



Operations & Amenities Committee

To: Committee Members

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

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

District Councillors (not a Town Councillor) – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor & S Taylor

Town Councillors (not a member of this committee)

Local Press, Town Council Website & Noticeboard

Agenda for the meeting of the **Operations & Amenities committee** to be held on **11th February 2025** at **7.15pm** in the **Eaton's Community Centre, The Maltings, St Neots, PE19 8ES.**

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

Public Participation

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

Members of the Operations & Amenities committee are hereby summoned to attend this meeting to consider the following business.

C Robson
Town Clerk

1. Apologies for absence

To receive and accept Councillor's apologies for absence.

2. Declarations of interest

To receive from Councillors declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

3. Minutes

Members to approve the minutes of the Operations and Amenities Committee held on 21st January 2025 as a true and accurate record.

Attachment 1

4. Action List

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

Attachment 2



- 5. Local Highway Improvement Bids (LHI)**
To receive and note an update on the implementation of the 2023/24 Crosshall Road LHI scheme. Attachment 3
- 6. St Neots Museum**

 - i) To receive and consider a report and recommendation on funding for additional unexpected work required as part of the museum roof repair. Attachment 4
 - ii) To receive and consider a report and recommendation on the replacement of broken air conditioning units at St Neots Museum. Attachment 5
- 7. War Memorial Cleaning**
To receive and consider a recommendation to the Finance and Governance Committee on the cleaning of war memorials. Attachment 6
- 8. Saxon Gate / Medland Grove Land Adoption**
To receive a report and further information from officers on a request that the Town Council adopt and maintain developer owned green space. Attachment 7
- 9. Operations Depot**
To receive and consider a report from the Operations Manager on depot building security. Attachment 8
- 10. Church Wall, St Mary's St Neots**
To receive and consider a report from the Project Delivery Manager on the repair of St Mary's, St Neots, Church Wall. Attachment 9
- 11. CCTV Reporting**

 - i) To receive and note CCTV reports and statistics for December 2024. Attachment 10
 - ii) To receive and note the CCTV Shared Service Monitoring Centres 2024-25 third quarter report. Attachment 11
- 12. Date of next meeting**
To note that the date of the next Operations and Amenities committee meeting will be 11th March 2025.

Operations & Amenities Committee

Present: Cllrs Bolanz, Cooper-Marsh, Dunford, Hitchin, Goodman, and Johnson

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

Absent: Cllrs Chapman, Collins, Maslen

Minutes of the meeting of the **Operations & Amenities committee** held on **Tuesday 21st January 2025** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present.

ACTIONS

089 Apologies for Absence

Apologies were noted from Cllrs Collins, Chapman and Maslen.

Admin

090 Declarations of Interest

There were none.

091 Minutes

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

092 Action list

Members received and noted the committee action list.

The Clerk advised Members that Jubilee tree planting had been completed, but that the HDC officer who led on the planting was in discussion with a resident about two trees planted close to a boundary which may grow to a substantial size and whether these can be relocated.

A Member reported on a meeting with the St Neots Inclusive Play Charity where it was suggested that there may be an option for the Charity to donate money to the Council for inclusive play equipment as part of any new play provision that the Council may provide.

093 Local Highways Improvement Bids (LHI)

- i) Members received and considered an update on the status the Luke Street and surrounding streets Local Highways Improvement bid following feedback from County Council Highways Officers and a site meeting held on 9th January 2025.

Members were advised that Cambridgeshire County Council will re-consult with residents due to the low response to a previous consultation. To ensure that all residents received a copy of the consultation letter the Town Council



will print off the letters and Members have volunteered to deliver them to ensure they reach all households in the impacted streets. The consultation will focus on two options and provide maps to make it easier to understand what is being proposed.

Officers were asked to look at ways to highlight the importance of the letter, either through a sticker or title on the letterhead.

- ii) Members received and noted information on a proposed Road Closure of Crosshall Road to install speed cushions agreed as part of the Crosshall Road 2023 Local Highway Improvement bid.

094 Eatons Centre Heating System

Members received and considered a recommendation from the Environment and Emergency Committee on investing in an alternative heating solution for the Eatons Community Centre to the current faulty bio-mass boiler. Members were advised that the energy audit for the Eatons Community Centre had recommended replacing the bio-mass boiler with an air source heat pump. As well as helping to improve the carbon footprint of the building, the bio-mass boiler is expensive to operate and has failed on several occasions, creating building management issues for the General Manager.

Members noted that a detailed report comparing options, costs and payback will be brought forward if the Operations and Amenities Committee recommend that the Council prioritise the replacement of the bio-mass boiler.

RESOLVED to RECOMMEND that the Council prioritise replacing the bio-mass boiler at the Eatons Community Centre with an air source heat pump or alternative cleaner heating system and that costs and quotes are brought to the Finance and Governance Committee for consideration and recommendation to Council.

095 Operations Vehicle Fleet

Members received and considered a recommendation from the Environment and Emergency Committee and an accompanying report on the proposed approach to transitioning Council's diesel vehicles to plug-in hybrid and electric. The Town Clerk reminded Members that the Committee needed to consider the recommendation in terms of its remit around the delivery of operations and services, ensuring that the recommendations are appropriate for the operations team and the work it does.

The Project Delivery Manager outlined the proposals. It was highlighted that the Council's ride-on lawnmowers used far more diesel than the vehicles, which were used for minimal miles around the town to get team members to sites with equipment and resources. As such plug-in hybrid vehicles would allow the Council to reduce fuel usage of vehicles by running on electric for the majority of the low mileage they do. Transition to electric lawnmowers will have a bigger impact on reducing diesel usage. Trialling one electric mower will be a good approach to



measuring impact. It was noted that there were minimal suitable electric vehicles on the market which matched the Council's needs.

The Operations Manager supported the recommendations and spoke in favour of a larger lawnmower, which while more costly would allow the team to cut more grass within the battery life, which was important given the amount of grass cut and the number of large open areas.

It was noted that the life of the lawn mower was 8-hours in the right conditions. Use of the lawnmowers includes getting them to site, clearing and leaf blowing so they are not constantly used for 8-hours.

RESOLVED to RECOMMEND to the Finance and Governance Committee that;

- That the Council replaces the 2010 Ford Ranger with a plug-in hybrid box-van style alternative (second-hand) which meets the requirements of the Operations team in terms of size, capacity, security, and towing functionality.
- That the Council replaces the 2013 Nissan Navara with a plug-in hybrid box-van style alternative (second-hand) which meets the requirements of the Operations team in terms of size, capacity, security, and towing functionality.
- That the Council replaces one ride-on diesel lawn mower with a new electric ride-on lawnmower (96" deck).
- That the Council approve up to £115,000.00 in funding from the current year's budget (£30,000.00), EMR for vehicles and mowers (£34,567.00) and from the General Reserve (the remaining).
- That two charges for vehicles (EVs and Plug-ins, 7.2kW) are purchased.
- That a special charger for lawn mower batteries is purchased.

That the Operations Manager investigate options around trailers to transport the electric lawn mower and brings costs back to the Committee.

096 Council Building Energy Audits

Members received and considered a recommendation from the Environment and Emergency Committee on progressing recommendations arising from building audits as part of transitioning the Council's estate towards carbon net-zero. It was noted that the recommendations were all classified as 'quick wins' which would help work towards the Council's Carbon Neutral ambitions, while being low cost and quick actions. A number of the recommendations would have payback periods of one year or less making them cost neutral.



RESOLVED to RECOMMEND to the Finance and Governance Committee that the Council progresses with the recommended carbon net-zero improvements for Council buildings identified as ‘quick wins’ as set out in section 4.1 (attached to minutes) of the report. That funding for implementing the recommendations be considered for allocation from the Council’s earmarked reserve for Community Buildings.

097 Streetlight Ackerman Street

Members received and considered a report on the repair or removal of streetlights located on privately owned buildings. The Clerk informed Members that two lights had failed and that the owner of one of the properties on which a light is located has advised they would be willing to discuss repairing the light on the condition that the Council enter an agreement for its placement and pay backdated compensation for its location on the building. Members noted that the Council did not have any other agreements or cases where it paid a resident for the placement of a streetlight. The light, which is old may have been inherited or adopted by the Council at some point but had not been installed recently and would have been in place when the current owner bought the building.

RESOLVED that the Town Clerk advise the resident that the Council will not pay for the placement of a streetlight located on a residential property in Ackerman Street and that the light is disconnected and removed subject to the owner’s permission for the removal work. That alternative locations for a streetlight are considered.

098 Town Council Play Provision

Members received a report from the Project Delivery Manager on addressing lack of play provision in Eaton Ford. The Town Clerk outlined the background to the recommendation, reminding Members that a previous play provision review had identified a lack of play provision in Eaton Ford.

The Project Delivery Manager outlined the recommendations in the report, explaining that the location of existing play provision had been mapped out across Eaton Ford/Eaton Socon and gaps in the provision identified. There are two large parks that with a 500m walking radius overlap each other and cover the east area of Eaton Ford, including overlapping Arnhem Close which is land in St Neots Town Council’s ownership and that was identified as a site for possible play provision. There is currently more than 1000m walking distance between current play parks for residential areas to the north and west. Creating a number of smaller parks, similar to Nelson Road, rather than one larger park would help address the lack of provision by putting parks designed for young children withing safe walking distance from more residences.

Work will need to be done to further look at feasibility and suitability of locations, demand and need for play and equipment and public engagement. Areas of land for potential play provision are in the ownership of Huntingdon District Council, which



has in the past agreed to peppercorn leases with the Town Council to install play equipment (Nelson Road). If the Committee agrees to focus on the approach recommended officers will develop more detailed plans, potential costs and feasibility.

RESOLVED that the Committee focuses on recommending delivery of the 3 (three) smaller play parks instead 1 (one) large in Eaton Ford in order to cover/serve the wider area, minimise overlapping with existing play parks, and to provide best possible solution regarding the time to travel to the playgrounds and safety of the travel.

RESOLVED that the Committee approves in principle proposed locations for potential new play parks in Eaton Ford and delegates the officers explore the suitability of these locations and negotiate the terms of potential use of land with the landlords Huntingdon District Council.

RESOLVED that the Committee delegates the officers to prepare detailed proposals, costs and project plan to deliver three new play parks as proposed in accordance and based on the outcomes of the negotiations with the landlord and report the proposals back to the Committee for consideration and recommendation to Council.

099 CCTV Reports

Members received and noted November & December 2024 CCTV incident report as provided by Huntingdonshire District Council.

100 Council Equipment Hire Policy

Members received and considered an amended Town Council equipment hire policy for external organisations.

RESOLVED to RECOMMEND to the Finance and Governance Committee that the Council adopt the draft Council Equipment Hire Policy.

101 Date of Next Meeting

Members noted that the date of the next Operations and Amenities Committee would be on 11th February 2025 at 7.15pm.

COMMITTEE CHAIRPERSON

ST NEOTS TOWN COUNCIL ACTION LIST 2024/25

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

OPERATIONS AND AMENITIES COMMITTEE					
Minute	Project	Objective	STATUS	Responsibility	Timescales
Highways					
035/36 – 23-34	LHI Applications 2023/24	To submit LHI Applications for; <ul style="list-style-type: none"> • Crosshall Road, • Luke Street 	<p>Crosshall Road Consultation showed majority in favour of proposed scheme. Proposed amendments to double yellow lines within the scheme were consulted on. Based on consultation it is proposed to progress with the scheme as originally proposed.</p> <p>Luke Street Second consultation letters issued the week of 3/2/25. Result of consultation to be brought to future Committee meeting for consideration.</p>	1) Highways Authority	ON AGENDA
075-23-24	LHI Applications 2024/25	To submit LHI applications for: <ul style="list-style-type: none"> • Duloe Road • Town Centre Dropped Kerbs • Andrew & Caernarvon Roads 	<p>Town Centre Highways Officer drawing up scheme (with costs) for the installation of dropped kerbing as per the LHI application. To be reported to the Committee for consideration once received.</p> <p>Duloe Road Highway Officer drawing up a scheme (with costs) for village gateways to help address speeding traffic. To be reported to the Committee for consideration once received.</p>	1) Working Group 2) Ops & Amenities 3) Town Clerk	Ongoing

AGENDA ITEM 4

ATTACHMENT 2

		<ul style="list-style-type: none"> • Kester Way & Dramsell Way 	<p><u>Andrew & Caernarvon Road</u> The Committee has identified preferred signage and locations for two MVAS signs. Highways officer progressing purchase requests and installation.</p> <p><u>Kester Way & Dramsell Way</u> Highways Officer drawing up scheme (with costs) for give-way markings and signage. To be reported to the Committee for consideration once received.</p>		Ongoing
079-24-25	LHI Applications 2025/26	To agree the 2025/26 LHI submissions and instruct the Clerk to make the applications ahead of the 10 th of January deadline	<p>LHI Bids submitted in line with the committee’s resolutions;</p> <ul style="list-style-type: none"> • East and Gransden Ward to address safety concerns at the junction of Cambridge Road, Stonehill and Fox Brook. • Priory Park and Little Paxton Ward to address pedestrian safety concerns on Longsands Road and crossing a busy road in front of schools and a main through fare used by residents. • Eynesbury Ward to address highway safety concerns on Barford Road by the Cambridgeshire Hunter, caused by a mix of parked vehicles, speeding, blind spots, and a dangerous crossing point. • Eatons Ward to address speeding and safety concerns on St Neots Road, particularly in relation to double roundabouts at the junctions of River Road and Orchard Road. • Privately funded Local Highway Improvement bid for advisory signage at Peppercorn Lane to address issues of HGVs incorrectly entering the road. 	<ol style="list-style-type: none"> 1) Working Group 2) Ops & Amenities 3) Town Clerk 	Outcome expected October 2025

AGENDA ITEM 4

ATTACHMENT 2

Play, Sport and Wellbeing					
050-23-24	Inclusive Play Parks	Improving accessibility of SNTC Play Parks via installing wheelchair accessible play equipment at Brickhills/Henbrook Play Area.	Installation of inclusive seesaw and associated surfacing and equipment was completed the week of 2/9/24. Accessible bench and surfacing installation completed Item left on action list while dropped kerb pursued with HDC.	1) Working Group 2) Ops Manager 3) Town Clerk	Completed
050 – 23-24	Play Park Strategy	Undertake a play park review and bring forward a draft strategy document on management and investment in play areas.	Play Park assessment completed, and results considered by the Committee. Priorities for the Play Park strategy agreed. Ops Committee and Council agreed to prioritise bringing forward a project for a number of small parks in Eaton Ford to help address provision gap. Officers developing a project plan, timelines, costs and options for consideration by the Committee.	1) Town Clerk 2) Ops Manager 3) O&A Committee 4) Working Group	Update Report to be Included on March 2025 Agenda
Building Maintenance/Management					
104-23-24	Museum Building Survey	Undertake a survey of the museum building to establish condition and required works.	Initial historic building condition survey completed. PDM identified priority work and Council agreed to implement full scale roof repairs. Work is underway, as result of the additional works and weather impact there is about 4 weeks delay.	1) PDM 2) Museum Trustees	ON AGENDA
080-24-25		Installation of new LED lighting to replace out of date lights.	The Council approved expenditure of up to £3,000.00 (incl. Contingency) from the earmarked reserve for Community Buildings to complete the replacement internal lighting; <ul style="list-style-type: none"> • 10no 4-foot fluorescent light fittings with LED strip lights • 18no 600x600 recessed tile light fittings with LED panel • 14no bulkhead light fittings with LED bulk heads • 4no track lights with 6-foot LED strip lights • 3no 5-foot fluorescent light fittings with LED strip lights 	3) PDM 4) Museum Trustees 5) Contractor	Completed

AGENDA ITEM 4

ATTACHMENT 2

046-24-25	Jubilee Garden Improvements	Priority maintenance improvements to be brought forward by Operations Team. Wider improvements to be further considered by Working Group.	<p>The Council approved expenditure of £9,571.00 from the General Reserve to install slot drainage in the area around the Jubilee Mosaic, to remove stones around the perimeter of the mosaic and areas of loose gravel in the garden and replace with resin.</p> <p>Ops Manager has raised PO and engaged contractor to undertake work. Contractor has advised work will need to be done when weather improves from March 2025.</p>	<p>1) Ops Manager</p> <p>2) Working Group</p>	To be completed 4 th Qrt 2024-25
044-24-25	Church Wall, St Mary's, St Neots	Repair of St Mary's, St Neots church wall, which is the responsibility of the Town Council as part of its role in maintaining closed church yards.	<p>The council approved up to £2,000 expenditure be approved for the commissioning of professional structural engineer advice to help detail and plan the approach to repairing the wall. Structural engineer report reviewed by committee and PDM is obtaining quotes and options on repair/rebuild. Further work on costing and potential for phasing currently being undertaken.</p>	<p>1) PDM</p>	ON AGENDA
Legal					
087-24-25	Public Toilet Leases	To negotiate and renew leases with HDC for public toilets at Riverside and Tebbutts Road.	<p>10-year leases for the public toilets have expired. HDC have agreed to continue the lease on a rolling basis while the project to refurbish toilet at Riverside is progressed.</p> <p>3/12/24 committee resolved that the Town Clerk sign the Heads of Terms with HDC leases of public toilets at Riverside Park and Tebbutts Road. However, the committee requested this be on a 10 year and not 20 year basis retaining SNTC/HDC contribution sharing towards vandalism/repair.</p>	<p>1) Town Clerk</p> <p>2) HDC</p>	Ongoing
Strategy					
065-23-24	Depot Provision	Review and bring forward options on future provision of the Council depot based on current and future needs.	<p>Additional revenue funds have been allowed in the 2024/25 budget to increase depot capacity, no suitable provision was identified. As a result, and due to the purchase of new forklift equipment the funding for additional depot space was removed from the approved 2025-26 budget.</p>	<p>1) Town Clerk</p> <p>2) Operations Manager</p>	Ongoing

AGENDA ITEM 4

ATTACHMENT 2

094-23-24	Cemetery Land	To review and bring forward a report on the lifespan of St Neots Cemeteries and consider options for addressing future need.	The likely life span of the Council’s cemeteries means that the Council needs to start thinking about future burial provision and whether it looks at acquiring more land for the purpose of cemeteries. Officers working on review of land/sites. National Highways confirmed they were not able to provide land for use.	<ol style="list-style-type: none"> 1) Town Clerk 2) Operations Manager 3) Senior Administrator 	Ongoing
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O&A = Operation and Amenities Committee **Ops Manager** = Ian Webb, Operations Manager **Clerk** = Chris Robson, Town Clerk **Wrk Grp** = Working Group
PDM = Project Delivery Manager

ST NEOTS TOWN COUNCIL

Committee:	OPERATIONS AND AMENITIES
Date:	11th FEBRUARY 2025
Title:	CROSSHALL ROAD – PROPOSED LOCAL HIGHWAY IMPROVEMENT SCHEME
Contact Officer:	TOWN CLERK

1. Purpose of the Report

- 1.1 To provide Members with an update on proposed highway improvements to Crosshall Road following a Local Highways Improvement bid by the Town Council.

2. Recommendation

- 2.1 That the Committee note the update provided in this report.
- 2.2 That the Committee supports proceeding with the Crosshall Road LHI Scheme as originally proposed and set out in Appendix A, B and C.

3. Background

- 3.1 In January 2023 the Council submitted a LHI bid for traffic calming measures on Crosshall Road, Eaton Ford, St Neots. The bid, which was a non-complex application, was successful in moving to the design and consultation stage of the process. In September 2023 the committee received and considered the proposed designs for traffic calming measures, including speed cushions and double yellow lines. The Committee provided comments on the scheme.
- 3.2 The Highways Authority ran an informal and formal public consultation on the proposed scheme.
- 3.3 A second consultation was run recently with a proposal for a reduction in the extent of the Double Yellow Lines from what was proposed in the original scheme. This has now been concluded.
- 3.4 The Highways Officer leading the proposal/scheme has provided an update.

4. Information

- 4.1 Cambridgeshire County Council's (CCC) Highway Officer has provided the following update on the Crosshall Road LHI process;
- 4.1.1 The original proposal resulting from the LHI bid included Double Yellow Lines from 47 Crosshall Road up to the Barley Mow Public House, whereas the proposed reduced section recently consulted only covered the entrance to Barley Court.
- 4.1.2 Highways Officers have reported there were strong objections against the proposed reduction of Double Yellow Lines in the scheme.
- 4.1.3 Based on the feedback of the second consultation the original scope for the Crosshall Road 23-24 LHI bid will be proceeded with.

