

12 April 2019



Town Clerk & RFO
Mr E Reilly FCMI FILCM

Council Offices, The Priory, St Neots, PE19 2BH
Tel: 01480 388911 / enquiries@stneots-tc.gov.uk/ www.stneots-tc.gov.uk

To: All Town Councillors

Copies: County Councillors - J Wisson, S Taylor, & D Wells
District Councillors - N Johnson, D Wells, Dr P Gaskin, & K Prentice
Local Press, Town Council noticeboard and website

NOTICE IS GIVEN that a meeting of **ST NEOTS TOWN COUNCIL** will be held in the **PRIORY CENTRE**, The Priory, St Neots, PE19 2BH on **TUESDAY 23rd APRIL 2019** at **7.15pm**.

Members of the Council are HEREBY SUMMONED to attend to consider the business on the Agenda.

Public Participation

There will be a 10 minute public participation before the meeting to allow any resident to address the Council on any matter appearing on the agenda for this meeting.

AGENDA

1. Apologies

To receive Councillors apologies.

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 to any agenda item.

3. Minutes

To approve the minutes of the Town Council meeting held on 2nd April 2019

Attachment 1

4. Minutes of Committee Meetings

To receive the minutes of the following Committees:

Attachment 2

- Planning meetings 19th March and 2nd April 2019
- Finance & Governance meeting held on 12th March 2019

The following recommendations are included:

5. Matters Outstanding

To review and receive updates on matters outstanding.

Attachment 3

12 April 2019



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6. Appointment of Responsible Finance Officer

To designate the Finance Manager, Teodora Kostova, as the Council's Responsible Finance Officer with immediate effect.

7. Reports

To receive updates from:

- Cambridgeshire County Council Members
- Huntingdonshire District Council Members
- Combined Authority Masterplan Steering Group Members
- Members of Outside Bodies

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EDWARD REILLY
Town Clerk

Attachment 1

Minutes

MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL
HELD IN THE PRIORY CENTRE, ST NEOTS
ON TUESDAY 2nd APRIL 2019

Present: Cllrs Chapman (Chairman), Banks, Cooper-Marsh, Davies, Eyre, Ferguson, Christine Green, Hook, Johnson, Maslen, Pitt, Presland, Slade, Speed & Thorpe

Also present: Town Clerk, Deputy Town Clerk, Finance Manager, Senior Administrator

Public Participation

There were members of the public present. The Chairman welcomed Cllr Nicola Presland to the Council who was recently elected to the ward of Eaton Ford.

125. Apologies

Apologies were received from Cllrs Collins, D Giles, S Giles, Gregson, Caroline Green & Terry all with valid reasons.

126. Declarations of Interest

There were no declarations of interest received.

127. Minutes

Members had before copies of amended minutes and were given time to read through the highlighted amendments.

It was then proposed and seconded to accept the following minutes as a true and accurate record:

- Town Council meeting held on 26th February 2019
- Town Council meeting held on 6th March 2019
- Extraordinary Town Council meeting held on 14th March 2019

RESOLVED to accept the proposal.

128. Minutes of Committee Meetings

The minutes of the Planning Committee held on 5th and 19th February and 5th March 2019 were presented. It was noted that Jacob Jaarsma, Planning Service Manager, will be invited to attend the next meeting of the Town Council to talk about planning training for councillors.

The minutes of the Finance & Governance Committee held on 12th February 2019 were presented. It was requested that a copy of the Risk Register is circulated to all members of the Town Council.

The minutes of the Development & Promotion Committee held on 5th February 2019 were presented. It was requested that an electronic copy of the Events Calendar is circulated to all members of the Town Council.

The minutes of the Operations & Maintenance Committee held on 19th February 2019 were presented. It was confirmed that the Jubilee Mosaic would be installed end of this week.

129. Council IT

Members had before them a report from the Town Clerk containing answers to questions that had been raised. This is a complex subject and he believes that members would benefit from having sight of them. The Council's IT contractor was in attendance to answer any questions that members may have regarding these.

It was proposed and seconded that members note the report without further discussion.

