

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 27 October 2021**

Present:

Chairman: Councillor J Pallant
Vice Chairman: Councillor C Smith

Councillors: M King, R Fuller, Dr C Pegoraro, J Tiddy, N Dibben, P Hussain (ex officio)

In attendance:

Deputy Town Clerk: C Allison
Democratic Officer: S Rawlinson

PR15.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Rowe (Personal).

PR16.00 DECLARATIONS OF INTEREST

Agenda Item PR20.00 – Councillor P Hussain – non pecuniary interest as a Director of the Corn Exchange.

Agenda Item PR21.00 – Councillor C Smith – non pecuniary interest as a Member of the Christmas Lights Committee.

PR17.00 PUBLIC PARTICIPATION

None.

PR18.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 28 July 2021 are agreed as a correct record and signed by the Chairman.

PR19.00 CORN EXCHANGE AND NORRIS MUSEUM BOILERS

The boilers at both sites had been inspected in August. No problems were identified with the Museum boiler which was issued a gas safety certificate. Several issues were identified with the Corn Exchange boiler which were in urgent need of rectification. The works were commissioned in October under delegated authority of the Chairman and Vice Chairman in conjunction with the Deputy Clerk. During these works further safety issues were identified.

RESOLVED: PR19.01 that the report is received and noted

PR19.02 that the works on the Corn Exchange boilers undertaken by Miramar Engineering Ltd at a cost of £1,080.00 be ratified.

PR19.03 that further identified works be undertaken by Miramar Engineering at a cost of £1,341.90.

PR20.00 CORN EXCHANGE ROOF

Members were in receipt of report advising them of completion of the Stage 1 design phase and proposals from Stockton Bradley for undertaking the Stage 2 statutory phase of the project.

Members were keen to ensure that a budget be maintained to cover future major repair or replacement of the roof.

Chairman's
Initials

- RESOLVED: PR20.01** that the report is received and noted, including amendments to the initial brief that the roofing has now been designed to be of a 'like for like' type and that PV solar panelling is not a viable option.
- PR20.02** that the undertaking of a bat survey at a cost of £1,289 be ratified
- PR20.03** that the commencement of Stage 2, which includes a public (Planning/Conservation) consultation be approved
- PR20.04** that approval be given to provisional expenditure of £2,000 by Stockton Bradley for engagement with HDC Planning and Conservation Officers as part of the planning process.
- PR20.05** that estimated expenditure of £750 for planning costs be approved
- PR20.06** that the ancillary design, contract heads of terms, planning and listed building application documents be reviewed by the Chair and Vice Chair, reverting to Stockton Bradley with any questions/queries requiring additional clarification
- PR20.07** that a proper CDM assessment be an integral part of the project
- PR20.08** that a Recommendation be made to Council that the Corn Exchange roof budget be preserved and added to annually to cover future repairs/replacement of the roof

PR21.00**TOWN HALL EXTERNAL ELECTRICAL WORKS**

Consideration was given to a request from the Christmas Lights Committee for the fitting of an external socket with timer to the front of the Town Hall.

- RESOLVED: PR21.01** that the report is received and noted
- PR21.02** that an external socket with timer be fitted to the front of the Town Hall at balcony height
- PR21.03** that the contractors appointed by the Christmas Lights Committee be appointed to undertake fitting
- PR21.04** that the socket be RCD protected and confirmation sought from contractors that the 13 amp socket proposed is sufficient, as other such installations in the town centre are 16 amp
- PR21.05** that the approximate cost of £150 be met from the Property Maintenance Budget

PR22.00**MAINTENANCE UPDATES**

- PR22.01** **General Property and Maintenance Update**
Members received an update report.

Chairman's
Initials

The Deputy Clerk informed members that a potential tenant for the vacated JPT office was visiting the Town Hall to view later that week.

New tenants had moved into York House on a one year lease and an increased rental had been achieved.

Members considered it worthwhile to look at renovation of the kitchen and bathroom in York House in the hope of achieving higher rentals in future.

RESOLVED: PR22.01.01 that the Update be received and noted

PR22.01.02 that discussions be held with the letting agents to determine what level of rental income could be achieved if the kitchen and bathroom of York House were modernized

PR22.02 Property Maintenance Schedule

RESOLVED: that the Schedule be received and noted.

PR23.00 BUDGET

RESOLVED: that the budget be received and noted.

PR24.00 PROPERTY COMMITTEE STRATEGIC PLAN

RESOLVED: that the Plan be received and noted

PR25.00 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

PR26.00 CORN EXCHANGE FIRE ALARMS

Urgent works had been required to the Corn Exchange fire alarm system, three quotations had been received and contractors had been engaged under delegated authority of the Chair and Vice Chair in conjunction with the Deputy Clerk.

RESOLVED: PR26.01 that the report is received and noted

PR26.02 that the appointment of UK Fire Protection Services Ltd to undertake the works at a cost of £2,722.50 be ratified

PR27.00 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: 26 January 2022

Chairman's
Initials