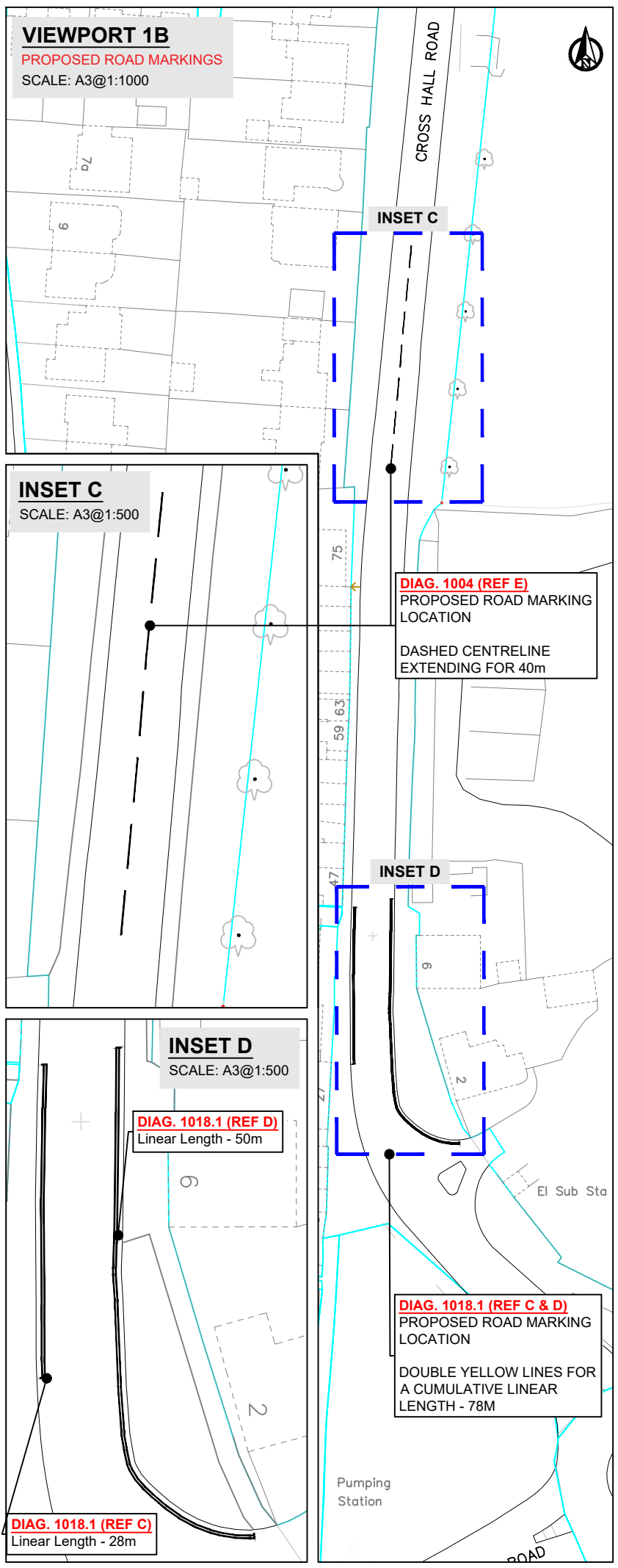
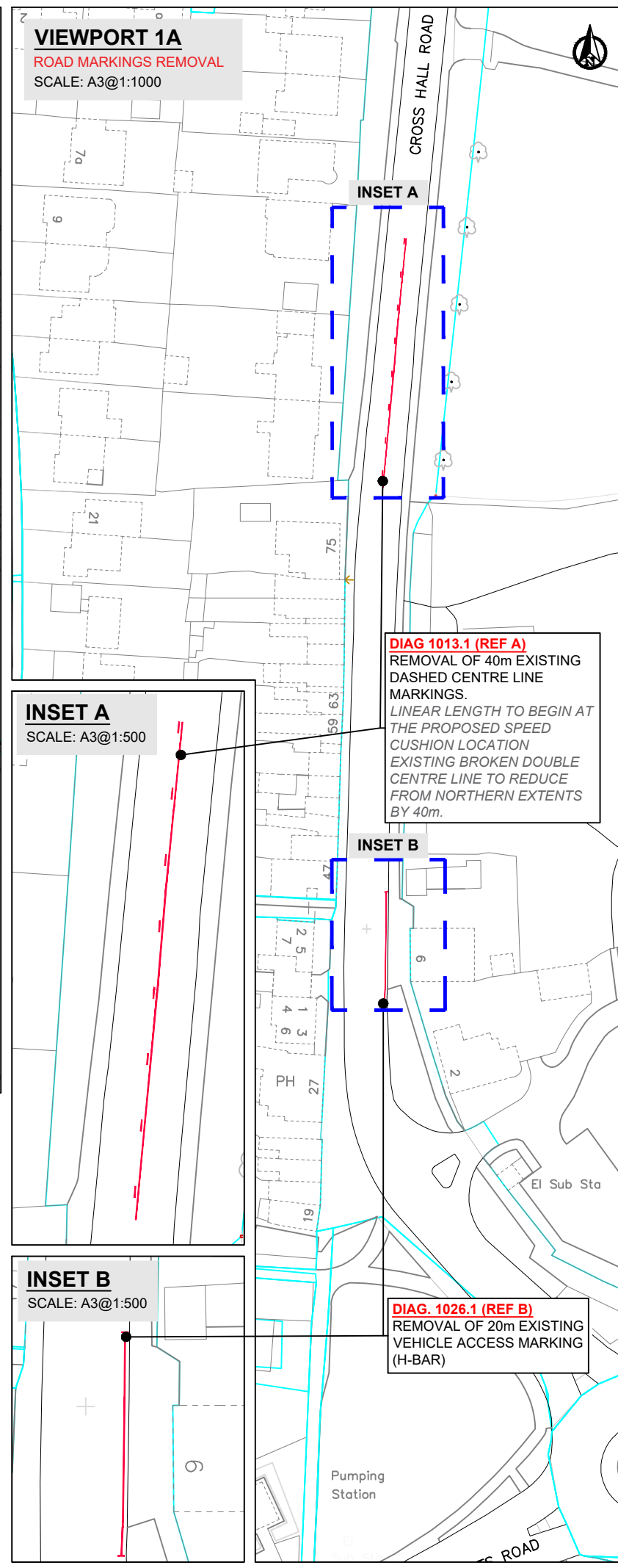
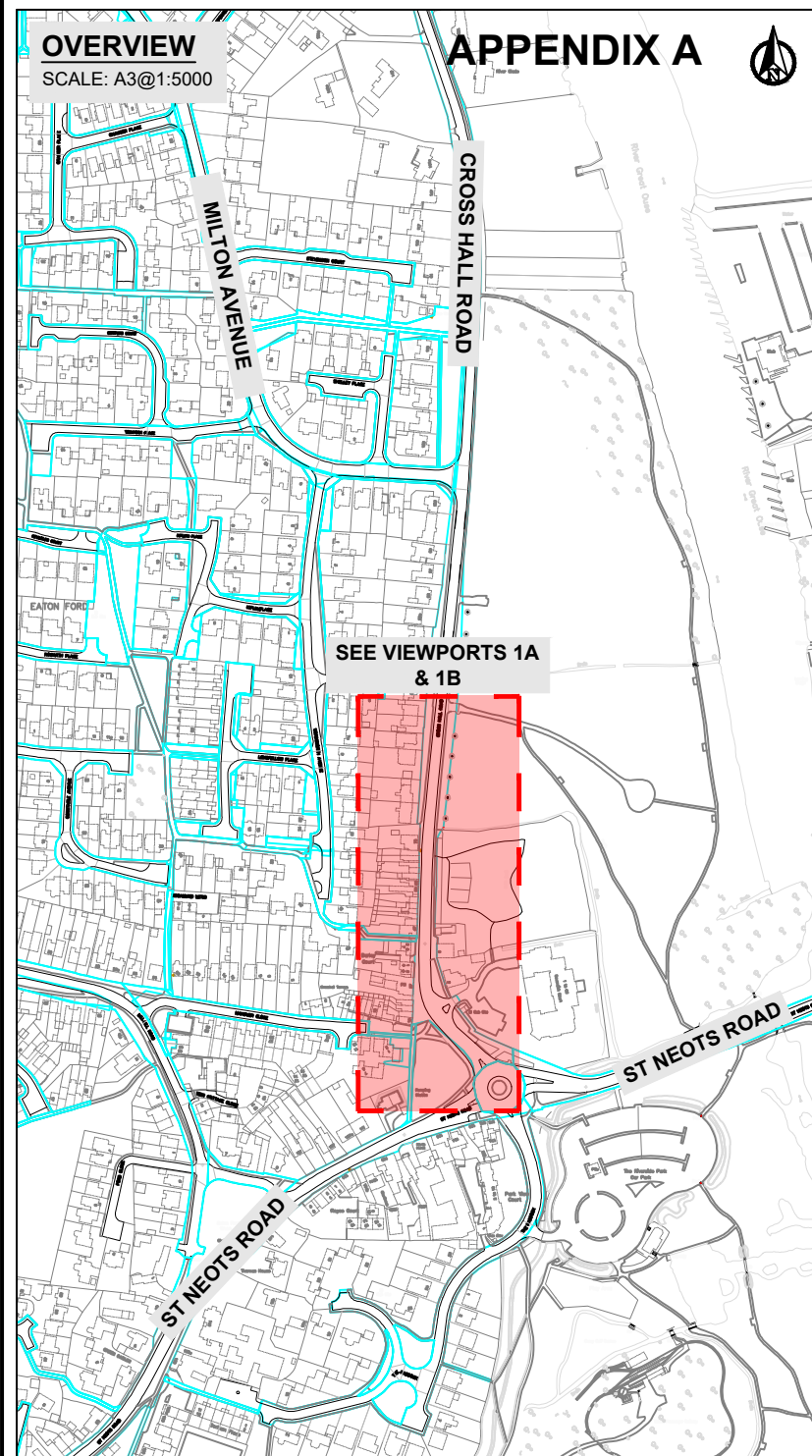
- 4.1.4 CCC will look to deliver the speed cushions asap, with the Double Yellow Lining potentially happening at the same time, although this may need to be delivered separately at a later date.
- 4.1.5 Appendix A provides the original layout of the scheme which it is proposed is proceeded with. Once the Committee has agreed it is happy with the drawing CCC will move forward with new delivery dates at Easter.

5. Financial Implications

- 5.1 The Town Council has a revenue budget of £20,000 for the current financial year.
- 5.2 The Town Council has an earmarked reserve of £81,154 for Highways Improvements.
- 5.3 The Luke Street scheme has been estimated to cost £59,632.54, with the cost to SNTC at £34,632.54.

6. Legal Powers

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



- NOTES:**
- ALL DIMENSIONS GIVEN IN THIS DRAWING ARE IN METRES UNLESS SPECIFICALLY STATED OTHERWISE.
 - THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION AND ALL OTHER RELEVANT DOCUMENTS.
 - ALL TRAFFIC SIGNS AND ROAD MARKINGS ARE TO CONFORM TO 'THE TRAFFIC SIGNS REGULATIONS @ GENERAL DIRECTIONS 2016' (TSRGD) & ANY SUBSEQUENT AMENDMENTS.
 - ALL ROAD MARKINGS SHALL BE SCREED APPLIED THERMOPLASTIC MATERIALS WITH SOLID BEADS COMPLYING WITH BS3262:PT 3, BS EN 1424.
 - ALL PERMANENT ROAD MARKINGS SHALL ATTAIN AN SRT VALUE NOT LESS THAN 55 FOR SKID RESISTANCE, WHICH IS CLASS S3, AS PER TABLE 8 OF BS EN 1436:2018.
 - ALL PERMANENT ROAD MARKINGS SHALL BE CLASS R3 RETROFLECTIVITY AS PER TABLE 3 OF BS EN 1436:2018.
 - ALL PERMANENT ROAD MARKINGS SHALL HAVE A LUMINANCE FACTOR OF B3, AS PER TABLE 2 OF BS EN 1436:2018.
 - ALL PROPOSED ROAD MARKINGS SHALL BE TIED INTO EXISTING ROAD MARKINGS WHERE APPROPRIATE.
 - SCREED THICKNESS TO BE NO MORE THAN 3mm (FOLLOWING REFRESHING.)
 - ANY ISSUES OR DISCREPANCIES TO BE RAISED WITH THE CCC REP AS SOON AS THEY OCCUR OR ARE IDENTIFIED.
 - ALL ROAD MARKING WORK SHALL BE UNDERTAKEN IN ACCORDANCE WITH THE RELEVANT HIGHWAY WORKS SPECIFICATIONS AND STANDARDS, INCLUDING, BUT NOT LIMITED TO: SPECIFICATION OF HIGHWAY WORKS (SHW) SERIES 1200 (NOVEMBER 07), IN PARTICULAR CLAUSE 1212; AND, BRITISH STANDARDS, IN PARTICULAR BS EN
 - ROAD MARKINGS REMOVAL SHALL BE UNDERTAKEN BY THE CONTRACTOR USING BEST AGREED METHODS WITH CCC. CONSIDERATION TO BE MADE FOR THE NEED OF IMMEDIATE INSTALLATION OF NEW ROAD MARKINGS, MEANING THE IDENTIFIED METHOD SHOULD HAVE A SHORT CURING TIME.

- KEY:**
- PROPOSED DOUBLE YELLOW LINING
 - PROPOSED EDGE OF CARRIAGEWAY MARKINGS
 - ROAD MARKINGS TO BE REMOVED
 - HIGHWAY BOUNDARY

Date	Rev	Description
DRAFT		

SUMMARY OF ROAD MARKING QUANTITIES
CONTRACTOR TO CONFIRM EXACT QUANTITIES DURING WORKS

Diagram No.	Linear Length (m)	Reference No.
DIAG 1013.1	40	REF A
DIAG. 1026.1	20	REF B
Diagram No.	Linear Length (m)	Reference No.
DIAG 1018.1	28	REF C
DIAG 1018.1	50	REF D
DIAG 1004	40	REF E
Diagram No.	Total Length (m)	Reference No.
DIAG 1012.1	208	-

() - SPEED CUSHION ROAD MARKING PROPOSALS**
REFER TO DWG. XXXXXX FOR DETAILS. UNLESS STATED OTHERWISE, A TOTAL OF 24m OF EDGE OF CARRIAGEWAY MARKINGS (DIAG. 1012.1) PROVISIONS ARE MADE AT EACH SPEED CUSHION LOCATION, PROVIDING A 6m BUFFER BEFORE AND AFTER EACH CUSHION ALONG EACH CARRIAGEWAY.



Project LOCAL HIGHWAYS IMPROVMENT 2023 - 2024

Title ST NEOTS CROSSHALL ROAD ROAD MARKING PROVISIONS

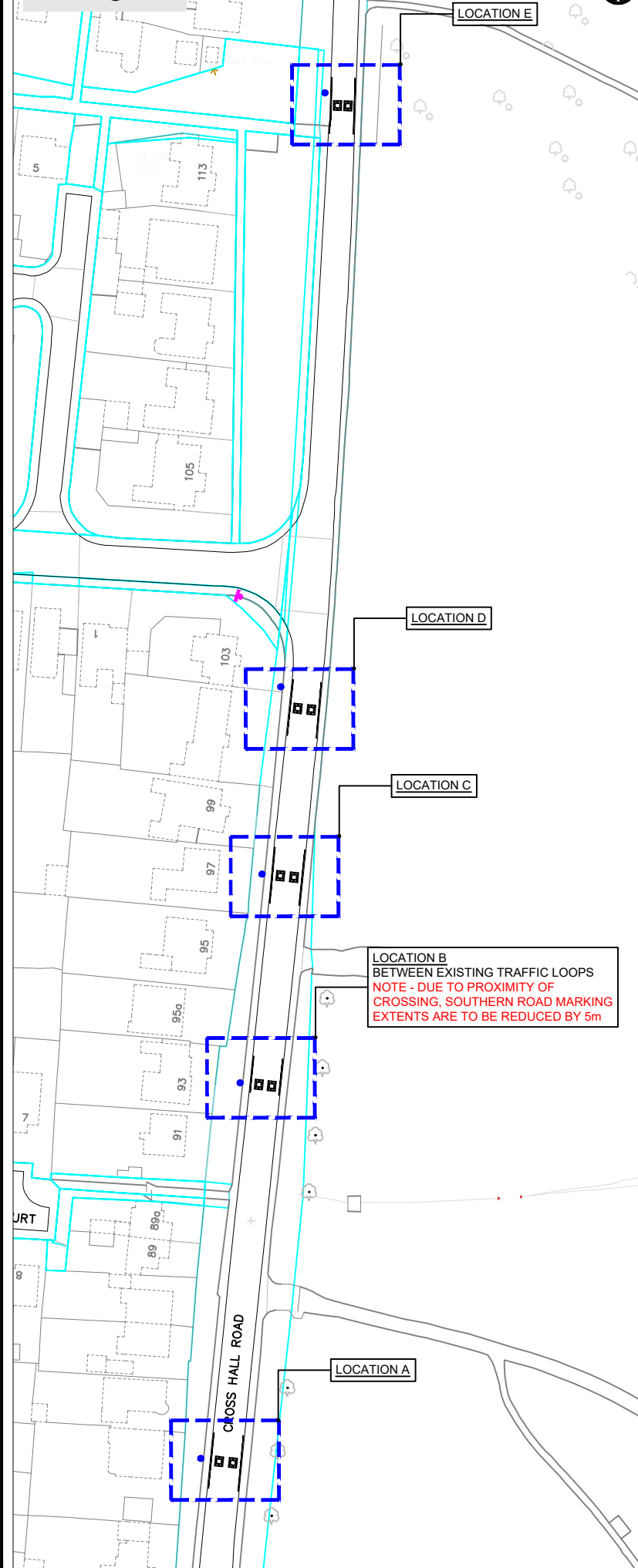
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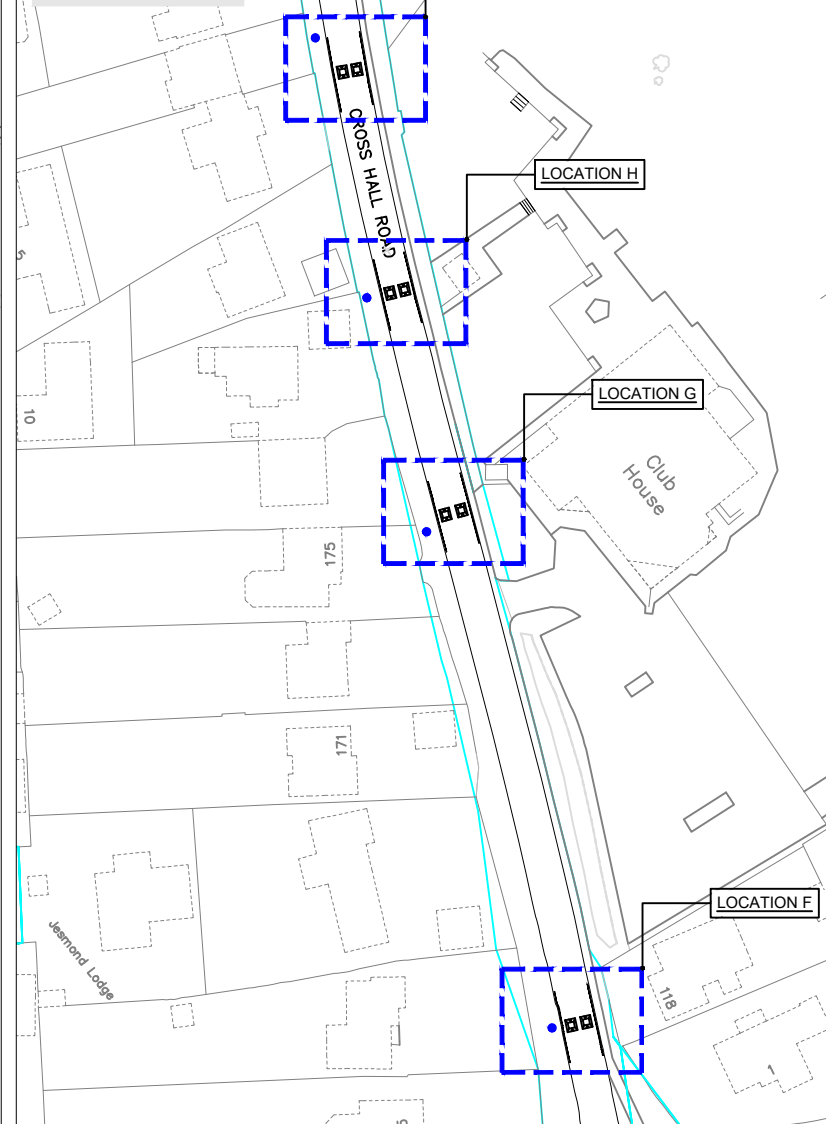
Drawing number	Rev A
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VIEWPORT 1
SCALE: A3@1:1250

APPENDIX B



VIEWPORT 2
SCALE: A3@1:1250



Location REF.	Road Width (m)	XX (mm)	YY (mm)
A	6.6	1.1	1.1
B	6.5	1.1	1
C	6.5	1.1	1
D	6.3	1	1
E	5.6	0.75	0.8
F	6	0.9	0.9
G	5.9	0.9	0.8
H	5.7	0.8	0.8
I	6	0.9	0.9

SAFETY, HEALTH & ENVIRONMENT (SHE BOX) RESIDUAL HAZARDS Hx

H1 - C2 STATS RETURNS SHOW THAT THERE ARE THERE ARE SEVERAL BURIED SERVICES ALONG THE VERGES AND CARRIAGEWAY WHERE SPEED CUSHIONS ARE TO BE DRILLING INTO THE CARRIAGEWAY. REFER TO SCHEME C2 STATUTORY UNDERTAKERS SEARCH RETURNS. THE CONTRACTOR MUST UNDERTAKE THEIR OWN INVESTIGATIONS WHERE NECESSARY TO CONFIRM EXACT LOCATION AND COVER TO BURIED SERVICES, E.G. THROUGH CAT SCANNING AND TRIAL HOLES

- NOTES:**
1. ALL DIMENSIONS GIVEN IN THIS DRAWING ARE IN METRES UNLESS SPECIFICALLY STATED OTHERWISE.
 2. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE PROJECT PRE-CONSTRUCTION INFORMATION AND ALL OTHER RELEVANT DOCUMENTS.
 3. ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH THE CAMBRIDGESHIRE 'HOUSING ESTATE ROAD CONSTRUCTION SPECIFICATION (2023)' (HERCS) & THE 'SPECIFICATION FOR HIGHWAY WORKS' (SHW). IN EVENT OF DISCREPANCIES HERCS WILL TAKE PRECEDENCE.
 4. ALL STATUTORY UNDERTAKER'S INFORMATION PROVIDED AND/OR PLOTTED ARE BASED OFF OF RETURN C2 INFORMATION. CAMBRIDGESHIRE COUNTY COUNCIL CANNOT BE HELD RESPONSIBLE FOR ANY INACCURACY. THE CONTRACTOR AND OR SCHEME DELIVERY MANAGER TO CARRY OUT THEIR OWN INVESTIGATIONS.
 5. ANY QUANTITIES PROVIDED WITHIN DESIGN DRAWINGS ARE TO BE USED AS AN ESTIMATE ONLY AND TO BE RE-CALCULATED BY THE CONTRACTOR.
 6. ANY ISSUES OR DISCREPANCIES TO BE RAISED WITH THE PROJECT ENGINEER AS SOON AS THEY OCCUR OR ARE IDENTIFIED.
 7. ALL ROAD MARKING WORK SHALL BE UNDERTAKEN IN ACCORDANCE WITH THE RELEVANT HIGHWAY WORKS SPECIFICATIONS AND STANDARDS, INCLUDING, BUT NOT LIMITED TO: SPECIFICATION OF HIGHWAY WORKS (SHW) SERIES 1200 (NOVEMBER 07), IN PARTICULAR CLAUSE 1212; AND, BRITISH STANDARDS, IN PARTICULAR BS EN

KEY:

- PROPOSED DOUBLE EDGE OF CARRIAGEWAY ROAD MARKINGS
- HIGHWAY BOUNDARY

Date	Rev	Description
02/11/23	A	DESIGN DRAFT, FOR INFORMATION

DRAFT



Project LOCAL HIGHWAYS IMPROVMENT 2023 - 2024

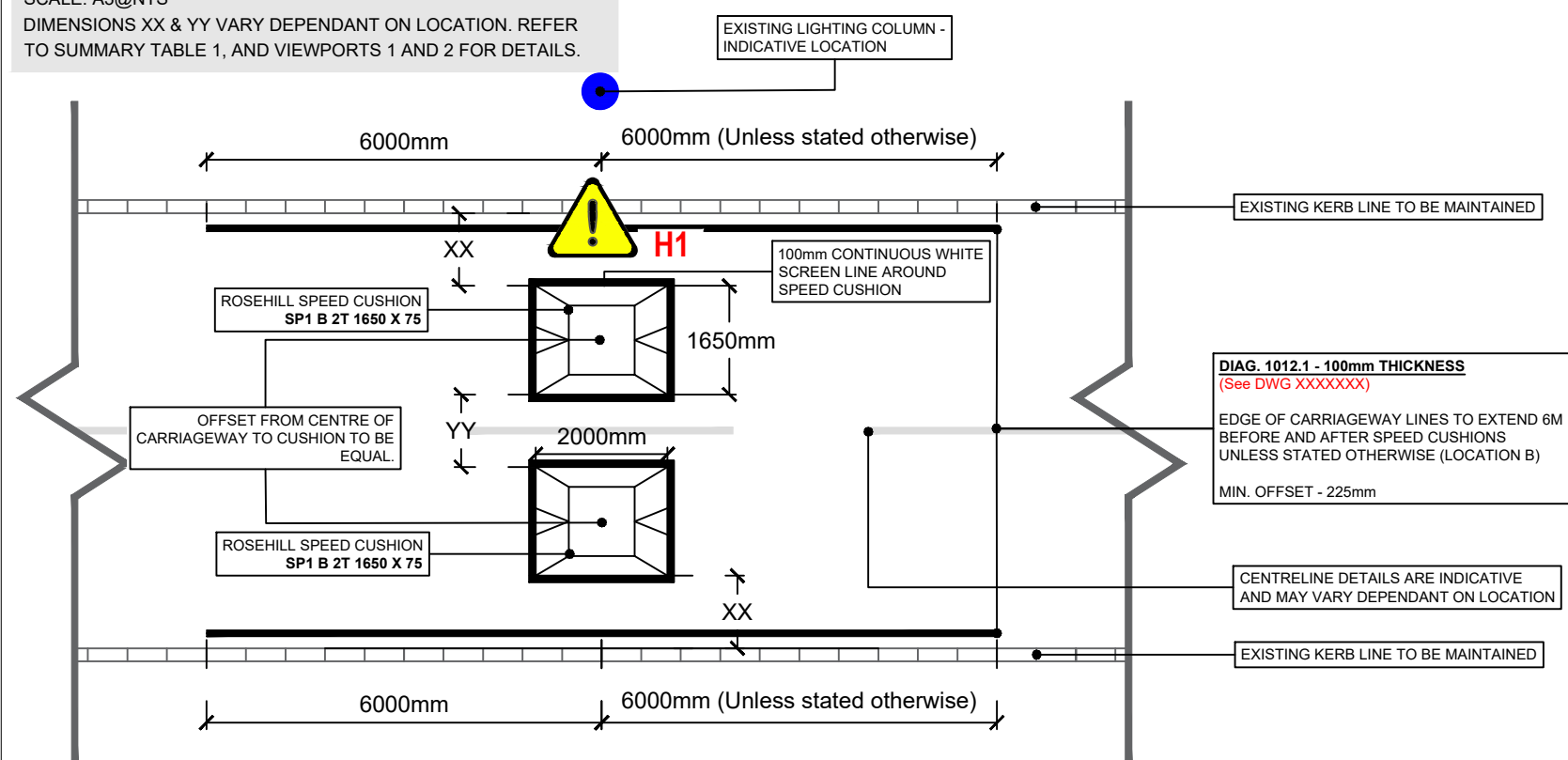
Title ST NEOTS CROSSHALL ROAD SPEED CUSHION DETAILS

Scale AS SHOWN	Drawn J.McGillee	Checked NF	Date 02.11.23
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Drawing number 30CPX31359/0700/001	Rev A
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LAYOUT - A
SCALE: A3@NTS
DIMENSIONS XX & YY VARY DEPENDANT ON LOCATION. REFER TO SUMMARY TABLE 1, AND VIEWPORTS 1 AND 2 FOR DETAILS.

