

Full Town Council

To: All Town Councillors

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

Agenda for the meeting of the **Town Council** to be held on **Tuesday 24th September 2024** at **7.15pm** in the Eatons Centre, The Maltings, St Neots, PE19 8ES.

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

Public Participation

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

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

C Robson
Town Clerk

1 Apologies for Absence

To receive and note councillor's apologies.

2 Declarations of Interest

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

3 Minutes

Members to approve the following minutes as a true and accurate record:
Annual Council Meeting held on 23rd July 2024.

Attachment 1

4 County and District Councillor Reports

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

5 Committee Minutes

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

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|---|--------------|
| i) Extraordinary Planning Committee held on 20 th August 2024 | Attachment 2 |
| ii) Planning Committee held on 3 rd September 2024 | Attachment 3 |
| iii) Promotion and Events Committee held on 3 rd September 2024 | Attachment 4 |
| iv) Environment & Emergency Committee held on 10 th September 2024 | Attachment 5 |
| v) Operations and Amenities Committee held on 10 th September 2024 | Attachment 6 |
| vi) Planning Committee held on 17 th September 2024 | Attachment 7 |
| vi) Finance & Governance Committee held on 17 th September 2024 | Attachment 8 |

RESOLVED to RECOMMEND the Council approve expenditure of £5,353.96 in earmarked election reserves towards the £13,353.96 cost of a St Neots Town Council by-election held on 2 May 2024. The remainder will be paid from the current year's election expenses budget.

RESOLVED to RECOMMEND the Council approve over expenditure of the Christmas Lights Capital budget (240 4508) of £1,503.10 to allow enabling works for an additional 10 streetlight Christmas decorations. That the overspend is offset against underspend in the Christmas Lights lease budget (240 4507).

Attachment 9

RESOLVED to RECOMMEND that the Council release £9,990.00 in funding from the earmarked reserve for Community Buildings to complete the replacement of the rear felted flat roof (Job 4), including removal and disposal of 3nos redundant A/C plants and relocation of 8nos working A/C plants with replacement of the pipework.

Attachment 10

RESOLVED to RECOMMEND that the Council approve expenditure of up to £2,000.00 from General Reserves to appoint a professional consultant (Structural Engineer) to renew the recommendations of previous Structural Survey and provide the design drawings for the wall rebuild/repair.

Attachment 11

RESOLVED to RECOMMEND the Council approve the disposal of two parklets previously located on the Market Square that have reached the end of their economic life and that they be removed from the asset register.

- 6 Member's Motion**
To receive and consider a motion from Cllr Slade: Proposal to commission a marketing agency to rebrand and promote the Priory Centre. Attachment 12
- 7 Projects Status Summary**
To receive and note a project status report. Attachment 13
- 8 Youth Work Summary**
To receive and note a report from the Council's Engagement and Participation Youth Worker on youth work, activities and projects delivered. Attachment 14
- 9 Annual Report**
To receive and consider a draft annual report for the 2023-24 Council year. To Follow
- 10 Huntingdonshire District Council Local Plan**
To receive and consider correspondence from Huntingdonshire District Council on the Local Plan and whether the Council forms a Working Group to develop a response to the consultation. Attachment 16
- 11 Huntingdonshire District Council Community Infrastructure Levy (CIL)**
To receive and note correspondence from Huntingdonshire District Council on the Community Infrastructure Levy review and process. Attachment 17
- 12 Correspondence**
To receive and consider whether a formal response is required to the following correspondence;
 - i) Cambridgeshire and Peterborough Combined Authority Bus Franchising Consultation Attachment 18
 - ii) Couple Neighbourhood Development Plan Attachment 19
- 13 Reports from Outside Bodies**
To receive verbal reports from Members who act as Council representatives on outside bodies.
- 14 Date of Next Meeting**
To note the date of the next Council meeting will be 29th October 2024.
- 15 Committee In Private Session**
RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment or contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

16 Purchase of Asset

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

Full Town Council

Present: Cllrs Slade (Chair), Banks, Bolanz, Chapman, Collins, Dundas-Todorov, Dunford, Goodman, Hitchin, Johnson, Maslen, Pitt, J Smith, S Smith and Terry

Absent: Cllrs Crompton, Cooper-Marsh, Kumar, Macnab-Grieve, Mascarenhas and Simonis

In attendance: Town Clerk, Deputy Town Clerk, Project Delivery Manager

Minutes of the meeting of St Neots Town Council held on **Tuesday 23rd July 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There were two members of the public present.

ACTIONS

071 Apologies for Absence

Apologies were received and noted from Cllrs Cooper-Marsh, Kumar, Macnab-Grieve, Mascarenhas and Simonis

Admin

072 Declarations of Interest

There were none.

073 Council Minutes

RESOLVED to approve the minutes of the meeting of 25th June 2024 as a true and accurate record subject to amending that Cllr Dundas-Todorov had returned to the meeting following the conclusion of the St Neots Aquatic and Leisure item and to include the names of the councillors in a recorded vote relating to the same item.

Committee Minutes

074 Members received and noted minutes of the Environment & Emergency Committee held on 2nd July 2024.

The Chairperson informed the committee that activities and projects would be gaining more momentum in the coming months as the Council aims to work towards its 2030 Carbon Neutral target.

075 Members received and noted minutes of the Planning Committee held on 9th July 2024.

076 Members received and noted minutes of the Operations and Amenities Committee held on 9th July 2024.

The Committee Chairperson advised that the agenda had included new Burial Regulations which had been deferred until September 2024 due to the size of the documents. Members were encouraged to consider the documents in detail and send through any queries to the Clerk ahead of the September 2024 Operations and Amenities Committee.

077 Members received and noted minutes of the Personnel Committee held on 16th July 2024.

078 Members received and noted minutes of the Finance & Governance Committee held on 16th July 2024.

Members considered and resolved the following recommendations from the Finance & Governance Committee;

079 **RESOLVED** that the Council continue to offer free memorial plaques for the Forget-Me-Not-Memorial Garden in future financial years and that the Council consider and budget for the provision as part of the 2025-26 budget setting process.

080 Proposed and seconded that the Council adopt the updated financial regulations as presented by the Finance and Governance Committee, including the following amendments;

- i) Section 5.14 be amended to include the Deputy Chairperson of the Finance and Governance Committee as a Councillor who can approve expenditure over £2,000, resulting in approval needed from two of any four named councillors.
- ii) Section 5.14 be amended to exclude the need for approval of expenditure of £2,000 by nominated councillors when the expenditure has been approved by a committee or the Council and a minuted resolution is in place.

A Councillor sought clarification on the approval process for expenditure above £2,000 and when officers must seek such approvals.

An amendment was proposed and seconded that wording of 5.14 be amended to read “excluding expenditure already **specifically** approved by a committee”.

RESOLVED to adopt the updated financial regulations as presented by the Finance and Governance Committee, subject to including the following amendments;

- i) Section 5.14 be amended to include the Deputy Chairperson of the Finance and Governance Committee as a Councillor who can approve expenditure over £2,000, resulting in approval needed from two of any four named councillors.

- ii) Section 5.14 be amended to exclude the need for approval of expenditure of £2,000 by nominated councillors when the expenditure has been specifically approved by a committee or the Council and a minuted resolution is in place.

081 RESOLVED that the Council adopt the proposed Tree Maintenance Policy.

082 RESOLVED that the Council adopt the Freedom of Information Policy subject to amending section 5.1 to read “including, but not limited to:”

083 Project Status Summary

Members received and considered a report from the Town Clerk on the state of a number of projects which had key milestone dates over the August meeting break period.

The Town Clerk introduced Andrew Korolev who had joined the Council as its new Project Delivery Manager. Andrew would be leading a number of key projects and would be supporting other offices in the progression and completion of others.

Members received and noted updates on a number of projects, with particular reference to those where outcomes were expected between the date of the meeting and the next meeting of the Council;

- **Brickhills Play Park** – Seesaw and bench installation is due to happen the week of 19th August 2024.
- **Moores Walk Garden** – Works to improve the garden in line with the Working Groups recommendations are due to start the week of 19th August 2024.
- **Changing Places Toilets** – Contractors were continuing to work on the toilets with completion of works and sign off anticipated in August 2024. This would be subject to any snagging issues that might be highlighted and sign off from Muscular Dystrophy UK.
- **Museum Repair Work** – Officers are working with museum trustees to progress priority work to the museum roof within delegated maintenance budgets. Work within the scope of maintenance budgets is anticipated to start in September 2024 ahead of poor weather.
- **Temporary Priory and Council Office Relocation** – Works on preparing the rented property known as 7 New Street to offer a reduced Priory Centre offering was continuing. It was anticipated that the site would be operational during the first two weeks of August 2024. The purpose of the site is to help ensure that hireable community space remains available during the closure of the Priory Centre.

The Council is aiming to relocate to temporary premises at Cemetery Road at the start of September 2024 and works to prepare the building would continue over August.

- **Revamp the Ramp** – HDC had engaged contractors to carry out the Skatepark refurbishment works, which would be part funded by the Town Council. Works are due to commence on 5th September 2024.

084 Fixed Asset Register

Members received a copy of the fixed asset register which supported the end of year accounts and showed the status of assets at the end of March 2024.

The Clerk advised Members that legal advice on the status of Jubilee Hall Eaton Socon had been obtained and that he was in communication with a representative of the management committee. A full report outlining the situation would be brought to Council in September for information.

Members made the following points;

- A typo in Syndey Banks Field (spelt filed on register) needed correcting.
- Should “MN003 The Round House Wooden Structure St Neots Cemeteries” change to reflect its change of use to the baby-loss memorial garden. The Clerk would seek the advice of the RFO on this matter.
- Should building values change to reflect any leases given to community organisations for those buildings. The Clerk did not think this would be the case as the value was registered on whatever the Council paid for the building, or if it was gifted there would be a £1 value. The Clerk stated he would seek the advice of the RFO and report back accordingly.

RFO

RFO

085 Lease Agreement

The Council considered a report from the Town Clerk seeking authority to enter a hire lease agreement for a storage unit to be located at the Eatons Community Centre during the Priory Centre closure. The unit was required for storage of Council and Priory Centre items during the temporary closure of the building.

RESOLVED that the Council approve the Priory Centre General Manager enter into a hire lease agreement for a 40ft container to be located at the Eatons Community Centre at a cost of £2.50 per day for an initial period of three months followed by a monthly renewal on the basis of need as the Priory Centre redevelopment progressed.

 GM
 Priory
 Centre

086 Reports from Outside Bodies

Cllr Chapman informed the meeting that St Neots Museum was due to take possession of an important artifact that would be an exciting and important part of the museum collection.

087 Date of Next Meeting

Members received and noted that the date of the next Full Council meeting would be 24th September 2024 at 7:15pm.

088 Private Session

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

089 Community Ownership Fund Heritage Asset Purchase

Members received and considered reports from the Town Clerk and Project Delivery Manager outlining structural surveys undertaken on a building for which the Council had made an offer to purchase.

Members noted the findings of the surveys and recommendations of the Project Development Manager and Town Clerk.

RESOLVED to continue to progress the purchase of the building inline with the offer resolved and made by the Council.

DRAFT



Planning Committee

Present: Committee Members
Cllrs Slade (Chairperson), Collins, Dunford, Hitchin, Maslen, Pitt
Absent: Cllr Cooper-Marsh, Kumar and Terry
In Attendance: Town Clerk, Deputy Town Clerk

Minutes of the Extraordinary meeting of the **Planning committee** held on **Tuesday 20th August 2024** at **6.15pm** in the Eatons Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

034 Apologies for Absence

Apologies were received from Cllr Kumar and Terry.

ACTIONS

035 Declarations of Interest

There were none.

036 Minutes

RESOLVED to defer approval of the minutes of the Planning Committee meeting held on 23rd July 2024 until the next meeting of the committee due to an admission in the minutes.

Admin

037 Public Participation

There were no members of the public present.

038 Schedule of Current Planning Applications

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

Admin

039 Proposed Disabled Persons Parking Bay

Members received and noted a proposed disabled parking bay for a resident in Duloe Brook.

040 Pavement License Application

Members received and considered an application for outdoor seating on the High Street in relation to an application from a high street café. **RESOLVED** that the Council support and welcome the application.

COMMITTEE CHAIRPERSON

Schedule of Planning Applications – 20th August 2024

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/00992/LBC 24/00991/FUL	Jason Seymour Storage Unit, Priory Lane, St Neots Demolition and Rebuilding of Storage Unit	Objection JD/VH Abstained	Members welcomes the proposal to improve the existing storage unit however they agree with the concerns raised by the HDC Conservation Officer. The proposed development will be overbearing on the listed building due to the ridge roof height being higher than the adjacent building. Not in keeping with character of conservation area.
S2	24/01325/LBC 24/01324/FUL	Mr Nick Wells The Eaton Oak Great North Road Eaton Ford Installation of marquees to the outside seating area.	SUPPORT	Minimum impact on neighbours. Proposal will assimilate itself to the existing part of the town.
The following application/s are in a conservation area				
S3	24/01315/NMA	Joe Dawson Wintringham Park Cambridge Road St Neots Non-material amendment of 17/02308/OUT comprising update to the approved Parameter Plan in relation to development extents in Key Phase 2	NOTED	Members noted the application and agreed that any decision should be referred to the knowledge of relevant professionals and consultees.
S4	24/01387/HHFUL	Emma Hunter-Kelly 1 Hardy Place Eaton Ford St Neots Erection of first and two storey side extension and single storey front extension	SUPPORT	Fits in with local street scene. Minimum impact on neighbours.
S5	24/01239/HHFUL	Mr & Mrs Norman 10 Tennyson Place Eaton Ford St Neots Proposed garage conversion and pitched roof to replace existing flat roof	SUPPORT	Satisfactory in scale and pattern of development.

