

Full Town Council

To: All Town Councillors

Copies: **County Councillors** – Ferguson, Prentice, Seef & S Taylor
District Councillors – Ferguson, Davenport-Ray, Jennings, Pickering, I Taylor & S Taylor
Town Councillors – not a member of this committee
Local Press, Town Council Website & Noticeboard

Agenda for the meeting of the **Town Council** to be held on **Tuesday 26th November 2024** at **7.15pm** in the Eatons Centre, The Maltings, St Neots, PE19 8ES.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

Members of the Full Town Council are hereby summoned to attend this meeting to consider the following business.

C Robson
Town Clerk

1 Apologies for Absence

To receive and note councillor's apologies.

2 Declarations of Interest

To receive from councillor's declarations as to disclosable pecuniary interests and/or non-statutory disclosable interests along with the nature of those interests in relation to any agenda item of this meeting.

3 Minutes

Members to approve the following minutes as a true and accurate record:
Annual Council Meeting held on 29th October 2024.

Attachment 1

4 County and District Councillor Reports

To receive verbal updates or reports from County and District Councillors on matters of significance to St Neots.

5 Committee Minutes

To receive and note draft minutes of meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere;

- | | |
|---|--------------|
| i) Extraordinary Planning Committee held on 5 th November 2024 | Attachment 2 |
| ii) Promotion & Events Committee held on 5 th November 2024 | Attachment 3 |
| iii) Environment & Emergency Committee held on 12 th November 2024 | Attachment 4 |

To consider and resolve the following recommendations from the Environment and Emergency Committee:

RESOLVED to RECOMMEND that St Neots Town Council adopt the draft Community Emergency Action Plan subject to the following amendments;

Attachment 5

- Condensing duties and roles into checklists and labelling/identifying who checklists are aimed at and owners of actions.
- Increasing the number of potential deputy coordinators and amending the table accordingly.

- | | |
|---|--------------|
| iv) Operations and Amenities Committee held on 12 th November 2024 | Attachment 6 |
| v) Planning Committee held on 19 th November 2024 | Attachment 7 |
| vi) Finance & Governance Committee held on 19 th November 2024 | Attachment 8 |

To consider and resolve the following recommendations from the Finance and Governance Committee:

RESOLVED to RECOMMEND that the Council increase cemetery fees by 5% for the 2025-26 financial year.

Attachment 9

RESOLVED to RECOMMEND that the Council do not increase allotment rents for the 2025-26 financial year following the large percentage increase in the current financial year.

RESOLVED to RECOMMEND that the Council do not increase farm and craft market pitch fees for the 2025-26 financial year.

RESOLVED to RECOMMEND that the Council do not increase Eatons Community Centre hall hire charges for the 2025-26 financial year.



RESOLVED to RECOMMEND event fees and charges as proposed and to delegate that officers use their discretion for pitch fees at Council events. This was to reflect the varied events that the council puts on.

Attachment 10

RESOLVED to RECOMMEND that the Council approve an overspend in the planting budget of £6,076 resulting from the change to sourcing plants externally.

RESOLVED to RECOMMEND the Council adopt the St Neots Lawn Cemetery Regulations subject to amending that the former resident fee level will be applied if the deceased lived within St Neots within the previous 5 years, rather than 3 years as currently stated.

Previously
circulated

RESOLVED to RECOMMEND the Council adopt the St Neots Old & New, Eynesbury, and Eaton Socon Cemetery Regulations subject to amending that the former resident fee level will be applied if the deceased lived within St Neots within the previous 5 years, rather than 3 years as currently stated.

6 **Huntingdonshire District Council Local Plan**

- i) To receive and consider a report and recommendations on the submission of Council responses to Huntingdonshire District Councils Local Plan consultation.

Attachment 11

- ii) To receive and agree recommendations from the Local Plan Consultation Working Group on Council responses to the Land Availability Assessments consultation for Little Paxton 1 and Little Paxton 2.

Attachment 12

- iii) To receive and agree recommendations from the Local Plan Consultation Working Group on Council responses to the Further Issues and Options Consultation.

Attachment 13

7 **Internal Audit Report**

To receive and note a report on an internal audit carried out in October 2024 as part of the Council's internal auditing and governance process.

Attachment 14

8 **Communications Received**

To receive and consider communications received inviting participation or attendance by the Council or representatives in consultations or engagement events.

- i) To receive and note information on the East West Rail Consultation and consider whether the Town Council formally responds.

Attachment 15



ii) To receive and note information on the Governments consultation on enabling remote attendance and proxy voting at local authority meetings and to consider whether the Town Council formally responds. Attachment 16

iii) To receive and note an invitation for Members to attend Cambridgeshire County Council's 2025-26 budget and strategy Town and Parish Council briefing. Attachment 17

iv) To receive information on the next round of A428 Legacy Funding. Attachment 18

9 Appointment of Representative to Outside Body

To nominate and resolve the appointment of a Councillor to act as a representative on the Wintringham Residents Association.

10 Reports from Outside Bodies

To receive verbal reports from Members who act as Council representatives on outside bodies.

11 Projects Status Summary

To receive and note a project status report.

Attachment 19

12 Priory Centre Building Development Group

To receive an update on information shared with the Priory Centre Building Development Group at a meeting the week of 18th November 2024.

13 Mayoral Engagements

To receive and note a list of upcoming Mayoral engagements to be attended by the Mayor and/or Deputy Mayor.

- 29 November — Huntingdon Mayor's Charity Night Dinner
- 13 December — Hunts Volunteer Centre Christmas Party
- 07 December — A Midwinter Night's Dream
- 14 December — Mayor's Carol Concert
- 15 December — Peter Panto (Adult Adventures)
- 21 December — Christmas parkrun

14 Date of Next Meeting

To note the date of the next Council meeting will be 17th December 2024.

15 Committee In Private Session

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment or contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

16 Purchase of Asset

To receive an update from the Town Clerk on the progress of the purchase of an asset through the Government's Community Ownership Fund.

17 Priory Centre Lease

To receive and consider an update on information received in relation to a lease between Huntingdonshire District Council and St Neots Town Council for the redeveloped Priory Centre.

Full Town Council

- Present:** Cllrs Slade (Chair), Bolanz, Chapman, Cooper-Marsh, Crompton, Dundas-Todorov, Dunford, Goodman, Hitchin, Pitt, Simonis, and S Smith
- Absent:** Cllrs Banks, Collins, Johnson, Kumar, Macnab-Grieve, Mascarenhas, Maslen, J Smith, and Terry
- In attendance:** Town Clerk, Deputy Town Clerk, Project Delivery Manager

Minutes of the meeting of St Neots Town Council held on **Tuesday 29th October 2024** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were eight members of the public present.

A Member addressed the Council on agenda item 6, the Huntingdonshire District Council Local Plan consultation. The resident spoke with relation to recommended responses to three sites, St Neots Site 1, Little Paxton Site 1 and Little Paxton Site 2.

The resident expressed agreement with the recommended response for St Neots Site 1, supporting designating the site as green space as an extension of Priory Park. The resident asked that the Council consider adding further comments on the unsuitability of the site for residential development.

The resident expressed agreement with the recommended response for Little Paxton Site 2, asking that the Council consider adding additional comments around the impact on infrastructure.

The resident stated disagreement with the recommended response to Little Paxton Site 1, asking that the Council consider objecting to development on the site and provided an outline of his reasoning.

ACTIONS

117 Apologies for Absence

Apologies were received and noted from Cllrs Collins, Mascarenhas, Maslen, Terry

Admin

118 Declarations of Interest

Cllr Pitt declared an interest in Agenda item 8 Local plan as a cabinet member at HDC who would be considering the local plan in that context.

119 Council Minutes

RESOLVED to approve the minutes of the meeting of 24th September 2024 as a true and accurate record.



County and District Councillor Reports

Huntingdonshire District Councillor Cllr Jennings addressed the Council, key items reported were as follows;

- The next stage of 'biodiversity for all' work will see improvements to Priory Park, including restoration of the pond. The opportunity to visit the site with officers had been shared with Town Councillors.
- HDC had completed the Changing Places project at Riverside, which was a positive project.
- HDC took part in the LGA peer challenge which provided recommendations which are being reviewed.
- The Public Space Protection Order (PSPO) has been operating in Eynesbury and has so far resulted in 5 incidents being report to the police. The PSPO will continue until July 2028 and will continue to be monitored.

A Member raised question on the number of notice boards which had old information on them in Priory Park and that it would be good to have these updated. It was commented that these are jointly managed by HDC and the Friends of Priory Park.

Cambridgeshire County Council Cllr Seeff addressed the Council; key items reported were as follows;

- Policing in Cambridgeshire is under resourced in Cambridgeshire. The newly elected government is allocating funds to police and an argument is being put to the government to make a case for increased funding for Cambridgeshire.
- Advice is being sought on the safety of lithium batteries and whether if imported into the country they are tested. This is a growing problem due to increased use of lithium batteries, particularly with electric scooters.
- The Council is progressing a motion that information on allergies contained on non-prepacked food become common place and that every eatery should provide such information easily to its customers. Bohemia restaurant in St Neots is acting as a 'role model', displaying an allergen board. The County Council are asking for this to be law.
- Sc106 funds investigation still ongoing to ensure all funds have been allocated correctly.

HDC Cllr Chapman addressed the Council, stating that a motion was on an HDC agenda on whether to sign a petition asking the government to reconsider a motion on the removal of winter fuel allowance. The motion was defeated. The Council is going to promote ways people can apply for pension credit.

HDC Cllr Pitt addressed the Council, stating that the deadline for applying for pension credit is 21st December 2024.

Committee Minutes

- 120 i) Members received and noted minutes of the Grants Sub-Committee held on 24th September 2024.
- 121 ii) Members received and noted minutes of the Planning Committee held on 1st October 2024.
- 122 iii) Members received and noted minutes of the Planning Committee held on 15th October 2024.
- 123 iv) Members received and noted minutes of the Operations & Amenities Committee held on 15th October 2024.

A Member raised a query around wording in the minutes for the meeting. It was explained by the Chairperson that the correctness of the minutes must be considered by the next Operations and Amenities Committee meeting in November.

- 124 v) Members received and noted minutes of the Finance & Governance Committee held on 22nd October 2024.

Members considered recommendations from the Finance and Governance Committee as follows;

The Chairperson introduced recommendation that the Town Council adopt a new procedure for considering funding applications for external events which fall outside the Council's Grant Aid Scheme. It was explained that the new criteria meant no organisation could apply for funding over more than £2,000 in consecutive years but that the Council recognised there were potentially annual community events it would like to support. The proposed process allows for such funding requests to be considered as part of the budget setting process by first going to the Promotion and Events Committee for consideration and recommendation to the Finance and Governance Committee as budget line items.

The procedure set out will be as follows;

- In August the organisers of any annual community events who have been recipients of Council grant funding in a previous year but are no longer eligible will be invited to put forward a request to the Promotion and Events Committee.
- The Promotion and Events Committee will consider any requests/applications at a meeting in September.
- The Promotion and Events Committee will make recommendations to the Finance and Governance Committee on awarding funding to an event as part of the Council's next year's budget.



- The Finance and Governance Committee will consider the recommendations of the Promotions and Events Committee in the context of the wider budget and make a recommendation on any funding to the Full Council as part of the overall budget setting.

The recommendation was proposed and seconded.

RESOLVED that the Council approves the procedure recommend to the committee for the consideration of grant funding for annual events which exceed £2,000 and are not eligible for funding under the Council's Grant Aid policy.

The Chairperson introduced a recommendation on specific criteria that would need to be met for any event funding to be considered.

RESOLVED that the Council approve the draft criteria that must be met for the awarding of funding for an event as follows;

- 1) To be considered for funding events will need to be based in St Neots and the Council will give extra weighting to events open to all residents.
- 2) If events are not free but subsidised, then the Council will need to consider the cost of the subsidy per attendee as part of its decision making.
- 3) The organisers/organisations of the events should preferably be St Neots based.
- 4) An organisation will need to be able to evidence a proven track record of delivering events.
- 5) Any organisation who has not applied for grant funding for an event before can apply for funding through the Council's small grant aid scheme.
- 6) Each organisation will be expected to market the event to get a wider audience and provide detailed feedback on the event.

RESOLVED that to facilitate the Operations Team's efficient and flexible delivery of services the Council purchase an Avant-AV 760I and suitable attachments at a cost of £60,627 from the Council's General Reserve.

125 Huntingdonshire District Council Local Plan

- i) Members received and noted a report on work undertaken by the Local Plan Consultation Working Group.

Cllr S Smith introduced the item and explained the work of the Local Plan Working Group. There are different stages, current consultation stage. Resolved to consider and bring forward commended responses.

It was explained that the Working Group have initially focused on reviewing and bringing forward recommended responses to the Land Availability Assessments. As part of the previous call for sites stage of the Local Plan 369 sites were submitted across the district for a range of uses. Each site was



assessed by the submitter and the District Council. The Working Group has recommended responses to those assessments.

- ii) Members received and considered recommendations from the 'Local Plan Consultation Working Group' on Council responses to the Land Availability Assessments consultation, which responds to specific sites submitted as part of the Local Plan's 'Call for Sites'.

Members agreed on the importance of designating open green spaces and the process for which this might be able to be progressed.

RESOLVED that the Council submits the recommended responses to the Huntingdonshire District Council Local Plan's land availability and sustainability assessments for St Neots and Abbotsley Sites as recommended by the Local Plan Consultation Working Group as appended to these minutes.

RESOLVED that the Local Plan Working Group further considers responses to Little Paxton Sites 1 and 2 and the proposed amendments raised by a member of the public, bringing back recommended responses to the November 2024 Full Council meeting.

126 Projects Status Summary

Members received and considered a report from the Project Delivery Manager (PDM) on ongoing projects.

Members noted that the Changing Places toilet project had been completed since the last meeting of the Full Council.

The PDM reported that museum roof repairs were ongoing because of additional challenges and weather delaying work. A lot of problematic areas had been addressed and

The PDM reported that a structural engineers report had been received for the repair work needed to St Mary's, St Neots Church wall and this would allow him to establish indicative costs and potential options around implementing and phasing.

The Chairperson highlighted that the Moores Walk Garden, Skatepark refurbishment and Changing Places projects were good examples of how different authorities can work together.

The following points were raised by Members;

- 1) Town Council website – A Member queried the process for bringing forward a refreshed website and the need to ensure Councillors are making decisions on the new site, not just being consulted. The PDM outlined the procedure stating that feedback from the website consultation is being reviewed, with a scope



and brief to be set up. This will be brought to the Promotion and Events Committee for consideration, who will be involved in decision making and recommendations to Council on the new website.

- 2) The Jubilee Garden Mosaic is continuing to be damaged and there needs to be action taken to help protect it. The Town Clerk reported that the Operations Manager was seeking quotes for recommended actions to be considered by the upcoming Operations and Amenities Committee meeting.
- 3) Priory Centre – A proposed lease with HDC for the new Priory Centre is awaited. A Member commented that it was essential a lease was agreed before the Council dedicated funds towards the refurbishment of the centre. The importance of the lease and having this in place had been raised with HDC.
- 4) Splashpark – Vesting Declaration complete, a member commented that the indemnity assurance set out as part of agreeing the Vesting Declaration was not mentioned in the report. The Clerk confirmed that the indemnity was agreed between the solicitors as part of agreeing the Vesting Declaration.
- 5) Flood Awareness Campaign – What will be the approach to the Council distributing sandbags? It was explained this was not a Town Council duty for which it had resource available and that a draft Emergency Action Plan would be coming to the next Council meeting for consideration.

127 External Audit Report

Members received and noted 2023-2024 financial year's external audit report. It was noted that there were no recommendations or actions arising from the external audit. Members thanked the RFO for their work.

RESOLVED that the Council accepts the outcome report for the external audit for the 2023/2024 financial year and note that there are no recommended actions.

128 Reports from Outside Bodies

Cllr Goodman reported that quarterly meetings between the Hunts Volunteer Forum and Town Council representatives. These now took place over zoom and were attended by Cllr Goodman and Macnab-Grieve.

129 Mayoral Engagements

Members received and noted a list of upcoming Mayoral engagements to be attended by the Mayor and/or Deputy Mayor.

130 Date of Next Meeting

Members received and noted that the date of the next Full Council meeting would be 26th November 2024 at 7:15pm.



131 Private Session

RESOLVED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment or contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

132 Purchase of Asset

Members received a verbal update from the Town Clerk on the progress of the purchase of an asset through the Government's Community Ownership Fund. The matter was still progressing with the sellers and Councillor's solicitors and was hoped to move to completion in the coming week.

DRAFT



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Town Clerk – Chris Robson Town Mayor – Cllr Richard Slade

Planning Committee

Present: Committee Members

Cllrs Slade (Chairperson), Collins, Cooper-Marsh, Dunford, Hitchin and Maslen

Absent: Cllr Pitt

In Attendance: Deputy Town Clerk, Senior Admin Assistant

Minutes of the **Extraordinary** meeting of the **Planning committee** held on **Tuesday 5th November 2024** at **6.15pm** in the Eatons Community Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

072 Apologies for Absence

Apologies were received from Cllr Terry.

073 Declarations of Interest

There were none.

074 Minutes

RESOLVED to approve of the minutes of the Planning Committee meeting held on 15th October 2024 as a true and accurate record.

Admin

075 Public Participation

There were no members of the public present.

076 Schedule of Current Planning Applications

The Committee considered the schedule of current planning applications, and the recommendations made by the committee are appended to these minutes.

077 Street Naming & Numbering Notifications

Members noted the Allocation of addressing:

- i) 106 Cambridge Street, St Neots
- ii) 37 High Street, St Neots
- iii) Windmill Row, St Neots

078 Town and County Planning Act 1990 SECTIONS 78

Members noted the communication from Huntingdonshire District Council on the following appeals:

- i) Planning Application Ref: 23/01996/FUL at 26 Cambridge Street St Neots PE19 1JN
- ii) Planning Application Ref: 24/00141/FUL at 11 Dukes Road Eaton Socon St Neots

079 Pre-Application Consultation Public Rights of Way

Members noted the Pre application consultation regarding public rights of way, Cromwell Rd, St Neots from Birchill Access Consultancy.

080 Development Management Committee

The Chairman informed Members that the next Development Management Committee meeting is scheduled for 2 weeks' time and that the agenda will be circulated.

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/01744/LBC	Mrs C Foster 11 Cambridge Street St Neots PE19 1JL Repair works to roof, wall and render (retrospective)	SUPPORT	Improves the property.
S2	24/01834/LBC & 24/01833/HHFUL	Mr Mark Taylor 1 Eaton Ford Green Eaton Ford St Neots Front extension of kitchen, rear extension of first floor bathroom within new dormer.	SUPPORT	Satisfactory proposal in terms of scale and pattern of development.
S3	24/01776/LBC	Mr Jonathon Bartrop 204 Great North Road Eaton Socon St Neots Replacement of two single glazed wooden casement windows on side and rear elevation with slim profile double glazed wooden casement windows.	SUPPORT	Improves the property.
S4	24/01828/LBC & 24/01827/HDC	HDC Hotel 10 - 14 Market Square St Neots Internal and External alterations and Change of Use of Hotel (Class C2) to 2no. Commercial Units (Class E) and 5no. Residential units (Class C3)	SUPPORT	Members are pleased to see this building being returned to use; however, there is some disappointment that a hotel could not be incorporated in the proposed plans.
The following application/s are in a conservation area				
S5	24/01833/HHFUL	Mr Mark Taylor 1 Eaton Ford Green Eaton Ford St Neots Front extension of kitchen, rear extension of first floor bathroom within new dormer.	SUPPORT	See S2 - 24/01834/LBC for comments
S6	24/01859/FUL	Public House 3 South Street St Neots Retrospective Planning Application for Kitchen / Bathroom Showroom Sales Unit ??? Class E(a)	SUPPORT	Makes efficient use of its site.
S7	24/01795/FUL	Mr Vito Russo 11 High Street St Neots PE19 1BU Insertion of new access door and removal of window to ground floor of west elevation	OBJECT	Until such time that we have further information and plans for the proposed residential units in the building, members object to the application.
S8	24/01893/HHFUL	Mr & Mrs Ian Richardson 11 St Anselm Place St Neots PE19 1AP Proposed single storey extension to the side / rear and new driveway	SUPPORT	Makes efficient use of its site.

No.	Reference	Development	SNTC Decision	Notes
S9	24/01820/HHFUL	Mrs Theresa Taylor 3 The Old Dairy St Neots PE19 2DZ Replacement of existing carport with enclosed garage structure.	SUPPORT	Improves the property.
S10	24/01972/TREE	Mr David Cumberland Catholic Church Of St Joseph East Street St Neots T1 Box - Fell to ground level - Tree is in declining and over 50% is dead. T2 Yew - Fell right stem near to ground level leaving larger stem to flourish. - Smallest stem is growing over neighbours property this is to prevent damage to roof, wall, and foundations. T3 Silver Birch - Fell to ground level - Dead. T4 Sycamore - Fell to ground level and grind stump -Tree is growing into the conifer hedge and not growing very well, this will make more space for church carpark.	SUPPORT	Tree works to be carried out in accordance with best arboricultural practice.
S11	24/01881/HHFUL	Marianne Pang 4 Tern Way St Neots PE19 1TQ Single storey rear extension	SUPPORT	Improves the property.
S12	24/01839/HHFUL	Mr & Mrs Winney 49 Viscount Court Eaton Socon St Neots Proposed single and double extension to south elevation of house	SUPPORT	Makes efficient use of its site.
S13	24/01861/HHFUL	Mr Shashank Sharda 39 Fox Brook St Neots PE19 6AL Installation of an Air Source Heat Pump	SUPPORT	Improves the property.
S14	24/01751/FUL	Mr P Bird Street Record Samuel Emery Mews St Neots Erection of communal pedestrian and vehicle access electronic gate to entrance of Samuel Emery Mews	OBJECT Cllr Slade abstained	Contrary to our neighbourhood plan in connecting the two areas. Members would prefer to keep the existing footway access.

No.	Reference	Development	SNTC Decision	Notes
S15	24/01988/TREE	Marlow 401 Great North Road Eaton Ford St Neots T1 Holm Oak 007/79 - Prune by 1m. - Provide clearance to buildings. T2 Yew - 007/79 Crown Lift by 3 metres from ground level removing secondary limbs, prune clear of annex by 1m - Provide clearance from buildings.	SUPPORT	Subject to HDC aboricultural Officer approval.

Chairperson

Promotion & Events Committee

Present: **Committee Members**
Cllrs Dundas-Todorov (Chairperson), Bolanz, Cooper-Marsh, Hitchin, Macnab-Grieve,
Maslen and Johnson

In Attendance: Deputy Town Clerk, Events & Communications Officer, Project Delivery Manager

Minutes of the meeting of the **Promotion & Events committee** held on **Tuesday 5th November 2024** at **7.15pm** in the Eatons Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were three Members of the public present.

Communication was received from a resident raising questions regarding agenda item 30 point V, Additional Market Entertainment which were read out to the committee. A copy of those questions is appended to these minutes for reference.

022 Apologies for Absence

Apologies were received and noted from Cllrs Bolanz, Maslen and Banks.

ACTIONS

023 Declarations of Interest

There were no declarations of interest received.

024 Minutes

RESOLVED to approve the minutes of the Promotion and Events committee meeting held on 3rd September 2024 as a true and accurate record.

025 Action List

Members noted that most items on the action list appeared on the agenda.

026 External Event Funding

Members received and considered a funding request from St Neots Museum for the annual Living History event historically supported by the Council which was now no longer eligible for funding under the Council's Grant Aid Scheme.

Michael Fletcher, Chairperson of the Museum trustees provided the committee with a brief background on the Museum's Living History event and opportunities on how to enhance the event with the refurbished Market Square. This included incorporating additional entertainment, such as historic music, to enrich the overall event experience.

Members emphasised the importance of community events like this and thanked the Museum for all their efforts over the years.

RESOLVED to RECOMMEND to the Finance and Governance committee that a budget of £5,295 is included in the 2025-26 budget for the St Neots Living History Festival.

027 Remembrance Parade

Members noted the information provided by Officers and gave their thanks to all the volunteers who were involved in the wonderful poppy display in the town centre.

028 Christmas Events

A summary of events and other initiatives for the Christmas period was provided by officers:

Tree Removals and Replacements

The existing Xmas trees in Eynesbury and Loves Farm will be removed on November 11th and will be replaced. There are ongoing discussions about repurposing the removed trees.