RESOLVED to accept the proposal.

130. GDPR for Town Councillors

The Town Clerk presented a report that had been received from the Council's Data Protection Officer which advised all Councillors to have a separate Council email address for Council business. During the last 10 months 100% of the breaches they have dealt with have been regarding emails and councillors may potentially attract personal financial liability by virtue of the GDPR and DPA 2018 for breaches.

131. To Receive Reports

The next DMC meeting will take place in a week's time.

Progress is being made on the St Neots Master Plan. Street Furniture including Cycle Racks, WWI Benches and Planters will be installed during the next few months on the Market Square. Designs for bus shelters are being sourced. A transport plan involving Priory Lane is being put together and will include general traffic movement in the town centre. The planning application for the new cycle/footbridge will be submitted in September this year with construction scheduled to start in the Autumn of 2020. The St Neots Masterplan now has a dedicated website www.stneotsmasterplan.co.uk containing latest updates and reports.

The recently launched Climate Change Working Party met with local organisation Energise who have offered to work with and support the council in making changes to reduce energy consumption. An action plan will be produced during the next 6 months. Expenditure to implement changes will be included in the budget for 2020/2021.

Hunts Volunteer Centre is keen to support local groups and is currently talking to Urban and Civic about the possibility of premises to operate a community shop.

Cllr Thorpe declared a non-pecuniary interest as a trustee of the Hunts Volunteer Centre.

132. Old Falcon Building

The Town Clerk informed members that a CPO issued on behalf of the Council would incur legal costs. If a CPO is issued the Council would be expected to purchase the Old Falcon in its present form. Members should discuss if this is the route they would like the Council to pursue.

The Council have previously resolved that HDC purchase the Old Falcon building on behalf of the Council and then sell it to a developer with a realistic potential the redevelopment. The Council could end up incurring some legal costs. The Town Clerk advised members that as this resolution was made more than 6 months ago so the Council could be revisit it should they choose.

HDC would act as the acquiring party and will have to prepare a full business plan which could take up

to 8 months. Reasonable discussions with the developer, consultation with the public, site valuations and negotiations can be lengthy and take many years.

It was proposed and seconded that the Council continue on the course of moving towards a CPO of the Old Falcon building and informs relevant bodies that this Council are looking for partners to enable that to happen.

RESOLVED to accept the proposal.

133. Green Open Spaces

Residents of the Painters and Poets estate have offered to pay towards cost for a CPO to be placed on the green spaces and that if successful the land would be transferred to the Council to preserve it.

Members were advised by the Town Clerk that the same process discussed for the Old Falcon will need to be followed. The owners need to be identified and this is for HDC to start the process on the Council's behalf.

It was proposed and seconded that a 174 notice is issued to the owners requesting them to state what they believe the current market value of the land is.

Cllrs Eyre, Thorpe and Chapman declared non-pecuniary interests.

RESOLVED to accept the proposal.

134. Splash Park Funding

A realistic timescale for the Splash Park has been advised as Summer 2020 and the Swimming Pool would go ahead as planned.

There are two major points to consider. Advice from NALC is that CIL could be used for the Trust however because of the large amount of money involved legal advice should be sought prior to any contribution of funds. An independent lawyer has been contacted and advises that the Council should have security against the land, however as this is not favoured by the Trust they should provide alternative guarantees. These are yet to be defined and agreed.

A business plan with more detailed quotations has been provided by the Trust. If security is offered an agreement could then be drafted. We would then need to satisfy all borrowing criteria. No monies can be given until an agreement has been reached.

A positive meeting was held with the Trust and they understood the Council's position. It is unlikely that the planning application for the Swimming Pool will be completed before the end of year which gives the Council more time to investigate funding of the Splash Park.

Cllr Speed requested that if members email her directly with any questions about the Splash Park and these will be asked at the next trust meeting taking place on Friday 5th April 2019. Cllr Speed would also forward supplier quotations to the Council.

135. Policies and Procedures Working Party

Members had received a report from the working party for consideration. It was noted by the Town Clerk that some of the suggestions in the report could not be adopted as they are prescribed in law.

