

## Operations & Amenities Committee

**To: Committee Members**

Cllrs Goodman (Chairperson), Bolanz, Chapman, Collins, Cooper-Marsh, Dunford, Hitchin, Johnson & Maslen

**Copies:** County Councillors (not a Town Councillor) – S Ferguson, K Prentice, G Seeff & S Taylor

District Councillors (not a Town Councillor) – L Davenport-Ray, S Ferguson, A Jennings, M 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 **Operations & Amenities committee** to be held on **3<sup>rd</sup> December 2024** at **7.15pm** in the **Eaton's Community 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 Operations & Amenities committee are hereby summoned to attend this meeting to consider the following business.**

C Robson  
Town Clerk

**1. Apologies for absence**

To receive and accept Councillor's apologies for absence.

**2. Declarations of interest**

To receive from Councillors 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.

**3. Minutes**

Members to approve the minutes of the Operations and Amenities Committee held on 12<sup>th</sup> November 2024 as a true and accurate record.

Attachment 1

**4. Action List**

To receive a summary and status of ongoing actions and resolutions.

Attachment 2



Slade

- 5. Local Highways Improvement Bids (LHI)**
  - i) To receive and note an overview report of current Town Council Local Highways Improvement Bids. Attachment 3
  - ii) To receive and note an update from the Highways Project Officer on the Crosshall Road scheme. Attachment 4
  - iii) To receive and consider recommendations on potential LHI bids for the 2025/26 application round. To follow
- 6. Museum Building Lighting**

To receive and consider a report on internal lighting with the museum building owned by the Council and leased to St Neots Museum. Attachment 6
- 7. England Ecosystem Survey - Natural England**

To receive and consider a request from Natural England to permit an Ecosystem Survey to be carried out on Sidney Banks Playing Field. Attachment 7
- 8. Additional Depot Space**

To receive and consider a report on additional depot space and an option which has arisen for an additional unit. Attachment 8
- 9. Jubilee Mosaic**

To receive an update from the Operations Manager on options and costs for the installation of drainage around the jubilee mosaic. Attachment 9
- 10. Budget Setting 2025/26**

To receive and consider any further amendments to the Operations and Amenities Committee budgets for the 2025-2026 financial year to the Finance and Governance Committee. Members are to note that there have been no further amendments to the draft budget since the last meeting of the committee. Attachment 10
- 11. Streetlight Removal**

To receive and note a report from the Operations Manager on the need to remove a streetlight at Peppercorns Lane following advice from the Council's Streetlight contractor. Attachment 11
- 12. CCTV Reports**

To receive and consider October 2024 CCTV incident report as provided by Huntingdonshire District Council. Attachment 12



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### 13. Public Toilet Leases

- i) To receive, consider and provide feedback on draft Heads of Terms for a lease between St Neots Town Council and Huntingdonshire District Council for public toilets at Riverside Car Park, St Neots.
  
- ii) To receive, consider and provide feedback on draft Heads of Terms for a lease between St Neots Town Council and Huntingdonshire District Council for public toilets at Tebbutts Road, St Neots.

Attachment 13

Attachment 14

### 14. Date of next meeting

To note that the date of the next Operations and Amenities committee meeting will be 21<sup>st</sup> January 2025.

## 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 12<sup>th</sup> 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 15<sup>th</sup> 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 3<sup>rd</sup> December 2024 at 7.15pm.

COMMITTEE CHAIRPERSON

## ST NEOTS TOWN COUNCIL ACTION LIST 2024/25

The following Action List summarises outstanding resolutions and activities that are ongoing from the last Council and the current Council. The Town Clerk would like to continue to develop the Action List into a Committee Action Plan which sets out the project/improvement works the committee will be carrying out each year.

OPERATIONS AND AMENITIES COMMITTEE					
Minute	Project	Objective	STATUS	Responsibility	Timescales
<b>Highways</b>					
035/36 – 23-34	LHI Applications 2023/24	To submit LHI Applications for; <ul style="list-style-type: none"> <li>• Crosshall Road,</li> <li>• Luke Street</li> </ul>	<p><b><u>Crosshall Road</u></b> Consultation showed majority in favour of proposed scheme. Scheme decision sits under the delegated authority of the County Council Ward Member and Traffic Manager. Scheme to go ahead with works to be implemented. Further double yellow lines being consulted on as part of scheme. Anticipated delivering in February 2025.</p> <p><b><u>Luke Street</u></b> Consultation to be held. Further formal feedback required from committee on way to proceed in the context of consultation responses.</p>	1) Highways Authority	Ongoing          <b>On Agenda</b>
075- 23-24	LHI Applications 2024/25	To agree the 2024/25 LHI submissions and instruct the Clerk to make the applications ahead of the 12 <sup>th</sup> of January deadline	The Committee previously considered and agreed recommendations from the Working Group on the four applications the Council would submit for the 2024/25 bidding round. This recommendation was agreed by the Full Council and applications were submitted.	1) Working Group 2) Ops & Amenities 3) Town Clerk	<b>On Agenda</b>



**AGENDA ITEM 4**

**ATTACHMENT 2**

	Eaton Socon Highways Petition	Meeting between Ward Members, CCC Ward Cllr and representatives of the petitioner to better understand concerns.	School (petitioner) approach to agree a date for site meeting. Matter also added to schedule of potential matters for the LHI Working Group to consider as part of future LHI bids.	1) Town Clerk 2) Ward Members	Ongoing
<b>Environment</b>					
018-22-23	Queen's Jubilee Tree Planting	Apply for 5 trees from Queens Jubilee. Liaise with CCC on permissions for species & planting.	Cllrs Chapman progressing discussions on the proposed trees and were to report back to the Council accordingly. Funds available for purchase of trees. Planting to be done in partnership with HDC in Autumn planting season. Trees pre-ordered and planting booked with HDC.	1) Cllrs Chapman 2) Ops Manager	HDC planting W/O 2/12/24 Wildflower strip already completed.
<b>Play, Sport and Wellbeing</b>					
050-23-24	Inclusive Play Parks	Improving accessibility of SNTC Play Parks via installing wheelchair accessible play equipment at Brickhills/Henbrook Play Area.	Installation of inclusive seesaw and associated surfacing and equipment was completed the week of 2/9/24. Accessible bench and surfacing installation completed  Item left on action list while dropped kerb pursued with HDC.	1) Working Group 2) Ops Manager 3) Town Clerk	Completed
050 – 23-24	Play Park Strategy	Undertake a play park review and bring forward a draft strategy document on management and investment in play areas.	Play Park assessment completed, and results considered by the Committee. Priorities for the Play Park strategy agreed. Newly formed working group met to provide some guidance around priorities. Clerk to complete updated strategy for sign off by Working Group ahead of presenting to the Committee.  Ops Committee discussed and agreed priorities and timescales for day-to-day projects and strategic projects as part of wider project delivery schedule.	1) Town Clerk 2) Ops Manager 3) O&A Committee 4) Working Group	Ongoing

**AGENDA ITEM 4**

**ATTACHMENT 2**

<b>Building Maintenance/Management</b>					
104-23-24	Museum Building Survey	Undertake a survey of the museum building to establish condition and required works.	Initial historic building condition survey completed. PDM identified priority work and Council agreed to implement full scale roof repairs. Work is underway, as result of the additional works and weather impact there is about 4 weeks delay.	1) PDM 2) Museum Trustees	Completion of works anticipated in December 2024
046-24-25	Jubilee Garden Improvements	Priority maintenance improvements to be brought forward by Operations Team. Wider improvements to be further considered by Working Group.	Report brought forward highlighting key priority maintenance works for Operations Manager to bring forward, including commemorative signage. Committee agreed to seek quotes for amendments to help protect the long-term maintenance of the mosaic. Committee concerned costs appeared high for proposed works and Ops Manager asked to explore further in terms of cost benefit of protecting or removing.	1) Ops Manager 2) Working Group	<b>On Agenda</b>
044-24-25	Church Wall, St Mary's, St Neots	Repair of St Mary's, St Neots church wall, which is the responsibility of the Town Council as part of its role in maintaining closed church yards.	The council approved up to £2,000 expenditure be approved for the commissioning of professional structural engineer advice to help detail and plan the approach to repairing the wall. Structural engineer report reviewed by committee and PDM obtaining quotes and options on rebuilding.	1) PDM	Report to be provided to January 2025 Committee meeting
<b>Legal</b>					
	Public Toilet Leases	To negotiate and renew leases with HDC for public toilets at Riverside and Tebbutts Road	10-year leases for the public toilets have expired. HDC have agreed to continue the lease on a rolling basis while the project to refurbish toilet at Riverside is progressed. Updated Heads of Terms on agenda. If approved by the committee/council these will be signed and returned.	1) Town Clerk 2) HDC	<b>On Agenda</b>
<b>Strategy</b>					
031 – 24-25	Burial Regulations	Members to review new burial regulations for cemeteries managed by St Neots Town Council and provide feedback/comment to officers.	Burial Regulations are to be re-shared with Members with a further request for review ahead of the Operations and Amenities Committee in October 2024.  Recommended approval deferred until November 2024 meeting when amended documents will be provided.	1) Town Clerk 2) Sen. Admin 3) Councillors	<b>Completed</b>

**AGENDA ITEM 4**

**ATTACHMENT 2**

065-23-24	Depot Provision	Review and bring forward options on future provision of the Council depot based on current and future needs.	The lease for the depot building requires renewing in Q3 2024/25. Additional revenue funds have been allowed in the 2024/25 budget to increase depot capacity but no suitable provision was identified. As a result and due to the purchase of new fork lift equipment the funding for additional depot space was removed from the draft 2025-26 budget. An option has now become available and is included in this pack for Member's information.	4) Town Clerk 5) Operations Manager	<b>On Agenda</b>
094-23-24	Cemetery Land	To review and bring forward a report on the lifespan of St Neots Cemeteries and consider options for addressing future need.	The likely life span of the Council's cemeteries means that the Council needs to start thinking about future burial provision and whether it looks at acquiring more land for the purpose of cemeteries. Officers working on review of land/sites. National Highways confirmed they were not able to provide land for use.	1) Town Clerk 2) Operations Manager 3) Senior Administrator	Ongoing

**O&A** = Operation and Amenities Committee   **Ops Manager** = Ian Webb, Operations Manager   **Clerk** = Chris Robson, Town Clerk   **Wrk Grp** = Working Group  
**PDM** = Project Delivery Manager

**ST NEOTS TOWN COUNCIL**

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<b>Committee:</b>	<b>Operations and Amenities Committee</b>
<b>Date:</b>	<b>3<sup>rd</sup> December 2024</b>
<b>Title:</b>	<b>Local Highway Improvement Bids – Overview Report</b>
<b>Contact Officer:</b>	<b>Town Clerk</b>

**1. Purpose of the Report**

- 1.1 To provide the Committee with a status summary of all current Local Highways Bids submitted by St Neots Town Council and to seek the view of the committee on whether any reduction in the revenue budget for 2025-26 might be recommended to the Finance and Governance Committee.

**2. Recommendation from Operations and Amenities Committee**

- 2.1 That the Committee note the status of the current Local Highway Improvement bids and estimated costs associated with each proposal.
- 2.2 That the committee consider the potential level of funding required for the current Local Highway Improvement bids and make a recommendation to the Finance and Governance Committee on the level of revenue budget funding required for the 2025-26 financial year.

**3. Background**

- 3.1 The Council has submitted a number of Local Highway Improvement (LHI) bids over the last few years which have successfully progressed to design and feasibility stages. Funding for each scheme is shared between the Town Council and the Highway Authority, Cambridgeshire County Council. For each of its successful schemes that reach implementation the Council will need to cover its proportion of the costs.
- 3.2 The Council budgets annually for Highway Improvements. The draft 2025-26 budget currently proposes a £40,000 revenue budget, which is the same as the current financial year.
- 3.3 The Council increased its Highways Improvements revenue budget in 2025-26 by £20,000 due to the number of successful applications it had submitted.
- 3.4 The Council has an earmarked reserve of £98,009 for Highways Improvements which will be used to fund the implementation of LHI bids.

**4. Information**

- 4.1 The table attached (Appendix A) to this report outlines all current bids, their status and estimated costs. Those costs are based on either feasibility reports produced by the Highway Authority, or estimations based on similar schemes, depending on the stage of the bid.