Event Planning

This year, there will not be a single "switch-on" event. Instead, there will be four smaller gatherings held at Loves Farm, Eynesbury, Eaton Socon and Eaton Ford; each featuring carols, mince pies, and light switch-ons. Black Cat Radio will encourage residents and businesses to switch on their lights at home simultaneously. SNTC's involvement ends after these events, but other businesses may hold independent events. It was noted that due to power and lighting issues a Christmas tree event at Priory Park is not feasible. An alternative Christmas event is being explored with St Neots Rugby Club.

Calendar of Events

A range of events leading up to Christmas will be organized by SNTC and other local groups, with details to be posted on the Visit St Neots website at www.visit-stneots.co.uk. A full calendar of events will be circulated to members.

Markets and Trails

- Christmas trail with 20 shops is confirmed.
- December 8th - Victorian-themed market with stalls and free parking.
- December 14th - Farm and craft market featuring a children's snow globe.
- December 21st - Last-minute food shopping farm and craft market.

029 Armed Forces Weekend

Members noted the report and the increase in costs resulting from

030 Budget Setting 2025-2026 Financial Year

Members considered the proposed budget provided by officers.

- RESOLVED to RECOMMEND** that costs for the Baby Loss Awareness and Disability Awareness events are separated from the Other Community Events budget and that the events are to become annual events



- II. **RESOLVED to RECOMMEND** to the Finance & Governance committee that they approve the promotion and events budget for 2025/2026 as presented at this meeting.
- III. Members noted the report from the Events and Communications Officer on potential costs for Christmas Market Chalets.
RESOLVED not to proceed with the purchase of the market chalets.
- IV. Members noted the report from the Events and Communications Officer on potential costs and budgets for the Market Square Launch event.
RESOLVED to RECOMMEND to the Finance & Governance Committee that a budget of £15,000 is included in the 2025-26 budget to facilitate the organisation of a launch event for the refurbished market square.
- V. Members noted the report from the Events and Communications Officer on potential costs and budgets for Additional Entertainment on the Market Square.
RESOLVED to RECOMMEND to the Finance & Governance Committee to include £6,000 in the 2025/2026 budget for additional market entertainment over the summer period in 2025.
- VI. **RESOLVED to RECOMMEND** increasing the event budget for the Christmas Lights Switch On event by 4% for 2025/2026

031 Market Square Contract

Members noted the report from the Events and Communications Officer on the contract renewal for the Market Square. The current entertainment contract for the Farm and Craft Market with The Neotists expires in December 2024.

RESOLVED that an additional monthly roll over of the current contract is put in place until April 2025 and that officers will review the contract requirements and provide a new proposed contract on which to invite quotations at the next committee meeting.

032 Strategic Projects

The Project Delivery Manager provided members with a brief update on the projects that sit under this committee. It was noted that the Website Redesign sits under normal business and will be removed from the committees project list.

033 Date of Next Meeting

Members noted the date of the next committee meeting as 4th February 2025 at 7.15pm.

COMMITTEE CHAIRPERSON

Questions Received under public participation

1. Will the Public Events Committee agree to a trial period of say 3 months when there is Public Entertainment provided at only one Farm/Craft Event per month so as to allow residents the opportunity to attend on a date without entertainment if they wish to do so?

Can stall holders and local business owners surrounding the Square be asked to monitor trade and to provide feedback on whether there is any notable difference in footfall and trade between dates when there is a Public Entertainment and dates without? [Given the Neotists's existing contract has now expired and they are to be retained on a "roll over basis for January - March, I suggest this would provide an ideal opportunity for this trial to take place]:

2. How will the 3rd party provider of the Market Square Entertainment be selected going forward? Will the Contract for the provision of Entertainment be put out to tender? Where will the opportunity to tender for the Contract be advertised?

3. What steps will be put in place to safeguard residents and business owners living/operating around the Market Square? Can consideration be given to establishing an Entertainment Committee which those immediately impacted by these Events can be part of, ensuring they are involved in the decision making processes and the selection of the Entertainers?



Environment & Emergency Committee

Present: Committee Members

Cllrs S Smith (Deputy Chairperson), Dunford, Goodman and Collins

In Attendance: Town Clerk, Environmental Project Officer, Project Delivery Officer

Absent: Cllrs Banks, Bolanz, Pitt and Simonis

Minutes of the meeting of the **Environment & Emergency committee** held on **12th November 2024** at **6.15pm** in the Eaton's Centre, 18 The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present. No member of the public wished to address the Council.

071 Apologies for Absence

Apologies were received and noted from Cllrs Bolanz, Pitt and Simonis.

ACTIONS

072 Declarations of Interest

There were no declarations of interest.

073 Minutes

RESOLVED to approve the minutes of the Environment and Emergency Committee meeting held on 10th September 2024 as a true and accurate record.

074 Action List

Members received and noted the action list for the committee.

The Environmental Project Officer presented the action list and drew Member's attention to the biodiversity grant, explaining there is a delay as a response is awaited from the Diocese of Ely seeking clarification on whether the ground is consecrated and if so, seeking permission to plant trees in proposed locations. The grant provider, HDC are aware of the delay and are happy to work within the Council's timeframes. Members queried whether the timeframes would impact on the right time to plant trees. It was confirmed that this could continue through to the start of spring.

075 Emergency Plan

Members received and considered a draft Community Emergency Response Plan for St Neots Town Council.

Members discussed the need to seek volunteers and contact details for roles within the plan. It was agreed this would be requested once the Full Town Council has approved and adopted the plan.

It was requested that the duties/roles set out in the report be condensed into checklists of tasks and that it is made clear who the action checklists are aimed at and who is responsible for action delivery.

Members asked that the plan be amended to include options for multiple deputy coordinators to be appointed/recorded and that tables be labelled.

RESOLVED to RECOMMEND that St Neots Town Council adopt the draft Community Emergency Action Plan subject to the following amendments;

- Condensing duties and roles into checklists and labelling/identifying who checklists are aimed at and owners of actions.
- Increasing the number of potential deputy coordinators and amending the table accordingly.

076 Budget Setting

Members received and considered a report from the Environmental Project Officer on budgets under the committee's remit. Members noted there was a current revenue budget of £10,000 for Carbon Neutral Revenue.

Members considered budgeted requirements for the 2025-26 financial year based on key work and objectives that the committee wished to focus on.

RESOLVED to RECOMMEND that the Council allocate £10,000 for the Carbon Neutral Revenue budget in the 2025-26 budget.

RESOLVED to RECOMMEND that the Council allocate a £5,000 budget for biodiversity projects in the 2025-26 budget.

RESOLVED that the Environmental Project Officer be delegated management and expenditure of the Carbon Neutral Revenue budget and proposed Biodiversity budget.

077 Transition of Fleet to EV

The Environmental Project Officer introduced a report outlining feasibility around transitioning the council's fleet to EV.

A Member expressed concerns over changing the fleet as part of decarbonisation and whether the right vehicles were available that would provide suitable outcomes. Changing the entire fleet at this stage did not seem logical in their view.

The Project Delivery Manager advised that some specific equipment is hard to transition due to the lack of suitable alternatives in EV. The advice for these items would be to continue to monitor the market at this stage.

It was pointed out that the Council does have three older diesel vehicles which could be the focus of a transition. Such vehicles could be second-hand rather than new,

offering a more affordable and best value solution. This would allow the Council to start addressing its carbon emissions in a tangible way, while also allowing future flexibility as the EV and hydrogen market continued to develop. It was felt the question the committee needed to address was a recommended timeline for the Council to start transitioning vehicles.

The committee discussed the practicalities of EV vehicles, the benefits and challenges across the market with costs, range and batteries. It was agreed long range was not an issue for council vehicles, but ensuring it met the requirements and specifications needed.

A gradual approach to EV was considered the best option by addressing two older diesel vehicles in the Council's fleet as a priority in the next year. A third vehicle, a Ford Transit should be transitioned within the next two years.

Members felt second-hand vehicles would provide best value, subject to suitable vehicles that provided the Operations team with what it requires being available.

The Clerk commented that it was important that the Operations Team leader be fully involved with any recommendations on transitioning fleet and appropriate vehicles. The impact on the team's operation and service delivery must form part of any recommendations made.

RESOLVED to RECOMMEND to the Operations and Amenities Committee that the Council look to start a gradual transition of its fleet to EV by replacing its 2010 Ford Ranger and 2013 Nissan Navara within the next financial year and the 2017 Ford Transit within the next 2 years.

RESOLVED to RECOMMEND that when transition council vehicles to EV the preferred replacement will be with second-hand EVs subject to identifying suitable vehicles which provide the operations team with the flexibility and requirements it needs.

078 Strategic Projects

The Project Deliver Manager and Environmental Project Officer introduced four areas identified as key projects which should be included in the Council's strategic plan. These were agreed as:

- 1) Priory Centre and any associated buildings clean energy solutions.
- 2) Council buildings and retrofitting.
- 3) Fleet transition to electric.
- 4) Increasing biodiversity on Council assets.

The Committee discussed the four strategic focuses and considered timeframes in which these should be recommended for delivery.



Members commented that they did not feel confident in setting timelines for building retrofitting and biodiversity until the results of auditing was received and fully understood. A period of time would be needed to assess audits and agree actions. It was noted that building audits were being carried out and the Environmental Project Officer hoped these would be received in December.

Members feedback the following proposed timeframes to the Project Delivery Manager;

- 1) Priory Centre and associated buildings energy solutions – To be delivered over the next 24 months in line with the Priory Centre project.
- 2) Council Building Retrofitting – By March 2026 surveys to be completed and scope, actions, costs defined for buildings. Actions to be phased from April 2026 dependant on audit recommendation.
- 3) Two vehicles to be transitioned over the next year and a third vehicle to be transitioned within the next two years.
- 4) Biodiversity auditing, mapping and understanding to be completed within the next 6 months. Phasing of actions to be put in place from May 2025

The Project Delivery Manager would amend the draft Strategic Plan accordingly for recommendation to Council.

079 Date of Next Committee Meeting

Members noted that the date of the next committee meeting would be 14th January 2025 at 7:15pm.

COMMITTEE CHAIRPERSON

ST NEOTS COMMUNITY EMERGENCY PLAN

St Neots Town Council

August 2024



**In the event of an emergency the first vital action is to DIAL
999. Then read the checklist on page 10**



St Neots
Town Council

1

Town Clerk – Mr. C Robson
Council Offices, Priory Lane, St Neots, Cambridgeshire, PE19 2BH

Telephone: 01480 388911 fax: 01480 388915

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INTRODUCTION

This is the St Neots Town Council Community Emergency Plan which has been developed with the purpose of providing a local coordinated response to support the Emergency Services in a variety of emergency situations.

The aim of the plan is to increase resilience within local communities by being prepared to respond quickly to and aid recovery from local or wider emergencies, through the coordination of existing local resources to provide self-help and support for communities in crisis. By utilising local knowledge and expertise, proactive action can be taken to identify and prioritise risks allowing an efficient and effective response on the ground to support Emergency Services in reducing the impact to peoples' lives.

The St Neots Community Emergency Response Plan

This plan documents how **St Neots** would respond in an emergency e.g. while awaiting the assistance of statutory authorities/emergency services, or in support of them. Types of emergencies might include: flu pandemic, flooding, adverse weather, prolonged loss of utilities, marine incidents (see risk register lower down in the plan for more details).

It is not the role of the community to take on the responsibilities of these agencies e.g. to save life; to take any risks to themselves; or to cope for hours without agencies' help and support.

PLAN OBJECTIVES:

Identify emergency risks to the community and relevant WTC/community response actions that can be taken to support emergency services.

- Identify vulnerable people / groups in the community.
- Identify resources available in the community to assist during an emergency.
- Provide contact details for the Community Response Group (CRG); key community resources; the Emergency Services; and local councils.
- To keep records of the actions taken and decision made during the emergency.
- To support residents and businesses to recover from the emergency.

COMMUNITY RESPONSE GROUP

The Community Response Group is a group of Town Council Officers, Councillors, volunteers, and individuals from key organisations that can bring together local resources and knowledge to help in an emergency. In some areas these groups will directly form part of a larger Community Emergency Response Team (CERT) and Local Resilience Forum framework.

EMERGENCY PLAN COORDINATOR ROLES & RESPONSIBILITIES

The role of Emergency Plan Coordinator (and deputies) will be fulfilled by Members or Officers of St Neots Town Council who provide a vital link between residents and relevant organisations planning for and responding to an Emergency or Community Incident.

Contact details for the Emergency Coordinator and deputies are given on page 9

Their role is to:

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Call a community meeting during an Emergency or Community Incident (if deemed necessary)
- Provide the focal point for the community response to an Emergency or Community Incident and establish the Control Centre as a base location (if deemed necessary – see page 5 for Emergency Meeting Point details)
- Provide a link between the community and other agencies responding, which may include the emergency services and the Local Authorities
- Assist the Local Authorities and appropriate agencies in emergency preparedness through awareness-raising activities.

St Neots Town Council appoints the Emergency Plan Coordinator who will lead a team of other volunteers during an Emergency/Community Incident. This Community Response Group (CRG) will be responsible for organising emergency activity within the town, under the direction of the emergency services where appropriate.

As emergencies can occur at any time, it is not possible to guarantee that all members of the CRG will be available within the town. Therefore, Deputy Emergency Plan Coordinators have been appointed who should be familiar with the plan and can act as an Emergency Plan Coordinator in their absence.

In addition, all Town Councillors, during the emergency, may be requested to attend the Control Centre to support the response and decision-making processes.

ST NEOTS TOWN COUNCILLORS' ROLE

The primary role of St Neots Councillors is to receive information from the Emergency Plan Coordinator and assist in communicating this to residents in their ward. They may also help with the identification of vulnerable persons/groups and monitoring of their welfare, assist with transport, and pass messages on foot when telecommunication networks are down. Contact details and Wards for relevant Councillors are detailed on the call tree on page 14. Other volunteers, subject to qualification, may be co-opted to support the Ward Councillors where necessary. In a local emergency, the role of the CRG is to provide whatever support or information it can, potentially under the direction of the emergency services (police, fire brigade, ambulance), or other authorities.

ACTIVATION OF THE PLAN

This plan will be activated when an emergency has occurred, or if warnings are received prior to an anticipated event. It will also be activated when emergency services need support or are not able to attend immediately e.g. in severe weather.

In the event of an emergency this plan will be activated by the St Neots Town Council's Community Response Group (CRG).

If this is the case, the CRG will assess the situation, ring Emergency Services (if not already done), and consult with the District and County Councils. The CRG will then put all or part of the Plan into effect as appropriate.

TRIGGERS

- Call from a category 1 responder (e.g. Cambridgeshire County Council, Huntingdonshire District Council, Emergency Services, NHS, Environment Agency) or category 2 responders (e.g. utility companies, Network Rail). Identify communication channels between them and residents.
- Flood Alert or other notification from The Flood Warning System (FWS).
- Severe weather warning from the Met Office.
- Direct call from the public.

Verify/confirm/substantiate incident has occurred, particularly with "direct call from the public".

INCIDENT COORDINATION (CONTROL CENTRE)

The Primary Control Centre should be a facility capable of being used as a 24-hour emergency centre. It should be well known to local residents, have good communication links (e.g. telephone and internet), and cooking, washing, and toilet facilities. It should also be accessible to those with disabilities.

The CRG Emergency Meeting Points (EMP) will be as follows:

The Primary EMP will be at:	Priory Centre, Priory Lane, St Neots, PE19 2BH (NOT CURRENTLY AVAILABLE)
The Secondary EMP will be at: (use if primary EMP is not accessible)	Eatons Community Centre , The Maltings, Eaton Socon, St Neots, PE19 8ES
The third EMP will be at: (use if 1 st /2 nd EMP not available)	Council Depot , Unit 12 Levellers Lane, Eynesbury, St Neots, PE19 2JL
The CRG may call a virtual meeting if they feel this is the right response	Remote virtual meeting online

ACTIVATION PROCEDURE (see also Pg 8)

- CRG Coordinator to contact emergency services, 999, and follow any advice given. Establish communication link and provide local knowledge.
- CRG Coordinator to contact CCC / HDC Council Emergency Planning Team and follow any advice given.
- Record advice and actions from the emergency services and CCC – Use Incident Log sheet.
- Contact other members of the CRG and agree if the Community Emergency Plan is activated.
- Using the Skills, People and Resources in this plan decide what response can safely be actioned to support the work of the local emergency responders as per the advice given.

INITIAL CRG MEETING

Use the draft agenda (Pg 11) for the first meeting in an emergency situation.
It is important to make sure that everyone is safe and working in a coordinated way.

COMMUNICATION CHANNELS

On activation of the Community Emergency Plan, the Emergency Coordinator will maintain a register of all mobile numbers of volunteers, in addition to those of core members.

Use of Whatsapp will be the immediate and primary communication tool for the Community Response Group. A St Neots Community Response Group Whatsapp group will be set up and maintained as a central communication point for CRG coordinators and members. Appropriate Members of external bodies, such as HDC, local policing and fire teams, representation from the Cambridgeshire Local Resilience Forum etc. will be invited to communicate with the CRG through the Whatsapp group.

It should be remembered that at the time of a major emergency, mobile telephone networks may exceed capacity, leading to overload and disruption. The Group should not rely on mobile phones as the sole means of communication. If overload does occur, SMS text is likely to be more effective at getting through.

Police and other emergency responders have their own resilient communications systems, in particular Airwave. If all other means are not functioning, the emergency responders may allow the transmission of messages via this means.

If communications are disrupted and normal phone/mobile phone communication is not possible SNTC will make use of two-way radios, which are stored within the emergency kits. Strategically positioned volunteers and radios to maintain communications and relay information to the CRG/emergency services (Maximum range 1 – 2 miles).

It may be necessary to consider door knocking as an option to communicate with the public.

PRESS AND MEDIA

All communications with the Press and Media should be dealt with by the CRG Administrator or Coordinator in conjunction with the Emergency Services and/or Cambridgeshire County Council and Huntingdonshire District Council.

The Town Clerk is responsible for issuing media releases on behalf of the Town Council via the following means, insofar as may be available:

- Press Release to all Town Councillors, local authority partners, local newspapers, publications, radio stations and other identified partners via email.
- News Bulletins published on the Town Council website and highlighted on the front page of the site.
- Facebook post to raise awareness of available information
- Where possible, printed copies will be displayed on noticeboards and made available at key locations such as the library and Priory Centre.

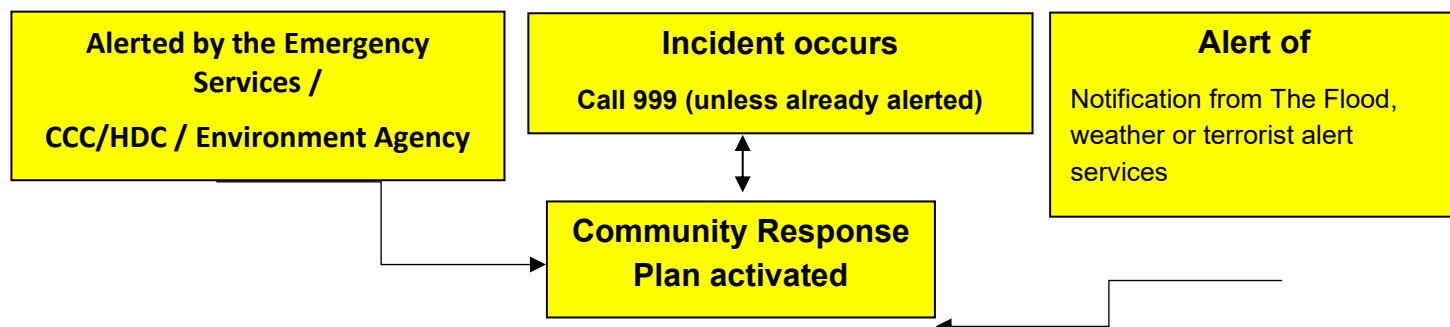
EVACUATION

- It may be necessary for some members of the community to be evacuated from their homes to a rest centre (see Pg 24-26 for identified locations).
- The CRG may need to assist in co-ordinating any evacuation actions required.
- Volunteers may be able to assist with door knocking and the delivering of emergency messages.
- Volunteers may be able to assist in liaising with and running of a rest centre.

COMMUNITY ACTIONS TO SUPPORT THE EVACUATION OF RESIDENTS

- Volunteer to help police/local authority with door knocking if required
- Help emergency services identify who might need extra help to leave their home
- Maintain contact with emergency services liaison officers and affected groups or individuals
- Nominate person/people to be a Single Point of Contact and/or commander, (usually the first on scene but can be handed over).

COMMUNITY RESPONSE GROUP TRIGGERS AND ACTIVATION



Contact Community Response Group (pg 13)
and meet at Emergency Meeting Point (pg 5).

Contact other members of the community that need to be alerted.

- Affected households
- Councillors and Ward Councillors
- Volunteers and key holders as appropriate

Contact and inform Cambridgeshire County Council & Huntingdonshire District Council Emergency Planning Officers with an update and the CRG response. (Key Contacts pg 9)

Record details on the Action Log sheet (pg 15), including:

- Any decisions made and why
- Actions taken
- Who you spoke to and what you said (including contact numbers)
- Any information received

Under no circumstances should you put yourself or others at risk to fulfil these tasks.

If you are unsure, please ask.

DISTRIBUTION OF PLAN

POSITION	NAME
Town Clerk	Chris Robson
Deputy Town Clerk	Karen Pollecutt
SNTC Operations Manager	Ian Webb
SNTC Centres Manager	Blair McPhee
Emergency Plan Coordinator (EPC)	Cllr VOLUNTEER REQUIRED
Deputy EPC x3	Cllr VOLUNTEERS REQUIRED
Town Mayor	Cllr Slade
FLAG Representative	Tim Wylie
St Neots Library (redacted version)	N/A
PLAN KEY CONTACTS	
POSITION	NAME AND CONTACT DETAILS
St Neots Town Councillors	All Councillors
Huntingdonshire District Councillors	All St Neots Councillors
Cambridgeshire County Councillors	All St Neots Councillors
Cambridgeshire CC Lead Emergency planning Officer	Stewart Thomas – stewart.thomas@cambridgeshire.gov.uk
Huntingdonshire District Council Emergency Planning Advisor	Jon Illingworth – jon.illingworth@huntingdonshire.gov.uk – 01480 388863 / [REDACTED]
Local Policing Team	Chief Inspector Mike Jackman – mike.jackman@cambs.police.uk
FLAG	Tim Wylie – tw@stneotsflag.org – [REDACTED]
Emergency Plan Coordinator (EPC)	TBC
Deputy EPC	TBC
Deputy EPC	TBC
Deputy EPC	TBC

EMERGENCY ACTION CHECKLIST FOR EMERGENCY PLAN COORDINATOR

Action	Instruction	Complete
1	Ensure you are in no immediate danger	
2	Call 999 (or 101 as appropriate) unless you are certain that the Emergency Services have already been alerted by a 999 telephone call. Follow any advice given. Start a Log (as per page 15) recording the date, time and place of significant actions taken and other useful information personally gathered.	
3	Telephone the St Neots Community Emergency Plan Coordinator (EPC) and inform them of the nature and location of the Emergency or Serious Incident. If no telephone response, contact one of the three Deputy Community Emergency Coordinators or the Town Clerk. Telephone numbers are on page 14, the Town Council Emergency Call-Out Tree.	
4	The EPC or a DEPC should contact the Cambridgeshire Emergency Management Team and the St Neots Neighbourhood Policing Team (NPT) to ascertain whether the Council and Police are aware of the Emergency. Contact details are on page 9.	
5	The EPC and DEPC should initiate and complete the Call-Out Procedures and Tree	
6	The Emergency Plan Coordinators should consider whether to call a Community Emergency Plan Meeting. Consider what the Community Response Group could safely do to help potentially vulnerable people in the community, the Emergency Services or CCC services, without entering a 'Scene of Action' or impeding the Emergency services. Discuss any proposed actions with CCC Emergency Management Team. Log decisions taken.	
7	The Emergency Plan Coordinator should refer to the Aide Memoir when planning the Agenda for a Community Emergency Plan Meeting, as per page 11	
8	CRG members should contact members of the community who need to be alerted including: a. Those specifically under threat or who may already have been affected b. Such specialists, volunteers or other assistance as may be appropriate or otherwise needed	
9	Emergency Coordinators and Deputies should inform appropriate individuals and bodies from the CRG (pg 13) of a decision to hold an Emergency Meeting.	
10	Ensure that organisations who may know of vulnerable groups are contacted. Coordinator to assign contacting of groups to volunteers CRG members. Record when they have been contacted on the incident sheet.	

