

Full Town Council

To: Committee Members

All Town Councillors

Copies: County Councillors – Ferguson, Prentice, Seef & S Taylor

District Councillors – Ferguson, Davenport-Ray, Jennings, Pickering, I Taylor, Welton &

S Taylor

Town Councillors – not a member of this committee **Local Press, Town Council Website & Noticeboard**

Agenda for the meeting of the **Town Council** to be held on **Tuesday 26th March** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

Members of the Full Town Council are hereby summoned to attend this meeting to consider the following business.

C Robson

Town Clerk

1 Apologies for Absence

To receive and note councillor's apologies.

2 Declarations of Interest

To receive from councillor's 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 of this meeting.

3 Minutes

Members to approve the following minutes as a true and accurate record: 27th February 2024.

Attachment 1

4 County and District Councillor Reports

To receive verbal updates or reports from County and District Councillors on matters of significance to St Neots.



5 Committee Minutes

To receive and note draft minutes of meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere;

- i) Personnel Committee held on 5th March 2024 Attachment 2
 ii) Environment & Emergency Committee held on 5th March 2024 Attachment 3
 iii) Planning Committee held on 27th February 2024 Attachment 4
 iv) Planning Committee held on 12th March 2024 Attachment 5
 v) Operations and Amenities Committee held on 12th March 2024 Attachment 6
 RESOLVED to RECOMMEND that the Council approve the Museum Repair Work tender and that the Clerk initiate the tender process subject to further liaising with the museum trustees.
- vi) Finance & Governance Committee held on 19th March 2024

Attachment 8

RESOLVED to RECOMMEND that the Council approve earmarking unspent funds as at the 31st March 2024 from the following budgets;

Cost	Budget	Budget Heading
Centre	Code	
102	4318	Youth Council and Youth Worker
105	4365	Carbon Neutral Budget
230	4119	The Cage / Lock up
210	4128	Street Scene Improvements
240	4346	Armed Forces Day (for 2024 event)
240	4346	Armed Forces Day (for vibrant community
		funding)
301	4123	Highways Improvements
301	4503	Noticeboards
400	6703	Capital Building Major Repairs
400	4902	Capital Ops ride on mowers and vehicles
400	4911	Capital IT Hardware

Attachment 9

RESOLVED to RECOMMEND that the Loves Farm EMR of £117.00 be reallocated to the Community Building Fund.



RESOLVED to RECOMMEND that the Council confirms it will continue funding of counselling for young people with the Young Persons Counselling Service at a cost of £11,000 per year as budgeted for 2024/25. That the Council approve the proposed agreement for provision based on 286 hours.

Attachment 10

6 Cambridgeshire and Peterborough Association of Local Councils

To resolve affiliation renewal with the Cambridgeshire and Peterborough Association of Local Councils for 2024/25. The cost of affiliation comes from the Council's subscriptions budget for which a sufficient budget has been allowed.

Attachment 11

7 Election of Environment & Emergency Committee Chairperson

To receive nominations and elect a committee chairperson for the Environment Attachment 12 & Emergency Committee for the remainder of the Council year.

8 Priory Centre Business Development Group (BDG)

To consider the Membership of the BDG group and appointing an additional Attachment 13 Member.

9 Members on Outside Bodies

- i) To receive nominations and elect a second Member to the following position; East West Rail Stakeholder Group (R. Slade + Vacancy)
- ii) To receive any reports from Members who act as Council representatives on outside bodies.

10 Date of Next Meeting

To note the date of the next Council meeting will be 30th April 2024.

11 Committee In Private Session

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment or contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

12 St Neots Swimming Pool

- i) To receive and note correspondence received from the Charity Commission in relation to St Neots Swimming Pool.
- ii) To receive and note communication from a solicitor engaged by the Council in relation to correspondence from the Charity Commission.
- iii) To receive and consider legal advice in relation to the transfer of land and other assets and approve a recommendation on the preferred action to be taken based on the legal advice received.



Full Town Council

Present: Cllrs Simonis (Chairperson), Slade (Deputy Chairperson) Chapman, Collins,

Crompton, Dundas-Todorov, Dunford, Goodman, Hitchin, Johnson, McNab-

Grieve, Mascarenhas, Maslen, Pitt and Smith

Absent: Cllrs Cooper-Marsh, Kumar and Terry In attendance: Town Clerk and Deputy Town Clerk

Minutes of the meeting of St Neots Town Council held on **Tuesday 27th February 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There were five members of the public present.