**5. Financial Implications**

- 5.1 The estimated level of required funding to deliver current LHI bids is £85,483.

- 5.2 The Council has a current year revenue budget of £40,000 for Highways Improvements.
- 5.3 The Council has a earmarked reserve of £98,009 for Highways Improvements.
- 5.4 The total current funding available to deliver Highways Improvements through the LHI scheme is £138,009.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

# APPENDIX A

## Live LHI Bids Summary (2023 and 2024 Applications)

Ward	Location	Issue	Status	Outcome	Cost (SNTC)
The Eatons	Duloe Road Crosshall Road	Speeding along entrance roads into the town (Crosshall and Duloe)	Buffer zone of 40mph and signage between the junction of Crosshall Road and Monarch Road and under the A1 bypass was successful. Following a site meeting this was found to no longer be relevant due to the implementation of town wide 20mph zone and extension of speed limit to the A1 bridge.  Highways project officer exploring entrance 'gates' and signage to help reduce speeding traffic entering a 20mph zone from a 60mph road.	Successful	Est. £7,000
Eynesbury	Andrew Road / Caernarvon Road	Speeding	MVAS signs for areas in Eynesbury (non-complex) approved and progressing through design stage. Town Council have indicated preferred sign types and locations.  Project officer moving forward to next stage and updates will be brought back to the committee.	Successful	£10,000
Priory Park and Little Paxton	Town Centre	Poor access routes for people with mobility issues (especially wheelchair users)	Creating a navigable route from Riverside, Priory Centre, Waitrose and Tebbutts Road car parks to the Market Square and High Street. Dropped kerbs successful re-surfacing of pavements unsuccessful as classified as maintenance. Advised application was successful on 14/11/24. Site meeting to be held 28/11/24. Design and feasibility report will then be produced by Highways Project Officer.	Successful	TBC  Est. £20,000
East and Gransden	Kester Way & Dramsell Way	Safety issues arising from lack of clear signage and direction	Installation of give-way markings and signs at both locations. Advised application was successful on 11/11/24. Site meeting to be held 28/11/24. Design and feasibility report will then be produced by Highways Project Officer.	Successful	Est.  £4,500

# APPENDIX A

Ward	Location	Issue	Status	Outcome	Cost (SNTC)
The Eatons	Crosshall Road	Speeding and parking issues resulting in safety concerns along the road (30mph limit).	<p>Signage, line marking and speed humps proposals were agreed. As a result of design stage additions to double yellow lines within the scheme considered appropriate.</p> <p>Second round of consultation is due to be held by CCC on proposed double yellow lines that are associated with the scheme. Letter to be issued to residents of Crosshall Road, Milton Avenue, Shelley Place, Wordsworth Avenue and Barley Court that are adjacent to, or in close proximity to the double yellow lines. SNTC advised of consultation and issuing of letters on 18/11/24. Costing process to take place in due course with current proposed delivery date of 10-14th February 2025. If there are any unforeseen delays our alternative date is April 2025.</p>	Successful	£34,633
Eynesbury	Luke Street and Surrounding Roads	Congestion/safety issues resulting from parked cars & caravan through travel to reach camping park in Hardwick Road. Speeding vehicles have also been highlighted as a concern.	<p>Introduction of one-way system design and feasibility report produced and Operations &amp; Amenities Committee engaged with design process. Consultation undertaken and feedback on responses received provided to the Committee by CCC Highways Project Officer.</p> <p>Committee to advice on preferred way forward with scheme given consultation feedback and low level of demonstrable support for the scheme.</p> <p>Matter with Operations and Amenities Committee to advise and progress on. Site meeting offered by limited response on availability by Members.</p>	Successful	Est. £9,350
<b>Estimated Total Cost:</b>					<b>£85,483</b>
East and Gransden	Hogsden Leys Pedestrian Crossing	Lack of clear vision resulting in highway and pedestrian safety concerns at a key crossing point.	<p>Two-part solution completed;</p> <ol style="list-style-type: none"> <li>1) Right of way on crossing remains unchanged. Double yellow lines are included on both sides of Hogsden Leys from the crossing to the intersection with Bargroves Ave.</li> <li>2) Removal of double yellow lines at south end to compensate for loss of parking near the pedestrian crossing.</li> </ol>	Completed	

My ref: 31359/2  
Your ref:

Date: 18/11/24

Contact: Matthew Larter  
Telephone: 0345 045 5212  
E Mail: Local.projects@cambridgeshire.gov.uk



**Frank Jordan**  
Executive Director  
Place & Sustainability  
Project Delivery

Box No ALC602  
New Shire Hall  
Emery Crescent  
Enterprise Campus  
Alconbury Weald  
PE28 4YE

**IMPORTANT INFORMATION  
IMMINENT HIGHWAY WORK  
PLEASE READ**

Dear Resident/Business Owner/Occupier,

**Crosshall Road & Milton Avenue, St.Neots – Proposed Double Yellow Lining Scheme**

You may recall that in January this year we consulted residents on proposals for speed cushions on Crosshall Road and double yellow lines on Crosshall Road and in the Milton Road area, as outlined below:

1. Access to Barley Court – Barley Court is an apartment complex with an off-street carpark. On street parking severely reduces the visibility for drivers emerging from the car park onto Crosshall Road.
2. The junction of Milton Avenue and Wordsworth Avenue – parking around the junction restricts the visibility of traffic emerging from Wordsworth Avenue.

We received a number of representations from residents, and we have discussed these with the Town Council and have subsequently made some amendments to the proposals for the double yellow lines, as shown on the attached plans.

In summary there is a reduction in the length of double yellow lining across the access to Barley Court, and there is an increase in the amount of double yellow lining proposed on Milton Avenue. It is also proposed to include double yellow lining around the junction of Milton Avenue and Crosshall Road.

Cambridgeshire County Council are inviting the public to comment on the scheme in writing by Friday December 6<sup>th</sup> 2024. Comments can be e-mailed to [Local.Projects@cambridgeshire.gov.uk](mailto:Local.Projects@cambridgeshire.gov.uk) or sent by post to Cambridgeshire County Council, Project Delivery Team, Place and Sustainability, New Shire Hall, Emery Crescent, Alconbury, Huntingdon PE28 4YE



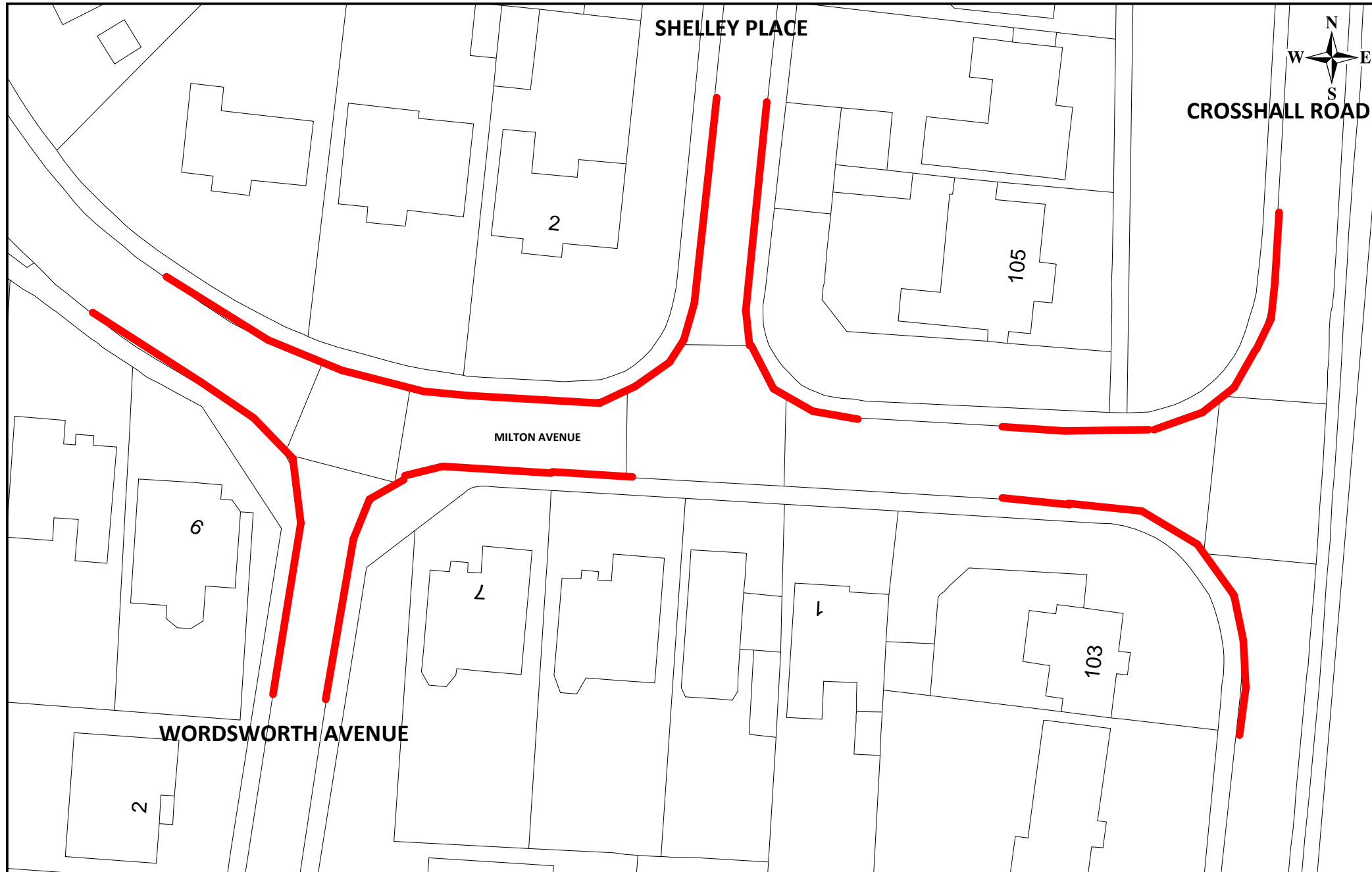
If you have any questions or require additional information, please contact me using the details contained in the header of this letter.

Yours faithfully

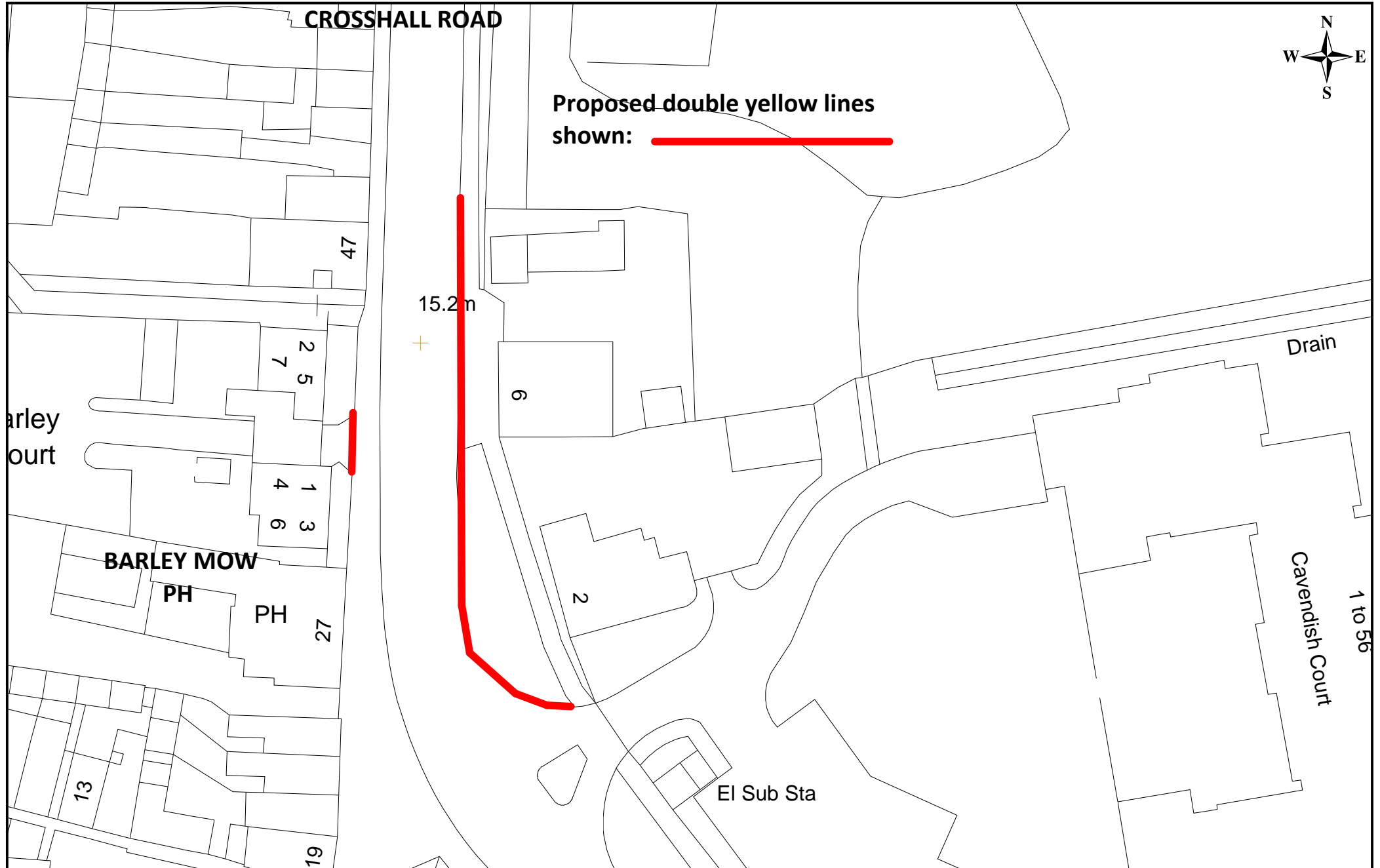
A handwritten signature in black ink, appearing to read 'ML', is positioned above the typed name.