AGENDA FOR INITIAL MEETING OF THE CRG

INITIAL MEETING AGENDA TO HELP GUIDE CRG RESPONSE			
Date:		Time:	
Location:			
Attendees:			
1. What is the current situation			
M	MAJOR INCIDENT	Has a major incident or standby been declared? (Yes / No - if no, then complete ETHANE message)	<i>Include the date and time of any declaration.</i>
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	<i>Be as precise as possible, using a system that will be understood by all responders.</i>
T	TYPE OF INCIDENT	What kind of incident is it?	<i>For example, flooding, fire, utility failure or disease outbreak.</i>
H	HAZARDS	What hazards or potential hazards can be identified?	<i>Consider the likelihood of a hazard and the potential severity of any impact.</i>
A	ACCESS	What are the best routes for access and egress?	<i>Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.</i>
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	<i>Use an agreed classification system such as 'P1', 'P2', 'P3' and 'dead'.</i>
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	<i>Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.</i>
2. Establishing contact with the emergency services			
3. How can the CRG support the emergency services?			
4. Are there any vulnerable people involved? <i>Elderly? Families with children? Non-English-Speaking people? People with disabilities?</i>			
5. What actions can safely be taken?			
6. What local skills and resources do we need?			
7. Who is going to take the lead for agreed actions?			
8. Any other issues?			

VOLUNTEER BRIEFING

Before deploying volunteers, all should receive briefings as to the current and expected situation and advised as to what is expected of them before they are mobilised. All volunteers have the legal responsibility to take reasonable care for their own Health and Safety and that of others that may be affected by their actions. Any incidents or hazards should be immediately reported back to the CRG coordinator, recorded and then forwarded onto the Town Clerk (if not acting as CRG coordinator).

Briefings Template

Situation Awareness – following the METHANE Framework (page 11), brief all volunteers on the current situation. Frequency of updating – agree a frequency of updating volunteers.

Expectations - what are your expectations as a coordinating group of your volunteers and when/how will this be relayed to them? If being directed by CCC or emergency services, what is expected for the entire group; for example, the setting up and managing of a place of safety.

Tasks - brief volunteers on specific tasks that they will be allocated (for example, door knocking, meet and greet, etc.)

Times – how long will volunteers be expected to undergo tasking? Is there a rota system in place?

Welfare – what provisions are available to volunteers undertaking tasks (for example, refreshments, meals, breaks, etc.), and what other support is available to them?

Communication - how will volunteers communicate with the coordinating group, each other, and the people they are supporting?

Safeguarding – Safeguarding is the action of protecting people's health, welfare, and human rights, enabling them to live free from abuse, harm, and neglect. Everyone has a role to play in safeguarding and promoting the welfare of any child, young person, or vulnerable adult that they may come into contact with. If a volunteer has concerns surrounding safeguarding issues, they should report it immediately to their coordinator who in turn will notify CCC. Safeguarding is there to protect you as well – please adhere to best practice.

Reporting incidents & Accidents – how this is achieved and who is responsible for it?

Stand down – who will make this decision and how will this be communicated to all volunteers

COMMUNITY RESPONSE GROUP (CRG)

Name	Role	Phone Number

TOWN COUNCIL TELEPHONE TREE

Name	Ward	Telephone Number
Chris Robson (Town Clerk)	N/A	
Karen Pollecutt (Deputy Town Clerk)	N/A	
Cllr Barry Banks	Eaton Socon	Redacted
Cllr Barry Chapman	St Neots Crosshall	Redacted
Cllr Claire Mascarenhas	Eaton Socon	
Cllr Colin Maslen	Eaton Socon	Redacted
Cllr Doug Terry	Eynesbury	
Cllr Diana Collins	Eynesbury	Redacted
Cllr Justin Cooper-Marsh	Eynesbury	
Cllr Sam Smith	Eynesbury	
Cllr Jennette Smith	Priory Park	
Cllr Delphine Johnson	Priory Park	Redacted
Cllr Richard Slade	Priory Park	
Cllr Ben Pitt	St Neots East	Redacted
Cllr Anna Crompton	St Neots East	
Cllr Jaideep Kumar	St Neots East	
Cllr Katie Dundas-Todorov	St Neots East	
Cllr Rob Simonis	Eaton Ford	
Cllr John Dunford	Eaton Ford	
Cllr Vivienne Hitchin	Eaton Ford	
Cllr Catherine Goodman	St Neots Church	
Cllr Daniela Bolanz	Priory Park South	
Cllr Rebecca McNab-Grieve	Eynesbury	

ACTION LOG - COMMUNITY EMERGENCY RESPONSE GROUP

To be used to record actions agreed or undertaken by the CRG during an emergency response situation. It is important to keep a log of actions done to provide information to emergency services and key partners.

No.	Time	Name	Information	Done

REST CENTRE LOG SHEET

SHEET No. _____ DATE: _____

To be used by the volunteer coordinating a rest centre in the event of an emergency. This should be kept on site and managed by a coordinator appointed by the CRG on the establishment of the rest centre.

Name	Address	No. Children / Vulnerable adults	Time in	Time out	Comments

RISK ASSESSMENT

An assessment of the most likely risks facing the St Neots community has been prioritised based on the Cambridgeshire LRF Risk Register. It details the likely impact on the community and considers what the CRG/community can do to prepare/act using local knowledge, skills and resources to ensure the community's safety and wellbeing relevant to the local area. The Cambridgeshire LRF Risk Register is summarised in the table below:

Impact	High	5			Influenza type disease Pandemic		
	Medium to High	4	Radiation release from overseas nuclear accident		Failure of the national networks		
	Medium	3	Aviation crash	Systemic financial crisis	Severe space weather Fluvial Flooding The growth and spread of antimicrobial resistance Emerging infectious disease Drought	Volcanic eruption Public disorder Fuel shortage at filling stations	
	Low to Medium	2	Explosion at a high-pressure gas pipeline Bridge closure or building collapse Accidental release of biological pathogen	Major fire Large toxic chemical release Accident involving high consequence dangerous goods Gas supply failure Food supply contamination Building collapse Industrial action (fuel supply) Reservoir collapse	Major outbreak of animal disease Storms Industrial Action (public transport) Railway accident Poor air quality Surface water flooding	Collapse of major governmental contractor Industrial action (prison officers) Accidental release of biological substance Major social care provider failure	Industrial action (Firefighters)
	Low	1	Radiation exposure from XXXX goods Insolvency affecting fuel supply	Water infrastructure or loss of drinking water Disruption of loss of telecommunications systems	Earthquake (UK)	Heatwave Low temperatures ad heavy snow Tech failure at retail bank Influx of British Nationals Influx of foreign nationals	Small scale highly disruptive Demonstration
			1	2	3	4	5
			Negligible	Rare	Unlikely	Possible	Probable
	Likelihood						

St Neots Community Emergency Risk Assessment

Hazard	Impact on the community	What can the Community Emergency Group do to prepare?
<p>PANDEMIC FLU</p> <p>Trigger – NHS / WHO</p>	<ul style="list-style-type: none"> • People being unable to get to pharmacy for medication. • People 'shielding' and self-isolating causes isolation and unable to get food or medication. • People being unable to work/loss of jobs unable to pay bills and buy food. • Vulnerable people become isolated and scared to go out. 	<p>Preparatory Actions</p> <ul style="list-style-type: none"> • SNTC / Community - In Autumn promote and publicise information on getting 'flu jabs' via all electronic and hard copy channels. <p>During Actions</p> <ul style="list-style-type: none"> • Contact key local organisations and councillors to help identify who is vulnerable and in need of help (this may include distribution provision,). • Contact organisations who have local members that could volunteer. • Flu Buddies Scheme - Identify volunteers who can collect and deliver medicines/food for people who are vulnerable / live alone / shielding. • Local link volunteers that can provide transport. • Volunteers that can keep in touch with isolated people via email / phone. • Contact Surgeries and pharmacies (do they need help? – volunteers). • Details of the nearest 24-Hour pharmacies. • Liaise with Health/NHS services and DC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital). • Put up NHS posters, and share with churches, shops, community centres, etc. • Volunteers can help existing organisations to cope with demand – Foodbanks, recycling centres, surgeries with flu jabs, etc • Cancel public events/meetings based on advice from NHS.

<p>FLOODING Fluvial / Groundwater flooding</p> <p>Trigger – Environment Agency Alert or warning / Resident call</p>	<ul style="list-style-type: none"> • Flooding of local roads • Reduced access to buildings, houses, shops • Damage to buildings • Damage to road surface • Cars travelling too quickly cause waves into buildings • Dirty water – health risk <p>See CRG Flood Plan pg 33-36</p> <p>St Neots Flood Risk Map pg 36-37</p>	<p>See CRG Flood Plan pg 33-36</p> <p>Preparatory Actions</p> <ul style="list-style-type: none"> • Sign up to receive Met Office weather warnings email alerts from www.metoffice.gov.uk/about-us/guide-to-emails for rain for your area. • Sign up to The Flood Warning Service (FWS): https://www.gov.uk/sign-up-for-flood-warnings • Encourage residents / businesses in high-risk areas to improve property flood defences and have an emergency box and plan ready. Information on how to prepare for flooding. • Identify and train flood wardens to monitor flood risk areas. • Monitoring of areas prone to surface water flooding • Record areas that have suffered from flooding due to surface water runoff and notify ward councillors in those areas if heavy rain alerts have been issued. • Notify CCC Highways in autumn of drains that are blocked and request clearance. <p>During Actions</p> <ul style="list-style-type: none"> • Contact CCC County Emergency Planning Team – Duty Officer • Use CRG volunteers and SNTC staff to help monitor water levels • Relay information to the local community. This might involve door-to-door visits to engage with individuals. • Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital). • Contact key local organisations to help identify who is vulnerable and in need of help. • Warn the public of a potential flood and particular areas to avoid. • Collect information on the flooding Notes, and especially photographs, on flow routes and water levels can be very useful. • When required help in the opening and initial setup of a rest centre when there is a sudden and immediate need. Contact CCC Emergency Planning staff to inform them
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		<p>about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point.</p> <p>Post Actions</p> <ul style="list-style-type: none"> • SNTC to display and signpost useful information from their website / Facebook. • Volunteers to help affected areas clean up afterwards (PPE must be available and worn).
TERROR ATTACK	<ul style="list-style-type: none"> • Risk of injury /death to people. • Potential damage to buildings if there is an explosive device. 	<p>Preparatory Actions</p> <ul style="list-style-type: none"> • Ensure all staff are vigilant whilst carrying out their daily work and report anything they feel is suspicious to the police. Everyone has a responsibility in helping to prevent terrorist acts. • Ensure all staff have completed anti-terrorism training. • Council signs up to MI5 Threat Level Alert RSS Feed • Town Clerk to report any alerts to the CRG Whatsapp group. <p>During Actions</p> <ul style="list-style-type: none"> • Contact the police 999 / Anti-terrorist hotline 0800 789 321. • Contact CCC/HDC Emergency Planning staff to inform. • Explosive device - Evacuate the area (500m) - When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact DC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point. • Weapons attack follow the Run/Hide/Tell protocol • Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).

<p>PROLONGED ELECTRICITY POWERCUT</p> <p>Trigger – Loss of electricity / SSEN call</p>	<ul style="list-style-type: none"> Residents / businesses with no access to power for a prolonged period Most vulnerable are those with only electric power Residents cannot get heat, light, or hot water Unable to cook food Defrosting fridges and freezers Health equipment which relies on electric power (e.g., oxygen concentrator machine) 	<p>Preparatory Actions</p> <ul style="list-style-type: none"> Encourage vulnerable residents to register with their service providers for their Priority Service Register. Download ‘Power Track’ App for smartphones (shows outages on a map) CRG coordinator to check and share outage maps on Whatsapp group <p>During Actions</p> <ul style="list-style-type: none"> Call 105 National enquiry number for power outages. Contact CCC/HDC Emergency Planning Team – Duty Officer Work with identified organisations and residents to identify vulnerable residents most at risk. Liaise with Emergency services, CCC/HDC and Utility company to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital). When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point.
<p>DROUGHT</p> <p>Trigger – Environment Agency Alert</p>	<ul style="list-style-type: none"> Vulnerable members of the community may need additional support. Water supply may be limited within the town. 	<ul style="list-style-type: none"> CRG to contact identified organisations to use volunteers to check on identified vulnerable residents. SNTC to use vehicles to help deliver water to vulnerable people in case of severe lack of water Liaise with Anglian Water to identify safe locations for standpipes to be installed if required. Work with CCC/HDC to ensure residents have access to water. SNTC to display and signpost useful information from their website / Facebook.

<p>HEAVY SNOW and/or ICE & LOW TEMPERATURES</p> <p>Trigger – Met Office alert</p>	<ul style="list-style-type: none"> • Access issues, impassable roads • Access to/from homes • Access to/from businesses/shops • Heating for local residents • Isolated residents – Assistance/food • CCC Road Salting Map pg 39-40 	<p>Preparatory Actions</p> <ul style="list-style-type: none"> • Sign up to Met Office weather warnings email alerts from www.metoffice.gov.uk/about-us/guide-to-emails for snow. • Review and request salt bins to be refilled by CCC in Oct. • Ascertain CCC priority road clearance plans for town in event of heavy snow fall. <p>During Actions</p> <ul style="list-style-type: none"> • Agree places where Town gritting is required. (List key ones) • Highlight key areas to CCC for gritting priority. • CRG to work with identified organisations and residents to identify vulnerable people most at risk. • CRG to identify volunteers who can collect and deliver medicines/food for vulnerable people. • Utilise SNTC fleet vehicles as required. (potential to assist with gritting) • Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).
<p>STORMS & GALES</p> <p>Trigger – Met Office alert</p>	<ul style="list-style-type: none"> • Risk of injury/death to people and animals • Fallen trees - roads & paths blocked • Flying debris • Damage to communications infrastructure • Damage to buildings • Tidal flooding 	<p>Preparatory Actions</p> <ul style="list-style-type: none"> • Sign up to Met Office weather warnings email alerts from www.metoffice.gov.uk/about-us/guide-to-emails for wind. • CRG Co-ordinator to share weather alerts with Whatsapp group <p>During Actions</p> <ul style="list-style-type: none"> • Inform CCC Highways of blocked roads. • SNTC Open Spaces team to help clear blocked paths in severe cases. • CRG contact key local organisations to help identify who is vulnerable and in need of help. • CRG contact organisations who have local members that could volunteer. • CRG to identify volunteers who can collect and deliver medicines/food for people who are vulnerable / live alone. • When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over

		<p>responsibility of the centre when their staff arrive. Hot refreshments and information point.</p> <ul style="list-style-type: none"> • Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).
<p>LARGE SCALE EVACUATION (planned or unplanned)</p> <p>Trigger – Tier 1 or 2 service alert</p>	<ul style="list-style-type: none"> • Relocation of a large number of residents. • Vulnerable residents that may have additional medical needs. • Impact to Schools. • Impact to local businesses. 	<ul style="list-style-type: none"> • Liaise with HDC Emergency Planning Team and Emergency Services to provide assistance. • Relay information to the local community. This might involve door-to-door visits to engage with individuals. • Work with identified organisations and residents to identify vulnerable people most at risk. • When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point. • Liaise with Emergency services and HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).
<p>PROLONGED FAILURE OF GAS SUPPLY INFRASTRUCTURE</p> <p>Trigger – Loss of gas / British Gas alert</p>	<ul style="list-style-type: none"> • Residents unable to cook food and heat house or access hot water. • Potential for explosion. 	<p>Preparatory Actions</p> <ul style="list-style-type: none"> • Encourage vulnerable residents to register with their gas provider for their Priority Service Register. <p>During Actions</p> <ul style="list-style-type: none"> • Contact CCC/HDC County Emergency Planning Team – Duty Officer • Work with identified organisations and residents to identify vulnerable residents most at risk. • Relay information to the local community. This might involve door-to-door visits to engage with individuals. • If there is an explosion risk help to evacuate residents to a rest centre. Volunteer door to door visits. Liaise with emergency services.







		<ul style="list-style-type: none"> When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point. Liaise with Emergency services, HDC/CCC and Utility company to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).
RAILWAY ACCIDENT Trigger – Network Rail / Emergency Services	<ul style="list-style-type: none"> Train passengers. Residents living near the incident. 	<ul style="list-style-type: none"> Liaise with emergency services and contact CCC and HDC Emergency Planning Team – Duty Officer. When required help in the opening and initial set up of a rest centre when there is a sudden and immediate need. Contact CCC/HDC Emergency Planning staff to inform them about the centre opening and the requirements and hand over responsibility of the centre when their staff arrive. Hot refreshments and information point. Liaise with Emergency services, CCC/HDC and Network Rail to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital).
PROLONGED FAILURE OF WATER SUPPLY INFRASTRUCTURE (or accidental contamination with a non-toxic contaminant) Trigger – Loss of water / Wessex Water alert	<p>All affected residents would need access to a temporary water supply</p>	<p>Preparatory Actions</p> <ul style="list-style-type: none"> Encourage vulnerable residents to register with Anglia Water for their Priority Services and extra care support 03457 919 155. <p>During Actions</p> <ul style="list-style-type: none"> Assist CCC / HDC / Utility company to distribute and maintain temporary water containers. Work with identified organisations and residents to identify vulnerable people most at risk. Liaise with Emergency services, CCC/HDC and Utility company to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital). SNTC to display and signpost useful information from their website / Facebook.

<p>HEATWAVE</p> <p>Trigger – Met Office alert / NHS warning</p>	<ul style="list-style-type: none"> • Risk to vulnerable members of the community 	<ul style="list-style-type: none"> • SNTC to display and signpost useful NHS/WHO information from their website / Facebook. • CRG to contact key local organisations to help identify who is vulnerable and in need of help. • CRG to contact organisations who have local members that could volunteer. • Identify volunteers who can collect and deliver medicines/food for people who are vulnerable / live alone. • Liaise with Health/NHS services to display and signpost useful information from the SNTC website / Facebook.
<p>CYBER ATTACK</p>	<ul style="list-style-type: none"> • Council operations, functions and systems. • Public services / Emergency services. • Businesses. • Public – Personal details held. 	<p>Preparatory Actions</p> <ul style="list-style-type: none"> • Ensure all Council ICT equipment and procedures are secure and checked regularly. • Ensure all staff use strong passwords and always follow the recommended good practice working protocols. • Ensure all staff are trained on cyber protection and cyber security. <p>During Actions</p> <ul style="list-style-type: none"> • Contact Cloudy ICT to inform them of the breach and get assistance. • Contact CCC/HDC Emergency Planning staff to inform them of the breach and get assistance • Contact the Police • Liaise with Emergency services and CCC/HDC to help relay the same information to inform people of up-to-date position. Range of media and places (hard copy and digital). <p>Post Actions</p> <ul style="list-style-type: none"> • Contact any individuals / organisations that the Council holds sensitive details on that relate to the area of the cyber-attack to advise them of the breach and what action they should take.

COMMUNITY SKILLS AND RESOURCES

1. CRITICAL BUILDINGS, SITES and SHELTERS (Places of Safety)

Ref	Building/Facility	Road & No.	Post code	Max No.	Contact	What 3 Words
1	Priory Centre – NOT CURRENTLY AVAILABLE	Priory Lane	PE19 2BH	TBC	NOT CURRENTLY AVAILABLE	///appoints.apricot.juniors
2	Eatons Community Centre	18 The Maltings	PE19 8ES	200 (standing)	Blair McPhee [REDACTED] blair.mcphee@stneots-tc.gov.uk Jeremy Barnes [REDACTED] Jeremy.barnes@stneots-tc.gov.uk	///challenge.store.wagers
3	Priory Park Infant School	Almond Road	PE19 1DZ	300	Angie Smith 01480 398010 head@park.cambs.sch.uk	///forest.rooster.supper
4	Crosshall Infant School (Eaton Ford)	446 Great North Road	PE19 7GG	100	Rebecca Sawford rsawford@crosshallinfant.co.uk	///civic.saying.unloads
5	St Neots Leisure Centre – Organised by HDC	Barford Road	PE19 2SA		HDC Organised	///limp.nickname.mailings
6	St Neots United Reformed Church	Moore's Walk	PE19 1BP	200	Jenny Gibbs [REDACTED]	///bother.treatment.vans

					stneotsurc.secretary@outlook.com	
7	St Neots Parish Church	Church Street	PE19 2BU	450	<p>Jacky Isaac jackyisaac@hotmail.co.uk</p> <p>Helen Bloxham  office@stneots.org</p>	///locked.intricate.boost
8	St Neots Parish Church Rooms	Brook Street / Church Walk	PE19 2BP	100	<p>Jacky Isaac jackyisaac@hotmail.co.uk</p> <p>Helen Bloxham  office@stneots.org</p>	///distract.spurring.numeral
9	St Mary The Virgin Parish Church (Eynesbury)	St Mary's Street	PE19 2NA	100	<p>Christine Miles  christinemiles@stneots.org</p>	///novels.awake.lunching
10	St Mary's Church Eaton Socon	Great North Road	PE19 8EJ	300	<p>Rev Tim Robb 01480 212219 /  vicar@eatonsocon.org</p> <p>Edward Jarvis  cw.ed@eatonsocon.org</p>	///sometimes.table.applied
11	St Neots Evangelical Church	Cambridge Street	PE19 1PL	200	<p>Richard Vennelle </p> <p>Graham Went</p>	///popular.perfectly.forgot

					<div></div> Pete Bennett <div></div> Jan Sim <div></div> Paul Slater <div></div>	
12	Love's Farm House	17 Kester Way	PE19 6SL	100 - 200	Helen Bull 01480 262626 bookings@lovesfarmhouse.co.uk	///arrays.slurs.pronouns

2. LOCAL RESOURCES

Skill/Resource	Who has the skill/Resource	Emergency Contact Details	Location	When might they be unavailable
PROVISIONS				
COMMUNITY TRANSPORT				

COMMUNICATION				
MEDICAL SUPPORT				
EMERGENCY SERVICES				
EQUIPMENT				

OTHER				

LOCAL VOLUNTEERS

Details of key organisations/groups within the town who would be able to provide volunteers and work with the CRG in the event of an emergency. *(Representative of each organisation would ideally sit on CRG.)*

ORGANISATION/GROUP	EMERGENCY CONTACT	DESCRIPTION	NOTES (i.e special skills)	When might they not be available
Flood Liaison Action Group (FLAG)	Tim Wylie Siriol Hogg		Practical advice and support in the event of flooding	

VULNERABLE GROUPS

Organisations and groups that may know vulnerable people that might need extra help in an emergency.

ORGANISATION	EMERGENCY CONTACT DETAILS	NAME AND ROLE OF CONTACT
St Neots Health Centre	01480 219317	
Cedar House Surgery	01480 406677	
Almond Road Surgery	01480 473413	
Eaton Socon Health Centre	01480 210000	

FLOOD PLAN

Environment Agency Warning Level	What it means	Cambridge Council Actions	St Neots Community Response Group Actions	FLAG
FLOOD ALERT Flooding is possible Preparations should be made When is it issued: Two days to two hours in advance of flooding	Flooding of low-lying roads is possible.	Monitoring by Duty Engineer Discussion with EA duty teams based on Flood and Heavy Rainfall Alerts and with Met Office based on severe weather warning/s for rain and ongoing weather forecasts. Duty Engineer responds to calls (likely to be surface water related at this stage) Duty Engineer considers if action is required based on known risks and past experience	Closely monitor the weather forecast for indications of further heavy and persistent rainfall. (CRG co-ordinator) Be aware of the areas that are liable to flood using flooding maps (pg 36-37). Be aware of areas that have flooded in the past from heavy rain and surface water. Inform local councillors in these areas to help prepare residents to act quickly if required.	Closely monitor the weather forecast for indications of further heavy and persistent rainfall. (Officers/Wardens) Be aware of the areas that are liable to flood using flooding. Contact and update CRG Co-ordinator of river levels and risks of flooding.
FLOOD WARNING Flooding is expected Immediate action required When is it issued: One day to half an hour in advance of flooding	Flooding of properties is expected	Liaise / check extent with EA Liaise with HDC Liaise with St Neots emergency CRG Coordinate response Respond to calls from the public Alert appropriate staff within the council and emergency planning teams	Call Community Response Group together to assess the situation and take required action. SNTC update council website and social media mirroring CCC / HDC information and actions that the public should be taking. Flood wardens and volunteers should not be in areas where they are in danger and should always keep out of flood water.	Wardens to closely monitor river levels and relay information to CRG co-ordinator. Relay information of identified vulnerable people living in affected areas. Follow EA flood warden procedures. Flood wardens and volunteers should not be in areas where they are in danger and should always keep out of flood water.
SEVERE FLOOD WARNING	Flooding of properties, danger to life, severe disruption to services	Liaise with EA, Police, Fire & Rescue, St Neots CRG and partner agencies as to severity, extent expected and timings.		

