



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

Issued: 21 February 2024

CLlrs J Tiddy, M Gleadow, M King, M Burke, P Hussain, L Valla, J Spencer

You are hereby summoned to attend a Meeting of the **Property Committee** of St Ives Town Council to be held in the **Town Hall** on **Wednesday 28 February 2024 at 8:30pm**.

Libby White

Mrs Libby White BEM BA(Hons) FSLCC
Locum Clerk

AGENDA

PR115.00 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

PR116.00 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.

PR117.00 PUBLIC PARTICIPATION

A maximum of 15 minutes in total is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy. Each participant will be limited to 3 minutes in which to make their comments. Comments will be summarised in the minutes.

PR118.00 MINUTES

To confirm as a correct record the Minutes of the Property Committee held on 24 January 2024 (copy herewith).

PR119.00 MAINTENANCE UPDATES

PR119.01 To receive an update report on general property and maintenance (copy herewith)

PR119.02 To receive the Property Maintenance Schedule (copy herewith).



PR120.00 BUDGET

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

PR121.00 TOWN HALL MATTERS

PR121.01 To receive an update regarding the lease renewals for the Town Hall offices (copy herewith).

PR121.02 To receive a report regarding the Town Hall fire door (copy herewith).

PR121.03 To receive a report regarding the cellar and balconies at the Town Hall (copy herewith).

PR122.00 GROUNDS MAINTENANCE DEPOT

PR122.01 To receive a report regarding the requested inspection of the mezzanine deck at the Grounds maintenance depot (copy herewith).

PR122.02 To receive a report regarding the selling of redundant equipment at the Grounds Maintenance Depot (copy herewith).

PR123.00 CORN EXCHANGE

To consider an addendum for the remainder of the Lease for the Corn Exchange clarifying areas of responsibility to be presented to Full Council for approval (copy herewith).

PR124.00 YORK HOUSE

To consider updates on the tenancy at York House.

PR125.00 WARNERS PARK PAVILION

To consider requirements to move the Warners Park Pavilion project forward.

PR126.00 BURLEIGH HILL COMMUNITY CENTRE

To consider the quotations received for replacement fire doors.

PR127.00 BUS STATION TOILETS

To receive a report regarding additional cleaning of the bus station toilets (copy herewith).

PR128.00 THE OLD MORTUARY

To receive a report regarding the cutting of the trees at the Old Mortuary (copy herewith).

PR129.00 SOLAR PANELS

To receive a report regarding the solar proposal (copy herewith).

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 24 January 2024 at 9.22pm**

Present:

Chairman: Cllr M Burke
Vice Chairman: Cllr P Hussain
Councillors: Cllrs J Tiddy, M Gleadow, M King

In attendance:

Locum Town Clerk: L White
Facilities Manager: T White
Two members of the public

PR102.00 APOLOGIES FOR ABSENCE

None

PR103.00 DECLARATIONS OF INTEREST

Cllr Tiddy declared an interest in item PR113 as a member of FEST.

PR104.00 PUBLIC PARTICIPATION

None.

PR105.00 MINUTES

RESOLVED to accept the minutes of the meeting held on 22nd November 2023.

PR106.00 MAINTENANCE UPDATES

PR106.01

General Property and Maintenance Update

It was noted that HDC have asked for a mechanical scrubber for the public toilets. Costs for the scrubber and ongoing maintenance to be brought back to the next meeting. Graffiti has been cleaned off the property where appropriate.

Practical completion of the Corn Exchange is due for 29th January 24, with the café now open. It was noted that there has been some damage to the Tony Burgess room but it is being rectified.

PR106.02

Property Maintenance Schedules

The property maintenance schedule was received by members.

PR107.00 BUDGET

It was noted that there are some errors in reporting which are being corrected with external support.

PR108.00 BURLEIGH HILL COMMUNITY CENTRE - FIRE SAFETY DOORS

It was noted that the 40 year old double fire doors are not functioning correctly as they can be difficult to close and secure.

