



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: 17 October 2019

Councillors R Bellamy, N Dibben, R Fuller, M King, B Luter, J Pallant, Dr C Pegoraro, J Tiddy

You are hereby summoned to attend a **Meeting of the Property Committee of St Ives Town Council** to be held on **Wednesday 23 October 2019** in the Town Hall St Ives at **7.40 pm**

Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

- PR09.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PR10.00 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.
- PR11.00 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.
- PR12.00 MINUTES**
To approve the Minutes of the Meeting of the Property Committee held on 24 July 2019 (copy herewith).
- PR13.00 STRATEGIC PLAN**
To receive Strategic Plan action plan and to consider how to proceed with the areas relating to the Property Committee (copy herewith).
- PR14.00 TOWN HALL: LED LIGHTING**
To consider recommendation that the current Town Hall lighting be replaced with LED lighting (copy herewith).
- PR15.00 PROPERTY MAINTENANCE**
- PR15.01 General Property & Maintenance Update**
To receive an update report (copy herewith).
 - PR15.02 Property Maintenance Schedule**
To receive Schedule (copy herewith)

PR16.00 BUDGET

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

PR17.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

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

PR18.00 CORN EXCHANGE: AMENDMENT TO DEED OF MUTUAL GRANT

To consider information on changes to access rights (copy herewith).

PR19.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.



**Minutes of the Meeting of the Property Committee of St Ives Town Council
held at the Town Hall St Ives on Wednesday 24 July 2019**

Present:

Deputy Town Mayor: Councillor J Pallant [in the Chair for Item PR01.00]

Councillors: M King, B Luter, J Tiddy, N Dibben, Dr C Pegoraro

In attendance:

Town Clerk: A Benfield

Amenities Manager: C Allison

PR01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor J Pallant be appointed Chairman for the ensuing municipal year.

PR02.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Fuller (HDC commitment). An apology was received from Councillor R Bellamy (HDC commitment) but was not given to the meeting.

PR03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor B Luter be appointed Vice Chairman for the ensuing municipal year.

PR04.00 DECLARATIONS OF INTEREST

Councillor J Pallant - non pecuniary interest as his wife is a member of the Pavilion Working Party.

Councillor Dr C Pegoraro - non pecuniary interest as a Director of the Corn Exchange CIC.

PR05.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PR06.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Property Committee held on 24 April 2019 were agreed as a correct record and signed by the Chairman

PR07.00 PROPERTY MAINTENANCE

PR07.01 General Property & Maintenance Update

Members were in receipt of General Property and Maintenance Report.

York House - it was noted that internal works at the property would be carried out between 25 September and 1 November when the property would be untenanted.

Corn Exchange - works had recently been undertaken which would be reported in the next quarter's report

Toilets - The Town Clerk had been in discussion with HDC regarding the ten year lease. Refurbishment works were needed to the toilets.

Chairman's
Initials

Norris Museum - Councillor Pallant was now qualified to turn off the alarms at the Museum.

Town Hall - A complete flush of the radiator system was to be conducted in August.

Pavilion - Works to commence shortly.

RESOLVED: that the report be received and noted.

PR07.02 Property Maintenance Schedule

Members were in receipt of Property Maintenance Schedule.

RESOLVED: that the Property Maintenance Schedule be received.

PR08.00 BUDGET

RESOLVED: that the Budget Report be received and noted.

Chairman:

Date: 23 October 2019

Chairman's
Initials

THE 2020 TO 2025 STRATEGIC PLAN ACTIONS

Appendix B

Action Point		Action		
1	To exceed the Government target of becoming carbon neutral by 2050 and work towards meeting the recommendation of the Committee on Climate Change to be carbon neutral by 2030	Ensure that all policies adopted in the Neighbourhood Plan consider the climate change agenda to reduce carbon emissions	Council 2020	
2		Introduce natural planting within the Town Council areas of responsibility where feasible	Amenities 2020	
3		Ensure that the Combined Authorities Master Plan for St Ives consider the climate change agenda to reduce carbon emissions	Council 2019	
4		Engage with other Authorities to establish and support joint initiatives to promote and publicise the Climate Change Agenda	Council 2020	
5		Adopt a policy to replace all trees felled on Town Council land within a 12month period	Amenities 2020	
6		Investigate the feasibility of introducing a policy that includes the planting of at least one tree annually on land within St Ives. To include working with other organisations and authorities to establish if the TC can plant trees on land not within the responsibility of the Town Council	Amenities 2021	
7		Set aside areas of Town Council land for the planting of wild and natural flowers that support wildlife	Amenities 2020	
8		Encourage other organisations and authorities to set aside land for the planting of wild and natural flowers that support wildlife	Amenities 2021	
9		Investigate energy saving measures in council owned and operated buildings	Property 2020	
10			Switch to renewable energy supplier for all energy supply	Property 2020
11			Review the use of one-use plastic within all Town Council operations with an aim to reduce to zero by 2023	Council 2020
12		Encourage and support the town to reduce one-use plastic with an aim to reduce to zero by 2023	Council 2020	
13		Investigate the impact of reducing the use of weed killing sprays by 2023	Amenities 2022	
14		Investigate the feasibility of reducing emissions on GM equipment	Amenities 2021	
15		Actively work to reduce consumption in all activities - Look to become a low use recycled paper organisation and use environmentally friendly cleaning products	Council 2021	
16		Commit to using LOAF (local, organic, animal friendly, fairly traded) ingredients at council functions	Council 2021	
17		Commit to using re-usable, biodegradable cups, plates and cutlery at council functions	Council 2021	
18		Form Climate Change Action Group	Council 2020	
19		Organise Energy Saving Pop-up Advice Surgery's and other opportunities to inform and educate on the Climate Change Agenda	Council 2020	