The Chairperson advised the Council that Cllr Laycock had formally resigned through the correct channels as of Monday 26th February 2024.

157 Apologies for Absence

Apologies were received and noted from Cllrs Cooper-Marsh, Kumar and Terry.

Admin

158 Declarations of Interest

Cllr Pitt declared a non-pecuniary interest in Changing Places Toilet agenda item as a cabinet Member of Huntingdonshire District Council.

159 Minutes

i) **RESOLVED** to approve the amended minutes of a meeting of the Full Council held on 19th December 2023 as a true and accurate record of the meeting.

Admin

ii) **RESOLVED** to approve the minutes of a meeting of the Full Council on 30th January 2024 as a true and accurate record of the meeting.

Admin

160 Priory Centre Redevelopment

The Chairperson welcomed Sam Wakeford and Sam Caldbeck from HDC, along with Tom Coward from AOC, the architects leading on the Priory Centre refurbishment project.

Members received a presentation from AOC which ran through the designs for the building, including internal and external images demonstrating the changes and designs for the building which would form the basis of the planning application which was to be submitted in March 2024. The design was in line with the images and layout that formed the basis of the consultation but had been developed in line with feedback received. The engagement event had seen over 500 people attending and providing feedback in person, with 50 online and paper questionnaire responses.

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Feedback had been reassuring, with the change of perception, look and feel coming across as the most important factors. Over 80% of respondents had also said that the café and WCs were the most important facilities, this had led to changes in the layout design which of course have cost implications.

HDC representatives welcomed the Council's thoughts and commented that they would come back to the Council in due course regarding other elements, costs resulting from the tender process and internals.

Following the presentation Members provided several points of feedback to which the architect provided comment, including;

Concern over the external appearance of the wood cladding and the colour used, the appearance is quite dramatic and may not be popular as it doesn't blend into the existing architecture. The colour may also be difficult for those with sensory challenges. It was suggested natural wood may be a better option for consideration by the design team. AOC commented that woods react differently to weather and time, this would need to be considered and tested. Wood ages and the team need to make sure the specification for the wood reflects this and could impact the overall costings.

There may be lots of conversations on the colour and meetings such as this one and meetings of the BDG will help work out what the finish is.

- Other Councillors commented that they liked the design and external use of green for the building. It looked smart and inviting. It was also noted that it was hard to get a clear understanding of the look based on a wall projected image.
- The new build northern end section may appear disjointed from the existing building, especially with a flat roof. AOC explained that the flat roof was needed to support the locating of the plant for the building's operation. The sustainability approach taken in the design requires sufficient space for plant equipment, so by adding to the roof it makes the most of the floor space available. An octagonal screening mirror is proposed.
- If just continued the building as this would be a lot bigger and have larger cost implications.
- The proposed theatre balcony did not appear to offer good views of the stage. AOC commented that the sight lines had been audited by a theatre design consultant, with the sight lines being good for the type of seats they are, however the interiors of the building were still being refined.
- The solar panel provision does not appear to be extensive. Sustainability and working towards Net Zero is important to the Council. AOC commented that

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Town Clerk – Chris Robson **Town Mayor** – Cllr Rob Simonis





70sqm of panels are shown and there is room for more with an opportunity in the technical design to optimise the provision.

- Do the designs allow for disabled toilets on both levels of the building. It was confirmed that they did.
- AOC explained that if the existing building were just to be extended in the same style and size it would result in a significantly bigger building and have larger cost and practicality implications.

The Chairperson thanked HDC and AOC for attending and presenting to the Council.

161 County and District Councillor Reports

CCC Cllr Seeff and CCC/HDC Cllr Ferguson addressed the Council.

The Council were informed that several Councillors attended a meeting last month at Longsands Academy to understand issues that the school have been having and Councillors will be meeting again to establish if a common view could be formulated on what could be done to help the school. The outcome of the Ofsted inspection of Longsands and an independent view is important. The report is expected soon.

It was reported that HDC had a agreed a 3.2% increase in council tax as part of the 2024/25 budget. There is a budget cap in place of a £5 increase on a band D property for HDC. It was noted that if the green bin charge hadn't been implemented it would have led to a large budget deficit. Introducing the unpopular charge has meant the Council is on a sound financial basis.

A Member commented that the disability awareness day was a big success but highlighted need to have a strategy across the councils to support those struggling. Councillors need to work together on this, to which CCC/HDC councillors present agreed.