Chairperson



Planning Committee

Present: **Committee Members**
Cllrs Slade (Chairperson), Cooper-Marsh, Dunford, Hitchin,
Absent: Cllr Collins, Kumar, Maslen, Pitt, and Terry
In Attendance: Town Clerk, Events and Communications Officer

Minutes of the meeting of the **Planning committee** held on **Tuesday 3rd September 2024** at **6.15pm** in the Eatons Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

041 Apologies for Absence

ACTIONS

Apologies were received from Cllrs Collins, Kumar, Maslen and Pitt.

042 Declarations of Interest

There were none.

043 Minutes

RESOLVED to approve of the minutes of the Planning Committee meeting held on 23rd July 2024 as a true and accurate record.

Admin

RESOLVED to approve the minutes of the Planning Committee meeting held on 20th August 2024 as a true and accurate record.

044 Public Participation

There was one member of the public present.

045 Schedule of Current Planning Applications

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

Admin

046 Pavement License Application

Members received and noted applications for outdoor seating on a public highway at the following locations/businesses;

- 1) Café Nero – Market Square, St Neots
- 2) Ferro Lounge – High Street, St Neots
- 3) Robertos Deli – Church Walk

047 Town and Country Planning Act 1990 Sections 78

Planning Application Ref: 24/00465/FUL

Members noted communication from Huntingdonshire District Council on an appeal against the decision of the Local Planning Authority to refuse planning permission for the development at The Millers Arms, 38 Ackerman Street, Eaton Socon, St Neots, PE19 8HR.



048 Development Management Committee

The Chairman informed Members that there had not been a meeting of the District Council's Development Management Committee since the last meeting of the Town Council planning committee.

COMMITTEE CHAIRPERSON

DRAFT

Schedule of Planning Applications – 3rd September 2024

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
The following application/s are in a conservation area				
S1	24/01227/FUL	Mr Mick Marks 105 Great North Road Eaton Socon St Neots Erection of a Single Storey Side Extension plus Internal Alterations.	SUPPORT	The Council supports the application, subject to the advice and view of the District Council's Conservation Officer. The application will improves the property. The application will have no negative impact on the wider landscape character of the area.
S2	24/01165/FUL	Mr James Collins - AP15 Investments 38 Ackerman Street Eaton Socon PE19 8HR Change of use from public house to residential dwelling.	SUPPORT	The Council supports the application which it feels will improve the property and is in keeping with the locality. The Council do hold concerns regarding the potential negative impact the development may have on on-street parking and the lack of bin provision. The Council would look to the relevant consultees guidance on these matters.
S3	24/01233/TREE	Mr Simon Binns Land At Eastern Corner Of Peppercorn Lane Eaton Socon 3 x mixed hardwoods 23/005 - Remove weight and deadwood 3x trees by 4m - Avoid any incidents.	SUPPORT	The Council supports the application subject to no objections from the District Council's arboricultural officer.
S4	24/01333/FUL	David Lloyd Leisure Ltd and Urban and Civic Land West Of Nuffield Road St Neots Erection of health, fitness and racquets club, including three outdoor tennis courts within an enclosed air dome structure, three outdoor padel courts enclosed within a canopy, indoor and outdoor swimming pools, outdoor multi use court, gym and studio facilities, internal spa facilities and external spa garden, child activity area, lounge and food and drink uses, together with ancillary facilities, car	SUPPORT	The Council considers that the proposal would assimilate itself to the existing part of the town and makes efficient use of its site.

Schedule of Planning Applications – 3rd September 2024

No.	Reference	Development	SNTC Decision	Notes
		parking, servicing, landscaping and associated works		
S5	24/01431/HHFUL	Miss Chloe Bromley 33 Green End Road St Neots PE19 1SE Removal of garage to side with replacement construction of two storey side extension including part first floor rear extension	SUPPORT Cllr Slade abstained.	The application improves the property and makes efficient use of its site.

Chairperson

Promotion & Events Committee

Present: Committee Members

Cllrs Dundas-Todorov (Chairperson), Banks, Bolanz, Cooper-Marsh, Hitchin

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

Minutes of the meeting of the **Promotion & Events committee** held on **Tuesday 3rd September 2024** at **7.15pm** in the Eatons Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

None.

011 Apologies for Absence

Apologies were received and noted from Cllr Macnab-Grieve, Maslen and Johnson.

ACTIONS

012 Declarations of Interest

There were no declarations of interest received.

013 Minutes

RESOLVED to approve the minutes of the Promotion and Events committee meeting held on 4th June 2024 as a true and accurate record.

014 Action List

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

The Events and Communications officer reported that Bands in the Park has been extended by two weeks to allow for bands that were previously cancelled due to poor weather to perform. The Bands in the Park events were well received.

015 Charity Dragon Boat Race 2024

The Communications and Events officer introduced a written event review report which had been shared with the agenda.

This year there were the same number of teams as the previous year, although there were fewer sponsored teams. However, more sponsorship was brought in for the event through overall sponsors. Additional sponsorship allowed for enhancements to the event, including free fruit and water for residents, gift bags for sponsors and additional award categories.

Earlier advertising resulted in an increase in the number of stalls this year, which is something that will continue to be developed and reviewed for future years.

The total money raised from entries, car park, programmes and advertising was £8,033.63 so with a 50/50 split with a partner organisation this will result in £4,016.82 for the Mayors charities.

Members noted the report.

016 Armed Forces Day Event 2024

Resolved to defer the item due to the absence of the Deputy Town Clerk who organised and ran the event.

017 Farm and Craft Market Update

Members received a report from the Events and Communications Officer. It was explained that traders had been invited to a meeting to discuss the Farm and Craft Market. Three traders had attended, and no comments were provided via email.

- A number of areas were discussed at the meeting, including;
- Marketing and advertising
- Professional photography for marketing purposes
- Variety of stalls attending
- Developing a newsletter spotlighting traders
- Reviewing times of the market operation, with different traders having different peak trading times
- Support for themed markets that were run (e.g Big Green Week, Halloween)
- Entertainment, the benefits and challenges around this and the differing views of traders.
- Importance of launching the new Market Square and the markets' role within that.

As a result of the meeting the Events and Communications Officer will;

- Work with traders to develop a list of potential new traders/contacts from other markets they attend.
- Investigate options around the timings of markets and the resource and licensing that would be needed to allow longer operation.
- Develop a newsletter spotlighting traders.
- Obtain professional images of traders and the market for promotion of the town once the Market Square was re-launched.
- Explore options around further themed markets.
- Implement a regular survey or annual meeting to review and discuss ideas for the market.

018 Town Council Website Review

Project Delivery Manager outlined the project management approach that would be taken to deliver a new Town Council website, highlighting the first review and stakeholder engagement stage. It was the intention to complete the project within the current financial year.

The Project Deliver Manager set out questions which would be issued to key stakeholders, including staff and all Councillors. A different external survey and set of questions would be issued to residents and key partner or community organisations (users). It was explained the stakeholder is the client and the more answers and direction that can be gathered then the better outcome can be delivered.

It was also explained that it is key to understanding the current and intended, or expected use of the website by users to ensure that a new website delivers functionality that meets expectations, building a sophisticated picture of needs from the business side.

The Project Development Manager will provide a business case with technical brief for development based on feedback obtained, this will include website requirements. Options and estimates will be presented to committee for consideration at its next meeting.

Members noted the survey/questions will be issued in September 2024.

019 Christmas Events 2024

The Events and Communications Officer provided an update on the approach to Christmas lights switch on 2024. The Working group had met and there is to be a follow up meeting.

Eynesbury and Loves Farm Christmas trees have been bought and are ready to be planted. Existing Christmas trees at these locations will be relocated elsewhere. Wintringham is not proving as simple as the tree needs to fit in with Urban and Civic design for the site. The Events and Communications Officer would continue to liaise with the organisation to progress this.

The Events and Communications officer would be meeting with HDC on site at Priory Park to look at options around having a lighted up tree there. There may be potential to plant a new tree or use existing one, although there are challenges around the wet ground and electricity.

Blackcat Radio are investigating options for broadcasting live from each of the Christmas switch on locations, potentially including a live feed.

Farm and Craft Markets will be enhanced throughout the Christmas period and there will be two additional markets that are 'twilight', with one potentially having a Victorian Market theme.

Members commented that it was important to promote what was happening as early as possible as people were starting to plan for the Christmas period.

020 Budget Planning 2025/2026

Members considered current years Promotion and Events budgets and whether there were any potential costs of events the committee wanted officers to investigate ahead of the 2025-26 budget setting process.

Members noted that current event budgets would need to be increased to allow for increases in infrastructure costs, particularly first aid for larger events. Recommended increases will be presented to the committee at its next meeting for consideration.

Members discussed whether funding was needed for a launch event for the refurbished Market Square. It was felt important to make sure there was activity in this new communal public space.

Members discussed what a launch event might look like and whether this would be one large event, akin to the Christmas Light Switch on or a number of smaller events, such as music and themed markets. Officers commented that the Christmas Light event cost approximately £20,000 and holding a comparable type of event would have similar costs, particularly if it were to include staging, PA and security.

It was clarified that as well as having a launch event, the Council may want to make sure there was regular use of the space over the year and as such the committee may want to consider recommending a budget to enable regular events/activity through the summer.

RESOLVED that the Events and Communications Officer investigate and bring back options, with costs on;

- a) large scale launch event in the Market Square to be held in April 2025
- b) alternative series of smaller events, to be run from April 2025 as part of the Market Square reopening.

RESOLVED that the Events and Communications Officer investigate and report back potential costs for facilitating activities/events on the Markets Square on alternative weekends to the farmers market during the summer.

It was also agreed that the Events and Communications Officer would investigate options around having a prolonged Christmas Market in 2025 with static log style huts.

021 Date of Next Meeting

Members noted the date of the next committee meeting as 5th November 2024 at 7.15pm.

COMMITTEE CHAIRPERSON

Environment & Emergency Committee

Present: Committee Members
Cllrs Bolanz (elected Chairperson), Banks, Goodman, and Simonis

In Attendance: Town Clerk, Environmental Project Officer

Absent: Cllrs Dunford, Pitt and S. Smith

Minutes of the meeting of the **Environment & Emergency committee** held on **10th September 2024** at **6.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

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

059 In the absence of the Chairperson and Deputy Chairperson it was Proposed and Seconded the Cllr Bolanz be elected to Chair the meeting of the Environment and Emergency Committee.

060 **Apologies for Absence**
Apologies were received and noted from Cllrs Dunford, Pitt, and S Smith.

ACTIONS

061 **Declarations of Interest**
There were no declarations of interest.

062 **Minutes**
RESOLVED to approve the minutes of the Environment and Emergency Committee meeting held on 2nd July 2024 as a true and accurate record.

063 **Action List**
Members received and noted the action list for the committee.

The Environmental Project Officer provided some updates on work to be undertaken at St Neots Old Cemetery as part of the Biodiversity for All grant. It was highlighted that the number of pathways around the unmown sections of the old cemetery will be reduced to provide enhanced space for nature and biodiversity. It was agreed advisory signage would be erected with QR codes providing information as to what was happening and why there would be less cutting of paths.

RESOLVED to remove implementation of LED light replacement at the Eatons Centre as this was now on ongoing operational matter for the Priory and Eatons Centre General Manager.

RESOLVED to remove the ongoing review of previously conducted energy audits from the action list, subject to the approval of new up to date details audits being resolved.

064 Baseline Carbon Emissions

The Environmental Project Officer introduced a report outlining the Council's baseline carbon emissions, which they had calculated across the Council's operations. It was explained that the information was provided for information at this stage and that it will be used to help inform the Council's priorities and actions.

A Member commented that the information was quite eye-opening and shifts where the Council's focus and actions may need to be. The baseline data showed that total emissions were 119.19 tons, with staff commuting, material use (including venue food and drink) as the key contributors.

A request was asked that a percentage breakdown for each scope was added to the data. Members noted the report and thanked the Environmental Project Officer for the work producing it.

065 Energy Audits

The committee had previously requested that the Environmental Project Officer obtain quotations for new energy assessment audits for the council's buildings and operations, that these were sufficiently detailed, captured useable data and that examples were provided to show what a report would look like.

The Environmental Project Officer presented three quotations, highlighting their recommended preferred company.

The preferred quote is substantially lower in cost than alternative quotes, with a user-friendly report and the company will work with the Council to ensure that the information and data the Council need is provided in a useable format. However, the level of detail in the report would not be as high as the more expensive quotes. It was not felt that there was a cost benefit for the higher quotes based on Council need.

RESOLVED that the Company C be engaged to undertake energy audits and reporting of Council buildings and operations at a cost of £4,210 from the Carbon revenue project.

066 Vehicle and Operational Equipment Asset Register

A report was presented outlining vehicles owned/operated by the Council and a high-level example of alternative electric vehicles, showing what a complete transition at this point in time might look like. It was not a proposal of the report that the Council look to transition its fleet, particularly given the limitations of alternative electric options at present.

A lot of the vehicle technology is not yet at a level that would meet the council's needs, but the information shows what is on the market now. Idea on what the electric vehicle transition would look like.

Officers will also investigate options around biofuel, hydrogen and the type of mileage vehicles provide.

Members noted the report.

067 Community Orchard

Members received and considered a report from the Environmental Project Officer on the potential to install a small community orchard at the Steve Van de Kerkhove Community Centre. As part of the biodiversity grant awarded from Huntingdonshire District Council the Town Council was to be provided with several fruit trees. The biodiversity grant is focussing on St Neots Old cemetery, however there were excess trees which the Council could use elsewhere. A green area to the rear of the buildings at the Steve Van de Kerkhove Community building was identified as a potential location for an orchard. It was noted that the Operations and Amenities Committee had oversight of land use and would need to consider any proposal.

A Member raised concern around access and the relationship with the existing and future use of the site and Steve Van de Kerkhove Centre. It was acknowledged that more information and options on the management of a mini orchard would be needed as part of fully considering feasibility. If the committee were minded to support the idea of an orchard officers would investigate further and provide examples and management options to the Operations and Amenities Committee.