20		Commission Town Council carbon energy audit to establish base line data	Council 2020
21		Agree annual percentage reduction up to 2030	Council 2020
22		Investigate LED/low energy bulbs for street lights and all council buildings	Property 2020

Action point	COMMUNITY		
	Volunteering	Action	Timeframe
23	To proactively encourage volunteering	To encourage volunteers to undertake local ownership of verges and green spaces – both for litter picking and maintenance	Article in The Bridge and promote on social media in Spring and Autumn each year
24		Identify particular areas that would benefit from regular litter pics	Amenities Committee and In Bloom to provide list by Spring each year
25		Work with St Ives Timebank and other groups and organisations to carry out regular litter picks throughout St Ives	Council - Start in Spring 2020 to become quarterly
26		Encourage contact and coordination between community groups – by hosting annual community group fair and making groups aware of funding and training opportunities	Council - Annually
27	To endeavour to identify unmet Community needs that can be effectively met by Volunteers, and then, in partnership with other agencies and charities, help them become operational	Carry out appropriate surveys in conjunction with HVC when appropriate to highlight areas of significant unmet need.	Council - March 2020
28		Discuss unmet needs with relevant voluntary groups and agencies to see if the Council can facilitate the setting up of a group to meet the need.	Council - March 2020
29		Include reference to unmet needs within Neighbourhood Plan to ensure these are taken into account and minimised going forward	Council and NP Working Group Sept 2019- August 2021
30	To financially support volunteer groups that deliver community-based services	Review Memorandum of Understanding and level of grant support provided to volunteer-based agencies and groups to support the to provide a level of certainty to groups going forward prior to end of current 4-year funding	Council - October 2022
31		Include International Children's day in volunteer funding 4-year commitment	Council - 2019
	Communication		
32	To communicate with residents in a variety of ways to ensure they are informed of the Council's plans.	Review the current methods of communication to encompass new technology and ensure those methods adopted provide value for money and meet the needs of a diverse community	Council - March 2022
33		Review effectiveness of the website.	Council - December 2020
34	Respond to queries about non-Town Council public services.	Collect data on types and numbers of questions asked and provide feedback to service providers	Council - March 2020
35		Report data to Council	Council - April Annually

36		Direct questioner to the appropriate provider	Council - On receipt of queries
37		Use all forms of communication to provide 'frequent questions answered' in The Bridge magazine, website and notice boards	Council – Implement by Jan 2020 and then ongoing

ECONOMY			
	Shopping	Action	
38	To enhance the local shopping and leisure experience	Investigate effective ways of gathering footfall data	October 2020
Local Businesses			
39	To help to create an environment that supports existing businesses and attracts new ones	Support with stakeholder Groups (St Ives One), community groups and other strategic partners to identify opportunities to encourage new businesses to come to the Town.	Council 2019
Heritage & Tourism			
40	To endeavour to preserve and enhance the history, heritage and identity of the town.	Endeavour to preserve the historic centre of a shared space for the focus of the community	Ongoing
41		To include the historical aspect's and heritage of the town in the Neighbourhood Plan	Sept 2019- Aug 2021
42	To promote St Ives as a shopping, leisure and regional tourist destination	Identify opportunities and work with other groups and strategic partners to promote the town.	Ongoing
43		To consider options for providing additional tourist information and advice within St Ives.	March 2019
44		To work with HVC to provide additional tourist information and advice within St Ives	Council 2020

GOOD GOVERNANCE			
	Openness And Accountability	Action	
Strategic Plan And Budget			
45	To produce, review and monitor a 5-year Strategic Plan.	Monitor the Plan quarterly. Take any necessary remedial action.	Ongoing
46		Review Plan each year in light of agreed consultation plan and all other available information.	
Professional Standards			
48	To adopt and maintain professional standards in all aspects of the Council's business	Work to maintain NALC Local Council Award Scheme - Gold Standard	Ongoing
49		Develop and implement a continuous improvement strategy for staff and members with regard to training and delivery of public services	Personnel - 2020
Efficiency And Value For Money			
50	Undertake a rolling review of the activities of Council to identify opportunities for increasing efficiency.	Review the future use of the Pavilion at Warner Park.	March 2019
51		Consult with community on plans for the Pavilion	August 2019
52		Seek funding opportunities – including grants and public conscription	November - 2019

HEALTH & LEISURE			
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Wellbeing			
53	Work with health providers to identify opportunities to promote healthy lifestyles	Obtain data from healthcare providers	March 2020
54		Understand good practice health strategies from other local councils	March 2020
55		Identify Social Prescribing activities with local health practitioners	Council - 2020
56		Investigate the feasibility of introducing a Changing Places toilet facility in Globe Place public toilets	Amenities Cttee - 2020
57		Support and encourage the mental and physical health of Council staff	Personnel - 2020
Leisure And Entertainment			
58	To identify opportunities for the Council to facilitate or arrange leisure and entertainment opportunities that are consistent with the approved budget.	Identify the sort of activities, for all ages, that are not currently provided by others and prepare a report considering the cost/benefit of the Council providing these each year.	March 2020
59		Investigate options to organise physical sporting activities with partner organisations	Amenities - 2020
60		Include leisure and entertainment opportunities and facilities within the Neighbourhood Plan	Council 2020

