



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, 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 14 MAY 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.

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 16 April 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. Memorial Bench - Eaton Socon Green

Members to consider the installation of a memorial bench to celebrate Eaton Socon Community Association’s 40th Birthday. The cost of the purchase and installation of the bench to be met by ESCA

6. Ackerman Street - Community Football

Members to consider a request from Eaton Park Rangers to use the green space in Ackerman Street as a football pitch for the following season.

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Karen Pollecutt
Deputy Town Clerk

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Attachment 1

Minutes

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MINUTES OF THE MEETING OF THE OPERATIONS & AMENITIES COMMITTEE
HELD AT THE PRIORY CENTRE, ST NEOTS
ON TUESDAY 16th APRIL 2019

Present: Cllrs Banks (Deputy Chairman), Chapman and Johnson

Also present: Deputy Town Clerk and Operations Manager

Public Participation

There no members of the public present.

72. Apologies

Apologies were received from Cllrs Collins, Ferguson, Derek Giles, Cooper-Marsh and Presland.

73. Declarations of Interest

There were no declarations of interest received.

74. Minutes

It was proposed and seconded that the minutes of the meeting held on 16th April 2019 were accepted as a true and accurate record.

RESOLVED to accept the proposal

75. Report on Matters Outstanding

An update on matters outstanding is appended to these minutes.

The meeting closed at 8.42pm

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Chairman

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Attachment 2

Matters Outstanding

**Rolling Programme
Operations & Amenities Committee
2018 - 2019**



Min No.	Date of meeting	Item	Status	Updates	Action By
1	12.10.17	Jubilee Mosaic Installation of the mosaic to Jubilee Gardens by the Town Bridge.	In Progress	22.01.19 - installation is scheduled for the end of February 2019. 19.02.19 – Final part of installation to commence on Apr 19 19.03.19 - The mosaic will be installed on 4 th April 2019 16.04.19 – There have been issues with the screed. The mosaic artist wants to delay until July. Members agreed that Cllr Chapman would provide a letter to the artist to be sent out from the council offices.	Town Clerk/Ops Manager Chapman/Deputy Town Clerk
2	07.12.17	Play Equipment - Sutcliffe survey on all play areas, with Chamberlain Way and Ackerman flagged as high priority, Shady Walk and Riversmead	In Progress	20.11.18 - 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. 22.01.19 - equipment has now been installed in Ackerman Street 19.02.19 – Further copy of the Sutcliffe survey to be provided 19.03.19 - Committee members to visit all SNTC play areas in April. 16.04.19 - Email committee members with potential dates for visits in May.	Town Clerk/Operations Manager Deputy Town Clerk Town Clerk Deputy Town Clerk Operations Manager
3	05.06.18	Arnham Close Play Area – missing from list. Members requested information on the remaining Section 106	In Progress	03.07.18 – Town Clerk meeting with Wheatley Homes and report back to members at next meeting. No S016 funding available 18.09.18 - Deferred to next meeting. 20.11.18 - Still need to clarify ownership and transfer of Arnham Close to the Town Council. CCC only pay for 2 grass cuts per year. 22.01.19 - Wheatley homes confirmed as owners 19.02.19 – Work required by Wheatley Homes should now be completed completed and the transfer can now go ahead. 19.03.19 - No further update. Town Clerk to provide at next meeting. 16.04.19 - An update on the situation with Wheatley Homes to be emailed to committee members.	Town Clerk Town Clerk Deputy Town Clerk Deputy Town Clerk Town Clerk
4.	05.06.18	Maintenance Plan - a list of town council owned property to be provided at the next committee meeting	In Progress	03.07.18 - Town Clerk to email to all Councillors a list of property owned by SNTC 18.09.18 - List still to be emailed to all Committee Members 16.10.18 - List emailed to members on 05.10.18. This item will included for discussion as an agenda item for next committee meeting. 19.02.19 - to be provided at the next committee meeting.	Town Clerk Deputy Town Clerk Deputy Town Clerk Town Clerk

