

**Minutes of the Meeting of the Property Committee of St Ives Town Council  
held via Zoom on Wednesday 27 January 2021**

**Present:**

Chairman: Councillor J Pallant

Vice Chairman: Councillor D Rowe

Councillors: N Dibben, M King, Dr C Pegoraro, J Tiddy, P Hussain

**In attendance:**

Town Clerk: A Benfield

Amenities Manager: C Allison

**PR24.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R Fuller (Personal).

**PR25.00 DECLARATIONS OF INTEREST**

**Agenda Item PR31.00 – Councillor P Hussain** – non pecuniary interest as a Director of the Corn Exchange CIC.

**PR26.00 PUBLIC PARTICIPATION**

**Item PR35.00** - A resident, also a volunteer at the Corn Exchange, requested that Option 2 be taken by the Committee to remove the risk from asbestos permanently. He also requested that local firms were used to conduct the works.

**PR27.00 MINUTES**

**RESOLVED:** that the Minutes of the Property Committee meetings held on 28 October and 25 November 2020 be agreed as a correct record and signed by the Chairman in due course.

**PR28.00 PROPERTY MAINTENANCE**

**PR28.01 General Property and Maintenance Update**

It was noted that the Bus Station toilets had re-opened that day. An additional flushing system had been installed.

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

**PR28.02 Property Maintenance Schedule**

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

**PR29.00 BUDGET**

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

**PR30.00 CORN EXCHANGE LIFTS**

Members gave consideration to a report detailing the condition of the lifts and the remedial works which needed to be undertaken.

Chairman's  
Initials

**RESOLVED: PR30.01** that the report is received and noted.

**PR30.02** that Genesis Lifts be appointed to undertake the required works at a cost of £3,247.

**PR31.00 CORN EXCHANGE ROOF SURVEY**

Members were in receipt of the results of the recent roof survey.

Members considered that full replacement of the roof would be the best option as encapsulation would only be an interim measure and would need to be revisited at a future date.

The Town Clerk confirmed that the work would need to go out to competitive tendering and be advertised on the government contractor finder site. Stockton Bradley could do the works but were aware of the tendering process.

The option to include solar panels could also be looked into.

**RESOLVED: PR31.01** that the report is received and noted

**PR31.02** that the cost of £1,950 for Stockton Bradley undertaking an outline design and preparing a business case be ratified.

**PR31.03** that the cost of £1,631.52 for Fordham Consulting undertaking a structural engineering report be ratified.

**PR31.04** that going with Option 2, to replace the roof entirely, be agreed

**PR31.05** that a Project Plan is presented to a future meeting which would include all stages and costs. Stockton Bradley to be appointed as Project Managers ensuring suitable break clauses are included in the contract to ensure delivery.

**PR32.00 DECARBONISATION FEASIBILITY STUDY**

Consideration was given to the undertaking of a decarbonization feasibility study on Council-owned properties.

A feasibility study was important due to the varied nature of the properties. Although this was a large expense, money was set aside for carbon reduction initiatives and the Amenities Committee would be requested to meet part of the cost.

**RESOLVED: PR32.01** that the report is received and noted.

**PR32.02** that a Decarbonisation Feasibility Study for all Council buildings be undertaken.

**PR32.03** that Varsity Consulting Limited be appointed to undertake the Study at a cost of £15,750 with account being taken of the works to the Corn Exchange roof, discussed earlier, as an integral part of the Study.

**PR32.04** that the results of the study, together with the proposed actions and costings arising therefrom be reported back to a future meeting of the Property Committee.

**PR33.00 STRATEGIC PLAN**  
Members were in receipt of Strategic Plan.

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

**PR34.00 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.

**PR35.00 PORTABLE APPLIANCE TESTING**  
Consideration was given to quotations received for Portable Appliance Testing.

One of the Members was a qualified electrician and offered to undertake the work free of charge.

**RESOLVED: PR35.01** that the report is received and noted.

**PR35.02** that the Town Clerk discuss the matter further with the Member concerned to determine if use of his services was appropriate.

**PR35.03** that authority be delegated to the Chairman, Vice Chairman and Town Clerk to appoint Plugtest at a cost of £289.26 should the resolution at PR35.02 prove impractical.

**PR36.00 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:

Dated:

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