RESOLVED to RECOMMEND that the Committee recommends to the Operations and Amenities Committee that unallocated trees from the Biodiversity for All Ecology Audit are used to create a community orchard on land located at the Steve Van de Kerkhove Community Centre. That the recommendation to the Operations and Amenities Committee is supported with information on options around the management and operation of such a community offering should it be agreed.

068 Carbon Literacy Training

RESOLVED to approve expenditure of £300 for the verification of a bespoke Carbon Literacy course plus £10 per completion certificate from the Carbon Net-Zero revenue budget. (105 4365). Training would be delivered by the Environmental Project Officer to staff and Members.

069 Budget Setting

Members considered the Carbon Net-Zero revenue project budget of £10,000 which was within the committee's remit. Members noted that the Council also holds £23,000 in EMRs for Carbon Net-Zero projects.

Members discussed a potential cost of carrying out an audit of the food and drink procurement system for the Priory Centre, with a focus on using greener, local and

more sustainable procurement. The Committee questioned whether this was really an Environment and Emergency cost. Members agreed that the cost of any such audit should come from Priory Centre related budgets, particularly as part of business planning for a re-furbished Priory Centre.

Members agreed that the committee would not, at this stage, look to recommend any increased budgets for the 2025-26 financial year given the level of reserves available to the Council.

The Chairperson invited Members to send any potential costs that might need considering through to the Environmental Project Officer for investigation.

070 Date of Next Committee Meeting

Members noted that the date of the next committee meeting would be 12th November 2024 at 6:15pm.

COMMITTEE CHAIRPERSON



Operations & Amenities Committee

Present: Cllrs Goodman (Chairperson), Bolanz, Chapman, Cooper-Marsh, Hitchin, Johnson and Maslen

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

Absent: Cllr s Collins and Dunford

Minutes of the meeting of the **Operations & Amenities committee** held on **Tuesday 10th September 2024** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There is one member of the public present who wished to address the Council in relation to the Museum Repair agenda item.

ACTIONS

037 Apologies for Absence

Apologies were noted from Cllrs Collins and Dunford.

Admin

038 Declarations of Interest

There were none.

039 Minutes

RESOLVED to approve the minutes of the meeting of the Operations and Amenities Committee held on 11th June 2024 as a true and accurate record subject to Cllr Goodman's declared interest been amended to reflect the interest was in relation to a cemetery plot not an allotment.

040 Action list

Members received the committee action list.

The following matters were highlighted;

Jubilee Trees - The Clerk was awaiting a cost from HDC on planting of wildflowers and trees already purchased by the Council at a green space in Eaton Ford. Once received a purchase order would be issued to carry out the work this autumn.

South Street Toilets – Repair and maintenance work was almost complete, except for some outstanding rendering required to a door frame which was in worse condition than anticipated.

Brickhill Play Park – Members noted that the see saw, bench and surfacing at Brickhills play area had been installed. Members were aware of an online video



expressing concerns in relation to the park and the condition of paths leading to it. It was felt the Council should continue to pursue the installation of a dropped kerb with HDC. Members noted that the Operations Manager was raising some queries related to the equipment with the installer and addressing the mis-match of play park names register on google maps.

Moore's Walk – Members noted that work to the garden had progressed well and that it should be re-opened to the public on Friday 13th September 2024.

041 Local Highways Improvement Bids 2024-25

- i) Members received communication from Cambridgeshire County Council on the timeframe for the determination of Local Highway Improvement (LHI) bids, noting this had been postponed to the October Highways & Transport committee meeting for approval.
- ii) Members received and considered communication from Cambridgeshire County Council (CCC) on an LHI bid to install MVAS signage at Andrew Road and Caernarvon Road, Eynesbury. Members noted a request from the CCC on identifying a preferred MVAS signage provider.

The Town Clerk provided information from CCC Cllr S Taylor on the preferred signage of two residents who had campaigned for MVAS signs.

Members agreed that it was important that the selected signage was compatible with the current data reporting program used for the Council's other MVAS signs. The Council's existing MVAS signs were Swarco, which was one of the CCC approved providers. Member also felt that compatible batteries with existing signage was important. The committee also agreed that signage should not flash up the speed a vehicle is travelling, but rather a sign or speed limit.

RESOLVED that the Committee express a preference for the Swarco signage, pending confirmation other approved signage can operate from the same reporting program and have compatible batteries.

042 Jubilee Hall

The Town Clerk presented a report to Councillors on the status of the Jubilee Hall, Eaton Socon. Information was presented to the committee explaining that;

- (a) There has at no point been a transfer of ownership.
- (b) The Town Council is the legal owner of the Jubilee Hall.
- (c) However, the Council is the legal owner as a custodian (or holding) trustee on behalf of the Eaton Socon Institute (Charity) and the Hall is not an asset of the Council.



- (d) The Eaton Socon Institute is the beneficial owner of the Jubilee Hall.
- (e) The Council must, at all times, act on the directions and instructions of the Management Committee, as the charity trustees of the Eaton Socon Institute.

Members noted that the Jubilee Hall will be added to the Council's asset register with a note on the status of the building for the purpose of correct record keeping. The asset will not be included in the asset register total values submitted as part of the Council audit as the Council is the legal owner on the basis is a custodian trustee on behalf of the Eaton Socon Institute, who are the beneficial owner.

Members noted that the Council will be asked to appoint representatives to the Management Committee and that this matter will go to the Full Council for consideration when the Management Committee contact the Council.

043 St Neots Museum Building

The Town Clerk presented a report on repair works required to the St Neots Museum building's roof. The Council had previously had a heritage building survey carried out, which resulted in recommendations on repair and refurbishment required for the building. The Council's Project Delivery Manager reviewed the recommendations and the condition of the building, working with specialists in old buildings it was quickly identified that the priority work for the building would be the repair of the roof. The Council would need to ensure that the building was watertight before considering any further repairs and improvements to the buildings structure.

A representative of the museum addressed the committee to explain the importance of having the work done, which would ensure the Museum's displays and artifacts were protected and allow the museum to move forward with the installation of digital information boards, for which they had grant funding.

Officers explained that there were five jobs required to investigate and repair different sections of roofing across the building. Officers had progressed with four jobs, which could be carried out under delegated revenue maintenance budgets.

The Committee was asked to recommend completing a further job on the roof at the rear of the museum, which would complete the work needed and ensure the entire roof was secure, protecting the building for years to come.

RESOLVED to RECOMMEND that the Council release £9,990.00 in funding from the earmarked reserve for Community Buildings to complete the replacement of the rear felted flat roof (Job 4), including removal and disposal of 3nos redundant A/C plants and relocation of 8nos working A/C plants with replacement of the pipework.



044 St Mary's, St Neots Churchwall

The Town Clerk introduced a report outlining the Council's responsibility for the maintenance and repair of closed church yards in St Neots. The Town Council is responsible for Closed Churchyards in St Neots, Eynesbury and Eaton Socon and maintenance includes paths, trees and boundary walls/fencing. The perimeter wall at St Mary's St Neots needs serious repair, with the majority of bricks requiring complete replacement. As the wall is adjacent to a highway there is a health and safety risk that needs to be considered.

The Project Deliver Manager outlined the approach the Council would need to take to the project, stating that the first step in enabling work would be to approve funding for a Structural Engineer to produce drawings for the rebuilding of the wall on which design and quotations could be based. Members expressed concern over the cost of the works, which could be substantial, although the Council may be able to phase delivery of works depending on Structural Engineer recommendations.

RESOLVED to RECOMMEND that the Council approve expenditure of up to £2,000.00 from General Reserves to appoint a professional consultant (Structural Engineer) to renew the recommendations of previous Structural Survey and provide the design drawings for the St Mary's Church wall rebuild/repair.

045 Emergency Callout Service

Members received and noted a report from the Town Clerk on engaging Huntingdonshire District Council as emergency contact, responder and keyholder for public toilet buildings. The Clerk explained that under delegated powers and budgets he wished to enter into an agreement with HDC Shared Serves to act as emergency contact for the three toilets.

RESOLVED the Town Clerk enter a two-year contract with Huntingdonshire Council's Shared Services to act as emergency contact and key holder for three Town Council managed toilet blocks in St Neots at a cost of £1 per day per toilet block, totalling £1,095 per year which will be funded from the Public Toilet revenue budget.

RESOLVED that the Committee support the expenditure of £2,000 from budgeted Public Toilet funds to have emergency pull cords for all three Town Council managed toilets connected to the Shared Services monitor station and that the Town Clerk enter a two-year monitoring contract at an annual fee of £200 per toilet block.

046 Jubilee Mosaic

Members received and considered a report from officers and a supporting report from the Jubilee Mosaic artist and the condition of the mosaic and recommendations for repair works and damage prevention.



Members discussed the recommendations within the report at length, agreeing that as well as repairing the art work action should be taken to help protect the mosaic in the future, but that any such action should be practical and feasible.

The Operations Manager commented that he supported the recommendations that the shingle in the area is removed and replaced with a resin and that a drainage channel be installed around the mosaic to prevent water getting beneath tiles and freezing. He had sought costs for both. Members commented that drainage would need to be flush around the mosaic.

A Member asked whether the resin could be added over the top of the mosaic. The Operations Manager explained the artist had investigated this but had not found an adequate solution.

Members noted that recommendation 1, which was professional cleaning of the mosaic would be progressed under the Operation Team's maintenance of the site.

It was proposed and seconded that the Committee resolve to progress with obtaining quotes for recommendations that shingle around the mosaic is replaced with resin, a decorative drainage channel is installed, and the position of bins are considered.

RESOLVED that the Operations Manager obtain and bring to the committee quotes for replacing all stones and shingle at Jubilee gardens with resin to prevent damage to the jubilee mosaic.

RESOLVED that the Operations Manager obtain and bring to the committee quotations for installing decorative drainage around the edge of the jubilee mosaic.

RESOLVED that the Operations Manager look at relocating a bin to remove a desire line for foot traffic over the mosaic.

047 Street Furniture

Members received and considered a report from officers on parklets formally located in the Market Square. Members noted the poor condition of the parklets, which would take time and resource to refurbish and that there is limited value or suitable locations for them.

RESOLVED to RECOMMEND that the Council disposes of two 'parklets' through the donation of the materials, if there are no parties wanting the parklets that they be disposed of and the Council's asset register amended accordingly.

048 Date of Next Meeting



AGENDA ITEM 5

Council Offices, Priory Lane, St Neots, PE19 2BH

T: 01480 388911 E: enquiries@stneots.gov.uk

Town Clerk – C

ATTACHMENT 6

Members noted that the date of the next Operations and Amenities Committee would be on 15th October 2024 at 7.15pm.

COMMITTEE CHAIRPERSON

DRAFT

Planning Committee

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

Absent: Cllr Copper-Marsh, Dunford and Terry

In Attendance: Town Clerk, Events and Communications Officer

Minutes of the meeting of the **Planning committee** held on **Tuesday 17th September 2024** at **6.00pm** in the Eatons Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

049 Apologies for Absence

ACTIONS

Apologies were received from Cllrs Cooper-Marsh, Dunford and Terry

050 Declarations of Interest

Cllr Slade and Pitt declare non-pecuniary interests in the Urban & Civic Wintringham applications as the St Neots Festival, of which they are organisers had received funding from the applicant.

051 Minutes

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

Admin

052 Public Participation

There was one member of the public present.

053 Schedule of Current Planning Applications

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

Admin

054 Disabled Bay Applications

Members received and noted applications for disabled persons parking bays at the following locations;

- i) Mallard Lane
- ii) Flawn Way

055 Pavement License Applications

There were none.

056 Development Management Committee

The Chairman informed Members that there had not been a meeting of the District Council's Development Management Committee since the last meeting of the Town Council planning committee.