20:13 Cllr Maslen left the meeting. 20:15 Cllr Maslen returned to meeting. 20:15 Cllr Chapman left meeting. 20:16 Cllr Chapman rejoined the meeting.

162 Committee Minutes

Members received and noted the draft minutes of committee meetings of the following committees and sub-committees and (if applicable) approved recommendations therein which do not arise elsewhere;

Members received and noted minutes of the Promotion and Events Committee held on 6th February 2024.

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163 ii) Members received and noted minutes of the Operations and Amenities Committee held on 13th February 2024. The following recommendation arising from the minutes was resolved as follows:

RESOLVED that the Council suspends pre-purchase of burial plots until new burial land is identified to help address growing pressure on burial space.

Senior Admin

- 164 iii) Members received and noted minutes of the Grants Sub-Committee meeting held on 20th February 2024.
- iv) Members received and noted minutes of the Finance and Governance Committee meeting held on 20th February 2024. The following recommendations arising from these minutes were resolved as follows:
- Resolved to approve expenditure of £1,195+VAT from the Defibrillator Purchase Reserve for a new external case and defibrillator to be installed at the Dumbleton Medical Centre, Eynesbury. The defibrillator will be under St Neots Town Council ownership.

Ops Manager

RESOLVED to approve expenditure of £252.64 from the Defibrillator Maintenance Reserve for a new battery to be installed in the Loves Farm House defibrillator.

RFO

Members considered a recommendation to adopt a draft anti-fraud and corruption policy. It was agreed to defer the item for discussion under part 2 so a Member could provide information relating to a historical personnel matter which may help inform the development of the policy.

169 Changing Places Toilets

The Chairperson introduced a report on the proposed Changing Places toilet at Riverside and provided context of the project which was being led by HDC with SNTC committing funding. It was the intention that SNTC and HDC would work on the basis of match funding the project, however HDC have now been advised that the project is not eligible for District Council CIL funding. As such, if the Town Council wants to see the project completed within the timescale is previously resolved it would need to look at funding the complete capital costs of the project, minus grant funding received. HDC would continue to lead on the project management and delivery of the facility which the Town Council wouldn't have the resource to take on.

Members considered and resolved to approve the recommendation from the Finance & Governance Committee on use of CIL funding if the Council does decide to fund the Changing Places project in full.

RESOLVED that if the Town Council are to provide up to a further £125,000 in funding towards the Riverside Changing Places toilet and wider toilet refurbishment that this funding comes from the Council's CIL reserves.

APPROVED – pending





HDC Cllr Wakeford addressed that Council, explaining that the different legal rules around CIL usage by District and Town Council's for CIL meant they had received advice that from a legal and procedural point HDC CIL couldn't fund the project, but that there was no suggestion SNTC funding could not be used.

Members noted that to receive the £50,000 Changing Places grant awarded to HDC from DLUHC work needed to start on site by the end of March 2024.

Members commented that the estimated budget costs seemed excessive. The Clerk advised that the figure was based on other similar HDC projects and included a large amount of contingency. The tender process would lead to defined costs from contractors which would likely be a lot less than the figure mentioned.

Members expressed frustration regarding the lack of match funding from CIL funding but spoke to the importance of the project and the resolution previously made by the Town Council to deliver a Changing Places toilet in 2024. Members also stated that the project was a priority for the Council and should be supported.

It was proposed and seconded that the Town Council support the project by providing additional funding up to a maximum of £125,000 dependant on further grants to be received and confirmed final costs arising from the tendering process.

The Chairperson informed Members that the process which had led to the need to make this decision had not been good and that he would pick this up with the Managing Director of HDC.

RESOLVED that the Town Council approves up to an additional £125,000 in funding from its CIL reserve to pay for the total capital costs of delivering the Riverside Changing Places toilet and refurbishment project.

Cllr Pitt, having declared an interest as a Member of HDC cabinet abstained from voting.

170 Digital Notice Boards Project

Members received and considered a report from the Town Clerk and Events and Communications Officer on a proposal from HDC to install two digital boards in St Neots as part of a wider project which would see screens installed in St Ives, Huntingdon, and Ramsey. The Council has been asked to give its support to the proposed boards and confirm that it would take on responsibility for the management of content.

Members noted that the funds for the St Neots digital boards were coming from a different funding pot to the other towns, but that HDC officers had advised that the funding could be reallocated from the proposed project.

The costs of the project will be covered by HDC for the first three years. After this period the Town Council would need to consider the success of the screens and

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Town Clerk - Chris Robson Town Mayor - Cllr Rob Simonis

whether to keep them in place, taking on the annual revenue and maintenance costs. If the screens are removed after three years that cost would be covered by HDC.