It was noted that the Town Council still has CIL Money and it was recommended to look at new fire doors using the CIL money available.

It was proposed by Cllr Burke, seconded by Cllr Hussain and resolved with a unanimous vote to seek quotations for new doors.

Chairman's
Initials

PR109.00 NORRIS MUSEUM FLOOD MANAGEMENT MEASURES

Cllr King noted that there is an issue with overflowing drains in the front and flooding in the garden. With significant flood water it meant that the museum was closed to the public. There is an agreement in place with Environment Agency about the flood defences. It was agreed that a Emergency Plan including and reporting for the museum be put in place with a heirachy of notification when there is a problem: Town Clerk, Facility Manager – Chair and Vice Chair of the Property Committee.

PR110.00 PURCHASE OF CONTAINER

A summary of decisions made in 2023 over the purchase of a container were discussed by members. It was noted that the recommendations provided at the time were received in good faith and the container should be put to best use.

PR111.00 MEZZANINE DECK REPORT

After a brief discussion it was proposed by Cllr Burke, seconded by Cllr Gleadow and RESOLVED to seek three quotations to get the grounds depot safety checked including strucutural survey carried out on the Mezzanine Deck.

It was recommended to hold a meeting with the grounds team to understand what they require from their depot.

PR112.00 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.

Meeting closed at 10.09pm

PR113.00 OLD MORTUARY RENTAL

After considering a confidential report and after discussion it was proposed by Cllr Burke, seconded by Cllr King and RESOLVED to enter into a new lease for the rental of the Old Mortuary. Four in favour.

1 abstention

PR114.00 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 Public be readmitted to the meeting.

Meeting reopened at 22.31pm

Meeting closed at 22.32pm

Chairman:

Dated: 28 February 2024

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 15th January 2024

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 several buildings in the community, The report below details works undertaken since January 2024, the last report to members.

3.2 CORN EXCHANGE

An updated project report was distributed on Monday the 19th of February (see following document).

3.3 BUS STATION AND GLOBE TOILETS

Bus Station.

No major works have been completed in the last month.

One flush unit has been reported again as broken.

Globe Place

No major works have been completed in the last month.

Report of outside lights not working – All repaired

3.4 NORRIS MUSEUM

No major works have been completed in the last month.

3.5 TOWN HALL

No major works have been completed in the last month.

3.6 DEPOT /OLD MORTUARY

No major works have been completed in the last month.

3.7 YORK HOUSE

No major works have been completed in the last month.

3.8 BURLEIGH HILL

No major works have been completed in the last month.

3.9 **TOWN CLOCKS**
No major works have been completed in the last month.

3.10 **Warners Pavilion**
No major works have been completed in the last month.

4 Proposal
4.1 The maintenance report of work undertaken be noted.

5. Financial Implications
5.1 There are no financial implications.

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 – Trevor White – Facilities Manager

