

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

To: Committee Members

Cllrs Giles (Chairman), Christine Green (Deputy Chairman), Speed, Gregson, Johnson, Slade, Caroline Green, Pitt and Davies

Copies: County Councillors - J Wisson, S Taylor, & D Wells
District Councillors - N Johnson, D Wells, Dr P Gaskin, & K Prentice
Town Councillors (not a member of this committee)
Local Press, Town Council noticeboard and website

NOTICE IS GIVEN that an **DEVELOPMENT & PROMOTION COMMITTEE** will be held in **The Guest Hall** at the **PRIORY CENTRE**, Priory Lane, St Neots, PE19 2BH on **Tuesday 5th February 2019 at 7:30pm.**

Members of the Committee are HEREBY SUMMONED to attend to consider the following business:

Public Participation

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

AGENDA

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. Proposed relocation of a Canoe Hire Business to St Neots (10 minutes)

A small presentation to members from Andrew Maclaren

4. Minutes (5 mins)

To approve the minutes of the Development & Promotion Committee held on 8th January 2019 as a true and accurate record of that meeting. Attachment 1

5. Matters Outstanding (10 mins)

To receive an update on matters outstanding. Attachment 2

6. Speed Awareness

To receive an update from the working party. Attachment 3

7. River Boat

To receive an update from the working party.

8. Events Calendar

Civic Officer to go through 2019/20 events

30 January 2019



Town Clerk & RFO
Mr E Reilly CMgr FCMI FSLCC

9. **Response Letter from Mayor of Combined Authority**

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Sharon Coe
Deputy Town Clerk

Attachment 1

Minutes

MINUTES OF THE MEETING OF THE DEVELOPMENT & PROMOTION COMMITTEE
HELD AT THE PRIORY CENTRE, ST NEOTS
ON TUESDAY 8th JANUARY 2019

Present: Cllrs Pitt, Caroline Green, Gregson, Johnson, Speed, Davies, Slade, Sandie Giles
Also present: Deputy Town Clerk, Civic Officer

Public Participation

There were no members of the public present.

36. Apologies

Apologies were received with valid reasons from Cllr Christine Green.

37. Declarations of Interest

Cllr Slade declared a non-pecuniary interest as a member of the Combined Authority Master Plan Steering committee.

38. Minutes

It was proposed and seconded to accept the minutes of the meeting held on 6th November 2018 as a true and accurate record.

RESOLVED to accept the proposal.

39. Matters outstanding

It was proposed and seconded that Item 1, Tree Removal near station and Item 3, Speed Monitoring Equipment are transferred to the Operations and Amenities committee.

RESOLVED to accept the proposal.

Updates on the remaining items are appended to these minutes.

40. Speed Awareness Week

Members discussed the feasibility of the project and costs involved and agreed that the working party should meet with the Civic Officer to investigate further and report back at the next meeting.

41. River Boat

Discussions took place about the scale of the project with volunteers seen as the biggest challenge. It was agreed that further discussions would take place with the John Bunyan Boat Company and Ouse Valley River Boat Club about the potential for them to assist with setting the project. It was also suggested that the Town Council could provide marketing support and possibly assist with managing bookings.

42. St Neots Master Plan

Updates were provided on current projects. As part of the Street Furniture project two WWI benches had been ordered for installation on the Market Square, cycle rack and bus shelter designs were still to be agreed. The BID feasibility study will commence beginning of February with a report presented to the steering group by the end February. Three workshops are planned for end of January as part of the Smart Places connecting Cambridgeshire project, information leaflets were handed to members and they were encouraged to attend.

The meeting closed at 8.50pm.

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Chairman

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Attachment 2

Matters Outstanding

2018/2019
Matters Outstanding
Development & Promotion Committee



Item	Date Added	Original Action from Minutes	Who to Responsible	Update Provided	Update
1	10.10.17	<u>St Neots High Street Parking</u> The Committee discussed the illegal parking around the Market Square and ways to try and resolve. Town Clerk to contact Cambridgeshire County Council to request the appropriate signage.	Cllr Chapman CLOSED	06.11.18 08.01.19	The signs for TRO are in place, however local police do not have the resources to manage this. It has been suggested to Full Council to secure a part time PCSO who could carry out parking controls on behalf of the council. A part time PCSO did not receive approval from Full Council.
2	03.10.17	<u>Town Artwork Working Group</u> Working party formed to investigate the costs and ideas for incorporating heritage artwork displays on town centre bus shelters.	DEFERRED	06.11.18	This item is deferred until the bus shelter design has been agreed by the Combined Authority Master Plan Steering Group.
3	07.11.17	<u>Riverboat working group</u>	Working Group Working Group Working Group All Working Group	17.07.18 04.09.18 02.10.18 06.11.18 08.01.19	The working group for the riverboat trips will be presenting a report and costings at the next meeting of the committee in September. A member of the John Bunyan boat company to be invited to attend the next committee meeting. Cllr Davies agreed to organise a visit for committee members to see the John Bunyan River Boat in Bedford. Viability of the Town Council running this project to be discussed at the next committee meeting. Working group contact John Bunyan Boat Company about running a similar service in St Neots. Working group to contact the Ouse Valley River Boat Club about support for this project. Civic Officer to secure promotional space at the Armed Forces Day