Severe Flooding is expected Danger to life When is it issued: When flooding poses a significant risk to life	and transport	Activate Emergency Response Plans: <ul style="list-style-type: none"> Local Authority Liaison Officer to site Consider activating rest centre(s) via CCC Duty Emergency Planning Officer 		
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Who does what in a flood emergency?

It may not always be possible for all actions to be carried out during a flood event. Responding organisations have limited resources so may not be able to provide assistance in all circumstances. In such cases the owners and occupiers need to be aware that they should make their own arrangements to protect their property from flooding.

Authority / Organisation	Flooding Responsibility / Response
Environment Agency Flood Resilience Team email: enquiries@environment-agency.gov.uk Flood Resilience Team can assist with flood plans, maps, training of flood wardens and coordinators	<ul style="list-style-type: none"> Issue flood Alerts/Warnings. Receive and record details of all flooding incidents. Monitor the situation and advise other organisations. Respond to pollution incidents. Advise on waste disposal issues. Deal with emergency repairs and blockages on main rivers
Cambridgeshire County Council	<ul style="list-style-type: none"> Lead Authority in managing flooding in the district. Overall management responsibility for surface water, groundwater and ordinary watercourse flooding. Develops and actions the local flood risk management strategy for local sources of flooding. Co-ordinate emergency arrangements. Maintain safe conditions on the roads. Put flood warning signs on the highway. Organise road closures and traffic diversions. Clear blockages on highway drainage systems. Receives and records details of flooding at post incident / recovery stage.

	<ul style="list-style-type: none"> • Investigates flooding incidents in its area. • Maintains a register of structures or features which have a significant effect on flood risk within their area of responsibility. • Regulates activities affecting flow in ordinary watercourses.
ST Neots Flood Liaison Action Group (FLAG)	<ul style="list-style-type: none"> • Identifying key flooding issues. • Mapping out a flood St Neots flood plan. • Working in partnership to manage flood risk. • Spreading awareness & monitoring local issues
Cambridgeshire and Peterborough Flood and Water group (CPFlow)	<ul style="list-style-type: none"> • Key stakeholders in flood risk management • Coordinated and collaborative approach to flood risk management cross the county
Huntingdonshire District Council	<ul style="list-style-type: none"> • Support local flood action groups. • Provide training to Town Councillors and staff • Raise awareness. • Provide updates and communication to residents. • Assess levels of flooding and assist in the allocation of resources. • Open rest centers under the direction of the Police.
St Neots Town Council (CRG)	<ul style="list-style-type: none"> • The Councils Community Response Group to implement and coordinate the Community Emergency Plan. • Help with communication channels and identify local issues or vulnerable people/areas. • Creating a clear single point of messaging for the town.
Cambridgeshire Fire and Rescue	<ul style="list-style-type: none"> • Specialist teams providing rope, water and animal rescue capability. • Assist with flooding incidents, and we can be called upon to help other agencies. • Can attend to assist in pumping out flood water from badly effected areas.
Cambridgeshire Police	<ul style="list-style-type: none"> • To stop people/traffic from entering a flood zone. • To provide information to local residents. • Work with Councils to assess needs for rest centres
Water Companies	<ul style="list-style-type: none"> • Clearing blockages in public sewers and outfall grills. • Repairing burst sewage and water pumping mains. • May take action to protect property from flooding by water from the public water mains or discharges from

	the public sewerage systems.
Property Owners	<ul style="list-style-type: none"> • Responsible for ditches, watercourses, piped watercourses and culverts on their land. • Move to a safe area if life is at risk. • Prevent water from entering the property if possible. • Switch off electricity and gas supplies at mains. • Move valuable possessions upstairs if liable to be flooded. • Have an emergency box/bag and plan. • Sign up to Environment Agency flood alerts. <p>Met Office:</p> <ul style="list-style-type: none"> • Provide weather forecast/guidance updates, including severe weather warnings, through flooding incident. • Support in understanding when the flooding could recede/stop/be able to go into recovery.

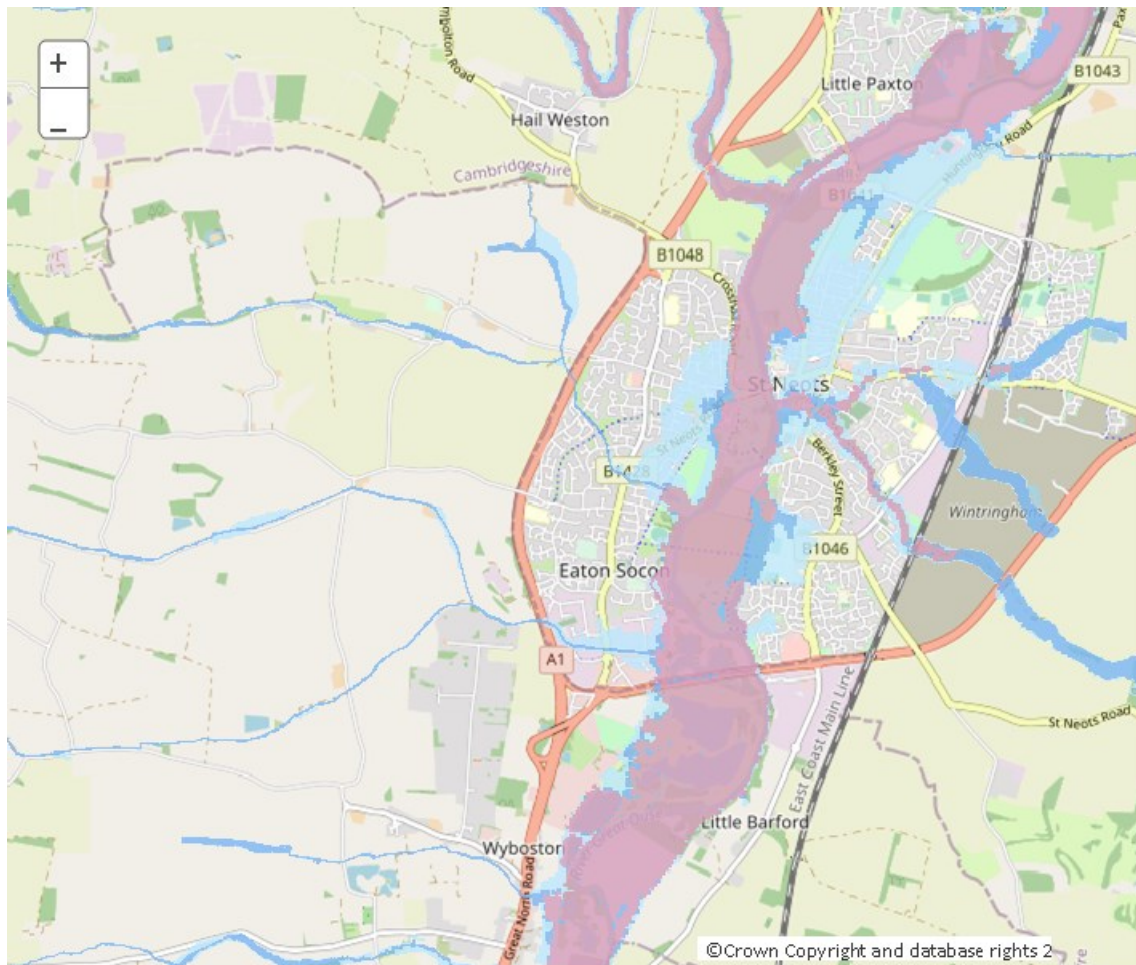
FOLLOWING A FLOOD

In the days following a flood event the CRG will arrange a debrief to assess what happened and the effectiveness of the plan and response taken.

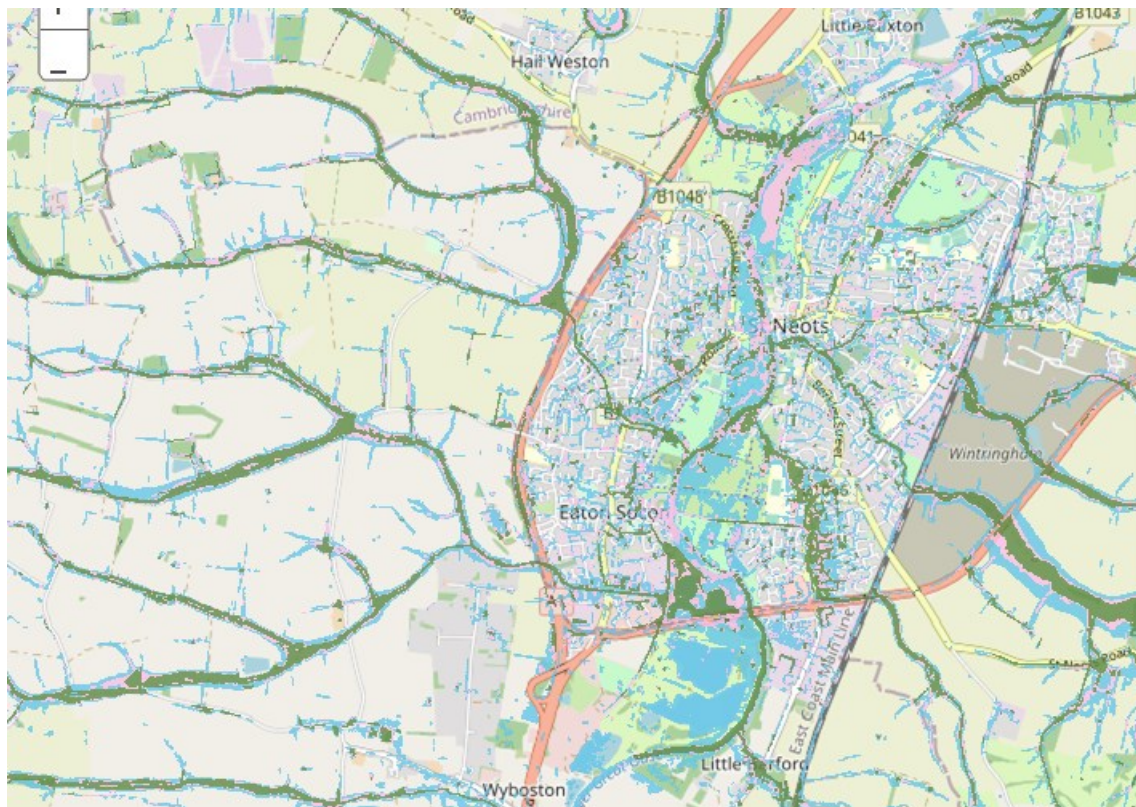
- The likely cause of the flood – i.e river, surface water, blocked drains/culverts etc.
- Any additional properties that were affected which had not been previously affected.
- The effectiveness of the Flood Plan i.e were sandbags distributed to the right areas at the right time?
- The effectiveness of communications.
- Any preventative measures that could stop the flood from happening in the future.

FLOOD MAPS

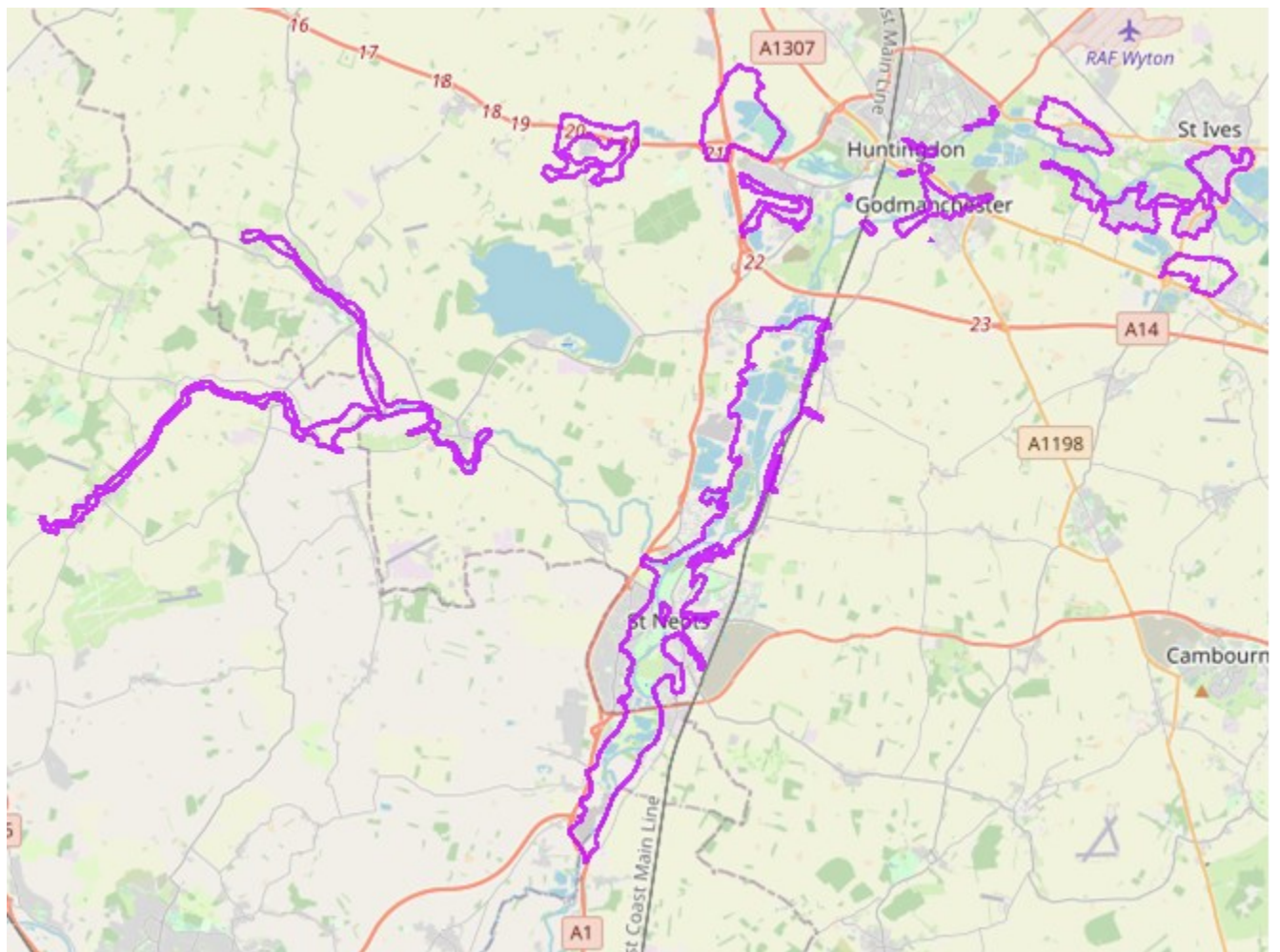
Map 1 – St Neots Flood Zones



Map 2 – Surface Water Flooding



Map 3 – Flood Warning Coverage



Emergency Boxes for use by the CRG are held at the following locations;

Town Council Offices – (Town/Deputy Clerk responsible for)

Council Depot - (Operations Manager responsible for)

Contents of boxes are as follows;

<p>Copy of the Community Emergency Plan</p> <p>Incident Log Book</p> <p>Torches (x4)</p> <p>Map</p> <p>Wind up radio</p> <p>Copy of electoral register</p>
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High-visibility jackets (x4)

Barrier tape

First aid kit

A4 lined paper

Ball point pens

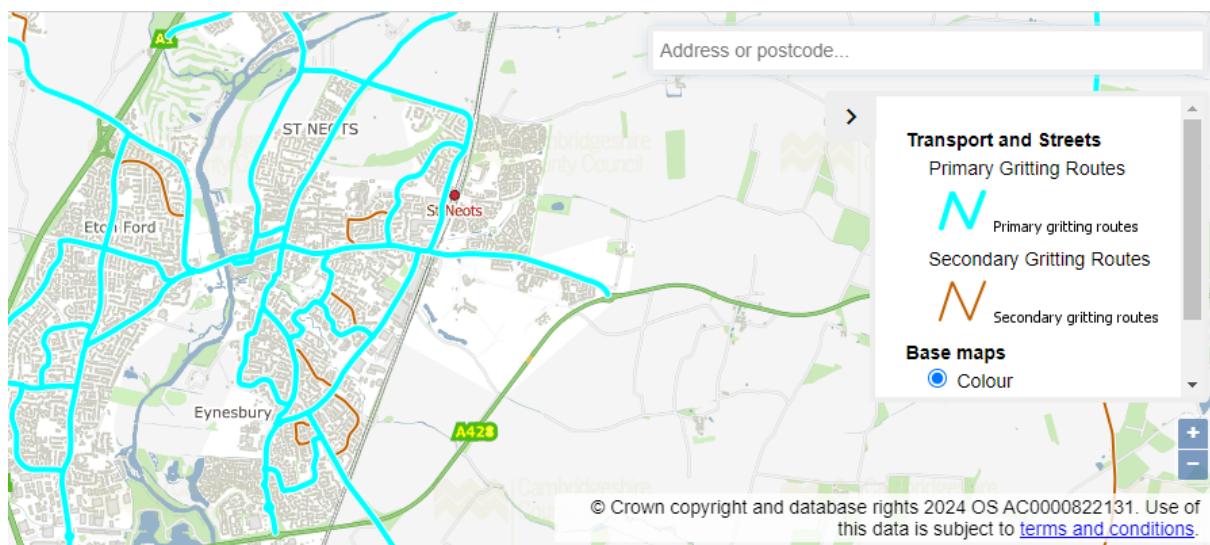
Gloves

Two-way radios

Batteries

Image of emergency box to be inserted so it can be clearly identified by anyone looking for it.

ROAD GRITTING MAPS



SALT STORAGE BINS

Address	What3Words Location
Cowpers Court	///strays.shells.constrain
Eaton Socon Cemetery	///speedily.things.wacky
Hill Rise	To be confirmed
Jutland Rise	///galloped.emails.video
Lawrence Road	///wiggles.gaps.butlers
Laxton Close	///robot.ensemble.ulterior
Linclaire Place	///averts.alike.complains
Milton Av (near 39/41)	///starting.interacts.toffee
Romney Court	///stilted.cleanest.racetrack
Sandwich Road/Acacia Av	///depravity.seemingly.firework
Trafalgar Road	To be confirmed
Whistler Road	///knocking.rejected.walls
Wilkinson Close	///reporting.vibe.eats
Willow Close	///spud.kickbacks.stud
Dramsel Rise	///trifling.dancer.items
Great High Ground	///workbench.deeper.shorthand
Stone Hill	///nerd.narrates.into
Longsands Academy	///darts.stop.saucepan
Ernulf Academy	///chairing.lightly.smooth
Round House Primary Academy	///makeovers.sweeten.beard
Wintringham Primary Academy	///tightest.congested.panics
Middlefield Community	///unstated.nitrate.bumps
Winhills County Primary	///zaps.renamed.monorail
St Mary's C of E	///replays.rinsed.crumb
Eynesbury CE	///thirsty.compelled.spud
Crosshall Academy Trust	///culling.dialect.restrict
Bushmead Primary	///yummy.supply.tasteful

Priory Park Infants	///teaching.enjoys.prove
Priory Juniors	///classmate.footballers.menu
Priory Hill	///calculating.timer.rate
Mill Hill x 2	///retained.exit.procured & ///handbook.restores.riches
Cross hall Road	///shady.harsheset.during
Potton Road	///array.fewest.submitted

DEFIBRILATOR LOCATIONS

Address	What3Words Location
St Neots & District Voluntary & Welfare Association, Community Centre, Church Walk, St Neots, PE19 1JH	///reclined.hungry.blog
Adlam & Coomber Optometrists, 14 Brook Street, St Neots, PE19 2BP	///reported/fortress/shifts
Priory Centre, Priory Lane, St Neots, PE19 2BH	///appoints.apricot.juniors
Central Co-op Funerals, 1 Huntingdon Street, St Neots, PE19 1BG	///cherish.landlords.twit
Waitrose, Priory Lane, St Neots, PE19 2BH	///eruptions.restless.steamed
St Neots Lawn Tennis Club, 25 St Anselm Place, St Neots, PE19 1AP	///proceeds.twinge.quilting
Scout Hall, Bedford Street, St Neots, PE19 1AX	///replace.unfilled.admire
Ambience Cafe Riverside Park, St Neots Road, Eaton Ford, PE19 7SD	///villager.grudge.proofread
Montagu Square Day Nursery, Montagu Court, Eynesbury, PE19 2TL	///padding.extremely.blows
1 st Eaton Socon Scout Hut, Mill Hill, Eaton Socon, PE19 7AQ	///dented.harp.armrests

USEFUL REFERENCE DOCUMENTS

The CRG should be aware of the following list of useful reference material some of which may prove useful in times of emergency.

Cambridgeshire County Council website

<https://www.cambridgeshire.gov.uk/council/emergency-planning>

Huntingdonshire District Council Website

<https://www.huntingdonshire.gov.uk/contact-us/emergency-contact/>

Cambridgeshire and Peterborough Local Resilience Forum

<https://www.cambsfire.gov.uk/community-safety/be-prepared-for-an-emergency/cambridgeshire-and-peterborough-local-resilience-forum-cplrf/>

Preparing for Emergencies – What you need to Know (HM Government)

www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies

Community Emergency Plan Toolkit (HM Government)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/552869/community_emergency_plan_toolkit.pdf

The Heatwave Plan (2014) (HM Government)

<https://www.gov.uk/government/publications/heatwave-plan-for-england>

The Cold Weather Plan (2019) (HM Government)

<https://www.gov.uk/government/collections/cold-weather-plan-for-england>

British Red Cross

<http://www.redcross.org.uk/>

BT Civil Resilience

<https://www.bt.com/about/civil-resilience-and-incident-management-in-bt>

Disaster Action

<http://www.disasteraction.org.uk/>

Medical Advice:

<http://www.patient.co.uk/selfhelp.asp>

Salvation Army

<https://www.salvationarmy.org.uk/cambridge-citadel>

St John Ambulance

<http://www.sja.org.uk>

Royal Voluntary Service

<http://www.royalvoluntaryservice.org.uk>

INSURANCE

TBC

GENERAL DATA PROTECTION REGULATIONS

A community emergency plan remains the property of the community and therefore any information collected in its creation is the responsibility of the group. Personal is collected on for the use of the following:

In the event of the plan being triggered, the following people have agreed to share their contact details with the Community Emergency Group and its partners for use in a warning & informing / coordination capacity before, during and after emergency.

St Neots Town Council will not use any personal information contained within a community emergency plan for any other means than for mentioned above and in response to emergencies, incidents and disasters.

Where necessary SNTC may share your personal data with the following categories of recipients:

- Community Emergency Response Team members
- Healthcare, social and welfare organisations and professionals
- Occupational health
- Regulatory bodies (eg Health and social care council)
- Police forces, other law enforcement and prosecuting authorities
- Disclosure and Barring Service
- Fire & Rescue Service

In order to comply with GDPR all volunteers will be required to sign and return a GDPR form to their community emergency coordinator. By signing this form all volunteers agree to have their details stored and shared as described above.

Volunteer GDPR Forms are available on request from the Town Clerk: enquiries@stneots-tc.gov.uk

Operations & Amenities Committee

Present: Cllrs Goodman (Chairperson), Chapman, Collins, Dunford, Hitchin, and Maslen

In attendance: Town Clerk, Operations Manager, Project Deliver Manager

Absent: Cllrs Bolanz, Cooper-Marsh, Johnson

Minutes of the meeting of the **Operations & Amenities committee** held on **Tuesday 12th November 2024 at 7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present.

ACTIONS

062 Apologies for Absence

Apologies were noted from Cllr Bolanz, Cooper-Marsh and Johnson.

Admin

063 Declarations of Interest

There were none.

064 Minutes

RESOLVED to approve the minutes of the meeting of the Operations and Amenities Committee held on 15th October 2024 as a true and accurate record.

065 Action list

Members received and noted the committee action list. A query was raised as to whether Queens Green Canopy signage could be arranged to be installed alongside trees and wildflowers HDC would be planting in mid-November. The planting was initially intended to be part of the scheme. The Clerk advised the committee they would investigate.

066 Local Highways Improvement Bids (LHI)

- i) Members considered a report on feedback from a Cambridgeshire County Council consultation on a LHI bid for a proposed one-way system at Luke Street, Eynesbury and surrounding areas. Members also considered the 27 comments individual comments received in the application.

