



Council Offices, The Priory Centre, St Neots, Cambridgeshire, PE19 2BH  
Tel: 01480 388911 - Email: [enquiries@stneots-tc.gov.uk](mailto:enquiries@stneots-tc.gov.uk) - Web: [www.stneots-tc.gov.uk](http://www.stneots-tc.gov.uk)

**To: Committee Members**

CLlrs D Giles (Chairman), D Collins, S Ferguson, B Banks (Deputy Chairman), B Chapman, D Johnson, J Cooper-Marsh and D Terry

**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 **OPERATIONS & AMENITIES COMMITTEE MEETING** will be held in **THE GUEST HALL** at the **PRIORY CENTRE**, The Priory, St Neots, PE19 2BH on **TUESDAY 19 MARCH 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. Minutes**

To approve the minutes of the Operations & Amenities Committee held on 19<sup>th</sup> February 2019 as a true and accurate record. Attachment 1

**4. Report on Matters Outstanding**

To receive an update from the Town Clerk on matters outstanding. Attachment 2

**5. Operations Budget**

Income & Expenditure up until 31/01/2019

**6. CCTV Report**

Members to note the report for February 2019

*Ed Reilly*

.....  
**Edward Reilly**  
**Town Clerk**

**THIS PAGE HAS  
BEEN LEFT  
INTENTIONALLY  
BLANK**

# Attachment 1

Minutes

**MINUTES OF THE MEETING OF THE OPERATIONS & AMENITIES COMMITTEE**  
**HELD AT THE PRIORY CENTRE, ST NEOTS**  
**ON TUESDAY 19<sup>th</sup> FEBRUARY 2019**

Present: Cllrs Derek Giles (Chairman), Banks (Deputy Chairman), Chapman, Johnson, Terry, Ferguson & Cooper-Marsh.

Also present: Town Clerk

**Public Participation**

No members of the public were present

**55. Apologies**

Cllr Collins was recorded as absent.

**56. Declarations of Interest**

There were no declarations of interest received.

**57. Minutes**

It was proposed and seconded that the minutes of the meeting held on 22 Jan 19 were accepted a true and accurate record.

**RESOLVED to accept the proposal**

**58. Report on Matters Outstanding**

59. An update on matters outstanding is appended to these minutes.

**60. Operations Budget**

The report was noted

**61. Gym Apparatus from Longsands School**

The Operations Manager gave a verbal report on the progress.

**62. Disabled Play Equipment**

Cllr Ferguson gave an update on the project.

**63. Maintenance of Flower Beds & Voluntary Groups to Adopt**

The committee resolved that the Town Clerk would work with the Finance Manager and the Development Manager to gain sponsorship of the flower beds

**64. CCTV Reports**

Members noted the reports.

**65. Red Cross Building**

It was proposed and seconded that the Town Clerk should obtain quotes for the refurbishment of the building.

**RESOLVED to accept the proposal.**

The meeting closed at 8.40pm.

.....  
**Chairman**

DRAFT

**THIS PAGE HAS  
BEEN LEFT  
INTENTIONALLY  
BLANK**

# Attachment 2

## Matters Outstanding

**Matters Outstanding**  
**Operations & Amenities Committee**  
**2018 - 2019**



	Date of meeting	Action	Status	Updates	Action By
1	12.10.17	<b>Jubilee Mosaic</b> Installation into Jubilee Gardens	In Progress	<b>22.01.19</b> - installation is scheduled for the end of February 2019. <b>19 Feb 19</b> – Final part of installation to commence on Apr 19	Town Clerk/Ops Manager
2	07.12.17	<b>Play Equipment</b> - Sutcliffe survey on all play areas, with Chamberlain Way and Ackerman flagged as high priority, Shady Walk and Riversmead	In Progress	<b>20.11.18</b> - Equipment for Shady Walk and Riversmead has gone in. The others sites in the survey are still ongoing pending finding funding. Goal posts are going into Ackerman Street. The working party are still researching funding. Committee to identify a major project for play equipment and then a funding request can be put in. Members were also reminded that it was resolved under item 20 of the September 2018 meeting to support the installation of play equipment for those living with a disability. It was agreed that the working party would look at putting in an application for landfill tax credits to the value of £60,000 this purpose.  <b>22.01.19</b> - equipment has now been installed in Ackerman Street  <b>19 Feb 19</b> – Further copy of the Sutcliffe survey to be provided	Town Clerk/Operations Manager  Deputy Town Clerk          Town Clerk
3	05.06.18	<b>Arnhem Close Play Area</b> – missing from list. Members requested information on the remaining Section 106	In Progress	<b>03.07.18</b> – Town Clerk meeting with Wheatley Homes and report back to members at next meeting. No S016 funding available  <b>18.09.18</b> - Deferred to next meeting.  <b>16.10.18</b> - It will cost £370 for the thicker post to be installed. Members suggested it is taken out of village greens budget code 210/4114.  <b>20.11.18</b> - Still need to clarify ownership and transfer of Arnhem Close to the Town Council. CCC only pay for 2 grass cuts per year.  <b>22.01.19</b> - Wheatley homes confirmed as owners  <b>11 Mar 19</b> – Work required by Wheatley Homes should be now completed completed and the transfer can now go ahead.	Town Clerk  Town Clerk  Acting Operations Manager  Deputy Town Clerk  Deputy Town Clerk  Town Clerk
4	05.06.18	<b>Ackerman Playing Field</b> - members requested that steps are installed by the council at the School Lane entrance	In Progress	<b>16.10.18</b> - A quote of £4,350 received for steps and another quote of £5,382 received for a ramp.	Acting Operations Manager



