



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
Telephone: 01480 388929

Email: clerk@stivestowncouncil.gov.uk

Issued: 20 June 2019

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

You are hereby summoned to attend a **Meeting of the Amenities Committee of St Ives Town Council** to be held on Wednesday 26 June 2019 in the Town Hall St Ives at approximately **7.40 pm**.

Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

- A17.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- A18.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20**
To appoint a Vice Chairman for the Committee.
- A19.00 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.
- A20.00 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.
- A21.00 MINUTES**
To confirm as a correct record the Minutes of the Meeting of the Amenities Committee held on 22 May 2019 (copy herewith).
- A22.00 ROLLING PROGRAMME**
To receive and note the attached Rolling Programme (copy herewith).
- A23.00 BUDGET REPORT**
To receive Budget Report (copy herewith).



**THIS PAGE
HAS BEEN
INTENTIONALLY
LEFT BLANK**

**Minutes of the Meeting of the Amenities Committee of St Ives Town Council
held at the Town Hall St Ives on Wednesday 22 May 2019**

Present:

Town Mayor: Councillor D Rowe (ex officio) [in the Chair for Item A01.00]

Councillors: J Davies, M King, B Luter, J Pallant, C Pegoraro, J Tiddy, L Davies

In attendance:

Town Clerk: A Benfield

Amenities Manager: C Allison

A01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor M King be appointed Chairman of the Committee for the ensuing municipal year.

A02.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Fuller (Personal).

A03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor L Davies be appointed Vice Chairman for the ensuing municipal year.

A04.00 DECLARATIONS OF INTEREST

No declarations were made.

A05.00 PUBLIC PARTICIPATION

Mr Waterworth, a resident, addressed the Committee on the subject of the Horse Chestnut tree in Warner's Park which had been identified for possible felling.

He read a statement from HDC's Tree Strategy and a statement from our website stating that the team works for the community of St Ives and wants to make a difference to the town. He stated that he was passionate about saving the Horse Chestnut and requested that options other than felling be discussed.

A06.00 MINUTES

RESOLVED: that the Minutes of the Meetings of the Amenities Committee held on 17 March and 24 April 2019 are confirmed as a correct record and signed by the Chairman.

A07.00 RoSPA ANNUAL PLAY AREA REPORT

Members were in receipt of report on the Annual Inspection. They were pleased to note that no high risk matters were featured and that the medium risk items identified could be dealt with in-house.

RESOLVED: that the report be received and noted.

A08.00 ALL SAINTS CHURCHYARD WALLING

Members gave consideration to a report detailing a recent survey undertaken on the Churchyard Wall.

Chairman's
Initials

- RESOLVED: A08.01** that the report be received and noted.
- A08.02** that advice be sought from the Conservation Officer and tenders sought for the remedial works identified as a result of advice received.
- A08.03** that the matter be brought back to a future meeting for consideration of tenders received and quotations obtained.

A09.00 WARNER'S PARK HORSE CHESTNUT TREE

Consideration was given to the removal of a horse chestnut tree in Warner's Park and its replacement.

Members expressed views both in favour and against the removal of the tree, although acknowledged that the results of the independent tests could not be ignored and that health and safety issues came first even if it meant the loss of a beautiful tree if there was any danger to the public. There had been no fault in the process undertaken, it was just unfortunate that the outcome was very unpopular. The expert view was that the tree was unsafe.

Mr Waterworth indicated that he wished to address the meeting further. On the basis that he might have misunderstood the protocol for Public Speaking he was permitted, on this occasion, to do so.

Mr Waterworth proposed that members take their time in making a decision and put the matter on hold whilst considering other options such as crowning, erecting surrounding hedging, cutting some limbs and propping the tree up. He stated that he was a member of the St Ives Tree Action Group.

The Town Clerk advised that the matter was on temporary hold as a bat survey had been commissioned due to concerns that they might be nesting in the tree. The Amenities Manager informed members that fencing had been erected around the tree in the interim period.

Members expressed their appreciation to staff for the work undertaken in this matter.

It was proposed, and duly seconded, that the proposals in the report be put forward. A recorded vote was called for with the following result:

For the Proposals	Against the Proposals	Abstention
Cllr M King	Cllr J Tiddy	Cllr J Davies
Cllr D Rowe	Cllr L Davies	
Cllr J Pallant		
Cllr Dr C Pegoraro		
Cllr B Luter		

It was therefore:

- RESOLVED: A09.01** that the report is received and noted
- A09.02** that the tree be felled at a cost of £2,800 by Global Tree Solutions Ltd
- A09.03** that a new Horse Chestnut tree is purchased and sited in a suitable location within Warner's Park at an approximate cost of £132.