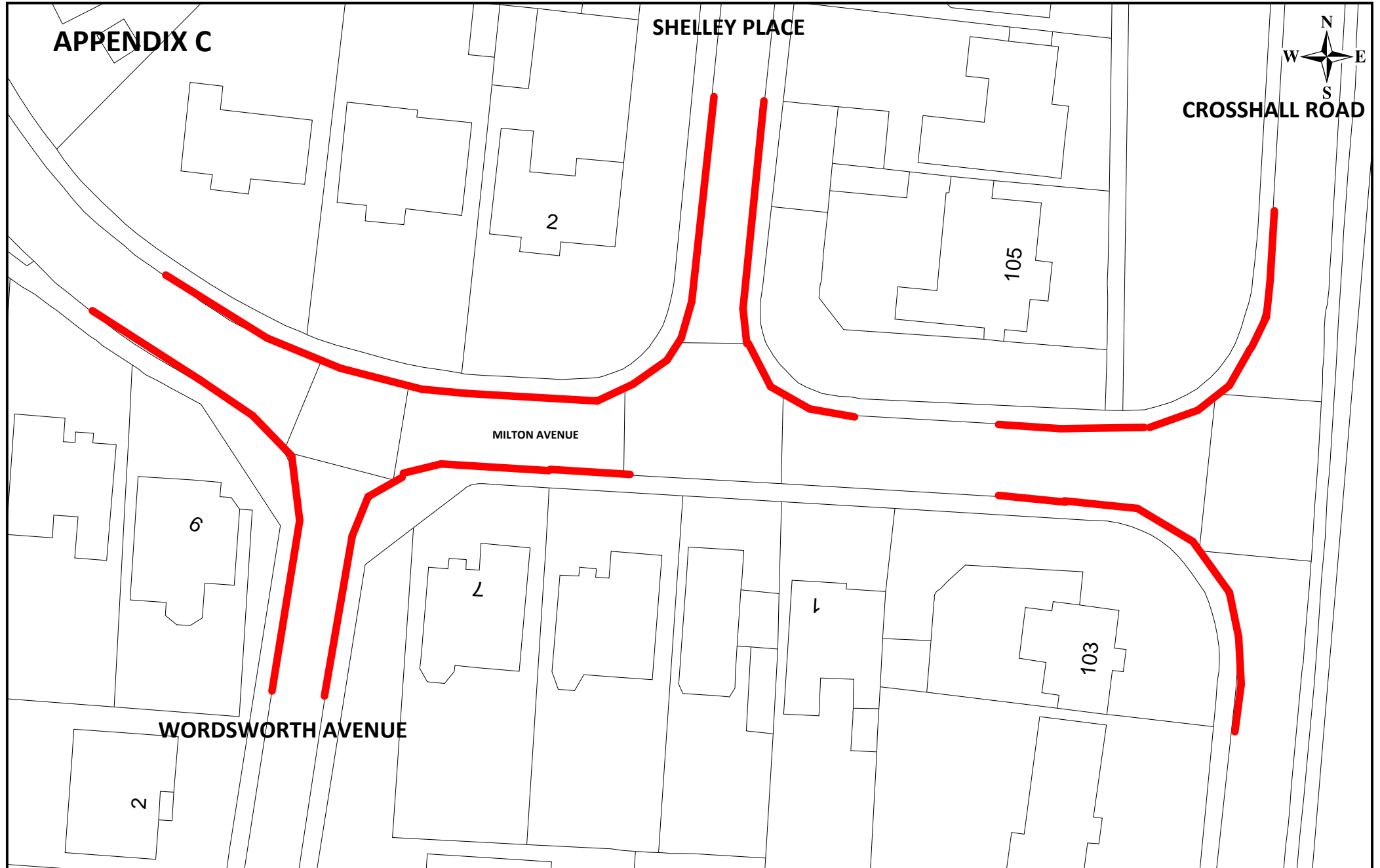


LOCATION B BETWEEN EXISTING TRAFFIC LOOPS
NOTE - DUE TO PROXIMITY OF CROSSING, SOUTHERN ROAD MARKING EXTENTS ARE TO BE REDUCED BY 5m

DIAG. 1012.1 - 100mm THICKNESS
(See DWG XXXXXXXX)
EDGE OF CARRIAGEWAY LINES TO EXTEND 6M BEFORE AND AFTER SPEED CUSHIONS UNLESS STATED OTHERWISE (LOCATION B)
MIN. OFFSET - 225mm

CENTRELINE DETAILS ARE INDICATIVE AND MAY VARY DEPENDANT ON LOCATION

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



ST NEOTS TOWN COUNCIL

Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	11 FEBRUARY 2025
Title:	MUSEUM BUILDING ROOF
Author:	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide the committee with the information on the additional extra works carried out on the Museum roof due to more extensive damage discovered while carrying out the approved works.
- 1.2 To seek the approval and a recommendation on funding for the additional work done on Museum roof.

2. Recommendations

- 2.1 That the Committee note the information provided on works carried out on Museum roof.
- 2.2 That the Committee recommend to the Finance and Governance Committee that the Council release £5,900.00 in funding from the earmarked reserve for Community Buildings to pay for unexpected works completed as part of repairing and securing the museum roof.

3. Background

- 3.1 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.2 The significant work on Museum building roof repairs had been completed as approved earlier by the Committee and the Council. Those works have made the building watertight for a long time and sorted out continuous issues with water ingress into building, which caused much of the inconvenience and disruption on Museum operations and prevented any works of redecoration or building performance upgrades.
- 3.3 Although the detailed survey and inspection were completed prior the roof repair, with quotations and funding approved, during the work more hidden damage and problems were discovered by the contractor requiring more time and materials than been originally planned and quoted to address the issues. Those issues were impossible to be left as they were, and everything been addressed as required and confirmed by the Project Delivery Manager.
- 3.4 The additional works required to complete the roof have resulted in additional required expenditure.

4. Information

- 4.1. The completion of extra works on the roof was essential to complete the previously approved scope of works.

4.2. Cost of extra work on Museum roof is mostly formed by additional materials not hours.

4.3 Description of Roof Extras;

Job 1

1. Full re-felt and battens

- Due to several areas where slates were damaged, water travelling underneath had rotted away the battens and counter battens. It made much more sense to renew this completely, while the contractor was there, instead of it causing more problems down the line.
- After the removal of the felt, the contractor discovered the actual roof boards beneath were all loose (boards themselves were in great condition, however the nails holding them had rusted and shrunk), so contractor secured and screwed down every board.
- Contractor re-slatted the entire roof, so every slate is secure and not hung on lead clips.

2. Lead valley renewed

- Upon a closer look at the lead valley leading into the gutter, it was decided to renew it. Someone has clearly tried to repair this previously, however once the slates were removed from either side, it was found that the lead had started splitting. Therefore, the lead valley was replaced while the roof was stripped away.

Job 2

1. Metal roof-light repair

- The roof light at the front of the building had several issues. Unfortunately, we weren't made aware that this window caused any problems, it was only after work had begun the contractor was told the window had leaked previously and often. It was installed incorrectly: the flashing and slates around it were not sufficient to move water away and after removing adjacent slates, it was possible to put a hand in between the roof and window, and into the building. The contractor removed everything from around the window, re-felted it correctly and created a lead flashing surround with aprons on the top and bottom, and soakers up the sides.

2. Full re-felt and battens

- Between taking off the section of roof against the neighbouring wall to reinstate the lead and soakers, and removing everything around the metal window, it was common sense to renew the remainder of the roof with new felt and battens. This section of the museum roof had clearly been a problem area for some time. The roof boards beneath were all loose (boards themselves were in great condition, however the nails holding them had rusted and shrunk), so the contractor secured and screwed down every board.

3. Lead valley renewed

- This front lead valley links up and over into the lead valley replaced in Job 1. It wasn't quite as deteriorated as the other side; however, it had a few holes in the lead. Contractor had to correct a lot of slates, so they renewed the valley in the process.

Job 3

1. Framing of flat roof

- Removing approximately 2 inches of sludge from this roof revealed several raised areas that turned out to be iron and glass roof lights.

AGENDA ITEM 6

ATTACHMENT 4

- Contractor also found that the entire pitch of this roof fell away from the outlets by a considerable amount, hence the collection of so much water and sludge.
- Contractor needed to build a frame across the entire roof to relevel it all and transfer weight away from the glass.

2. A/C adjustments

- There was a section of roof with the A/C pipes came out right next to one of the outlets. This easily let water in. It was especially dangerous after learning the museum workers would often get a shock from a light switch directly below. The contractor had to move pipes away, created a lead shelf to keep the rain out, and moved the outlet further away from them.

3. Capping stones

- The perimeter capping stones had been laid onto lead. Over the years the lead would expand and contract, separating from the cement. This movement also disrupted the joints between the stones; therefore, the stones were simply sat unsecure on top of the wall.
- Contractor has removed cappings, cleaned them up, replaced the destroyed lead with a much better suited DPC to protect the wall below, and then re-laid the capping stones.

Job 4

1. Lower (side) flat roof

- As mentioned in the original quote, this roof was deemed to be recent. However, it turned out the roof was put directly on top of the old one, without the original problem rectified. Water had travelled down and was saturating the concrete roof beneath, there was even a whole eco system of roots. The layers of bitumen felt removed were more like paper.
- After mentioning this in the museum, the contractor was told the room below was really mouldy and also smelled of damp.
- The brickwork behind the up stands was patchy and missing in places. We suspect water was getting through in the void behind these felt up stands.
- It was decided the simplest way to put this right, was to render the wall and make it solid again. The contractor renewed the felt roof, complete with perimeter lead apron.

5. Financial Implications

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The previously approved and carried out roof works used up all the available maintenance budget and additionally approved funds.
- 5.3 The Council has unallocated earmarked reserves of £182,814.28 for "Community Buildings" for expenditure on maintenance or projects related to improving Town Council owned community buildings.

ST NEOTS TOWN COUNCIL

Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	11 FEBRUARY 2025
Title:	MUSEUM AIR CONDITIONING
Author:	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide the committee with information on the required and recommended replacement of A/C units provided by the current service contractor.
- 1.2 To seek the approval and a recommendation on funding to replace broken and recommended replacement of A/C Units.

2. Recommendations

- 2.1 That the Committee note the information provided on recommendations to replace some of Museum A/C units.
- 2.2 That the Committee recommend that the Council release up to £5,000.00 (*£4,398.38 as quoted with 7.5% discount for replacement of all three units and the rest as contingency for related electric works and materials*) in funding from the earmarked reserve for Community Buildings to supply, install, and commission a replacement:
 - Mitsubishi HI 2.5kw wall mounted system serving the Storeroom (£1,390.00 before discount)
 - Mitsubishi HI 5kw wall mounted system serving the Old Court Room (£1,975.00 before discount)
 - Mitsubishi HI 2.5kw wall mounted system serving the Home Life Gallery (£1,390.00 before discount)

3. Background

- 3.1 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.2 The significant work on Museum Building Roof repairs had been completed as approved earlier by the Committee and the Council. Those works have made the building watertight for a long time and sorted out continuous issues with water ingress into building, which caused much of the inconvenience and disruption on Museum operations and prevented any works of redecoration or building performance upgrades.
- 3.3 As part of the roof works the decommissioning of some old AC units and moving of operational units had to be carried out. It was previously reported to the committee that the units were reaching the end of their lives and due to use of a now banned gas would not be able to be repaired if they reached a point of failure.

4. Information

4.1 Some of the A/C systems installed in Museum are very old and coming to the end of their working life. It is difficult to say how long each system has remaining before components such as compressors and PCB boards fail. Some units are estimated to be more than 30 years old. Obtaining spare parts may prove difficult should certain parts fail based on availability and age of the systems.

4.2 The condition of certain condensers is found to be in poor state, coils have damaged and semi-corroded fins, and rust on the outer casing.

4.2 Two of the oldest systems which serve the first-floor stores room and court room use the banned, obsolete R22 refrigerant gas. The A/C contractor recommendation is to upgrade these to modern energy efficient systems.

4.3 Condition of the Systems

4.3.1 The system serving the Store Room was found to have a shortage of gas and an issue with the indoor fan motor. Although working, its operation for cooling and heating this room is intermittent.

4.3.2 The system serving the Old Court Room has ceased working and displaying a E0 fault.

4.3.3 The LG system serving the Home Life Galley is also very old, although does use the more modern R410A gas.

4.3.4 The two LG systems serving the room adjacent to the flat roof are also quite old.

4.3.5 The Daikin units that serve the cells corridor are redundant with the outdoor condensers having been removed recently. These have not been operational for many years and the indoor units can be removed from the walls.

4.3.6 The systems serving the reception, ground floor gallery areas and office were upgraded several years ago and therefore, do not require upgrading at this stage.

4.3.7 Making an assessment on which systems are priority in terms of being upgraded, should be based on system age, gas type, performance, reliability and the importance of the area it serves.

4.4 Energy Efficiency

4.4.1 The energy efficiency ratings for many of the systems is way down on the scale compared to that of modern systems available today, which offer ratings up to A+++ for both cooling and heating operation. Some systems are likely to be as low as C and D energy rated which is extremely low in today's standards, resulting in high energy usage and running costs.

4.5 The Benefits for Upgrading A/C Systems:

- A significant reduction in running costs
- A+++ / A++ SEER/SCOP energy efficiency
- 5-year manufacturer's parts warranty
- Outstanding performance and noise reduction
- Reliability, the latest technology and modern appearance
- Inverter heat pump systems offering both cooling & heating
- Eco-friendly R32 gas

- 4.6 Improvement of A/C system and use for the cooling and heating was specified by Energise during their building assessment. Correct indoor climate in Museum is very important for the collection and crucial for the staff, mostly formed by senior volunteers.
- 4.7 Price for the A/C upgrade provided by the Museum current service contractor. When upgrading a system, the mains electrical power supply would be re-used where possible. Ceiling-mounted units will be replaced by wall-mounted units.

5. Financial Implications

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The previously approved and carried out roof works used up all the available maintenance budget and additionally approved funds.
- 5.3 The Council has unallocated earmarked reserves of £182,814.28 for “Community Buildings” for expenditure on maintenance or projects related to improving Town Council owned community buildings.

ST NEOTS TOWN COUNCIL

Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	11 th FEBRUARY 2025
Title:	WAR MEMORIAL SPECIALIST CLEANING
Author:	TOWN CLERK
Responsible Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To seeks a recommendation from the Operations and Amenities Committee that the War Memorials at St Neots, Eaton Socon and Eynesbury are professional cleaned ahead of the 80th anniversary of VE day in May 2025 and that funding is allocated from Earmarked Reserves for the cleaning.

2. Recommendations

- 2.1 That the Committee recommends to the Finance and Governance Committee that Company C is appointed as a preferred contractor to carry out specialist cleaning of three war memorials under the Town Council's care and that £6,190 + VAT in funding is allocated from the War Memorial Ear Marked reserves.

3. Background

- 3.1 The Town Council is responsible for the maintenance and care of three war memorials. These are located at;

- St Mary's Church Yard, St Neots
- St Mary's Church Yard, Eynesbury
- Eaton Socon Village Green

- 3.2 The Council has provided an earmarked reserve for War Memorial maintenance and officers are recommending this be used to undertake a professional cleaning of each War Memorial ahead of commemorative events to be held in May 2025 marking 80 years since D Day.

- 3.3 The War Memorials have not been professionally cleaned by a specialist mason for a significant number of years.

4. Information

- 4.1 The table attached outlines quotations received from three suitably qualified contractors to carry out cleaning of war memorials located in St Neots, Eaton Socon and Eynesbury.

- 4.2 Officers are recommending the Council use Company C as the work quoted includes rendering of small surrounding wall at St Neots War Memorial within the cost, offering best value.

AGENDA ITEM 7

ATTACHMENT 6

4.3 The equipment Company C will use is accredited by English Heritage for specialist cleaning of memorials and uses less water than standard power washers or alternative equipment, reducing water used in cleaning the memorials. In addition, Company C is not asking for the Town Council to provide water to the sites.

5. Financial Implications

5.1 The Council has a current year revenue budget of £900 for War Memorial Maintenance.

5.2 The Council has an Earmarked Reserve of £7,707 for War Memorial Maintenance.

5.3 The cost of the preferred contractor is £6,190 + VAT

6. Legal Powers

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

7. Supporting Images

7.1 St Neots War Memorial;



7.2 Eynesbury War Memorial;



7.3 Eaton Socon War Memorial;



APPENDIX A

SNTC War Memorial Cleaning Quote Comparison								
Company	Eaton Socon	Eynesbury	St Neots	Total (ex VAT)	Total (inc VAT)	Additional Services	Additional Fees	Notes
A	1,950.00	1,950.00	1,950.00	5,850.00	7,020.00	If required: Lime Pointing per m2 Letter re-enamelled per letter Wreaths/swags sacrificial micro crystalline hard wax Sacrificial micro crystalline hard wax covering	70.00 0.90 75.00 100.00	Supply/install 'Smartwater' Includes cleaning of surrounding paving Written report and photos provided
B	2,433.00	2,684.00	2,033.00	5,720.00	7,150.00		None	Includes cleaning of surrounding paving, SNTC to provide water bouser
C	2,090.00	2,000.00	2,100.00	6,190.00	7,428.00		None	Use Doff Integra Steam Cleaner Includes: clean surrounding paving/flowerbeds/kerbs and pillars Repoint gaps between slabs Render steps

ST NEOTS TOWN COUNCIL

Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	11 th FEBRUARY 2025
Title:	MEDLAND GROVE OPEN SPACE ADOPTION
Contact Officer/s:	TOWN CLERK

1. Purpose of the Report

- 1.1 To provide the Committee with further feedback from Persimmon Homes on a request that the Council adopt land currently owned and maintained by the developer.
- 1.2 To seek a decision from the Operations and Amenities Committee on whether it will be recommending to the Town Council that it accepts the commuted sum and adopts the land identified.

2. Recommendations

- 2.1 That the Committee consider the request that the Council adopt open space land at Medland Grove from a developer with a one-off £34,980 commuted sum.
- 2.2 That the Committee make a recommendation to the Full Council on whether to accept the commuted sum offered and adopt the land.

3. Background

- 3.1 The Operations and Amenities Committee previously considered a request from Persimmon Homes that the Town Council consider adopting and maintaining open space land owned by the developer.
- 3.2 Part of the area proposed for adoption is adjacent to an area already under the ownership and maintenance of the Town Council, as shown in **Appendix B**.
- 3.3 The developer is open to providing a one-off commuted sum of £30,000 to the Council for future maintenance if it agrees to adopt the land.
- 3.4 Town Councils can adopt and maintain community land from developers, a process which St Neots Town Council has done in the past. In this case there is no specified sum as part of a section 106 agreement which relates to the land.
- 3.5 The site/s comprise of open grassed areas, trees of mixed ages and shrubs. At present Persimmon Homes report they have a contractor visit the site 20 times a year to cut the grass, litter pick and maintain the shrubs/hedges.
- 3.6 The Committee raised concerns over ongoing maintenance that would be required for the land, particularly regarding tree management. The Committee asked that the Town Clerk feedback that the Council would consider adopting the land if the commuted sum offered was increased, work identified and required to trees undertaken by the developer and trees adjacent to the walls of residential properties removed to prevent future damage.

3.7 The developer has provided further feedback on the Committee's requests which Members are asked to consider.

4. Appendices

4.1 Please see **Appendix A** which highlights (in red) the land owned by Permission homes which it is requesting the Council consider adopting.

4.2 Please see **Appendix B** which gives an ariel view of the land and the areas (highlighted in red) which are owned by Persimmon homes and to which the request relates.

4.3 Please see **Appendix C** which provides images of each area of the areas of land highlighted in **Appendix A** and **Appendix B**.

5. Developer Offer

5.1 Persimmon Homes has advised that it will not look to increase the one-off commuted sum of £30,000. They have advised the Town Clerk that there is another party who would be willing to take on the adoption and maintenance of the site for that amount.

5.2 Persimmon Homes has advised that it would provide £4,980 in additional funding to address tree work identified. This offer is in line with a review of the trees, recommended work and quotation the Operations Manager obtained from an independent tree surgeon.

5.3 Persimmon Homes has advised it would not look to remove trees planted next to property walls, cited.

6. Site Review

6.1 As previously reported to the Committee, the Operations Manager reviewed the site and made the following observations, please refer to Appendix B for area numbers;

6.1.1 – Area 1

- The open grassed area in 'Area 1' would be relatively easy to manage and cutting could be added to the Council's current grass cut of adjacent green space owned by SNTC. This would add minimal cutting time but would contribute to an overall additional cutting time and fuel costs etc – **Low Risk**
- There is a stretch of pavement measuring which the Council will need to maintain. The pavement is in the same state as the adjoining pavement in the SNTC owned area and does not need any immediate attention. In the future the Council will need to consider the maintenance of the path and budget accordingly. – **Medium Risk**
- There are two large trees on the site which require attention. These trees will need inspecting by a suitably qualified tree surgeon and any recommendations actioned. Once dealt with the trees would need to be maintained as part of the 5 year tree stock inspection for which the Council builds an earmarked reserve. *The developer has agreed that it would fund the required work.* – **Medium Risk**

6.1.2 – Area 2

- Open grassed area would be easy to manage and cut with a ride on mower while an operative was in the vicinity cutting SNTC land. This would add minimal cutting time but would contribute to an overall additional cutting time and fuel costs etc - **Low Risk**

- A narrow area of the land contains ‘scrub land’ which is overgrown and messy. The Council’s new machinery could clear the land and it could be returned to more manageable grass. This would be quicker to maintain and have less of an impact on resource in the long term. – **Low Risk**
- There are two large trees and one small tree in the area. The two large trees will need inspecting by a suitably qualified tree surgeon and any recommendations implemented. Once dealt with the trees would need to be maintained as part of the 5-year tree stock inspection for which the Council builds an earmarked reserve. There have been complaints about these trees in the past and the Council will need to keep this in mind as part of how it maintains them. *The developer has agreed that it would fund the required work.* – **Medium Risk**

6.1.3 – Area 3

- Open grassed space which would require cutting with a ride on mower. Although the area is not adjacent to any current SNTC maintained spaces an operative could include it in grass cutting when in the vicinity, this will again increase the overall grass cutting time and resource but should be manageable – **Low Risk**
- There are two medium-sized trees that do not present immediate issues but will need to be factored into the Council’s tree stock management. – **Medium Risk**
- The trees are adjacent to a car park and in the vicinity of housing and may require regular pruning to ensure they stay manageable. – **Medium Risk**

6.1.4 – Area 4

- These are small verge areas surrounding a roundabout. There are 10 small trees which do not present any immediate issues. However, due to their location and proximity to a highway and houses they will need to be regularly pruned to ensure they remain easily manageable, this is a cost the Council will need to include to its tree maintenance budget. – **Medium Risk**
- There are a number of hedges that will need to be cut back/trimmed. – **Low Risk**

6.2 In summary;

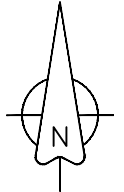
- If the Council were minded entering negotiations to adopt the land the grass cutting should be manageable, increasing an operative’s time in the vicinity by about 1 – 1.5 hours per visit.
- There are a number of large trees that may present immediate concerns and costs due to the need for work. The developer is offering to fund the required work to the trees as identified by a tree surgeon.
- The trees present longer-term maintenance issues as they add to the Council’s tree stock and the costs of maintaining that stock. The Council carries out a 5-year inspection and implements recommendations for work over a three year period. An earmarked reserve is established to cover the costs of this work.

7. Financial Implications

7.1 Persimmon Homes are proposing a one-off sum of £30,000 to be paid to the Council towards the maintenance and upkeep of the open spaces should the Council agree to adopt the land.


7.2 A further £4,980 in funding to the Council is proposed specifically to address tree work identified as required for trees on the site/s.

APPENDIX A



APPENDIX A



 Persimmon <small>Persimmon Homes (East Midlands)</small>		<small>Development</small> Medland Grove, St Neots	
<small>Drawing Title</small> Land Transfer Plan	<small>Date</small> 19/10/22	<small>Scale</small> 1/1250@A4	<small>Drawn / Checked by</small> EL
<small>Drawing Status</small> Legal	<small>Drawing Ref</small> A99/POS/001	<small>Rev</small> -	

APPENDIX B



APPENDIX C

AREA 1



Area 1 - Includes;

- 1) Open grass area adjacent to SNTC open grass space.
- 2) Pavement
- 3) 2 x large tree



APPENDIX C

AREA 2



Area 2 - Includes;

- 1) Open grass area
- 2) 2 established large trees
- 3) Smaller tree and mixed shrubs/bushes



APPENDIX C

AREA 3



Area 3 - Includes;

- 1) Open grass area
- 2) 2 x established large trees

APPENDIX C

AREA 4



Area 4 - Includes; 1) 10 x trees and mixed hedges / ground shrubs

ST NEOTS TOWN COUNCIL

Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	11th FEBRUARY 2025
Title:	DEPOT SECURITY
Author:	TOWN CLERK
Responsible Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To provide the Operations and Amenities Committee with an update following a break-in at the operations depot located at 12 Levellers Lane.
- 1.2 To seek a recommendation from the Committee on implementing further security measures to help manage the risk of break-ins.