It was agreed that section 4 of this report would be dealt with under item 13 on the agenda as they relate to the Financial Regulations.

Members went through the report with the following amendments:

1(b) replace the word 'party' with groups.

2(a) Remove item. Current regulatory documents and budgets are published on the Town Council website.

2(b) Remove item.

2(c) remove the words 'with redactions as necessary'

2(d) would need a separate proposal for the Council to vote on

3(c) replace the words 'include the wording of motions in the agenda' with 'provide a draft proposal'

3(d) Remove item.

A motion without notice to extend Standing Orders was proposed and seconded
RESOLVED to accept the proposal.

It was proposed and seconded to accept the working party report with the above amendments.
RESOLVED to accept the proposal.

136. Committee Structure

It was proposed and seconded that Cllr Presland is added as a member of the Finance & Governance and Operations and Maintenance Committees.
RESOLVED to accept the proposal.

It was proposed and seconded that a working party is formed to expressly look at the restructuring of committees for the next civic year and report back to the next meeting of the Town Council. Cllrs Pitt, Hook, Thorpe, Davies, Cooper-Marsh, Chapman and Johnson volunteered to members of the working party.
RESOLVED to accept the proposal.

It was proposed and seconded that the vacancies the Planning and Personnel committees are filled. There were no volunteers for the planning committee. Cllrs Johnson and Ferguson volunteered to be members of the Personnel Committee.
RESOLVED to accept the proposal.

137. Financial Regulations 2019

At the Finance & Governance Committee meeting held on 12th March 2019 it was resolved to recommend that the Town Council accept the Financial Regulations 2019. Members thanked the Finance Manager for the detailed work put in to produce the document.

CLERKS NOTE: Cllr Maslen left the meeting at 9.59pm.

It was proposed and seconded that Cllrs Pitt and Thorpe meet with the Finance Manager to go through the changes and that the Council accept the Financial Regulations as presented tonight for this civic year and to review them at the Annual Town Council meeting in May 2019.
RESOLVED unanimously to accept the proposal.

138. Income and Expenditure

Members noted the Income and Expenditure Report for the period ending 28.02.19.

139. Earmarked Reserve - Memorial Inspections

It was proposed and seconded to accept the Recommendation from the Finance & Governance Committee to set up an Earmarked Reserve category 'Memorial Inspections' and transfer £3,000 from Land and Buildings Acquisition reserve to cover current year provision.

RESOLVED to accept the proposal.

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Chairman

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Attachment 2

Minutes of Committees

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE PRIORY CENTRE, ST NEOTS
ON TUESDAY 19 MARCH 2019

Present: Cllrs Maslen (Chairman), Terry, Slade and Eyre

Also present: Deputy Town Clerk and Senior Administrator

138. Apologies for Absence

Cllr Pitt, Thorpe and Mrs Collins with valid reasons.
Cllr Hook was recorded as absent.

139. Declarations of Interest

There were no declarations of interest.

140. Minutes

It was proposed and seconded to accept the minutes of the meeting held on 5 March 2019 as a true and accurate record of that meeting.

RESOLVED to accept the proposal

141. Public Participation

There was one member of the public present who did not wish to speak about any item on the agenda.

142. Schedule of Current Planning Applications

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

143. Development Management Committee

The Chairman updated the committee on the recent DMC meeting held on Monday 18 March. There were no items on the agenda for St Neots. The Chairman informed the committee that once he receives the copy of the DMC agenda he will forward this to all Town Councillors.

The Chairman also advised that he had spoken with Jacob Jaarsma to confirm that he is happy to address the full council regarding planning principles.

SNTC to invite Jacob Jaarsma to the full council meeting on 23 April 2019.