Inspection Schedule as of 19th Feb 2023

Service Certification	Freq.	Town Hall	Norris Museum	Corn Exchange	Warners Pavillion	Burleigh Hill	GM Depot	Old Mortuary	York House	Town Centre	Corn Exchange	Police Station	Mosque
Electrical	3 Yrs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
EICR	5 Yrs	Aug-22	Aug-22	Sep-22	N/A	Dec-22	Sep-22	Aug-23	Leaders	N/A	N/A	N/A	N/A
PAT Test	2 Yrs	Aug-23	Aug-23	Internal testing	N/A	Aug-23	Aug-23	N/A	N/A	N/A	N/A	N/A	N/A
Gas	1 Yr	Oct-23	Oct-23	Jan-24	N/A	Feb-24	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
Boiler	1 Yr	Sep-23	Oct-22	Jan-24	N/A	Feb-24	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Assesment	3 Yrs	Jan-23	Jan-23	Mar-23	Jan-23	Sep-23	Jan-23	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Extinguishers	1 Yr	May-23	May-23	Feb-23	N/A	Nov-23	May-23	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Alarm system	1 Yr	May-23	May-23	Feb-23	N/A	Nov-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asbestos	1 Yr	Aug-23	All removed	Apr-20	Sep-23	Aug-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A
H&S Report										N/A	N/A	N/A	N/A
Condition Survey	5 Yrs	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	N/A	N/A	N/A	N/A
Lift Serice	6 Months	Sep-23	N/A	Feb-24	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LOLER Inspection	1 Yr	May-23	N/A	May-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Clock Service	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
De Humidifier	1 Yr	N/A	Oct-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Car Park Barrier	1 Yr	Jul-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
De Fibs Service	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	May-23	TBC	TBC	TBC
Lights	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Toilets Fire Alarm	Monthly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Generator	1 Yr	N/A	N/A	N/A	N/A	N/A	Jun-23	N/A	N/A	N/A	N/A	N/A	N/A
Roller Shutter	1 Yr	N/A	N/A	N/A	N/A	N/A	May-23	N/A	N/A	N/A	N/A	N/A	N/A
Legonella	2 Yr	Jun-23	N/A	Jun-22	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

In Progress
Completed
Out of date
Tenant
Internal testing

H&S Report completed and action points being carried
 Asbestos- Corn Exchange to be carried out after roof work

Annual Budget - By Committee (Actual YTD Month 11)

		<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>										
<u>400</u>	<u>Town Hall</u>									
4120	Car Parking	0	0	0	-109	0	0	0	0	0
4201	Tenants' Rent	35,000	30,606	35,000	22,896	0	0	32,150	0	0
4202	Tenants' Rechargeable Exps	3,000	-1,264	3,000	1,831	0	0	3,000	0	0
4998	Other Income	0	0	0	813	0	0	0	0	0
Total Income		38,000	29,342	38,000	25,432	0	0	35,150	0	0
7036	Toilet Provision	0	0	0	427	0	0	0	0	0
Direct Expenditure		0	0	0	427	0	0	0	0	0
5019	Repairs & Renewals	10,000	-4,354	34,755	56,766	0	0	8,590	0	0
5021	Health & Safety	0	336	1,000	250	0	0	2,400	0	0
5033	Business Rates	8,320	6,487	8,320	11,155	0	0	6,800	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	0	549	0	0	0	0	0
6934	Water Rates	400	333	400	235	0	0	350	0	0
7032	Heating & Lighting	4,500	8,728	6,000	5,901	0	0	9,150	0	0
7035	Cleaning	9,500	8,098	9,000	19,815	0	0	8,500	0	0
7037	Maintenance - Contracts	2,000	1,543	2,000	1,000	0	0	4,545	0	0
7039	Kitchen equipment	0	0	0	81	0	0	0	0	0
7044	Trade Refuse	2,000	1,822	2,000	1,473	0	0	2,300	0	0
7057	Property Survey	3,750	3,569	3,500	0	0	0	3,750	0	0
9094	Town Celebrations (EMR)	0	0	0	122	0	0	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	5,000	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

		<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		50,470	26,561	71,975	97,347	0	0	46,385	0	0
Movement to/(from) Gen Reserve		(12,470)	2,781	(33,975)	(72,342)	0		(11,235)		
410	<u>Corn Exchange</u>									
4031	PWLB Loan	0	0	0	274,904	0	0	0	0	0
Total Income		0	0	0	274,904	0	0	0	0	0
5019	Repairs & Renewals	0	0	0	424	0	0	0	0	0
7237	CIC Grant	10,000	6,909	10,000	4,963	0	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	2,900	5,000	0	0	0	16,000	0	0
9337	Corn Exchange Roof (EMR)	5,000	6,073	5,000	187,533	0	0	24,000	0	0
Overhead Expenditure		20,000	15,882	20,000	192,920	0	0	40,000	0	0
410 Net Income over Expenditure		-20,000	-15,882	-20,000	81,984	0	0	-40,000	0	0
6000	plus Transfer from EMR	0	0	0	162,188	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
Movement to/(from) Gen Reserve		(20,000)	(15,882)	(20,000)	(30,731)	0		(40,000)		
430	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	0	0	1,000	0	0	0	6,000	0	0
7046	Warners Pavillon Restoration	2,530	2,230	5,000	6,000	0	0	0	0	0
Overhead Expenditure		2,530	2,230	6,000	6,000	0	0	6,000	0	0
Movement to/(from) Gen Reserve		(2,530)	(2,230)	(6,000)	(6,000)	0		(6,000)		
440	<u>Ground Maintenance Depot</u>									