TRANSPORT			
Public Transport		Action	
61	To liaise with Bus Operators and the County Council to ensure a reliable and frequent public transport system to allow residents and others to travel to work, shops and leisure activities	Identify need for further bus shelters and liaise with County and bus operators to secure provision.	Ongoing
62		Comment on Combined Authority Transport Plan	Council 2019
Infrastructure			
63	To comment on Local Plans and Strategic Plans to ensure that the need for any upgrades to the highways infrastructure are fully reflected.	Encourage HDC/ CCC study and delivery of improvements to local main roads including A1123 and Harrison Way.	Ongoing
64	To liaise with the County Council to endeavour to ensure that the road network within the Town is maintained in an acceptable condition and action is taken to deal with any safety or congestion issues.	To work with groups and strategic partners to review the signage on footpaths and cycle paths and identify the costs of any proposed new signs	Ongoing
65		Identify paths with official records and make arrangements for those not currently listed to be registered	Amenities 2022
66		Continue to submit plans for highway improvements through the LHI Scheme annually	Council – August annually

EVERYDAY ITEMS			
Norris Museum		Action	
67	Volunteering	Continue to support the Norris Library and Museum framework of volunteering and volunteer training	Ongoing
68		Identify new opportunities for volunteers to support the work of the Norris Library and Museum.	Ongoing

69	Heritage To endeavour to preserve and enhance the history, heritage and identity of the town	Preserve the Norris Library and Museum collection	Ongoing
70		Enhance the cataloguing of the Museum collections.	Ongoing
71		Carry out the Museum Rationalisation Programme.	ongoing
72		Support and document local research	ongoing
73		Development of permanent Museum displays	Ongoing
74		Maintain temporary exhibition programme	Ongoing
75		Maintain Library and Museum Outreach programme.	Ongoing
76		Improvement of Library and Museum facilities integral to Huntingdonshire's Heritage project.	Ongoing
77		Make the Library and Museum's collections more intellectually accessible	Ongoing
78		Identify opportunities to make the Library and Museum more physically accessible.	Ongoing
79		Deliver the resulting plan within timetable.	Ongoing
	EDUCATION		
80	To promote the Norris Library and Museum as a place for learning – for schools, groups, families and individuals	Maintain learning programme and outreach activities	Ongoing
81		Develop a programme of Town Tours.	
82		Provide holiday activities and events	
83	Openness And Accountability	To maintain ACE (Arts Council England) Accreditation standard at Norris Library and Museum	Ongoing
	Town Hall	Action	
84	Volunteering	Invite voluntary organisation to apply for grants by October each year.	Annual
85		Review Memorandum of Understanding with volunteer-based agencies and groups to ensure fit for purpose and achievable for next 12months	Council - October annually
86		Review the budget provision for grants on an annual basis taking into account the value for money achieved from voluntary effort.	November Annually
87	To be ready, in partnership with other agencies and charities, to react quickly if any existing Volunteer Group gets into difficulties and help resolve their problems	Respond promptly to any concerns raised by any Volunteer Group during the course of the year and liaise with other relevant agencies in an attempt to resolve their difficulties. Respond within 20 working days.	Ongoing
88	Heritage To endeavour to preserve and enhance the history, heritage and identity of the town	Support civic events	Ongoing
	Representation & Consultation		
89	To be a pro-active sounding board for community concerns in order to highlight and resolve general problems facing residents of all backgrounds, cultures or religions.	Act to deal with matter of concern to the community by either taking responsibility or signposting as appropriate	Ongoing
90		Work with St. Ivo school to identify ways to encourage input from those under 18.	2020 – Mayor?
	Communication		
91	To communicate with residents in a variety of ways to ensure they are informed of the Council's plans.	Produce relevant content for 'The Bridge' Magazine each year on agreed dates.	Ongoing
92		Use social media including Facebook to proactively communicate with the community matter that will affect them – both internal and external to the town council	Ongoing