**Matters Outstanding**  
**Operations & Amenities Committee**  
**2018 - 2019**



6	05.06.18	<b>Maintenance Plan</b> - a list of town council owned property to be provided at the next committee meeting	In Progress	<p><b>03.07.18</b> - Town Clerk to email to all Councillors a list of property owned by SNTC</p> <p><b>18.09.18</b> - List still to be emailed to all Committee Members</p> <p><b>16.10.18</b> - List emailed to members on 05.10.18. This item will included for discussion as an agenda item for next committee meeting.</p> <p><b>19 Mar 19</b> - to be provided at the next committee meeting.</p>	<p>Town Clerk</p> <p>Deputy Town Clerk</p> <p>Deputy Town Clerk</p> <p>Town Clerk</p>
10.	13.02.18	<b>Speed Monitoring system erected on existing lamp posts</b> Discuss monitoring equipment in detail and how it works so the committee can understand better with a view to making a recommendation to Full Council		<p><b>13.02.18</b> – The Chairman suggested hiring equipment for a couple of weeks to gain some initial data as resolved at a previous meeting of this committee. The Town Clerk will check the previous resolution and update committee members.</p> <p><b>19.06.18</b> – The Town Clerk informed members that the speed machines will be available to hire September 2018.</p> <p><b>17.07.18</b> – The Town Clerk confirmed that speed cameras will be installed in Avenue Road for a 2 week trial in September. Committee members would be emailed once they are installed. There is a budget of £4.5k for 8 weeks camera hire which will be implemented in other areas of the trial proves successful.</p> <p><b>04.09.18</b> – Awaiting confirmation of installation date from CCC.</p> <p><b>02.10.18</b> – To chase for confirmation date of installation.</p> <p><b>06.11.18</b> – Ian Winfield has confirmed that there is a delay in availability of the equipment due to repairs needed. Date of completion of repairs unknown at this stage.</p> <p><b>22.01.19</b> - Still a delay in availability of equipment. To be chased again and update provided at the next meeting.</p> <p><b>19 Feb 19</b> – There is still a delay in the provision of the equipment. The Town Clerk is to speak to CCC to obtain clarity</p>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p> <p>Deputy Town Clerk</p> <p>Deputy Town Clerk</p> <p>Deputy Town Clerk</p> <p>Town Clerk</p>
12.	22.01.19	<b>Bollards Montagu Street &amp; Glenariff Close</b>		<b>22.01.19</b> - Deputy Town Clerk to write to Ian Winfield and Resident.	Deputy Town Clerk
15.	22.01.19	<b>Yellow Lines</b>		New project - to be part of an LHI submission	
16.	22.01.19	<b>Bandstand Riverside Park</b>		New Project	
17.	22.01.19	<b>Larger Christmas Tree</b>		New Project	

**Matters Outstanding  
Operations & Amenities Committee  
2018 - 2019**

		<b>Eynesbury Green</b>			
18.	22.01.19	<b>Loves Farm sign</b>		New Project	
19.	22.01.19	<b>Road Sign Cleaning</b>		New Project	
20.	22.01.19	<b>Parking</b>		New Project	
21.	22.01.19	<b>Eaton Socon Cricket Club</b>		New Project	
22.	22.01.19	<b>Town Green Orders</b>		<b>22.01.19</b> - chairman together with the Deputy Town Clerk to look at all HDC and CCC owned land in St Neots Parish and apply for green open space orders.	
23.	22.01.19	<b>Additional Burial Ground</b>		New Project	