Chairman's
Initials

A09.04 that members are kept informed of developments

A10.00 URBAN FOREST

Consideration was given to a communication received from a resident requesting that more trees be planted on Council land.

RESOLVED: A10.01 that the report be received and noted

A10.02 that the resident be thanked for their comments and informed of Council practices and initiatives.

A11.00 CEMETERY REGULATIONS

Members received updated Cemetery Regulations.

The Town Clerk advised that the only changes were to aid clarification and were contained on the first page. The most important matters were brought forward ie, pricing structure and the addition of a further family member onto Deeds of Grant. Imperial measures for sizing would be retained rather than conversion to metric.

RESOLVED: that the information be received and the updated Regulations adopted.

A12.00 ROLLING PROGRAMME

Members were in receipt of Rolling Programme. It was noted that there had been no room in the July 'Bridge' for inclusion of a cycle survey and this would now go into the Autumn edition. Councillor Pallant agreed to advise on cycle racks.

There had been no further progress on the ownership of benches but the Grounds Maintenance team had painted them.

RESOLVED: that the Rolling Programme be received and noted.

A13.00 BUDGET REPORT

RESOLVED: that the Budget Report be received and noted.

A14.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

A15.00 MAUSOLEUM

Members gave consideration to further options for the delivery of Mausolea.

A proposal had been put forward by the contractors to build a larger mausoleum consisting of 24 chambers with a 32 niche provision for ashes in the middle. This would be more economical than building two separate blocks and finance packages could be provided by contractors.

This proposal would be aesthetically pleasing and more in keeping with the site. Any funding deficit would come from CIL funds.

Chairman's
Initials

Members considered that there would be greater take-up in the future. It was noted that the original proposal was cost neutral but the additional facilities would provide the opportunity to extend the facility to non residents of St Ives.

RESOLVED: that the revised proposal be supported by the Amenities Committee and presented for consideration at the next Council Meeting.

A16.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED: that the confidential business having been concluded the Press and the Public be re-admitted to the Meeting.

Chairman:

Date: 26 June 2019

DRAFT

Chairman's
Initials

Index	Date	Agenda_Title-Venue	Agenda	Resolved-Present	Current state
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 26/09 - bench ordered for Westwood Road. To be funded by St Ivo School 5/11 - Westwood Road bench delivered and erected - closed 15/01/19 In discussion with County on siting of bench by the bus shelter at the junction of St Audrey Lane and Ramsey Road. 11/02 Advised base for bench must be laid by a contractor with a street licence. 25/02 Contractor recommended by HDC. Quote being obtained. 13/03 Quote received. Report to committee 27/3 - installaton of bench cost prohibitive - closed. 27/03 Henry Berman Memorial Bench - siting of bench to be agreed. Cllr J Davies to contact family with options (Holt Island/plaque in bus station)
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. 12/02/19 No further progress on ownership
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 od contract. 28/09 Successful contractor advised. 27/03/19 Contractor to liaise with play equipment provider on timetable for works to be undertaken. 20/06 Works scheduled to commence on 24 June
A34.00	26/09/2018		Contract awarded to DCM Surfaces Ltd	Agreed. That the provision of new play equipment be considered with proposals being 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.	28/11Wet pour sites reduced from 8 to 5 in order of need. Funds from remaining 3 sites diverted to upgrade play equipment at 5 sites. Detailed suggestions be obtained. To consult on proposals and revert to a future meeting with findings. Report prepared for 27/02/2019 meeting. 04/03/2019 Successful contractor advised. 27/03 Order placed for play equipment. Will liaise with DCM, wet pour provider on timetable for works. 20/06 Works scheduled to commence on 24 June
A71.00	27/02/2019	TENDERS FOR THE REPLACEMENT OF PLAY EQUIPMENT	Contract awarded to Playdale Playgrounds Ltd.	Agreed.	