Members noting the differing opinions expressed in the comments received and asked for a site meeting with the Highways Officer to better understand how the application might be processed.

RESOLVED to defer comment and to arrange a site meeting for Councillors with the Highways officer.



- ii) Members received and noted communication from Cambridgeshire County Council that a LHI bid submitted in January 2024 for the Eatons Ward focusing on speed control measures on Duloe Road from a 60mph zone had been successful. This would now progress to feasibility and design by the Highways Authority.

The Town Clerk informed Members that he had also received confirmation an application for dropped kerbs in the Town Centre as part of improving accessibility had also been successful and would progress to the next stage.

- iii) Members noted that the Working Group for 2025 LHI submissions had not yet met, and this would be progressed ahead of December.

067 Steve Van de Kerkhove Community Centre

Members received and noted a report from the Project Delivery Manager on works to repair the access track and car park at the Steve Van de Kerkhove Community building. The work has been undertaken as repair and maintenance from a delegated revenue budget and was required due to the current use of the two buildings which comprise the Steve Van de Kerkhove Community Centre.

068 Church Wall, St Mary's St Neots

The Council's Project Delivery Manager introduced a report on repair of the Church wall at St Mary's, St Neots. The report shared the information provided by a structural engineer engaged to inspect the wall. Members noted that the Project Delivery Manager would now be working with contractors to bring forward quotes and recommendations to provide the committee with options on how the Council could proceed with repair works.

069 Jubilee Garden

Members considered a report with quotes or indicative costs for protective measures the committee wished to consider as part of preventing future damage to the Jubilee Mosaic. The quotes and costs received were for three specific options;

- 1) Removing all loose stone and replacing with resin.
- 2) Removing fixed stones around the mosaic which trap water and replacing with resin.
- 3) Installing perimeter drainage around the mosaic.

Members noted the quotes received for resin and that one company, which the council had not used before was significantly cheaper. While concerns were expressed at the lack of detailed information provided in the quote, Members felt that more investigation was needed on examples of other works delivered and if quality could be assured.



Members noted the high costs of installing bespoke drainage which ruled a circular drain out. The Operations Manager was seeking quotes for 'off the shelf' rectangular drainage which may provide more cost effective and feasible by using slit drains with a soak away at the lowest point.

Members discussed the overall potential costs of putting in place measures to protect the mosaic and questioned the cost benefit of doing so and whether removing the mosaic should be considered.

RESOLVED to defer making a recommendation on progressing with the installation or resin and drainage for the Jubilee Mosaic until more information on Company B's quote was provided, along with further quotes for slit drainage and alternative options of relocating/removing the mosaic.

070 Budget Setting 2025/26

Members received and considered proposed 2025/26 budgets for recommendation to the Finance and Governance Committee.

The Clerk advised the committee that a rental income figure for the Steve Van de Kerkhove Community Centre would be added to the budget.

There were no further proposed amendments.

RESOLVED to RECOMMEND budgets as proposed for cost centres 201, 210, 220, 230 and 301 to Finance and Governance for consideration as part of 2026-26 budget setting.

071 CCTV Reports

Members received and considered CCTV reports from Shared Services which provided information on CCTV performance and statistics on incidents.

Members commented that the map of St Neots suggested there were 60 cameras in the town, however there were not 60 locations identified on the map. A Member commented that this may be because some locations, such as the leisure centre may have several cameras in one location.

A Member commented that the reports provided were not as detailed as reports previously received. It was also commented that an officer from the CCTV services used to attend meetings to provide comment.

The Clerk reminded Members that site visits to the CCTV control room could be arranged.

Members asked that monthly statistic reports issued by HDC Shared Services be included as a standard item on the Operations and Amenities agenda.



072 Adoption of Developer Owned Land

Members received and considered a report from the Town Clerk on a request that the Council adopt land from a developer at Medland Close, Eynesbury.

Members commented that they would be minded considering the adoption of the land as part of ensuring the community spaces were protected and maintained for residents. However, concerns were raised over the number, positioning and size of trees on the various parcels of land. The Operations Manager commented that the larger trees would need inspection and works carried out on them and that the smaller trees adjacent to properties would need regular pruning. A Member commented that trees adjacent to walls and fences posed a risk of damage and it may be more appropriate for them to be removed and new trees planted elsewhere in place of them.

RESOLVED that the Town Clerk respond to the developer asking the Council to adopt open space community land at Medland Grove to confirm the Committee would be open to recommending the Council adopt the land subject to the developer undertaking any required tree works or removals prior to adoption and an increased commuted sum to recognise ongoing costs not only for grass cutting but regular tree management and pruning.

073 Burial Regulations

Members received and considered burial regulations as amended by the committee at its previous meeting.

RESOLVED to RECOMMEND that the Council adopt the burial regulations as proposed for lawn cemetery

RESOLVED to RECOMMEND that the Council adopt the other ones as well.

074 Date of Next Meeting

Members noted that the date of the next Operations and Amenities Committee would be on 3rd December 2024 at 7.15pm.

COMMITTEE CHAIRPERSON



St Neots
Town Council

St Neots Town Council, Steve Van De Kerkhove Community Centre, Cemetery Rd, St Neots, PE19 2BX

T: 01480 388911 E: enquiries@stneots-tc.gov.uk W: www.stneots-tc.gov.uk

Town Clerk – Chris Robson Town Mayor – Cllr Richard Slade

Planning Committee

Present: Committee Members
Cllrs Slade (Chairperson), Collins, Dunford, Hitchin and Maslen

Absent: Cllr Terry

In Attendance: Town Clerk, Senior Admin Assistant

Minutes of the meeting of the **Planning committee** held on **Tuesday 19th November 2024** at **6.15pm** in the Eatons Community Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

072 Apologies for Absence

Apologies were received from Cllr Maslen and Cllr Cooper-Marsh.

073 Declarations of Interest

The Chairperson Cllr Slade declared an interest in application 24/01953/FUL as a near neighbour. Cllr Slade withdrew from the meeting during this item and the Deputy Chairperson Cllr Pitt Chaired the item.

074 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on 15th October 2024 as a true and accurate record.

Admin

075 Public Participation

There were five members of the public present. Four Members of the public addressed the Committee.

- i) Two residents addressed the Council on planning application 24/01953/FUL – The Bull Pub.

The residents expressed concerns over anti-social behaviour, noise and disturbance which they felt could arise from the proposed off-licence trading hours. The residents shared experiences of such behaviour when the pub was operating, which they are worried will be repeated if licencing hours are granted as applied for. The proposed plans will create a car carpark which will be open for the late operating hours which is directly adjacent to a resident's garden. The residents asked that the committee consider recommending to Huntingdonshire District Council that licencing hours are reduced to 7am to 10pm in line with other shops in the area.

- ii) The agent for application 24/02070 - The Millers Arms, Ackerman Street addressed the committee. The proposal for the site has received planning permission, however the original drawings related to the application did not truly reflect the detail of the building and the applicant is re-apply so as to submit more detailed drawings which are in line with the work that will be undertaken. The application is also proposing some external works that were not



included in the original approved application. Specifically, the physical alterations would see the removal of an old toilet block and adjacent outbuildings, along with alterations to a gate structure to create a workable parking space on the property.

- iii) The applicant for application 24/02030/HHFUL – 2 Milton Avenue, Eaton Ford addressed the committee I to explain that the application was to seek permissions to undertake the same work and alterations as the neighbouring property and that the application fitted with the street scene.

076 Schedule of Current Planning Applications

The Committee considered the schedule of current planning applications, and the recommendations made by the committee are appended to these minutes.

Cllr Slade left the meeting at 18:40 having declared an interest in application 24/01953/FUL.

Cllr Slade rejoined the meeting at 18:52.

Cllr Cooper-Marsh joined the meeting at 18:52. Cllr Cooper-Marsh had no interests to declare.

Cllr Collins left the meeting at 18:57

Cllr Collins rejoined the meeting at 19:01

077 Development Management Committee

The Deputy Chairperson, Cllr Pitt was in attendance at a meeting of the Development Management Committee held on 18th November 2024 and reported that there were three items on the agenda, none of which were in St Neots.

078 Date of Next Meeting

Members noted that the date of the next Planning Committee meeting would be 3rd December 2024.

Committee Chair

Schedule of Planning Applications –19th November 2024

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/01973/LBC	Mr Mark Taylor 1 Eaton Ford Green Eaton Ford St Neots Replacement of traditional timber windows with traditional timber windows.	SUPPORT	Subject to approval by HDC heritage/conservation officer.
The following application/s are in a conservation area				
S2	24/01980/S73	Mr Alex Lowndes Unit 2 The Rowley Arts Centre Huntingdon Street Variation of condition 21 (Opening Hours) of 1101319FUL to allow 24 hour use of units 2 and 3 as a gym	OBJECT	Members considered the proposed 24-hour use and felt these hours were excessive. Noise and disturbance resulting from use.
S3	24/01953/FUL	Mr Jeyaseelan Thambirajah Public House The Bulls Head 96 Cambridge Street Demolition of single storey structure, change of use from former public house (Sui Generis) to convenience store (Use Class E) with ancillary residential accommodation above and associated access and car parking area.	OBJECT RS was not present for the vote	Highway Safety and intensity of vehicle movement on site. Traffic Congestion. Noise and disturbance for local residents resulting from use. The Council expressed concerns over the loss of another public house in the town.
S4	24/01893/HHFUL	Mr & Mrs Ian Richardson 11 St Anselm Place St Neots PE19 1AP Proposed single storey extension to the side / rear and new driveway following demolition of the existing garage Amendments received	SUPPORT	Makes efficient use of its site.
S5	24/02070/S73	AWJ Usher & Sons Ltd 38 Ackerman Street Eaton Socon PE19 8HR Variation of Condition 2 (Plans) of 24/01165/FUL	SUPPORT	The Council supports the application which it feels will improve the property and is in keeping with the locality.
S6	24/01559/HHFUL	Mrs Adele Smith 81 Avenue Road St Neots PE19 1LH Demolition of part of single storey rear extension. Erection of single storey and two storey extension to the rear with associated landscaping and drainage.	SUPPORT	Subject to use of materials being acceptable to HDC conservation officer.

Schedule of Planning Applications –19th November 2024

No.	Reference	Development	SNTC Decision	Notes
S7	24/02010/HHFUL	Mr Daniel Wischhusen 7 Merlin Close St Neots PE19 1UH Proposed front two storey extension.	SUPPORT	Minimum impact on neighbours. Satisfactory proposal in terms of scale and pattern of development.
S8	24/02030/HHFUL	Mr Graham Wood 2 Milton Avenue Eaton Ford St Neots Proposed rear single storey extension and replacement of existing flat roof.	SUPPORT	Fits in with the local street scene.
S9	24/02048/HHFUL	Mr Adams 77 Wilkinson Close Eaton Socon St Neots Two storey front extension, first floor side extension and re roof rear extension including a glazed canopy and changes to the external finishes.	SUPPORT RS Abstained	Fits in with the local street scene. Satisfactory proposal in terms of scale and pattern of development.
S10	24/02040/HHFUL	Owen McGregor 2 Wren Walk Eynesbury St Neots Installation of an Air Source Heat Pump at front of property against the garden shed.	SUPPORT	Minimum impact on neighbours. Support the installation of heat pumps and the proposed location is appropriately sited.
S11	24/02085/TREE	Mr John Harrison 6 Bushmead Road Eaton Socon St Neots Ash and Sycamore - reduce crowns all over by 2m and lift crowns by 5m.	SUPPORT	

Chairperson



Finance & Governance Committee

Present: Cllrs Chapman, Collins, Cooper-Marsh (Chair), Goodman, Hitchin, Pitt.

Absent: Cllr Banks, Kumar and Maslen

In attendance: Town Clerk, Responsible Finance Officer, Priory and Eatons Centre General Manager

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 19th November** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There was one member of the public present.

ACTIONS

067 Apologies for Absence

Apologies were received from Cllrs Banks, Kumar and Maslen.

Admin

068 Declarations of Interest

Cllr Pitt declared an interest in agenda item 6 as portfolio at District Council which also provides funding to the Citizens Advice Rural Cambridgeshire and would not take part in a vote on the matter.

Cllr Goodman declared an interest in agenda item 6 as a member of Huntingdonshire Volunteer Centre and would not take part in a vote on the matter.

069 Minutes

RESOLVED to approve the minutes of the 22nd October 2024 as a true and accurate record.

Chairman proposed and it was agreed to move agenda item up the agenda as a member of the public was present with an interest.

070 Internal Audit

Members received and noted the outcome report of an internal audit carried out in October 2024 by an external auditor.

RFO

071 Payments

Members received and noted payments for September 2024.

Admin

072 Service Level Agreements

Members received and considered additional information provided in response to queries the committee had raised when considering potential Service Level Agreements to recommend as part of the 2024-25 budget.

Members considered information from the following organisations which it was currently engaging with;

- i) Citizens Advice Rural Cambridgeshire



Members considered the responses to questions raised. A Member expressed concern over not having sight of SLA's with other funding bodies and a clear understanding of what those SLA's provide for. There is a risk of duplication of funding. A Member commented that there was an SLA between CARC and HDC which provided for increased face to face services and St Neots once one of the appropriate locations identified. HDC's funding provides one day a week's face to face CARC service.

RESOLVED to RECOMMEND that the Council budget £10,000 for a Service Level Agreement with Citizens Advice Rural Cambridgeshire, with funding subject to the agreement of a formal Service Level Agreement.

i) Money Advice St Neots

Members received and considered further information provided by the organisation, particular around the funding breakdown and the level of benefit the Council's funding would deliver based on average clients helped and debt dealt with.

RESOLVED to RECOMMEND that the Council budget £10,000 for a Service Level Agreement with Money Advice St Neots, with funding subject to the agreement of a formal Service Level Agreement.

ii) Huntingdonshire Volunteer Centre (HVC)

Members considered the additional information provided on the car share scheme. A Member commented that the annual accounts for the organisation were good and clearly identified income. Members noted that level of funding contributed by other Town and Parish Councils. Members noted the income and expenditure for the car scheme and that the organisation was clear that the income from a charity shop in Huntingdon does not contribute to the delivery of the St Neots car scheme.

Members discussed the lease with the (HVC) for premises at South Street and that the value of this should be represented as a grant and returning rent income. Members did not feel they have enough information on the value of the building to include this and asked the Clerk to do further research and report back.

RESOLVED to RECOMMEND that the Council budget £10,000 for a Service Level Agreement with Huntingdonshire Volunteer Forum, with funding subject to the agreement of a formal Service Level Agreement.

073 Reserves

Members received and noted Council Reserves and earmarked reserves as of 30th September 2024.



074 Fees and Charges

Members received and considered recommendations on fees and charges applied by the Council for the following services;

- i) **RESOLVED to RECOMMEND** that the Council increase cemetery fees by 5% for the 2025-26 financial year.
- ii) **RESOLVED to RECOMMEND** that the Council do not increase allotment rents for the 2025-26 financial year following the large percentage increase in the current financial year.
- iii) **RESOLVED to RECOMMEND** that the Council do not increase farm and craft market pitch fees for the 2025-26 financial year.
- iv) **RESOLVED to RECOMMEND** that the Council do not increase hall hire charges Eatons Community Centre for the 2025-26 financial year.
- v) Members considered event fees and charges and commented that it was appropriate to delegate the pitch fees for events to officers as it varied from event to event. It was suggested that a bar pitch could be based on an income percentage split basis.

RESOLVED to RECOMMEND event fees and charges as proposed and to delegate that officers use their discretion for pitch fees at Council events. This was to reflect the many and varied events that the council puts on.

075 Youth Work Budget 2025-2026

- i) Members received and noted a report from the Town Clerk on including budgets for the delivery of Youth Work in the 2024-25 budget.
- ii) Members received and noted current and anticipated year-end youth budget expenditure for 2024-25. Members commented that the work undertaken was positive and it is a good investment in our town.
- iii) Members received and considered a proposal and budget request from the Engagement and Participation Youth Work on youth projects to be delivered in 2025-2026 and budgeted for as part of the 2025-2026 budget.

The Town Clerk explained that the costs of delivering youth work had not been included in the draft budget yet as the Council funded sessions and projects through the General Reserve for the 2024-25 financial year.

Members discussed the value of youth work and raised questions about participation numbers and locations young people were coming from across the town to participate. Cllr Mascarenhas was invited to address the committee and outlined the numbers of young people participating in youth cafes and other projects run. It was highlighted that there needed to be further focus engaging with young people in the Eatons.



A Member commented that the Council needs to frame what it wants from youth delivery. A key ambition was the creation of more open access activities. This has happened with youth cafes, multisport and detached youth work. However, some of the work undertaken and future work proposed is through targeted smaller groups. The Council needs to consider if it wants to achieve some of the new projects which are more specialised.

Members felt the budgets proposed looked reasonable and understand that refreshments are a way of getting young people engaged and participating.

Members debated how to set out a budget and whether there should be a budget allocation for projects which allows for flexible use or whether more detailed budget allocation for projects is needed. A Member commented that the council needed to know if projects were to change so the budget could be reallocated within the agreed budget level. It was agreed regular discussion and reporting would help address this.

RESOLVED to RECOMMEND the Council include a budget of £25,000 for youth project work in the 2025-26 budget.

076 Budget Setting 2024-2025

Members received and considered the draft 2025-26 budget and recommendations from committees which formed part of that draft budget.

The RFO explained that salary figures are draft and include a percentage increase based on the current budgets which were on target following the 2024-25. The salary budget will be presented to the Personnel committee may change, but not anticipating any material changes. Members expressed some concern over the potential increase that could come from National Insurance contributions.

Members considered Community Centre cost centres. (501, 504, 520, 525, 350, 360) as the General Manager for the Priory and Eatons Centre (GM) was present. The RFO explained that cost centre 501 included a 3% increase as salaries were within the cost centre.

Members noted that the majority of costs in cost centre 504 had been reduced to zero as the Priory Centre would not be operating. However, there were still some utility, business rates and insurance costs the Council may need to cover for budget had been allowed.

Members reviewed Cost Centre 520, which covered New Street income and expenditure. The GM explained the income per head had increased from an average of £2.60 to £6.50 since opening the temporary mini-Priory Centre and reminded Members of the reasons for the New Street Offering, which included support community groups who used the Priory Centre, offering available hireable community space and putting in place customer and systems ahead of returning to the redeveloped Priory Centre.



Members discussed cost associated with operating the building and the need to break even, including reviewing staffing costs, catering costs, cost of sales and income generated. A Member commented they would like to see more ambitious income targets.

Members deferred making recommendation on the Priory Centre and New Street cost centres and asked officers to review and look at ways of reducing costs or generating income.

Town
Clerk/RFO/
GM

Members reviewed the remainder of the draft budget and highlighted the following areas for further review and reporting by officers on whether reductions could be made;

- VE Day 80 – Is the Council planning to undertake a memorial/celebration event each year on significant dates? Can the budget be reduced in line with D Day 80 costs.
- Staff Training budget – This was fully spent in the last financial year but underspent in the current. Is further training planned.
- Street furniture – Duplicate budgets in different cost centres with low spend. Is further spend anticipated in the current financial year?
- Highway Improvements – There is a high reserve, can the revenue budget be reduced. The Clerk commented that the Council had a number of successful bids which would use a significant amount of the reserves, but that he would investigate and report back to the committee.

Town Clerk /
RFO

The following budget recommendations were resolved;

RESOLVED to RECOMMEND that the Market Square Launch Event revenue budget for 2025-26 is reduced to £6,000 and an allocation of £9,000 from earmarked reserves 'Vibrant Community' funding is used to support the cost of the event.

RESOLVED to RECOMMEND that the Grant Aid Budget is reduced by £20,000 for the 2025-26 financial year in recognition of the inclusion of budgets for specific Service Level Agreements.

077 Flower Overspend

Members received a report from the Town Clerk on overspend in the planting budget which arose following the need to move from growing plants internally to sourcing them from an external provider. The Council did not budget for this provision as it was not aware of the change in situation at the time it set its 2024-25 budget.

RESOLVED to RECOMMEND that the Council approve an overspend in the planting budget of £6,076 resulting from the change to sourcing plants externally.

078 Cemetery Regulations

Members received and considered a recommendation from the Operations and Amenities Committee that the Council adopt revised Burial Regulations for St Neots Town Council's cemeteries.



A Member proposed that the Committee recommend the Burial Regulations for adoption subject to amending that the period a former resident.

RESOLVED to RECOMMEND the Council adopt the St Neots Lawn Cemetery Regulations subject to amending that the former resident fee level will be applied if the deceased lived within St Neots within the previous 5 years, rather than 3 years as current stated.

RESOLVED to RECOMMEND the Council adopt the St Neots Old & New, Eynesbury, and Eaton Socon Cemetery Regulations subject to amending that the former resident fee level will be applied if the deceased lived within St Neots within the previous 5 years, rather than 3 years as current stated.

079 Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 10th December 2024 at 7:15pm.

COMMITTEE CHAIRPERSON



ST NEOTS TOWN COUNCIL CEMETERY FEES

April 2025 – March 2026

Fees for interments or purchase of burial rights will not apply for anyone 18 years of age or under

	Resident of St Neots (or within 3 years of death)	Former resident	Non resident
INTERMENT FEES			
Adult Interment – single depth	£530	£1,057	£2,114
Adult Interment – double depth	£591	£1,181	£2,361
Adult Interment – casket any depth	£685	£1,368	£2,735
Ashes	£234	£351	£467
Witnessing of Interment of Ashes (No Minister or Funeral Director present)	£78	£156	£234
PURCHASE OF BURIAL RIGHTS			
Full Body grave space	£247	£480	£961
Ashes grave space (max 2 caskets)	£111	£215	£428

Approved Memorial Permits/Site Access Appointments are required before any works can commence on existing or installations of new memorials in all our cemeteries.

MEMORIAL PERMITS	
Headstone/footstone with inscription	£85
Kerb set – single grave	£65
Kerb set – double grave	£111
Tablet/plaque with inscription	£65
Post/vase	£65
Slab cover – single grave	£51
Slab cover – double grave	£85
Inscription – addition to original	£57
Walled grave or vault	£388
Memorial replacement	£59
Memorial repairs – onsite or offsite	£27
ADMINISTRATION & SEARCHES	
Transfer/Assignment of Burial Rights	£124
Records Search – first hour	£30
Records Search – additional charge per hour	£24
GRAVE MAINTENANCE	
Grave turfing (excluding the Lawn Cemetery)	£67
BURIAL TIMES	
April to September Bookings	October to March Bookings
Body 10.00am to 2.00pm	Body 10.00am to 1.00pm
Ashes 10.00am to 2.30pm	Ashes 10.00am to 2.30pm
No burials may be scheduled outside of these times. Exceptional circumstances will be at the discretion of the Town Clerk, when an additional fee may be incurred.	

Event Pitch Fees for the event (two days) (excluding VAT)

Fees – St Neots Armed Forces Weekend

Pitch Type	Fee (2 days)
Local/national charity or non-profit organisation/community group	£30
Commercial stall (3m x 3m space)	£100
Catering pitch - up to 3m x 3m (includes ice-cream vans and coffee cars)	£250
Catering pitch (up to 6m x 3m)	£350
Licenced Bar (licensee to apply for a TENS at their own cost) SNTC will provide an SIA steward to attend the bar at all times)	£500
Hire of 3m x 3m gazebo, table and 2 chairs	£30

Trader Fees – St Neots Charity Dragon Boat Race

Charity/Community Pitch 3m x 3m (space only)	£18.75
Charity/Community Pitch 3m x 3m (includes 3m x 3m gazebo, 6ft table, 2 x chairs)	£37.50
Standard Trade Pitch 3m x 3m (space only)	£50
Standard Trade Pitch 3m x 3m (includes 3m x 3m gazebo, 6ft table, 2 x chairs)	£75
Small Catering Pitch* (space only) *includes ice-cream vans and coffee cars.	£125
Licensed Alcohol Seller* *A TEN licence will be required at their own cost. SNTC will provide an SIA steward to attend the bar at all times.	£187.50
Standard Catering Unit* (space only) *all hot food vendors	£187.50

Trader Fees – St Neots Christmas Lights Switch On

NOT FOR PROFIT/REGISTERED CHARITY 3m x 3m space & include SNTC gazebo, table, 2 chairs and festoon lighting and garland.	£18.75 + VAT
COMMERCIAL STALL 3m x 3m space & include SNTC gazebo, table, 2 chairs and festoon lighting and garland.	£60 + VAT
CATERING PITCH Maximum 3m x 3m pitch only	£125 + VAT
CATERING PITCH Maximum 3m x 6m pitch only Please specify dimensions of trailer / unit:	£162.50 + VAT

The Personnel Committee previously considered a report from officers and after further consideration and advice it was **RESOLVED** that officers use their discretion for pitch fees at Council events.