93		Provide copy for the annual St Ives Official Guide in line with publisher's timetable.	November Annually
94	Respond to queries about non-Town Council public services.	Collect data on types and numbers of questions asked.	Ongoing
95		Direct questioner to the appropriate provider	On receipt
96		Use all forms of communication to provide 'frequent questions answered'	December 2018 (new website)
	Financial Pressures		
97	To regularly liaise with Partner Organisations to establish whether there are any plans to withdraw, or reduce, services that affect the residents or local organisations of St. Ives. If any are identified, to consider the likely effect of the withdrawal and, if appropriate, lobby to maintain the service and/or to minimise the impact.	Identify areas and services where devolution may be prudent.	November Annually
98		Liaise with each organisation at agreed times and prepare reports to Council identifying any issues and outlining proposed action.	TBC
99	If any services are to be withdrawn, or reduced, to consider whether it would be appropriate and practical for the Town Council to provide the service or to make a financial contribution to enable the service to be continued by its current, or another, provider.	Prepare reports to Council identifying any issues that cannot be resolved and outlining options to maintain service or mitigate service reductions.	As necessary
	ECONOMY		
100	To enhance the local shopping and leisure experience	Promote the Farmers' Market.	Ongoing
	ENVIRONMENT & DEVELOPMENT		
	Planning	Action	
101	To comment on all planning applications in the St Ives area in order to influence the best balance between preserving an attractive environment and achieving the developments that the Town needs within the framework of the planning legislation.	Ongoing	Ongoing
102	To comment on all Strategic Plans and Proposals to maximise the chance of the Town getting an optimum balance of housing, jobs and infrastructure whilst preserving the Town.	Respond within timescale to all Strategic Plans and Proposals.	Ongoing
	Improvements		
103	To identify priority environmental improvements and seek funding to deliver them		Annually in June
	Sustainability		
104	To recognise the importance of sustainability and to take appropriate account of it in all Council activities and decisions.	Arrange any necessary training for staff and councillors.	Ongoing
105		Identify opportunities for working with other bodies to maximise sustainability.	Ongoing
	Openness And Accountability		
106	To promote openness and accountability in all aspects of the Council's business. (There are specified occasions set by legislation where it would be inappropriate to provide full information)	Produce Annual Report each year.	June
107		Regularly publish information on the Council's website to enhance accountability.	ongoing

	Strategic Plan And Budget		
108	To ensure that the Council produces realistic budgets in the context of its 5-year Strategic Plan.	Ensure that the approved actions in the Strategic Plan are costed and included in the budget each year.	October
	Professional Standards		
109	To adopt and maintain professional standards in all aspects of the Council's business	Identify training needed for both staff and Councillors for the coming year by October and deliver by the following March	October
110		Maintain performance management framework.	ongoing
111		Where relevant, work collaboratively with other villages to enhance results.	ongoing
112		Maintain and review regularly a Disaster Recovery Plan for the Council.	May
	Public Participation		
113	To promote public participation	Advertise the opportunity to address the Council and Committee meetings for up to 3 minutes on the website and in The Bridge and refresh the message annually.	Ongoing
114		Arrange Annual Town Meeting in different locations around the town on an Annual basis between March and June	Annual
115		Review minutes of ATM for Town Council actions and implement in a timely manner	Annual
	Assets		
116	To preserve, maintain and, where appropriate, improve the assets owned by the Council.	Produce a costed preventative maintenance schedule for all the Council's assets highlighting any elements not covered by existing budgets each year.	Ongoing
	Efficiency And Value For Money		
117	Undertake a rolling review of the activities of Council to identify opportunities for increasing efficiency. This includes working in partnership with other local authorities to determine which authority could most efficiently provide the service or out-sourcing.	Seek grants from external funders for any relevant element of the Council's activities.	As and when appropriate
118		Seek to work in partnership with the Councils of surrounding villages, Cambridgeshire's towns, and the District and County, to: <ul style="list-style-type: none"> i. share best practices, experience and expertise; ii. 1establish if centralising some administrative tasks would be beneficial; 	Ongoing – Market Town Liaison
	Undertake a rolling review of the Council's services to identify any which are not considered to be good value for money. If any are found, to identify ways to improve value for money or decide to cease the service.		Ongoing
	Leisure And Entertainment		
	Lifestyle		
119	To promote the importance of maintaining a fit and healthy lifestyle.	Advertise the District's Healthy Walks programme.	Ongoing
120		Liaise with health service for articles in The Bridge or on the website to encourage improved life styles.	Ongoing
	Direct Provision		
121	To provide a range of facilities including play areas, public toilets, allotments which support Health and Leisure.	Maintain to agreed standards.	Ongoing
	PUBLIC SAFETY		
	General		

122	To identify any areas or issues which result in residents feeling unsafe and liaising with the Police or other bodies to resolve or mitigate the problem.		Ongoing
	CCTV		
123	To 50% fund monitored CCTV cameras at key points in the Town.	To review the coverage and discuss the nature and volume of any crimes prevented or solved with the District Council annually	Ongoing
	TRANSPORT		
	Public Transport		
124	To liaise with Bus Operators and the County Council to ensure a reliable and frequent public transport system to allow residents and others to travel to work, shops and leisure activities.	Discuss reported problems with Bus Operators and the County Council, as appropriate, to attempt to resolve any issues.	ongoing
	Car Parking		
125	To liaise with the District Council, the County Council and any other providers to endeavour to ensure there are sufficient car parking spaces at reasonable charges to meet the needs of residents and visitors, in order to support the town's economy.	Discuss car park usage data with the District Council, the County Council and any other providers to influence decisions to increase or reduce parking availability, or to change its location.	Annually
126		Consider and respond to any proposals for increases in car park charges within any defined time limits.	As and when required
	Infrastructure		
127	To comment on Local Plans and Strategic Plans to ensure that the need for any upgrades to the highways infrastructure are fully reflected.	To take every opportunity to comment within defined time scales.	Ongoing
	GROUND MAINTENANCE		
	Economy		
128		Liaise with District Council to establish the defined level of cleanliness and monitor that this is maintained in the Town Centre	Annually
	Green Spaces		
129	To provide and maintain green areas to enhance the environment.	Continue approved maintenance regime.	Ongoing
	COUNCILLORS		
	Representation & Consultation		
130	To be a pro-active sounding board for community concerns in order to highlight and resolve general problems facing residents of all backgrounds, cultures or religions.	Work with St. Ivo school to identify ways to encourage input from those under 18.	Champion to be appointed in May
131	To be ready to publicise concerns and lobby on issues in appropriate cases, where discussion and liaison is ineffective.	Debate at the next available council/committee meeting issues identified as important that have not been resolved through ordinary influence and liaison.	Ongoing
132		Identify cost-effective methods of consultation.	Ongoing