Meeting closed at 7.15pm

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Chairman

ST NEOTS TOWN COUNCIL PLANNING COMMITTEE

SCHEDULE OF PLANS 19 MARCH 2019								
PLAN NO	RECEIVED	REFERENCE	DEVELOPMENT DESCRIPTION	LOCATION	APPLICANT	RESPONSE DUE	SNTC DECISION	NOTES
1	27/02/2019	19/00294/HHFUL	Side and rear single and 2 storey extensions	12 Orchard Road, Eaton Ford, St Neots, PE19 7AN	Mr & Mrs Staines	20/03/2019	Approve	In keeping with locality. Makes efficient use of its site.
2	27/02/2019	19/00296/HHFUL	Proposed ground floor rear extension	7 Kings Road, Eaton Socon, St Neots, PE19 8DA	Mr And Mrs Avelino	20/03/2019	Approve	Improves the property. Fits in with local street scene.
3	01/03/2019	19/00318/HHFUL	Proposed single storey extension to the rear	149A Crosshall Road, Eaton Ford, St Neots, PE19 7GB	Mr Jefferies	22/03/2019	Approve	Fits in with local street scene. Makes efficient use of its site.
4	01/03/2019	19/00315/HHFUL	Two storey rear extension	36A Swallow Court, St Neots, PE19 1NP	Mr And Mrs Lewis	22/03/2019	Approve	Improves the property. Makes efficient use of its site.
5	01/03/2019	19/00309/HHFUL	Single storey rear extension	13 Charles Street, St Neots, PE19 1PA	Mr Lee Seal	22/03/2019	Approve	Improves the property. Makes efficient use of its site.
6	01/03/2019	19/00324/REM	Erect a 2 bedroom detached bungalow with garden and parking (Elevations, floor plans, parking, access, landscaping, materials and existing boundaries)	79 Great North Road Eaton Socon St Neots PE19 8EL	Mr Andy Dagger	22/03/2019	Approve	Within permitted development. Makes efficient use of its site.
7	01/03/2019	19/00369/FUL	Proposed new dwelling	38 Kings Road, Eaton Socon, St Neots, PE19 8DB	Mr And Mrs Emmins	25/03/2019	Deferred	The committee would like further accurate site plans showing clear identification of the boundaries.
8	04/03/2019	19/00376/HHFUL	Construction of a chimney	58 Luke Street, Eynesbury, St Neots, PE19 2TN	Mr And Mrs Dawes	25/03/2019	Approve	Within permitted development. Minimum impact on neighbours.
9	04/03/2019	19/00293/FUL	Addition of windows in industrial building	1 Steel Close, Eaton Socon, St Neots, PE19 8TT	Mr Heard	25/03/2019	Approve	Within permitted development. In keeping with locality.
10	04/03/2019	19/00361/HHFUL	Two storey side extension and single storey rear extension	26 Longsands Road, St Neots, PE19 1SS	Mr H Malik	25/03/2019	Approve	Within permitted development. Makes efficient use of its site.