A67.00	27/02/2019	HEDGING AND TREE LINE BEHIND WARNER'S PARK PLAY AREA	Hedge and treeline to be cut back. Quotes be obtained and tender awarded to the satisfaction of the Town Clerk in conjunction with the Chair and Vice Chair.	Agreed. That the budget be taken from the wet pour project.	27/02 Indicative quote received. Advised whole hedge would need to be removed. Permission being sought from Cambridgeshire County Council. 04/03 Permission obtained from Cambridgeshire County Council. Quotes being obtained. Land may be in conservation area. HDC advice being sought. 26/03 HDC's Arboriculture Officer's advice received. Confirmed land is within conservation area. Cannot support removal of hedging - a wildlife corridor and historic boundary. 15/04 2 ash trees in hedge line found to have inonotus hispidus. HDC permission received to reduce to 6-8 feet. 20/05 Trees reduced to 6-8 feet.
A79.03	27/03/2019	CYCLE RACK PROVISION	That options be investigated on the potential for new cycle rack provision in St Ives (that could be installed without the requirement for a street works licence).	To consider- maybe a survey in the Bridge?	24/04/2019 Diarised for an article to appear in the July edition of The Bridge. 22/05 Insufficient room in July edition, to appear in the Autumn edition.
A91.00	24/04/2019	MAUSOLEUM, RAMSEY ROAD CEMETERY	That Greenbridge Designs Ltd are appointed to build a mausoleum at Ramsey Road Cemetery.	Agreed.	24/04/19 Greenbridge Designs awarded contract.
A15.00	22/05/2019		Tender received to increase Mausoleum capacity to 24 chamber and 32 niche	Recommend support to full Council	12/06/2019 Recommendation to next full Council meeting. 12/06 Full Council approved increased mausoleum capacity 20/06 Work due to commence in July
A08.00	22/05/2019	PARISH CHURCHYARD WALLING	Advice of Conservation Officer to be sought. Seek tenders based on Conservation Officer's response. Revert to future committee with quotes.	Agreed.	24/05/2019 Advice sought from planning conservation officer. Response awaited. 20/06 Response received. Options to be consulted upon with the PCC.
A09.00	22/05/2019	HORSE CHESTNUT TREE, WARNER'S PARK	That the tree be felled. A new tree be purchased in the Autumn. That members be kept advised.	Agreed.	21/05 Fencing erected around tree 03/06 Bat survey undertaken - no evidence found.

		<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	13,500	13,411	13,500	3,365	13,500	0	0	0	0
	Total Income	13,500	13,411	13,500	3,365	13,500	0	0	0	0
5019	Repairs & Renewals	3,000	9,117	3,000	520	3,000	0	0	0	0
5021	Health & Safety	500	503	500	81	500	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	250	0	0	0	0	0	0	0	0
6456	Toilet Provision	33,600	32,668	33,600	8,854	33,000	1,850	0	0	0
6927	Street Cleaning	250	0	0	0	0	0	0	0	0
6932	Electricity	1,000	554	500	97	500	0	0	0	0
6934	Water Rates	1,400	546	1,000	257	800	0	0	0	0
6937	Fire Extinguishers	100	341	250	0	0	0	0	0	0
6945	Clock Maintenance	340	520	420	0	420	0	0	0	0
6983	Farmer's Markets	11,500	14,164	10,000	1,809	10,000	0	0	0	0
9136	Jointly Funded Imp Scheme(EMR)	5,435	3,310	0	0	0	5,176	0	0	0
9138	Toilet Provision (EMR)	22,346	0	0	0	0	0	0	0	0
9139	Jubilee Mem. Renovation (EMR)	1,830	0	0	0	0	0	0	0	0
9157	New Vehicle (EMR)	17,000	12,295	1,000	0	0	0	0	0	0
9187	Parish Church Wall (EMR)	10,000	0	0	350	0	0	0	0	0
9195	Play Equipment (EMR)	244,321	260	10,000	31,547	0	0	0	0	0
9286	Equip & Tools-Amenities (EMR)	2,145	576	2,000	0	0	0	0	0	0
9436	War Memorial Renovation (EMR)	2,350	0	250	0	0	0	0	0	0
9496	Westwood Road Memorial (EMR)	3,875	0	1,000	0	0	0	0	0	0