133	To consult residents using cost-effective methods proportionate to the importance of the issue	Agree a consultation plan to include rolling coverage of the Business Plan each year.	November
134		Implement the consultation plan within timetable.	As agreed
		Summarise and assess consultation responses. Take appropriate follow-up action, and incorporate in the review of the Strategic Plan.	As agreed
	Communication		
135	To communicate with residents in a variety of ways to ensure they are informed of the Council's plans.	Produce relevant content for 'The Bridge' Magazine each year on agreed dates.	Ongoing
136		Maintain councillor surgeries on a quarterly basis and review effectiveness.	Ongoing

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Property Committee

DATE: 23 October 2019

SUBJECT: Town Hall LED light replacement

1 Introduction and Purpose of Report

1.1 This report is to advise members of discussions held with Walters regarding replacement of the existing lighting at the Town Hall with LED lighting. This would result in a monthly energy bill saving and reduced carbon footprint.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That consideration be given to the replacement of the Town Hall lighting with LED lighting.
- 2.2 That the options of purchase and lease, as put forward by Walters, be considered.
- 2.4 Whether to accept Walters quote on the option preferred by members enabling savings to be made relatively quickly or to source additional quotes from other contractors before proceeding.

3 Background

3.1 We have been approached by Walters, the current providers of our photocopying contact regarding the replacement of the Town Hall lighting with LED lighting. The benefits would be:

- Longer lasting lights, averaging 50,000 hours.
- Technological improvements over the past 5 years with improved warranties.
- Reduced maintenance.
- Increased energy efficiency. A standard 6ft fluorescent tube currently uses approx. 176w, whereas a replacement would only use 60w, a saving of 116w on every fitting.
- LED lights use approximately 2/3rds less carbon than standard fluorescent lighting and last significantly longer.
- LED's come in all colours and colour temperatures, enabling a light to suit the workforce and area.
- Can include dimmers and motion sensors giving added control.
- Feature flicker free panels to reduce glare.

4. Specification

4.1 Walters proposal would come with:

- 1-year on-site warranty.
- 5-year product warranty.
- Removal and disposal of old lights.
- Fitting of new lights.

4.2 It does not include:

- Emergency lighting
- Non-standard/ additional wiring.

5. Options

5.1 Walters provide both purchase and lease options.

5.2 The purchase option includes the installation and immediate ownership of the equipment, payable 50% on acceptance and 50% on completion. A grant of 20-

30% towards the cost may be available, but could take a while to obtain, delaying the installation and monthly cost saving.

- 5.3 The lease option would typically be over 5 years. No grants are available for this option. There are no maintenance or replacement costs. Ownership of the lighting would be after the lease term. The lease can then be renewed for better or more efficient technology. The term of the lease can be adjusted to suit. As there would be no waiting for the availability of a grant, this option and the cost saving benefits could be implemented quicker.

6. Quotes

- 6.1 Based on a survey undertaken of the building, Walters have provided quotes of:

- Purchase option £6,873.94
- Lease option £153.52 per month for 5 years (total £9,211.20).

- 6.2 Walters estimate our current monthly electricity bill of approximately £295 will reduce to £101, a saving of £193 per month and total saving over an LED life cycle of 19 years of £44,123.

- 6.3 Walters also estimate that if the lease option is chosen, offsetting the lease payment against the energy saving will net a monthly saving of £40 during the life of the lease, then £193 per month after 5 years. The purchase option would save £193 per month from installation.

7. Proposal

- 7.1 Committee should consider whether they wish to pursue this initiative to reduce our energy costs and carbon footprint, together with consideration of the purchase/ lease options available. Committee may also consider awarding the contract to Walters or to request that additional quotes be obtained. On deciding a preferred course of action, it could then be delegated to the Clerk, in conjunction with the Chair and Vice Chair to appoint the most appropriate contractor to undertake the project.

- 7.2 We have a good relationship with Walters through the photocopying contract and their service has always been entirely satisfactory, however this is a new product provided within their global solutions and local support remit.

8. Financial Implications

- 8.1 There is no budget for the above. The purchase option could be financed from repairs and renewals or refurbishment. If the lease option is chosen, it could be offset against the heating and lighting budget.

9. Policy Implications

- 9.1 There are no current policy implications, although positive environmental actions are encouraged within the Council's strategic plan.

10. Health and Safety Implications

- 10.1 The successful contractor will be vetted to ensure they are competent to undertake the works. Appropriate risk assessments, method statements and evidence of sufficient insurance will be required in advance of the works taking place and the contractor will need to confirm that they have a Health and Safety policy in place that complies with legislative requirements.

- 10.2 All lights will comply with health and safety requirements. Any old lights removed will be disposed of safely under the government 'Weee' initiative.