HDC Cllr Wakeford addressed the Council, stating that the funding secured from the CPCA would need to be spent on this and that the company appointed delivers the screens nationally but does so as a bespoke design for each user. Members were asked to keep in mind that project will be happening in other towns and given the lack of cost to be incurred by SNTC for the first three years could be considered as a pilot.

Members spoke on the proposal and shared mixed views on the need for the digital notice boards. Points raised by Members included;

- There is a need to improve communication with residents and the boards provide another channel in which that can happen.
- Technology gets dated quickly and the lifespan of the screens may be minimal.
- The lack of clarity on how the system will work and any limitations on the management and creation of content makes understanding the benefits the boards will provide and their resource implications difficult.
- A bespoke systems locks the Council in to future maintenance programmes, which could be costly.
- There is an opportunity for three years to see if this works for us without incurring any costs.
- There will be a resource implication for the management and creation of quality content for the boards. It was suggested an external partner or service provider could still be used to facilitate content management.

It was proposed and seconded that the Council resolve to take on the management of the proposed town centre digital boards.

RESOLVED that the Town Council takes on the management and administration of the proposed town centre digital notice boards, which would become a Council asset insured and maintained by Huntingdonshire District Council for a three-year period.

171 Cambridgeshire County Council Weed Management

Members received and noted a communication from Cambridgeshire County Council on the reintroduction of chemical weed spraying to their 2024 weed management. Members welcomed the proposed weed management measures and that the County Council had taken on board complaints raised in 2023 from the Council and residents.

172 Proposed Diversion of Part of Footpath 11 Abbotsley

Members received and noted a consultation on the proposed diversion of footpath 11 Abbotsley. No comments were put forward by Members.

173 Annual Council Meeting and Annual Town Meeting

Members received and considered a proposal and supporting report that the Annual Meeting of the Council (ACM) be held on 8th May 2024 following the Annual Town

Town Clerk





Meeting (ATM) of the same evening. The Chairperson introduced the item and explained some of the benefits for holding the ACM on the same evening as the ATM, including increased attendance and participation in the process and to provide time for the newly elected Chairperson to get familiar with the role ahead of the lengthy business the ACM would usually address.

The Clerk informed the committee that the only statutory requirement of the ACM was that the first item of business be the election of the Chairperson for the forthcoming Council year. The Council's Standing Orders listed other items of business that should be conducted at the ACM, including election of committee chairpersons. The ACM would need to resolve to defer those items of business to the Full Council meeting to be held at the end of May 2024.

It was clarified that the ATM and ACM needed to be two separate meetings and could not be combined. The ATM is not a town council meeting and Members have the same status as residents at this meeting.

Members expressed support for the proposal.

RESOLVED that the Annual Council Meeting of St Neots Town Council is held on Wednesday 8th May 2024 at 7:30pm in the Great Hall at the Priory Centre to follow the Annual Town Meeting held that same evening.

174 Reports from Outside Bodies

There were none presented.

175 Date of Next Meeting

The date of the next Town Council meeting was noted as Tuesday 26 March 2024.

176 Committee in Private Session

RESOLVED that in terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment or contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

177 Anti-Fraud Policy

Members returned to the Anti-Fraud Policy deferred from earlier in the meeting.

A Councillor detailed a historic situation which led to unintended outcomes and highlighted the need for the Council to give certain instruction, in part to protect the role of the Clerk. Another Member commented that in order for the Clerk to carry out their role and ensure the Council and its process are protected it would be reasonable for the Clerk to take steps if they had concerns.

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It was agreed that the Clerk would review the policy and take further advice in relation to the matters raised and that the policy would be brought back to the Council.

Town Clerk

178 Community Ownership Fund

The Clerk informed the Council that the offer resolved by the Council had been put forward to the owners of the building for which a COF grant had been awarded. This had not been formally accepted with the conditions the Council had asked, but the owner had indicated they were open to entering the requested contract and a solicitor had been asked to draw this up. The Clerk was progressing the administration of the COF grant award and the required documentation.

179 St Neots Swimming Pool

Members received and considered legal advice received in relation to the former St Neots Swimming Pool and historical actions in relation to the land and the Council's role. The advice set out options to the Council.