Matthew Larter - Assistant Project Manager  
Asset Management, Design and Delivery Team

# Milton Avenue/Crosshall Road Area - Proposed Double Yellow Lines (Prohibition of Waiting)



# Crosshall Road, St. Neots - Proposed Double Yellow Lines (Prohibition of Waiting)



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>OPERATIONS AND AMENITIES COMMITTEE</b>
<b>Date:</b>	<b>03 DECEMBER 2024</b>
<b>Title:</b>	<b>MUSEUM BUILDING LIGHTING AND REPAIRS</b>
<b>Contact Officer/s:</b>	<b>PROJECT DELIVERY MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide the committee with the information on the required lighting fittings replacement at St Neots Museum.
- 1.2 To seek the approval and a recommendation on funding to undertake further works to complete professional recommended actions to replace lighting fittings.

**2. Recommendations**

- 2.1 That the Committee note the information provided on works needed to replace the light fittings which can't be legally maintained anymore.
- 2.2 That the Committee recommend that the Council release £3,000.00 (incl. contingency) in funding from the earmarked reserve for Community Buildings to complete the replacement of the:
  - 10no 4-foot fluorescent light fittings with LED strip lights
  - 18no 600x600 recessed tile light fittings with LED panel lights (ceiling height is about 3m or more)
  - 14no bulkhead light fittings with LED bulk heads
  - 4no track lights with 6-foot LED strip lights (two in the area of ceilings well over 3m height)
  - 3no 5-foot fluorescent light fittings with LED strip lights (one in the area of ceilings well over 3m height)

**3. Background**

- 3.1 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.2 Under the Restriction of Hazardous Substances (RoHS) regulations, there is a movement to restrict the use of harmful substances in electrical goods, particularly the use of mercury in lighting products. As a result, the manufacturing of the fluorescent tubes has been banned from the manufacturing and sale on Feb 1<sup>st</sup>, 2024, once the existing stock is gone.
- 3.3 Following the restriction 32no light fluorescent light fittings in the museum building are to be replaced with LED lights. Also, there is a recommendation by the professional electrician to replace outdated bulk light fittings.

- 3.4 Multiple museum lighting guidelines recommend a limited light intensity for galleries and storages to prevent collection damages.
- 3.5 The replacement will lead to reduced energy consumption and lower maintenance since the LED light last longer and require less power which is relevant to the Council's Carbon NetZero 2030 resolution. Also, it will allow the adjustment of brightness of the lights and light intensity in storage areas to follow up the best practices and recommendations.

#### **4. Information**

- 4.1. The completion of the roof remedial works allows to proceed with the internal works within the building.
- 4.2. The Museum is fully closed to public during January, and this time is the best opportunity to conduct any internal works with no disturbance on museum operations and inconvenience for the staff and public.
- 4.3. Quotes for the Museum light fitting replacement were requested from three independent professional contractors. The preferred contractor provided the best value from all local companies (based in St Neots).

#### **5. Financial Implications**

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The previously approved and carried out roof works used up all the available maintenance budget and additionally approved funds.
- 5.3 The Council has unallocated earmarked reserves of £127,057 for "Community Buildings" for expenditure on maintenance or projects related to improving Town Council owned community buildings.

#### **6. Supporting images**



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>OPERATIONS AND AMENITIES COMMITTEE</b>
<b>Date:</b>	<b>03 DECEMBER 2024</b>
<b>Title:</b>	<b>PERMISSION TO ACCESS COUNCIL OWNED LAND</b>
<b>Contact Officer/s:</b>	<b>PROJECT DELIVERY MANAGER</b>

**1. Purpose of the Report**

- 1.1 To seek approval from Councillors for Natural England to undertake a survey on Town Council owned land located at Sidney Banks Playing Field.

**2. Recommendations**

- 2.1 That the Committee approve Natural England can undertake an ecosystem survey on Sidney Banks playing field at a point between April 2025 to March 2026 subject to advising the Town Clerk of the exact date/s prior to starting the survey.

**3. Background**

- 3.1 The Council has received a request from Natural England seeking permission to access Sidney Banks playing field to undertake an ecosystem survey.
- 3.2 The Operations and Amenities Committee considers matters relating to Council owned and maintained public spaces and are asked to consider the request.

**4. Information**

- 4.1. Natural England are conducting the England Ecosystem Survey next year between April 2025 to March 2026. The England Ecosystem Survey is an England-wide survey of plants, habitats, soils, and landscapes. It's a large-scale and pioneering project run by Natural England, collecting information that will help Government and other organisations make better informed environmental decisions.
- 4.2 **Appendix A** - of this report is a letter which explains the survey in more detail.
- 4.3 **Appendix B** - of this report provides map of the area of land Natural England believe is under our ownership/management as well as some more information on the specific nature of the survey. The land Natural England would like permission to access is Sidney Banks Field.
- 4.4 **Appendix C** – Information sheet on the survey.
- 4.5 **Appendix D** – Frequently Asked Questions in relation to the survey.
- 4.6 Access for the survey is on foot and if permission is granted, they will contact the Council 2 -4 weeks in advance of the survey with the proposed survey date.

Date: 24th September 2024

Reference number: TL1858

St Neots Town Council  
Cemetery Road  
St Neots  
PE19 2BX



XSG Limited  
The Grange  
1 Central Road  
Morden  
SM4 5PQ

### **Permission to access your land for the England Ecosystem Survey**

The England Ecosystem Survey is an England-wide survey of plants, habitats, soils, and landscapes. It's a large-scale and pioneering project run by Natural England, collecting information that will help Government and other organisations make better informed environmental decisions. The survey is taking place in randomly selected 1km<sup>2</sup> survey squares all over the country - some parts of these squares fall on your land, so we are writing to ask if you'd kindly allow us access to your land to carry out the survey. Please see the map/s sent with this letter to see the land we would like to access.

Your support – by allowing us access to your land – will allow us to gather information that will improve the quality of evidence available about soils, vegetation, and landscape change. The results will allow us to make national scale assessments on the state of these vital resources and their role in supporting things like food production and biodiversity. Please fill in the consent form sent with this letter to grant us access.

We are looking to survey between **April 2025 and March 2026**. If you allow us to access your land, we will be in touch with you 2–4 weeks in advance to let you know precisely when we'll be visiting. Different parts of the survey are carried out by different teams of surveyors at different times of the year, so there are likely to be between one and three visits to your land to collect data.

We'd like to assure you that, if you grant us access, there will be minimal impact on your land: the only noticeable impact will be some minor disturbance from soil sampling and/or peat depth measuring, both of which will be carried out with hand tools. Surveyors will follow biosecurity procedures, which include cleaning boots before and after leaving your land, and we will access arable fields in such a way that crop disturbance is kept to a minimum. If there are specific time periods that you would like us to avoid, you can put that in the consent form or can let us know by phone or email.

The England Ecosystem Survey is part of a wider programme called the Natural Capital and Ecosystem Assessment – you can find out more about this and other subjects in the Frequently Asked Questions document included with this letter. If you have any further questions, or you

would like to see more detailed information on the data we would like to collect, please contact our survey access delivery partner, XSG, on 0800 5677729 or by email at [ees@xsg.co.uk](mailto:ees@xsg.co.uk).

*Every effort has been made to ensure that this letter has been sent to the correct recipient. If you are not the owner/occupier of this land (or their authorised representative/employee), we apologise and ask if you could please contact us so we can update our records.*

**To grant us permission to access your land to carry out the England Ecosystem Survey, please fill out the consent form included with this letter by 18<sup>th</sup> October 2024 and post it to us in the envelope provided, or scan and email it to [ees@xsg.co.uk](mailto:ees@xsg.co.uk).** Alternatively, you can grant access by contacting our survey access delivery partner, XSG, on **0800 5677729**. If we don't receive a reply from you, XSG will attempt to contact you again.

**Thank you.**

Yours Sincerely,

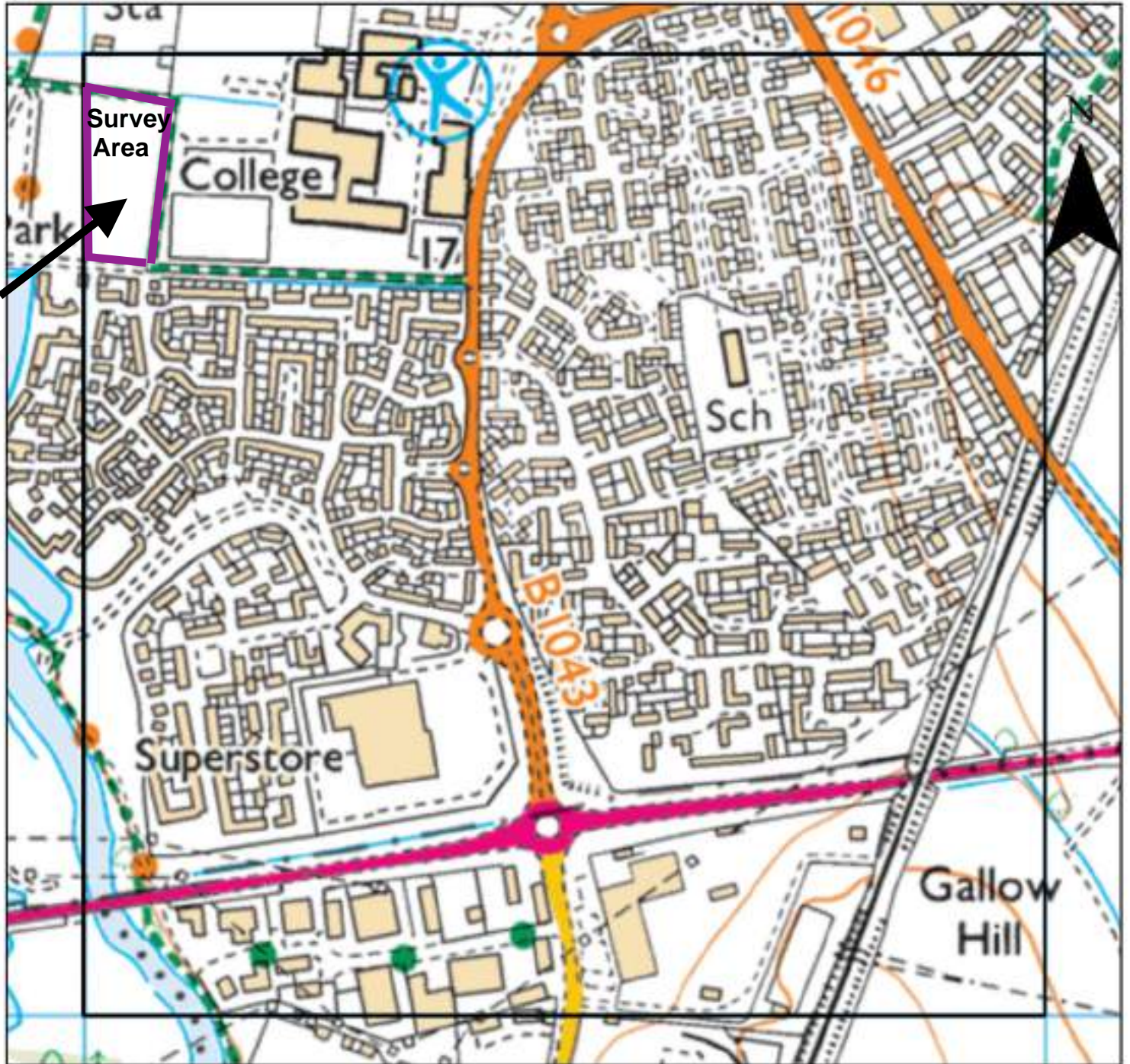
A handwritten signature in black ink, appearing to read 'Ruth Waters', with a long horizontal flourish extending to the right.