11. **Reporting Officer** – Christine Allison, Amenities Manager

Property Committee

DATE: 23 October 2019

SUBJECT: GENERAL PROPERTY & MAINTENANCE UPDATE

1 Purpose of Report

1.1 To provide Members with an update detailing the ongoing programme of Council property and property maintenance.

2 Recommendations

2.1 That the maintenance report be received and noted.

3 Background

3.1 The Council maintains a number of buildings in the community. This report covers the schedule of maintenance which has been agreed.

3.2 YORK HOUSE

The existing tenancy ended on 27 September 2019. Work on the external redecoration of the paintwork and replacement of the guttering was completed in August. Internal decoration and the laying of new carpet is currently taking place with a view to re-letting from 1st November and is expected to achieve a monthly rental income of £1000 (increased from £920). An overflowing header tank in the loft was repaired.

3.3 CORN EXCHANGE

The quarterly servicing of the lifts took place in August and the remedial works identified in year one of the building condition survey were addressed. Other small remedial works were undertaken including a broken tap and removal of pigeon guano.

3.4 BUS STATION AND GLOBE TOILETS

Remedial works were required to blockages, problems flushing and the lighting.

3.5 NORRIS MUSEUM

The gas boilers, dehumidifier, fire extinguishers, fire alarm and emergency lighting were all serviced. Repairs took place to a leak from a pipe in the loft, a broken window and a broken lock.

3.6 TOWN HALL

Regular servicing checks included the fire extinguishers, fire alarm and emergency lighting. The heating system was problematic. A full flush of the system was undertaken in August and heating engineers had to be called to attend to a faulty thermostat, an air lock and three leaking radiators. The radiators to the front of the building are being replaced with a more robust type to reduce instances of this nature in the future. Minor repairs to fixtures and fittings took place.

3.7 DEPOT

Servicing of the roller shutter and emergency lighting and fire extinguishers took place.

3.8 BURLEIGH HILL

Remedial works identified in year one of the building condition survey were addressed.

4 Proposal

4.1 The maintenance report of work undertaken be noted.

5. Financial Implications

5.1 None.

6. Policy Implications

6.1 There are no policy implications

7. Health and Safety Implications

7.1 Health & Safety issues mitigated by planned maintenance.

8. Reporting Officer - Christine Allison – Amenities Manager

Maintenance Schedule 2019/20 as at 14 October 2019

Scheduled					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Corn Exchange	Decorating	Front doors to be repainted	06/04/2018	TBA	£340 in 2019/20 budget. Awaiting decision from Corn Exchange CIC.

Annual/Required this year					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Norris/Curators House	Fire	Fire Risk Assessment (Professional)	01/11/2018	20/05/2019	Every 5 years
Norris/Curators House	Gas	Safety Check	02/09/2019	10/09/2019	Annual
Corn Exchange	Gas	Safety Check	23/05/2019	07/06/2019	Annual
Town Hall	Gas	Safety Check	23/05/2019	07/06/2019	Annual
York House	Gas	Safety Check			Annual - due 12/03/20
Town Hall	Lift	Maintenance	04/04/2019	04/04/2019	2 services per year - next visit due 4 Oct 19
Corn Exchange	Lifts	Maintenance	28/08/2019	28/08/2019	4 services per year - next visit due 28 Nov 19
Town Hall	Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)	24/04/2019	07/05/2019	2 inspections per year - due 7 Nov 19
Corn Exchange	Lifts	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)	24/04/2019	07/05/2019	2 inspections per year - due 7 Nov 19
Town Hall	Car Park Barrier	Annual Service	04/07/2019	04/07/2019	1 service per year - each July
Norris/Curators House	Automatic Doors	Service	03/04/2019	03/04/2019	2 services per year - next visit due 3 Oct 19
Norris/Curators House	De-humidifier	Annual service	26/04/2019	03/07/2019	1 service per year- each July
Depot	Roller shutter	Annual service	16/09/2019	30/09/2019	Annual
All Saints/Free Church	Clock	Annual service	03/06/2019	03/09/2019	Annual