COMMITTEE CHAIRPERSON

Schedule of Planning Applications – 17th September 2024

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/01498/LBC	Twigden - Bewick Homes Ltd 7 - 9 Market Square St Neots Change of Use, and partial demolition of former Public House to 9 residential units.	Object	The Council is not opposed to residential development on the site but believes the development of 9 dwellings is an over development of the site.
S2	24/01497/FUL	Twigden - Bewick Homes Ltd 7 - 9 Market Square St Neots Change of Use, and partial demolition of former Public House to 9 residential units.	Object	The Council would prefer to see a reduction in the number of dwellings, providing better a better quality and size of accommodation. Loss of light and overshadowing.
S3	24/01502/LBC	Ms J Roberts - AJJ Premises Ltd Siberia House 30 Cambridge Street St Neots PE19 1JL Change of Use of dwelling to Children's Day Nursery and demolition and replacement outbuildings Siberia House.	Object	Road access Highway safety Lack of Transport Strategy to show how the application will manage and address high traffic volume at drop off / pick up time.
S4	24/01501/FUL	Alison Hutchinson - AJJ Premises Ltd Siberia House 30 Cambridge Street St Neots PE19 1JL Change of Use of dwelling to Children's Day Nursery and demolition of outbuildings.	Object	The Council is not opposed to the use of the building as a nursery; however the Council is concerned for safety of pedestrians being dropped off and traffic congestion. The Lidl Car Park is likely to be used by parents and there is no crossing to safely cross the road. There is minimal parking in the area and this may cause congestion issues during drop off and pick up times.
The following application/s are in a conservation area				
S5	24/01379/HHFUL	Miss Lynne Thornton 11 Ackerman Gardens Eaton Socon St Neots Retrospective application for a double brick wall with six pillars. Two of the pillars with steels to hold two wooden entrance gates.	Object	Effect on listed building and conservation area Design, appearance and materials
S6	24/00637/FUL	Ansy Brown - Longhurst Group Maddison House Bedford Street St Neots PE19 1HW Renewal of windows, change of material from metal frames to uPVC.	Support	Fits in with the local street scene
S7	24/01377/FUL	Keith Wilkinson - Metropolitan Thames Valley Pulleyn Court Tebbutts Road St Neots PE19 1RQ	Support	Fits in with the local street scene

Schedule of Planning Applications – 17th September 2024

No.	Reference	Development	SNTC Decision	Notes
		Replacement of existing timber double glazed casement windows with PVCu double glazed casement windows. Design, colour and fenestration to match existing. Replacement of timber external doors with new composite external doors.		
S8	24/80112/COND	Joe Dawson - Urban & Civic plc and Wintringham Partners LLP Wintringham Park Cambridge Road St Neots Details pursuant to Condition 8 attached to planning permission 17/02308/OUT for Tier 2 approval of Key Phase 2 framework comprising Boundary Plan, Design Code, Regulatory Plan, Foul and Surface Water Management Strategy and Ecological Management Plan, together with supporting information.	Noted	The Council does not have the sufficient technical expertise to comment on the application and will be guided by the comments of technical consultees and officers.
S9	23/00652/REM	Urban and Civic on behalf of Wintringham Partnership LLP Wintringham Park Cambridge Road St Neots Application for Reserved Matters Approval relating to 17/02308/OUT for grey, green and blue infrastructure to include: the construction of extensions to the Western and Eastern Primary Routes, the creation of attenuation ponds, hard and soft landscaping, the creation and upgrade of footways and cycleways, the installation of a pumping station and rising main, and all ancillary works, associated infrastructure and engineering works. Includes works outside of the defined Key Phase 1 boundary.	Noted	

Schedule of Planning Applications – 17th September 2024

No.	Reference	Development	SNTC Decision	Notes
S10	24/01539/REM	GPS Estates Ltd Land Adjacent And Including 2 Cromwell Road Eynesbury Reserved Matters Application relating to the details of the appearance, landscaping, layout and scale of 20/00896/OUT for no. 83 dwellings.	Support	We consider that the proposal would assimilate itself to the existing part of the town. Satisfactory proposal in terms of scale and pattern of development. Within a sustainable location.
S11	24/01552/HHFUL	Mrs Beverly March 35 Drake Road Eaton Socon St Neots PE19 8HS Erection of single storey side and rear extension to create annexe and rear extension to extend bedroom.	Support	Minimum impact on neighbours We consider that the proposal would assimilate itself to the existing part of the town
S12	24/01486/HHFUL	Mr Graham Wood 2 Milton Avenue Eaton Ford St Neots Proposed single storey extension to the side / rear and replace existing flat roofs with pitched roofs.	Support	Fits in with local street scene
S13	24/01413/HHFUL	Tommy Brennan 5 Wordsworth Avenue Eaton Ford St Neots PE19 7RA Erection of two storey front extension to dwelling.	Support	Satisfactory proposal in terms of scale and pattern of development
S14	24/01489/HHFUL	Luke Johnson 15 Lawrence Road Eaton Ford St Neots PE19 7RP Erection of single storey front extension, single storey rear extension, retaining wall and timber fence, and replacement boarding to first floor of front elevation.	Support	We consider that the proposal would assimilate itself to the existing part of the town
S15	24/01191/FUL	Mr Ben Train – Tesco Tesco Barford Road Eynesbury St Neots PE19 2SA Proposed new click and collect parking and double canopy.	Support	Within a sustainable location. Makes efficient use of the site.

Schedule of Planning Applications – 17th September 2024

No.	Reference	Development	SNTC Decision	Notes
S16	24/01475/HED	Charlotte McGill - Anglian Water Services Limited Sewage Treatment Works Huntingdon Road St Neots Hedgerow removal is required for the installation of a new sewer rising main.	Support	Makes sufficient use of the site.
S17	24/01647/TREE	Mr John Hancock 391 Great North Road Eaton Ford St Neots PE19 7FP TREE T1 Oak - Prune by 3m to leave property and neighbouring property. Dead wood and crown lift to meters. T2 Oak - Prune by 3m to reshape. Dead wood and crown lift to 4 meters, because limbs are grown over boundary toward path and highway more significantly than the others, and to stop the likelihood of failure.	Support	Subject to agreement of the arboricultural officer.

Chairperson

Finance & Governance Committee

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

Absent: Cllr Banks and Kumar

In attendance: Town Clerk, Responsible Finance Officer, Project Delivery Manager

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 17th September** at **7.30pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There was one member of the public present.

ACTIONS

040 Apologies for Absence

Apologies were received from Cllrs Banks and Kumar.

Admin

041 Declarations of Interest

None declared.

042 Minutes

RESOLVED to approve the minutes of the 16th July 2024 as a true and accurate record.

043 Payments

Members received and noted payments for June 2024.

A Member queried which budget gazebo weights would come from. The Clerk confirmed this would be allocated to the 'Events Equipment' budget.

044 Income and Expenditure

- i) Members received and considered income and expenditure for the year to date. The RFO explained that the report format had changed, and the Balance Sheet now broke down reserves, including showing the level of General Reserves carried over at the end of the last financial year and the current years surplus, which is 6 months precept minus 3 months expenditure.
- ii) Members received and considered a summary report on budget overspends in quarter one. Councillors thanked officers for the report, which was transparent.

Members discussed high expenditure on card fees, and it was explained that this was due to more card transactions than budgeted for at the Priory Centre.

Members noted the Council would not be using the £2,000 glass house rental budget, but that officers would be requesting this money is allocated to annual planting, the costs for which had increased significantly due to now using an external provider.

045 Bank Cash and Investment Reconciliations

Members received and noted bank cash and investment reconciliations, which had been reviewed and signed by Cllr Hitchin in her appointed role as a Councillor to check bank reconciliations.

A Member raised a query about why Priory Centre takings were listed separately as they all go into one account. It was explained that income goes to a Priory Centre separate account, which the RFO can transfer between.

A Member raised the merit of moving a further £1,000,000 of funds to the CCLA account. It was agreed by the Clerk that this would be done prior to the next Committee meeting.

046 Reserves

- i) Members received and noted the list of current earmarked reserves.
- ii) Members considered reallocation or consolidation of Earmarked Reserves.

RESOLVED to rename the 'Depot Ride on Mowers' Earmarked Reserve to 'Ride on Mowers and Vehicles' (EMR12)

RESOLVED to rename the 'Depot Equipment and Vehicle' Earmarked Reserve to 'Depot Equipment' (EMR11)

The Operations and Amenities Committee will be asked to consider depot/operations equipment and costs associated to requirements that are anticipated in the coming years.

Cllr Maslen left the meeting at 20:10.

RESOLVED to pay the Loves Farm Earmarked Reserve of £117 to the Loves Farm Community Association.

Cllr Maslen returned to the meeting at 20:14.

RESOLVED to rename 'Splash Park Loan' Earmarked Reserve to 'Splash Park Project' Earmarked Reserve to reduce CIL allocation.

047 Young Persons Counselling Service SLA

Members noted that an agreed SLA with the Young Persons Counselling Service to provide counselling services to young people in St Neots could not progress and the funds paid by the Council were to be returned to it.

The Council had been asked whether it would consider directly engaging the Counsellor who delivered the sessions as an alternative, therefore allowing the youth counselling to continue.

Members expressed concerns over the additional administration and personnel work this would place on Council officers, as the Council would be engaging a sole

contractor rather than an organisation. While Councillors were mindful of these concerns, they agreed there was important value in the sessions and continuing them as quickly as possible would mean those young people engaging with the service could continue to do so.

RESOLVED to allocate the £11,000 Youth Counselling to directly engaging a Youth Counsellor to continue delivering youth counselling sessions out of Longsands.

That the Town Clerk investigate further how the service may be extended or shared across different locations in St Neots.

048 By-Election Costs

RESOLVED to RECOMMEND the Council approve expenditure of £5,353.96 in earmarked election reserves towards the £13,353.96 cost of a St Neots Town Council by-election held on 2 May 2024. The remainder will be paid from the current year's election expenses budget.

049 Christmas Lights Expenditure

Members received and considered a report from the Events and Communications Officer on overspend in the capital Christmas light budget to enhance the 2024 display. The overspend would be offset against an underspend in the revenue budget covering the annual contract cost. The cost of the works will enable 10 more lampposts to host Christmas light motifs as part of extending the display along Cambridge Street.

RESOLVED to RECOMMEND the Council approve over expenditure of the Christmas Lights Capital budget (240 4508) by £1,503.10 to allow enabling works for an additional 10 streetlight Christmas decorations. That the overspend is offset against underspend in the Christmas Lights lease budget (240 4507).

050 Museum Roof Repair

Members received and considered a recommendation from the Operations and Amenities Committee that the Council agree to undertake works they are required to repair the museum roof. The roof has been subject to numerous minor 'patch work' repairs over the years, but its condition has deteriorated to the point that sympathetic works are needed across the various sections of the building to ensure it is watertight. Members noted that a number of urgent works had been completed under the maintenance budget for the building.

Members noted that it was essential to repair the leaks to ensure that the museum could continue to operate safely, that its collections are cared for and that it can progress with new digital boards.

Once the roof is properly fixed other areas of the building can be further investigated in line with the heritage building assessment the Council carried out.

RESOLVED to RECOMMEND that the Council release £9,990.00 in funding from the earmarked reserve for Community Buildings to complete the replacement of the rear

felted flat roof (Job 4), including removal and disposal of 3nos redundant A/C plants and relocation of 8nos working A/C plants with replacement of the pipework.

051 Church Wall, St Mary's St Neots

Members received and considered a recommendation from the Operations and Amenities Committee that the Council approve expenditure of up to £2,000 for professional services to support enabling works needed to repair the perimeter wall at St Mary's Churchyard, St Neots. The Town Council is responsible for the maintenance of the Churchyard, which includes paths and walls. The wall is adjacent to a highway and as such disrepair poses a health and safety issue.

This enabling work will allow the Project Delivery Manager to come back to the committee with options for progressing.

RESOLVED to RECOMMEND that the Council approve expenditure of up to £2,000.00 from General Reserves to appoint a professional consultant (Structural Engineer) to renew the recommendations of previous Structural Survey and provide the design drawings for the wall rebuild/repair.

052 Street Furniture

Members received and considered a recommendation from the Operations and Amenities Committee that the Council approve the disposal of two 'parklets' that were previously located on the Market Square and which have reached the end of their economic use.

It was noted that they have no value and need to be removed from asset register.

RESOLVED to RECOMMEND the Council approve the disposal of two parklets previously located on the Market Square that have reached the end of their economic life and that they be removed from the asset register.

053 Service Level Agreements

Members received and considered a report on Service Level Agreements and whether the Council might be minded considering entering agreements with organisations to which it has historically awarded annual grant funding. It was commented that a lot of applications coming for yearly large grants were for running costs, which the Council grant scheme does not fund. If the Council is funding any form of running costs it should have control and agreement over how funds are used and delivered.

The Town Clerk explained that any potential SLA would need to be considered as part of the overall budget setting, as it would impact the Council's precept. As such the Council would not be able to agree any Service Level Agreement (SLA) until a budget was resolved and any discussion with organisations should be clear about this.

Members felt it was granting recipients identified to provide an initial basis of an SLA in request to the Council, clearly stating the service that would be provided, why it was needed, the benefit to St Neots and the cost associated to it. The Council would need to know what is being provided and the specific costs against that provision.

Members noted that the type of regular annual grants that would be impacted by the new grant aid policy were from two distinct areas, either service/support of individuals or events. While Members felt that an SLA would work in the case of personal support organisations, it would be appropriate for cultural events.

Members felt that it should be clearly stated that the Council would not expect an application/SLA for something which already receives funding from elsewhere.

It was agreed more work was needed to build a framework around external event funding and how this might be managed, including criteria and structure.

RESOLVED that the Town Clerk and RFO engage with those personal support/service organisations the Council has granted annual funding to and who will be excluded from regular grant applications under the new grant aid scheme. That the organisations are invited to put forward proposals for a Service Level Agreement to be considered by the Council as part of the 2025/26 budget recommendations

RESOLVED to establish a Working Group to bring forward recommendations on how external event grant funding applications might be managed.

Membership of Working Group to comprise of: Pitt, Goodman, Chapman, Dundas-Todorov, Cooper-Marsh.

Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 22nd October 2024 at 7:15pm.

COMMITTEE CHAIRPERSON

ST NEOTS TOWN COUNCIL

Date:	24 th September 2024
Title:	Recommendation – Finance and Governance Committee Christmas Lights Capital Cost
Contact:	Jacqui Coleman – Events and Communications Officer

1. Purpose of the Report

- 1.1 To providing supporting information on a recommendation from the Finance and Governance Committee on overspending budget line 240 4508 to facilitate enabling works for enhanced Christmas illuminations for 2024. That the overspend will be offset against underspend in budget 240 4507.

2. Recommendation from Finance and Governance

- 2.1 That the Council approve over expenditure of the Christmas Lights Capital budget (240 4508) by £1,503.10 to allow enabling works for an additional 10 streetlight Christmas decorations. That the overspend is offset against underspend in the Christmas Lights lease budget (240 4507).

3. Background

- 3.1 The following information was presented to the Finance and Governance Committee;
- 3.1.1 There is currently a 'Christmas Lights Capital Cost Budget' which was created at the start of the Christmas Lights Tender. This was to cover the cost of infrastructure to allow for additional lampposts to display Christmas lights following a reduction in streetlight motifs when the High Street cross lighting was installed. However, the work was not completed at the time.
- 3.1.2 This year is the final year of the current tender Christmas lights contract and the Events and Communications Officer has worked with the current lights tender provider to use the available budget as part of enhancing Christmas illuminations for 2024.
- 3.1.3 A Christmas Lights tender for the contracted provision of lights post-Christmas 2024 will be brought to the Promotion and Events Committee for consideration. The proposed enabling works to the additional 10 lampposts is a one time expenditure which will provide the opportunity for the delivery of more lights through future contracts as well as in 2024.

