

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 27 September 2023**

Present:

Chairman: M Burke
 Vice Chairman: P Hussain
 Councillors: J Tiddy, M Gleadow, M King, A Riddell, P Pope (ex officio)

In attendance:

Town Clerk: M Price
 Democratic Officer: A Childs
 Facilities Manager: T White

PR55.00 APPOINTMENT OF CHAIRMAN

Councillor M Gleadow proposed Councillor M Burke be appointed as the new Chairman of the Property Committee, which was seconded by Councillor P Hussain. The majority were in favour, with one abstained vote.

RESOLVED: that Councillor M Burke be appointed Chairman of the Property Committee.

Councillor M Burke took the seat of Chairman in the Council Chamber.

PR56.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor M King (personal).

PR57.00 DECLARATIONS OF INTEREST

None.

PR58.00 PUBLIC PARTICIPATION

Mr Mathew Setchell queried if there was a delay on the temporary roof installation at the Corn Exchange. The Town Clerk responded that the progress of the roof works would be discussed in a later agenda item.

Mr A Thompson, one of the Directors of the Corn Exchange, was present and expressed his concerns over the timeline of the work and the lack of progress made to date. He stated that it appeared the project was already running 7-8 weeks behind schedule, according to an earlier report from the contractor. He stated there had been no dialogue between the Corn Exchange and the Town Council on the matter, and mentioned the scaffolding is still incomplete. The Chairman stated he was keen to deepen dialogue between both parties on the work developments. The Town Clerk stated that there would be an update in **Agenda Item PR60.01** (General Property and Maintenance Update). Mr A Thompson detailed the loss of revenue received due to the site works, and mentioned a redundancy had been made due to lack of funds. Councillor M Gleadow referenced a recent informal meeting between the Property Committee and Corn Exchange members; he noted the café was originally due to reopen on 9th October 2023 and felt that would be not feasible. He expressed concerns about the schedule and a lack of answers for the Corn Exchange. The Town Clerk stated that there is a report and the Facilities Manager would provide the relevant update to members and the public.

The Chairman thanked them for their comments.

PR59.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 23 August 2023 were agreed as a correct record and signed by the Chairman.

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PR60.00**MAINTENANCE UPDATES****PR60.01****General Property and Maintenance Update**

Members were in receipt of the general property and maintenance update. Councillor A Riddell noted that according to the report, works were running to schedule and asked for clarification on this matter. The Facilities Manager stated that the Town Council had recently implemented a weekly update from the project manager for the scaffolding. He offered an update this week. That same report was sent to the Vice Chairman last week for distribution, and the Facilities Manager offered to provide that update as well as a recent one received earlier that evening. The contractor has stated that plans are running to schedule, and some contingent flexibility was built into the timeline to allow for unexpected delays. The latest update stated that a solution had been reached for the scaffolding, which would no longer require any further scaffolding on the neighbouring property's roof.

The Vice Chairman expressed the important role the Corn Exchange serves in the Town Centre, acting as a major hub for the local residents. He stressed the importance of the Town Council and the Corn Exchange working together, whilst also noting that as the landlords of the building the Town Council had a duty to keep the tenants informed to the fullest extent. He requested to the Chairman that communication be deepened and the weekly updates be implemented as a definite measure. The Town Clerk confirmed that the Facilities Manager would provide this on a regular basis.

The Chairman queried the discrepancy between the contractor's timeline and the Corn Exchange's view on the timeline running behind schedule. The Facilities Manager stated that according to the contractor's communication with the Town Hall, everything was running on schedule. Members agreed to temporarily suspend the meeting to allow Mr A Thompson to clarify his views on the matter.

The meeting restarted, and the Vice Chairman suggested that he along with the Chairman, Town Clerk and Facilities Manager meet members at the Corn Exchange to discuss the issue further. The Town Clerk stated he would be unavailable due to an upcoming surgery, but that the Facilities Manager would pick this up.

Councillor P Pope requested that if any delays were mentioned by Stockton Bradley in future, that they be relayed to the Property Committee members immediately.

RESOLVED: that the report be received and noted.

that a weekly progress report be circulated to councillors and members of the Corn Exchange.

PR 60.02**Property Maintenance Schedules**

Members were in receipt of the property maintenance schedule. Councillor A Riddell remarked that many of the item lines had been updated to green (ie. completed). He referenced the progress made and gave credit to the Facilities Manager and Town Clerk for making these improvements possible.

RESOLVED: that the report be received and noted.

PR61.00**BUDGET**

Members were in receipt of the budget documents and no queries were raised.

RESOLVED: that the budget report be received and noted.

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PR62.00 BURLEIGH HILL COMMUNITY CENTRE CLEANING ATTENDANCE

Members were in receipt of a report regarding the increased cleaning frequency at the Burleigh Hill Community Centre.

The Facilities Manager stated that the current cleaning schedule includes Mondays and Fridays; users of the centre remarked on the cleanliness in between these cleaning times. The cleaning schedule was updated to include Wednesdays as well, to fill in the gap in cleaning frequency. The centre was inspected last week and it was tidy.