This was to reflect the many and varied events that the council puts on.

Minute Number: PE-024-22-23

ST NEOTS TOWN COUNCIL

Date:	20 NOVEMBER 2024
Title:	HUNTINGDONSHIRE DISTRICT COUNCIL LOCAL PLAN CONSULTATION
Contact Officer:	TOWN CLERK

1. Purpose of the Report

- 1.1 To provide Members with recommendations from the Working Group on the proposals outlined in Huntingdonshire District Council Local Plan Consultation
- 1.2 To seek a resolution from the Full Council to support the recommendations from the working group to form part of the formal response to the Huntingdonshire District Council Local Plan Consultation, in particular the land availability assessments and sustainability assessments.

2. Recommendations

- 2.1 To support the working groups amended responses/recommendations from the Local Plan Consultation Working Group on Council responses to the Land Availability Assessments consultation for Little Paxton 1 and Little Paxton 2. (**Attachment 12**)
- 2.2 To support the working groups responses/recommendations for the further issues and options 2024 included in Huntingdonshire District Council Local Plan Consultation. (**Attachment 13**)

3. Background

- 3.1 The Huntingdonshire District Council's Local Plan Update is in the next stage of public engagement – this will take the form of a consultation, scheduled to take place between 18th September to 27th November (10 weeks)
- 3.2 The Council established a working group to review and make recommendations to the Council on responses to the consultation.
- 3.3 The Council previously resolved responses to Land Availability Assessments for St Neots sites.
- 3.4 The Working Group was asked to consider comments received from a member of the public in relation to Little Paxton sites for which it had made a recommendation and bring back a further recommendation to the Council.
- 3.5 The Working Group was asked to consider the further issues and options document and make recommendations to the Council on responses to the consultation.

4. Information

- 4.1 Town Councillors can find key information on the sites reviewed by the Working Group and the Further Issues document on the Councillor shared drive by clicking here: – [HDC Local Plan Documents - Town Councillors Shared drive](#)

- 4.2 All key information can be found on HDC's website: [Huntingdonshire District Council Consultation Home - Keystone](#)
- 4.3 The District Council is consulting on three documents:
- 4.3.1 Further Issues and Options - asks participants to choose options for a series of issues or topics that are key to the future planning of Huntingdonshire. For example, 'Tackling Flooding and Water', 'Housing Figures and Requirement' and 'The Approach to Climate Change'.
 - 4.3.2 Land Availability Assessments - 369 sites were submitted to the council for a range of uses. The documents provide an opportunity to give feedback on the assessments of these sites and their potential suitability for development. The number of sites needed for the new local plan will be dependent on the number of homes and jobs required and our growth strategy.
 - 4.3.3 Sustainability Appraisals - assesses the options within the Further Issues and Options paper and sites submitted for development against environmental, social and economic objectives
- 4.4 **Attachment 12** of this agenda puts forward recommendations on Council responses to Little Paxton Sites 1 and 2. The Council is asked to consider and resolve submission of the recommend responses as set out in the document.
- 4.5 **Attachment 13** of this agenda puts forward recommendations on Council responses to the further issues and options document consultation. The Council is asked to consider and resolve submission of the recommended responses as set out in the document.

Agenda Item 6	Attachment 12
LAA = Land Availability Assessment SA = Sustainability Assessment	Southern Huntingdonshire Land Availability Assessment

Little Paxton 1			
Address and Proposal	Comments	SNTC Working Group Comments	Recommended SNTC Response
<p>Address: Land North of St James Road, Little Paxton</p> <p>Proposal: Residential</p> <ul style="list-style-type: none"> Market and/or affordable housing 	<p>HDC assessment - combination the outcomes of the LAA and SA:</p> <ul style="list-style-type: none"> The site is not constrained by fluvial flood risk and surface water flood risk is negligible The site is wholly greenfield land and non-agricultural land The site is within proximity of designated nature conservation areas Landscape impact would be minimal and no heritage designations are affected The site is close to St Neots town centre and railway station, multiple culture and leisure facilities, a primary school and concentrations of employment providing sustainable employment, social opportunities and sustainable transport options Has potential to provide development of a scale that could be integrated into the existing place and community Would need to provide safe and suitable means of access by motorised vehicle and active travel Would need to address any impact on nature conservation designations and trees and hedgerows 	<p>The Working Group members echo the comments stated in the HDC assessment - combination with the outcomes of the LAA and SA with the additional comments.</p> <ul style="list-style-type: none"> Do not feel the number of proposed homes will have an impact on the current infrastructure apart from Little Paxton bridge. <p>The working group received a copy of comments that were submitted at the meeting of the Council on 29th October by a member of the public. The member of the public disagreed with the working groups recommendation to support and recommended that after considering the additional comments to object to the proposals for the site.</p> <p>The working group reviewed the comments, considering the areas where the proposal might have an impact. They agreed with the comments submitted and have amended their</p>	<p>Object to the proposal.</p>

	<ul style="list-style-type: none"> • May require ground contamination remediation • Address presence and/or integration of the public right of way 	<p>recommendation from support to objection regarding the proposal</p> <p>While this may not seem like a large development in comparison to some of the other proposed sites, at 38 homes it is still of meaningful impact in Little Paxton, and it does present its own challenges.</p> <p>One of the key issues is access. The road used to access the site has a 40mph speed limit and is used by heavy vehicles at all times of the day for accessing the quarry.</p> <p>There are no streetlights and no suitable on-street parking, and no footways for pedestrian access to the site.</p>	
Little Paxton 2			
Address and Proposal	Comments	SNTC Working Group Comments	Recommended SNTC Response
<p>Address: Land West of Little Paxton</p> <p>Proposal:</p> <p>Residential:</p> <ul style="list-style-type: none"> • Market and/or affordable housing • Custom and self-build housing • Nursing and care homes <p>Infrastructure:</p> <ul style="list-style-type: none"> • Associated social/community facilities 	<p>HDC assessment - combination the outcomes of the LAA and SA</p> <ul style="list-style-type: none"> • The site is not constrained by fluvial flood risk or heritage designations and surface water flood risk is negligible • It is grade 2 agricultural land and is wholly greenfield • The site is in a sensitive landscape location which would require strategic landscaping and integration of existing woodland address topographical challenges 	<p>The Working Group members echo the comments stated in the HDC assessment - combination with the outcomes of the LAA and SA with the additional comments.</p> <p>Concerns over the how the existing infrastructure, especially Little Paxton Bridge will cope with the increased traffic flow.</p> <p>Real concerns regarding traffic joining the A1 junction south bound. This</p>	<p>Object to the proposal.</p>

<p>Open Spaces</p> <ul style="list-style-type: none"> • Natural, green or open spaces for a variety of uses • Biodiversity net gain opportunities 	<ul style="list-style-type: none"> • The site is within proximity of 10 ha of a nature conservation designation • May be appropriate for development in the long term contributing to the housing needs of the district and supporting sustainable place-making, however there are substantial constraints to overcome. • Is located such that it could be effectively masterplanned to become part of the existing place and community • Would require strategic landscaping • Would require careful integration to ensure continued use of current employment uses on the site boundary • Would require noise, air and light mitigation • Would require mitigation of transport impacts • Would require sensitively masterplanned development to address topographical challenges 	<p>junction is not a slip road making it a dangerous junction for road users.</p> <p>The working group reviewed the comments that were submitted at the meeting of the Council on 29th October by a member of the public. The member of the public agreed with the working groups recommendation to object to the proposal and wished to add the following comments:</p> <p>The site would be separated from the village by the great north road and could lead to residents feeling cut off from the rest of the village</p> <p>The current speed limit is 40mph adjoining the site. If a development went ahead then a speed limit of 30mph should be introduced on the road covering the access to the site.</p> <p>The village has approximately 1689 properties and has limited facilities. An additional 450 properties is a 26% increase, which would lead to a significant increase in demand for services. If this development were to go ahead it is essential that service provision is increased in Little Paxton, for example a post office, convenience store, pub/restaurant, and other leisure facilities.</p>	
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Huntingdonshire District Council Local Plan Consultation - Further Issues and Options Consultation

Huntingdonshire District Council’s Further Issues and Options Consultation document sets out options for a series of issues that are key to the future planning of Huntingdonshire. Before they write a full draft of the Local Plan Update which will include detailed policy wording and proposed site allocations, they would like our views on the options they are suggesting or any other options that we would like to put forward.

The main issues are structured as:

- Introduction - to briefly explain the issue
- What you told us - a summary of the points raised in 2023's Issues Engagement Papers
- What is this about? - a discussion of our adopted policies, changes in national policy and guidance since they were agreed in 2019 and what any evidence we have so far is telling us.
- What should we do? - this sets out the options that we think might be possible and asks for your opinions on them and gives you the chance to suggest other approaches if you think they could work well here too. Some contain a series of sub-issues where detailed opinions would be valuable to us.

End Date of the Local Plan Update			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
<p>Page 9.</p> <p>A key element of preparing a Local Plan update is deciding how long it should run for. The current Local Plan has a plan period of 2011 to 2036. It is proposed to use 2021 as the base date for this Local Plan as this will coincide with the Census 2021 which forms a robust source of evidence on many aspects of population, housing, health and employment.</p> <p>In our Issues consultations held between April and July 2023 we asked you how far into the future the plan period should be for the updated Local Plan, the responses have been summarised as follows:</p> <ul style="list-style-type: none">• Approximately 12% of respondents said the end date of the local plan should be 2043 - the shortest time likely to be possible and still retain 15 years lifespan after adoption• Approximately 51% of respondents said the end date of the local plan should be 2046 - retaining 15 years lifespan after adoption and allowing flexibility to response to national changes in the planning system• Approximately 16% of respondents said the end date of the local plan should be 2050 - aligning the Local Plan update with the national target date for achieving net zero Other dates ranged between 2052 to 2060• Many noted that a 30 year plan would help to encompass the delivery of new settlements or strategic sites• Some encouraged the vision of the local plan to look 30 years ahead regardless of the end date	<p>Question 1</p> <p>End date of the Local Plan Update</p> <p>An end date of 2046 was the most popular choice last year. Do you agree with this? If you would prefer a different date, please tell us what you think it should be.</p>	<p>The working group support an end date of 2046</p>	<p>To support an end date of 2046</p>

Local Plan Vision and Objectives																
Information	Question				SNTC Working Group Comments	Recommended SNTC Response										
Pages 13 & 14 We have listened to what you said both in shaping the Huntingdonshire Future's Place Strategy and in response to the Issues engagement papers of 2023. We are now asking you to help us to shape the Vision and Objectives for Huntingdonshire for the next few decades building on the priorities that you have already told us about. We have set out some options below and would like to know what you think.	Options - The Vision <i>Should</i> we... <i>(Please pick one option.)</i> Option A: Have a Vision based strongly on the Huntingdonshire Futures Place Strategy and the Corporate Plan to 2028: 'By 2046 Huntingdonshire will be a place which people take pride in, where the economy is inclusive of everyone, health and happiness are highly valued, our local landscapes are protected and enhanced with environmental innovation welcomed, and travel is transformed to focus on transitioning away from cars.' Option B: Have a Vision of a better future achieved through ambitious climate action and a just transition(1)towards more social and economic equity. 'By 2046 Huntingdonshire will be a place where our decisions about land use and planning have helped enable lasting benefits for nature and climate, enhanced the well-being of our residents and have facilitated a just transition towards a more sustainable economy.' Option C: Retain the current Vision with minor amendments:					The working group support D with possible amendments. To discuss with Full Council										
	<table><tr><td colspan="5">By 2046 Huntingdonshire's physical environment will support the health and wellbeing of all its residents, by:</td></tr><tr><td>Supporting a diverse and thriving economy</td><td>Providing sufficient infrastructure to support vibrant, inclusive communities</td><td>Accelerating our climate change response actions</td><td>Meeting our changing population's needs</td><td>Protecting and enhancing our landscape and heritage</td></tr></table>						By 2046 Huntingdonshire's physical environment will support the health and wellbeing of all its residents, by:					Supporting a diverse and thriving economy	Providing sufficient infrastructure to support vibrant, inclusive communities	Accelerating our climate change response actions	Meeting our changing population's needs	Protecting and enhancing our landscape and heritage
	By 2046 Huntingdonshire's physical environment will support the health and wellbeing of all its residents, by:															
Supporting a diverse and thriving economy	Providing sufficient infrastructure to support vibrant, inclusive communities	Accelerating our climate change response actions	Meeting our changing population's needs	Protecting and enhancing our landscape and heritage												
Option D: Have a Vision describing how Huntingdonshire intends to evolve focused on the three strands of economic, social and environmental sustainability: 'Huntingdonshire to be a place where high quality growth enhances our communities and supports sustainable living and a high quality of life, balanced with protecting and enhancing our landscape and open spaces for the benefit of people and nature.' Option E: Consider an alternative Vision. Please let us know what it should be.																
Local Plan Vision and Objectives																
	Question				SNTC Working Group Comments	Recommended SNTC Response										
Page 14 The Objectives Suggested lists of detailed objectives are set out in Appendix 1 due to their length in HDC Further Issues and Options document. Options are presented for different sets of objectives to support each Vision option. Please choose whether there is a particular	Options - The Objectives <i>Should</i> we... (Please choose whether there is a particular group of objectives which you prefer or pick any individual suggested objectives that you support) Option A - The objectives build on Vision Option A and are shaped by the key 'pathways' that support the Huntingdonshire Futures Place Strategy journeys:					The working group support D										

group of objectives which you prefer or pick any individual suggested objectives that you support.	Option B - The objectives build on Vision Option B and aim to help achieve a better future through a just transition towards ambitious climate action. Option C - Minor amendments to the current list of 25 objectives Option D - The objectives build on Vision Option D and are focused on the three strands of economic, social and environmental sustainability: Option E - Consider alternative objectives - Please suggest any that you think would be appropriate		
A Settlement Hierarchy for Huntingdonshire			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
Page 17 What should we do? We are now asking you to input into the settlement hierarchy which will be included in the next local plan. The settlement hierarchy will help to determine which locations growth may be directed to and how much. We will also use the settlement hierarchy to outline what may or may not be acceptable in these areas. We have set some options below and would like to know what you think.	Options - Settlement Hierarchy <i>Should we...</i> <i>(You may pick multiple options) Options A to D relate to the whole Settlement Hierarchy.</i> Option A - Keep the existing settlement hierarchy of Spatial Planning Areas, Key Service Centres, Small Settlements and Countryside with the same list of settlements in each Option B - Keep the current categories in the existing settlement hierarchy but update the settlements included in the categories based on their current sustainability (informed by the Sustainability of Settlements outcomes) Option C - Strictly reflect the Sustainability of Settlements scoring outcomes of individual settlements and apply a categorisation based on a preferred number of groupings Option D - Remove the category of Spatial Planning Areas and group each settlement based on it's individual merits Options E to I relate to specific elements of the Settlement Hierarchy. Option E - Put Huntingdon and St Neots in a higher category on their own, reflecting their higher level of services (with or without their associated other SPA settlements) Option F - Have the four market towns of Huntingdon, St Ives, St Neots and Ramsey as the highest category in the settlement hierarchy so as to direct most growth to these areas. Option G - Replace the Key Service Centres and Small Settlements categories with 3 categories to reflect the significant variation in levels of services and facilities (informed by the Sustainability of Settlements outcomes) Option H - Recognise clusters of villages which benefit from shared services or facilities and group them together as one 'settlement'. Option I - Move less or unsustainable small settlements into a hamlets and/ or countryside category Option J - Consider an alternative option. Please let us know.		The working group provisionally support Option F.
Approach to Employment and Economy			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
Page 24 What should we do? We are now asking you to input into how the next Local Plan can support, enhance and respond to the local economy	Options - Strategy Ambitions <i>Should we... (Please pick one option.)</i> Option A: Plan for limited (low) employment growth to support Huntingdonshire's existing businesses. Growth guided exclusively by criteria based policies. Option B: Plan for sustainable (medium) growth by supplying a sufficient amount of employment land/ allocations to allow for some business expansion and investment and to provide a flexible approach to changing market conditions. Option C: Plan for ambitious (high) growth capitalising on key priority sectors of the wider economy and creating business clusters.		The working group support Option B

	Option D: Consider an alternative strategy ambition. Please let us know what it should be.		
Approach to Employment and Economy - Location of Development			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
Page 25	<p>Options - Location of Development <i>Should we (subject to an Employment Land Study)...</i> (You may pick multiple options)</p> <p>Option A: Focus employment growth within and adjacent to Established Employment Areas.</p> <p>Option B: Focus employment growth strategically along major highways such as the A1.</p> <p>Option C: Focus employment growth next to or within large scale housing sites promoting mixed use development aligning employment growth with housing growth.</p> <p>Option D: Focus employment growth in sustainable locations such as allocating sites that are accessible by public transport and active travel.</p> <p>Option E: Focus employment growth in existing economic centres which are located in market towns and larger settlements.</p> <p>Option F: Consider an alternative strategy ambition. Please let us know what it should be.</p>		The working group support Option D and Option E
Approach to Employment and Economy - Established Employment Areas			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
Page 25	<p>Options - Established Employment Areas <i>Should we...</i> (You may pick multiple options)</p> <p>Option A: Remove the designation of EEA that protects and encourages use class B (general industrial, storage and distribution uses) being located within these areas.</p> <p>Option B: Continue with safeguarding and enhancement of EEA accounting for changes to national policy and regulations.</p> <p>Option C: Continue with safeguarding and enhancement of EEA but review the type of uses that are acceptable within them and the criteria used to assess their suitability.</p> <p>Option D: Create additional and / or extended employment areas by reviewing existing employment sites or allocating new employment sites.</p> <p>Option E: Consider an alternative option. Please let us know.</p>		The working group support Option C
Housing Figures and Requirement			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
<p>Page 31</p> <p>What should we do?</p> <p>We are now asking you to input how what the housing requirement should be for the updated Local Plan.</p>	<p>Options - Housing Requirement</p> <p>Should we.... (Please pick one option.)</p> <p>Option A - Plan for the standard method number (approved current methodology = 874 new homes a year and draft proposed methodology =1,203 new homes a year)</p> <p>Option B - A 5% uplift on the standard method number to allow a small amount of flexibility in case some sites do not deliver as expected (approved current methodology = 918 new homes a year and draft proposed methodology =1,263 new homes a year)</p>		The working group support Option B

	<p>Option C - A 10% uplift on the standard method number to allow a some flexibility in case some sites do not deliver as expected or affordability ratios worsen (approved current methodology = 961 new homes a year and draft proposed methodology =1,323 new homes a year)</p> <p>Option D - Consider an alternative option. Please let us know.</p>		
Achieving Well Designed Places			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
Page 36	<p>Question - Design Characteristics</p> <p>We will be using the National Design Code to shape what aspects of design we will include in our future design policies. Are there any specific design characteristics that are important to you and that you think we should include in the Local Plan Update?</p>	Refer to St Neots Neighbourhood Plan, Policy A3, and in particular: Buildings on the fringes of major developments should have variations in height, style and position. They should reflect the town heritage design and characteristics with a variety of traditional and modern building materials. As a matter of good design, defensible space should be provided	<p>The working group recommend including the following specific design characteristics in future design polices:</p> <p>Before any areas are considered for housing development that these are looked at to be either wooded, landscaped or parkland rather than housing.</p>
Page 36	<p>Question - Active Design</p> <p>Would you support use of the 10 principles of active design through future Local Plan policies? Are there any in particular that you think are more important than others?</p>		The working group support the 10 principles of active design.
Page 36	<p>Question - Updating current Development Management Policies</p> <p>If national development management policies do not come forward while we are preparing this Local Plan Update do you have any suggestions for changes that you would wish to see to any of our current development management policies? If so, please specify the current policy number.</p>	Discussions were had around the lack of information there is for us consultee's regarding Air Source heat pumps. We are seeing more planning applications for these and as far as we are aware, there is a lack of polices that advise what the acceptable noise levels are if every house on a street has these. We agree that switching to renewable sources will help achieve net zero targets, but we need a planning policy in place to help us assist with this in the decision-making process.	The working group would like to see polices that include more information on renewable energies, in particular Air Source Heat Pumps and Wind Turbines
Growth Strategy Options			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
<p>Page 38 and Page 51</p> <p>What is this about?</p> <p>We have listened to what you suggested and provided a set of growth options which broadly indicate where new development could be focussed. Six options are shown below as alternative approaches to shape our future growth strategy. Each represents a slight extreme to highlight the focus of the approach. You may like part of one option and part of another and think that a combination of several would actually be your preferred choice. If this is so, please tell us what combination of options you think would be best.</p>	<p>The growth options are:</p> <p>Option A - <i>Continue with the existing growth strategy</i> set out in our current Local Plan (Policy LP2 Strategy for Development). This currently focusses on 75% growth in Spatial Planning Areas and 25% elsewhere e.g. Key Service Centres and Small Settlements.</p> <p>Option B - Focus on <i>strategic expansions to existing towns</i></p> <p>Option C - Focus growth on <i>public transport corridors</i>. This corridors would be located around the A428/A421, the guided bus route and future ambitions to provide East West Rail, the proposal to reroute the A141, a public transport corridor from Cambridge to Alconbury Weald and a possible railway station at Alconbury Weald.</p>	<p>Discussions were had regarding the sites sitting between the A421 and A428 and whether it would be better to have distribution rather than residential use.</p> <p>Is the land airable, high grade? Is there a great deal of archaeology interest for the sites, however it wasn't thought there would be because of the Fenlands.</p>	The working group support Option C

<p>The number of new homes, amount of employment land and quantity of development for other uses could be delivered in each growth strategy option depending on the outcomes of the options in chapter '5 'Approach to Employment and Economy' and chapter '6 'Housing Figures and Requirement'. It should also be noted that paragraph 70 of the NPPF (December 2023) states that 10% of the housing requirement be identified on sites no larger than one hectare. Using the 2024 standard method calculation as a minimum figure this would mean that 2,185 homes will need to be found on sites of this size and using the proposed revised standard method would mean 3,007 new homes will need to be found on sites of this size. To not do this, national policy states that we would require robust evidence to demonstrate that this cannot be achieved.</p> <p>Each growth strategy option is shown as an image followed by some of the pros and cons that the option may have.</p>	<p>Option D - Concentrate development around the <i>strategic road network</i> i.e. the A1, A14 and A428</p> <p>Option E - Distribute growth across many settlements in Huntingdonshire and limit growth in our towns creating <i>dispersed growth</i>.</p> <p>Option F - Provide 1 <i>one or more new community/ies plus some dispersed growth</i>.</p>		
Our Green and Blue Infrastructure			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
<p>Page 55 What should we do? We are now asking you to input how the updated Local Plan can plan for green and blue infrastructure across the district. We have set some options below and would like to know what you think.</p>	<p>Should we... (You may pick multiple options) Option A - Retain the existing four Green Infrastructure Priority Areas Option B - Retain the existing Green Infrastructure Priority Areas and also designate additional areas identified within the Interim Huntingdonshire Nature Recovery Network Option C - Allocate sites for new green and blue infrastructure and/or additional land for existing green and blue infrastructure to expand Option D - Consider an alternative option. Please let us know.</p>	<p>Discussions were had around the GIPA which includes the Great Ouse Valley and any designation of areas. For example, if a developer or individual submits a planning application on a flood plain or next to the river, they are not advised that it would not be permitted because it is located on St Neots Great Ouse Valley.</p>	<p>The working group support Option B.</p> <p>Option D: As part of this consultation, St Neots Town Council will be submitting an application to designate areas in St Neots as Green Open Spaces. Some of these sites are listed in the Call for Sites document.</p>
The Approach to Climate Change - Decarbonisation Scenarios			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
<p>Page 63 What should we do? We are now asking you to input how the updated Local Plan can plan to help reduce Huntingdonshire's carbon emission and plan for low and net zero carbon development across the district. We have set some options below and would like to know what you think. Decarbonisation scenarios Our Climate Change evidence puts forward three possible decarbonisation scenarios that we might take going forward in the Local Plan Update.</p>	<p>Options - Decarbonisation Scenarios Should we.... (Please pick one option.) Option A - Business as usual with electric vehicle uptake reflecting recent trends Option B - Maximise reductions by 2040 using current technologies Option C - Follow the national Climate Change Commission's 'Balanced pathway' approach Option D - Consider an alternative option. Please let us know.</p>		<p>The working group support Decarbonisation Scenarios Option B</p>
The Approach to Climate Change - Renewable Energy			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response