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Annual Budget - By Committee (Actual YTD Month 11)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400	Rental of Old Depot	700	700	700	700	0	0	2,500	0	0
	Total Income	700	700	700	700	0	0	2,500	0	0
5033	Business Rates	0	1,235	1,235	0	0	0	0	0	0
	Overhead Expenditure	0	1,235	1,235	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	700	(535)	(535)	700	0		2,500		
450	<u>Community Centre (Burleigh Hil</u>									
5019	Repairs & Renewals	1,000	3,425	2,000	11,283	0	0	4,000	0	0
	Overhead Expenditure	1,000	3,425	2,000	11,283	0	0	4,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	(3,425)	(2,000)	(11,283)	0		(4,000)		
	Property - Income	38,700	30,042	38,700	301,036	0	0	37,650	0	0
	Expenditure	74,000	49,333	101,210	307,977	0	0	96,385	0	0
	Net Income over Expenditure	-35,300	-19,291	-62,510	-6,941	0	0	-58,735	0	0
	plus Transfer from EMR	0	0	0	162,188	0	0	0	0	0
	less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
	Movement to/(from) Gen Reserve	(35,300)	(19,291)	(62,510)	(119,656)	0		(58,735)		
	Total Budget Income	38,700	30,042	38,700	301,036	0	0	37,650	0	0
	Expenditure	74,000	49,333	101,210	307,977	0	0	96,385	0	0
	Net Income over Expenditure	-35,300	-19,291	-62,510	-6,941	0	0	-58,735	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	0	0	162,188	0	0	0	0	0
less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(119,656)</u>	<u>0</u>		<u>(58,735)</u>		

PROPERTY COMMITTEE**DATE:** 19th February 2024**SUBJECT:** Town Hall Fire Door Report Update**1 Introduction and Purpose of Report**

- 1.1 To use the provide details for quotes.
- 1.2 This report is to present to Members details of the updated requirements for the repairs to the Town Hall fire Doors.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That 2no other suppliers are sourced to quote against the current report.

3 Background

- 3.1 Currently a supplier has quoted for the repairs to the Fire Doors at the Town Hall.

Due to the nature of the repair's suppliers are advising that they charge for a survey.

2no suppliers are quoting £1,500 each due to the number of doors.

4 Proposal

- 4.1 The report from the first survey is used for quotes to be raised which will remove the costs for the surveys.
- 4.2 Quotes have been received from the below suppliers:

Supplier	Costs
Jackson Fire	£40,653
Protest es LTD	£39,050
Gray property	£40,354

Jackson Fire We can fully certify the works to the new door sets. Regarding the existing doors, many of these have no formal identification, If the client signs a BM Trada survey and scheme procedures acceptance form accepting that these doors have no formal identification but accepts their resistance we can then certify under the scheme.

Scope of the BM TRADA Q-Mark Fire Door Maintenance Scheme:

The purpose of the BM TRADA Q-Mark Fire Door Maintenance scheme (the Scheme) is to provide independent 3rd party certification for the activity of taking a fire resistant door set that needs adjustment and / or has minor to moderate damage, and to repair or maintain it, in such a way as to restore the fire resistance performance to what it was before the damage occurred or the door set went out of tolerance.