Members noted that an email with additional information in relation to expected communication from the Charity Commission had been received from a Councillor just before the meeting started. The Clerk had not had time to seek legal advice or consideration of this communication due to the time it was received. Members noted that the email could impact on decision making if confirmed and felt there was no decision but to defer a decision on the legal advice provided and seek clarification on the content of the communication circulated.

RESOLVED to defer making a decision on options set out in legal advice received on the former St Neots Swimming Pool land until clarification could be provided from the Chairty Commission on an email circulated to Members and appropriate legal advice taken.

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Town Clerk - Chris Robson Town Mayor - Cllr Rob Simonis

Personnel Committee

Present: Committee Members

Cllrs Pitt (Chairperson), Collins, Mascarenhas

In Attendance: Town Clerk and Deputy Town Clerk

Minutes of the meeting of the Personnel Committee held on Tuesday 5th March 2024 at 7.15pm in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public participation

There were no members of the public present.

020 Apologies for Absence

ACTIONS

Apologies were received from Cllr Chapman, Johnson and Slade.

021 Declarations of Interest

There were no declarations received.

022 Minutes

RESOLVED that to approve the minutes of the Personnel Committee held on 28th November 2023 as a true and accurate record.

023 Project Management and Delivery

Members received and considered a draft job description and person specification for a new project delivery role for the Council.

The Clerk shared comments from a committee member who was unable to join the meeting on the importance of ensuring the role didn't just focus on strategic projects, but also ensured delivery of projects and actions across the Council's departments.

The Clerk explained that this would be the case and the wording of the job description could be amended to make this clearer. There would be some projects for which managers would need to retain responsibility as they sit under their remit, but the new role should have an understanding of all projects and work with managers to help drive these forwards.

The Chairperson spoke on importance of the role and how it would be key to moving projects forward given the limit of capacity at present. It was also acknowledged that it is reasonable to be concerned about scope of role. The Council will consider and give instruction for projects, with key stages and instruction from the Council for feasibility reports onwards. What is required is an officer with free reign to design projects outside the committee and council structure, that is the role for Councillors.

It was proposed to approve the job description as written with the amendment that section 1.1 be changed to read "Maintain and manage a plan for projects as defined by the Council and support managers across the Council's departments in the delivery of projects within their areas."

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Town Clerk – Chris Robson Town Mayor – Cllr Rob Simonis

Members discussed potential line management responsibilities and that could be included in the role, and it was agreed that this element of the role be left to the Clerk in line with the wider organisational structure.

RESOLVED to approve the Job Description and Person Specification for the Project Delivery Officer subject to the following amendment;

1.1 be changed to read "Maintain and manage a plan for projects as defined by the Council and support managers across the Council's departments in the delivery of projects within their areas."

RESOLVED that the Clerk progress recruitment for a permanent Project Delivery Manager on a salary range of SCP 29 - 32 for between 30 to 37 hours per week. That line management responsibilities by finalised by the Clerk as part of the wider organisational structure the role would be fitting in to.

024 Date of Next Meeting

Members noted that the date of the next scheduled Personnel Committee meeting would be 6:15pm on 16th July 2024.

025 Committee in Private Session

RESOLVED that in terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

026 Priory Centre Redevelopment

Members received and noted a verbal report from the Town Clerk and Deputy Town Clerk on the progress of staff consultations linked to the temporary closure of the Priory Centre as part of proposed refurbishment works. The process is guided by external Human Resources support.

Committee Chairperson

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Environment & Emergency Committee

Present: **Committee Members**

Cllrs Bolanz (Deputy Chairperson), Cooper-Marsh, Dunford, Goodman, McNab-

Grieve and Pitt

In Attendance: Town Clerk, Environmental Project Officer

Cllr Slade Absent:

Minutes of the meeting of the Environment & Emergency committee held on 5th March 2024 at 7.15pm in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There was one member of the public present. No member of the public wished to address the Council.

O40 RESOLVED to co-opt Cllr D Collins to the committee in the absence of Cllr Slade.

041 Apologies for Absence

ACTIONS

Apologies were received and noted from Cllr Slade.

042 Declarations of Interest

There were no declarations of interest.

043 Minutes

RESOLVED to approve the minutes of the 9th January 2024 as a true and accurate reflection of the meeting.

044 Action List

Members received the committee action list. A Member asked that reference numbers are added to the action list, indicating a date.

The Environmental Project Officer had chased responses on the felling of trees at the Osiers as requested. A summary of responses received was provided in which it was confirmed the actions taken were within the scope of what was permitted. Members were asked to send any further questions they may have through to the Environmental Project Officer.