Page 63 Renewable Energy Our Climate Change evidence puts forward three possible deployable renewable energy (level of renewable energy that could be delivered) scenarios that we might take going forward in the Local Plan Update.	Options - Renewable Energy <i>Should we.... (Please pick one option.)</i> Option A - Business as usual with renewable and low carbon energy meeting 39% of expected demand by 2046 and 41% by 2050 Option B - Ambitious approach meeting national targets with renewable and low carbon energy meeting 79% of expected demand by 2046 and 80% by 2050 Option C - Consider an alternative option. Please let us know.		The working group support Option B
Tackling Flooding and Water - Integrated Flood and Water Management 1			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
Information What should we do? Our findings from the Strategic Flood Risk Assessment and Water Cycle Study strongly reflect the concerns you raised with us. Together these provide a focus on what our local plan policies should include. We will be using and building on the options and recommendations presented to us in the Strategic Flood Risk Assessment (Level 1) and Water Cycle Study (Stage 1) documents by producing Level 2 and Stage 2 assessments. These will provide us with more detailed information and help inform what we may ask for in new developments and also where these developments should be. Some requirements are already required through national policy and guidance, for example requiring major developments to "incorporate sustainable drainage systems unless there is clear evidence that this would be inappropriate" and that there are clear maintenance and adoption arrangements in place for the lifetime of the development. Therefore we have only set out some additional options below and would like to know what you think. Integrated Flood and Water Management National Planning Practice Guidance sets out some potential approaches to natural flood management. Natural flood management techniques use natural processes to manage flooding, they also can assist in providing additional benefits to people, the environment and wildlife. Techniques proposed include measures such as land management e.g. tree planting, making green space to allow flood water to flow or collect and removing impermeable surfaces to allow water to soak away. River restoration is another technique that could be used, this could include removing culverts and physical restraints, increasing the river capacity by reintroducing meanders or even using natural techniques to slow the flow of the river.	Options - Integrated Flood and Water Management 1 <i>Should we.... (You may pick multiple options)</i> Option A - Meet national requirements only. Option B - Require natural flood management techniques as part of an integrated approach to flood risk management and impact on water quality on all developments (excluding minor householder extensions). Option C - Require natural flood management techniques as part of an integrated approach to flood risk management and water quality on all developments in high and medium risk areas (excluding minor householder extensions). Option D - Consider an alternative option. Please let us know.		The working group support Option B. Option D: In our view, the Flood Zone areas need to be reviewed and expanded to include additional Flood areas. Recent flooding has occurred in areas of St Neots not indicated on the map.
Tackling Flooding and Water - Integrated Flood and Water Management 2			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
Page 68	Options - Integrated Flood and Water Management 2 <i>Should we.... (You may pick multiple options)</i>		The working group support Option B and Option D

<p>See above - Integrated Flood and Water Management 1</p>	<p>Option A - Ask that developments do not increase flood risk elsewhere Option B - Ask that all developments (excluding minor householder extensions) seek a betterment of existing flood risk both within the site and in surrounding areas.</p> <p>Option C - Ask that developments (excluding minor householder extensions) in high or medium risk areas seek betterment of existing flood risk both within the site and in surrounding areas. Option D - Require developments to provide surface water management plans where applicable, addressing run off rates. Option E - Consider an alternative option. Please let us know.</p>		
Tackling Flooding and Water - Water Efficiency in Residential Development			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
<p>Page 68 Water Efficiency - Residential Development Building regulations currently ask for residential developments to either require buildings to meet water efficiency targets of 125 litres per person per day; or an optional requirement of 110 litres per person per day which should be set out in a Local Plan. Our current Local Plan asks for 110 litres per person per day. A Thames Water study of customers with smart meters showed that households did not achieve the intended performance levels. The Government are considering amending building regulations to require 105 litres per person per day (l/p/d) and 100 l/p/d where there is a clear local need in the future.</p>	<p>Options - Water Efficiency in Residential Development <i>Should we...</i> (You may pick multiple options) Option A - Have no policy, meaning that all development would meet existing and future Building Regulations Standards of 125 litres per person per day (possible future equivalent of 105 l/p/d) for residential buildings. Option B - Ask that all residential developments meet Building Regulations optional standards or future equivalent and require 110 l/p/d (possible future equivalent of 100 l/p/d) as in the current Local Plan. Option C - Ask that all residential developments go above current/future Building Regulations standards and require up to 80 l/p/d if practicable, investigating opportunities for efficient fixtures and fittings, rainwater harvesting and greywater recycling (4) Option D - Consider an alternative option. Please let us know.</p>		<p>The working group support Option C</p>
Tackling Flooding and Water - Water Efficiency - Non-Household Development			
Information	Question	SNTC Working Group Comments	Recommended SNTC Response
<p>Page 69 Water Efficiency - Non-Household Development Non-household developments such as businesses currently have no national requirement for water efficiency. Our current Local Plan asks that these developments address water issues by meeting Building Research Establishment Environmental Assessment Method (BREEAM) standard 'Good' as a minimum. BREEAM is widely accepted as the best way to improve standards for non-residential buildings moving towards a zero-carbon target. The BREEAM New Construction Standard scores developments across nine categories, four of which are related to water: water consumption (called WAT01), water monitoring (WAT02), leak detection (WAT03) and water efficient equipment (WAT04). The score/credits are based on what a development includes e.g. providing certain fixtures, fittings or systems, which then produces a percentage score and a rating from “Pass” to “Outstanding”: Outstanding: Less than the top 1% of UK new non-domestic buildings (innovator) Excellent: Top 10% of UK new non-domestic buildings (best practice)</p>	<p>Options - Water Efficiency in Non-Household Development <i>Should we....</i> (You may pick multiple options) Option A - Have no policy. Option B - Ask that all 'non-household' development be required to achieve 'outstanding' for category Wat 01 of BREEAM unless demonstrated impracticable Option C - Ask that all 'non-household' development be required to achieve 'excellent' for category Wat 01 of BREEAM unless demonstrated impracticable Option D - For larger employment developments, ask that all 'non-household' developments achieve 'excellent' or 'very good' for WAT 03 on water leak detection and prevention unless demonstrated impracticable. Option E - Consider an alternative option. Please let us know.</p>		<p>The working group support Option C and Option D</p>

<p>Very Good: Top 25% of UK new non-domestic buildings (advanced good practice)</p> <p>Good: Top 50% of UK new non-domestic buildings (intermediate good practice)</p> <p>Pass: Top 75% of UK new non-domestic buildings (standard good practice)</p> <p>WAT01 specifically looks at reducing the demand for potable water through the provision of efficient sanitary fittings, rainwater collection and water recycling systems, WAT02 at monitoring water use, WAT 03 looks at appropriate technologies designed into buildings to control flow and actively detect leaks and WAT04 reducing water consumption for non-sanitary water uses by using efficient systems for water-using processes.</p>			
Tackling Flooding and Water- The Cambridge Water Area			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
<p>Page 70 The Cambridge Water Area Some of our towns and villages fall within the Cambridge Water area including, St Ives, Ramsey, Warboys, Bluntisham, Somersham and other villages in the east of the district. Here the availability of water, and the impact of new water demand on the environment is having an even more immediate impact.</p>	<p>Question - The Cambridge Water Area Would you support even stricter restrictions on water efficiency standards for residential and non-residential buildings for settlements that fall within the Cambridge Water Area? What would they be? Or would you suggest a different approach?</p>		<p>The working group support even stricter restrictions. Developers to ensure that residential and non-residential include water saving/water recycling designs such as reusing wastewater.</p>
Housing Tenures and Housing Mix - Affordable Housing and Housing Mix			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
<p>Page 74 What should we do? We are now asking you to tell us what the Local Plan Update's priorities should be for the mix and tenures of homes to be built over the next couple of decades. We have set some options below and would like to know what you think.</p>	<p>Options - Affordable Housing Proportion <i>Should we...</i> (You may pick multiple options) Option A - Try to maximise the proportion of affordable housing within each site of 10 or more new homes Option B - Ask for the same proportion of affordable housing in all schemes for 10 or more new homes Option C - Ask for a lower proportion of affordable housing in very large schemes which need to provide substantial infrastructure such as a new bridge or major road improvements Option D - Ask for a lower percentage than we do now in all schemes, accepting that this may mean we have to build more homes overall to meet the level of need for affordable housing Option E - Consider an alternative option. Please let us know.</p>	<p>Concerns were raised over the type of housing options for those that live in St Neots which includes lack of bungalows and affordable housing. By building new housing stock which aims to encourage more people to move to the area does not address this.</p>	<p>The working group support Option A.</p> <p>Option E: The working group would like to see increased diversity of housing stock to include existing demographics that live in St Neots.</p>
Housing Tenures and Housing Mix - Affordable Housing Location			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response

Page 75	<p>Options - Affordable Housing Location <i>Should we... (Please pick one option)</i></p> <p>Option A - Only allow affordable housing to be built in towns and villages with existing services, such as a shop, primary school or village hall, as appropriate to the likely needs of expected occupiers.</p> <p>Option B - Allow affordable housing to be built in all towns and villages to support existing communities</p> <p>Option C - Consider an alternative option. Please let us know.</p>		The working group support Option B
Housing Tenures and Housing Mix- Size and Type of Housing			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
<p>Page 75</p> <p>Note: Any policy relating to housing size would focus on shaping new market homes as the mix of affordable homes provided in any new development would be expected to respond to the need at the time.</p>	<p>Options - Size and Type of Housing <i>Should we... (Please pick one option)</i></p> <p>Option A - Allow the market to entirely decide what size and type of housing to build reflecting what there is most demand for at the time</p> <p>Option B - Allow a flexible approach as long as the site promoter can show how the mix of homes they want to build will contribute towards a mixed and inclusive local community</p> <p>Option C - Specify percentage ranges for each number of bedrooms that a mix might comprise on any scheme to allow limited flexibility, accepting the mix might date as new evidence comes forward</p> <p>Option D - Require all schemes of 10 or more homes to show how they will widen the range of housing types and sizes available reflecting our latest evidence on housing need and demand supplemented by any local assessments of need and demand</p> <p>Option E - Consider an alternative option. Please let us know.</p>		The working group support Option D
Housing Tenures and Housing Mix- Specialist and Supported Housing			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
Page 75	<p>Options - Supported and Specialist Housing <i>Should we... (You may pick multiple options)</i></p> <p>Option A - Only allow self-contained supported and specialist housing to be built in towns and villages with existing services, such as a shop, village hall, and regular public transport services as appropriate to the expected occupiers</p> <p>Option B - Support provision of one or more larger scale integrated retirement communities to include purpose designed homes supported by a range of communal facilities and support services</p> <p>Option C - Allow schemes for up to 20 self-contained retirement homes to be built in any town and village</p> <p>Option D - Consider an alternative option. Please let us know.</p>		The working group support Option A and Option B.
Housing Tenures and Housing Mix- Residential Care and Nursing Homes			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
Page 76	<p>Options - Residential Care and Nursing Homes <i>Should we... (Please pick one option)</i></p> <p>Option A - Expect that all residential care and nursing homes be built in towns and villages with regular public transport services to provide access to the wider community for residents able to travel with or without support, and to make sure people working in the homes have a choice or means of transport</p>		The working group support Option B

	<p>Option B - Allow residential care and nursing homes to be built in all towns and villages, and in countryside locations where this would benefit the specific care needs of intended residents</p> <p>Option C - Consider an alternative option. Please let us know.</p>		
Housing Tenures and Housing Mix- Self and Custom Build Homes			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
Page 76	<p><i>Should we... (You may pick multiple options)</i></p> <p>Option A - Allocate small sites for groups of less than 10 self and custom build homes within and on the edges of towns and villages</p> <p>Option B - Expect all developments for 50 or more homes to include 5% of plots for self and custom build at a fair market price with a mechanism included to allow any plots which no self or custom builder is interested in buying after at least one year of marketing to revert to being built by a housebuilder</p> <p>Option C - Treat proposals for self and custom build homes exactly the same as we would any other housing proposal in the same type of location</p> <p>Option D - Support community led group self and custom build projects in locations where other housing might not be supported provided that there is clear evidence of community support for the scheme</p> <p>Option E - Consider an alternative option. Please let us know.</p>		The working group support Option C
Housing Tenures and Housing Mix- Gypsy and Traveller Accommodation			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
Page 77	<p>Options - Gypsy and Traveller Accommodation Needs <i>Should we... (You may pick multiple options)</i></p> <p>Option A - Look for additional sites to allocate to meet needs for private and/ or social rented pitches</p> <p>Option B - Allow for extensions to existing sites which already have permanent planning permission</p> <p>Option C - Allow existing temporarily permitted sites to remain permanently subject to adequate flood management</p> <p>Option D - Continue to rely on a criteria-based policy approach specifying elements such as proximity to primary schools and GP surgeries to indicate what land may be suitable</p> <p>Option E - Consider an alternative option. Please let us know</p>		The working group support Option B
Housing Tenures and Housing Mix- Boat-dweller Accommodation			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
Page 77	<p>Options - Boat Dwellers Accommodation <i>Should we... (You may pick multiple options)</i></p> <p>Option A - Look for sites to allocate for new permanent residential moorings with access to basic facilities including water provision, waste disposal and electric hook-ups as well as being close to a safe walking or cycling route to local shops and services</p> <p>Option B - Allow a proportion of moorings within existing leisure marinas to be used as permanent residential moorings</p> <p>Option C - Work with partners to ensure access to basic facilities for boat dwellers who prefer to continuously cruise</p>		The working group support Option B and Option C.

	Option D - Consider an alternative option. Please let us know.		
Transport and Connectivity - Approach to Individual Developments			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
Page 81 What should we do? We would like to know what you think about transport issues and options.	Options - Approach to Individual Developments Option A - Change transport provision within new developments to focus on high quality and plentiful infrastructure for active travel and public transport rather than prioritising road users. To help deliver this, a high proportion of developer contributions to transport and travel issues would be spent on active travel and public transport infrastructure. Option B - Continue with the current approach of encouraging active travel and public transport through some provision of infrastructure within new developments but carry on trying to limit the impact of cars and lorries from them by building roads and upgrading junctions. To help deliver this, a high proportion of developer contributions to transport and travel issues would be spent on road and junction upgrades. Option C - Consider an alternative option. Please let us know.	Discussions were had around safe and sustainable travel in and around St Neots, in particular access to transport links and the town centre and the current lack of infrastructure to allow safe and active travel.	The working group support Option A however we would like to see the wording amended to read: Change transport provision within new developments to focus on high quality and <i>capital</i> infrastructure for active travel and public transport rather than prioritising road users. To help deliver this, a high proportion of developer contributions to transport and travel issues would be spent on active travel and public transport infrastructure.
Transport and Connectivity - Place based Approach to Net Zero Transport			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
Page 81	Question - Place based Approach to Net Zero Transport Place based approach to net zero transport Using the previous illustration for reference - which of the suggestions for substituting trips, shifting modes and switching fuels do you think could work either where you live at the moment or in new developments that might be built during the next 25 years?	Having reviewed the accompanying information on Page 80 it was felt that the working group would not be able to provide a comprehensive answer to this without (a) more information about what the various items mean in practical terms and (b) more discussion. The response would also need to be considered separately for the existing developed parts of St Neots and for new developments.	The working group would like St Neots Town Council to have a dedicated session/s with the HDC teams to review the options and understand how they would apply to both existing and proposed developments.
Transport and Connectivity - East West Rail			
Information	Question	SNTC Working Group Comments:	Recommended SNTC Response
Page 81 East West Rail is proposing a new railway line connecting Oxford to Cambridge with the nearest suggested stations to Huntingdonshire being at Tempsford and Cambourne. This could open up public transport options to Cambridge and west to Bedford and beyond that are not currently available helping people to reach jobs, shopping, education and leisure opportunities by public transport that they might otherwise not be able to get to.	Options - East West Rail Option A - Rely on the prospect of East West Rail coming forward and plan for new growth nearby to be delivered in the late 2030s and 2040s that could connect well with this. Option B - Wait until there is greater certainty about the timing of delivery for East West Rail before planning for growth that might benefit from being nearby even if this means the growth is delivered some years after the railway. Option C - Consider an alternative option. Please let us know.		The working group support Option B



St Neots Town Council

Internal Audit 2024-25 (1st Interim Report)

11th November 2024

Stephen Christopher

for Auditing Solutions Ltd

Background and Scope

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has been appointed to undertake this function on behalf of St Neots Town Council for the 2024-25 financial year.

This report sets out the results of our first interim audit, which was undertaken in October 2024. We wish to thank the Town Clerk, the Responsible Financial Officer (RFO) and other Council staff for providing the information required to enable us to complete our audit work.

Internal Audit Approach

In carrying out our internal audit work for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Accounting Statements/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our audit programme is designed to afford assurance that the Council's financial systems remain robust and operate in a manner which ensures effective probity of transactions and a reasonable probability of identifying any material errors, or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

On the basis of the programme of work we have undertaken for the year to date, we have concluded that the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation.

In the sections below, we have explained the objectives of each area of our audit, summarising the work undertaken and our findings. We are pleased to confirm that there are no matters arising from our interim audit work that require a formal recommendation. We ask that Members consider the content of this report.

Detailed Report

Accounting records & Banking arrangements

Our objective is to confirm that the accounting records are accurate and up to date, with no anomalous entries in the cashbooks or financial ledgers, and that appropriate banking arrangements are in place.

The Council maintains its accounting records using the RBS Rialtas Omega accounting software, which is generally acknowledged as a market leader for this tier of local government.

Barclays Bank continues to be used for day-to-day business banking services. As in the previous year, there are three main accounts in use; a Current Account and Business Premium Account (instant access savings account) for the Town Council's main transactions, together with a separate Priory Centre Current Account. The two Town Council accounts are combined into a single cashbook within Omega, in order to reduce the number of data entries and to reflect the fact that Barclays continues to operate an automatic daily transfer between the accounts, to retain a balance of £100,000 in the Current Account.

In addition to the Business Premium Account, all other funds not required for immediate use are held in the Public Sector Deposit Fund of CCLA Investment Management Ltd.

Two further Barclays Bank accounts (current account and savings account) are maintained to hold funds relating to the "Mayor's Charity", which are set aside for charitable donations. These form part of the Council's overall funds for accounting purposes.

In our audit work for the year to date, we have:

- Checked and agreed the opening trial balance on Omega for 2024-25 to the closing balances on the 2023-24 AGAR and detailed financial statements;
- Verified that the financial ledgers remained "in balance" to the date of the latest accounts completed at the time of our audit;
- Confirmed that the accounting code structure remained appropriate to meet the Council's budget reporting and control requirements;
- Checked the detail in the Omega cashbooks for the three main bank accounts for two sample months (April and September 2024, by reference to the relevant bank statements;
- Checked the detail of all transactions in the year to date on the other accounts, again by reference to the relevant bank statements,
- Checked and agreed the detail on the bank reconciliations produced by Omega software for all of the accounts as at 30th September 2024, confirming that there were no long-standing unpresented cheques or anomalous entries. We also confirmed that a monthly reconciliation is undertaken by the RFO and independently reviewed by the Town Clerk;
- Confirmed that, on a periodic basis, the bank reconciliations are being verified by a nominated councillor and reported to the Finance & General (F&G) Committee -

with the reconciliations as at 30th June 2024 reported to F&G on 17th September 2024;

- Noted that the External Auditors issued their ‘report and certificate’ on the Council’s 2023-24 AGAR on 30th September 2024 and that there were no matters arising, and
- Confirmed, by discussion, that appropriate procedures remain in place for backing up financial and other IT systems in use at the Council.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Corporate governance

Our objective is to confirm that the Council has robust corporate governance arrangements in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings), all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been, or are being, considered for implementation.

During the course of our audit work to date, we confirmed the following:

- Our review of Council and Committee minutes has not identified any issues that we consider might have an adverse effect, through litigation or other causes, on the Council’s future financial stability;
- The Council has continued to keep both its Financial Regulations and Standing Orders under regular review. The Financial Regulations were reviewed and updated by F&G on 16th July 2024 and formally approved by the Full Council on 23rd July 2024. The existing Standing Orders were re-approved, without amendment, at the Council meeting on 30th May 2024;
- A wide range of other policies and procedures are in place and are also being reviewed on a regular basis, in accordance with an agreed timetable;
- The RFO has developed detailed Financial Procedures covering all key financial tasks, to underpin the Financial Regulations;
- At its meeting on 28th May 2024, the Council confirmed that it continues to meet the criteria for the General Power of Competence and resolved to adopt those powers, and
- During the summer of 2024, the Council provided the proper opportunity for the exercise of public rights in relation to the 2023-24 accounts, in accordance with the requirements of the Accounts and Audit Regulations.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Expenditure

Our objective is to ensure that:

- The Council's resources are released in accordance with the approved procedures and budgets;
- Each payment is supported by an original trade invoice or other appropriate documentation which confirms the payment as due and/or an acknowledgement of receipt, where no invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official purchase order has been raised on every occasion when one would be expected (exceptions will include ongoing contracts);
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To check compliance with the above criteria, we selected a sample of non-pay related payments across the first half of the financial year. Our test sample included all payments in excess of £4,000, together with a more random selection of every 45th payment as recorded in the cashbook and a sample of invoices relating to the Priory Centre. The overall value of expenditure in our sample for the period totalled approximately £363,000 (including VAT), equating to 51% of gross non-pay expenditure to 30th September 2024. There were no matters arising from our review.

Operations staff use a fuel card when purchasing fuel for Council vehicles. We reviewed the documentation relating to the fuel card payment made on 12th August 2024 as part of our expenditure sample and confirmed that appropriate receipts had been obtained for all of transactions included within the fuel card statement.

The Council makes use of a Corporate Barclaycard, with statements settled in full each month. We reviewed the supporting documentation for the monthly statement to 15th August 2024 and confirmed that all payments made were of an appropriate nature and supported by receipts.

We confirmed that, during the first six months of the financial year, the Council did not enter into any new contracts which required formal tendering procedures to be followed.

We confirmed that VAT Returns continue to be submitted quarterly in electronic format, as required by extant legislation, with detail being reconciled to the Omega financial ledger. At the time of our audit visit, the first quarter's return had been submitted and reimbursement received.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Assessment and management of Risk

Our objective is to confirm that the Council has put in place arrangements to identify all potential areas of risk of both a financial and health and safety nature, and also that appropriate arrangements exist to monitor and manage those risks, in order to minimise the opportunity for their coming to fruition.

There is a requirement for the Council to formally review and approve its risk management arrangements during each financial year. From our minutes review, we confirmed that this has been done for the current year, with the Council's risk assessment considered by the F&G Committee on 23rd April 2024 and subsequently approved by the Full Council at its meeting on 30th April 2024.

The Council entered into a three-year agreement with Zurich Municipal for its insurance cover at the start of the 2023-24 financial year, which will run until 1st April 2026. The policy for 2024-25 includes Employer's Liability of £10m, Public Liability of £15m and Fidelity Guarantee of £2m. This level of cover appears adequate for the Council's ongoing needs and level of annual Precept.

As in previous years, a range of health and safety reviews/inspections are being undertaken throughout the year, including annual RoSPA reviews of play equipment by PlaySafety Ltd. We reviewed the summary report issued following the RoSPA play equipment inspections on 18th April 2024 and confirmed that no areas of high risk were identified. We note that the Operations Manager reported the results of these inspections to the Operations & Amenities Committee on 11th June 2024, outlining the actions being taken by the Council to address the matters raised.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Budget Setting, Budgetary Control and Reserves

Our objective is to confirm that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from Huntingdonshire District Council, and that an effective reporting and monitoring process is in place. We also consider whether the Council retains appropriate funds in earmarked and general reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

At our first interim audit visit we considered the information provided to the Members on progress against the 2024-25 budget. We noted that the F&G Committee received details of financial performance for the first quarter at its meeting on 17th September 2024. We also noted that a report on the earmarked reserves was considered at that meeting and a number of recommendations were made to Council to approved expenditure from those reserves and from the General Reserve. These were subsequently approved by the Council at its meeting on 24th September 2024.

Conclusion

There are no matters arising to date that require a formal comment or recommendation. We will review the 2025-26 budget setting process during our second interim audit.

Income

In addition to its Precept and contributions from developers - through section 106 or CIL - the Council receives income from a variety of sources. These include hall hire (Priory Centre and Eatons Centre), allotment rents and cemetery charges.