Ruth Waters, Director of Evidence, Natural England.


*This letter has been sent by XSG on behalf of Natural England.*



# TL1858



**Legend**

 Survey area boundary

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# The England Ecosystem Survey – what is it, and what will you be doing on my land?

The England Ecosystem Survey is part of the terrestrial Natural Capital and Ecosystem Assessment Programme (NCEA), which is funded by Defra. The NCEA is working to improve the available evidence about England's land, coast and sea, mapping the location, extent and condition of our ecosystems and natural capital, and the benefits they provide.

The England Ecosystem Survey is the largest project in the NCEA programme and is led by Natural England. It will record data on vegetation, habitats, soils and landscape across England, and compare how these are changing over time.

Surveys will typically happen over several visits (normally three), agreed in advance, at different times of year.

## England Ecosystem Survey (EES).

EES surveys take place within a 1km<sup>2</sup> square, and are split into different elements:

- **Vegetation** – this involves surveying a 2m x 2m plot at points that have been randomly selected in each 1 km<sup>2</sup> survey square, as well as additional linear plots along hedgerows and/or watercourses. Ponds and non-woodland trees that are present are also surveyed (this includes taking water samples from ponds).
- **Habitat** – the habitat/s in a square up to a hectare (100m x 100m) around the 2m x 2m vegetation plots are surveyed. We also collect ground-truthing habitat data for **Living England** on any land in the 1km survey square where we have permission to survey (if practical to do so).
- **Landscape** – an assessment of the landscape is carried out and panoramic photographs are taken.
- **Soils** – various sampling and assessments of the soil take place. If the land sits on peat, additional sampling and assessments may take place for the **England Peat Map** – a project modelling the extent and depth of peat in England. Soil samples are sent away for laboratory analysis.

## Vegetation Surveying

Vegetation surveying looks at 2m x 2m survey plots – up to four plots are randomly selected in the 1km<sup>2</sup> square and a further two may be selected in certain habitats. Surveyors record plant species present and estimate the percentage of the plot that they cover. They also record data such as height of vegetation and cover of bare ground. Photographs are taken of the plot.

## Linear features

Surveyors also record data on the nearest 'linear feature' to the 2m x 2m vegetation plots – either a hedgerow or a 'riparian feature' (stream, ditch or river-side). For hedgerows,

surveyors record all woody plant species along a 30m stretch of the hedge, as well as recording data on height, width, evidence of management, etc. They then record all plant species on the ground in a 2m x 4m plot at the centre of the 30m stretch. For riparian features, plant species within a 1m x 10m plot on the bank of the watercourse are recorded, as well as information about the bank and adjacent land. They may also record less detailed data on other hedgerows and watercourses within the 1km<sup>2</sup> survey square (on land where we have permission to survey).



Surveyors recording plants in a 2m x 2m vegetation plot.



A 30m length of hedge, measured out to survey.

### Habitats

Data on the habitat/s in a hectare square around the 2m x 2m vegetation surveying plot are recorded (where possible). Surveyors record which broad habitat types are present (e.g., 'acid grassland' or 'lowland heath'); the types of plants present; negative/positive indicator species for that habitat; invasive species; the structure of the vegetation and evidence of land-use.

### Non-woodland trees

Surveyors record data on up to twelve lone trees and trees associated with ponds, hedgerows and watercourses within the 1km<sup>2</sup> survey square. They also record data on groups of trees and small woods if present on land we have permission to survey.

### Soils

The soil survey takes place in 16m x 16m soil plots. There are up to six of these plots per 1km<sup>2</sup> survey square. In each soil plot there are four sampling points. At each sampling point surveyors:

- assess topsoil structure,
- count and collect earthworms,
- take soil cores for laboratory analysis.

To assess soil structure and sample earthworms, the surveyors dig out two blocks of soil with a spade to a maximum depth of 35cm. Soil samples are collected using steel cylinders, driven into the soil to a maximum depth of 50cm using a drop hammer. This will produce some noise while the hammer is used.



Typical soil sample (scale in decimetres)

Samples are then sent to a laboratory for analysis of physical, chemical and biological properties of the soil. Surveyors also collect soil samples which are sent to the Royal Botanic Gardens, Kew, and analysed for mycorrhizal fungal communities. These symbiotic fungi connected to plant roots are one of the indicators of soil health. RBG Kew will not need access to your land or personal data to carry out this analysis. If peat is present, peat depth is measured at each sampling point and near the 2m x 2m vegetation plot. Additional sampling and assessments on peat sites may take place for the NCEA England Peat Map.

During a separate visit surveyors describe the soil profile and identify the soil type. To do this they dig a 60cm deep soil pit at one point in the plot using a spade. For each soil type, a 0.5 litre sample will be taken for soil texture analysis. Soil deeper than the 60cm pit will be evaluated using a manual auger down to a depth of 120cm.

After sampling, surveyors replace the soil and turf and even-out the surface. The footprint of soil disturbance does not exceed 2m<sup>2</sup> per plot. Surveyors access sites on foot with equipment carried on hand-pulled beach trolleys, or on uneven terrain they use backpacks.

Sites are checked for buried utilities (e.g. pipes and cables), unexploded ordinance and important archaeological features in desk studies beforehand – soils work does not take place if we find there is a risk of disturbing these.

### Ponds

Up to two ponds in the 1km<sup>2</sup> survey square are surveyed in detail, where possible. Surveyors record plant species in and around the margins of the pond; record levels of alkalinity, nitrates and phosphates in the water; and take samples for Environmental DNA lab-analysis, which will give an indication of the animal species using the pond. Other variables such as depth, area, composition of the base, amount of plant cover, presence and condition of trees and adjacent land use are recorded. Surveyors do not enter the water during the pond survey. Less detailed data on other ponds in the 1km<sup>2</sup> survey square is also recorded (where possible).

### Arable field margins

Data on arable field margins – strips and plots around arable fields designed to provide benefits to wildlife – is collected if they are present. Surveyors record data on them such as what type of margins are present; the width of margins; approximately how tall they are; the amount of nectar producing plants; presence of pollinating insects and types of management.

### Landscape

Surveyors make landscape assessments at up to six suitable vantage points that they encounter in the 1km survey square. The assessments record the character of the landscape such as the topography (e.g., hilly, flat, mountainous, etc); the character of fields and their boundaries; density of trees/woodland; land use; the presence of settlements, industry and historical features. Surveyors also take panoramic photographs of the landscape - our intention is to re-take these photos every 5 years to give a sense of how the landscape is changing over time.



Example of a panoramic landscape photo

### Living England

Living England is a national-scale broad habitat map, updated every two years. It is based on satellite imagery and uses a machine learning model to predict the extent and distribution of broad habitats across England. The model requires field survey to provide data about what habitats are present on the ground, which ‘teaches’ the model what the different habitats look like. The model will then use what it has ‘learnt’ from this data to improve how it classifies habitats from satellite imagery in the future. EES surveyors will collect data for Living England on the habitats present in the survey area as they carry out the other elements of the survey.

The Living England habitat map can be viewed online at [magic.defra.gov.uk](https://magic.defra.gov.uk).

### How will data from my land be used?

Data gathered by EES will help government and other organisations make better environmental decisions. Government will use the data to analyse the state of England’s ecosystems, landscapes and soils, and this will influence future decisions about the environment. For example, EES data will help Natural England and Defra to evaluate and improve national land management programmes like the Environmental Land Management (ELM) and Biodiversity Net Gain (BNG) schemes.



# England Ecosystem Survey and Natural Capital and Ecosystem Assessment - Frequently Asked Questions.

## Who are Natural England?

Natural England is the government's adviser for the natural environment in England. Established by an Act of Parliament in 2006, our purpose is to help conserve, enhance and manage the natural environment for the benefit of present and future generations. More information can be found at [www.gov.uk/government/organisations/natural-england](http://www.gov.uk/government/organisations/natural-england).

## What is the Natural Capital and Ecosystem Assessment? What is the England Ecosystem Survey?

The Natural Capital and Ecosystem Assessment (NCEA) programme collects evidence on the extent, condition and change over time of England's ecosystems and 'natural capital'. Natural capital describes the services provided to us by a healthy environment, such as healthy soils, clean water, and beautiful natural places to enjoy. The programme will contribute to a richer, more comprehensive picture of our natural environment, informing decisions and helping us to manage and protect our natural capital. You can find out more by searching for 'NCEA' at [www.gov.uk](http://www.gov.uk).

Data collection methods for NCEA include using satellite earth observation, professional surveyors, citizen scientists and existing data sets. The England Ecosystem Survey (EES) is the main field data collection survey for the programme. It gathers data on vegetation, habitats, soils and landscapes across the country, allowing us to track how these are changing over time.

In some cases, EES surveyors will also collect data for two other NCEA projects while they are on your land – the Living England Habitat Map, and the England Peat Map.

## Why do we need this survey?

Data on ecosystems and landscape is often of variable quality, expensive to collect, difficult to access, and out of date. To make informed environmental decisions, government and other organisations require better data, and this is what the EES and NCEA is looking to deliver. For example, the data collected from the soil sampling aspect of EES will contribute to a baseline map of soil health which the government is looking to publish.

## Why have you chosen my land?

Over a 5-year cycle, we are looking to survey over 3,000 1km<sup>2</sup> squares, all over England. Squares were randomly chosen from a number of different land categories representative of English landscapes. Your land happens to be in one (or some) of these squares.

## How will the data be published?

The data gathered from the surveys will be publicly available under the Open Government Licence (<https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>), meaning that anyone can use it free of charge, within the terms of the licence. The data will

be owned by Natural England, and it is likely that it will be used in the future in other areas of Natural England's work and by its partner organisations, such as Royal Botanic Gardens, Kew, for analysis purposes.

Data will not be published with any details which allow identification of specific land parcels.

EES is a complex and ambitious project with data collection happening over a 5 year period from 2023. It will take some time before data is available for sharing; the Natural England EES team plan to start sharing initial data from 2025 onwards. If you require a copy of the data collected from your land, please contact the Natural England team at [eesresults@naturalengland.org.uk](mailto:eesresults@naturalengland.org.uk) – please quote the reference number at the top of the letter sent with this document when doing this. Please note that this data won't replace ecological surveys which may be more applicable at a farm or landholding scale – the survey is designed to allow high-level regional and national scale analyses rather than assessment of specific land parcels.

### **How will my personal data be used?**

Your personal data (contact details etc.) will only be stored for the purposes of carrying out the survey, and only shared with the contractors employed to do this for the duration of the survey. Please see the Privacy Notice included in this pack for more details.

### **Will survey data be used for compliance purposes, e.g. to check condition of a SSSI?**

No, data will not be used for compliance purposes. The scale at which data is collected (small plots scattered across the country, rather than entire landholdings) is designed to allow national and regional scale analysis of ecosystem condition, not assessments at the level of the landholding.

### **What happens once I've granted access to my land?**

Once you have given us permission to access your land, we will contact you 2-4 weeks in advance of when we'd like to visit. We may also ask you practical questions (e.g. are there any locked gates we'll need to get through; are there any hazards we should be aware of etc.) Most surveys will be carried out by subcontractors working on behalf of Natural England.