2. Recommendations

- 2.1 That the committee note the information provided on a break-in at the operations depot building.
- 2.2 That the committee approves progressing installation of CCTV at the Operations Depot and recommends to the Finance and Governance Committee that the Council consider use of unspent funds in the Repairs and Maintenance budget.

3. Background

- 3.1 The Council previously carried out several measures to improve security of the operational depot. These measures have had a positive impact.
- 3.2 While implementing measures the Council did not progress with the installation of CCTV, which was one of the options considered.
- 3.2 The renewal of the lease for the depot building with Huntingdonshire District Council is currently being processed and a proposed new lease will be brought to the committee as soon as it has been received.

4. Information

- 4.1 The depot suffered from a break-in in January 2025. The Police and Operation Manager were quick to attend the scene when the alarm was activated and due to measures previously implemented by the Council no equipment or machinery was lost.

AGENDA ITEM 9**ATTACHMENT 8**

- 4.2 There was significant damage caused to the entrance points of the building as part of the break-in. These entrance/exit points have all been secured and a new front double door is being quoted for. The Council will go through HDC as part of making an insurance claim for costs associated with repair damage.
- 4.3 The Police have recommended that the Council re-consider CCTV provision at the depot building. As such the Operations Manager has obtained an updated quote for CCTV.
- 4.4 The quoted cost of installing CCTV at the depot building is £2,550. plus VAT. This includes;

CONTROL EQUIPMENT	8 Way Network video recorder is to be fitted in the Front Office
RECORDING CAPACITY	Hard Drive Size 4TB Minimum of 4 weeks recording
CAMERA INPUTS	The system is capable of a Maximum of 8 cameras
APP CONNECTION	Capable of being remotely viewed either by connection to a local router. Loss of connection due to a faulty or new Router may result in an engineer's visit to reconfigure the system. This may incur a callout charge.
MONITORS QTY 1	22 inch to be fitted in the Front Office
CAMERAS QTY x 6	Hikvision DS-2CD2345FWD-I 4MP fixed lens turret camera with IR. FEATURES: <ul style="list-style-type: none"> • 4MP high resolution • 2.8mm fixed lens • Powered by Darkfighter for Ultra Low Light • Triple stream • 3 axis mount • Up to 30m IR distance • H.265+ compression • 4 analytics • IP67 weatherproof • 120dB wide dynamic range • Supports on board storage (up to 128GB) • 12V DC & PoE (802.3af)
TURRETT CAMERA LOCATIONS	Camera 1: Front of the Building Audio and Movement Camera 2: Front of the Building Area (Front Right-hand corner of the building) Camera 3: Right Side Alleyway (Front Right-hand corner of the Building) Camera 4: Rear Fire Door (Back Left-hand corner of the Room) Camera 5: Front Roller Shutter (Front Left-hand corner of the Room) Camera 6: Reception (Back-Right-hand corner of the Room)

- 4.5 There would be an annual maintenance/service charge of £80.00.
- 4.6 Costs are also being investigated for an alarm call out/key holder service which would see a security company attend the site in the event of a out of hours break-in, providing support for officers attending and improving staff safety on site. Options and costs for the committee's consideration will be brought forward to the Council separately.

5. Financial Implications

- 5.1 The costs of repairing the roller shutter door are estimated to be £750. Quotes are currently being obtained to repair the fire doors and front doors damaged in the break-in.
- 5.2 The cost of installing CCTV as quoted by the Council's contractor that manages the CCTV to be installed at the Steve Van de Kerkhove Community Centre is £2,550 plus VAT.
- 5.3 The Council has a revenue budget for depot maintenance with a remaining balance of £1,723.
- 5.4 The Council has a revenue budget for repairs and maintenance of which there is a remaining balance of £3,995, however this budget is mainly intended for repair and maintenance of equipment rather than the building.

6. Legal Powers

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

ST NEOTS TOWN COUNCIL

Committee	OPERATIONS AND AMENITIES COMMITTEE
Date:	11th FEBRUARY 2025
Title:	ST MARY'S, ST NEOTS CHURCH WALL
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To update the committee with information on required repairs to the perimeter wall at St Mary's Parish Church in St Neots, for which the Town Council is responsible.
- 1.2 To provide the committee with the information on estimated duration of work and the cost to rebuild the perimeter wall at St Mary's Parish Church in St Neots, for which the Town Council is responsible.
- 1.3 To seek the approval and recommendation on funding to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

2. Recommendations

- 2.1 That the Committee approve and recommend that the Council carry on with the required works to rebuild the perimeter wall at St Mary's Parish Church in St Neots as designed and specified by Structural Engineer.
- 2.2 That the Committee delegates the officers to seek all relevant permissions from LPA, Highways and Diocese.
- 2.3 That the Committee delegates officers to look for any appropriate external grant funding and cost saving for the project prior to progressing the matter to the Finance and Governance Committee for consideration of funding.
- 2.4 That the Committee recommend to the Finance and Governance Committee that the Council approve in the funding up to £250,000.00 (subject to the external grants funding availability) from General Reserve to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

3. Background

- 3.1 As previously approved by the Committee and the Council, appointed Structural Engineer conducted the detailed survey and provided the full design and specifications for the rebuild of the wall.
- 3.2 Based on Structural Engineer's design and recommendation 5 specialist contractors were approached for the estimating the cost of the work. Three contractors have already returned with their quotes which allow the officers to estimate the total budget required to rebuild the wall.
- 3.3 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. By virtue of s.215(2) of the 1972 Act, a Parochial Parish Council 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 the maintenance and repair of the Churchyard.

4. Information

- 4.1 The estimated duration of the works to rebuild the church wall is 6 months, subject to appropriate weather conditions.
- 4.2 The most severe risk affecting the duration of work and the cost is related to the proximity of the graves to the area of works.
- 4.3 In case of any human remains found the works are to be stopped at the area and continued only after full examination of the remains and removal to the new burial place.
- 4.4 All the ground works are to be done with extra care. The contractors were asked to consider in their quotes:
 - Large amount of hand digging
 - Using a toothless bucket for digger
 - Long pauses in work or necessity to move to another section of the wall and reset the site

All this negatively affected the cost of works.

- 4.5 There is a risk of many unmarked services running next to the wall or crossing it. Detailed and multiple CAT-scanning is to be carried out during the work. Also, additional labourer required to watch the digger operations all the time.
- 4.6 Due to the recommendation and requirement of using the native materials above the ground, such as lime mortar, the brickwork can be done only in a good dry weather conditions with temperature above 5°. In order to complete the works in 2026 the project is to be started in May 2025 the latest or/and split between two contractors.

5. Financial Implications

- 5.1 Five contractors were approached to quote for the work as designed by Structural Engineer, except the bricks and coping stones for the above the ground brickwork.
- 5.2 Three contractors have already returned their quotes, two more to come. The received quotes allow to estimate the construction cost and start the approval process as well as looking for external sources of funding.
- 5.3 The cost estimate based on three quotes is:

company		Company 1	Company 2	Company 3
Job1	wall 1-2	£40,850.00	£44,600.00	£37,000.00
Job2	wall 3	£28,650.00	£29,800.00	£26,000.00
Job3	wall 4-5	£61,250.00	£62,250.00	£56,000.00
Job4	wall 6	£35,000.00	£35,650.00	£36,000.00
Tree removals		TBC *	£1,400.00	incl.
total work + materials		£165,750.00	£173,700.00	£155,000.00
less finish bricks and York stone copings				
allowance for bricks		£50,000.00	£50,000.00	£50,000.00
25000	£2	per brick		
allowance for copings		£2,500.00	£2,500.00	£2,500.00

contingency		£20,000.00	£20,000.00	£20,000.00
total cost estimate		£238,250.00	£246,200.00	£227,500.00
		<i>*plus trees</i>		

5.4 Opportunities to reduce the cost:

- Using external Grants for partial or full funding
- Further negotiations with contractors to lower costs
- Optimisation/control of all materials supply

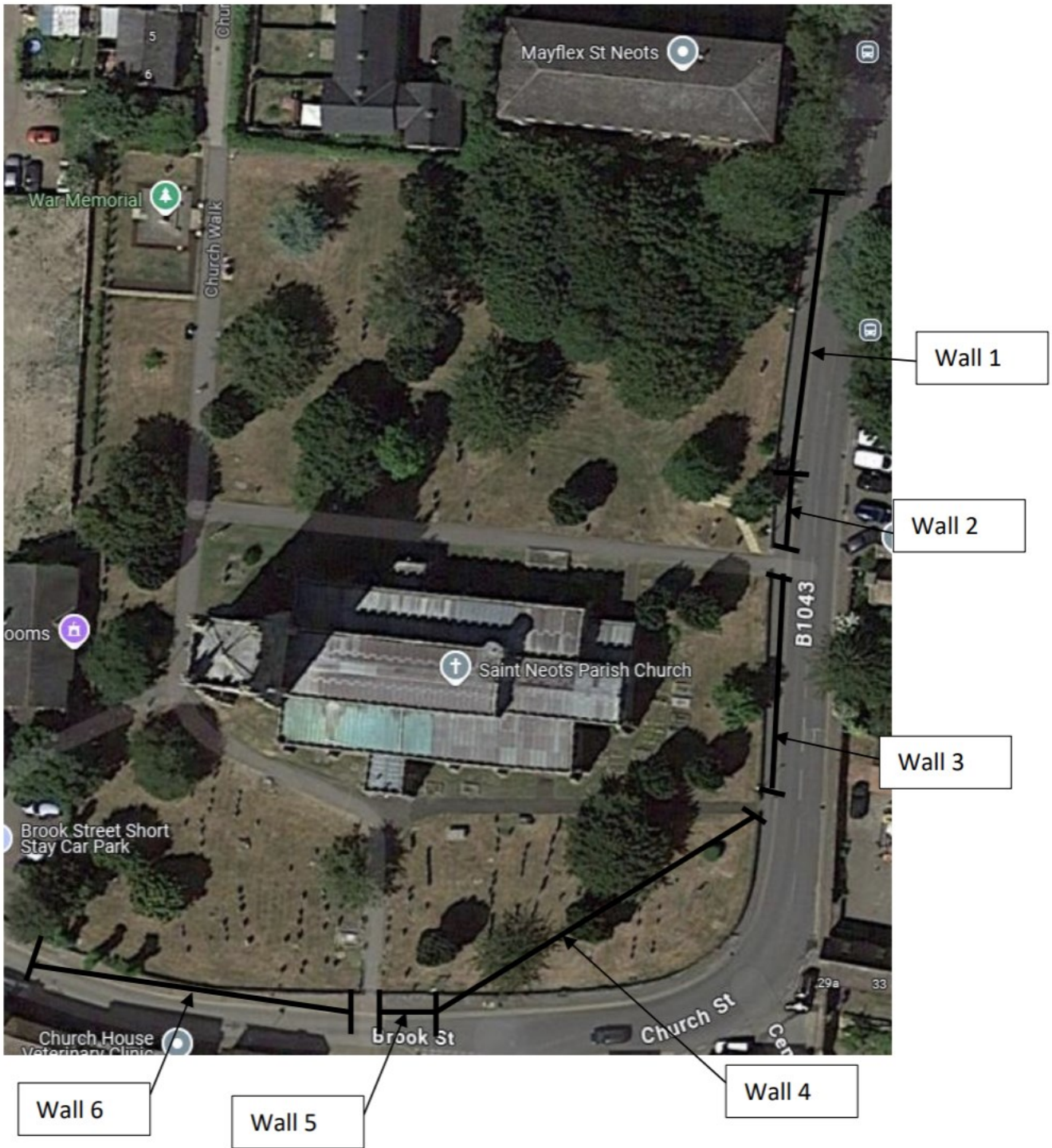
6. References and Legal Powers

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

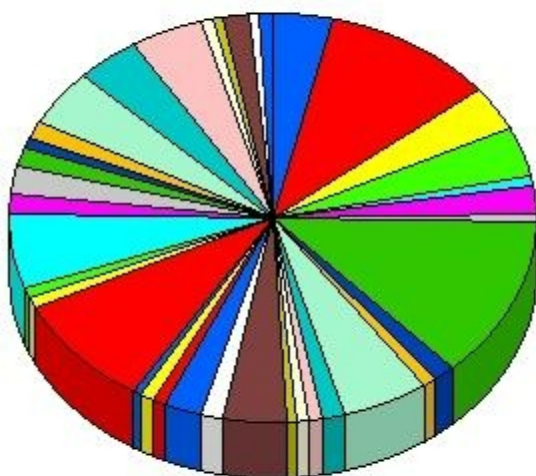




Incidents Summary Analysis by Zone

01/12/2024 00:00:00 to 31/12/2024 23:59:00

No. of Incidents by Sub Category



Aggravating Behaviour	10.4%
Assault	3.7%
Attempted Shoplifting (Deterred)	3.7%
Broken Down Vehicle	0.7%
Burglary	2.2%
Business Property	0.7%
Concern for Person	12.7%
Dangerous Driving	1.5%
Domestic Violence	0.7%
Drink Driving	5.2%
Drunk & Disorderly	1.5%
Fail to Stop	0.7%
Free Runners	0.7%
Help Points	0.7%
High Risk (Vulnerable) Misper	3.7%
Huntingdon	1.5%
Intruder Alarm	2.2%
Missing Person - Child	0.7%
Missing Persons - Adult	0.7%
Nudity (Partial/Full)	0.7%
Observation Request	9.0%
Other	0.7%
Person (with Violence)	0.7%
Person(s)	6.0%
Total:	100.0%

<u>Category</u>	<u>Total</u>
Affray	5
Aggravating Behaviour	14
Assault	5
Attempted Shoplifting (Deterred)	5
Broken Down Vehicle	1
Burglary	3
Business Property	1
Concern for Person	17
Dangerous Driving	2
Domestic Violence	1
Drink Driving	7
Drunk & Disorderly	2
Fail to Stop	1
Free Runners	1
Help Points	1
High Risk (Vulnerable) Misper	5
Huntingdon	2
Intruder Alarm	3
Missing Person - Child	1

	<u>Total</u>
Missing Persons - Adult	1
Nudity (Partial/Full)	1
Observation Request	12
Other	1
Person (with Violence)	1
Person(s)	8
Personal Attack Alarm	2
Possession	3
Public Disorder	2
Retail Theft	1
RTC	2
Shoplifting	6
St Neots	5
Sub Category Not Defined	6
Theft from Vehicle	1
Theft of Vehicle	1
Threats of Violence	2
Vehicle	1
Vehicle/Motorbike	1
Total No. of Incidents	134

Call Source Summary

Zone: Huntingdon

<u>Call Source</u>	<u>No. of Incidents</u>
CCTV Airwaves Police - Outbound	4
CCTV HBAC - Outbound	2
Data Handling Request - Police	1
Data Handling Request - Police (Dams)	1
HBAC Radio (Day/Night Time) - Inbound	16
HDC Local Authority	1
Non Used - Monitored Only	2
Police - Telephone	5
Police Airwave - Inbound	48
Police Other - Inbound	1

Total No. of Incidents in Zone Huntingdon: 81

Zone: Ramsey

<u>Call Source</u>	<u>No. of Incidents</u>
Police Airwave - Inbound	3

Total No. of Incidents in Zone Ramsey: 3

Zone: St Ives

<u>Call Source</u>	<u>No. of Incidents</u>
CCTV Airwaves Police - Outbound	1
HBAC Radio (Day/Night Time) - Inbound	6
Non Used - Monitored Only	2
Police - Telephone	2
Police Airwave - Inbound	15

Total No. of Incidents in Zone St Ives: 26

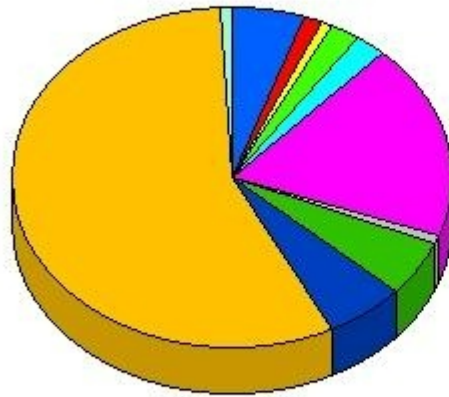
Zone: St Neots

<u>Call Source</u>	<u>No. of Incidents</u>
CCTV Airwaves Police - Outbound	2
Data Handling Request - Internal	1
Data Handling Request - Police	2
Data Handling Request - Police (Dams)	2
HBAC Radio (Day/Night Time) - Inbound	3
Non Used - Monitored Only	3
Police - Telephone	1
Police Airwave - Inbound	10

Total No. of Incidents in Zone St Neots: 24

Total No. of Incidents : 134

No. of Incidents by Call Source



CCTV Airwaves Police - Outbound	5.2%
CCTV HBAC - Outbound	1.5%
Data Handling Request - Internal	0.7%
Data Handling Request - Police	2.2%
Data Handling Request - Police (Dams)	2.2%
HBAC Radio (Day/Night Time) - Inbound	18.7%
HDC Local Authority	0.7%
Non Used - Monitored Only	5.2%
Police - Telephone	6.0%
Police Airwave - Inbound	56.7%
Police Other - Inbound	0.7%
Total:	100.0%

Camera Summary

Zone: Huntingdon

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1001 High St St Marys St 73	High Street/St Marys Street	11
1002 High St Hartford Rd 74	High Street/Hartford Road	13
1003 High St/St Benedicts Co	High St/St Benedicts Court	27
1004 High Street/Germain Wa	High Street/Germain Walk	15
1005 Market Hill (79)	Market Hill	20
1006 High St George St 80	High Street/George Street	17
1007 High Street North (81)	High Street North	10
1008 St Johns Street/High St	St Johns Street/High Street	11
1009 St Benedicts Court Cen	St Benedicts Court Centre	9
1010 Princes Street/All Saints	Princes Street/All Saints Passage	6
1011 Princes Street/Bus Stat	Princes Street/Bus Station	9
1012 Princes Street Car Park (Princes Street Car Park	7
1013 Trinity Place Car Park (Trinity Place Car Park	12
1014 St Benedicts Court/Wait	St Benedicts Courtb/Waitrose	5
1015 Chequers Court/St Germ	Chequers Court/St Germain	17
1016 Grammer School Walk (Grammer School Walk	8
1017 Walden Road/Bus Stat	Walden Road/Bus Station	8
1018 Great Northern Street C	Great Northern Street Car Park	6
1019 Sallowbush Road (90)	Sallowbush Road	5
1020 Suffolk House (92)	Suffolk House	5
1021 Oak Tree Centre/Sapley	Oak Tree Centre/Sapley Shops	6
1022 Huntingdon Rec Centr	Huntingdon Rec Centre/St Peters Road	6
1023 Huntingdon Rec Centr	Huntingdon Rec Centre/Swimming Pool C	3
1024 Riverside Car Park (98)	Riverside Car Park	6
1025 Sainsburys CP 1 (99)	Sainsburys Car Park 1	18
1026 Sainsburys CP 2 (100)	Sainsburys Car Park 2	20
1027 Bridge Place CP 1 (110)	Bridge Place Car Park 1	3
1028 Bridge Place CP 2 (111)	Bridge Place Car Park 2	5
1029 St Peters Road/Clifton R	St Peters Road/Clifton Road	2
1030 Castle Hill (114)	Castle Hill	3
1031 Medway Centre 1 (105)	Medway Centre 1	4
1033 St Germain Street Car P	St Germain Street Car Park	4
1036 Brampton Road/George	Brampton Road/George Street	8
1037 High Street South/Rive	High Street South/Riverside Road	11
1038 Ermine Street (120)	Ermine Street	8
1039 Nene Road (76)	Nene Road	4
1040 Stukeley Meadows Ska	Stukeley Meadows Skate Park	3
1043 Huntingdon Bus Station	Huntingdon Bus Station	2
1044 Huntingdon Bus Station	Huntingdon Bus Station	1
1045 Huntingdon Bus Station	Huntingdon Bus Station	1
1046 Huntingdon Bus Station	Huntingdon Bus Station	1
1047 George Street/St John S	George Street/St John Street	12
1048 Bloomfield Park	Town/Bloomfield Park	2
1049 Coneygear Park	Coneygear Road	3
1515 Emergency Stairs Exter	Huntingdon Multistorey	1
5022 Central Walkway	HDC Pathfinder Hse - Outside Cental Wa	1

Total No. of Incidents in Zone Huntingdon:

81

Zone: Ramsey

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1401 High Street/Great Whyt	High Street/Great Whyte	1
1402 Great Whyte/Little Why	Great Whyte/Little Whyte	2
1403 Little Whyte (35)	Little Whyte	1
1404 The Mews Car Park (3	The Mews Car Park	2
1405 Ramsey Fire Station	Great Whyte	2

Total No. of Incidents in Zone Ramsey: 3

Zone: St Ives

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1301 Market Road/Priory Ro	Market Road/Priory Road	6
1302 Market Hill (49)	Market Hill	4
1303 Bridge Street/Crown St	Bridge Street/Crown Street	7
1304 The Broadway (51)	The Broadway	12
1305 The Waits/Ramsey Roa	The Waits/Ramsey Road	11
1306 White Hart Lane/The Q	White Hart Lane/The Quadrant	4
1307 Crown Place East Street	Crown Place East Street	4
1308 The Quay/Bridge Street	The Quay/Bridge Street	7
1309 Warners Park (58)	Warners Park	1
1310 Globe Car Park/West S	Globe Car Park/West Street	4
1311 Waitrose Car Park (43)	Waitrose Car Park	3
1313 Short Stay Car Park Cen	Short Stay Car Park Central	2
1314 Bus Station/Cattle Mark	Bus Station/Cattle Market Car Park	5
1315 Darwood Road Car Par	Darwood Road Car Park	4
1317 London Road (59)	London Road	6
1318 Ramsey Road/Kings He	Ramsey Road/Kings Hedges	6
1319 St Ivo Centre Car Park 1	St Ivo Centre Car Park 1	1

Total No. of Incidents in Zone St Ives: 26

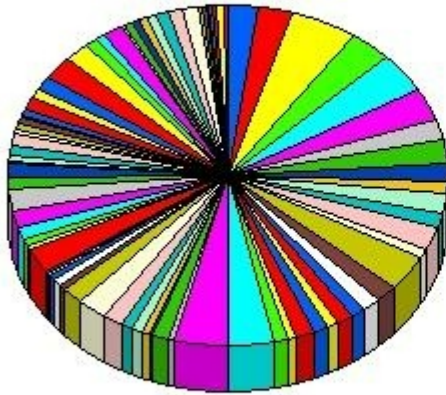
Zone: St Neots

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1101 Riverside Car Park (1)	Riverside Car Park	7
1102 Market Square 1 (2)	Market Square 1	8
1103 South Street/High Street	South Street/High Street	10
1104 High Street (6)	High Street	6
1105 High Street/Huntingdon	High Street/Huntingdon Street	7
1106 Market Street 2 (3)	Market Street 2	2
1107 South Street (4)	South Street	3
1109 Tebbutts Road Car Park	Tebbutts Road Car Park	4
1110 Priory Lane (10)	Priory Lane	5
1111 New Street/Tan Yard (New Street/Tan Yard	4
1112 Skateboard Park (13)	Skateboard Park	2
1119 Brook Street (19)	Brooks Street	3
1120 Priory Park Pavillion 1 (Priory Park Pavillion 1	2
1121 Priory Park Pavillion 2 (Priory Park Pavillion 2	2

Total No. of Incidents in Zone St Neots: 24

Total No. of Incidents : 131

No. of Incidents by Camera



1001 High Street (73)	2.1%
1002 High St Hartford Rd 74	2.5%
1003 High St/St Benedicts Court (75)	5.2%
1004 High Street/Germain Walk (78)	2.9%
1005 Market Hill (79)	3.9%
1006 High St George St 80	3.3%
1007 High Street North (81)	1.9%
1008 St Johns Street/High Street (108)	2.1%
1009 St Benedicts Court Centre (77)	1.7%
1010 Princes Street/All Saints Passage (82)	1.2%
1011 Princes Street/Bus Station (83)	1.7%
1012 Princes Street Car Park (84)	1.3%
1013 Trinity Place Car Park (86)	2.3%
1014 St Benedicts Court/Walrose (89)	1.0%
1015 Chequers Court/St Germain (97)	3.3%
1016 Grammer School Walk (115)	1.5%
1017 Walden Road/Bus Station (117)	1.5%
1018 Great Nothern Street Car Park (88)	1.2%
1019 Sallowbush Road (90)	1.0%
1020 Suffolk House (92)	1.0%
1021 Oak Tree Centre/Sapley Shops (94)	1.2%
1022 Huntingdon Rec Centre/St Peters Road (95)	1.2%
Total:	100.0%