Councillor M Gleadow queried who is carrying out the cleaning at the centre. The Facilities Manager stated that it is the same cleaning company which is contracted to clean the Town Hall.

RESOLVED: that the report be received and noted.

PR63.00 BURLEIGH HILL COMMUNITY CENTRE IMPROVEMENTS

Members were in receipt of a list of suggested improvements to the Burleigh Hill Community Centre, written by Councillor M King. The Chairman, having had previous experience with the centre, ran through the list verbally and advised on the status of each item. He confirmed that safety checks (eg. PAT Testing, health and safety guidelines) had been carried out according to proper protocol. He advised that no urgent repairs were required for the listed items.

RESOLVED: that the report be received.

PR64.00 BUILDING CONDITION REPORT

Members were in receipt of an update on the building condition reports, as discussed in a previous committee meeting.

RESOLVED: that the report be received and noted.

PR65.00 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.

PR66.00 INSTALLATION OF ALARM SYSTEM TO TOWN HALL LIFT

Members were in receipt of a lift report, with recommendations and a quote from the Facilities Manager. Councillor J Tiddy stated that the works were essential, and Councillor P Hussain agreed.

Councillor A Riddell proposed that the lift alarm be installed in the Town Hall by Genesis Lifts Ltd., which was seconded by Councillor J Tiddy. The vote was unanimous.

RESOLVED: that the report be received and noted.

that the lift alarm be installed in the Town Hall by Genesis Lifts Ltd.

PR67.00 FIRE DOORS REPORT

Members were in receipt of a report on the status of the fire door repair at the Town Hall.

The Facilities Manager explained that a quote and survey had been done for the repair, and at a previous meeting there had been a request for three quotes. The issue he faced was

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that several firms are charging significant amounts of money to provide quotes, do to the fact that the suppliers want to charge for an accompanying survey in order to generate a quote. He has found some suppliers that have recently stated they are happy to use the existing survey to offer a quote.

Councillor M Gleadow queried the age of the existing survey; the Facilities Manager stated that it was 6-8 weeks old. Councillor A Riddell acknowledged that the Committee is currently spending a significant amount of funds on all the necessary improvements to Council property, and suggested using the existing survey to seek quotes.

Councillor M Gleadow proposed that additional quotes be sought, using the existing survey. Councillor P Pope seconded his proposal, and there was a unanimous vote.

RESOLVED: that the report be received and noted.

that two additional suppliers be sourced to quote against the current survey report.

PR68.00

BURLEIGH HILL COMMUNITY CENTRE DOOR SECURITY

Members were in receipt of a report on the security of the Burleigh Hill Community Centre. A proposal for automatic door locking mechanisms was included in the report.

Councillor P Pope expressed concern over the practicality of this option in daily operations; with various community groups using the centre and filtering into the centre this could cause inconvenience and access issues for issuers. He asked if it was possible for the automatic locks to be turned off at certain times.

The Facilities Manager stated that there is an intercom system, and the buzzer will be installed imminently. This could be a feasible way for entry. Councillor P Pope still felt it would disrupt the running events. The Facilities Manager referred to an existing issue with the doors being left open and the building unsecure. Councillor P Hussain stated that hirers must understand the the need to lock up safely. The Facilities Manager offered to speak to the security company and see if other solutions were possible. He would report back with the cost, which would hopefully include a solution (ie. a pause or switch to disarm automatic locking). He explained that some mag locks allow entry by codes rather than keys. When the door automatically shuts and locks, a code could be entered to allow re-entry.

RESOLVED: that the report be received and noted.

that the Council go out to tender for two mag locks to be installed which lock the door automatically.

PR69.00

LEGIONELLA REPAIR REPORT

Members were in receipt of a report detailing the requirements and results of the Legionella report. The Facilities Manager stated that repairs were required to be carried out to the water supply at the Town Hall.

The Chairman remarked on the detailed nature of the report and acknowledged that it was long overdue. The Town Clerk agreed, stating the last report dated back to 2017. The Chairman asked if the report is meant to be carried out every two years, to which the Facilities Manager confirmed unless something substantial arose within that time period which would require an additional report.

Members agreed it was a legal compliance and necessary work. Councillor P Pope proposed that DSS be appointed to carry out the required repairs at a cost of £670, which was seconded by Councillor A Riddell. The vote was unanimous.

RESOLVED: that the report be received and noted.

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that DSS be appointed to carry out the required repairs at a cost of £670.

PR70.00 TOWN HALL CELLAR

Members were in receipt of a report on the status of the cellar repairs at the Town Hall. The Town Clerk explained this was a similar situation to the fire doors in **Agenda Item PR67.00**.

Members agreed that using the original report to obtain quotes against was the best route of action.

RESOLVED: that the report be received and noted.

that two additional suppliers are sourced to quote against the current report.

PR71.00 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.

The meeting concluded at 9:50 pm.

Chairman:

Dated: 25 October 2023

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