**Rolling Programme
Operations & Amenities Committee
2018 - 2019**



Min No.	Date of meeting	Item	Status	Updates	Action By
				19.03.19 - List to be updated to include amendments noted at the meeting and issued to all councillors. 16.04.19 - List to include all signs and benches owned by the council.	Deputy Town Clerk Operations Manager
5.	13.02.18	Speed Monitoring system erected on existing lamp posts 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	13.02.18 – 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. 19.06.18 – The Town Clerk informed members that the speed machines will be available to hire September 2018. 17.07.18 – 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. 04.09.18 – Awaiting confirmation of installation date from CCC. 02.10.18 – To chase for confirmation date of installation. 06.11.18 – 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. 22.01.19 - Still a delay in availability of equipment. To be chased again and update provided at the next meeting. 19.02.19 – There is still a delay in the provision of the equipment. The Town Clerk is to speak to CCC to obtain clarity 19.03.19 - No further updates. 16.4.19 – CCC equipment still out of action. Members requested that Cllr Simone Taylor is asked to return the speed monitoring equipment. Approval for use of the counter in Avenue Road to be gained from CCC.	Town Clerk Town Clerk Town Clerk Town Clerk Deputy Town Clerk Deputy Town Clerk Deputy Town Clerk Town Clerk
6.	22.01.19	Bollards Montagu Street & Glenariff Close	In Progress	22.01.19 - Deputy Town Clerk to write to Ian Winfield and Resident. 19.03.19 - These are not owned by the council. Town Clerk to write to the resident to advise the outcome of their findings. 16.04.19 - need to confirm with the Town Clerk.	Deputy Town Clerk Town Clerk Deputy Town Clerk
7.	22.01.19	Yellow Lines	In Progress	New project - to be part of an LHI submission 19.03.19 - The following locations were put forward by members of the committee: Hawkesden Road, Priory Hill, Longsands Road, Huntingdon Street 16.04.19 - Chairman of the committee to liaise with the Town Clerk.	Cllr D Giles
8.	22.01.19	Bandstand Riverside Park	In Progress	New Project 19.03.19 - 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 nd March and the question will be raised.	Cllr Chapman

**Rolling Programme
Operations & Amenities Committee
2018 - 2019**



Min No.	Date of meeting	Item	Status	Updates	Action By
				16.4.19 – The Combined Authority Steering Group for the St Neots Master Plan will not fund a bandstand but will allow us to put it on HDC land. Members agreed that this item should be transferred to the Promotion and Events Committee. Item to be included on the agenda for their next meeting.	Deputy Town Clerk
9.	22.01.19	Loves Farm sign	In Progress	New Project 19.03.19 - It was agreed that Cala Homes would be contacted about funding a new sign. Cllr Ferguson to action. 16.04.19 - No update in the absence of Cllr Ferguson.	Cllr Ferguson
10.	22.01.19	Road Sign Cleaning	In Progress	New Project 19.03.19 - A test cleaning session to be carried to see how many signs two operations technicians can clean. 16.04.19 – The ops team workload has not permitted this to be carried out.	Operations Manager
11.	22.01.19	Parking	In Progress	New Project 19.03.19 - Concerns over the recently announced increase in parking charges by HDC were raised as well as the continued illegal parking around the market square. Police	
12.	22.01.19	Eaton Socon Cricket Club	In Progress	New Project 19.03.19 - still awaiting the decision on the appeal for the building of 5 properties. 16.04.19 - no further update available.	
13.	22.01.19	Green Open Spaces Order		22.01.19 - 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. It was also noted that updated maps of with additional green open spaces was delivered to HDC. A response to these needs to be chased.	Chairman/Deputy Town Clerk
14.		Town Green Orders - Poets and Painters Estate, Eaton Ford, St Neots	In progress	19.03.19 - Consultation period for the Town Greens ended on 11.03.19.	
15.	22.01.19	Additional Burial Ground		New Project 19.03.19 - 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. 16.04.19 - report to be provided within the next 2 months.	Deputy Town Clerk Ops Manager/Deputy Town Clerk
16.	19.03.19	Shakespeare Estate To acquire by adverse possession green space land		19.03.19 - Members agreed that to acquire land by adverse possession should be investigated. 16.04.19 – Form and map to be submitted to land registry.	Town Clerk Deputy town clerk
17.	19.03.19	Ackerman Street Fence		19.03.19 - Cost of replacement to be provided. 16.04.19 – Two quotes received like for like or black plastic. Members preferred the	Operations Manager

**Rolling Programme
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Min No.	Date of meeting	Item	Status	Updates	Action By
				black plastic recycled option and a report to be made at the next meeting on availability of funds within the budgets.	
18.	19.03.19	LHI Bids		19.03.19 - A list of current LHI applications to be listed. 16.04.19 - List to be provided at the next meeting.	Town Clerk Town Clerk
19.	19.03.19	Assets of Community Value		19.03.19 - An updated list to be provided. 16.04.19 - List to be provided at the next meeting.	Town Clerk Town Clerk
20.	19.03.19	Wintringham Park Sign		19.03.19 - Request for a sign for Wintringham Park in line with other areas in the town. 16.04.19 - no further update	Town Clerk