Continued on next page

11:35

		<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	361,242	74,855	63,520	43,516	48,220	7,026	0	0	0
	300 Net Income over Expenditure	-347,742	-61,444	-50,020	-40,151	-34,720	-7,026	0	0	0
6000	plus Transfer from EMR	0	13,853	0	31,897	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(347,742)</u>	<u>(47,591)</u>	<u>(50,020)</u>	<u>(8,253)</u>	<u>(34,720)</u>		<u>0</u>		
310	<u>Street Lighting</u>									
5019	Repairs & Renewals	1,000	931	1,000	0	2,100	0	0	0	0
6032	CCC Electric Energy	1,765	4,244	2,100	0	0	0	0	0	0
	Overhead Expenditure	2,765	5,175	3,100	0	2,100	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,765)</u>	<u>(5,175)</u>	<u>(3,100)</u>	<u>0</u>	<u>(2,100)</u>		<u>0</u>		
320	<u>Street Furniture</u>									
6184	Town Signs/Noticeboards/Maint.	0	0	250	0	0	0	0	0	0
6186	Seats- Installation	0	309	500	0	0	0	0	0	0
	Overhead Expenditure	0	309	750	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(309)</u>	<u>(750)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
330	<u>Machinery</u>									
6255	Road Fund Licence	380	330	380	217	380	0	0	0	0
6256	Fuel	4,000	4,244	4,000	773	4,000	0	0	0	0
6257	Maintenance & MOT	4,000	749	4,000	1,142	3,000	0	0	0	0
	Overhead Expenditure	8,380	5,323	8,380	2,131	7,380	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,380)</u>	<u>(5,323)</u>	<u>(8,380)</u>	<u>(2,131)</u>	<u>(7,380)</u>		<u>0</u>		
340	<u>Playground/Open Spaces/Cem.</u>									

Continued on next page

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
4052	Ashes Plots Digging	1,100	774	1,000	60	1,000	0	0	0	0
4140	Mausoleum Income	0	0	0	24,000	33,000	0	0	0	0
4150	Burial Fees	15,000	37,526	22,000	1,113	20,000	0	0	0	0
Total Income		16,100	38,299	23,000	25,173	54,000	0	0	0	0
6391	Inspections & Repair & Renewal	1,600	1,496	1,600	625	1,500	0	0	0	0
6488	Tree Work	11,865	14,620	3,000	1,500	3,000	0	0	0	0
6490	Annual Planting	8,000	7,630	8,000	725	8,000	0	0	0	0
6492	Christmas Tree & Decorations	700	275	700	0	0	0	0	0	0
6593	Cemetery Maintenance	10,394	10,394	2,500	-781	2,500	0	0	0	0
Overhead Expenditure		32,559	34,414	15,800	2,069	15,000	0	0	0	0
Movement to/(from) Gen Reserve		(16,459)	3,885	7,200	23,104	39,000		0		
350	Allotments									
4160	Allotment Rents	6,094	5,948	6,270	5,965	5,965	0	0	0	0
Total Income		6,094	5,948	6,270	5,965	5,965	0	0	0	0
6636	Allotment Maintenance	500	550	1,000	66	1,000	0	0	0	0
6644	Rent for the Meadow	200	200	200	200	200	0	0	0	0
Overhead Expenditure		700	750	1,200	266	1,200	0	0	0	0
Movement to/(from) Gen Reserve		5,394	5,198	5,070	5,699	4,765		0		

Continued on next page

**St Ives Town Council 19/20
Annual Budget - By Committee**

11:35

	<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	35,694	57,657	42,770	34,503	73,465	0	0	0	0
Expenditure	405,646	120,827	92,750	47,982	73,900	7,026	0	0	0
Net Income over Expenditure	<u>-369,952</u>	<u>-63,170</u>	<u>-49,980</u>	<u>-13,479</u>	<u>-435</u>	<u>-7,026</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	13,853	0	31,897	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(369,952)</u>	<u>(49,316)</u>	<u>(49,980)</u>	<u>18,419</u>	<u>(435)</u>		<u>0</u>		
Total Budget Income	35,694	57,657	42,770	34,503	73,465	0	0	0	0
Expenditure	405,646	120,827	92,750	47,982	73,900	7,026	0	0	0
Net Income over Expenditure	<u>-369,952</u>	<u>-63,170</u>	<u>-49,980</u>	<u>-13,479</u>	<u>-435</u>	<u>-7,026</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	13,853	0	31,897	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(369,952)</u>	<u>(49,316)</u>	<u>(49,980)</u>	<u>18,419</u>	<u>(435)</u>		<u>0</u>		