4. Information

- 4.1 The following information was presented to the Finance and Governance Committee and it is on this information the recommendation to Full Council is based.
- 4.1.1 The Council has a revenue budget of £22,000 which covers the annual contract cost of storing, installing, checking, switching on and taking down all Christmas lights (including Christmas tree lights). In line with the contract lights will be installed as usual for December 2024.
- 4.1.2 The Council has a £3,000 budget to cover one off works needed to install timer switches and associated electrics to lampposts to allow for additional motifs to be displayed. There would be no additional costs for the motifs, which will be covered by the Council's exiting illuminations budget.
- 4.1.3 Working with the Christmas Lights contractor officers have identified 10 lamp posts which could host illuminations. The proposed lampposts are located on Cambridge Street and Church Street. See Appendix 1.
- 4.1.4 The cost for the work to prepare the lampposts and enable the installation of motifs is quoted at £4,503.10.
- 4.1.5 The current provider would like to donate £2,000 towards the cost of this work as part of their contract delivery.
- 4.1.6 The Market Square trees which are to be installed will not support the display of lighting as was previously included in the contract, therefore expanding the lights elsewhere in the Town Centre will help ensure the Council continues to provide a quality light display.

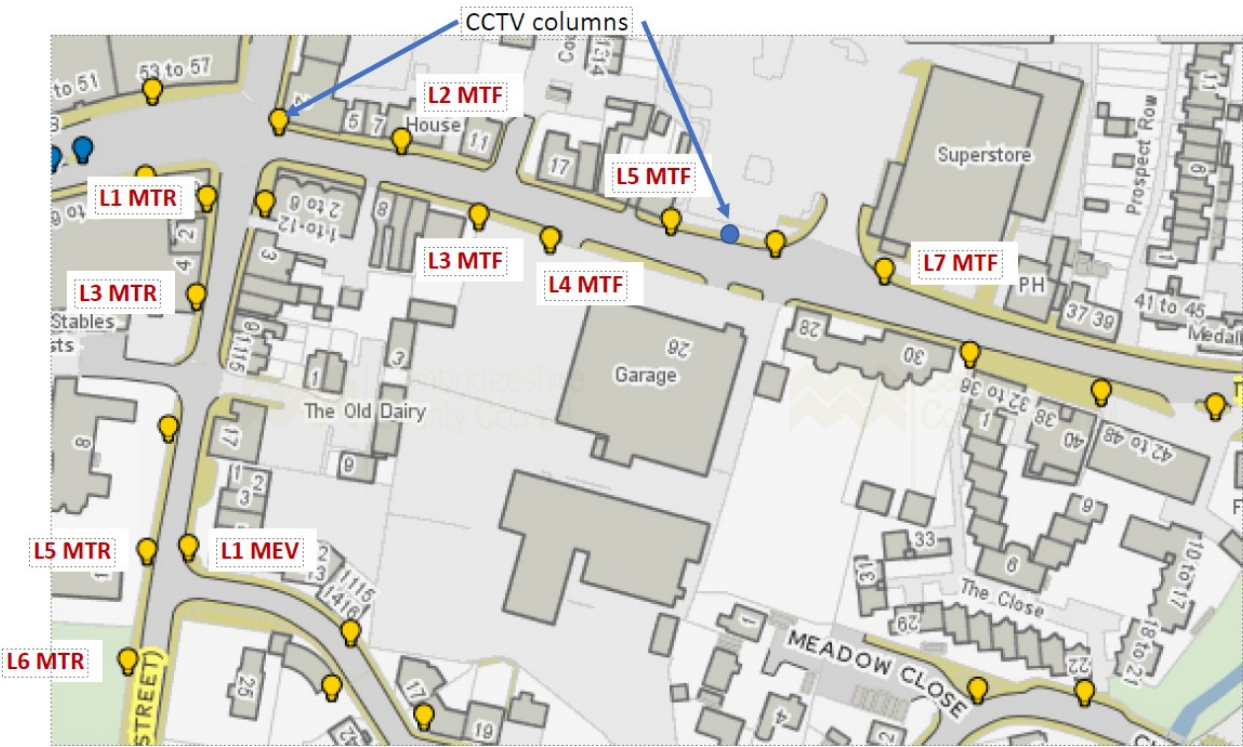
5. Financial Implications

- 5.1 The Council's has a £3,000 budget for the works required to the lampposts. Whilst we would only be paying £2,501.10, (within budget), the provider is proposing the Council pay the entire cost of £4,503.10 and the contractor will discount £2,000 from the 2024 Lights Lease and Décor bill which is paid annually.
- 5.2 This would cause an underspend of £2,000 on the Lights Lease and Décor 240/4507 but an overspend of £1,503.10 on the Christmas Lights Capital Cost Budget 240/4508.

5.3

Centre	Code	Budget Heading	Agreed Budget	Proposed Spend
240	4507	Christm Lights Lease and Decor	£22,000	£20,000
240	4508	Christm Lights Capital Costs	£3,000	£4,503.10
		Total	£25,000	£24,503.10

Appendix 1



ST NEOTS TOWN COUNCIL

Date:	24th SEPTEMBER 2024
Title:	RECOMMENDATION – FINANCE & GOVERNANCE COMMITTEE MUSEUM BUILDING REPAIRS
Contact Officer/S:	TOWN CLERK, PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide supporting information to a recommendation from the Finance and Governance committee that the Council approve the release of £9,990 in funding from the Community Building earmarked reserve for priority repair works on the St Neots Museum building.

2. Recommendation from Finance and Governance

- 2.1 That the Council approve funding of £9,990.00 from the earmarked reserve for 'Community Buildings' to complete the replacement of the rear felted flat roof (Job 4), including removal and disposal of 3nos redundant A/C plants and relocation of 8nos working A/C plants with replacement of the pipework.

3. Background

- 3.1 The following information was provided to the Operations and Amenities Committee and the Finance and Governance Committee;
- 3.1.1 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. The museum has suffered from numerous maintenance issues over recent years, including roof leaks, damp, mould, and cracking in walls. As landlord the Council has a duty to maintain its asset.
- 3.1.2 The Council previously undertook a heritage building survey so the Council and Museum could start to understand the extent of repair needed to the building and prioritise, plan, and fund such works.
- 3.1.3 In July 2024, the Council appointed a Project Delivery Manager, who has experience working with historic buildings. The Project Delivery Manager has reviewed the recommendations set out in the historic building survey and met with specialist contractors on site. As a result, priority works have been identified and agreed with the museum. Priority works which could be progressed within delegated budgets have been started to ensure work is completed while weather remains favourable.
- 3.1.4 There are further priority works which should be completed urgently for which funding would need to be authorised by the Council.

4 Information

- 4.1 The following information was presented to the Finance and Governance Committee and it is this information on which the Committee based its recommendation to Council;
- 4.1.2 The Historic Building Survey covers all aspects of the building's condition and existing issues and prioritises those from the historic building conservation and preservation point of view.

- 4.1.3 Despite all the recommendations of the survey are reasonable, some of the suggested priorities cannot be justified as feasible and urgent (i.e. removal of all cement containing render, replace all the plaster with the lime and etc.) and should be considered as part of any further major building redevelopment.
- 4.1.4 From the existing building maintenance prospective no other works or deeper investigations can be conducted while the building is suffering from the roof leaks. Resolving the leaking roof problems has been identified as the highest priority work.
- 4.1.5 The Finance and Governance Committee note that officers progresses with priority jobs that could be completed under delegated maintenance budgets, the jobs completed on the roof were;

Job 0 - General roof repair, including:

- re-bedding/re-pointing all ridge and hip tiles;
- replacement of missing and broken slates;
- replacement of damaged structural timbers and roofing battens;
- replacement of the roofing membrane on lower sections and where else needed;
- repair and correction of the lead work and soakers;
- chimneys capping;
- clearing and fixing all the gutters and downpipes.

Job 1 – Middle Valley, including:

- renewing of the fibreglass gutter in lead;
- removal of the existing pipework and bricking up existing outlet;
- installation of the new outlet and pipework in the loft area.

Job 2 – Front Flat Roof, including:

- stone copings capped in lead;
- narrow gap between buildings bridged with lead;
- missing lead and soakers reinstated along the edge of the slate roof pitch.

Job 3 – Opposite Middle Valley/Side Flat roof outlet, including:

- renewing of the fibreglass gutter in lead;
- fixing outlet correctly.

- 4.1.6 The Council noted that further works were required if the Council were to completely address issues and all areas of the roof. The Operations and Amenities Committee agreed to recommended the following work is undertaken;

Job 4 – Rear Felted Roof including:

- removal of the existing bitumen roof;
 - adjustment of the flat roof pitch for better water run off;
 - installation of the new bitumen underfelt and cap sheet;
 - renewal of the lead work;
 - creation of new outlet above the exercise yard for more efficient water run off including new pipework to the existing downpipe
- Decommissioning of redundant aircondition units and plant. Relocation and replacement/re-installation of required air condition units. This work is needed to facilitate the required roof repairs.

- 4.1 The total cost of all urgent works (Jobs 0 -4) listed above is £19,490.00.
- 4.2 The Operations and Amenities Committee noted that the cost of completing Jobs 0-3 was £9,500.00 from the existing revenue maintenance budget.
- 4.3 The Operations and Amenities Committee is recommending that the Council proceed with two further jobs at a cost of £9,990.00 are required to complete Job 4 and the related works with A/C equipment (removal and disposal of 3nos redundant A/C plants; relocation of 8nos working A/C).
- 4.4 As a result of completing roof works the Museum Building will be watertight from above which will allow to:
- Conduct necessary redecoration works to remove damp sights in Museum Shop area.
 - Install digital boards.
 - Continue with further investigations regarding rising damp issues and consider other recommendations from the Historic Building Survey to proceed with.

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 required roof works undertaken so far have used up a significant amount of the maintenance budget. Any further works required would need to be funded from the Council's reserves.
- 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.

ST NEOTS TOWN COUNCIL

Date:	24 th SEPTEMBER 2024
Title:	RECOMMENDATION – FINANCE & GOVERNANCE COMMITTEE ST MARY’S, ST NEOTS CHURCH WALL
Contact Officer/S:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide supporting information to a recommendation from the Finance and Governance Committee on funding for feasibility work for repairs needed to the perimeter wall at St Mary’s St Neots, for which the Town Council is responsible.

2. Recommendation from the Finance and Governance Committee

- 2.1 That the Council approve expenditure of up to £2,000.00 from General Reserves to appoint a professional consultant (Structural Engineer) to renew the recommendations of previous Structural Survey and provide the design drawings for the wall rebuild/repair.

3. Background

- 3.1 The following background information was provided to both the Operations and Amenities Committee and the Finance and Governance Committee;
- 3.1.1 St Neots Town Council is responsible for the maintenance of closed church yards at St Mary’s St Neots, St Mary’s Eynesbury, and St Mary’s Eaton Socon.
- 3.1.2 A churchyard is sometimes described as closed in the non-legal sense that burials have been discontinued there. However, the term closed may be used in a legal sense to mean that a churchyard has been closed for further burials by an Order in Council through a Closing Order.
- 3.1.3 Once a churchyard is closed, responsibility for maintenance falls on the parochial church council (“PCC”) for the parish in which the churchyard lies (s.215(1) of the Local Government Act 1972 (“the 1972 Act”). The PCC is required to keep the churchyard in decent order and its walls and fences (including gates) in good repair.
- 3.1.4 By virtue of s.215(2) of the 1972 Act, a PCC may at any time serve a written request on the local council to take over the maintenance of the churchyard. Subject to s. 215 (3) of the 1972 Act the council takes over the maintenance three months after service of the request. Following such a process previously St Neots Town Council has the responsibility for maintenance.
- 3.1.5 There is no statutory guidance on the appropriate standard to which a closed churchyard should be maintained. Advice on the appropriate standard given in a nineteenth century guide for churchwardens provides as follows: “... to see that the churchyard is kept in a decent and fitting manner, that is cleared of all rubbish, muck, thorns, shrubs and anything else that may annoy parishioners when they come into it ...”

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- 3.1.6 Responsibility for maintenance includes the maintenance of paths which cross a churchyard up to the standard of “decent order” as well as cultivated and uncultivated areas.
- 3.1.7 Responsibility also extends to the repair of walls and fences. Often, walls, railings and gates are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of historic or architectural interest. Consequently, the cost of repairs and maintenance is likely to be high.
- 3.1.8 In the case of St Mary’s St Neots, the wall in need of repair is a perimeter wall adjacent to a public highway. This means addressing the wall is a health and safety matter, as well as a conservation matter.

4. Information

- 4.1 The following information was provided to the Finance and Governance Committee in support to a recommendation from the Operations and Amenities Committee and it is on this information the recommendation to Council is based.
 - 4.1.2 In 2018 Purcell conducted a structural survey to investigate the state of the wall and its foundations.
 - 4.1.3 As a part of the survey five trial pits were excavated next to the wall and no foundations were discovered.
 - 4.1.4 The overall recommendation of the survey was to rebuild most parts of the wall except one area due to the poor state of the brickwork, absence of adequate foundations and extensive damage caused by varied reasons, and, as result, major public health and safety issue due to the risk of wall’s falling.
 - 4.1.5 The ground level of the church yard is much higher that the level of the pavement and the road on the other side of the wall. As result, the wall is constantly under pressure because by the amount of soil pushing it towards the road. Considering the weather conditions with increased amount of rain through the year, the ground water and frost continue to cause damage to the bricks and the mortar, making the structure weaker. Some areas of the wall currently can be considered as a hazard to the public.
 - 4.1.6 Town Council officers have neither a full structural survey nor any drawings related to it. Since the survey was taken over 6 years ago the renewal of the recommendations is required as well as reinspection of the wall by Structural Engineer to identify any progressed damage to the areas which were recommended to be preserved.
 - 4.1.7 To estimate the cost for overall repairing/rebuilding of the church wall design drawings required from the Structural Engineer with proposals/specifications for the wall foundations and wall structure itself.
 - 4.1.8 The overall fees for the wall repair/rebuild project enabling (professional review of the previous survey and its conclusions/recommendations, design drawings (sections) for the rebuilt sections of the wall, structural recommendations for the repaired sections of the wall) is estimated to be under £2,000.00.
 - 4.1.9 The works on the Church Wall are outside the responsibility of the HDC Conservation Team and do not require Listed Building Consent. The relevant Diocese is to provide permission for the works.