Completed					
Building	Works Category	Main Desc	Date Booked	Works Date	Works Notes
All Saints Church	Clock maintenance	Chain replaced	03/09/2019	02/10/2019	
Burleigh Hill Community	Year 1 condition	External redecoration etc.	01/02/2019	06/08/2019	
Bus Station toilet	Plumbing	Gents urinal blocked	16/09/2019	16/09/2019	
Bus station toilet	Electrical	Two lights out in ladies toilet	17/09/2019	17/09/2019	
Bus Station toilets	Maintenance	Alarm cover removed from blocked disabled toilet	08/04/2019	08/04/2019	
Bus Station toilets	Plumbing	Ladies toilet sink blocked	15/07/2019	15/07/2019	
Bus station toilets	Maintenance	Light out in gents toilet	13/08/2019	13/08/2019	
Corn Exchange	Tiling	Tiles lifting in ground floor ladies toilet	27/03/2019	09/04/2019	
Corn Exchange	Air Conditioning	Fit 5 access panels in kitchen	08/03/2019	16/04/2019	
Corn Exchange	Emergency Lighting	Recify 6 light failures	01/04/2019	02/05/2019	
Corn Exchange	Lift	LOLER inspection	24/04/2019	07/05/2019	
Corn Exchange	Plumbing	Toilet cistern constantly running	16/05/2019	16/05/2019	
Corn Exchange	Emergency Lighting	Light fell from balcony	16/05/2019	16/05/2019	
Corn Exchange	Plumbing	Broken tap - gents toilet	16/04/2019	23/05/2019	
Corn Exchange	Emergency lighting	Ongoing problems - 6 issues	30/05/2019	04/06/2019	
Corn Exchange	Gas	Boiler service and gas safety check	23/05/2019	07/06/2019	
Corn Exchange	Gas Boiler	Boiler repairs identified at service	11/06/2019	12/06/2019	
Corn Exchange	Lifts	Quarterly Service front lift	17/06/2019	17/06/2019	
Corn Exchange	Lifts	Quarterly Service rear lift	17/06/2019	17/06/2019	
Corn Exchange	Heating	Radiator leak in reception	03/07/2019	03/07/2019	
Corn Exchange	Maintenance	Year 1 condition survey works	01/02/2019	05/07/2019	
Corn Exchange	Air Conditioning	leaking onto charter hall floor	08/07/2019	08/07/2019	
Corn Exchange	Plumbing	Broken tap in ground floor ladies toilet	22/07/2019	23/07/2019	
Corn Exchange	Maintenance	Year 1 condition survey matters	01/02/2019	02/08/2019	
Corn Exchange	Lift	Quarterly Service of rear lift	28/08/2019	28/08/2019	
Corn Exchange	Lift	Quarterly Service front lift	28/08/2019	28/08/2019	
Corn Exchange	Lift	Damaged safety bar front lift	28/08/2019	28/08/2019	
Corn Exchange	Maintenance	Remove pigeon guano by air conditioning unit	26/09/2019	01/10/2019	
Depot	Emergency Lighting	Service	17/04/2019	30/04/2019	
Depot	Roller Shutter	Annual Service	16/09/2019	30/09/2019	
Free Church	Clock	Service	03/06/2019	03/09/2019	
Globe Place	Plumbing	Ladies toilet not flushing	17/09/2019	18/09/2019	

Norris Museum	Plumbing	Blocked drain	03/04/2019	03/04/2019	
Norris Museum	Automatic Doors	Service	03/04/2019	03/04/2019	
Norris Museum	Emergency Lighting/	Quarterly Service	17/04/2019	30/04/2019	
Norris Museum	Automatic Doors	Fit new battery	18/04/2019	01/05/2019	
Norris Museum	Maintenance	Flickering light	08/05/2019	08/05/2019	
Norris Museum	Fire	Professional fire risk assessment	01/11/2018	20/05/2019	
Norris Museum	Emergency Lighting	Replace 7 failed lights	03/05/2019	11/06/2019	
Norris Museum	Maintenance	Bolt jammed on fire door	18/06/2019	18/06/2019	
Norris Museum	De-humidifier	Maintenance service	26/04/2019	03/07/2019	
Norris Museum	Automatic door	Not closing	15/07/2019	18/07/2019	
Norris Museum	Maintenance	Broken glass in window	05/08/2019	06/08/2019	
Norris Museum	Gas	Boiler service x 2	02/09/2019	09/09/2019	
Norris Museum	Fire	quarterly service, alarm, emergency lighting and extinguishers	12/08/2019	17/09/2019	
Norris Museum	Maintenance	door lock not working	20/09/2019	20/09/2019	
Norris Museum	Plumbing	Leaking pipe in loft	23/09/2019	27/09/2019	
Town Hall	Lift	Service	04/04/2019	04/04/2019	
Town Hall	Fire	Fire Risk Assessment	01/11/2018	11/04/2019	
Town Hall	Maintenance	Door plate loose	29/04/2019	29/04/2019	
Town Hall	Maintenance	Broken door handle	25/04/2019	29/04/2019	
Town Hall	Emergency Lighting/ Fire Alarm	Quarterly Service	17/04/2019	30/04/2019	
Town Hall	Maintenance	Loose toilet seat	03/05/2019	03/05/2019	
Town Hall	Lift	LOLER inspection	24/04/2019	07/05/2019	
Town Hall	Maintenance - cellar	Condition survey year 1 works	01/02/2019	16/05/2019	
Town Hall	Maintenance first floor	Condition survey year 1 works	01/02/2019	16/05/2019	
Town Hall	Maintenance 2nd floor	condition survey year 1 works	01/02/2019	16/05/2019	
Town Hall	Maintenance ground floor	Condition survey year 1 works	01/02/2019	17/05/2019	
Town Hall	Maintenance	New handle fitted to gd floor NHS room	14/05/2019	17/05/2019	
Town Hall	Radiators	New radiator in 1st floor NHS room	16/04/2019	24/05/2019	
Town Hall	Window cleaning	Windows cleaned	30/05/2019	05/06/2019	
Town Hall	Maintenance	Broken door handle CPRE room	07/06/2019	07/06/2019	

