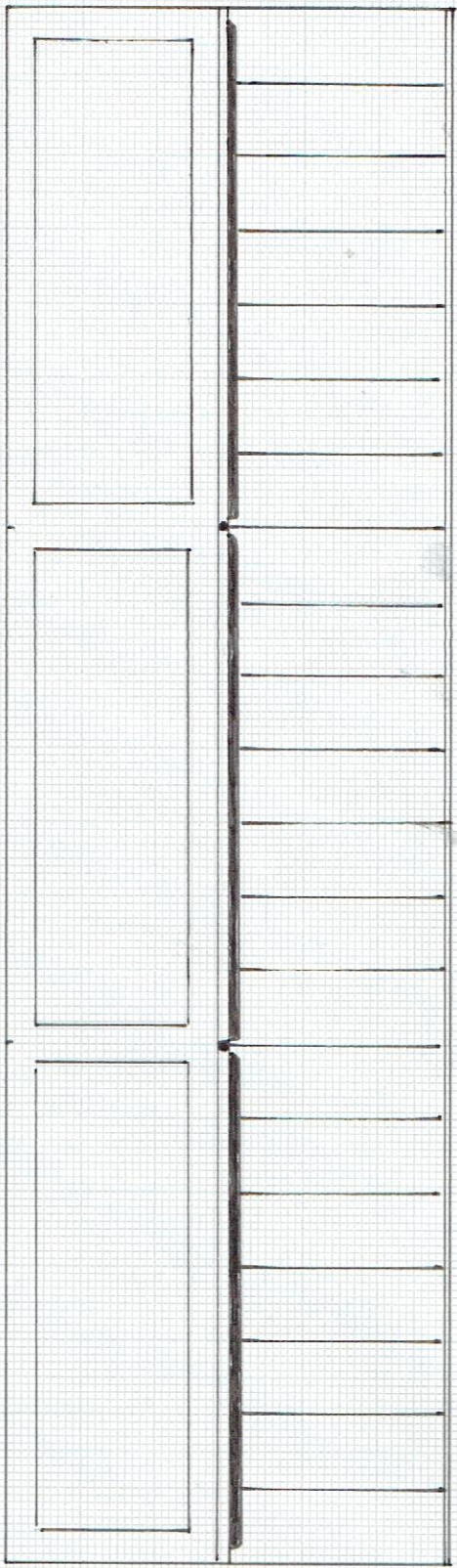


Material = Oak

Finish = clear

Seat pads = leather

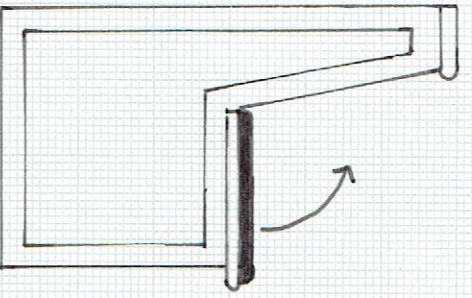




Material = Oak

Finish = clear

Seat pads = leather



Property Visit Report

ADDRESS :YORK HOUSE, THE BROADWAY , ST IVES,  
HUNTINGDON , CAMBS , PE27 5BX



PROPERTY VISIT DATE: 19-10-2016  
 PROPERTY INSPECTOR: Lisa Stratford  
 PROPERTY MANAGER: David Maleham  
 CONTRACT REF:

Tenants Present	<input type="checkbox"/> Yes	Evidence Of Animals in Property	<input type="checkbox"/> No
Management Keys Held & Keys Checked	<input type="checkbox"/> No	Permission Received & Pet Guarantee in Place	<input type="checkbox"/> No
Alarm Code Checked/Changed	<input type="checkbox"/> No	Are Animals Having Detrimental Effect	<input type="checkbox"/> No
Is the Property supplied with gas	<input type="checkbox"/> Yes	Evidence of Smoking in the Property	<input type="checkbox"/> No
Are carbon monoxide detectors present / How many	<input type="checkbox"/> Yes-1	Are smoke alarms present on each floor	<input type="checkbox"/> Yes
Carbon monoxide detectors notes:		Smoke alarms	..

Internal Impression

Decor looking tired

External Impression

Window frames flaking

During this Tenancy the Property is managed by Agent

During normal office hours, please note the following contact details for all property maintenance issues.	Property Management telephone number: Phone: 01480464220 Fax :  Property Management email address: fenstanton@leaders.co.uk
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- This report was undertaken by a representative of Leaders Limited
- The report takes into account the visible aspect of the property only.
- The report provides a guide to the condition of the property at the time of the visit and does not constitute a structural survey.
- The property was visited with the tenant's goods and effects in situ and therefore the degree of observation is limited.
- **Whilst the entirety of the property has been visited, comments will only be made on rooms or areas which warrant action or need to be noted.**

19-10-2016 12:08:58



Picture of Front of Property 1

# Property Visit Report

**ADDRESS :YORK HOUSE, THE BROADWAY , ST IVES,  
HUNTINGDON , CAMBS , PE27 5BX**

PROPERTY VISIT DATE: 19-10-2016  
PROPERTY INSPECTOR: Lisa Stratford  
PROPERTY MANAGER: David Maleham  
CONTRACT REF:

## Rooms/areas visited

Lounge / Diner	<input checked="" type="checkbox"/>	Front Hall	<input checked="" type="checkbox"/>
Kitchen	<input checked="" type="checkbox"/>	Cloakroom	<input checked="" type="checkbox"/>
Hall, Stairs And Landing	<input checked="" type="checkbox"/>	Bedroom 1	<input checked="" type="checkbox"/>
Bedroom 2	<input checked="" type="checkbox"/>	Bedroom 3	<input checked="" type="checkbox"/>
Bathroom	<input checked="" type="checkbox"/>		

# Property Visit Report

ADDRESS :YORK HOUSE, THE BROADWAY , ST IVES,  
HUNTINGDON , CAMBS , PE27 5BX

PROPERTY VISIT DATE: 19-10-2016  
PROPERTY INSPECTOR: Lisa Stratford  
PROPERTY MANAGER: David Maleham  
CONTRACT REF:

Key For Action Points <i>Action Points only to be completed where appropriate</i>	
A	Urgent Action Required
B	Room not presenting well, work may be needed at the end of the Tenancy
C	Untidy – not currently detrimental to the room
D	Block Management responsibility and action
E	For information only, no action taken at this time
F	Action required, Landlord's instructions sought
G	Agent to arrange work / Agency dealing
H	Cleaning required

Item	Condition / Comments	Action	Responsibility
<b>Lounge / Diner</b>			
	Paint flaking. This has already been painted over but moisture coming through again. (See photo 1)	E	LL
<b>Front Hall</b>			
	Nothing to report		
<b>Kitchen</b>			
	Nothing to report		
<b>Cloakroom</b>			
	Paint flaking Carbon alarm working (See photo 2)		
<b>Hall, Stairs And Landing</b>			
Smoke detector	Working	E	LL
	1 upstairs and 1 downstairs		
<b>Bedroom 1</b>			
	Unable to access as Mr tt was sleeping.		
<b>Bedroom 2</b>			
	Nothing to report		
<b>Bedroom 3</b>			
	Nothing to report		
<b>Bathroom</b>			
	Mould on the ceiling (See photo 3)		



1. Lounge / Diner



2. Cloakroom



3. Bathroom

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LEFT BLANK**