5 Financial Implications

- 5.1 The costs of repairing/rebuilding the wall as required are to be confirmed, however the costs which will be substantial due to the work required will need to be considered as part of 2025-26 budget setting.
- 5.2 The Council has a professional fees budget of £20,000, which could be used to fund structural engineer reporting. However, this budget is used for annual fees required for the running of Council governance and legal advice to support the Council. Given the number of matters and projects the Council is currently dealing with for which professional advice is needed it is likely this budget will come under pressure. The Finance and Governance Committee will need to consider this when considering any recommendation from the Committee.

6 References and Legal Powers

- 6.1 NALC Legal Topic Note 65: Closed Churchyards and Disused Burial Grounds (APPENDIX A)
- 6.2 s.215 of the Local Government Act 1972 "the 1972 Act"

7 Supporting Images



Member Motion – Submission Form

Please complete the below table, providing as much information as possible and return this to the Town Clerk at least seven days prior to the meeting at which you wish the motion to be presented.

To be tabled at which committee?	FULL COUNCIL
Date of meeting at which to be tabled ¹ :	24 th SEPTEMBER 2024
Title of Motion:	Proposal to commission a marketing agency to rebrand and promote the Priory Centre
Proposed by:	CLLR RICHARD SLADE
Seconded by (if applicable):	CLLR ROBERT SIMONIS
Proposed Resolution:	That St Neots Town Council budget £70,000 from General Reserves and run a tendering process to commission a marketing agency to undertake a two-year initiative to rebrand and promote the refurbished Priory Centre.
Summary: (provided by the proposer)	I am proposing that St Neots Town Council commission a marketing agency to undertake a two-year initiative aimed at rebranding and promoting the Priory Centre as a destination that can compete with other venues locally such as Gordon Craig Theatre, MK Theatre, The Junction, Quarry Theatre and Bedford Corn Exchange. The aim is to elevate and redefine the redeveloped venue's profile and create a comprehensive new identity. This proposal outlines the steps needed to develop a refreshed brand, a new website, targeted printed and digital promotional materials, as well as a strategic marketing plan that will enhance the venue's visibility and attractiveness to agents, acts, and the public.
Information: (provided by the proposer)	
Objectives The primary objectives of this proposal are to: <ul style="list-style-type: none"> • Rebrand the venue — consideration of renaming to better reflect the venue's role as a premier cultural and entertainment venue. • Develop a new visual identity — create a cohesive visual identity that will be used across all signage, promotional materials, and digital platforms. • Launch a new website — build a modern website that integrates with the venues EPOS booking and ticketing system, facilitating seamless transactions and user experience. • Implement a marketing strategy — develop a comprehensive two-year marketing strategy, including a content plan and outreach activities to promote the venue regionally. 	

¹ Standing Order 9b – no motion may be moved at a meeting unless it is on the agenda and the mover had given written notice of its wording to the Proper Officer at least three clear days before the meeting subject to standing order 10a. Clear days do not include the day of the notice or the day of the meeting.

Scope of work

To achieve these objectives, I propose the following scope of work for the commissioned marketing agency.

Rebranding and renaming

- **Official renaming** — transition the venue's name to any new name that might be decided.
- **Identity creation** — develop a new brand identity, including logo, typography, colour palette, and visual guidelines that align with the new name and positioning.
- **Signage, uniform and materials update** — apply the new branding to all external and internal signage, brochures, leaflets, livery and digital communications.

Website development

- **Design and development** — create a responsive, user-friendly website that aligns with the new brand identity and enhances user experience.
- **EPOS system integration** — integrate the new website with the existing EPOS system for efficient ticketing, booking, and customer management.
- **SEO and accessibility** — ensure the website is optimized for search engines and accessible to all users, including those with disabilities.
- **CMS implementation** — implement a content management system (CMS) for easy updates and content management.

Marketing strategy and content plan

- **Strategic marketing plan** — develop a comprehensive marketing strategy that includes both digital and traditional marketing channels to promote the venue.
- **Content creation and distribution** — create a two-year content plan and implement, including social media, blog posts, newsletters, press releases, and advertising campaigns.
- **Targeted outreach** — design an outreach strategy to engage with regional agents, entertainment acts, and other key stakeholders.
- **Monitoring and evaluation** — establish KPIs and tracking mechanisms to assess the effectiveness of marketing efforts and allow for adjustments.

Deliverables

The commissioned marketing agency will be expected to provide:

- A complete brand identity guide, including logo, colour scheme, typography, and usage guidelines.
- Updated signage, brochures, leaflets, uniforms, and other promotional materials reflecting the new brand.

- A new, fully integrated website with a seamless connection to the EPOS system.
- A detailed two-year marketing strategy and content plan, with timelines and measurable goals.
- Quarterly performance reports with recommendations for strategy adjustments.

Timeline

The proposed timeline for this project is as follows:

- Months 1-2 — prepare tender brief, tender, selection and commissioning.
- Months 3-5 — brand development, including new name, visual identity, and signage.
- Months 6-8 — website development, integration with EPOS, and launch.
- Months 9-12 — initial implementation of marketing strategy.
- Months 13-24 — continued marketing efforts, content delivery, and performance evaluations.

Budget Estimate

The estimated budget for this two-year project is £70,000.

Expected benefits to the community and council

This investment in the Priory Centre is expected to yield numerous benefits, including:

- **Enhanced cultural profile** — a new brand identity will position the venue as a premier cultural venue in the region.
- **Increased revenue** — a modern website and effective marketing strategy will attract a higher quality and more diverse range of customers, performers and performances, increase ticket sales, patronage, footfall and overall revenue.
- **Broader community engagement** — a well-defined outreach plan will strengthen ties with local and regional stakeholders, enhancing community involvement and support.
- **Sustainable growth** — the proposed strategy provides a foundation for long-term growth and sustainability for the venue.

Conclusion and Recommendation

I strongly recommend the motion to St Neots Town Council, which if approved will ensure a professional and strategic approach to the rebranding and promotion of the refurbished Priory Centre, maximising its potential and securing its future as a key cultural and entertainment venue in our region.

Financial Implication(s): (provided by the proposer)	£70,000 over a two-year period.
Proposer's Signature	<i>R. Slade</i>
Seconder's signature: (if applicable)	<i>R. Simonis</i>
Comments from Officers	General Manager of the Priory and Eatons Centres; A marketing budget will be essential to the success of the redeveloped Priory centre and will be a crucial part in making sure the Council operates a financially sound facility. The motion as set out would

	<p>provide a professional and experienced approach to branding and marketing that will enable portray a clear vision users can connect with and attract a far wider audience/user.</p> <p>When considering the branding, marketing and messaging around the redeveloped venue, it is important to recognise that the creation of a strong cultural venue should include community activities, parties, weddings, exhibitions, meetings, music and of course food and drink as well as a brilliant theatre venue. Particularly if the building is to make the most of its differing spaces and areas and perform well.</p>
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ST NEOTS TOWN COUNCIL

Date:	24 th SEPTEMBER 2024
Title:	FULL COUNCIL PROJECT STATUS OVERVIEW
Contact Officers:	TOWN CLERK, PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide a summary for note of the status of key projects after the August break in Council meetings.

2. Recommendation

- 2.1 That the Council note the information provided.

3. Background

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

4. Information

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

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St Neots Town Council. Projects 2024/25 Summary.

Ver. 18.09.2024

PROJECT	STATUS & COMMENTS	PROJECT MILESTONES	TIMEFRAME	BUDGET	SOURCE
BRICKHILLS PLAY AREA	COMPLETE	Engage contractor and issue purchase order	Completed	£24,495.60	Funded from EMR for play provision
	Works completed	Site meetings and preliminaries	Completed		
	Play area opened to public on 05/09/2024	Installation Works	Completed		
	Accessibility issues highlighted in Access in St Neots review are to be addressed in due order by the Ops team wherever the issue lays within SNTC area of responsibility; others to be forwarded and followed up to relevant authorities (CCC, HDC).	ROSPA inspection and sign offs	Completed		
		Opening of new equipment and publicity	Completed		
		Installation of path for accessible picnic bench	Completed		
MOORE'S WALK GARDEN	COMPLETE	Programme, RAMs, Insurances and other info from contractor	Completed	£16,665.00	HDC Grant funding
	Works completed. Garden opened to public on 13/09/2024. <ul style="list-style-type: none">Maintenance plan to be provided by horticultural contractor.SNTC Ops team to soak the ground at least once in a month during autumn-spring period.Plans for late spring and summer TBC.Lectern board with historic note and info about the planting agreed to be installed. Design WIP.Very positive feedback from the public during the works and post opening in SM	Receiving the funds	Completed		
		Planting options considered and preferred chosen	Completed		
		Application for Tree Works approval	Completed		
		Permission for Tree Works	Completed		
		Start of on-site works	19/08/2024		
		Completion of the repair works and planting	12/09/2024		
		Opening for public	Completed		
		Maintenance plan for SNTC and Volunteer Group	Ongoing		

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TEMPORARY PRIORY CENTRE & TOWN COUNCIL OFFICE RELOCATION	COMPLETE	PC: License to occupy for new premises	Completed		Budget of £50,000 in place for temporary closure of Priory Centre
	Priory Centre at New Street opened on 12/08/2024 TC office moved to Steve Van de Kerkhove Centre on 13/09/2024	PC: Lease for PC new premises	Completed		
		PC: Internal works and set up of new premises for use by hirers	Completed		
		PC: Utility set up for new premises, connectivity set up	Completed		
		PC: Opening of new premises	12/08/2024		
		PC: Bar licence	Ongoing		
		TC: Internal works and set up of temporary offices at Steve Van de Kerkhove Centre	Completed		
		TC: Connectivity set up	Completed		
		TC: Relocation of Council offices to Steve Van de Kerkhove Community Centre	13/09/2024		
CHANGING PLACES RIVERSIDE	COMPLETION	Start of construction works	14/04/2024	£103,817.00	Resolved to fund from CIL Reserve
	Works completed in Sept 2024. Awaiting for sign off from the HDC and Charity to open the toilets <ul style="list-style-type: none"> Access in St Neots invited to review the facilities – highly positive feedback received Construction works to be signed off by HDC HDC CCTV team appointed to respond emergency calls responding and do emergency visits. 	SNTC to display advisory information on Changing Places and the improvements	Completed		
		Temporary toilets provision	Completed		
		Completion of construction works	Completed		
		Snagging	Ongoing		
		Sign-off incl. qualified body (charity)	Ongoing		
		Signage (additional info, directions)	Ongoing		
		Operational plan (emergency calls and visits)	Completed		
		Opening to public	TBC		

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MUSEUM ROOF REPAIRS AND REMEDIALS ON AGENDA	ONGOING (ACTIVE WORKS)	Review of survey recommendations, site meetings and inspections by spec. contractor	Completed	£19,490.00	A) £9,500 from Museum building maintenance budget B) £9,990 from earmarked reserve for Community Buildings
	Anticipated overall completion: 31/10/2024	Programme and Budget, Phasing	Completed		
	<ul style="list-style-type: none"> All roof works divided into five jobs (Jobs 0-4) and associated works with A/C equipment Jobs 1-3 and relevant part of Job 0 priced at £9,500 to be done within delegated budget of £10,000 (building maintenance budget) Job 4 and associated works with A/C equipment priced £9,990 to be done within additional approved by Full Council Budget funded from earmarked reserve for Community Buildings <p>Outcome: completely renewed and waterproof roof and building watertight from above which allows to proceed with other issues, remedials and further building development</p>	Appoint the contractor(s)	Completed		
		Start of works within the delegated budget (A)	02/09/2024		
		Completion of works within the delegated budget	Sept 2024		
		Report/Approval of Operations and Amenities Committee on works outside of delegated budget	Completed		
		Report/Approval of Finance and Governance Committee on works outside of delegated budget	Completed		
		Report/Approval of Full Council on works outside of delegated budget (B)	Ongoing		
		Start of works outside delegated budget	Sept 2024		
		Completion of works outside delegated budget	Oct 2024		
		Snagging and Handover	Oct 2024		
ST NEOTS TOWN COUNCIL WEBSITE stneots-tc.gov.uk	ONGOING (PROJECT INITIATION)	Project Initiation (incl. requirements). Business Case	Ongoing	£4,000.00	Currently approved budget
	WIP	Technical Brief	Nov 2024		
	<ul style="list-style-type: none"> Project initiation ongoing: project team, stakeholders, users. Surveys in progress: collecting requirements Business Case in progress <p>Current stage outcome: Technical Brief, Business Case and Full Project Initiation</p>	Programme and Budget	Nov 2024		
		Appointing contractor	Dec 2024		
		Design	Feb 2024		
		Coding	March 2024		