2018/2019
Matters Outstanding
Development & Promotion Committee



Item	Date Added	Original Action from Minutes	Who to Responsible	Update Provided	Update
					Gala on 22 nd and 23 rd June 2019. Working group to contact the Centres Manager about the viability of bookings being managed by the Priory Centre.
4	02.10.18	<u>Speed Awareness Week</u>	Working Group	02.10.18	Beginning of March 2019 was suggested as the best time to run a speed awareness campaign in St Neots. The working group to discuss with schools and local community groups about how they can get involved with the campaign.
			Working Group	06.11.18	Working group have been unable to meet but CCC have been contacted to provide marketing materials for our use. The date has been set as w/c 25 th March 2019.
			Working Group	08.01.19	Working group to meet with the Civic Officer to review feasibility of project and submit a report at the next committee meeting.

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Attachment 3

Speed Awareness Report

Speed Awareness Week working party report

Working party members: Cllr Caroline Gregson, Cllr Delphine Johnson, Cllr Emma Speed & Civic officer, Karen Pollecutt

Project: To investigate the feasibility and deliver a Speed Awareness Week project for St Neots and its surrounding in response to our resident's concerns in regards to excessive speeding.

Aims

- Raise awareness of speeding and road safety
- Bring the community together
- Help compile data from residents on the instances of speeding or road safety issues
- Promote the town of St Neots and the work of the town council

The working party is collaborating with:

- Lyn Hesse, CCC Highways Services, Road Safety Officer
- Dave Nichols - community engagement manager, Brake, the road safety charity

On 18 January 2019, Caroline, Delphine and Karen met to discuss the above project.

It was decided that, due to time constrictions, costs and practicalities, "St Neots Speed Awareness & Road Safety Week" would be better scheduled to coincide with the National Road Safety Week www.roadsafetyweek.org.uk (18 - 24 November 2019) which is coordinated by www.brake.org. As this is a national and international event, there will be a lot going on, with access to a vast amount of resources, literature and publicity, most of it at no cost.

Promotional Events

- Soft launch held at Armed Forces Gala Weekend on 22 June 2019.
- Promotional and activity event held at the Farmers Market on 7 November to allow residents to share concerns, experiences, gain information and take the pledge.
- Additional Promotional and activity event held at Loves Farm House during the campaign week
- Promotional event held at the Xmas Lights Switch On event on 24 November 2019

Media Campaign

- Social media channels - featuring the "Make the pledge" Brake leaflet (available for free). Encourage those who take the pledge to share photos and use the campaign hashtags issued by Brake and including #StNeots promoting the campaign and St Neots to a wider audience.
Further information on literature and resources available can be found by visiting their website <https://shop.brake.org.uk/collections/campaigning-communities/products/pledge-leaflet>
- BlackCat107 Radio to promote and share the campaign including interviews with working group, schools etc.
- Hunts Post, B Inspired and Think Local Magazines - to promote the campaign through marketing and editorial content.
- Community groups, Local businesses, Youth Groups, Schools... Each would join the campaign through their own initiatives and share their efforts through medias (photos/videos) with SNTC. Those would then be compiled and shared on the councils social media channels.

Immediate Actions:

1. Delphine Johnson - notify Lyn Hesse, CCC of new date/plans for our campaign. **(completed 18/1/19)**
2. Caroline Gregson to speak to LFCA/Loves farm House re potential date for promotional event.
3. Karen Pollecutt to notify schools, community groups, churches, youth groups, cycling groups, police cadets and Vir2oso about the campaign date and outline of proposed activities.
4. Caroline Gregson to liaise with Stephen Ferguson to see if St Neots Park Run could promote the campaign
5. Karen Pollecutt to contact Cambs Police to see if there are speeding stats we can utilise.