Town Hall	Gas	Boiler service and gas safety check	23/05/2019	07/06/2019	
Town Hall	Emergency lighting	Replace 5 light fittings	03/05/2019	11/06/2019	
Town Hall	Maintenance	Leaking velux window 2nd floor	01/02/2019	14/06/2019	
Town Hall	Security	Car Park Barrier Service	04/07/2019	04/07/2019	
Town Hall	Heating	Replacement of leaking radiator	10/05/2019	12/07/2019	
Town Hall	Plumbing	Full radiator flush, inhibitor added	15/07/2019	07/08/2019	
Town Hall	Heating	Thermostat and boiler not talking	11/09/2019	11/09/2019	
Town Hall	Heating	Air lock in radiators	12/09/2019	13/09/2019	
Town Hall	Heating	Leaking radiator isolated	13/09/2019	13/09/2019	
Town Hall	Maintenance	Broken toilet seat. Ground floor ladies	16/09/2019	16/09/2019	
Town Hall	Fire	quarterly service, emergency lights, alarm and extinguishers	12/08/2019	17/09/2019	
Town Hall	Maintenance	Fixtures and fittings installed	18/09/2019	18/09/2019	
Town Hall	Carpentry	Sword and scroll display cases.	03/06/2019	18/09/2019	
York House	External redecoration	Exterior paintwork and guttering	15/05/2019	07/08/2019	
York House	Plumbing	Loft header tank overflowing	19/08/2019	19/08/2019	

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>Property</u>										
400	<u>Town Hall</u>									
4201	Tenants' Rent	20,245	24,967	18,000	30,698	30,698	0	0	0	0
4202	Tentants' Rechargeable Exps	6,081	8,413	7,400	6,241	7,400	0	0	0	0
4203	Hire of Council Chamber	125	188	100	117	117	0	0	0	0
	Total Income	26,451	33,567	25,500	37,056	38,215	0	0	0	0
5019	Repairs & Renewals	10,000	10,995	10,000	5,698	10,000	0	0	0	0
5033	Business Rates	14,300	4,228	8,000	7,598	7,598	0	0	0	0
6934	Water Rates	700	200	400	125	400	0	0	0	0
7032	Heating & Lighting	7,500	2,761	7,000	1,680	7,000	0	0	0	0
7035	Cleaning	10,500	6,809	9,500	4,147	9,500	0	0	0	0
7037	Maintenance - Contracts	2,000	846	2,000	1,078	2,000	0	0	0	0
7044	Trade Refuse	1,000	1,899	2,000	1,207	1,900	0	0	0	0
9095	York House Refurbishment (EMR)	6,659	0	0	0	0	0	0	0	0
9246	TH Refurbishments (EMR)	14,607	7,779	5,000	0	0	0	0	0	0
	Overhead Expenditure	67,266	35,516	43,900	21,534	38,398	0	0	0	0
	400 Net Income over Expenditure	-40,815	-1,949	-18,400	15,522	-183	0	0	0	0
6000	plus Transfer from EMR	0	6,441	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(40,815)	4,492	(18,400)	15,522	(183)		0		
410	<u>Corn Exchange</u>									
7232	Maintenance Contracts	7,032	715	2,000	1,633	2,000	0	0	0	0
7233	Repairs & Renewals	12,873	13,260	10,000	2,846	10,000	27	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9336	Corn Exchange Refurb. (EMR)	20,479	9,094	5,000	144	5,000	0	0	0	0
9337	Corn Exchange Roof (EMR)	145,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	185,384	23,069	17,000	4,623	17,000	27	0	0	0
6000	plus Transfer from EMR	0	900	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(185,384)</u>	<u>(22,169)</u>	<u>(17,000)</u>	<u>(4,623)</u>	<u>(17,000)</u>		<u>0</u>		
430	<u>Warners Park Pavilion</u>									
4110	Warner's Park Pavilion	70	0	70	0	0	0	0	0	0
	Total Income	70	0	70	0	0	0	0	0	0
5019	Repairs & Renewals	7,421	0	17,421	130	17,421	0	0	0	0
	Overhead Expenditure	7,421	0	17,421	130	17,421	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(7,351)</u>	<u>0</u>	<u>(17,351)</u>	<u>(130)</u>	<u>(17,421)</u>		<u>0</u>		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	3,050	3,050	3,050	0	0	0	0	0	0
	Total Income	3,050	3,050	3,050	0	0	0	0	0	0
5033	Business Rates	5,000	1,177	4,000	0	0	0	0	0	0
	Overhead Expenditure	5,000	1,177	4,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(1,950)</u>	<u>1,873</u>	<u>(950)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
450	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	0	1,000	1,584	0	0	0	0	0
	Overhead Expenditure	1,000	0	1,000	1,584	0	0	0	0	0

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,584)</u>	<u>0</u>		<u>0</u>		
Property - Income	29,571	36,617	28,620	37,056	38,215	0	0	0	0
Expenditure	266,071	59,762	83,321	27,871	72,819	27	0	0	0
Net Income over Expenditure	<u>-236,500</u>	<u>-23,145</u>	<u>-54,701</u>	<u>9,185</u>	<u>-34,604</u>	<u>-27</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	7,341	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(236,500)</u>	<u>(15,804)</u>	<u>(54,701)</u>	<u>9,185</u>	<u>(34,604)</u>		<u>0</u>		
Total Budget Income	29,571	36,617	28,620	37,056	38,215	0	0	0	0
Expenditure	266,071	59,762	83,321	27,871	72,819	27	0	0	0
Net Income over Expenditure	<u>-236,500</u>	<u>-23,145</u>	<u>-54,701</u>	<u>9,185</u>	<u>-34,604</u>	<u>-27</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	7,341	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(236,500)</u>	<u>(15,804)</u>	<u>(54,701)</u>	<u>9,185</u>	<u>(34,604)</u>		<u>0</u>		

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