Our objective is to confirm that robust procedures are in place to ensure that all income due to the Council is identified and invoiced (where appropriate), with recovery effected within a reasonable time span.

In the course of our audit work to date, we confirmed the following:

Review of fees and charges: We confirmed that the fees and charges for 2024-25 were approved by the Council as part of the budget-setting process.

Cemeteries: We reviewed the interment applications and other cemetery related charges for three sample months (1st May to 31st July 2024), to confirm that all required documentation had been obtained and the invoices subsequently raised were in order and paid promptly. There were no matters arising from our review.

Allotment rents: We confirmed that, with one exception (which is being pursued), the rental payments due in relation to the 2024-25 allotment year have all been received.

Hall hire: We will review the arrangements for the hire of the Priory Centre and Eatons Centre and the invoicing and receipt of income due, at our second interim audit visit.

Outstanding debtors: We reviewed the aged debtor position as at the end of September 2024 for the Priory Centre and the Town Council. We confirmed that effective control arrangements remain in place, with appropriate action being taken in relation to outstanding payments due.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Petty Cash

We are required, when completing the 'Annual Internal Audit Report' in the AGAR, to confirm that there are effective controls over any petty cash accounts operated by the Council. To meet that objective, we check that:

- Any petty cash accounts in operation are managed effectively and that all expenses incurred are appropriately supported by a trade invoice or relevant till receipt;
- Only low value expenditure is incurred from any petty cash account(s) in use;
- VAT is identified and coded accordingly to the VAT control account for periodic recovery from HMRC; and
- The physical cash held is periodically reconciled to the supporting records.

We did not undertake any work in relation to petty cash during our first interim visit.

Salaries and Wages

In examining the Council's payroll function, our objective is to confirm that extant employment legislation is being adhered to, that the requirements of HM Revenue and Customs (HMRC) legislation are satisfied regarding the deduction and payment over of income tax and NI contributions and that the requirements of the local government pension scheme are met.

The majority of the Council's staff are paid on a monthly basis, although a few staff continue to be paid weekly. The Council has outsourced preparation of the payroll to a local payroll bureau, which provides all relevant documentation.

To meet our audit objective, we undertook the following work:

- Confirmed that signed contracts of employment are in place for new members of staff appointed in the current financial year, to date;
- Checked the detail of staff salaries and wages paid in September 2024 (monthly) and week 25 (weekly) respectively, by reference to the RFO's schedule of staff in post and review of the detailed payroll records - agreeing the gross salaries or hourly rates paid;
- Checked to ensure that tax and NI deductions have been made applying the appropriate tax code and NI Table, also ensuring that appropriate amounts are paid over to HMRC each month;
- Checked that the appropriate employee and employer contributions to the pension scheme have been determined and paid over to the Pension Fund Administrators;
- Checked that the appropriate employee and employer contributions to the pension scheme have been applied in accordance with the current arrangements;
- Reviewed timesheets, where relevant, to confirm the accurate payment of any enhanced hours due to employees and that they had been certified for payment by their section head. and
- Examined the procedures in place for the release of staff salaries and wages by the payroll contractor to individual staff.

The national Local Government Services pay agreement for 2024-25, applicable from 1st April 2024, has only recently been agreed. At our second interim audit, we will confirm that the payment of arrears due to staff has been made correctly.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

Asset Register

The reporting arrangements for assets in the AGAR require councils to report the value of each asset at purchase cost or at a suitable proxy where that value is not known, and for community assets to be valued at a nominal £1. The value of individual assets should not change from one year to another, with the only changes being the inclusion of new assets purchased or removal of assets disposed of.

The Council's assets are recorded on the Rialtas Asset Inventory System.

We will review any changes to the asset register for 2024-25 when undertaking our internal audit work in relation to the end of year accounts.

Investments and Loans

Our objective is to confirm that an appropriate investment strategy is in place, that any funds not required for immediate use, whether temporarily or on a longer-term basis are invested in line with that strategy and that interest earned is brought to account correctly and appropriately in the accounting records. We also confirm that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

During the course of our audit work to date, we have confirmed that:

- The Investment Strategy was reviewed and updated at the F&G meeting on 23rd April 2024 and approved by Full Council on 30th May 2024;
- At present, the Council does not hold any long-term accounts. As noted earlier in this report, any surplus funds that are not retained in the Council's main Barclays Deposit Account are held in the CCLA Public Sector Deposit Fund;
- The first half-yearly instalment repayment (principal and interest) on the outstanding PWLB loan as recorded in the cash book and financial ledger agrees to the third party "demand" notice from the UK Debt Management Office.

Conclusion

There are no matters arising to date that require a formal comment or recommendation.

From: East West Rail <contact@eastwestrail.co.uk>

Sent: 14 November 2024 12:04

To: Chris Robson <chris.robson@stneots-tc.gov.uk>

Subject: East West Rail: Keeping You Connected - Non-Statutory Consultation is now live



**Keeping You
Connected**
November 2024

**East West Rail Non-Statutory Consultation
is now live**

We are committed to creating as many opportunities as possible for people to participate and share their views during the consultation which runs from the 14 November 2024 – 24 January 2025. We will be holding events across the whole line of route as well as providing 3 online webinars and look forward to welcoming you over the coming weeks.

The in-person events will run from 2pm - 7pm on weekdays and 12pm - 5pm at weekends. The dates can be found below. Further details are available on our [Community Hub](#).

Tuesday 19 November - Oxford Town Hall, Oxford

Thursday 21 November - John Paul II Centre, Bicester

Friday 22 November - Shelford Rugby Club, Great Shelford

Tuesday 26 November - Steeple Claydon Village Hall, Steeple Claydon

Saturday 30 November - The Grand Hall (Bedford Sixth Form), Bedford

Tuesday 3 December - Cambridge Belfry Hotel, Cambourne

Friday 6 December - Lidlington Village Hall, Lidlington

Monday 9 December - Bedford Swan Hotel and Spa, Bedford

Wednesday 11 December - Wilden Village Hall, Wilden

Friday 13 December - Stuart Memorial Hall, Tempsford

Tuesday 7 January - St Neots Football Club, St Neots

Friday 10 January - Comberton Village Hall, Comberton

Wednesday 15 January - Bletchley Masonic Centre, Bletchley

Friday 17 January - Summerlin Centre, Woburn Sands

Saturday 18 January - The Clayton Hotel, Cambridge

Tuesday 21 January - St Andrews Church, Cherry Hinton

The virtual webinars are as follows

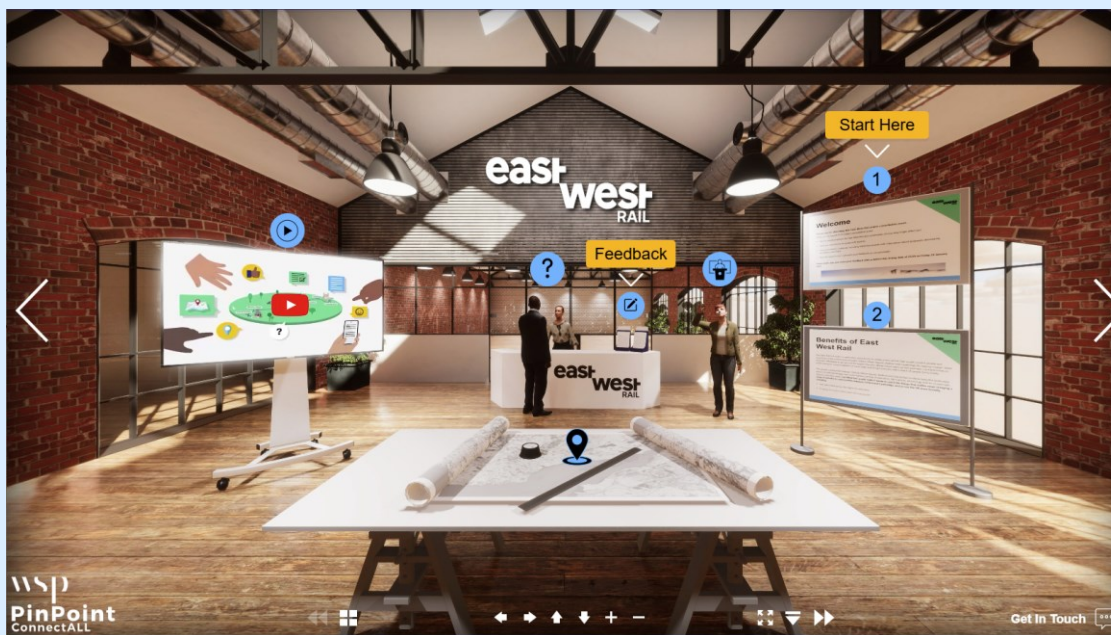
Wednesday 20 November - 2.30pm - 4.30pm [Join here](#)

Tuesday 10 December - 6pm - 8pm [Join here](#)

Thursday 9 January - 10am - 12pm [Join here](#)

Virtual consultation room

We realise not everyone can attend an online or in- person event so we have created a virtual consultation room. A range of resources will also be available to ensure that all the information is easily accessible by communities across the whole route.



[Visit our virtual consultation room](#)

For more information about the consultation and how to get involved, including details of events near you, please visit our [consultation page](#).

[Consultation page](#)

[unsubscribe](#) | [go to the website](#)

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Ministry of Housing,
Communities &
Local Government

Open consultation

Enabling remote attendance and proxy voting at local authority meetings

Published 24 October 2024

[Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](#)

Scope of this consultation

Topic of this consultation

This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

Scope of this consultation

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

If any changes to legislation are made as a result of this consultation, they would only apply to local authorities in England, meaning:

- a county council
- a unitary authority
- a London borough council
- a district council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London, Para.5 of Schedule 10 of the GLA 1999 allows the GLA to regulate its own procedures and committees
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004

- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009
- a combined county authority established under section 9 of the Levelling Up and Regeneration Act 2023
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority as referenced at section 184 of the LGA 1972 and/or established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a police and crime panel established under section 28 of the Police Reform and Social Responsibility Act 2011

Geographical scope

- The questions in this consultation apply to all relevant local authorities in England as defined above.
- They do **not** apply to authorities in Wales, Scotland or Northern Ireland.

Impact assessment

If any policy changes are made following this consultation they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic information

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local members/representatives at all levels.

Body/bodies responsible for the consultation

The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this consultation.

Closing Date

This consultation will close on 19th December 2024.

Enquiries

For any enquiries about the consultation please contact: remoteattendanceconsultation@communities.gov.uk

How to respond

You can only respond to this consultation through our online consultation platform, Citizen Space. [Respond via Citizen Space.](#)

Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

CONSULTATION QUESTIONS

Question 1

Please tick all that apply - are you responding to this consultation as:

Options provided to select

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no

I am not an elected member

Question 4a

If you answered No please use the free text below

[Free text box]

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.
- b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.
- c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.
- d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because	Should not be considered because
It is a positive modernising measure.	Councillors should be physically present at all formal meetings.
It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.	It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.
Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.	It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.
Free text box – please state any other reasons	Free text box – please state any other reasons

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.
[Free text box]

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate? Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

From: Frances Ward <Frances.Ward@cambridgeshire.gov.uk>

Sent: 18 November 2024 16:55

Subject: Cambridgeshire County Council Budget Briefing with Town and Parish Councils

Cambridgeshire County Council will present their draft business plan and budget 2025-26 – 2029-30 at Strategy, Resources and Performance Committee on Tuesday 17 December 2024. The Council is inviting you to attend this session where a member of the corporate leadership team will talk through the proposals. You will be able to share your view of the proposals via the Business Planning and Budget Consultation which will be open between Monday 9 December 2024 and Wednesday 9 January 2025.

The webinar will be on Thursday 12 December 18.30-19.30
([Microsoft Virtual Events Powered by Teams](#))

Sent on behalf of

Lisa Riddle

Service Director

Communities, Libraries and Skills

Strategy and Partnerships Directorate

Cambridgeshire County Council

From: Paul Salmon <Paul.Salmon@nationalhighways.co.uk>

Sent: 01 November 2024 09:29

Subject: Launch of A428 Legacy Funding: Social Value and Community Funds - 3rd Funding Round

Good morning,

Hope you're staying safe and well.

We're excited to share that applications are once again open for our [legacy-focused funds](#), designed to support communities connected to the A428 Black Cat to Caxton Gibbet Improvements. With a total investment of £2 million, this initiative is all about creating a lasting, positive impact across Bedfordshire and Cambridgeshire.

Our goal is to ensure the A428 Black Cat to Caxton Gibbet Improvements bring far-reaching benefits to local communities, the environment, and the economy.

The two funds available are:

- A **social value fund** with grants of between £15,000 and £200,000. Expressions of interest are being accepted from today, Friday 1 November 2024, until Wednesday 15 January 2025.
- A **community fund** with grants of up to £15,000. This fund is managed by Cambridgeshire Community Foundation with applications welcomed from Saturday 2 November 2024 until Saturday 1 February 2025.

Since launching the two funds, we've had the privilege of awarding nearly £400,000 to eleven remarkable organisations across Bedfordshire and Cambridgeshire. The good news doesn't stop there – we'll soon be sharing news of the projects we've funded from our summer application window.

Our funds are open to local authorities and non-for-profit groups or organisations in Bedfordshire and Cambridgeshire, including but not limited to local schools, charities, community groups, and environmental groups.

Discover more about these funding opportunities on our [scheme's website](#). If you're championing a great initiative or know of one that could use a boost, these funds can help bring a project to life.

Please feel free to advertise this on your channels and forward on as you feel appropriate.

King regards,

Paul

Paul Salmon Senior Project Manager MCIHT

Complex Infrastructure Programme

National Highways | Woodlands | Manton Lane | Bedford | MK41 7LW

AGENDA ITEM 11

ST NEOTS TOWN COUNCIL

ATTACHMENT 19

Date:	26 th NOVEMBER 2024
Title:	FULL COUNCIL PROJECT STATUS OVERVIEW
Contact Officer/s:	TOWN CLERK, PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide a summary for note of the status updates of key projects since the last meeting.

2. Recommendation

- 2.1 That the Council note the information provided.

3. Background

- 3.1 The purpose of the report is to provide a status update on key live projects with specific project milestones highlighted. It is acknowledged that there are a lot of other projects and activities which are covered by Council's committees which are not included in this document. These will continue to be reported through their relevant committees and action lists. All projects and activities which require a Full Council's attention are to be included in the table below and reported on next Full Council meetings together with the updated for all already included into report projects.

4. Information

- 4.1 The table below provides a project summary of key live projects with actions or progress to note.

AGENDA ITEM 11

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St Neots Town Council. Projects 2024/25 Summary.

Ver. 26.11.2024

PROJECT	STATUS & COMMENTS	PROJECT MILESTONES	TIMEFRAME	BUDGET	SOURCE
MUSEUM ROOF REPAIRS AND REMEDIALS Lead by: PDM	ONGOING (ACTIVE WORKS) Anticipated overall completion: 29/11/2024 <ul style="list-style-type: none"> Jobs 1, 2 and 4 are fully completed A/C equipment reinstalled and being reconnected Remaining Job 3 and general remedials to be carried out and completed withing a couple of weeks max. As result of the additional works and weather impact there is about 4 weeks delay Outcome: completely renewed and sound roof and building watertight from above which allows to proceed with other issues, remedials and further building development	Review of survey recommendations, site meetings and inspections by specialist contractor	Completed	£19,490.00 Final cost increase is likely to happen as a result of additional works and damage discovered: to cover the materials and labour To be reported for approval in a due course and order	A) Museum building maintenance budget B) Earmarked reserve for Community Buildings
		Programme and Budget, Phasing	Completed		
		Appoint the contractor(s)	Completed		
		Start of works within the delegated budget (A)	02/09/2024		
		Completion of works within the delegated budget	Nov 2024		
		Report/Approval of Operations and Amenities Committee on works outside of delegated budget	Completed		
		Report/Approval of Finance and Governance Committee on works outside of delegated budget	Completed		
		Report/Approval of Full Council on works outside of delegated budget (B)	Completed		
		Start of works outside delegated budget	08.10.2024		
		Completion of works outside delegated budget	Nov 2024		
		Snagging and Handover	Early Dec 2024		
ST NEOTS TOWN COUNCIL WEBSITE Lead by: PDM stneots-tc.gov.uk	ONGOING (PROJECT INITIATION) WIP <ul style="list-style-type: none"> Project initiation ongoing: project team, stakeholders, users. Surveys : fully completed for stakeholders and users Business Case complete Technical brief based on the survey outcomes complete Budget and Programme – in progress 	Project Initiation (incl. requirements). Business Case	Complete	£4,000.00 To be verified by the consulting with the potential contractors based of the Tech Brief and reported to the Committees and Full	Currently approved budget
		Technical Brief	Complete		
		Programme and Budget	Ongoing		
		Appointing contractor	Jan 2025		
		Design	March 2024		
		Coding	April 2024		
		Testing and de-bugging	May 2024		
		Launch	May 2024		

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	<p>BC, TB, B&P to be reported to P&E Committee for the next meeting in Jan'25</p> <p>Current stage outcome: Technical Brief, Business Case and Full Project Initiation To be presented on next Operations and Amenities Committee in November 2024. Enabling for: Programme and Budget, Appointing contractor.</p>			Council in a due order	
CHURCH WALL (ST MARY'S PARISH CHURCH) Lead by: PDM	ONGOING (ENABLING)	Report/Approval of Operations and Amenities Committee on Budget to Appoint SE	Completed	£2,000.00	Budget for Stage 1 – SE - General Reserve £1080 actual spent
	<ul style="list-style-type: none"> Structural survey completed Estimates requested from 3 different contractors Scope of the Project, Programme and Budget to be proposed to Ops & A Committee in early 2025 	Report/Approval of Finance and Governance Committee on Budget to Appoint SE	Completed		
		Report/Approval Full Council on Budget to Appoint SE	Completed		
		Structural Survey reviewed. Recommendations and Designs for wall rebuilt/remedials	Completed		
		Scope of Works, Programme and Budget	Ongoing	TBC	SOURCE TBC
		Report/Approval of Operations and Amenities Committee on Scope of Works, Programme and Budget	Jan 2025		
		Report/Approval of Finance and Governance Committee on Scope of Works, Programme and Budget	Jan 2025		
		Report/Approval of the Full Council on Scope of Works, Programme and Budget	Jan 2025		
		Necessary Approvals (Church, Planning, Highways and etc)	Apr 2025		
		Appoint the contractor	Apr 2025		
		On-site construction works started	May 2025		
		On-site construction works completed	Aug 2025		
		Snagging and Handover	Aug 2025		

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JUBILEE GARDEN MOSAIC REPAIR AND REMEDIALS Lead by: Ops	ONGOING (ENABLING)	Mosaic inspection. Recommendation for remedials and repairs.	Completed	TBC	TBC
	<ul style="list-style-type: none"> Updated cost proposals returned and considered by Operations and Amenities Committee The total cost to satisfy all the Artist's requirements in efficient and reasonable way and install the bespoke drainage is close to £20K based on quotes provided Further investigations re the options and cost efficient solutions (including the removal of the mosaic); to be reported to the Committee for the next meeting 	Report/Approval of Operations and Amenities Committee on Budget and Scope of Works	Ongoing		
		Report/Approval of Finance and Governance Committee on Budget and Scope of Works	TBC		
		Report/Approval of the Full Council on Budget and Scope of Works	TBC		
		Repair/Construction on-site works started	TBC		
		Repair/Construction on-site works started	TBC		
		Maintenance plan	TBC		
PRIORY CENTRE Lead by: HDC ON AGENDA	ONGOING (ENABLING)	New lease agreement (not directly linked to redevelopment project)	Ongoing	TBC	HDC funded project SNTC contribution: TBC
	<ul style="list-style-type: none"> Main contractor: SEH French, currently appointing all sub-contractors BDG to be updated on Nov 18th and more detailed report is a separate agenda item by Town Clerk Cost and Programme confirmation: in progress Target – contractor on site – Jan 2025 (not cost-efficient to do soft strip in Dec 24) Energy: <ul style="list-style-type: none"> a. Feasibility works re the Water Source Heat Pump as the most efficient solution (up to 12month and depending on EA, information submitted). 	Designs (Construction phase – details)	Ongoing		
		Application for planning permission	Completed		
		Planning permission. Granted	Completed		
		Tendering for contractors	Completed		
		Enabling works (demolition)	Jan 2024		
		Energy solution	TBC		
		Construction/Redevelopment of Priory Centre	From Jan 2025		
		Construction of the new North Extension	TBC		
		Decorations and fit-out of Priory Centre	TBC		

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	<div>b. Heating system (pipes, fittings, radiators) to fit any supply and ready for future upgrade</div> <div>c. Current project to be completed with the most efficient gas boilers</div> <div>• Confirmation of lease proposal awaited from HDC – Under discussion with Director of Finance and property team. Update to be received prior to meeting.</div>				
		Decorations and fit-out of the North Extension (incl. TC Offices)	TBC		
		Priory Centre snagging and handover	TBC		
		Priory Centre re-opening for public	TBC		
		Priory Centre normal operations	TBC		
		North Extension snagging and handover (incl. TC Offices)	TBC		
		North Extension opening for public	TBC		
		North Extension normal operations (incl. TC Offices)	TBC		
SVDK access and car park Lead by: PDM	COPMLETE <div>• H&S risk and issue because of mud and paddles</div> <div>• Reinstating hardcore surface for the road and car park (Granite MOT Type 1) – completed 15.11.2024</div>	Solution	Completed	£7,700.00	Ops Budget (201/4100)
		Quotes from contractors and suppliers	Completed		
		Works on road and car park (11-15.11.2024)	Completed		

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STEVE VAN DE KERKHOVE PROJECT PROGRESS



ATTACHMENT 19



AGENDA ITEM 11



ATTACHMENT 19



AGENDA ITEM 11

ATTACHMENT 19

ENVIRONMENTAL PROJECT OFFICER PROJECTS					
Energy audits of Council buildings Lead by: EPO	ONGOING (ACTIVE WORKS)	Agree that Carbon Neutral budget can be used for energy audits	Completed	£4,210	Carbon Neutral budget
	Anticipated overall completion: December 2024 <ul style="list-style-type: none">Energise assessments completed – awaiting completion of reports Outcome: to understand the impact of our buildings in terms of energy use and carbon footprint, in order to develop a plan for decarbonising our stock	Secure quotes from contractors and select an approved contractor to move the project forward	Completed		
		Appoint the contractor and hold kick-off meeting	Completed		
		Start of works within the delegated budget	Completed		
		Completion of works within the delegated budget	Ongoing		
		Review reports at E&E Committee meeting to plan decarbonisation programme	14.01.25		
Flood awareness campaign Lead by: EPO	COMPLETE	Agree to carry out a flood awareness campaign	Completed	£1,927.08	Flood Prevention budget
	<ul style="list-style-type: none">Royal Mail to deliver the leaflets from Mon, Nov 18th Outcome: St Neots residents to receive a leaflet on flood prevention and what they can do to protect themselves and their homes	Design and create leaflet	Completed		
		Select method of delivery	Completed		
		Place Royal Mail delivery order	Completed		
		Completion of project within the delegated budget	Completed		
Biodiversity Improvement at the Old Cemetery Lead by: EPO	ONGOING (ON HOLD)	Select site for ecological audit	Completed	£4,779.70	Biodiversity for All grant
	<ul style="list-style-type: none">Waiting for the confirmation from the Ely Diocese whether the ground is consecratedNo trees ordered by HDC yet	Review suitability of audit and apply for Biodiversity for All grant	Completed		
		Receive grant	Completed		

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	<ul style="list-style-type: none">Project ON HOLD	Select contractors and meet on site	Completed		
	Outcome: Improve the biodiversity of the old cemetery through a Biodiversity for All grant Surplus of the trees to be planted on town greens	Contractors place order for all new trees, hedges, bulbs, etc.	Completed		
		SNTC identify issues with location	Completed		
		SNTC identify issues with permissions	Completed		
		Permissions being sought	23.10.24		
		Start of works within delegated budget	TBC		
		Completion of works outside delegated budget	TBC		
		Surplus of trees planted around the town	TBC		
Emergency Plan Lead by: EPO ON AGENDA	ONGOING (APPROVAL)	First draft of plan created by Town Clerk	Completed	£691.47 (approx. for toolkit)	
	Outcome: emergency plan created to inform officers and Councillors of what processes should be followed in the event of an emergency being declared in St Neots	Review and updating of plan completed by EPO	Completed		
		Town Clerk to make final updates and sign off	Completed		
		Sign off by committee	Completed		
		Approved by Full Council	Ongoing ON AGENDA		
		Purchase of emergency equipment	TBC		