The Scheme does not provide certification for either the upgrade of door sets to improve their fire resistance, or the survey of door sets to determine their period of fire resistance. If the period of resistance needs to be determined, this should be undertaken by an appropriate expert prior to any maintenance work being carried out by the individual certified under the Scheme.

The Doors with manufacturer identification, we can certify once they are made compliant.

This provider has already installed fire doors for the Town Council and this quote is based on a site visit.

Protest Es LTD – The quote was produced from a survey and may require additional cost if approved- We will require that a responsible person signs to agree that the doors were originally fire doors and correctly installed as such (BM Trada survey).

This places liability on the responsible person to agree that any subsequent remedial works have been carried out as per the manufacturer's instructions.

This provider has not provided fire doors for the Town Council and is not based on a site visit.

Gray property We will require that a responsible person signs to agree that the doors were originally fire doors and correctly installed as such (BM Trada survey).

This places liability on the responsible person to agree that any subsequent remedial works have been carried out as per the manufacturer's instructions.

This provider has not provided fire doors for the Town Council and the quote is based on a site visit.

5. Financial Implications

5.1 Confirmation of which Repairs and Renewals budget the costs would be used for these works

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 An updated risk assessment will be carried out once the work has been completed.

8. Reporting Officer – Trevor White – Facilities Manager

PROPERTY COMMITTEE

DATE: 19th February 2024

SUBJECT: Town Hall Cellar and Balconies

1 Introduction and Purpose of Report

1.1 To use the provide details for quotes.

1.2 This report is to present to Members details of the updated requirements for the repairs to the Town Hall cellar and Balconies.

2 Recommendations

2.1 That the report is received and noted.

2.2 To approach building control and list buildings.

3 Back round

3.1 **Cellar** – As previously report the Cellers and the Town Hall keep filling with water and as such the damp is affecting the wooden joists to the flooring and the brick work .

3.2 **Cellar-** The engineer has reported :
The opening up works anticipated at present within the cellar/basement are indicated on the drawing attached in the previous issue of the report (also attached to this email) and would be in the form of trial pits.

3.3 **Balconies** – As previously reported there was a concern raised around the condition and safety of the balconies.
An engineer was requested to attend and carry out an inspection.

Balconies – The engineer reported the following:

Intrusive investigations are recommended to ascertain the nature of the balcony support. The nature of the opening up works is likely to involve carefully lifting floorboards to the first floor and removing timber window panelling / decorative surrounds to review the existing structure behind. Again, the listed building status and conservation officer involvement comments apply.

It recommended that specialist investigations are also carried out to ascertain the construction and condition of the balconies.

These investigations would be in the form of Ground Penetrating Radar (G.P.R.) techniques carried out on the balcony top surface and internally within the building once localised floorboard removal has been undertaken.

Limited extent targeted 'breakouts' may be required, and if stone construction is identified, should be carried out by a suitably competent stone mason. Balustrades, etc. could also be investigated with metal detection and radar to identify any fixings and provide commentary on their condition. A detailed quotation could be obtained from the specialists in due course.

The cracking noted within the masonry and stonework on the front elevation should also be investigated as this may affect the support and continuity of the balcony structures.

It should be noted that the balustrade height above floor level and 'void-containing' construction does not comply with current Building Regulations requirements. Consideration would need to be given to this limitation should the area be opened for use. It may be necessary, for example, to install additional fall protection.

3.4 To obtain several additional quotes could see an additional cost for approximately

£5,000.

4 Proposal

- 4.1 To ban the use of the Balconies until the condition survey has been undertaken.
- 4.2 To approach building control and the listed buildings officer to understand the next steps

5. Financial Implications

- 5.1 There are no financial implications

6. Policy Implications

- 6.1 There are no current policy implications.