HAWK EYE

Huntingdonshire District
& Cambridge City Council

Shared Service Monitoring Centre

Q3 Performance Review

Financial Year 2024/25

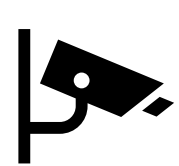


CONTENTS

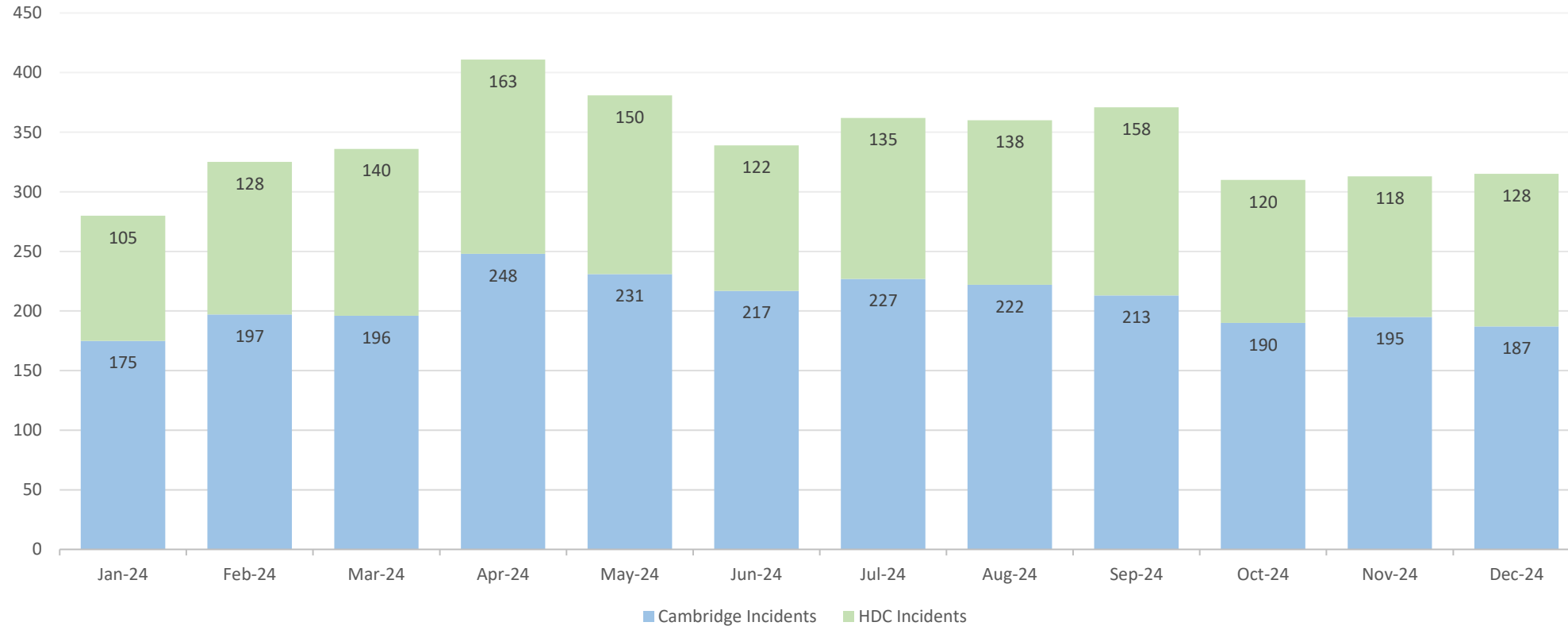
- TOPLINE SERVICE PERFORMANCE
- CCTV INCIDENT HIGHLIGHTS
- CCTV IN THE NEWS
- APPENDIX

TOPLINE SERVICE PERFORMANCE



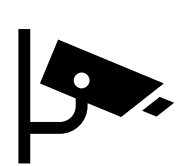


TOTAL CCTV INCIDENTS BY COUNCIL APRIL 2024 – DECEMBER 2024



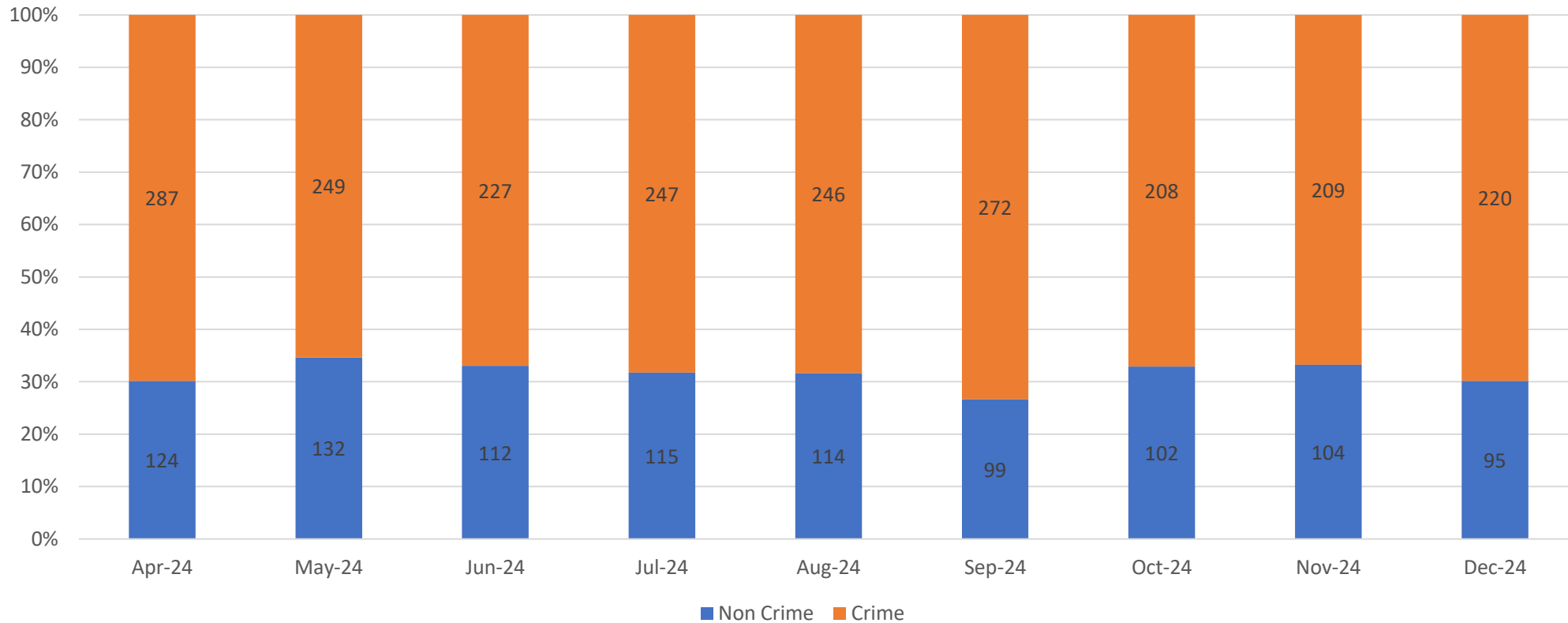
This chart shows the total number of CCTV incidents split by HDC and Cambridge City Council. The team have logged a total of 938 incidents between October and December 2024, this is a decrease on the previous year's figure – 1177 incidents.

The incidents are split into crime/non-crime and by zone in the next slides.



TOTAL CCTV INCIDENTS: CRIME VS NON-CRIME % SPLIT

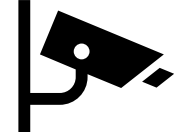
APRIL 2024 – DECEMBER 2024



This chart shows the percentage of crime vs. non-crime incidents across the shared service.

The table on the right shows the movement % compared to last year's figures.

	Oct '23 – Dec '23	Oct '24 – Dec '24	Movement %
Crime	784	637	- 18%
Non-Crime	361	301	- 16%



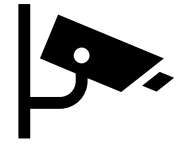
TOTAL CCTV CRIME INCIDENTS BY CATEGORY APRIL 2024 – DECEMBER 2024

	Sum of Apr-24	Sum of May-24	Sum of Jun-24	Sum of Jul-24	Sum of Aug-24	Sum of Sep-24	Sum of Oct-24	Sum of Nov-24	Sum of Dec-24
Anti Social Behaviour	70	57	53	62	58	49	36	48	49
Begging/Vagrancy	1	3	1	2	0	1	2	3	1
Breach of Conditions	5	6	5	9	4	3	6	3	2
Criminal Damage	6	11	3	4	5	13	4	4	7
Drug Offences	8	8	7	12	7	7	5	8	10
Fraud	4	4	1	0	1	2	2	3	1
Hoax Calls	0	0	0	0	0	0	0	0	0
Possession of Offensive Weapon	10	7	4	7	10	6	9	1	3
Public Indecency	0	1	2	0	0	4	1	2	1
Road Traffic Incidents	5	5	3	6	13	6	10	16	6
Road Traffic Offences	26	4	16	11	17	12	13	4	13
Robbery / theft	3	6	5	7	1	9	4	2	3
Sexual offences	2	5	2	1	2	0	3	3	0
Suspicious Activity	36	12	22	12	17	30	10	9	17
Theft / Shoplifting	54	49	42	48	46	53	42	47	52
Violence	49	60	46	53	57	69	48	43	46
Wanted Person	8	11	15	13	8	8	12	13	9
Kidnapping	0	0	0	0	0	0	1	0	0
Grand Total	287	249	227	247	246	272	208	209	220

The table above shows the total crime incidents recorded between April and December 2024, broken down into categories. As you can see from the highlighted rows, 'Anti-social behaviour', 'Theft/Shoplifting' and 'Violence' remain consistently higher than other categories.

The table to the right shows the significant increases and decreases over the last quarter, compared to 2023 figures.

Category	Oct '23 – Dec '23	Oct '24 – Dec '24	Movement %
Possession of offensive weapon	27	13	- 52%
Suspicious Activity	75	36	- 52%
Breach of Conditions	21	11	- 47.6%



TOTAL CCTV NON-CRIME INCIDENTS BY CATEGORY

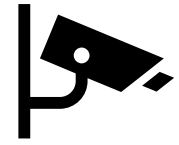
APRIL 2024 – DECEMBER 2024

	Sum of Apr-24	Sum of May-24	Sum of Jun-24	Sum of Jul-24	Sum of Aug-24	Sum of Sep-24	Sum of Oct-24	Sum of Nov-24	Sum of Dec-24
Alarm Activation	10	11	10	17	8	13	7	9	7
Ambulance Incident	2	2	2	4	3	1	4	4	2
Demonstration/Protest	5	11	4	1	4	4	0	7	1
Fire Incident	3	0	2	0	3	2	4	1	1
Police Incident	17	23	19	10	17	16	12	23	22
Public Welfare	87	85	75	83	79	63	75	60	62
Grand Total	124	132	112	115	114	99	102	104	95

The table above shows the total non-crime incidents recorded since April 2024, broken down into categories.

Public welfare remains the highest category, consistently making up over 50% of the total figures. There have been 669 public welfare incidents recorded since April 2024 - see table below for a breakdown of these incidents.

Row Labels	Sum of Apr-24	Sum of May-24	Sum of Jun-24	Sum of Jul-24	Sum of Aug-24	Sum of Sep-24	Sum of Oct-24	Sum of Nov-24	Sum of Dec-24
Concern for Person	51	56	49	47	54	43	51	43	46
Drunk & Incapable	3	0	1	0	2	1	3	0	0
High Risk (Vulnerable) Misper	11	5	3	4	8	7	2	6	8
Missing Person - Child	7	7	10	21	11	4	8	4	3
Missing Persons - Adult	11	16	11	10	4	7	8	6	5
Other	1	1	1	1	0	1	3	1	0
Grand Total	84	85	75	83	79	63	75	60	62



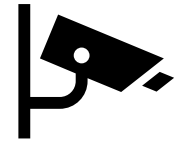
CRIME INCIDENTS BY CATEGORY & ZONE

OCTOBER 2024 – DECEMBER 2024



Row Labels	Sum of Cambs City	Sum of Huntingdon	Sum of St Ives	Sum of St Neots	Sum of Ramsey	Sum of Godmanchester	Sum of Yaxley	Sum of Stilton
Anti Social Behaviour	75	39	5	6	8	0	0	0
Begging/Vagrancy	6	0	0	0	0	0	0	0
Breach of Conditions	6	5	0	0	0	0	0	0
Criminal Damage	10	3	1	0	1	0	0	0
Drug Offences	16	3	2	2	0	0	0	0
Fraud	4	0	0	2	0	0	0	0
Hoax Calls	0	0	0	0	0	0	0	0
Possession of Offensive Weapon	12	1	0	0	0	0	0	0
Public Indecency	1	3	0	0	0	0	0	0
Road Traffic Incidents	17	7	3	4	1	0	0	0
Road Traffic Offences	11	10	4	5	0	0	0	0
Sexual offences	4	1	1	0	0	0	0	0
Suspicious Activity	16	14	1	4	1	0	0	0
Theft / Shoplifting	91	34	6	7	3	0	0	0
Violence	89	24	14	7	3	0	0	0
Wanted Person	26	7	0	1	0	0	0	0
Robbery	6	0	1	0	2	0	0	0
Kidnapping	0	0	0	1	0	0	0	0
Grand Total	390	151	38	39	19	0	0	0

Note - you can find pie charts for each zone in the appendix



NON - CRIME INCIDENTS BY CATEGORY & ZONE OCTOBER 2024 – DECEMBER 2024

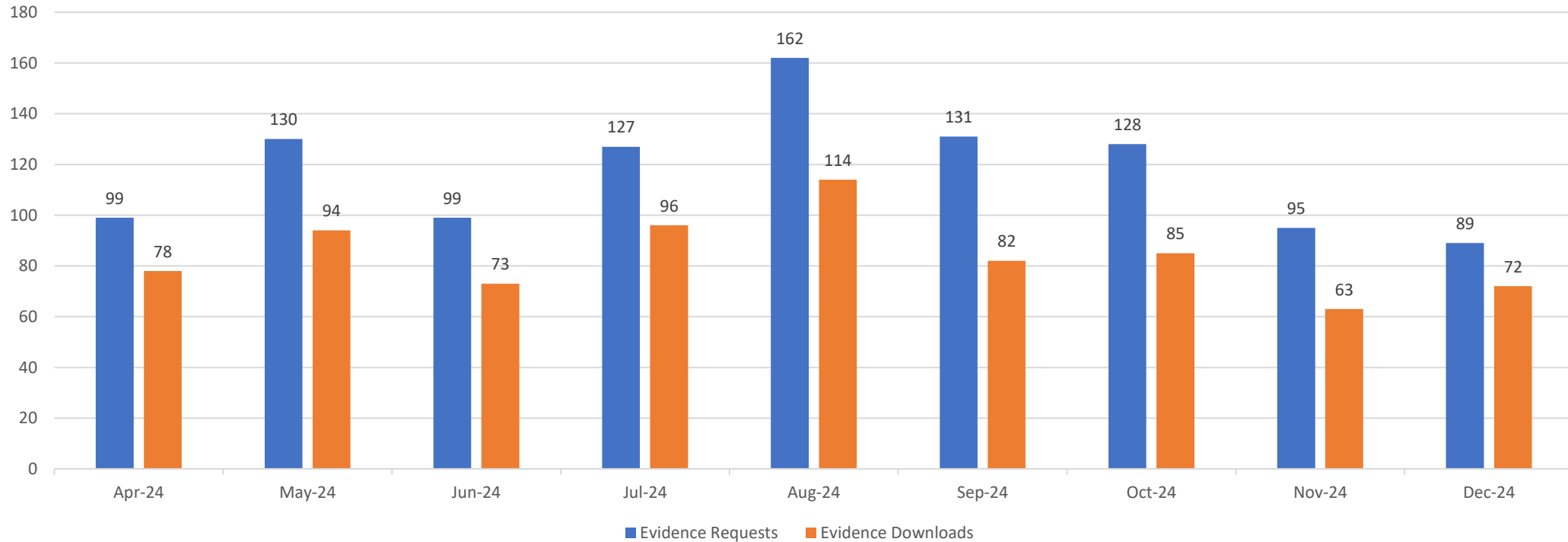


Row Labels	Sum of Cambs City	Sum of Huntingdon	Sum of St Ives	Sum of St Neots	Sum of Ramsey	Sum of Godmanchester	Sum of Yaxley	Sum of Stilton
Alarm Activation	14	5	0	4	0	0	0	0
Ambulance Incident	8	1	0	1	0	0	0	0
Demonstration/Protest	8	0	0	0	0	0	0	0
Fire Incident	2	2	0	1	1	0	0	0
Police Incident	28	23	2	3	1	0	0	0
Public Welfare	122	42	10	21	2	0	0	0
Grand Total	182	73	12	30	4	0	0	0

Note - you can find pie charts for each zone in the appendix



TOTAL CCTV EVIDENCE REQUEST & DOWNLOADS APRIL 2024 – DECEMBER 2024



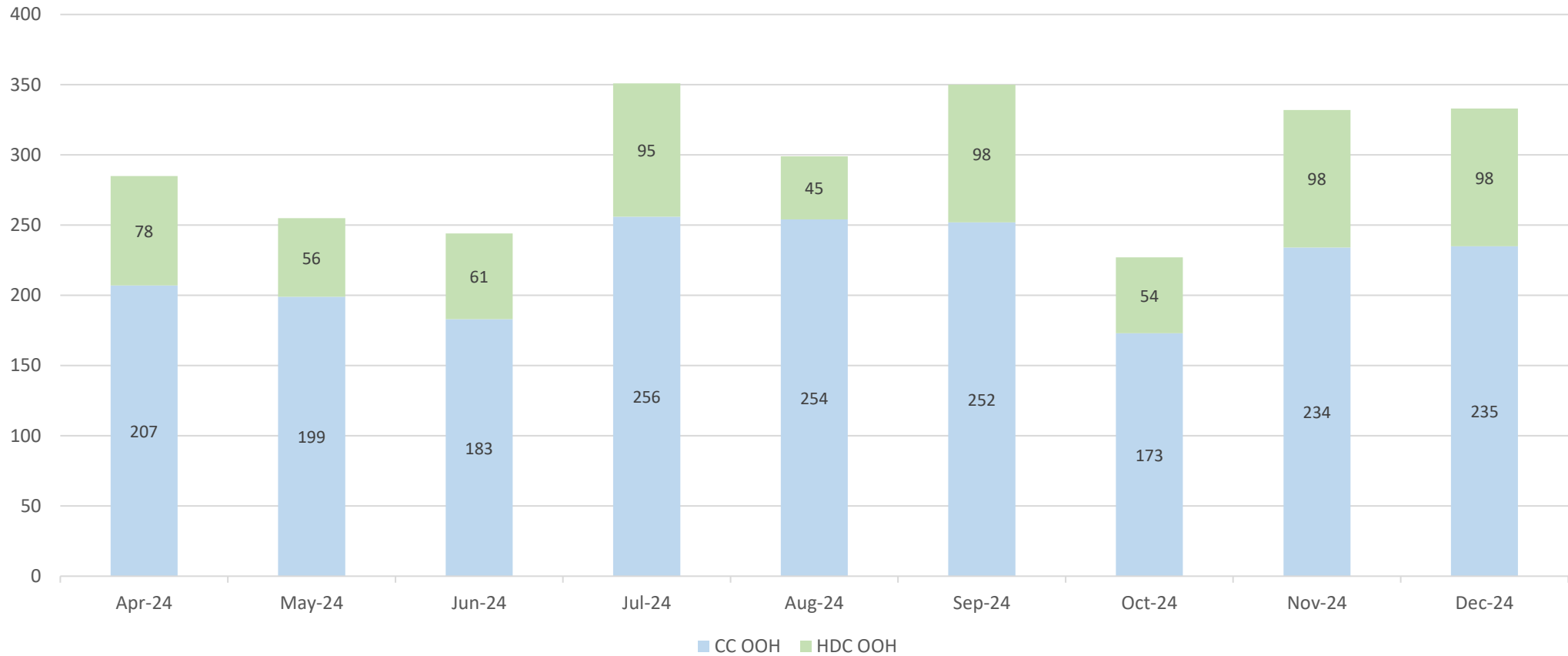
This chart shows the number of evidence requests and downloads since April 2024.

The table shows the quarterly figures compared to 2023. The number of downloads are continuing to grow due to the success of the DAMS system, a 59% increase compared to the same period last year.

	Apr '23 – Dec '23	Apr '24 – Dec '24	% movement
Evidence Requests	1034	1060	+ 3%
Evidence Downloads	476	757	+ 59%



TOTAL OUT OF HOURS CALLS RECEIVED APRIL 2024 – DECEMBER 2024

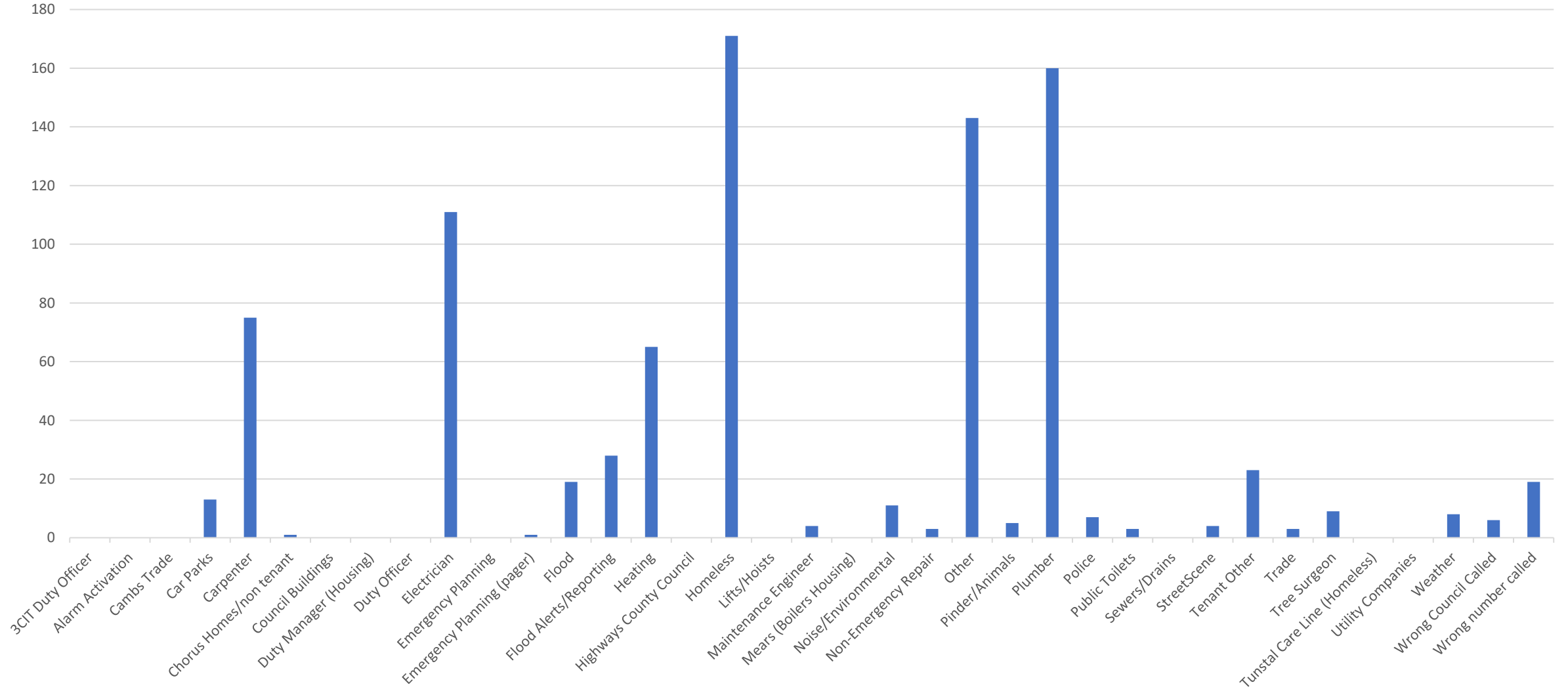


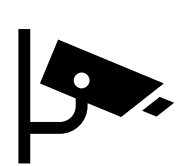
- OOH call numbers dipped slightly in October but were back up again in November and December.
- A total of 2676 calls have been received since April 2024.