### **What precisely would the surveyors be doing on my land?**

There will be up to three visits to your land: once to collect vegetation, habitat and landscape data (normally between May – October); and twice to collect soils data (between May – March). We will not be collecting soils data at every survey location, so if this is the case on your land, we are likely only to visit once.

Surveyors will, normally in pairs, walk over the land and collect data using a survey app. They will stop at certain points to collect more detailed data (such as all the plants present within a 2m<sup>2</sup> square or the woody plants in a stretch of hedgerow) and will also take photographs of what they find. They will not leave any equipment on the land, and no surveys will take place inside houses or buildings.

If soil sampling occurs on your land, small amounts of soil will be removed for lab analysis, and there will be some disturbance due to this. After sampling, all remaining soil and turf is replaced, and the surface evened out. All sampling is carried out using hand-tools.

If surveyors need to access arable fields, they will avoid crop damage as much as possible (e.g. by walking along field margins and tramlines as far they can). Please inform us if there are any sensitive areas of your land, or times of year, that you would like surveyors to avoid.

We will be looking to re-survey your land every five years, but we will contact you again to ask for your permission for this. We may also ask to visit your land for Quality Assurance testing after the main survey – but, again, we will contact you again to ask for your permission for this.

An information sheet with more detailed information about the survey is available on request – if you would like a copy, please contact our survey access delivery partner, XSG, on 0800 5677729 or [ees@xsq.co.uk](mailto:ees@xsq.co.uk).

**I do not own/occupy the land that you have contacted me about**

We use the latest available information from His Majesty's Land Registry (HMLR) and the Rural Land Register before contacting landowners/occupiers, but unfortunately this information is sometimes incorrect. We apologise if we have mistakenly contacted you.

*If you know who the owner/occupier of this land is, we would greatly appreciate your help in locating them. Please could you forward any details you can provide (names, addresses, contact details, land agent details, etc.) using the consent form, or by contacting us on 0800 5677729 or [ees@xsq.co.uk](mailto:ees@xsq.co.uk).*

**The person you have addressed this letter to has passed away**

We understand that this can be very upsetting to bereaved relatives, and we offer our sincerest apologies for any hurt caused. We use the latest available information from His Majesty's Land Registry (HMLR) and the Rural Land Register before contacting landowners/occupiers, but unfortunately this information is sometimes incorrect.

*If you know who the legal owner of the land now is please contact us using the consent form, or by contacting us on 0800 5677729 or [ees@xsq.co.uk](mailto:ees@xsq.co.uk).*



**ST NEOTS TOWN COUNCIL**

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**Committee:** Operations and Amenities Committee

**Date:** 3<sup>rd</sup> December 2024

**Title:** Additional Depot Space

**Contact Officer:** Operations Manager

**1. Purpose of the Report**

1.1 To provide the Committee with information on an additional unit that has become available at Levellers Lane, Eynesbury and to seek the committee's direction on whether it wishes to still pursue additional depot space to expand the space available.

**2. Recommendation from Operations and Amenities Committee**

2.1 That the committee consider the information provided and whether to recommend the Council pursue negotiation on leasing the additional depot space that has become available and make sufficient budget allocation for this.

**3. Background**

3.1 The Council budgeted £20,000 in the current financial year for the lease of additional depot space to help address capacity issues with the existing leased depot, either through the rental of a larger depot or a smaller additional space.

3.2 The committee agreed that rental of a depot was not the best long-term solution and that it would be preferable for the Council to own its own depot space.

3.3 Officers have looked at rental opportunities over the year, but no suitable larger or smaller units becoming available.

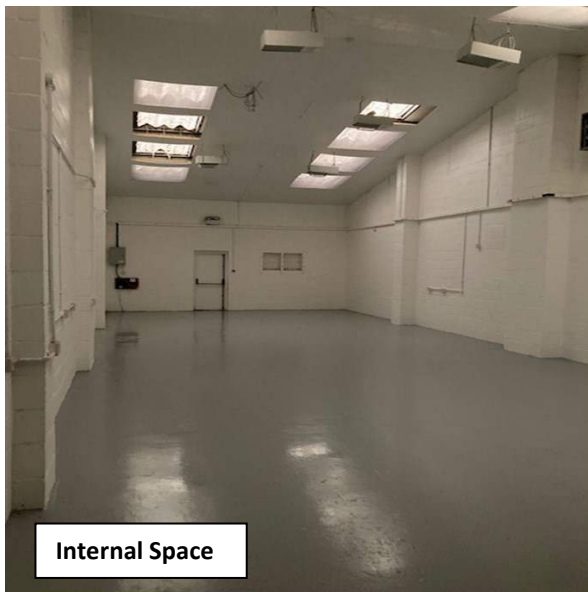
3.4 Given the limited options available and the purchase of a new item of equipment to assist with better storage at the existing depot the £20,000 budget has not been included in the draft 2025-26 Council budget.

3.5 An option for a smaller additional unit has just become available at Levellers Lane, Eynesbury, very close to the Council's current and main depot. Officers wish to make Members aware of the opportunity given the current year's budget and that the matter is on the Council's action list.

**4. Information**

4.1 The following rental space has become available;

15 Levellers Lane, Eynesbury, St Neots. Approx: 3,700sq feet



Internal Space



External Space



Current Depot Building

Available Additional Space

- 4.2 Using the newly purchased operations equipment approved by the Council in October 2024 the Operations Team will be able to make more space in the existing depot by better use of stacking and ordering items now there is access to a forklift.
- 4.3 The matter of an alternative and additional depot space remains on the Council’s Action List and as such officers wished to bring an update on additional space to Members attention.
- 4.4 The Operations Manager has indicated that with the new equipment and a reduction in vehicles once the old blue diesel van is no longer in use the existing space can continue to work for the Operations team. Additional space would of course be welcome if the Council were to continue to grow and take on any increasing

responsibilities which would result in attachments to the new equipment for varying jobs or additional equipment.

**5. Financial Implications**

- 5.1 The Council has a current year budget of £20,000 for the provision of additional depot space.
- 5.2 The draft budget for 2025-26 does not include a budget for additional depot space due to the lack of available options to date. If the Council were to look at leasing an additional space the rent, rates and utilities budgets relating to that space would need to be added to the 2025-26 budget.
- 5.3 Costs for the leasing the additional space available;
- |            |  |
|------------|--|
| Confirmed: | Rent: £12,750  |
|            | Rates: £5,988  |
| Estimated: | Electricity: £3,000 (based on existing buildings use and scaled down)  |
|            | Water: £250 ( <i>based on existing buildings use and scaled down</i> ) |
| Alarm:     | £300   |
- 5.4 If the Council were to lease the additional depot space it would need to include an overall budget of £22,288 in the 2025-26 budget.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

**ST NEOTS TOWN COUNCIL**

**Committee:** Operations and Amenities Committee

**Date:** 3<sup>rd</sup> December 2024

**Title:** Jubilee Mosaic Protection Measures

**Contact Officer:** Operations Manager

**1. Purpose of the Report**

1.1 To provide the Committee with a further option/cost obtained on the installation of drainage to take water from the jubilee mosaic.

**2. Recommendation**

2.1 That the Committee consider the lower cost for rectangular slot drainage and whether it wants to pursue this measure, which would need to be combined with the removal of stones and installation of a resin boundary.

**3. Background**

3.1 Officers previously provided the Committee with costs for installing bespoke circular drainage around the mosaic, along with replacing stones and loose small stones with resin. These measures were to be investigated following a review on the condition of the mosaic. This was to ensure water did not sit on the mosaic and to remove the damage caused by loose stones.

3.2 The Committee expressed concerns over the costs involved and cost to benefit of the proposed works. The Operations Manager had received a lower quote for the installation of resin, but the quote was not formally submitted in the same detail as a higher quote, providing less assurances on the quality of work and outcome.

**4. Information**

4.1 A more detailed and official quote from the company which offered a lower cost for the resin work has been requested but at the date of issuing this report has still not been received.

4.2 A quote for slot drainage as opposed to bespoke circular drainage has been received. This is a considerably lower cost and is detailed below. It has been difficult to obtain a range of quotes for the required work, however the costs below summarise the cost of undertaking each element of work for removing stones, installing resin and installing drainage based on what has been received.

4.3 Cost of all recommended measures based on detailed quote received;

<b>REMOVAL OF PERIMETER STONES AND REPLACING WITH RESIN</b>	
<b>Description</b>	<b>Cost (+ VAT)</b>
Excavate all raised sets around the perimeter of mural to a depth of 300mm and remove all hardcore/soil from site. Install 210mm of type 3 stone in two layers and compact Lay and compact 14mm open graded tarmac base course at a depth of 70mm Install 20mm of resin	£2,550.00

<b>INSTALLATION OF SLOT DRAINAGE</b>	
<ul style="list-style-type: none"> <li>• Slot drainage and soakaway crate</li> <li>• Excavate cobbles and remove from site, lift slabs and keep for re use</li> <li>• Install slot drainage around the perimeter of mosaic tiles on a concrete bed with a downpipe into a soakaway crate</li> <li>• Slot drainage will have to be mitred to fit around mosaics</li> <li>• Reinstate above crates and re lay the Slabs</li> </ul>	£2,860.00
<b>REMOVAL OF LOOSE STONES AND REPLACING WITH RESING</b>	
<b>Description</b>	<b>Cost (+ VAT)</b>
<ul style="list-style-type: none"> <li>• Excavate all areas and remove all hardcore/soil from site</li> <li>• Install 3 tons of type one stone and compact</li> <li>• Lay and compact 3 tons of 20mm permeable tarmac</li> <li>• Install resin to a depth of 18-20mm in depth (colour to be confirmed )</li> </ul>	£4,161.00
<b>Total Cost</b>	<b>£9,571.00</b>

**5. Financial Implications**

5.1 There is no revenue budget specifically related to the maintenance of the mosaic or Jubilee Garden. There is a revenue repair and maintenance budget under Play Area and Open Spaces of £17,000. There is a current available balance within the budget of £3,658 which is available for maintenance and repair of play equipment and open spaces for the remainder of the current financial year.

5.2 The council has £6,000 in earmarked reserves for Street Scene Improvements.

**6. Legal Powers**

6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

26/11/2024

St Neots Town Council 2024/2025

Page 1

11:52

Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget (for O and A Meeting 3 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>201</b>	<b><u>Cemetery/Churchyard and Allotm</u></b>									
1000	Allotment Rents	1,500	1,168	2,325	1,766	0	0	2,325	0	0
1100	Cemetery Income	41,500	44,825	43,575	19,369	0	0	43,575	0	0
1107	Grants/Donations Received	0	3,906	0	5,838	0	0	0	0	0
	<b>Total Income</b>	<b>43,000</b>	<b>49,899</b>	<b>45,900</b>	<b>26,972</b>	<b>0</b>	<b>0</b>	<b>45,900</b>	<b>0</b>	<b>0</b>
4100	Repairs & Maintenance	15,000	14,587	15,000	3,957	0	0	15,000	0	0
4101	Memorial Benches- Rechargeable	3,000	851	3,000	0	0	0	3,000	0	0
4102	Street Furniture	1,500	0	2,000	0	0	0	2,000	0	0
4110	Allotments	1,200	263	1,200	398	0	0	1,200	0	0
4113	Memorial Inspections	3,000	8,480	4,000	4,865	0	0	4,000	0	0
4115	General Reserves Approved Exp	0	41,319	0	0	0	0	0	0	0
4116	War Memorials	500	67	500	0	0	0	500	0	0
4117	Mem gard exp cov by don and GR	0	5,880	0	175	0	0	0	0	0
4131	Electricity	150	140	150	0	0	0	150	0	0
4135	Water	1,150	1,004	1,150	65	0	0	1,150	0	0
4145	Rates	2,750	2,041	2,750	1,225	0	0	2,250	0	0
4382	Insurances & Eng. Inspections	1,000	975	1,000	547	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>29,250</b>	<b>75,606</b>	<b>30,750</b>	<b>11,232</b>	<b>0</b>	<b>0</b>	<b>29,250</b>	<b>0</b>	<b>0</b>
	<b>201 Net Income over Expenditure</b>	<b>13,750</b>	<b>-25,706</b>	<b>15,150</b>	<b>15,740</b>	<b>0</b>	<b>0</b>	<b>16,650</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	5,480	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>13,750</b>	<b>(20,227)</b>	<b>15,150</b>	<b>15,740</b>	<b>0</b>		<b>16,650</b>		
<b>210</b>	<b><u>Play Areas and Open Spaces</u></b>									
1151	CCC - Grass Cutting Service	18,615	18,615	18,615	18,615	0	0	18,615	0	0