ST NEOTS TOWN COUNCIL PLANNING COMMITTEE

SCHEDULE OF PLANS 19 MARCH 2019								
PLAN NO	RECEIVED	REFERENCE	DEVELOPMENT DESCRIPTION	LOCATION	APPLICANT	RESPONSE DUE	SNTC DECISION	NOTES
11	04/03/2019	19/00394/HHFUL	Proposed small side extension	2 Kings Lane, St Neots, PE19 1LA	Mr & Mrs Tony Osborne	25/03/2019	Approve	Within permitted development. Makes efficient use of its site.
12	05/03/2019	18/02611/HHFUL	Proposed part ground floor, part two storey front, side and rear extension.	275 Great North Road Eaton Socon St Neots PE19 7EX	Mr Kapoor	26/03/2019	Approve	Improves the property. Makes efficient use of its site.
13	05/03/2019	19/00058/HHFUL	Proposed two storey side extension and part two storey part ground floor front extension.	31 Shakespeare Road Eaton Socon St Neots PE19 8HG	Mr And Mrs Harmer	26/03/2019	Approve	Improves the property. In keeping with locality.
14	06/03/2019	19/00208/HHFUL	A single storey wrap around extension to rear of property	42 Brook Road, Eaton Ford, St Neots, PE19 7AX	Mr Barry Goodman	27/03/2019	Approve	Improves the property. In keeping with locality.
15	06/03/2019	19/00184/HHFUL	Proposed part 2 storey and part ground floor extensions.	21 Church Meadows, St Neots, PE19 1PR	Mr And Mrs Dyson	27/03/2019	Approve	Improves the property. In keeping with locality.
16	06/03/2019	19/00098/FUL	Relocation of an existing trolley bay. The addition of 1 no. trolley bay, increase in car parking from 92 to 94 parking spaces, including 4 no. disabled and 4 no. parent and child spaces with removal of the hedging adjacent to the site access.	Lidl UK Gmbh, Cambridge Street, St Neots, PE19 1JL	Lidl UK GmbH	27/03/2019	Approve	Satisfactory proposal in terms of scale and pattern of development.
17	06/03/2019	19/00306/HHFUL	To build first floor extension over the top of existing single story extension	17 Brook Road Eaton Ford St Neots PE19 7AX	Miss Linda Stodden	27/03/2019	Approve	Improves the property. Makes efficient use of its site.
18	06/03/2019	19/00276/FUL	New Roller Shutter to be fitted behind entrance signage.	Shop 35 High Street St Neots PE19 1NL	McColl's Retail Group	27/03/2019	Approve	We consider that the proposal would assimilate itself to the existing part of the town.
19	07/03/2019	18/02497/FUL	Replacement of a fallen boundary wall	Land at Linclare Place, Eaton Ford	Dr John Tellett (Tellet Engineering Co Ltd)	28/03/2019	Approve	Satisfactory proposal in terms of scale and pattern of development.

ST NEOTS TOWN COUNCIL PLANNING COMMITTEE

SCHEDULE OF PLANS 19 MARCH 2019								
PLAN NO	RECEIVED	REFERENCE	DEVELOPMENT DESCRIPTION	LOCATION	APPLICANT	RESPONSE DUE	SNTC DECISION	NOTES
20	11/03/2019	19/00480/HHFUL	Proposed single storey front and rear/side extension and the addition of a window to the front elevation.	20 Drake Road, Eaton Socon, St Neots, PE19 8HS	Mr B Spencer	01/04/2019	Approve	Makes efficient use of its site.
21	12/03/2019	19/00423/HHFUL	Single storey side and rear extension	25 Manor Farm Road, St Neots, PE19 1PW	Mr Brian Elliott	02/04/2019	Approve	Improves the property. Fits in with local street scene.

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE PRIORY CENTRE, ST NEOTS
ON TUESDAY 2 APRIL 2019

Present: Cllrs Maslen (Chairman), Thorpe (Deputy Chairman) Pitt and Eyre

Also present: Town Clerk and Senior Administrator

144. **Apologies for Absence**

Cllr Slade, Hook, Terry and Mrs Collins with valid reasons.

145. **Declarations of Interest**

There were no declarations of interest.

146. **Minutes**

It was proposed and seconded to accept the minutes of the meeting held on 19 March 2019 as a true and accurate record of that meeting.

RESOLVED to accept the proposal

147. **Public Participation**

There were no members of the public present.

148. **Schedule of Current Planning Applications**

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

149. **Street Naming & Numbering Notification**

Confirmation of addressing due to the merging of 14 & 18 St Neots Road, Eaton Ford.
To be known as: 14 St Neots Road, Eaton Ford.
This was noted by the committee.

150. **Town and Country Planning Act 1990 Sections 78**

12 East Street, St Neots, PE19 1JU
HDC Appeal Ref: 19/00007/REFUSL
This was noted by the committee

151. **Development Management Committee**

The next DMC meeting is scheduled for Monday 15 April 2019. The Chairman will email committee members with details when the agenda is issued.