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	To be presented on next Operations and Amenities Committee in November 2024. Enabling for: Programme and Budget, Appointing contractor.	Testing and de-bugging	April 2024		
		Launch	April 2024		
CHURCH WALL (ST MARY'S PARISH CHURCH) ON AGENDA	ONGOING (ENABLING) <ul style="list-style-type: none"> Wall is in a risk of collapsing (H&S issue, next to highways). Initial survey done in 2018, not available in full. Purpose of this stage – to update structural recommendations and get design proposals, which will allow to estimate the cost and programme for the entire project and present to Full Council	Report/Approval of Operations and Amenities Committee on Budget to Appoint SE	Completed	£2,000.00	Budget for Stage 1 – SE - General Reserve
		Report/Approval of Finance and Governance Committee on Budget to Appoint SE	Completed		
		Report/Approval Full Council on Budget to Appoint SE	Ongoing		
		Structural Survey reviewed. Recommendations and Designs for wall rebuilt/remedials	Oct 2024		
		Scope of Works, Programme and Budget	Dec 2024	TBC	SOURCE TBC
		Report/Approval of Operations and Amenities Committee on Scope of Works, Programme and Budget	Jan 2025		
		Report/Approval of Finance and Governance Committee on Scope of Works, Programme and Budget	Jan 2025		
		Report/Approval of the Full Council on Scope of Works, Programme and Budget	Jan 2025		
		Necessary Approvals (Church, Planning, Highways and etc)	Apr 2025		
		Appoint the contractor	Apr 2025		
		On-site construction works started	May 2025		
		On-site construction works completed	Aug 2025		
		Snagging and Handover	Aug 2025		

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JUBILEE GARDEN MOSAIC REPAIR AND REMEDIALS	ONGOING (ENABLING)	Mosaic inspection. Recommendation for remedials and repairs.	Completed	TBC	TBC
	<ul style="list-style-type: none">Mosaic inspected by the artist and report with recommendations receivedRecommendation presented to Operations and Amenities Committee alongside with officers’ commentsFurther investigation on proposals recommended to finalise scope of works and budgetsUpdated proposals to be returned to Committee	Report/Approval of Operations and Amenities Committee on Budget and Scope of Works	Ongoing		
		Report/Approval of Finance and Governance Committee on Budget and Scope of Works	Oct 24		
		Report/Approval of the Full Council on Budget and Scope of Works	Oct 24		
		Repair/Construction on-site works started	TBC		
		Repair/Construction on-site works started	TBC		
		Maintenance plan	TBC		
PRIORY CENTRE	ONGOING (ENABLING)	Designs	Ongoing		HDC funded project
	<ul style="list-style-type: none">Updated designs resubmitted to LPAHDC Planning Committee granted Planning Permission on Monday, 16/09/2024All bids for contractor tender submittedPC and TC moved out and vacated the premisesOnce update received by BDG more info provided to the Full CouncilLease discussions and agreement	Application for planning permission	Completed		SNTC option to invest funds to increase overall budget to deliver scheme
		Planning permission. Granted	Completed		
		Lease discussions and agreement	Ongoing		
		Tendering for contractors	Ongoing		
		Enabling works (demolition)	TBC		
		Energy solution	TBC		
		Construction/Redevelopment of Priory Centre	TBC		
		Construction of the new North Extension	TBC		
		Decorations and fit-out of Priory Centre	TBC		
		Decorations and fit-out of the North Extension (incl. TC Offices)	TBC		

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		Priory Centre snagging and handover	TBC		
		Priory Centre re-opening for public	TBC		
		Priory Centre normal operations	TBC		
		North Extension snagging and handover (incl. TC Offices)	TBC		
		North Extension opening for public	TBC		
		North Extension normal operations (incl. TC Offices)	TBC		
SPLASH PARK	ONGOING (ENABLING) As per previous notes: <ul style="list-style-type: none"> Council resolved to 'reserve' £650,000 in CIL reserves for the St Neots Splash Park Project. Release of any funding is subject to the negotiation and agreement of formal agreements and conditions set out within those documents which will require meeting to the Council's satisfaction. Release of any funding is also dependent on confirmation from the Charity Commission that amendment of the Trust Deed to permit the building of a splash park is approved. All relevant applications have been made by the CIO and the outcome is awaited. Splash Park Business Plan currently is being updated to address previously raised concerns 	Updated Business Plan	Ongoing	£650,000.00	CIL Reserve
		Legal advice and establishing basis of Council's key conditions for agreement as part of releasing funding	Ongoing		
		Legal agreements between Council and CIO incl. the funding release procedures to be agreed and signed	Ongoing		
		Operation agreements / leases between CIO and operator to support funding release	Ongoing		
		Required changes/confirmation from the Charity Commission	Ongoing		
		Funding released to CIO	TBC		
		Construction of the Splash Park	TBC		
		Utility connections	TBC		
		Required operational agreements	TBC		
		Snagging and Handover	TBC		
		Opening for public	TBC		

AGENDA ITEM 7

ATTACHMENT 13

REVAMP THE RAMP	ONGOING	Engaging of Contractor by HDC	Completed	£50,210.88	CIL Reserve
Enhancement of St Neots Skate Park Ramps	<ul style="list-style-type: none"> Following the Council's resolution total cost of the project was reduced to £43,450+VAT. => only £35,343 required to complete the project. This funding sits alongside other project funding secured by Revamp the Ramp. 	Skate Park Refurbishment	Ongoing		
		Snagging and Handover	Sept 2024		
		Re-opening to public	Sept 2024		
		Invoicing of project costs and TC CIL contribution between HDC, SNTC and Revamp the Ramp	Sept-Oct 2024		
There are other projects in a pipeline but nothing significant to report this time and wider report will be provided for the next Full Council Meeting in October.					
The confidential update on the project related to the asset being purchased to be provided during confidential part of the meeting.					

ST NEOTS TOWN COUNCIL

Date:	24 th SEPTEMBER 2024
Title:	YOUTH WORK DELIVERY
Contact Officer/S:	ENGAGEMENT AND PARTICIPATION YOUTH WORKER

1. Purpose of the Report

- 1.1 To provide the Council with a summary of youth work, activities and projects delivered by the Town Council's Engagement and Participation Youth Worker and Sessional Support Youth Worker.

2. Recommendation

- 2.1 That the Council note the report, and the information set out within it.
- 2.2 That the Council note the Engagement and Participation Youth Worker will be providing further information on aims, activities and costs for the 2025-26 financial year as part of the budget setting process in October/November 2024.

3. Overview

- 3.1 The following information is intended to provide a high-level overview on the outcome of activities provided over the year to date.

3.1.1 Sessions Delivered

Session Type	Number of Sessions	Young People Engaged	Note	Period
Wellbeing	10	5 per term	Sessions delivered through schools	March 2024 to Present
Youth Council (meetings)	16	140	Youth Café operating out of Loves Farm House.	January 2024 to present
Paines Mill	20	22	Includes breakfast club and drink and chat sessions. Focus on skill development and employability. Resulted in food hygiene certificate awards and volunteers for Youth Café.	March 2024 to present
Multi Sports	7	42	Sessions delivered at MUGAs. Increased participation from girls across sports.	July 24 to Present
Pride Wellbeing	20	10	Sessions delivered through schools	March 24 to present

3.2.2 Locations

Detached Youth Work	Eynesbury, St Neots Town Centre,
Multisport	Eynesbury, Loves Farm
Youth Café	Loves Farm, Youth Council Town Centre Youth Café
Youth Council	St Neots Town Centre, Eaton Socon

Intergenerational Project	Eaton Socon
Wellbeing	Longsands / Ernulf

4. Grant Income

4.1 Youth provision activities and projects have benefitted from the following grants this financial year;

FUNDER	GRANT	PURPOSE
NHS – Integrated Neighbourhood Fund	£1,250	Health and Wellbeing Youth Council Project – Youth Cafe
NISA	£500	Youth Council Project – Youth Cafe
Cambridgeshire County Council	£2,000	Detached Youth Work

4.2 The funding obtained by the Town Council's Youth Worker helps support the delivery of youth work alongside the Town Council's £15,250 budget (approved from General Reserves).

5. Training Undertaken

5.1 The following training has been undertaken by the Council's Youth Worker as part of delivering youth engagement in a positive, professional and safe way;

- (1) Introduction to Safeguarding
- (2) Designated Safeguarding Lead
- (3) Youth Mental Health First Aid
- (4) Risk Assessment Training Workshop in partnership with National Youth Agency
- (5) Food Hygiene Level 2
- (6) Self-Harm
- (7) Detached Youth Work
- (8) Gambling Harm Prevention
- (9) C-Card
- (10) Mental Health Awareness
- (11) Misogyny in young men awareness
- (12) Managing challenging Behaviour
- (13) Vape awareness
- (14) Understanding different disabilities
- (15) Supervision skills for volunteer managers
- (16) Impact measurement training
- (17) Level up- transitions project training
- (18) Interview training

6. Feedback on Sessions Delivered

6.1 The work delivered has been well received in the community, but there are challenges around deliver of sessions which needs to be supported by more volunteers/staff it what is delivered is to be expanded on.

6.2 Young people engaged with have been appreciative of the teams work;

"I really enjoy it, it makes Tuesdays great. It makes me fell like I have a place in life, it is fun and inclusive" – Feed back from one young person involved in weekly wellbeing sessions

6.3 The different sessions delivered have provided young people engaged with;

- Time and support to self-reflect and think about their learning
- Validation and a chance to have input on future sessions

- A chance to practice their social and creative skills
- A chance to talk openly about issues with adults who are independent from schools or authority figures
- Provision of safe space as part of a community
- Provision of food/hot meal

- 6.4 Youth workers have continued to build and maintain working relationships with young people, giving them a chance to ask for help and engage in conversations and games with both their peers and the youthwork team.
- 6.5 Sessions at Paines Mill provide social and wellbeing opportunities, giving a purpose for group gatherings. A flexible approach allows the team to tailor sessions to whatever the residents wish to discuss or get involved in.
- 6.6 All sessions provide an opportunity for advice and understanding. The strong relationships and trust built with young people and young residents allow for discussions and advice across a variety of matters. As a flexible and responsive team, we are able to interact with young people differently to the way other agencies might.
- 6.7 There continues to be a resource struggle to deliver all sessions, especially detached and youth café work due to the number of staff/volunteers available.
- 6.8 There are still areas of the town the team does not have the resources to engage with our set up activities in. To cover more areas there would need to be more investment in resources.
- 6.9 The Youth Council needs to continue to be developed so it engages further with the Town Council, sharing views on Council projects and bringing forward its own projects and proposals for the Council's consideration.

7. Key Projects

7.1 Youth Cafe

The Council took over the running of the Youth Café in Loves Farm from Youth District for Christ who had established an active Youth Café. Continuing the café was seen as a vital resource for the community and the Full Council resolved to provide funds for its operation. The café is for young people aged 11-17 and ran every Wednesday during term time.

There are incidents of young people being influenced into anti-social behaviour (ASB) and in the area and the Café provides a safe space for positive activities. The youth café has enabled the continuation of community building between the young people, and provides them with a place to connect, make friends and have access to trusted adults within their community.

It has been reported by the previous organisers that many young people are in food poverty and do not have access to a nutritious meal either at school or home. Therefore, the youth cafe provides a £2.50 voucher each week where young people can receive a hot meal, drink and dessert.

Through the Youth Café, the youth workers and volunteers have been able to signpost and support young people with safe sexual awareness, mental wellbeing and lifestyle choice advice whilst providing them with a meal. There is also a youth lead tuck-shop, being mindful of the budget of a young person, giving a few young people a chance to get some experience making sales with the profits going back into restocking the products.

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The cafe has engaged with 30 young people each week with a total of 76 young people that are now on the Café register. Young people have been involved with the running of the youth café and support with money handling, catering, customer service, which continue to build and develop their skills. Many young people have commented that they enjoy coming to the youth cafe and they can "chill and meet with mates, whilst having staff to chat to."

7.2 Detached Youth Work

The detached youth work has enabled youth workers and volunteers to engage with young people within the community, in spaces they feel safe. This work is still in its developing stages but has offered more trusted adults within the community.

The reason for developing this project is because of the rise of Anti-social Behaviour (ASB) in a number of hotspots across St Neots. This project allowed youth workers to provide a diverse range of hard to reach at risk young people with access to trusted adults. This allows for trusted relationships to be built within the community.

Work has focused on promoting youth voice and empowerment by providing opportunities for direct engagement on shaping local services, activities, and projects. Youth workers regular presence supports the safeguarding of young people within the community and provides youth with resolutions to conflict, reduce crime and ASB.

This has also provided an opportunity for our youth workers to provide informal education and activities to these young people. This will continue in September in line with the serious violence duty grant of £2,000.

7.3 Wellbeing Sessions

Delivery of a 10 week wellbeing project at Ernulf Academy, looking into the ways we could better support the mental health and wellbeing of young people. The goal was to raise awareness about mental health, opening discussions to reduce stigma, addressing specific issues that may affect emotional well-being, and encourage young people to seek support when needed. Session plans were created to cover a different topic each week.

7.4 Paines Mill

The team runs two sessions at Paines Mill to support the residents there. This includes a Monday breakfast club and a Wednesday chat session in the evening. Our aim is to encourage the necessary life skills they require for future employment and independent living and to bring them together as a group to build friendships and support networks to enhance their personal and social development.

This is done through communal meals and snacks, along with teaching young people about food to promote good eating habits and making sure nobody is going hungry. Youth Workers check in with residents to see if anyone requires additional support- this could be with filling out forms, finding job applications, or signposting them to places they can receive professional support

7.5 ASD club

This is not a SNTC led session, but is an area the team has supported on a Monday to ensure that we're reaching the wider community and that there are provisions available for youth whose needs might not be met in one of our busy sessions like the Youth Cafe.

7.6 Multisports

The team is now delivering weekly free sport sessions from the Loves Farm and Eynesbury MUGAs. This has seen a good level of interest and engagement, with more girls taking part in the sports over the weeks the

service has been delivered. The sessions promote exercise and health, as well as social and mental wellbeing. Once again, they are an opportunity for Youth Workers to connect with young people in the community.

7.7 Youth Council

The purpose of the Youth Council is to ensure youth voices are given a chance to be clearly heard and help shape and inform local decision making. It is important that young people are empowered to share their perspectives, ideas, values and beliefs within the community that they reside in.