Continued on next page

**Annual Budget - By Centre (Actual YTD Month 6)**  
**Note: Budget (for O and A Meeting 3 December 24)**

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		18,615	18,615	18,615	18,615	0	0	18,615	0	0
4100	Repairs & Maintenance	17,000	82,629	17,000	37,837	0	0	17,000	0	0
4107	Tree Maintenance	15,000	19,810	15,000	4,175	0	0	15,000	0	0
4114	Street Furniture and Signs	3,200	2,375	3,200	0	0	0	3,200	0	0
4122	Planting	8,000	4,342	10,000	10,529	0	0	18,000	0	0
4124	Glasshouses rental	2,000	1,500	2,000	0	0	0	0	0	0
4128	Street scene improvements	6,000	5,497	0	0	0	0	0	0	0
4382	Insurances & Eng. Inspections	5,000	4,500	5,000	4,442	0	0	0	0	0
<b>Overhead Expenditure</b>		56,200	120,653	52,200	56,983	0	0	53,200	0	0
<b>210 Net Income over Expenditure</b>		-37,585	-102,038	-33,585	-38,368	0	0	-34,585	0	0
5003	plus Transfer From EMR	0	84,802	0	29,979	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(37,585)</u>	<u>(17,236)</u>	<u>(33,585)</u>	<u>(8,390)</u>	<u>0</u>		<u>(34,585)</u>		
<b>220</b>	<b>Depot &amp; Operational</b>									
1201	Sundry Income	2,000	1,137	1,000	2,647	0	0	1,000	0	0
<b>Total Income</b>		2,000	1,137	1,000	2,647	0	0	1,000	0	0
4026	Operational Staff	409,980	404,563	437,807	199,736	0	0	450,941	0	0
4100	Repairs & Maintenance	13,000	10,761	13,000	7,203	0	0	13,000	0	0
4103	Depot Maintenance Costs	2,500	3,456	4,000	1,572	0	0	4,000	0	0
4106	Rent & Rates for Depot	40,000	39,120	45,000	22,464	0	0	47,500	0	0
4108	Waste Disposal	7,000	11,526	10,000	6,441	0	0	12,000	0	0
4115	General Reserves Approved Exp	0	9,770	0	0	0	0	0	0	0
4131	Electricity	14,500	20,429	7,000	3,136	0	0	7,000	0	0

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11:52

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget (for O and A Meeting 3 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4135	Water	560	507	560	112	0	0	560	0	0
4143	Defibrilators	0	253	0	1,345	0	0	3,000	0	0
4200	Vehicle Running Costs & Repair	25,000	26,745	26,250	15,045	0	0	26,250	0	0
4329	Staff Welfare & Uniforms	6,000	8,559	7,000	2,148	0	0	7,000	0	0
4382	Insurances & Eng. Inspections	5,500	5,524	5,500	5,432	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>524,040</b>	<b>541,213</b>	<b>556,117</b>	<b>264,634</b>	<b>0</b>	<b>0</b>	<b>571,251</b>	<b>0</b>	<b>0</b>
	<b>220 Net Income over Expenditure</b>	<b>-522,040</b>	<b>-540,076</b>	<b>-555,117</b>	<b>-261,987</b>	<b>0</b>	<b>0</b>	<b>-570,251</b>	<b>0</b>	<b>0</b>
5003	plus Transfer From EMR	0	813	0	1,345	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(522,040)</b>	<b>(539,263)</b>	<b>(555,117)</b>	<b>(260,642)</b>	<b>0</b>		<b>(570,251)</b>		
<b>230</b>	<b>Community Buildings</b>									
1003	Table Tennis Rent	100	100	100	100	0	0	100	0	0
1006	ATC Rent	900	900	900	900	0	0	900	0	0
1007	Gatelodge Rent	8,500	8,500	8,500	4,250	0	0	8,500	0	0
1009	SVDK Rent	0	0	0	0	0	0	4,500	0	0
	<b>Total Income</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>5,250</b>	<b>0</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>0</b>
4115	General Reserves Approved Exp	0	560	0	0	0	0	0	0	0
4118	Gatelodge Expenses	1,155	906	1,155	90	0	0	1,155	0	0
4119	The Cage Lock up	500	0	500	0	0	0	500	0	0
4126	Steve Van De Kerkhove exp	2,000	4,673	4,000	3,395	0	0	8,000	0	0
4127	Ex - Service Club	0	605	1,200	0	0	0	1,200	0	0
4320	Telephones and broadband (all)	0	70	0	0	0	0	0	0	0
4351	Museum Grant/Running Costs	73,800	76,342	76,840	34,255	0	0	80,700	0	0
4505	Public Toilets	38,500	39,375	40,000	9,420	0	0	40,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget (for O and A Meeting 3 December 24)

		<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4506	CCTV	16,400	16,369	16,369	17,024	0	0	17,500	0	0
	<b>Overhead Expenditure</b>	132,355	138,901	140,064	64,185	0	0	149,055	0	0
	<b>230 Net Income over Expenditure</b>	-122,855	-129,401	-130,564	-58,935	0	0	-135,055	0	0
5003	plus Transfer From EMR	0	1,500	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(122,855)</u>	<u>(127,901)</u>	<u>(130,564)</u>	<u>(58,935)</u>	<u>0</u>		<u>(135,055)</u>		
	<b>Total Budget Income</b>	73,115	79,151	75,015	53,484	0	0	79,515	0	0
	<b>Expenditure</b>	741,845	876,372	779,131	397,034	0	0	802,756	0	0
	<b>Net Income over Expenditure</b>	<u>-668,730</u>	<u>-797,221</u>	<u>-704,116</u>	<u>-343,551</u>	<u>0</u>	<u>0</u>	<u>-723,241</u>	<u>0</u>	<u>0</u>
	plus Transfer From EMR	0	92,594	0	31,324	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(668,730)</u>	<u>(704,627)</u>	<u>(704,116)</u>	<u>(312,227)</u>	<u>0</u>		<u>(723,241)</u>		

## Annual Budget - By Centre (Actual YTD Month 6)

Note: Budget (for O and A Meeting 3 December 24)

	<u>2023/2024</u>		<u>2024/2025</u>				<u>2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>301 Highways and The Environment</b>									
4105 Bus Shelters	3,000	0	3,000	0	0	0	3,000	0	0
4109 Street Lights	8,500	20,358	8,500	129	0	0	8,500	0	0
4123 Highways Improvements	20,000	3,145	40,000	245	0	0	40,000	0	0
4503 Notice Boards	2,500	112	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>34,000</b>	<b>23,615</b>	<b>51,500</b>	<b>374</b>	<b>0</b>	<b>0</b>	<b>51,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(34,000)</b>	<b>(23,615)</b>	<b>(51,500)</b>	<b>(374)</b>	<b>0</b>		<b>(51,500)</b>		
<b>Total Budget Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>	<b>34,000</b>	<b>23,615</b>	<b>51,500</b>	<b>374</b>	<b>0</b>	<b>0</b>	<b>51,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(34,000)</b>	<b>(23,615)</b>	<b>(51,500)</b>	<b>(374)</b>	<b>0</b>		<b>(51,500)</b>		

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>OPERATIONS AND AMENITIES COMMITTEE</b>
<b>Date:</b>	<b>03 DECEMBER 2024</b>
<b>Title:</b>	<b>STREET LIGHT REMOVAL REPORT</b>
<b>Contact Officer/s:</b>	<b>PROJECT DELIVERY MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide the committee with the information on the recommendation by Balfour Beatty to remove 1 x streetlight at 7 Peppercorns Lane, Eaton Socon, PE19 8HL.

**2. Recommendations**

- 2.1 That the Committee note the information provided.

**3. Background**

- 3.1 The Town Council received a complaint from the resident of 7 Peppercorns Lane regarding location and structural integrity of a street light. Balfour Beatty and the Operations Manager attended the site with the resident to conduct a site survey and investigate possible repositioning.

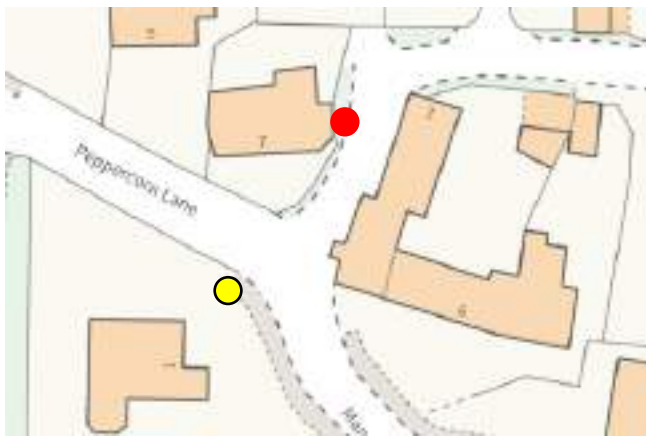
**4. Information**

- 4.1. Due to the deterioration of streetlight it needs to be removed on safety grounds. However, due to the location there is no safe alternative to reposition a new streetlight due to existing services and the width of ground available.

**5. Financial Implications**

- 5.1 The Council maintains a revenue budget of £8,500 for the maintenance of the street lighting. Current remaining available funds £5,300. Balfour Beatty quote to remove streetlight £1,218.72.

6. Supporting images



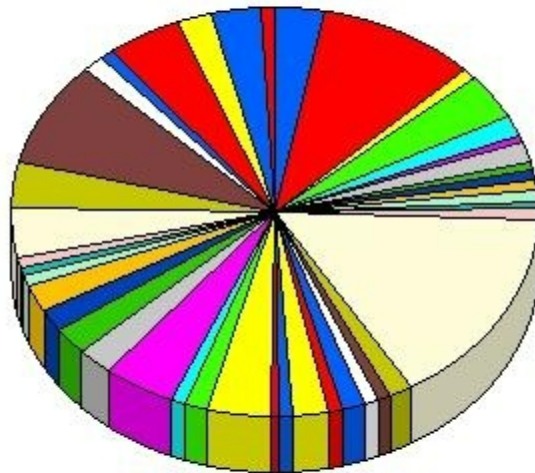
● Street light to be removed

● Closest street light

## **Incidents Summary Analysis by Zone**

**01/10/2024 00:00:00 to 31/10/2024 23:59:00**

# No. of Incidents by Sub Category



Affray	3.0%
Aggravating Behaviour	9.8%
Arson	0.8%
Assault	3.8%
Attempted Shoplifting (Deterred)	1.5%
Banking Protocol	0.8%
Breach Court Order	1.5%
Breach of Bail Conditions	0.8%
Breach of Order (ASBO, CRASBO, DPP etc.)	0.8%
Broken Down Vehicle	0.8%
Burglary	0.8%
Business Property	0.8%
Child Abduction	0.8%
Concern for Person	15.8%
Dangerous Driving	1.5%
Domestic Violence	0.8%
Drink Driving	0.8%
Driving Under the Influence of Drugs	1.5%
Drug Dealing	0.8%
Drunk & Disorderly	2.3%
Fail to Stop	0.8%
High Risk (Vulnerable) Misper	0.8%
Huntingdon	3.8%
Insurance Claims	1.5%
Knife or Bladed Instrument	0.8%
Total:	100.0%

<u>Category</u>	<u>Total</u>
Affray	4
Aggravating Behaviour	13
Arson	1
Assault	5
Attempted Shoplifting (Deterred)	2
Banking Protocol	1
Breach Court Order	2
Breach of Bail Conditions	1
Breach of Order (ASBO, CRASBO, DPP	1
Broken Down Vehicle	1
Burglary	1
Business Property	1
Child Abduction	1
Concern for Person	21
Dangerous Driving	2
Domestic Violence	1
Drink Driving	1
Driving Under the Influence of Drugs	2
Drug Dealing	1