7. Health and Safety Implications

- 7.1 No access to the balconies until further notice

8. Reporting Officer – Trevor White – Facilities Manager

PROPERTY COMMITTEE

DATE: 19th February 2024

SUBJECT: Mezzanine Deck inspection

1 Introduction and Purpose of Report

1.1 To use the provide details for quotes.

1.2 This report is to present to Members details of the request for an inspection of the Mezzanine Deck.

2 Recommendations

2.1 That the report is received and noted.

2.2 That 3no suppliers to quote for an inspection of the Mezzanine Deck at the Grounds Maintenance building.

3 Back round

3.1 The committee requested that a full inspection to be carried out on the mezzanine deck and that 3no quotes be provided for this inspection.

4 Proposal

4.1 To review the supplier information provided and confirm the supplier of choice.

Quotes have been received from the below suppliers:

4.2

Supplier	Costs
Jackson Fire	£1,490
Gawn	£750
United Storage	£450

Jackson Fire. - I understand that the intention is to determine the condition and suitability of the mezzanine for storage. With this being the case, we would need to have the structure exposed, with localised removal of soffit cladding / ceiling finishes in certain places to allow us to carry out a meaningful inspection.

We would then carry out a non-intrusive inspection and overall measurement survey, with a subsequent report to advise our findings with regards to the structural form, general condition and any recommendations for further investigations or remedial works.

If the intention is to determine a definitive mezzanine floor capacity, we would need to subsequently carry out structural calculations. We should be able to provide a fee for this subsequent stage once we've carried out the report. The structure doesn't exactly appear to be high quality construction though, from what I can tell from the photos, and this might make justification more complicated. If the adequacy of the supporting floor slab or foundations are to be included within our checks, then these would also need to be intrusively investigated and 'opened up' for our inspection.

Gawn To carry out a visual inspection and providing you with a descriptive report on the condition of the floor construction and accompanying recommendations for either repair to, or replacement of, the flooring We have only allowed for a single visit. We have not allowed for any disruptive investigations. Any requirement for specific structural design information for works to the flooring would need to be

separately considered at a later date.

United Storage We would be able to attend site and carry out a Mezzanine Inspection with a Report for you.

5. Financial Implications

5.1 Confirmation of which Repairs and Renewals budget the costs would be used for these works

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 An updated risk assessment will be carried out once the work has been completed.

8. Reporting Officer – Trevor White – Facilities Manager

PROPERTY COMMITTEE

DATE: 19th February 2024

SUBJECT: Selling of equipment

1 Introduction and Purpose of Report

- 1.1 To use the provide details for the proposed sale of redundant equipment.
- 1.2 This report is to present to Members to approve the Selling of redundant equipment.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That 2no pieces of redundant equipment are sold.

3 Back round

- 3.1 The grounds maintenance team have 2no items of equipment which they no longer use:

- Snapper Mower



- Groundsman Turf Cutter



4



- 4.1 The grounds maintenance team have 2no items of equipment which they would like to sale to support the purchase of any new equipment.

5. Financial Implications

- 5.1 All sale revenue to be added into the Repair and renewals budget

6. Policy Implications

- 6.1 There are no current policy implications.

7. Health and Safety Implications

- 7.1 There are no Health and Safety implications

8. Reporting Officer – Trevor White – Facilities Manager

LETTER OF UNDERSTANDING

This letter of understanding supersedes the original dated 21st November 2014, and dictates the responsibility of St Ives Town Council (the Town Council) as Landlord and the CIC as Tenant of the Corn Exchange to the end of the lease (19th April 2035)

In line with the terms within the lease (clause 33.1) the Town Council "shall use its reasonable endeavours to keep the structural and exterior parts of the Corn Exchange and those Service Media over which the Tenant is granted rights in a reasonable state of repair etc.,".

As agreed, this includes items such as:

- Air conditioning and Air Handling systems
- Water supply, plumbing and drainage
- Heating systems
- Hardwiring and electrical works, including light fittings but excluding bulbs
- All external works to the building and its footprint
- Pest control (exterior only)

A monthly update from the CIC will be received with maintenance tasks set out, which must be received no later than 10 days before the Town Council's property meeting.