The Youth Council has delivered a number of projects;

Intergenerational project:

Set up the intergenerational project to bring together both the old and young generations. We took the youth council to spend three days with the residents of McNish Court. The youth benefited from learning about the old people and the old people about the young. They were able to support each other; Swapping life wisdom and modern information. Preventing loneliness and encouraging connection.

Disco:

The Youth Council wanted to fundraise and do something nice for their peers. They held a disco and provided a fun and safe evening. This was linked to an activity at the end of the academic year. It boosted participation numbers and helped to better establish our work within the community.

Festival:

Working with the organisers of St Neots Festival to put on a 'Youth Zone' as part of the festival offering. Providing a safe space to relax and enjoy the festival as well as autonomy with it being an almost adult free zone.

Chaii Hub Games Room:

They have designed and developed/ revamped the games room at the Chaii Hub with the hope to provide wellbeing support to young people alongside them playing games.

From: [Democratic Services \(HDC\)](#)
To: [Democratic Services \(HDC\)](#)
Cc: [Clara Kerr](#); [Clare Bond](#); [Frances Schulz](#); [Natalie Elworthy](#); [Benjamin Eyre](#)
Subject: Town & Parish Councils Briefing - Local Plan 2024 - Engagement Update
Date: 27 August 2024 14:56:11
Attachments: [image001.png](#)

Sent on behalf of the Chief Planning Officer

Sent to all Town & Parish Council Chairs and Clerks
(BCC'd)

Dear Chairs

The **Local Plan Update** is approaching the next stage of public engagement – this will take the form of a **consultation**, scheduled to take place between **18th September to 27th November (10 weeks)**

A Local Plan sets out a vision and policy framework for the future development of the district and it will be used to judge planning applications.

Please note that the consultation is subject to the outcome of the Cabinet meeting on the 10th September. However, with the agreement of the Portfolio Holder for Planning, Cllr Sanderson, we wanted to ensure invites were in diaries in good time.

We are consulting on three documents:

- **Further Issues and Options** - asks participants to choose options for a series of issues or topics that are key to the future planning of Huntingdonshire. For example, 'Tackling Flooding and Water', 'Housing Figures and Requirement' and 'The Approach to Climate Change'.
- **Land Availability Assessments** – 369 sites were submitted to the council for a range of uses. The documents provide an opportunity to give feedback on the assessments of these sites and their potential suitability for development. The number of sites needed for the new local plan will be dependent on the number of homes and jobs required and our growth strategy.
- **Sustainability Appraisals** – assesses the options within the Further Issues and Options paper and sites submitted for development against environmental, social and economic objectives.

We need as much input and feedback from stakeholders (residents, businesses, organisations etc) on these documents as possible so that our new local plan reflects the strategic needs and aspirations of the district.

To do this we will be using various forms of engagement such as exhibitions, posters, and social media to maximise awareness of the consultation.

To ensure own and parish councillors are well informed and understand the documents, process, and timeline of the consultation, we are hosting two briefing sessions in order that each council has the opportunity of attending one.

Town and Parish Council Briefing Sessions

Date: 24th or 30th September – you will only need to attend one session

Start time: 6pm

Location: Online (Zoom) or in-person (Civic Suite, Pathfinder House)

This session forms a key stage in our engagement process and Town & Parish Councils are encouraged to be represented.

An Outlook invitation will be sent to you shortly. While there is no requirement to send a response, we would be grateful if you can indicate your availability to attend the session; Accept, Decline, Tentative.

NB: A Huntingdonshire District Council Members' Briefing Session is scheduled for the 17th September.

With Compliments

Democratic Services

Simon Rees

Democratic Services Member Development & Support Officer
Huntingdonshire District Council

simon.rees@huntingdonshire.gov.uk

01480 388738

07753 317171

Huntingdonshire District Council | Pathfinder House | St Mary's Street | Huntingdon | PE29 3TN



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From: [Row Lyons](#)
Cc: [Claire Burton](#)
Subject: CIL governance and funding update
Date: 13 September 2024 15:47:57
Attachments: [image005.png](#)

Good Afternoon,

Following the changes agreed by members at [Cabinet](#) on 18 June to CIL Governance I would like to summarise what has happened so far and some detail on the next CIL funding round.

Background

Members had committed to a review of CIL governance. This independent review of our CIL governance was undertaken over the last 12 months where it was acknowledged that the use of CIL needs to be more plan-led and strategic in approach to meet the growth aspirations of the district, as outlined in the current and emerging Local Plan, and other corporate documents such as the Corporate Plan and Place Strategy.

Statement of Intent

The key principles that are proposed to form a 'statement of intent' for the Council's new governance and approach to CIL, state that:

- The primary use of CIL is to fund infrastructure that is directly linked to supporting or mitigating the impact of growth and new development.
- CIL funded projects can also contribute towards achieving the outcomes identified in the Council's Corporate Plan and Place Strategy
- CIL should be used in a way which leverages other sources of funding for greater impact.
- The use of CIL should be considered alongside other developer contributions to maximise site-specific benefits (e.g. Affordable housing).
- A new approach to allocating CIL should follow a programme-led, evidence-based approach.
- A new approach to CIL should recognise the Importance of working with partners to deliver infrastructure.
- There should be greater alignment between local and district-wide priorities.

-

How you can find out more

An engagement programme is being rolled out which includes:

- Videos
- We will be presenting and available at town/parish forum 23rd October
- A day of bookable time slots after the round has opened for questions and queries
- Updated website content
- Engagement materials including handouts, key information documents and Q&As

-

Key changes

- Amended application form – questions have been changed to make them clearer
- Guidance notes have been included on the application form for each question to help the applicant understand what is required
- For questions where the answer should be yes/no this has now been included in drop down boxes
- Growth has clearly been linked to Local Plan in the application process with drop down boxes included showing development from the AMR

A business plan template has been created to help applicants where additional information is needed

- A new assessment form has been created with scoring for clarity

-
Dates for your diary

- A new funding round will open on 4th November 2024 and the application form will be available then
- The funding round will close 19th January 2025
- Decisions will be issued in March/April 2025
- A pre-bookable drop in session will be opened on 19th November for towns/parishes to have specific 1:1 time for any questions about the application process.

If you have any questions then please email implementation@huntingdonshire.gov.uk .

Many thanks

Row



Row Lyons

Funding Project Manager (CIL)
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

Phone 01480 388782

Upcoming Leave: 16th- 20th September

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From: [Edward Colman](#)
To: [Chris Robson](#)
Subject: Cambridgeshire & Peterborough Combined Authority Bus Franchising Consultation Stakeholder Email
Date: 14 August 2024 16:52:43
Attachments: [emailsignature_72ecba21-97f2-461f-aa77-61d8ae76cb2c.png](#)

Good afternoon,

Welcome to the Cambridgeshire and Peterborough Combined Authority (CPCA) bus franchising consultation.

Cambridgeshire and Peterborough Combined Authority (CPCA) is holding a formal consultation which will inform a decision by the Mayor of Cambridgeshire and Peterborough on how to reform buses across the area.

The franchising consultation is taking place over 14 weeks between Wednesday 14 August and Wednesday 20 November 2024 and as one of our statutory consultees, I would like to invite you to take part.

How to take part – please use the below options to participate:

Option 1:

We are holding six stakeholder events and would welcome your attendance at one of the events so that you can share your views. Please use this link to find out more information about the six events and to book your place at one of them <https://forms.office.com/e/tUW5ymegdu>. Due to limited space, invitations are restricted to one person per organisation.

Please note that your organisation will be receiving a paper copy of this letter in the post over the next couple of days. This will give you the opportunity to RSVP via email but please use this online form if you are able to.

If you are unable to attend any of the events, a member of the Combined Authority's team would be happy to meet with you to discuss the Assessment and associated documents.

Please contact jackie.cockrill@cambridgeshirepeterborough-ca.gov.uk who will coordinate a meeting with an Officer from the Combined Authority. Please also get in touch with Jackie if you require any accessibility support to attend or take part in your chosen event.

Option 2:

You can participate online by visiting: <https://cpca-yourvoice.co.uk/bus-franchising-consultation/>

On the website you will find the relevant consultation documents, together with two questionnaires. A long questionnaire comprising 31 questions and a short one which comprises 11 questions. You can save your answers and return to your questionnaire if you would like more time to complete it.

Option 3:

If you would prefer a paper copy of the consultation documents or large print versions, please contact:

consultations@cambridgeshirepeterborough-ca.gov.uk or call us on: 01480 277180. You can also request a copy in the following languages: Polish, Lithuanian, Portuguese and Urdu.

Background to the bus franchising consultation

In March 2023, Cambridgeshire and Peterborough Combined Authority launched 'The Road to Better Buses' strategy, which sets out five key ambitions for buses in Cambridgeshire and Peterborough:

- Add more buses to the network
- Provide bus users with better information
- More reliability across the network
- Nicer, better-quality buses
- Better value for money for users

A year on, the Combined Authority's board has committed more than £13.5million and agreed to three major initiatives to progress our journey on the Road to Better Buses including:

- The introduction of 30 new routes across Cambridgeshire and Peterborough
- The introduction of a £1 fare for young people under the age of 25
- To consult on how buses are run across Cambridgeshire and Peterborough

Our vision for Better Buses

The majority of buses across Cambridgeshire and Peterborough are currently run on a purely commercial basis. We believe our ambitions will only be realised if we change this to have greater influence and control over how buses are run. 81% of respondents to our last survey agreed.

We commissioned independent transport consultants, ITP, to undertake a detailed assessment of Cambridgeshire and Peterborough's transport needs and to provide an outline business case assessment for bus reform. Two approaches have been outlined in the assessment: a Franchising solution and an Enhanced Partnership (EP).

Under a franchised network, the Combined Authority would contract bus operators to run services on its behalf but have control over the routes, frequency, fares and overall standards of the region's buses. An alternative Enhanced Partnership solution, while producing benefits over the current bus service provides less control over the routes, frequency and overall delivery of the services. This means, as a result, while both an Enhanced Partnership and Franchising can provide enhanced networks, franchising offers the region more control to specify the desired network, levels of service and integrated fares and ticketing, ensuring a more unified and accessible network.

Franchising also allows CPCA to deliver its strategic objectives; to have full influence over outcomes and the efficient delivery of bus service improvements to passengers and bus network changes. The EP is less likely to deliver the strategic outcomes as it leaves key decisions around the network in the hands of bus operators (as per the status quo) with any outcomes subject to negotiations with operators.

Before a final decision is made (due to be on Wednesday 22nd January 2025), we are required by law to seek views from statutory consultees. We are now consulting and would welcome your feedback.

If you would like to help the Combined Authority to promote this consultation, we are very happy to send you a package of leaflets and posters. If this is of interest to your organisation please email consultations@cambridgeshirepeterborough-ca.gov.uk to request the promotional materials.

Yours sincerely

Judith Barker

Executive Director of Place and Connectivity

Edward Colman
Head of Communications, Engagement and Public Affairs
edward.colman@cambridgeshirepeterborough-ca.gov.uk
Tel: 07593 452257

The Combined Authority supports agile working, so please don't feel you need to respond to this email outside your working hours.



Collaboration



Integrity



Vision



Innovation



Leadership

The Cambridgeshire & Peterborough Combined Authority can be contacted via Cambridgeshire & Peterborough Combined Authority, 2nd floor, Pathfinder House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3TN.

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From: [Contact Us](#)
To: [Chris Robson](#)
Subject: FW: Cople Neighbourhood Plan: Pre-Submission Consultation (Regulation 14)
Date: 16 September 2024 10:32:55

From: Robert Bellew <robertbellew65@gmail.com>
Sent: 13 September 2024 16:46
To: Robert Bellew <robertbellew65@gmail.com>
Subject: Cople Neighbourhood Plan: Pre-Submission Consultation (Regulation 14)

Cople Parish Council is preparing a Neighbourhood Plan covering the whole Parish. Over the past three years, the Neighbourhood Plan Steering Group has undertaken initial consultation and gathered background evidence. It has now completed a draft Neighbourhood Plan.

Due to some minor issues arising in the documents available at the previous Regulation 14 Consultation, the Parish Council has decided to carry out a further 6 week consultation under Regulation 14. The screening reports for the Habitats Regulations and the Strategic Environmental Assessment will also be made available on the Parish Council's website.

If you commented previously, your comments will be carried forward and there is no need to repeat them or notify us.

In accordance with the 2012 Neighbourhood Planning (General) Regulations (Regulation 14), the Draft Neighbourhood Plan is out to formal consultation for a period of six weeks from 14th September to 31st October.

Following revision to reflect consultation responses, it is hoped that the Neighbourhood Plan will be submitted to Bedford Borough Council in December 2024. An examination is likely in February 2025 and it is anticipated that a local referendum will be held in June 2025. In the meantime, it is important that as many people and organisations comment on the draft plan during this consultation. In addition to engaging local people, community organisations and businesses in the Parish, the Parish Council wishes to obtain the views of statutory bodies and other interested organisations at each stage of the Plan. Your comments are, therefore, invited.

The Draft Plan feedback form is on the Parish Council website. You can also make any comments by email (or letter). It is hoped that as many people as possible will use electronic means to read the plan and submit comments in the interests of efficiency and the environment.

The Draft Plan and accompanying documents are on the Parish Council website: <https://cople-pc.gov.uk/cople-parish-council-neighbourhood-plan/>

If you need to view a hard copy of the Plan, it is available at the following locations:

- The Five Bells Pub
- Cople Sports and Social Club
- All Saints Church

The Cople Neighbourhood Plan Steering Group is managing the process on behalf of the Parish Council

E-mail: NPSG@cople-pc.gov.uk

Post: 17 Rye Crescent, Cople, Bedford MK44 3TJ

The Steering Group looks forward to hearing from you by the close of the consultation.

Yours,

Robert Bellew
Chair, Cople Neighbourhood Plan Steering Group

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