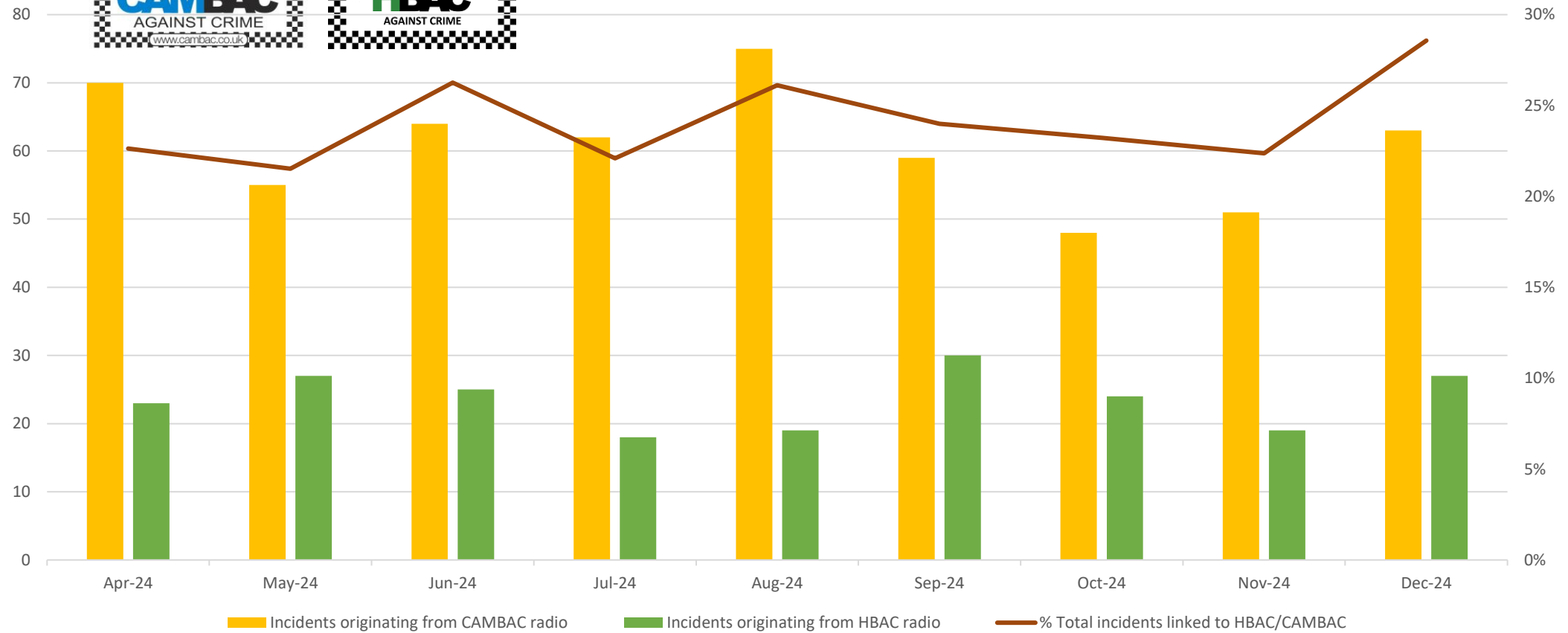
OUT OF HOURS CALL CATEGORIES

APRIL 2024 – DECEMBER 2024





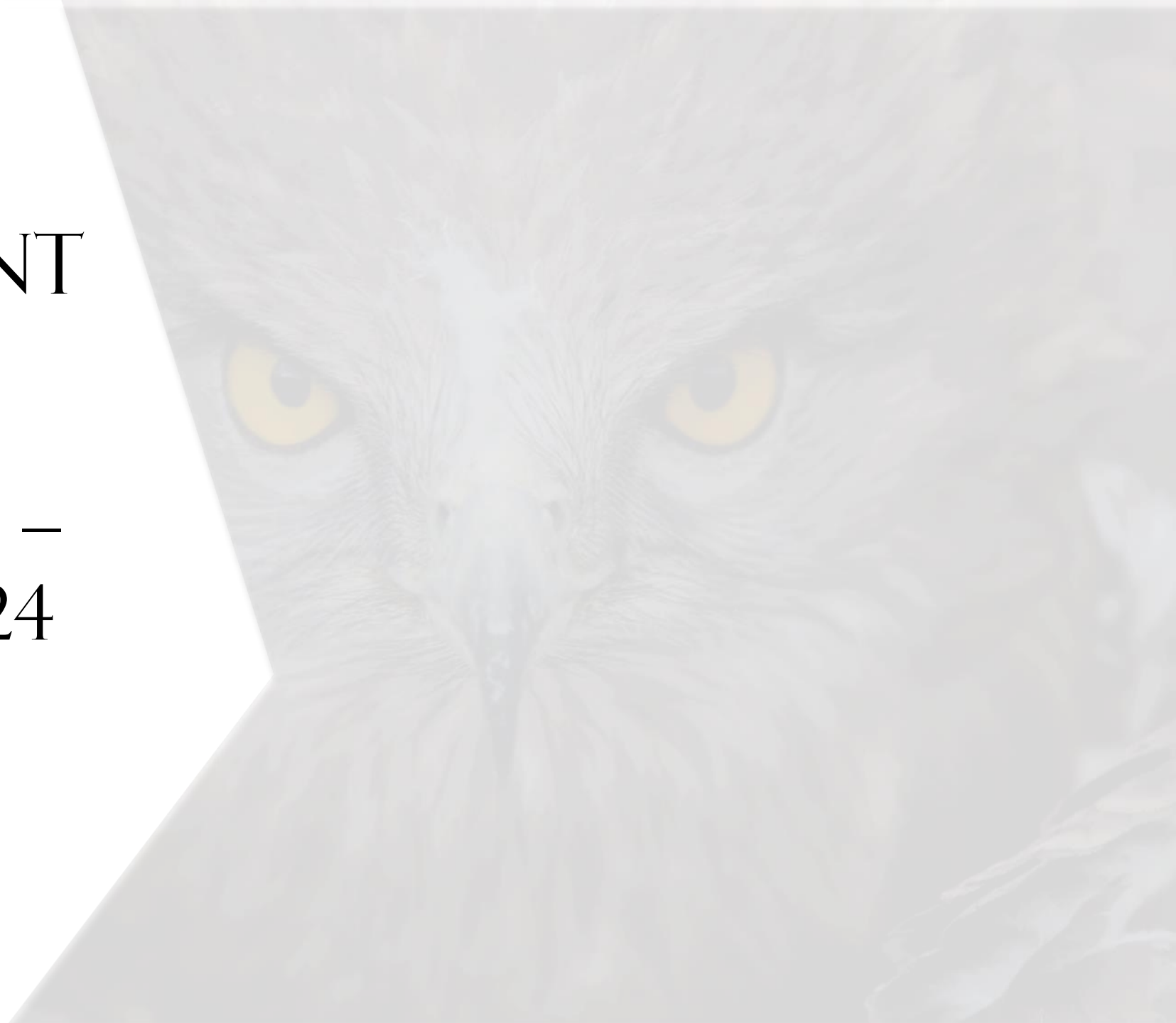
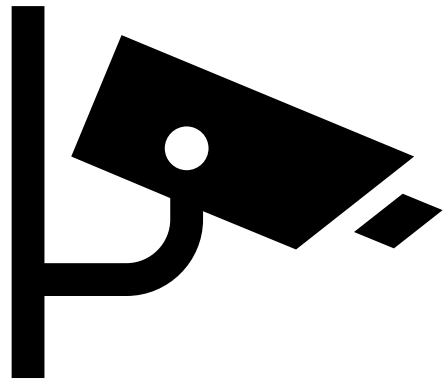
TOTAL CCTV INCIDENTS LINKED TO HBAC & CAMBAC APRIL 2024 – DECEMBER 2024



The chart above shows the number of incidents directly linked to the CAMBAC and HBAC radios. The dark red line shows the total percentage of all incidents recorded.

CCTV INCIDENT HIGHLIGHTS

OCTOBER 2024 –
DECEMBER 2024



CCTV INCIDENT HIGHLIGHTS

- Our CCTV Operators regularly achieve fantastic results, we would like to share several highlights captured over the last quarter.
- The following incident write ups include a mx of crime and non-crime across both councils.
- We have experienced some excellent results; from pro-active arrests to tracking down some of our most vulnerable residents; saving lives and preventing crime from the control room.



Incident 27558 – 25th October 2024 – PM, LT

4 X ARRESTED FOR DRUGS AND OFFENSIVE WEAPONS

Operators spotted a male acting suspiciously at the rear of a city centre premises, he was clearly seen holding a knife. He was soon joined by 2 other males also carrying large, machete type knives. Police were immediately informed over the airwaves and units were deployed.

One of the males left the scene in a vehicle, the licence plate and direction of travel were relayed to police, the car was soon stopped by officers and the male arrested for possession of a bladed article and having possession of class A drugs.

The other males left the original location on foot, operators used cameras to track their movements. Eventually they were all located and arrested. In total, 4 males were arrested for possession of offensive weapons and class A drugs.

Later, a police inspector called to thank CCTV staff for their help with this incident. A great result and dangerous weapons removed from the streets.

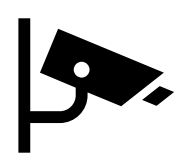
Incident 27879 – 15th November 2024 – EFF. PD

AGGRESSIVE BEGGING & SEXUAL OFFENCE

The operator on duty spotted a male who he believed to be involved with an earlier incident, his description was taken and information relayed to police.

The suspect was seen walking around the city centre, aggressively begging members of the public and being verbally abusive to them. He appeared to get more and more agitated as he was continually refused money and was then seen slapping the rear of a female who refused to help him. The sexual offence details were passed to police and officers were immediately despatched, he was arrested shortly after.

Another great proactive incident and a predatory male arrested.



RE-ACTIVE INCIDENT – CONCERN FOR PERSON – HUNTINGDON



Incident 27949 – 19th November 2024 – MO

CONCERN FOR PERSON

A call from police via the airwaves requested observations for a female who was believed to be suicidal, her description and last known location were received. Cameras were deployed and the female was quickly located, her location was relayed to police and the operator helped to guide officers to where she was sat.

As the officers approached, the female ran away and tried to hide. Operators were still able to maintain observations and she was eventually detained. When searched she was found to be in possession of a bladed article, for which she was arrested.

RE-ACTIVE INCIDENT – SHOPLIFTING – CAMBS CITY



Incident 28296 – 12th December 2024 – MO, RS

PROLIFIC SHOPLIFTER ARRESTED

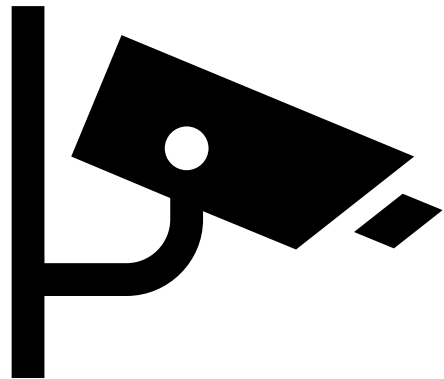
Operators received a call across the CAMBAC radio from a city centre shop, advising that a female shoplifter had just left their store with a large amount of meat in a black rucksack.

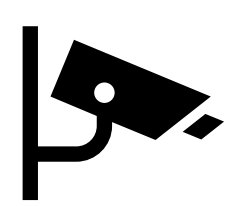
Cameras were deployed and a local area search carried out, at the same time a review of footage showed the female getting onto a mobility scooter and heading back towards the shops. This information was relayed to all stores in the area.

Another call via the CAMBAC radio came through, this time the shoplifter had been caught by store security concealing more items. Police were soon on scene and arrested the female who was already wanted for other shoplifting offences.

CCTV IN THE NEWS

OCTOBER 2024 –
DECEMBER 2024





CCTV IN THE NEWS



Aggressive beggar who spat on a Cambridge resident has been jailed

Court news
News

Published: 13:49 05/12/2024

An aggressive beggar who spat on a Cambridge resident in an unprovoked attack has been jailed.

Jason Allum, 38, of Edgecombe, Cambridge, was handed an indefinite Criminal Behaviour Order (CBO) in April 2023 with conditions "not to act in an anti-social or disorderly manner, that causes or is likely to cause nuisance, disruption or annoyance to any person in Cambridge" and enter an exclusion zone within the city.

Between 12 July and 2 August, Allum breached the conditions of his CBO 14 times which were all captured on CCTV.

On 27 July Allum spat on a woman, who was unknown to him, in Petty Cutty in an unprovoked attack.

At Cambridge Crown Court today (5 December), Allum was sentenced to two years and one month in prison after pleading guilty to 14 breaches of a CBO and common assault. His CBO remains in place.

[Aggressive beggar who spat on a Cambridge resident has been jailed | Cambridgeshire Constabulary](#)

Shop thief stole coffee machine and four handbags



A shop thief who stole a coffee machine and four handbags has been sentenced.

On 4 March, Shaun Burrows was captured on CCTV stealing the £399.99 Nespresso machine from John Lewis in Cambridge.

He took it from the shelf, walked out of the shop and put it on his handlebars before riding off without paying.

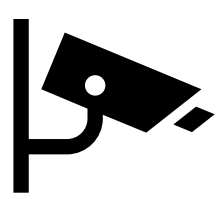
A few months later on 25 October he was witnessed by a member of staff and CCTV at TK Maxx in Market Street to steal four ladies bags worth almost £200.

The 47-year-old activated the alarm and was stopped from cycling off by a member of staff. Police officers on patrol nearby then arrested him.

At Cambridge Magistrates' Court on Thursday (28 November), Burrows, of Victoria Road, was sentenced to eight months in prison, suspended for 12 months, after pleading guilty to two counts of shoplifting. He must also carry out 150 hours unpaid work and pay John Lewis £379.99 in compensation.

PC Charis Sparkes, who investigated, said: "People often think that shoplifting is a victimless crime but it causes misery to shop owners and their employees. Frequent shoplifting often results in an increase in pricing which in turn affects us all."

[Shop thief stole coffee machine and four handbags | Cambridgeshire Constabulary](#)



CCTV COMPLIMENTS



Both police and premises have advised that the support that they received from CCTV over the weekend via the CAMBAC radio was exceptional.

Thank you for taking VAWG and predatory behaviour so seriously!

Hannah Hancock
Business Crime Manager
 19/11/24

Just want to say, this is an EXCELLENT spot – we will do some work into this.

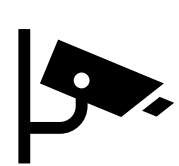
Really appreciate all your help 😊

Pc 0276 Olivia Orme
Cambridge City Neighbourhoods, North City Team – Arbury and Chesterton
 29/12/24

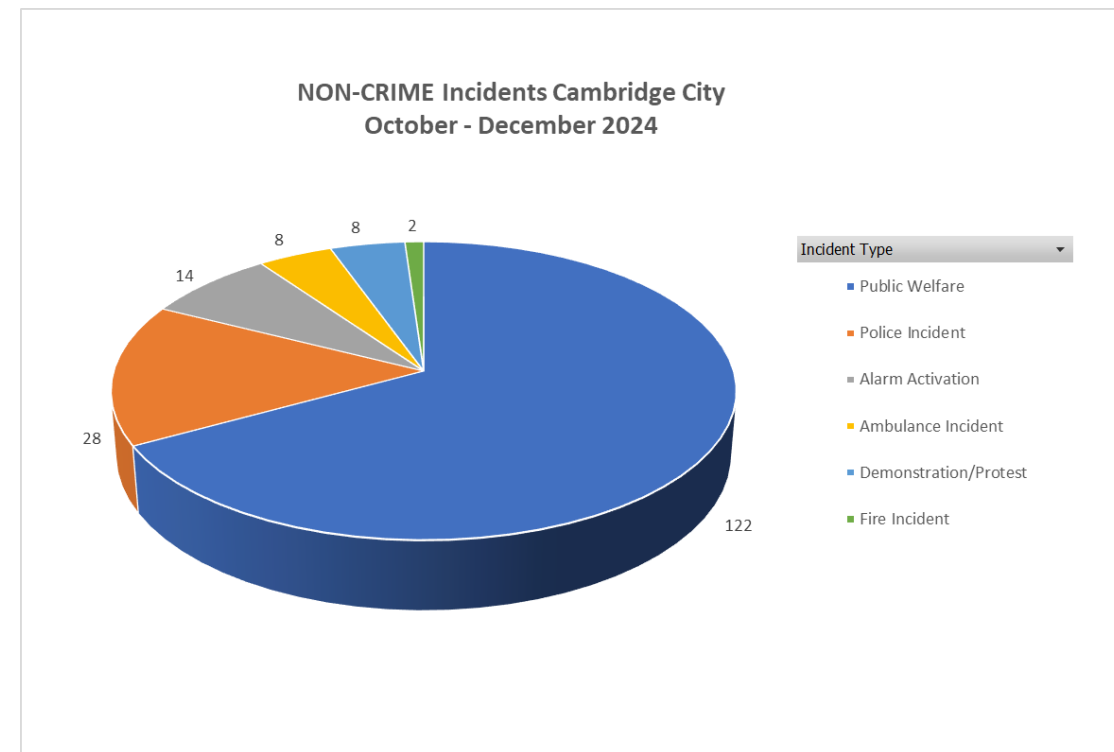
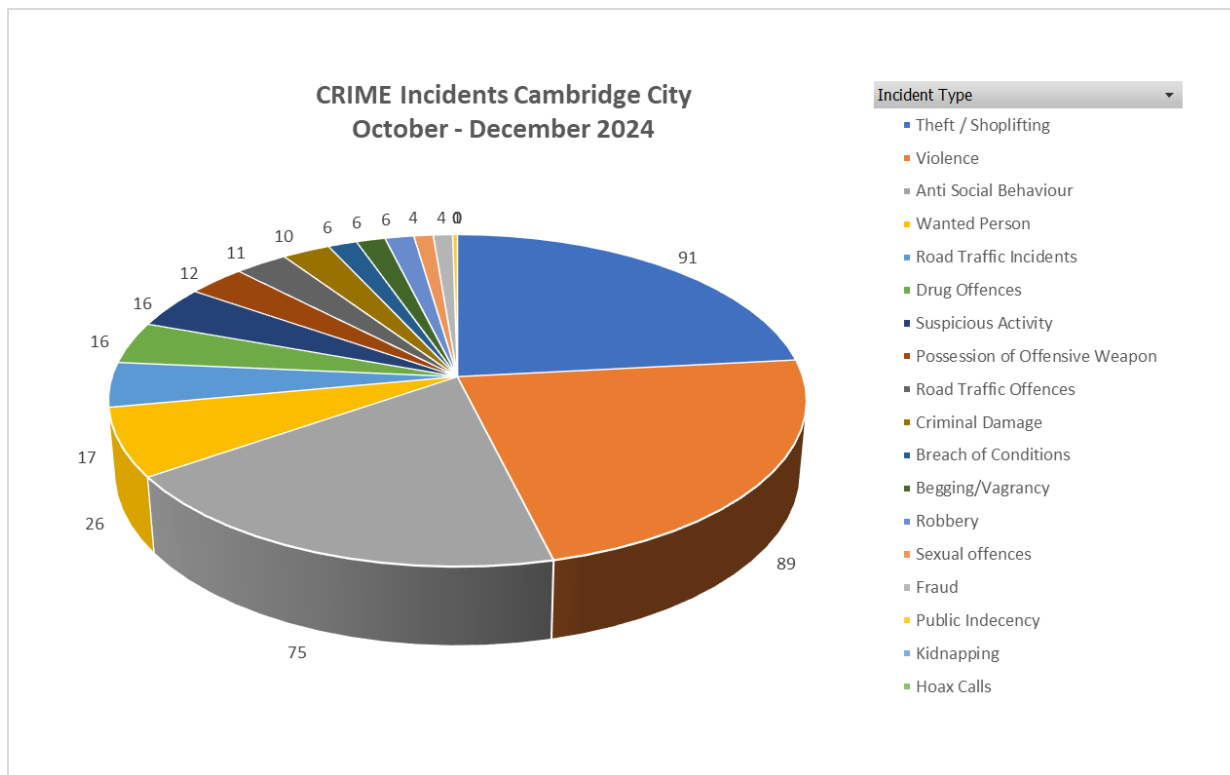
	Total for October to December 2024
Compliments Received	4
Complaints Received	0

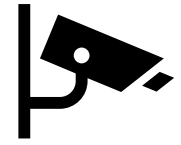
APPENDIX



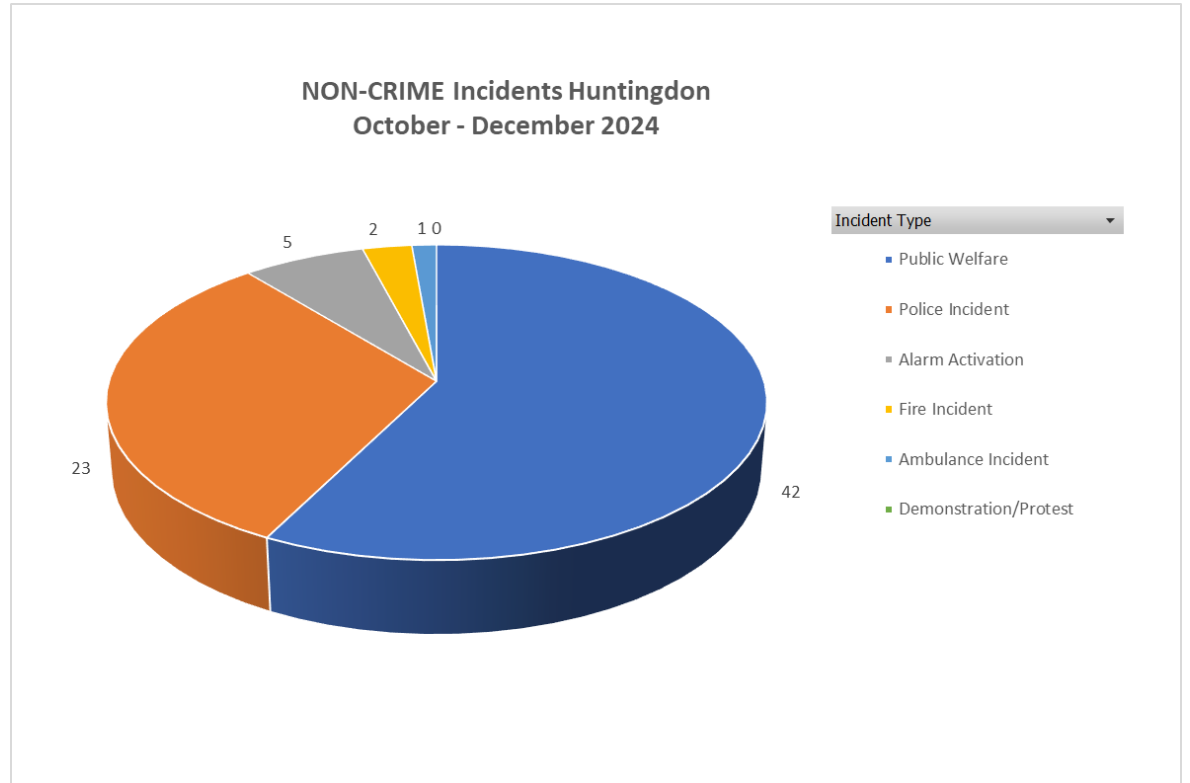
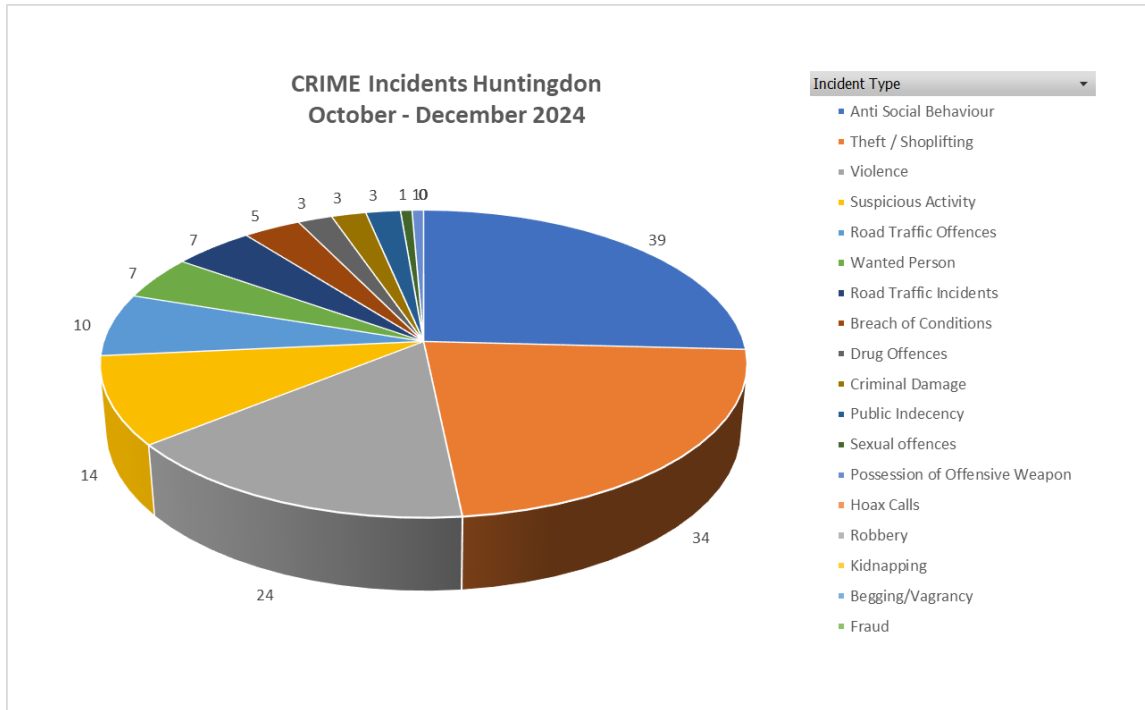