	<u>Total</u>
Drunk & Disorderly	3
Fail to Stop	1
High Risk (Vulnerable) Misper	1
Huntingdon	5
Insurance Claims	2
Knife or Bladed Instrument	1
Missing Person - Child	6
Missing Persons - Adult	3
Observation Request	3
Other	2
Person(s)	3
Personal Attack Alarm	1
Possession	1
Properties	1
Ramsey	5
RTC	5
Shoplifting	11
St Ives	2
Street Drinkers	1
Sub Category Not Defined	6
Theft of Vehicle	3
Threats of Violence	4
Vehicle	1
<b>Total No. of Incidents</b>	<b>133</b>

## Call Source Summary

### Zone: Huntingdon

<u>Call Source</u>	<u>No. of Incidents</u>
CCTV Airwaves Police - Outbound	6
Data Handling Request - Police	1
Data Handling Request - Police (Dams)	4
HBAC Radio (Day/Night Time) - Inbound	20
HDC Local Authority	3
Non Used - Monitored Only	3
Police - Telephone	4
Police Airwave - Inbound	37
Police Airwave - Monitored Only	2

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**Total No. of Incidents in Zone Huntingdon: 80**

### Zone: Ramsey

<u>Call Source</u>	<u>No. of Incidents</u>
Data Handling Request - Police	3
Data Handling Request - Police (Dams)	2
HDC Local Authority	1
Non Used - Monitored Only	2
Police Airwave - Inbound	9

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**Total No. of Incidents in Zone Ramsey: 17**

### Zone: St Ives

<u>Call Source</u>	<u>No. of Incidents</u>
Data Handling Request - Insurance	2
Data Handling Request - Internal	1
Data Handling Request - Police (Dams)	1
HBAC Radio (Day/Night Time) - Inbound	3
Police Airwave - Inbound	4

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**Total No. of Incidents in Zone St Ives: 11**

### Zone: St Neots

<u>Call Source</u>	<u>No. of Incidents</u>
CCTV Airwaves Police - Outbound	3
HBAC Radio (Day/Night Time) - Inbound	1
Police Airwave - Inbound	20
Police Airwave - Monitored Only	1

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**Total No. of Incidents in Zone St Neots: 25**

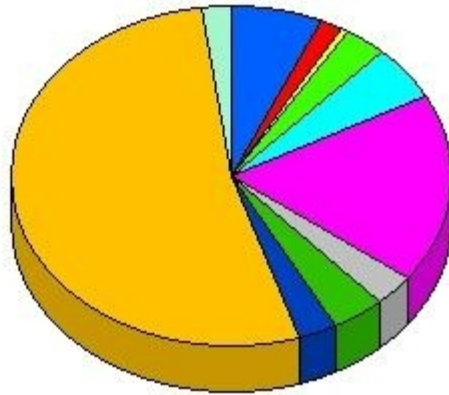
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**Total No. of Incidents : 133**

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## No. of Incidents by Call Source



CCTV Airwaves Police - Outbound	6.8%
Data Handling Request - Insurance	1.5%
Data Handling Request - Internal	0.8%
Data Handling Request - Police	3.0%
Data Handling Request - Police (Dams)	5.3%
HBAC Radio (Day/Night Time) - Inbound	18.0%
HDC Local Authority	3.0%
Non Used - Monitored Only	3.8%
Police - Telephone	3.0%
Police Airwave - Inbound	52.6%
Police Airwave - Monitored Only	2.3%
Total:	100.0%

## Camera Summary

### **Zone: Huntingdon**

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1001 High St St Marys St 73	High Street/St Marys Street	6
1002 High St Hartford Rd 74	High Street/Hartford Road	12
1003 High St/St Benedicts Co	High St/St Benedicts Court	20
1004 High Street/Germain Wa	High Street/Germain Walk	12
1005 Market Hill (79)	Market Hill	16
1006 High St George St 80	High Street/George Street	14
1007 High Street North (81)	High Street North	13
1008 St Johns Street/High St	St Johns Street/High Street	12
1009 St Benedicts Court Cen	St Benedicts Court Centre	9
1010 Princes Street/All Saints	Princes Street/All Saints Passage	7
1011 Princes Street/Bus Stat	Princes Street/Bus Station	19
1012 Princes Street Car Park (	Princes Street Car Park	4
1013 Trinity Place Car Park (	Trinity Place Car Park	6
1014 St Benedicts Court/Wait	St Benedicts Courtb/Waitrose	4
1015 Chequers Court/St Germ	Chequers Court/St Germain	10
1016 Grammer School Walk (	Grammer School Walk	3
1017 Walden Road/Bus Stat	Walden Road/Bus Station	5
1018 Great Northern Street C	Great Northern Street Car Park	3
1019 Sallowbush Road (90)	Sallowbush Road	5
1020 Suffolk House (92)	Suffolk House	5
1021 Oak Tree Centre/Sapley	Oak Tree Centre/Sapley Shops	4
1022 Huntingdon Rec Centr	Huntingdon Rec Centre/St Peters Road	1
1023 Huntingdon Rec Centr	Huntingdon Rec Centre/Swimming Pool C	1
1024 Riverside Car Park (98)	Riverside Car Park	5
1025 Sainsburys CP 1 (99)	Sainsburys Car Park 1	13
1026 Sainsburys CP 2 (100)	Sainsburys Car Park 2	10
1027 Bridge Place CP 1 (110)	Bridge Place Car Park 1	2
1028 Bridge Place CP 2 (111)	Bridge Place Car Park 2	2
1029 St Peters Road/Clifton R	St Peters Road/Clifton Road	1
1030 Castle Hill (114)	Castle Hill	3
1031 Medway Centre 1 (105)	Medway Centre 1	3
1033 St Germain Street Car P	St Germain Street Car Park	2
1036 Brampton Road/George	Brampton Road/George Street	5
1037 High Street South/Rive	High Street South/Riverside Road	4
1038 Ermine Street (120)	Ermine Street	3
1039 Nene Road (76)	Nene Road	2
1043 Huntingdon Bus Station	Huntingdon Bus Station	3
1044 Huntingdon Bus Station	Huntingdon Bus Station	2
1045 Huntingdon Bus Station	Huntingdon Bus Station	2
1046 Huntingdon Bus Station	Huntingdon Bus Station	2
1047 George Street/St John S	George Street/St John Street	7
1048 Bloomfield Park	Town/Bloomfield Park	1
1049 Coneygear Park	Coneygear Road	1
1501 Huntingdon MSCP Gro	Huntingdon MSCP Ground Floor	4
1502 Huntingdon MSCP Gro	Huntingdon MSCP Ground Floor	3
1503 Huntingdon MSCP 1st F	Huntingdon MSCP 1st Floor	3
1504 Huntingdon MSCP 1st F	Huntingdon MSCP 1st Floor	4
1505 Huntingdon MSCP 2nd F	Huntingdon MSCP 2nd Floor	4
1506 Huntingdon MSCP 2nd F	Huntingdon MSCP 2nd Floor	3
1507 Huntingdon MSCP Roo	Huntingdon MSCP Rooftop	4
1508 Huntingdon MSCP Roo	Huntingdon MSCP Rooftop	3

1509 Huntingdon MSCP Sta	Huntingdon MSCP Stairs Ground Floor	3
1510 Huntingdon MSCP Sta	Huntingdon MSCP Stairs 1st Floor	2
1511 Huntingdon MSCP Sta	Huntingdon MSCP Stairs 2nd Floor	2
1512 Huntingdon MSCP Sta	Huntingdon MSCP Stairs Rooftop	2
1513 Huntingdon MSCP Left	Huntingdon MSCP Left Lift	2
1514 Huntingdon MSCP Rig	Huntingdon MSCP Right Lift	3
1515 Emergency Stairs Exter	Huntingdon Multistorey	3
1516 Emergency Stairs Groun	Huntingdon Multistorey	2
1517 Emergency Stairs Groun	Huntingdon Multistorey	2
1518 Emergency Stairs 1st Ex	Huntingdon Multistorey	2
1519 Emergency Stairs 1st to 2	Huntingdon Multistorey	2
1520 Emergency Stairs 2nd E	Huntingdon Multistorey	3
1521 Emergency Stairs 2nd t	Huntingdon Multistorey	3
1522 Emergency Stairs 3rd E	Huntingdon Multistorey	3
1523 Main Stairs Ground to 1	Huntingdon Multistorey	1
1524 Main Stairs 1st Lobby	Huntingdon Multistorey	1
1525 Main Stairs 1st to 2nd	Huntingdon Multistorey	1
1526 Main Stairs 2nd Lobby	Huntingdon Multistorey	2
1527 Main Stairs 2nd to 3rd	Huntingdon Multistorey	1
1528 Main Stairs 3rd	Huntingdon Multistorey	1
1601 Front Car Park (65)	Front Car Park	2
1602 Main Entrance/Exit (66)	Main Entrance/Exit	2
1604 Storage Area (68)	Storage Area	1
1605 Rear Car Park 2 (69)	Rear Car Park 2	2
1606 Barrier (70)	Barrier	1
1607 Front Door (71)	Front Door	1
5026 Behind Reception	HDC Pathfinder Hse Reception Desk	1

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**Total No. of Incidents in Zone Huntingdon: 80**

**Zone: Ramsey**

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1401 High Street/Great Whyt	High Street/Great Whyte	7
1402 Great Whyte/Little Why	Great Whyte/Little Whyte	11
1403 Little Whyte (35)	Little Whyte	5
1404 The Mews Car Park (3)	The Mews Car Park	3
1405 Ramsey Fire Station	Great Whyte	8

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**Total No. of Incidents in Zone Ramsey: 17**

**Zone: St Ives**

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1301 Market Road/Priory Ro	Market Road/Priory Road	2
1302 Market Hill (49)	Market Hill	2
1303 Bridge Street/Crown St	Bridge Street/Crown Street	3
1304 The Broadway (51)	The Broadway	4
1305 The Waits/Ramsey Roa	The Waits/Ramsey Road	4
1306 White Hart Lane/The Q	White Hart Lane/The Quadrant	1
1307 Crown Place East Street	Crown Place East Street	2
1308 The Quay/Bridge Street	The Quay/Bridge Street	2
1309 Warners Park (58)	Warners Park	1
1310 Globe Car Park/West S	Globe Car Park/West Street	1
1311 Waitrose Car Park (43)	Waitrose Car Park	1

1313 Short Stay Car Park Cen	Short Stay Car Park Central	2
1314 Bus Station/Cattle Mark	Bus Station/Cattle Market Car Park	2
1315 Darwood Road Car Par	Darwood Road Car Park	1
1317 London Road (59)	London Road	1
1318 Ramsey Road/Kings He	Ramsey Road/Kings Hedges	3

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**Total No. of Incidents in Zone St Ives: 11**

### Zone: St Neots

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1102 Market Square 1 (2)	Market Square 1	10
1103 South Street/High Street	South Street/High Street	8
1104 High Street (6)	High Street	5
1105 High Street/Huntingdon	High Street/Huntingdon Street	12
1106 Market Street 2 (3)	Market Street 2	4
1107 South Street (4)	South Street	7
1108 Lidl Car Park (8)	Lidl Car Park	5
1109 Tebbutts Road Car Park	Tebbutts Road Car Park	3
1110 Priory Lane (10)	Priory Lane	2
1111 New Street/Tan Yard (	New Street/Tan Yard	6
1112 Skateboard Park (13)	Skateboard Park	3
1113 Rowley Arts Centre Car	Rowley Arts Centre Car Park 1	1
1114 Rowley Arts centre-En	Rowley Arts centre-Entrance Road 1	1
1115 Rowley Arts centre-Pl	Rowley Arts centre-Plaza Car Park	1
1116 Rowley Arts centre-Pl	Rowley Arts centre-Plaza	1
1117 Rowley Arts centre-En	Rowley Arts centre-Entrance Road 2	1
1118 Rowley Arts centre-Car P	Rowley Arts centre-Car Park 2	1
1119 Brook Street (19)	Brooks Street	5
1120 Priory Park Pavillion 1 (	Priory Park Pavillion 1	3
1121 Priory Park Pavillion 2 (	Priory Park Pavillion 2	3

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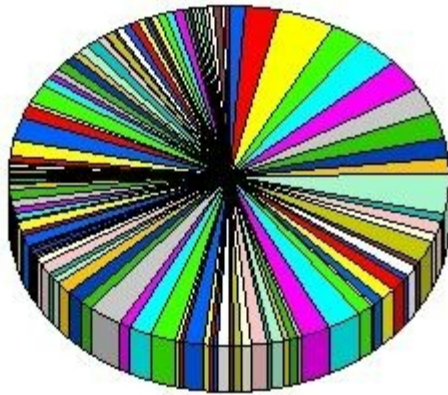
**Total No. of Incidents in Zone St Neots: 25**