045 Repair Cafe

Members received feedback from the Environmental Project Officer on the first St Neots Repair Café.

A Member offered their thanks and congratulations to those involved. Members went on to comment on the positivity of the event and how well organised it was.

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The Environmental Project officer advised the committee on the time and resource which was required to arrange and run such an event, which would ultimately reduce the time available to focus on the core areas of her role if it were to become a regular set up run by the Council. If the event is to run on a more regular basis it would need to be led by a community group, with support from the Council.

The Environmental Project officer outlined the main areas of work/responsibility;

- Arranging, securing planning for a suitable venue.
- Identifying, arranging, and getting commitment from repairers of different skill types.
- Taking and managing bookings, including matching bookings to repairers and making sure the repairers are happy to take on the request.
- Advertising and promotion.
- Insurance, event management plan and risk assessments.
- Refreshments (sourcing, setting up and managing on the day)
- Venue set up and pack down.
- Volunteer led and coordination.

The committee recognised the challenges in getting volunteers to support and run events and activities. The committee felt that the event should be run one more time, with a focus to trying to encourage a community organisation or volunteers to take on the ongoing running of the event. It was suggested that breaking the key roles down and reaching out directly to ask volunteers to take on specific tasks may make it easier to seek commitments.

It was also commented that if another event were to be run it would need to be done relatively soon to make the most out of the success of the first event.

It was agreed that the Environmental Project Officer would explore holding a second repair café further by reaching out personally to those involved, sharing what needs to be done and how it was done to see if a core group of volunteers can run the event with the support of the Council.

046 Emergency Plan

Members received and considered a report with queries around two particular areas of importance in the draft Emergency Plan which was due to come forward. The Environmental Project Officer explained they were looking for guidance from the committee on whether to address provision of sandbags and setting up of a community emergency response team in the Plan.

i) HDC has confirmed they would not look to provide sandbags in the event of flooding and it was queried by Town Council officers whether this is something the Town Council wants to look at doing.

Members discussed sandbags in the event of flooding, and commented as follows;

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- Sandbags are a last resort and are not that effective compared to barriers on doors.
- The Council would never have enough sandbags to distribute to those that might be impacted.
- It was queried how the council could prioritise sandbag distribution with the limited resources it would have.
- There would be storage issues.
- The EA's advice to those that live in a flood area is to prepare in advance.
- Individuals need to proactively plan for flooding events and take measures well ahead of any flooding occurring.

Members spoke in favour of sign posting, promoting flood prevention and sharing knowledge to help people prepare for flooding events.

It was suggested the council develop awareness material and undertake a letter/leaflet drop of those properties within flood areas. This should be prepared now for roll out in the summer. It was suggested the Council liaise with St Neots FLAG and the HDC Emergency Planning Officer.

It was noted that the Council held £5,000 in earmarked reserves for flood prevention which could be used to fund an awareness campaign, subject to approval by Council.

RESOLVED that Environmental Project Officer develop an awareness campaign on flood prevention and preparedness, including that the Council would not be able to provide sandbags in the event of flooding. That the committee would in principle support the expenditure of the Flood Prevention EMR for the costs of a leaflet drop.

ii) Members considered the proposed inclusion of a Community Emergency Response Team (CERT) in the plan. The purpose of a CERT would be to bring together volunteers and key individuals/roles in a WhatsApp group which could act as a central point for sharing and distributing information. The groups role would be focused around sharing and providing information from a local source and would not involve taking on any roles or responsibilities that sit with other authorities. To operate successfully the group would need to include key individuals from CCC, HDC and FLAG.

RESOLVED that the Community Emergency Plan include a Community Emergency Response Team and that this is taken forward for further investigation and liaison with other agencies who would need to be involved.

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047 Climate Action Plan

Members received the draft Climate Action Plan, which they were asked to consider recommending to Full Council and identifying the priorities they wanted the Environmental Project Manager to focus on over the coming months.

A Member stated that working towards Net-Zero by 2030 is a big ambition as time progresses. Concern was raised over the Priory Centre and the energy efficiency of the refurbished building. As part of the estate the Council operates, this will be an important part of achieving the Council's goals.

A Member commented that the request from the Town Council when the project came forward was that the building be carbon neutral ready. As the design and development is progressed there are challenges around this.