Meeting closed at 6.36pm

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Chairman

ST NEOTS TOWN COUNCIL PLANNING COMMITTEE

SCHEDULE OF PLANS 2 APRIL 2019								
PLAN NO	RECEIVED	REFERENCE	DEVELOPMENT DESCRIPTION	LOCATION	APPLICANT	RESPONSE DUE	SNTC DECISION	NOTES
1	14/03/2019	19/00090/LBC	Repairs to the render of the gable and front elevations of the property, works to provide additional support to the kitchen window and first floor area above and replacement of the internal kitchen door.	33 Church Street, St Neots, PE19 2BU	Mrs Marg Harris	04/04/2019	Approve	The committee approve the application on the assumption that the materials used are sympathetic to the heritage of the building. The proposal will enhance the character of the conservation area. Will have no negative impact on the wider landscape or character of the area.
2	22/03/2019	19/00405/FUL	Change of use from Sui Generis to A1.	2-4 New Street, St Neots, PE19 1AE	Mrs Andrea Gilbert	12/04/2019	Approve	The committee are pleased that another retail business is opening in St Neots. This will add to the retail experience for the local community and visitors alike. Minimum impact on neighbours. Within a sustainable location. The proposal will enhance the character of the conservation area.
3	22/03/2019	18/02448/REM	Application for Reserved Matters approval for the creation of a landscape corridor to include: hard and soft landscaping, creation and upgrade of footpaths and cycleways, and all ancillary works, associated infrastructure and engineering works.	Wintringham Park, Cambridge Road, St Neots	Wintringham Partners LLP C/O Urban And Civic	05/04/2019	Approve	The committee recommend for approval, subject to a review of lighting requirements for this and all green corridor spaces on the Wintringham development in order to ensure safe use of walking, running and cycling routes after dark. The creation of a pleasant green space within the landscape corridor is very much welcomed by the committee. Satisfactory proposal in terms of scale and pattern of development.

ST NEOTS TOWN COUNCIL PLANNING COMMITTEE

SCHEDULE OF PLANS 2 APRIL 2019								
PLAN NO	RECEIVED	REFERENCE	DEVELOPMENT DESCRIPTION	LOCATION	APPLICANT	RESPONSE DUE	SNCT DECISION	NOTES
4	22/03/2019	18/02447/REM	Application for Reserved Matters approval for the creation of a landscape corridor to include: hard and soft landscaping, creation of SuDS, creation and upgrade of footpaths and cycleways, and all ancillary works, associated infrastructure and engineering works.	Wintringham Park, Cambridge Road, St Neots	Wintringham Partners LLP	05/04/2019	Approve	<p>The committee recommend for approval, while supporting CCC's comment that lighting will be required for S38 adoption, and the applicant's willingness to include a suitably worded condition as part of any approval.</p> <p>The creation of a pleasant green space within the landscape corridor is very much welcomed by the committee.</p> <p>Satisfactory proposal in terms of scale and pattern of development.</p>
5	22/03/2019	19/00459/FUL	Erection of security fencing to the site perimeter.	Longsands College, Longsands Road, St Neots, PE19 1LQ	Astrea Academy Trust (Ms Jennifer Chaggar)	12/04/2019	Approve	<p>The committee agree that the erection of the security fencing is essential to ensure the safety of all users of the site.</p> <p>Satisfactory proposal in terms of scale and pattern of development.</p>

Attachment 3

Matters
Outstanding

**Matters Outstanding
FULL COUNCIL
2018 - 2019**



	Date of meeting	Action	Status	Updates	Action By
1	2/4/19	Old Falcon Building	In Progress	02.04.19 - The council to continue on the course of moving towards a CPO and the council inform relevant bodies that they are looking for partners to enable this to happen.	Town Clerk
2	2/4/19	Green Open Spaces	In Progress	02.04.19 - A 174 notice to be issued to the owners of the green open spaces in the Painters and Poets estate requesting them to state what they believe to be the current market value.	Town Clerk
3	2/4/19	Splash Park Funding	In Progress	02.04.19 - Timescale for splash park is the summer of 2020. Work continues on funding possibilities and draft agreements to support the splash park	Town Clerk/RFO/Chairman
4	2/4/19	Committee Structure	In Progress	02.04.19 - A working comprising Cllrs Pitt, Hook, Thorpe, Davies, Cooper-Marsh, Chapman, Johnson and the Town Clerk to expressly look at the restructuring of committees for the next civic year starting in May 2019.	Working Party