In terms of the lease (clause 28.7) it was agreed that the CEX "shall keep the Corn Exchange equipped with all fire prevention, detection and fighting machinery and equipment and fire alarms, etc.". The Town Council holds contracts for this in relation to all other buildings it owns and for the remainder of the lease cover the cost of this within our own agreements. Should any equipment be used the CIC must inform the Town Council to arrange for replacements etc to be put in place.

An agreed process for out of hours emergency's is also confirmed as acceptable - text/telephone call/ email to me as soon as possible as appropriate.

To ensure the smooth operation and resolution of future issues it would be appreciated if it was clarified to the other members of the CIC that communication on aspects of the maintenance of the building should be left to the Facilities Manager and Operations Manager to progress and resolve to ensure no miscommunication and doubling of effort.

PROPERTY COMMITTEE

DATE: 19Th February 2024

SUBJECT: Extra Cleaning for Bus station toilets

1 Introduction and Purpose of Report

- 1.1 To report on the extra cleaning at the bus station toilets This report is to present to
- 1.2 Members details on the extra cleaning at the bus station toilets.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 Atkins Gregory carry out the extra cleaning at a cost of **£1,040 per month**

3 Background

- 3.1 The floor to the bus station toilets has not been able to be cleaned properly since it was built.
The condition of the floor was raised with Huntingdon District council (HDC) to investigate the floor covering and a cleaning process.
- 3.2 HDC have investigated the problem and provided the details of a chemical for cleaning the floor and also confirmed that the flooring is correct for the building.

The current cleaning company have used the product as requested with a scrubber and the floor condition improved.



5. Proposal

- 5.1 The cleaning company to clean all of the toilet floors with the new chemical and a mechanical scrubber at a cost of £65 per toilet once per week at a cost of £1,040 per month

5. Financial Implications

- 5.1 2024 budget

6. Policy Implications

- 6.1 There are no current policy implications.

7. Health and Safety Implications

- 7.1 Cleaning company to update current risk assessment for the cleaning procedures

8. Reporting Officer – Trevor White – Facilities manager

PROPERTY COMMITTEE**DATE:** 19th February 2024**SUBJECT:** Old Mortuary Tree Trimming

1 Introduction and Purpose of Report

1.1 To use the provide details for quotes.

1.2 This report is to present to Members details of the tree trimming at the Old Mortuary Tree.

2 Recommendations

2.1 That the report is received and noted.

2.2 That 3no suppliers to quote for the tree trimming at the Old Mortuary

3 Back round

3.1 As part of the old mortuary moving to a new tenant it was agreed that the trees behind the building would be trimmed back from the roof.

4 Proposal

4.1 To review the supplier information provided and confirm the supplier of choice.

Quotes have been received from the below suppliers:

4.2

Supplier	Costs
Atlas	£200
Eden Trees	£420
Global Tree Solutions	£780

5. Financial Implications

5.1 2022/23 Repair and renewals budget would be used for these works

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 A copy of the supplier's risk assessment will be request and reviewed

8. Reporting Officer – Trevor White – Facilities Manager

PROPERTY COMMITTEE

DATE: 19th February 2024

SUBJECT: Solar Panel and EV Charger Installations

1 Introduction and Purpose of Report

- 1.1 To use the information provided to explore the possible installation of Solar panels and Electric vehicle charging points.

2 Recommendations

- 2.1 That the report is received and noted.
2.2 That the installation of Solar Panel and EV Charger Installations be explored.

3 Back round

- 3.1 Currently there are no solar panels or electric vehicle charging points installed on any of the Town Hall buildings

4 Proposal

- 4.1 To review the possible locations for the installation of solar panels and/or electric vehicle charging points on the Town council buildings.

This would exclude any solar panels for the Corn Exchange as this has been previously reviewed and not an option.

5. Financial Implications

- 5.1 There are no current policy implications

6. Policy Implications

- 6.1 There are no current financial implications.

7. Health and Safety Implications

- 7.1 There are no current Health and Safety implications.

8. Reporting Officer – Trevor White – Facilities Manager