



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

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Issued: 18 July 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 24 July 2019 in the **Town Hall St Ives at 8.15 pm**

Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

- A24.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- A25.00 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.
- A26.00 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.
- A27.00 MINUTES**
To confirm as a correct record the Minutes of the Meeting of the Amenities Committee held on 26 June 2019 (copy herewith).
- A28.00 ROLLING PROGRAMME**
To receive and note the attached Rolling Programme (copy herewith).
- A29.00 BUDGET REPORT**
To receive Budget Report (copy herewith).
- A30.00 s106 CONTRIBUTION**
To approve the Town Mayor and Deputy Town Mayor signing a Deed transferring a contribution for Off Site Open Space in the sum of £36,005.11 for use under s106 arrangements.



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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 26 June 2019**

Present:

Chairman: Councillor M King

Councillors: J Davies, B Luter, J Pallant, J Tiddy, R Fuller, R D'Souza

In attendance:

Amenities Manager: C Allison

A17.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor Dr C Pegoraro (business commitment).

A18.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor R D'Souza be appointed Vice Chairman for the ensuing municipal year.

A19.00 DECLARATIONS OF INTEREST

No declarations were made.

A20.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

A21.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Amenities Committee held on 22 May 2019 are confirmed as a correct record and signed by the Chairman.

A22.00 ROLLING PROGRAMME

The Amenities Manager updated the Committee on matters that had progressed since the report had been written.

The Horse Chestnut tree had been felled on 26 June. It was noted that a replacement tree would be planted in the Autumn. The wet pour and play equipment programmes commenced on 24 June and would continue until 18 July. The Mausoleum work would start week commencing 15 July, an open meeting was held on 20 June.

Some concerns were expressed that work was being undertaken at Wheatfields and Burleigh Hill play areas at the same time but it was accepted that this was necessary for reasons of efficiency.

The Amenities Manager reported that the second Mausoleum meeting had raised a number of procedural questions from an undertaker's perspective. These were being investigated. 11 of the 12 available chambers had already been allocated.

RESOLVED: that the Rolling Programme be received and noted.

Chairman's
Initials

A23.00

BUDGET REPORT

Members noted that the budgets for tree work and lighting were likely to be overspent.

RESOLVED: that the Budget Report be received and noted.

Chairman:

Date: 24 July 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.
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.	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 15/07 Burleigh Hill complete, working on other 4 sites. Completion expected by 26 July.
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.
A71.00	27/02/2019	TENDERS FOR THE REPLACEMENT OF PLAY EQUIPMENT	Contract awarded to Playdale Playgrounds Ltd.	Agreed.	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 15/7 works completed on all 5 sites 5 July.
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 commenced 15 July, expected to take 2 weeks.
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 from HDC. Options to be consulted upon with the PCC. 15/7 Advised PCC. PCC to respond after their next meeting to be held week beginning 15 July.
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. 26/06 Tree felled 17/07 order to be placed with Barcham Nursey for replacement tree to be planted in the autumn. Action closed

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	13,500	13,411	13,500	5,965	13,500	0	0	0	0
	Total Income	13,500	13,411	13,500	5,965	13,500	0	0	0	0
5019	Repairs & Renewals	3,000	9,117	3,000	741	3,000	0	0	0	0
5021	Health & Safety	500	503	500	240	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	10,246	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	141	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	2,912	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	350	0	0	0	0
9195	Play Equipment (EMR)	244,321	260	10,000	31,547	254,321	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

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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
	Overhead Expenditure	361,242	74,855	63,520	46,435	302,891	7,026	0	0	0
	300 Net Income over Expenditure	-347,742	-61,444	-50,020	-40,470	-289,391	-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>(8,572)</u>	<u>(289,391)</u>		<u>0</u>		
310	<u>Street Lighting</u>									
5019	Repairs & Renewals	1,000	931	1,000	538	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	538	2,100	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,765)</u>	<u>(5,175)</u>	<u>(3,100)</u>	<u>(538)</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	1,715	4,000	0	0	0	0
6257	Maintenance & MOT	4,000	749	4,000	1,892	3,000	0	0	0	0
	Overhead Expenditure	8,380	5,323	8,380	3,824	7,380	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,380)</u>	<u>(5,323)</u>	<u>(8,380)</u>	<u>(3,824)</u>	<u>(7,380)</u>		<u>0</u>		
340	<u>Playground/Open Spaces/Cem.</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
4052 Ashes Plots Digging	1,100	774	1,000	243	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	4,812	20,000	0	0	0	0
Total Income	16,100	38,299	23,000	29,055	54,000	0	0	0	0
6289 Mausoleum expenditure	0	0	0	0	0	71,600	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	4,028	11,000	0	0	0	0
6490 Annual Planting	8,000	7,630	8,000	5,198	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	1,722	2,500	0	0	0	0
Overhead Expenditure	32,559	34,414	15,800	11,573	23,000	71,600	0	0	0
Movement to/(from) Gen Reserve	(16,459)	3,885	7,200	17,482	31,000		0		
350 Allotments									
4160 Allotment Rents	6,094	5,948	6,270	6,000	5,965	0	0	0	0
Total Income	6,094	5,948	6,270	6,000	5,965	0	0	0	0
6636 Allotment Maintenance	500	550	1,000	651	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	851	1,200	0	0	0	0
Movement to/(from) Gen Reserve	5,394	5,198	5,070	5,149	4,765		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
Amenities - Income	35,694	57,657	42,770	41,020	73,465	0	0	0	0
Expenditure	405,646	120,827	92,750	63,221	336,571	78,626	0	0	0
Net Income over Expenditure	<u>-369,952</u>	<u>-63,170</u>	<u>-49,980</u>	<u>-22,202</u>	<u>-263,106</u>	<u>-78,626</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>9,696</u>	<u>(263,106)</u>		<u>0</u>		
Total Budget Income	35,694	57,657	42,770	41,020	73,465	0	0	0	0
Expenditure	405,646	120,827	92,750	63,221	336,571	78,626	0	0	0
Net Income over Expenditure	<u>-369,952</u>	<u>-63,170</u>	<u>-49,980</u>	<u>-22,202</u>	<u>-263,106</u>	<u>-78,626</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>9,696</u>	<u>(263,106)</u>		<u>0</u>		