Members commented as follows;

Members commented further on the plan, including;

- Getting buildings to Net Zero by 2030 and transitioning our fleet and tools away from diesel will make big impacts and should be a key focus with a time plan. While now might not be the right time to move to electric vehicles or mowers, it is important to set out a pathway.
- The plan needs to define whether the Council is looking at scopes 1, 2 and 3 or focusing on scopes 1 & 2. Reaching scope 3 is technically very difficult.
- There should be a policy on the Council's approach to the three scopes and offsetting.
- Reducing energy use and only using renewable energy sources was key.
- Moving fleet of vehicles to electric is also important and a formula needs to be devised based on cost, payback and suitability of vehicle.
- Bikes for staff is a great idea so this should be something that could be explored.

Members commented that the Council should recognise the 'big-ticket' items as things it wants to do in next 6 years and then work out how feasible they are.

20:37 – Cllr Macnab-Grieve gave apologies and left the meeting.

A Member commented that the priority focus emerging from the actions set out in the Plan are establishing moving buildings to clean energy sources and setting out a pathway and formula to inform how we move away from a diesel work fleet.

The Environmental Project Officer commented that they were happy to focus on these areas, but that they would like to continue to undertake other quick win actions identified in the plan around those priorities.

APPROVED – pending Page **4** of **5**





RESOLVED that the priority actions for the Environmental Project Officer to focus on are reducing scope 1 emissions to zero by defining a pathway to move buildings from gas to clean energy sources, reducing energy use across the Council and finding a pathway to move vehicles away from diesel.

Members reiterated that there were lots of positive actions in the Plan and it was recognised that officers have the agency to respond to things as they arise and undertake more public facing tasks.

Members asked that the Environmental Project Officer bring forward a report on actions other Councils were taking in relation to emission scopes 1, 2 and 3 and that the Council agrees its position.

048 EPC Reports

Members received and considered a report on required EPC surveys for Council owned buildings which would help inform actions to be taken in relation to improving the efficiency of each building, along with actions required in the Council's capacity as a responsible public building owner/manager.

Members discussed on use of the committee Carbon Neutral budget, with a member commenting that the surveys will help provide a baseline for energy efficiency of the Council's buildings and provide recommendations on actions to be taken to improve efficiency. Therefore, while the surveys are required as a matter of wider building management, there will be benefits to the committee and action plan. The results can act as a base line for the Council.

RESOLVED to approve expenditure of £2,105 from the Carbon Neutral Project budget for the undertaking of EPC surveys on Council owned buildings.

049 Date of Next Committee Meeting

Members noted that the date of the next committee meeting would be 7^{th} May 2024 at 6:15pm.

COMMITTEE CHAIRPERSON

APPROVED – pending Page **5** of **5**

ATTACHMENT 4

Council Offices, Priory Lane, St Neots, PE19 2BH T: 01480 388911 E: enquiries@stneots-tc.gov.uk W: www.stneots-tc.gov.uk

Town Clerk – Chris Robson **Town Mayor** – Cllr Rob Simonis



Planning Committee

Present: **Committee Members**

Cllrs Slade (Chairperson), Collins, Dunford, Maslen and Pitt

Absent: Kumar, Terry

Town Clerk, Senior Administrator In Attendance:

Minutes of the meeting of the Planning committee held on Tuesday 27th February 2024 at 6.15pm in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

260 Apologies for Absence

ACTIONS

Apologies were received and noted from Cllrs Kumar and Terry.

261 Declarations of Interest

None.

262 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on Admin 23rd January 2024 as a true and accurate record.

263 Public Participation

There was one member of the public present who did not wish to address the Council.

264 Schedule of Current Planning Applications

Members considered the schedule of planning applications, and their responses Senior are appended to these minutes.

Administrator

265 Development Management Committee

There were no applications for St Neots on the most recent DMC meeting.