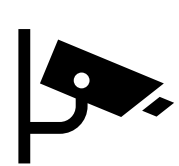
TOTAL INCIDENTS BY CATEGORY – CAMBS CITY OCTOBER 2024 – DECEMBER 2024



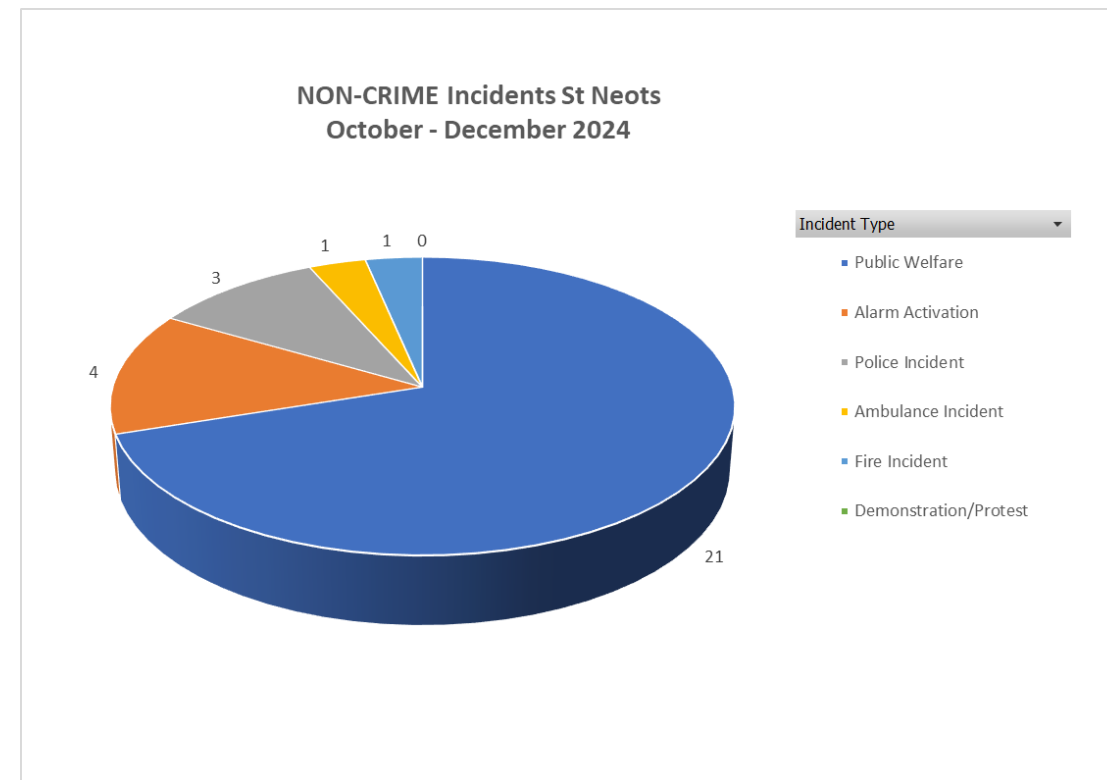
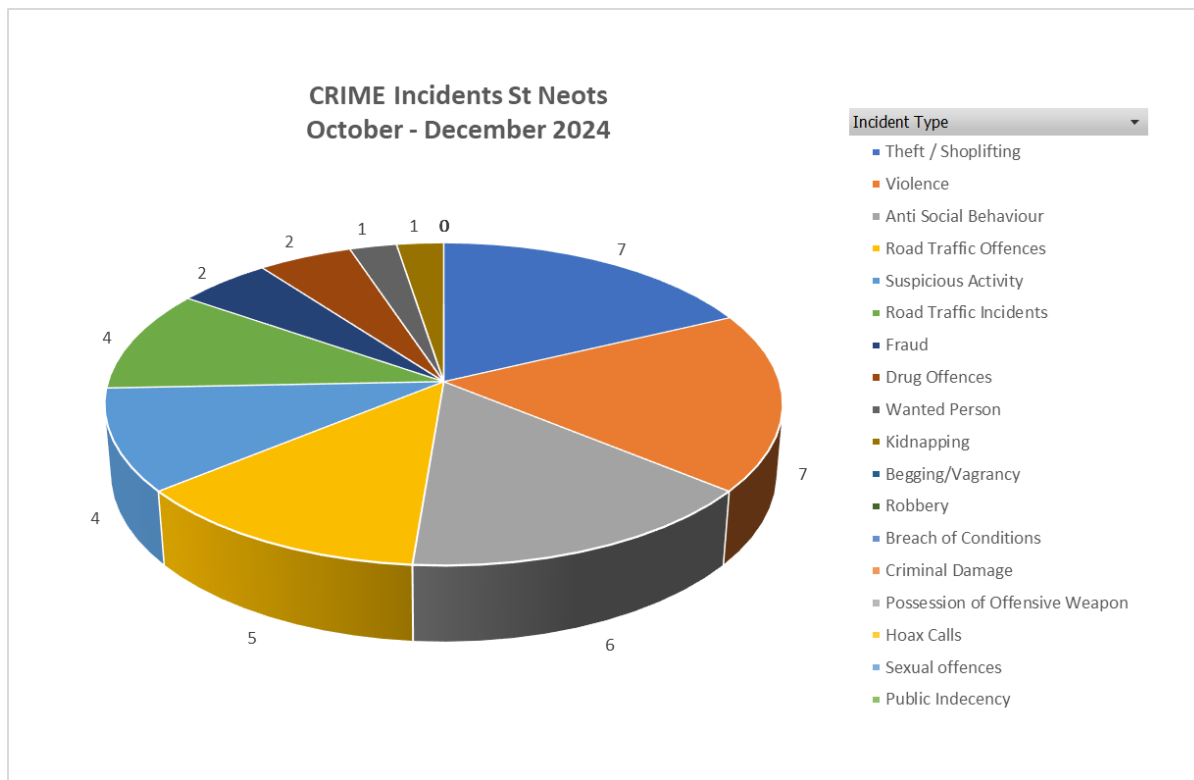


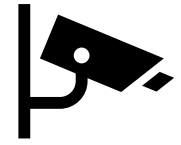
TOTAL INCIDENTS BY CATEGORY – HUNTINGDON OCTOBER 2024 – DECEMBER 2024



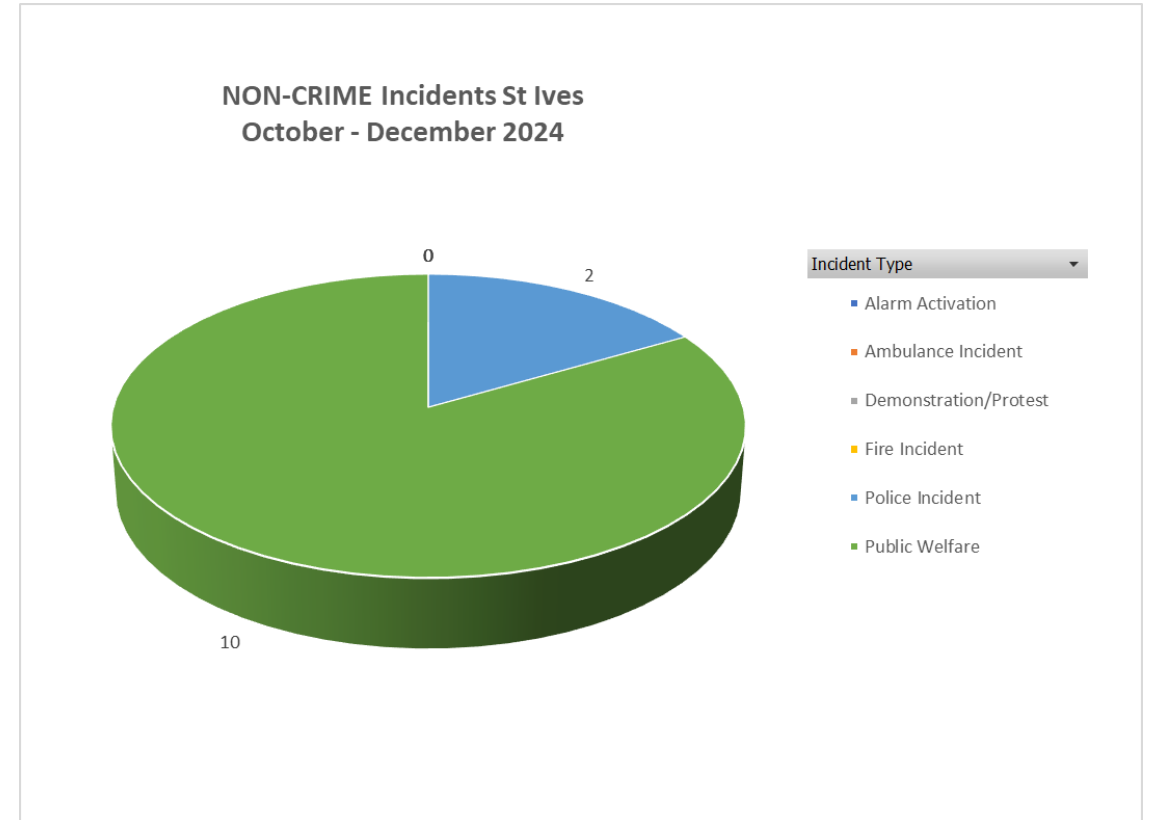
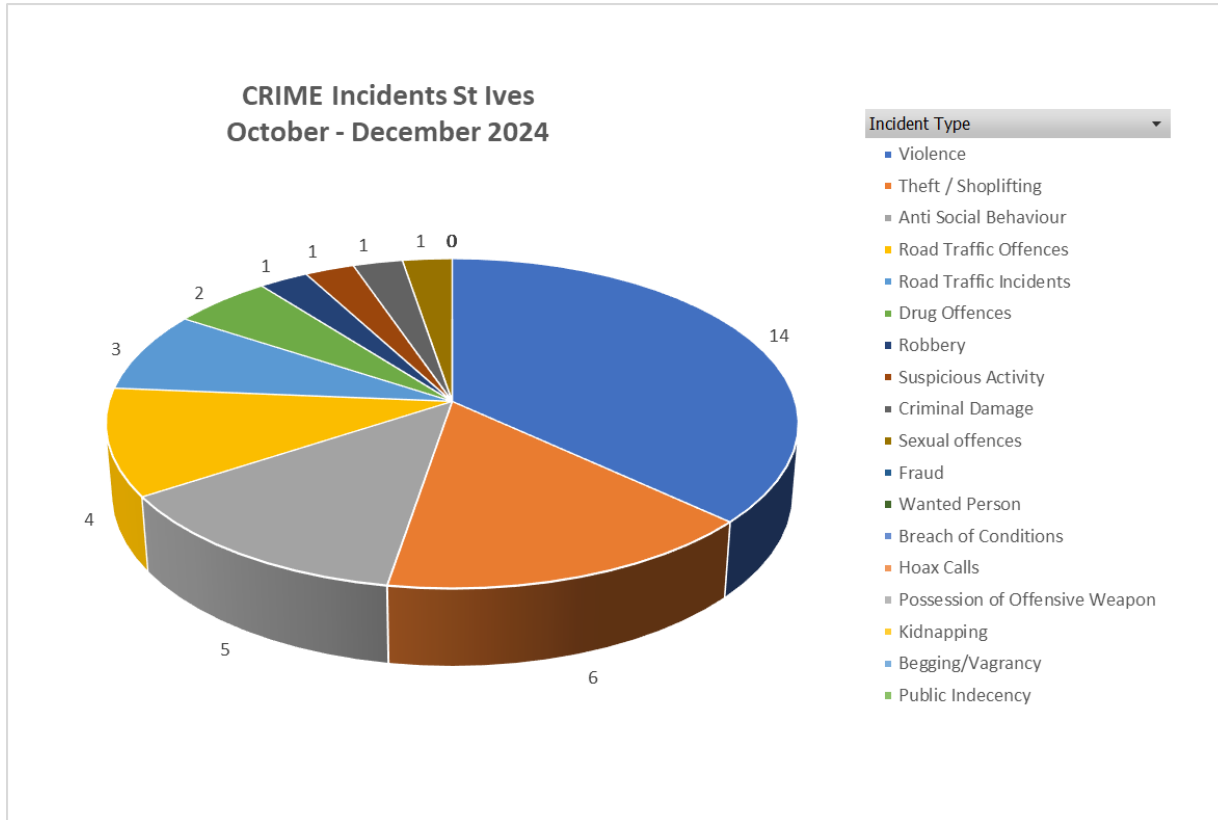


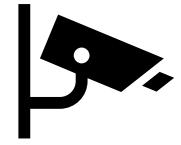
TOTAL INCIDENTS BY CATEGORY – ST NEOTS OCTOBER 2024 – DECEMBER 2024



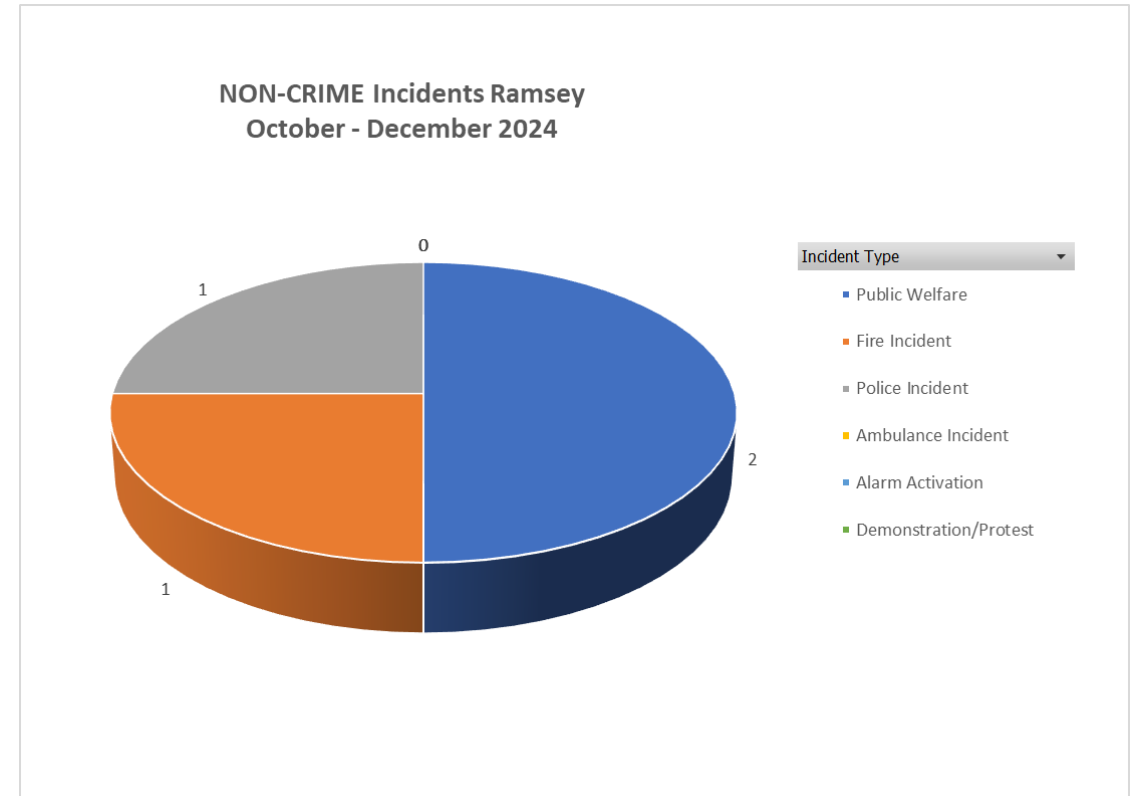
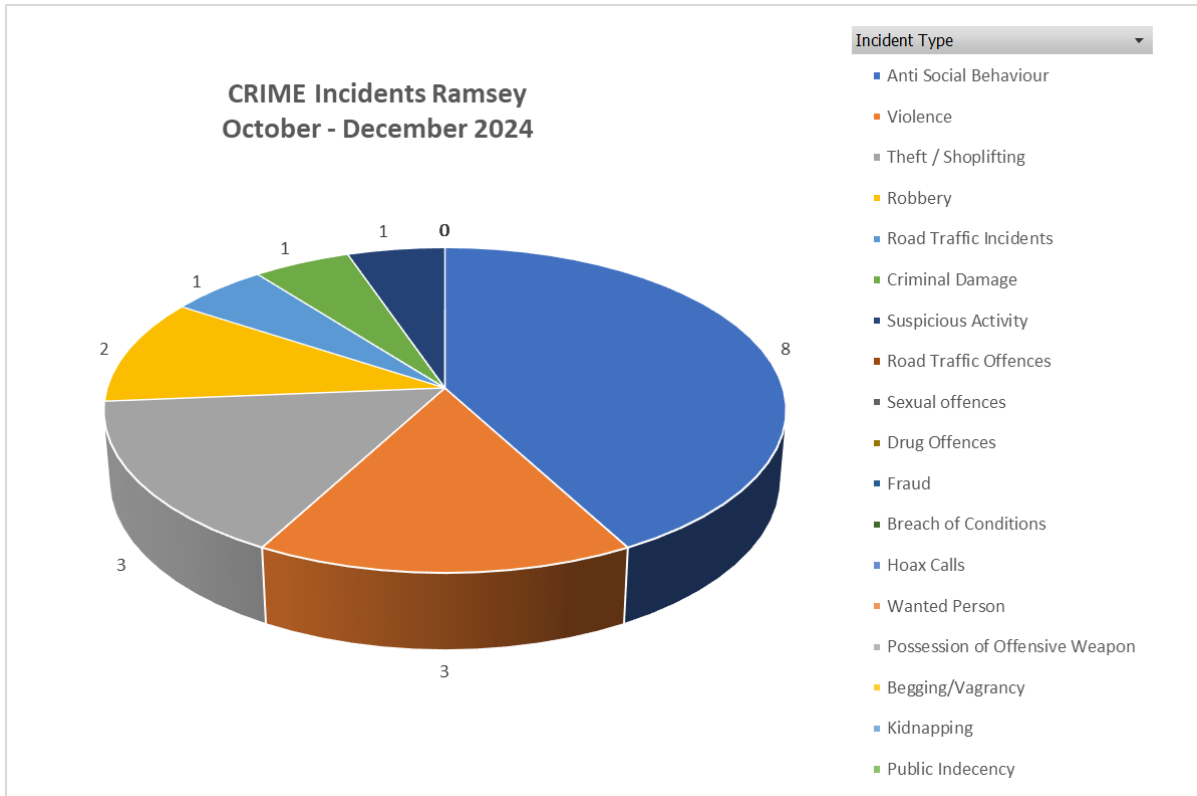


TOTAL INCIDENTS BY CATEGORY – ST IVES OCTOBER 2024 – DECEMBER 2024





TOTAL INCIDENTS BY CATEGORY – RAMSEY OCTOBER 2024 – DECEMBER 2024



CAMERA PERFORMANCE

OCTOBER 2024 –
DECEMBER 2024





CCTV CAMERA PERFORMANCE 2024 / 2025

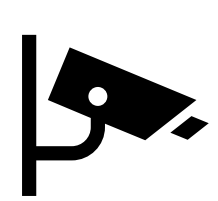


	Cambs City Faults	HDC Faults	Total Faults	% Downtime
Q1	40	31	71	1.88 %
Q2	100	58	158	4.0 %
Q3	142	56	198	5.2%
Q4				

Overall, the camera performance remains reliable, faults logged by operators are dealt with in a timely manner.

There was an increase in faults logged during Q3, we are working closely with our maintenance contractor to get these faults resolved as quickly as possible.

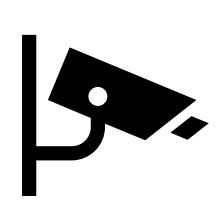
As of the end of December '24, there were a total of 855 operational CCTV cameras across both councils.



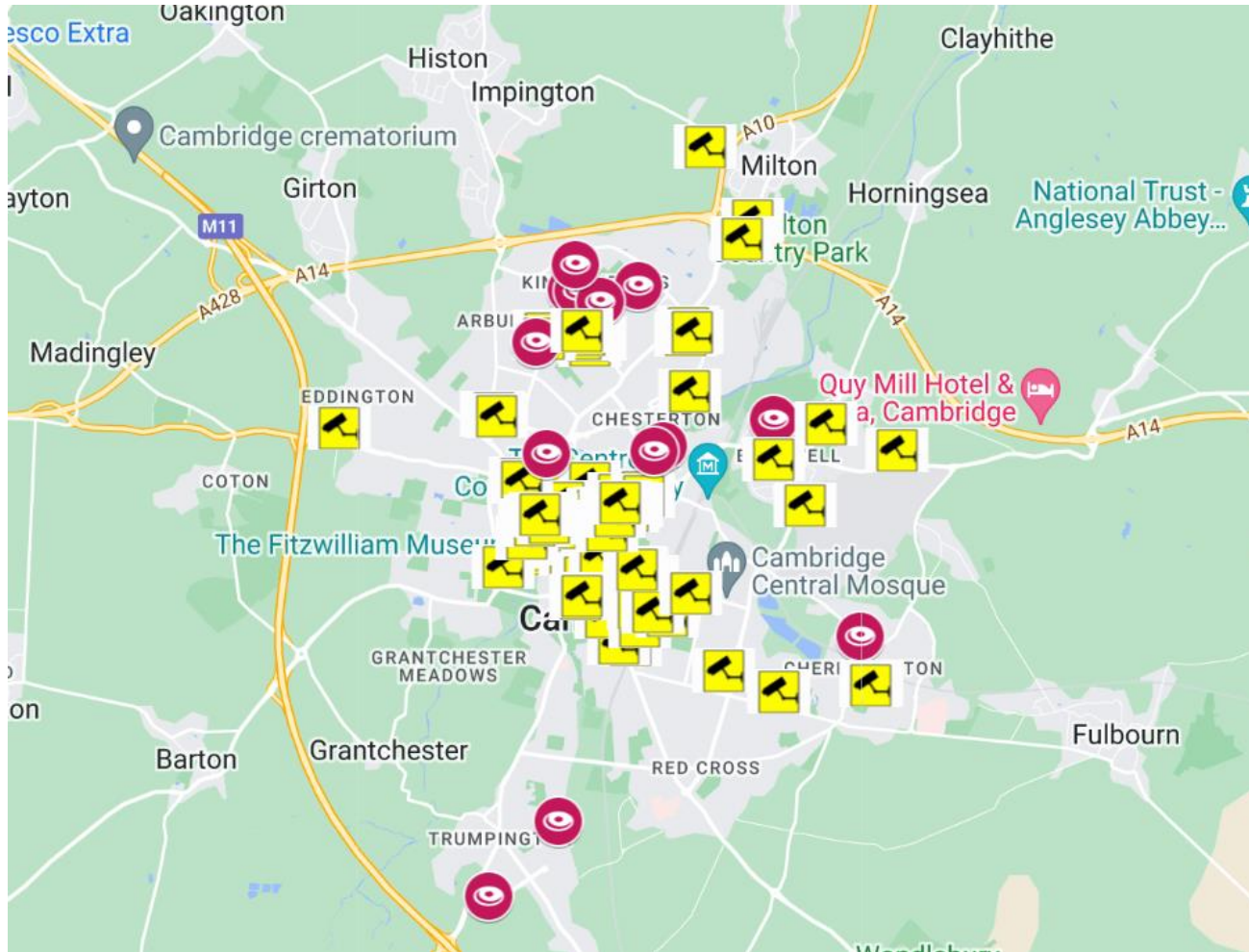
VIEWING REQUESTS (OCTOBER 2024 – DECEMBER 2024)

