



Council Offices, The Priory Centre, St Neots, Cambridgeshire, PE19 2BH  
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**To: Committee Members**

CLRs D Giles (Chairman), Collins, Ferguson, Banks (Deputy Chairman), Chapman, Johnson, Cooper-Marsh, Terry and Presland

**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 **PRIORY CENTRE**, The Priory, St Neots, PE19 2BH on **TUESDAY 16 APRIL 2019 at 7:15pm**.

**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.

**A G E N D A**

**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> March 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

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

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# 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> MARCH 2019**

Present: Cllrs Derek Giles (Chairman), Chapman, Johnson, Ferguson & Terry

Also present: Deputy Town Clerk, Senior Administrator and Operations Manager

**Public Participation**

There was one member of public present.

**66. Apologies**

Apologies were received from Cllrs Collins, Banks and Cooper-Marsh with valid reasons.

**67. Declarations of Interest**

There were no declarations of interest received.

**68. Minutes**

It was proposed and seconded that the minutes of the meeting held on 19<sup>th</sup> March 2019 were accepted as a true and accurate record.

**RESOLVED to accept the proposal**

**69. Report on Matters Outstanding**

An update on matters outstanding is appended to these minutes.

**70. Operations Budget**

Members noted the income and expenditure report for period ending February 2019.

**71. CCTV Report**

Members noted the CCTV report for February 2019.

The meeting closed at 9.07pm.

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**Chairman**

# 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 <b>19 Mar 19</b> - The mosaic will be installed on 4 <sup>th</sup> April 2019	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 <b>19 Mar 19</b> - Committee members to visit all SNTC play areas in April.	Town Clerk/Operations Manager  Deputy Town Clerk          Town Clerk Deputy Town Clerk
3	05.06.18	<b>Arnham 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 Arnham 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>19.02.19</b> – Work required by Wheatley Homes should now be completed completed and the transfer can now go ahead. <b>19.03.19</b> - No further update. Town Clerk to provide at next meeting.	Town Clerk  Town Clerk  Acting Operations Manager  Deputy Town Clerk  Deputy Town Clerk  Town Clerk  Town Clerk

	Date of meeting	Action	Status	Updates	Action By
4	05.06.18	<b>Ackerman Playing Field</b> - members requested that steps are installed by the council at the School Lane entrance	CLOSED	<p><b>16.10.18</b> - A quote of £4,350 received for steps and another quote of £5,382 received for a ramp.</p> <p><b>19.03.19</b> - It was noted that additional works would be required to meet Health and Safety requirements resulting in an increase in costs. It was proposed and seconded to close this item off. <b>RESOLVED to accept the proposal.</b></p>	<p>Acting Operations Manager</p> <p>CLOSED</p>
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>19.02.19</b> - to be provided at the next committee meeting.</p> <p><b>19.03.19</b> - List to be updated to include amendments noted at the meeting and issued to all councillors.</p>	<p>Town Clerk</p> <p>Deputy Town Clerk</p> <p>Deputy Town Clerk</p> <p>Town Clerk</p> <p>Deputy 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	In Progress	<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</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>

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



	Date of meeting	Action	Status	Updates	Action By
				<p>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>19.02.19</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><b>19.03.19</b> - No further updates.</p>	<p>Deputy Town Clerk</p> <p>Town Clerk</p>
12.	22.01.19	<b>Bollards Montagu Street &amp; Glenariff Close</b>	In Progress	<p><b>22.01.19</b> - Deputy Town Clerk to write to Ian Winfield and Resident.</p> <p><b>19.03.19</b> - These are not owned by the council. Town Clerk to write to the resident advise the outcome of their findings.</p>	<p>Deputy Town Clerk</p> <p>Town Clerk</p>
15.	22.01.19	<b>Yellow Lines</b>	In Progress	<p>New project - to be part of an LHI submission</p> <p><b>19.03.19</b> - The following locations were put forward by members of the committee: Hawkesden Road, Priory Hill, Longsands Road, Huntingdon Street</p>	
16.	22.01.19	<b>Bandstand Riverside Park</b>	In Progress	<p>New Project</p> <p><b>19.03.19</b> - It was noted by Cllr Chapman that a bandstand is not currently on the masterplan but is being discussed by one of the forums. There is a Steering Group on 22<sup>nd</sup> March and the question will be raised.</p>	Cllr Chapman
17.	22.01.19	<b>Larger Christmas Tree Eynesbury Green</b>	CLOSED	<p>New Project</p> <p><b>19.03.19</b> - It was agreed by members to let nature take it's course and leave the tree to grow.</p>	CLOSED
18.	22.01.19	<b>Loves Farm sign</b>	In Progress	<p>New Project</p> <p><b>19.03.19</b> - It was agreed that Cala Homes would be contacted about funding a new sign. Cllr Ferguson to action.</p>	Cllr Ferguson
19.	22.01.19	<b>Road Sign Cleaning</b>	In Progress	<p>New Project</p> <p><b>19.03.19</b> - A test cleaning session to be carried to see how many signs two operations technicians can clean.</p>	Operations Manager
20.	22.01.19	<b>Parking</b>	In Progress	<p>New Project</p> <p><b>19.03.19</b> - Concerns over the recently announced increase in parking charges by HDC were raised as well as the continued illegal parking around the market square.</p>	
21.	22.01.19	<b>Eaton Socon Cricket Club</b>	In Progress	<p>New Project</p> <p><b>19.09.19</b> - still awaiting the decision on the appeal for the building of 5 properties.</p>	
22.	22.01.19	<b>Town Green Orders</b>		<p><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.</p> <p><b>19.03.19</b> - Consultation period for the Town Greens ended on 11/03/19. It was also noted that updated maps of with additional green open spaces was delivered</p>	Town Clerk



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



	Date of meeting	Action	Status	Updates	Action By
				to HDC. A response to these needs to be chased.	
23.	22.01.19	<b>Additional Burial Ground</b>		New Project <b>19.03.19</b> - Current burial space will last approximately 20 years. It was agreed that officers would confirm that this is the case and provide a written report.	Deputy Town Clerk
24.	19.03.19	<b>Shakespeare Estate</b> To adopt green space land		<b>19.03.19</b> - Members agreed that adverse possession should be applied for.	Town Clerk
25.	19.03.19	<b>Ackerman Street Fence</b>		<b>19.03.19</b> - Cost of replacement to be provided.	Operations Manager
26.	19.03.19	<b>LHI Bids</b>		<b>19.03.19</b> - A list of current LHI applications to be listed.	Town Clerk
27.	19.03.19	<b>Assets of Community Value</b>		<b>19.03.19</b> - An updated list to be provided.	Town Clerk