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**Total No. of Incidents : 130**

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# No. of Incidents by Camera



1001 High St/Clareys (73)	1.2%
1002 High St Hartford Rd 74	2.4%
1003 High St/St Benedicts Court (75)	4.1%
1004 High Street/Gormain Walk (78)	2.4%
1005 Market Hill (79)	3.3%
1006 High St George St 80	2.9%
1007 High Street North (81)	2.6%
1008 St Johns Street/High Street (108)	2.4%
1009 St Benedicts Court Centre (77)	1.8%
1010 Princes Street/Al Saints Passage (82)	1.4%
1011 Princes Street/Bus Station (83)	3.9%
1012 Princes Street Car Park (84)	0.8%
1013 Trinity Place Car Park (86)	1.2%
1014 St Benedicts Court/Walrose (89)	0.8%
1015 Chequers Court/St Gormain (97)	2.0%
1016 Grammar School Walk (115)	0.6%
1017 Walden Road/Bus Station (117)	1.0%
1018 Great Northern Street Car Park (88)	0.6%
1019 Sallowbush Road (90)	1.0%
1020 Suffolk House (92)	1.0%
1021 Oak Tree Centre/Sapley Shops (94)	0.8%
1022 Huntingdon Rec Centre/St Peters Road (95)	0.2%
<b>Total:</b>	<b>100.0%</b>

Pathfinder House, St Mary's Street

Huntingdon. PE29 3TN

Tel: 01480 388499

www.huntingdonshire.gov.uk

# HEADS OF TERMS

**SUBJECT TO CONTRACT  
WITHOUT PREJUDICE**

<b>FILE REF</b>	
<b>DATE ISSUED</b>	31/05/2024
<b>PROPERTY</b>	Public conveniences, Riverside Park, Eaton Socon, St Neots, Huntingdon, Cambridgeshire
<b>LANDLORD</b>	Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon Cambridgeshire PE29 3TN FAO: Peter Harris Tel: 01480 388499 Mobile: 07563 570099 Email: <a href="mailto:peter.harris@huntingdonshire.gov.uk">peter.harris@huntingdonshire.gov.uk</a>
<b>LANDLORD'S SOLICITOR</b>	Lucy Li, Principal property solicitor 3C shared services Mobile: 07540 100017 Email: <a href="mailto:Lucy.Li@3csharedservices.org">Lucy.Li@3csharedservices.org</a>
<b>TENANT</b>	FAO: Chris Robson, Town Clerk St Neots Town Council Council Offices The Priory St Neots Huntingdon Cambridgeshire PE19 2BH
<b>TENANT'S SOLICITOR</b>	Roger Taylor Wellers Law Group <a href="mailto:Roger.Consultant@wellerslawgroup.com">Roger.Consultant@wellerslawgroup.com</a> 65 Leadenhall Street London EC3A 2AD

**HEADS OF TERMS (continued)**  
**SUBJECT TO CONTRACT**

<b>EXTENT OF PREMISES</b>	All that premises known as Public Conveniences Riverside Park
<b>LAND REGISTRY PLAN</b>	Compliant plan to be provided by landlord
<b>LEASE DURATION</b>	A term of 20 years
<b>BREAK CLAUSE</b>	At year 10, having given 6-months prior notice
<b>LEASE START DATE</b>	Lease to start on 1 <sup>st</sup> July 2024 and expire on 30 <sup>th</sup> June 2044
<b>1954 LTA ACT PROTECTION</b>	YES
<b>ANNUAL RENT &amp; VAT</b>	£1, per annum exclusive, whether demanded or not
<b>RENT DUE DATES</b>	The completion date

**HEADS OF TERMS (continued)**  
**SUBJECT TO CONTRACT**

<b>BUILDINGS INSURANCE</b>	The Landlord will insure the premises and the tenant will reimburse the insurance premium.
<b>REPAIRING LIABILITY</b>	New full repairing and insuring lease
<b>PERMITTED USE</b>	The property is to be used as public conveniences only
<b>PROPERTY ALTERATIONS</b>	<p>The tenant may be permitted to undertake non-structural alterations to the interior having first obtained Landlords approval by a formal licence. Works which have a negative effect on the current EPC rating will not be permitted.</p> <p>At lease expiry the Tenant may be required to remove and make good all alterations to the satisfaction of the Landlord.</p>
<b>ALIENATION</b>	No assignment or sub-letting

**HEADS OF TERMS (continued)**  
**SUBJECT TO CONTRACT**

<b>LEGAL COSTS</b>	Each party is to be responsible for their own legal fees.
<b>BUSINESS RATES</b>	Any business rates applicable to be paid by St Neots Town Council
<b>THE LETTING IS SUBJECT TO</b>	Contract and Council approval
<b>REFERENCES</b>	N/a
<b>LETTING PARTICULARS</b>	N/a
<b>EXPECTED TIMETABLE</b>	As soon as reasonably possible.
<b>EPC</b>	A current EPC is not required

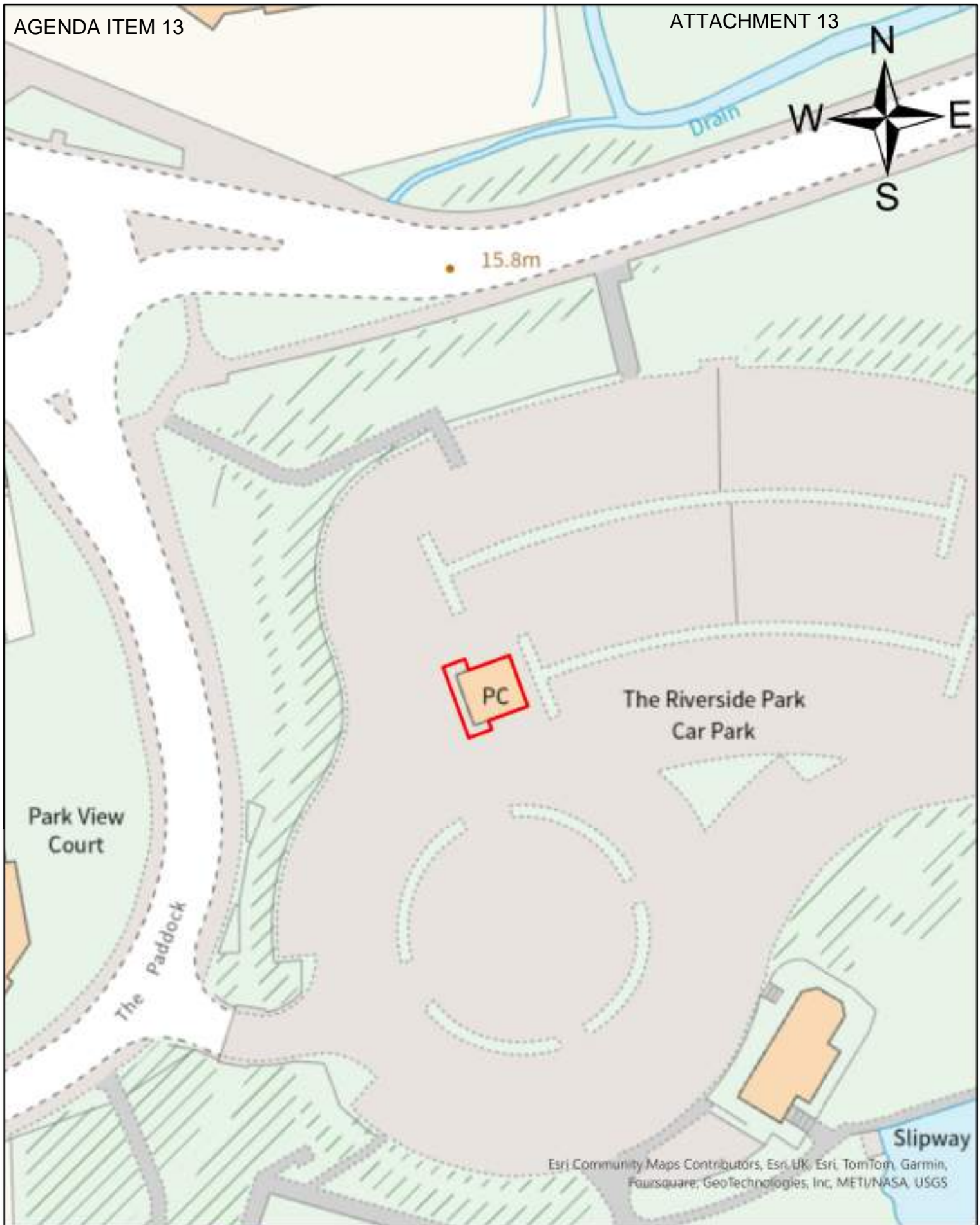
**APPROVAL**

**Approved by .....**  
**(name of proposed Tenant)**  
**If signing on behalf of a Limited Co**  
**Please provide name of**  
**person authorised**  
**to approve.....**

**Signature: .....**

**Date: ...../...../.....**





Esri Community Maps Contributors, Esri UK, Esri, TomTom, Garmin, Foursquare, GeoTechnologies, Inc, METI/NASA, USGS

Pathfinder House, St Mary's Street

Huntingdon. PE29 3TN

Tel: 01480 388499

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# HEADS OF TERMS

**SUBJECT TO CONTRACT  
WITHOUT PREJUDICE**

<b>FILE REF</b>	
<b>DATE ISSUED</b>	31/05/2024
<b>PROPERTY</b>	Public conveniences, Tebbutts Road, Eaton Socon, St Neots, Huntingdon, Cambridgeshire
<b>LANDLORD</b>	Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon Cambridgeshire PE29 3TN FAO: Peter Harris Tel: 01480 388499 Mobile: 07563 570099 Email: <a href="mailto:peter.harris@huntingdonshire.gov.uk">peter.harris@huntingdonshire.gov.uk</a>
<b>LANDLORD'S SOLICITOR</b>	Lucy Li, Principal property solicitor 3C shared services Mobile: 07540 100017 Email: <a href="mailto:Lucy.Li@3csharedservices.org">Lucy.Li@3csharedservices.org</a>
<b>TENANT</b>	FAO: Chris Robson, Town Clerk St Neots Town Council Council Offices The Priory St Neots Huntingdon Cambridgeshire PE19 2BH
<b>TENANT'S SOLICITOR</b>	Roger Taylor Wellers Law Group <a href="mailto:Roger.Consultant@wellerslawgroup.com">Roger.Consultant@wellerslawgroup.com</a> 65 Leadenhall Street London EC3A 2AD

**HEADS OF TERMS (continued)**  
**SUBJECT TO CONTRACT**

<b>EXTENT OF PREMISES</b>	All that premises known as Public Conveniences Riverside Park
<b>LAND REGISTRY PLAN</b>	Compliant plan to be provided by landlord
<b>LEASE DURATION</b>	A term of 20 years
<b>BREAK CLAUSE</b>	At year 10, having given 6-months prior notice
<b>LEASE START DATE</b>	Lease to start on 1 <sup>st</sup> July 2024 and expire on 30 <sup>th</sup> June 2044
<b>1954 LTA ACT PROTECTION</b>	YES
<b>ANNUAL RENT &amp; VAT</b>	£1, per annum exclusive, whether demanded or not
<b>RENT DUE DATES</b>	The completion date

**HEADS OF TERMS (continued)**  
**SUBJECT TO CONTRACT**

<b>BUILDINGS INSURANCE</b>	The Landlord will insure the premises and the tenant will reimburse the insurance premium.
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**HEADS OF TERMS (continued)**  
**SUBJECT TO CONTRACT**

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<b>REFERENCES</b>	N/a
<b>LETTING PARTICULARS</b>	N/a
<b>EXPECTED TIMETABLE</b>	As soon as reasonably possible.
<b>EPC</b>	A current EPC is not required

**APPROVAL**

**Approved by .....**  
**(name of proposed Tenant)**  
**If signing on behalf of a Limited Co**  
**Please provide name of**  
**person authorised**  
**to approve.....**

**Signature: .....**

**Date: ...../...../.....**



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Scale: 1:671