Type of requests	Total
RIPA Requests	1
Third Party viewing requests	11



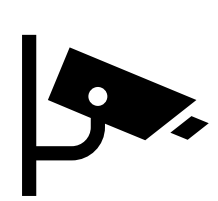


CCTV CAMERA MAP – CAMBRIDGE CITY AS OF DECEMBER 2024

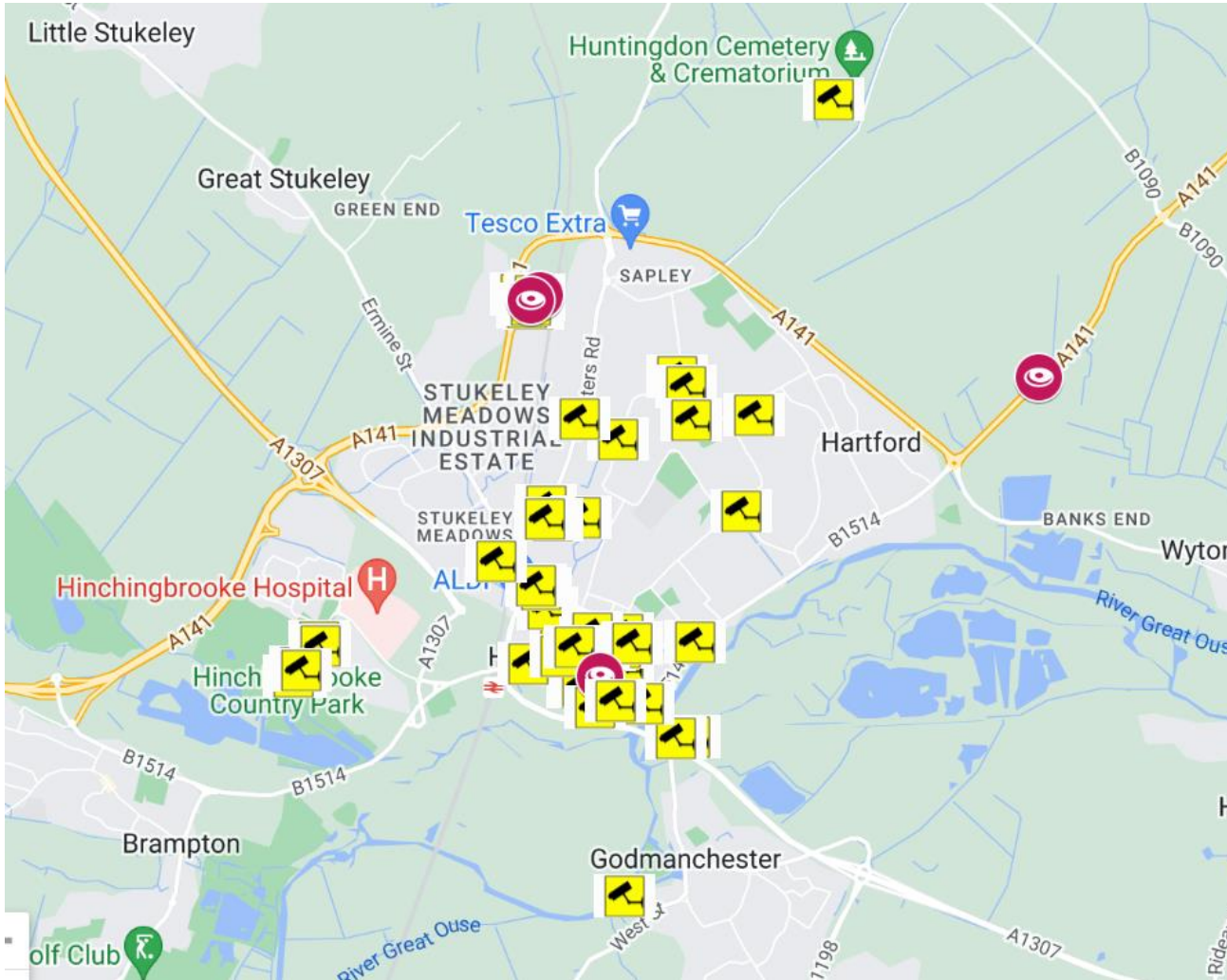


Cambridge Cameras – 427 cameras covering the city centre, Milton and Arbury

<https://www.huntingdonshire.gov.uk/cctv>

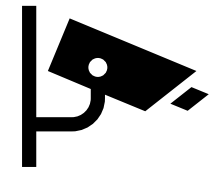


CCTV CAMERA MAP – HUNTINGDON & GODMANCHESTER AS OF DECEMBER 2024

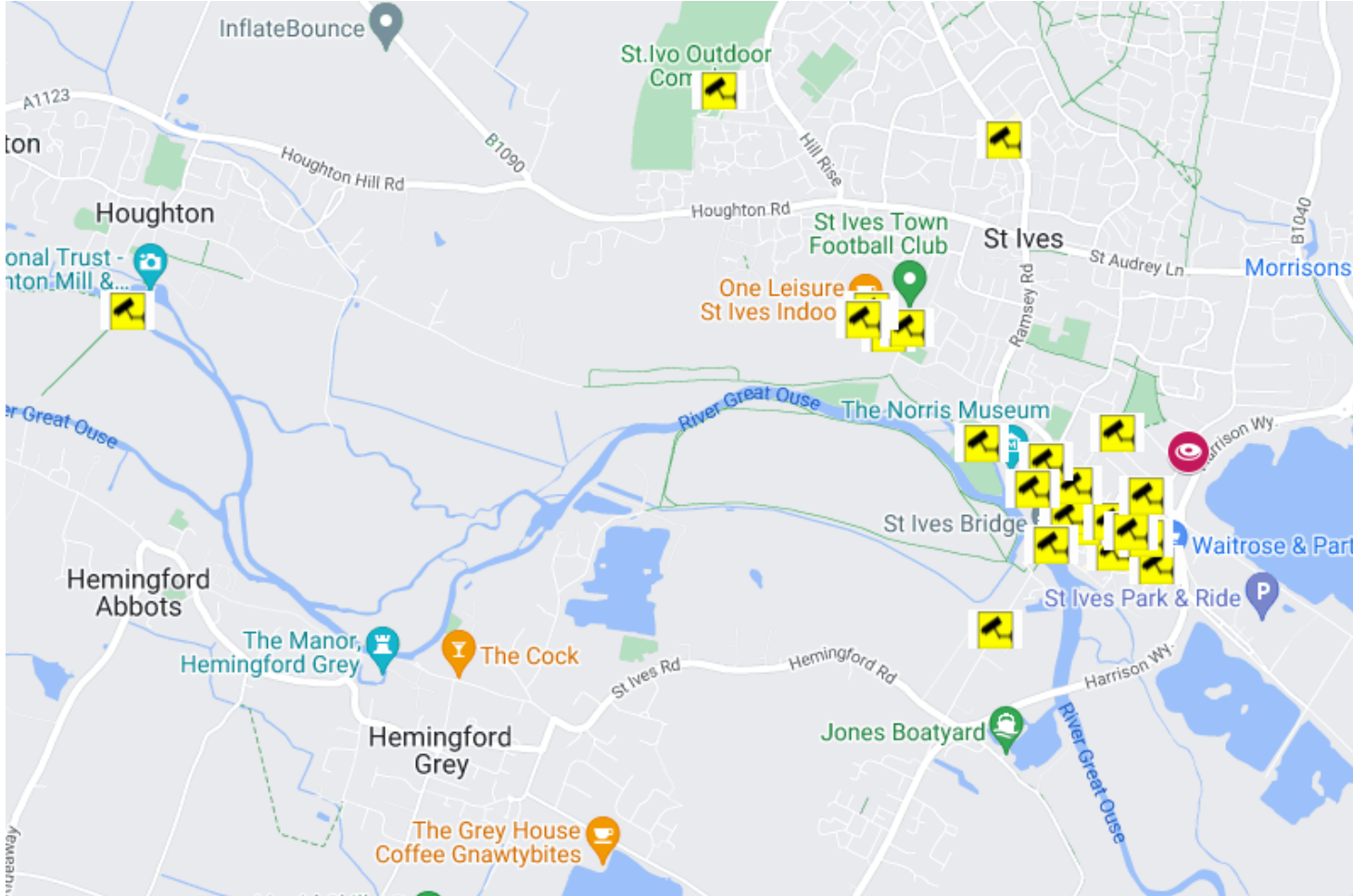


Huntingdon Cameras – 237
cameras (including cameras located
at Huntingdon Crematorium and
Godmanchester)

[CCTV - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk)

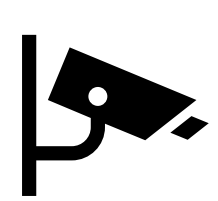


CCTV CAMERA MAP – ST IVES & HOUGHTON AS OF DECEMBER 2024

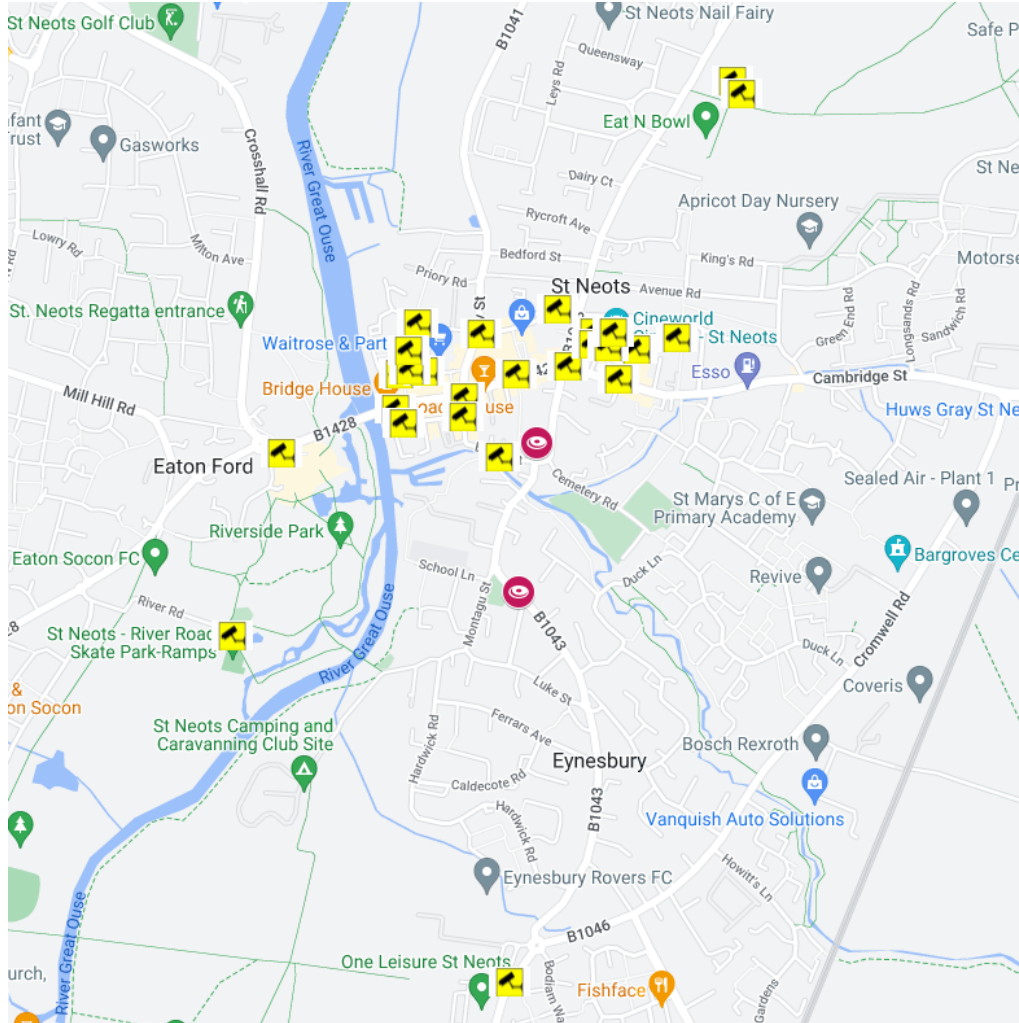


St Ives Cameras – 110 cameras (including one leisure centres)

<https://www.huntingdonshire.gov.uk/cctv>

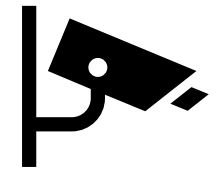


CCTV CAMERA MAP – ST NEOTS AS OF DECEMBER 2024



St Neots Cameras – 60 cameras

<https://www.huntingdonshire.gov.uk/cctv>

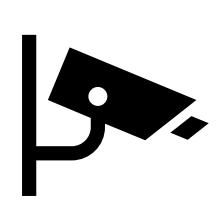


CCTV CAMERA MAP – RAMSEY AS OF DECEMBER 2024

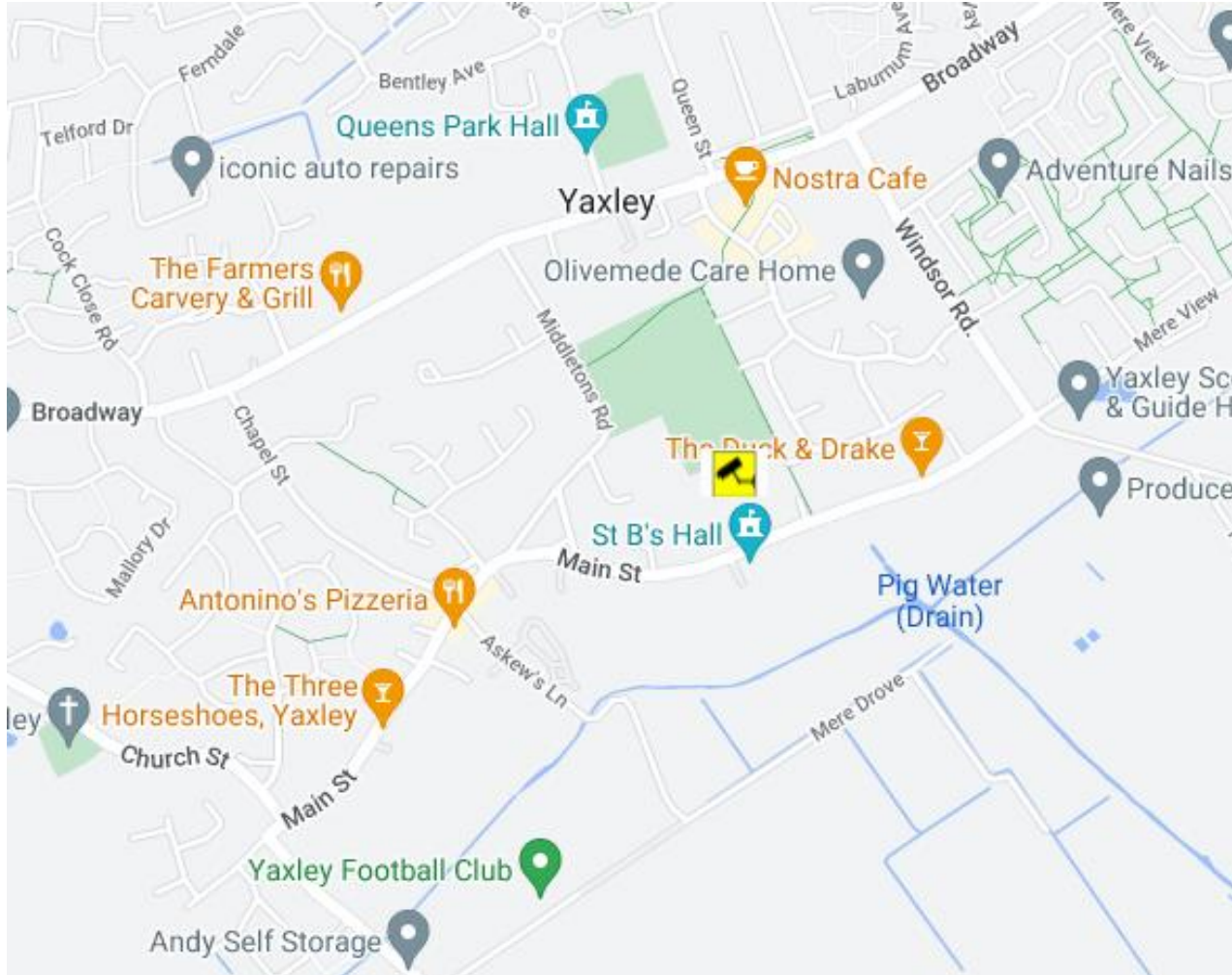


Ramsey Cameras – 14 cameras

<https://www.huntingdonshire.gov.uk/cctv>

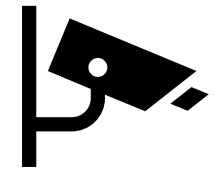


CCTV CAMERA MAP – YAXLEY AS OF DECEMBER 2024

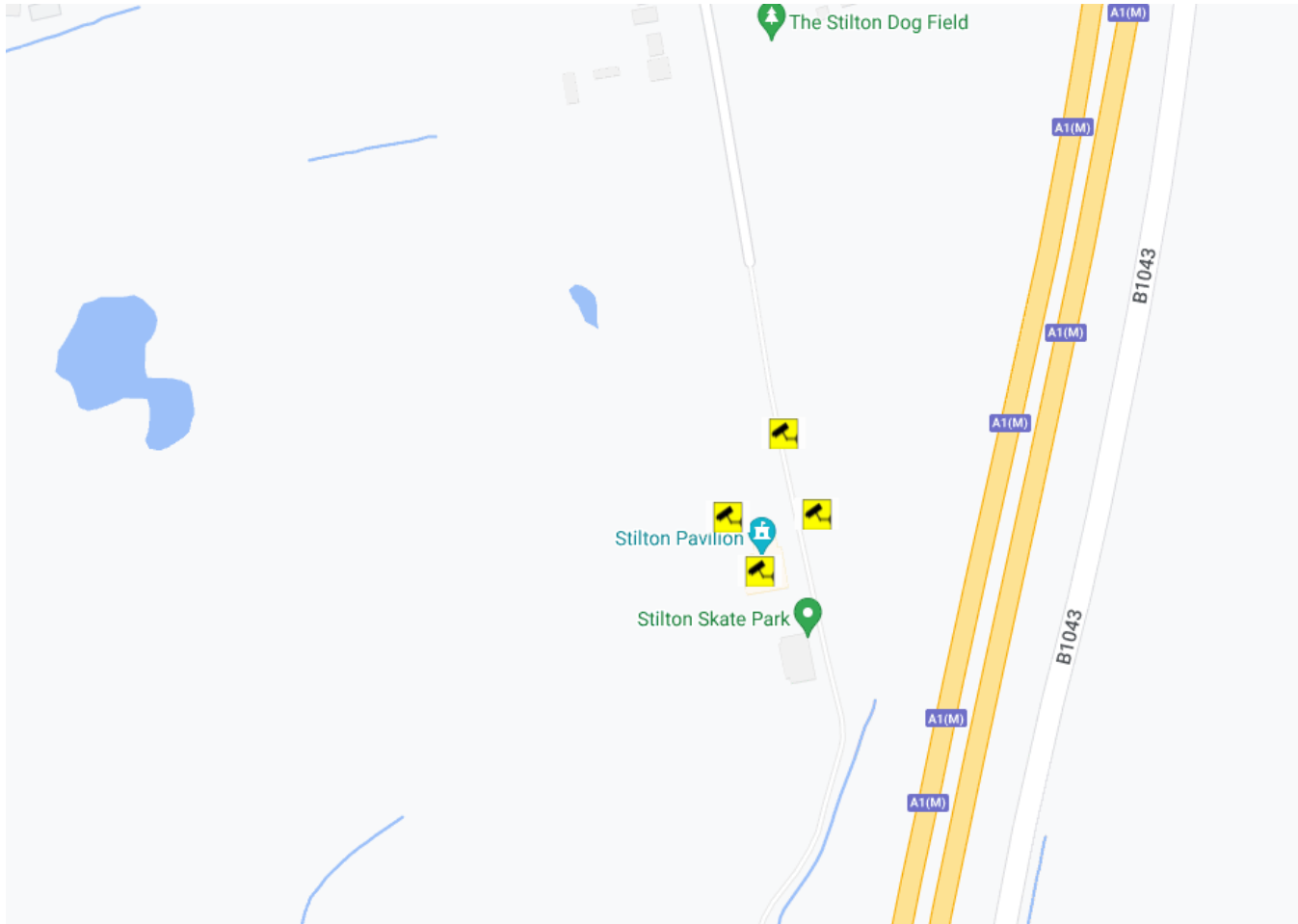


Yaxley Cameras – 1 camera

<https://www.huntingdonshire.gov.uk/cctv>

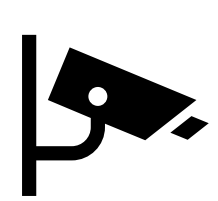


CCTV CAMERA MAP – STILTON AS OF DECEMBER 2024

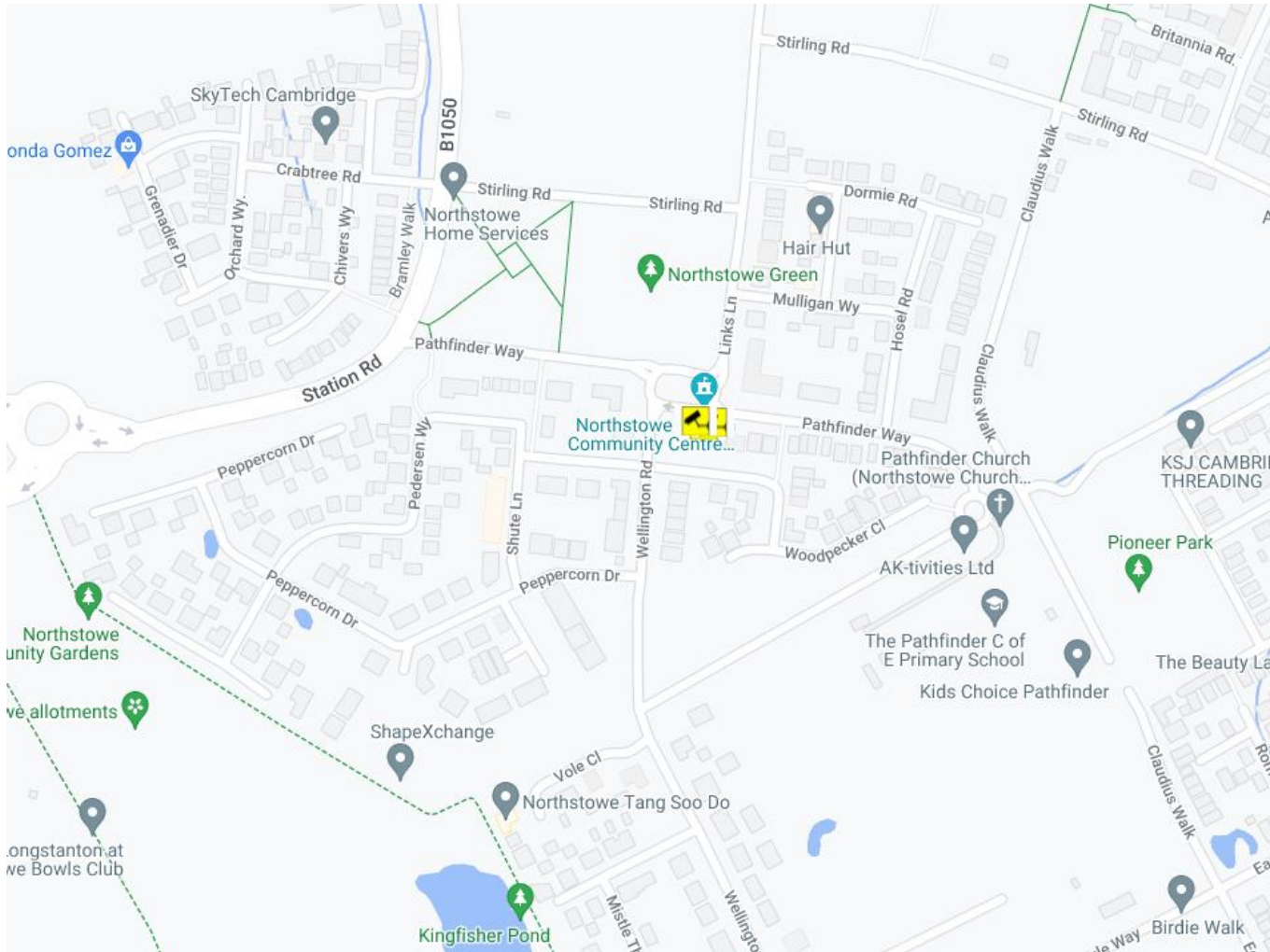


Stilton Cameras – 3 cameras

<https://www.huntingdonshire.gov.uk/cctv>



CCTV CAMERA MAP – NORTHSTOWE AS OF DECEMBER 2024



Northstowe Cameras – 3 cameras

<https://www.huntingdonshire.gov.uk/cctv>