COMMITTEE CHAIRPERSON

APPROVED - 12th March 2024 Page 1 of 1





No.	Reference	Development	SNTC Decision	Notes
			0.1.000.0.0.0.	1.10.000

The f	following application/s	are for listed building consent		
S1	24/00091/LBC	Nationwide Building Society	SUPPORT	In keeping with locality.
	, ,	5 Market Square St Neots PE19	-	
		2AR		
		External signage to be replaced		
		with new.		
S2	24/00160/LBC	Mr Bridge	SUPPORT	Subject to approval by the Heritage
	, ,	Priory House Priory Lane St		Officer.
		Neots		Improves the property.
		Reinstatement of historic double		
		door opening and the closing off		
		of two more modern single		
		openings to the Drawing room.		
The f	following application/s	are in a conservation area		
S3	24/00074/FUL	Clark - St Neots Tennis Club St	SUPPORT	Subject to approval of
		Anselm Place St Neots		LLFA/Environment Agency in relation to
		External changes to the club		the proposed extension of the existing
		house, extension of the		hard standing and construction of a
		hardstanding within the site and		raised deck area.
		the construction of a raised		
		decking area.		
S4	24/00197/HHFUL	Mr Richard Newman	SUPPORT	Minimum Impact on Neighbours
		10 Peppercorn Lane Eaton Socon		Fits in with street scene
		St Neots		
		A new porch on the main house.		
S5	24/00188/TREE	Mr Mark Fox SUPPORT		Subject to approval of HDC
		St Neots Golf Club Crosshall		arboricultural officer.
		Road Eaton Ford		
		Remove approx 10 Willow Trees		
		along the 17th fairway that run		
		parallel to the River Ouse. The		
		canopies have started to fail		
		resulting in them breaking off and		
		becoming a safety hazard.		
	her applications			
S6	23/02385/HHFUL	Mrs Stead	SUPPORT	Minimum impact on neighbours.
		30 Wilkinson Close Eaton Socon		Makes efficient use of its site.
		St Neots		
		Erection of single storey side		
		extension		
S7	23/02509/FUL	Cambs Fire and Rescue Service	SUPPORT	Improves the property.
		St Neots Fire Station Huntingdon		Within a sustainable location.
		Street St Neots		
		Single storey extensions,		
		alterations, and external works.		
S8	24/00081/NMA	Wintringham Partners LLP	SUPPORT	Within a sustainable location.
		Non-material amendment of		
		21/00806/REM to amend		
		proposals to include addition of		



Schedule of Planning Applications – 27th February 2024

No.	Reference	Development	SNTC Decision	Notes
		fibre building adjacent to		
		pumping station access road		
S9	23/01983/FUL	Dionne Woodward	SUPPORT	Satisfactory proposal in terms of scale
		2 Foundry Way Eaton Socon St		and pattern of development.
		Neots		
		Construction of a workshop		
S10	23/02494/ADV	Motor Fuel Group Limited	SUPPORT	Fits in with the local street scene.
		Advertising Board At Petrol		
		Station Great North Road Eaton		
		Socon		
		Consent To Display 5m EV Totem		
S11	24/00145/HHFUL	Mr Vistor Hubbard	SUPPORT	Minimum impact on neighbours.
		1 Clover Road Eaton Socon		
		St Neots		
		Single storey extension to the		
		front of the property		
S12	23/01345/FUL	Howcroft – Finishing Aids &	SUPPORT	Fits in with the local street scene.
		Tools Ltd		
		34 - 35 Little End Road Eaton		
		Socon St Neots		
		Proposed rear extension for		
		storage		
S13	24/00125/TREE	Mr D Parker	SUPPORT	
		Eat N Bowl St Neots Huntingdon		
		Street St Neots		
		1 Limes - remove three large		
		branches on the Lime trees.		
S14	24/00223/TREE	360Globalnet	SUPPORT	Subject to approval of HDC
		8 Bushmead Road Eaton Socon		arboricultural officer.
		St Neots		
		T3 (Beech Tree) - Remove to		
		ground level and treat stump		

Chairperson

Town Clerk – Chris Robson Town Mayor – Cllr Rob Simonis

Planning Committee

Present: Committee Members

Cllrs Slade (Chairperson), Collins, Dunford, Maslen, Pitt and Terry

Absent: Kumar

In Attendance: Town Clerk, Senior Administrator

Minutes of the meeting of the Planning committee held on Tuesday 12th March 2024 at 6.15pm in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

266 Apologies for Absence

ACTIONS

Apologies were received and noted from Cllrs Kumar.

267 Declarations of Interest

None.

268 Election of Deputy Chairperson

RESOLVED to elect Cllr Pitt as Deputy Chairperson of the Planning Committee for the remainder of the Council year.

269 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on Admin 23rd January 2024 as a true and accurate record.

270 Public Participation

There was one member of the public present who did not wish to address the Council.

271 Wintringham Trajectory and Update on Key Phase 2

Representatives of Urban & Civic provided an update to the Council on Key Phase 2 of the Wintringham development. In preparation for the next phase of works Urban & Civic had reviewed and consulted with residents on key phase 1 progress. This included discussion with HDC and consultation with Loves Farm and Wintringham residents. Urban & Civic will be moving to formal consultation with key stakeholders ahead of submitting a key stage 2 application.

A detailed update was provided to the committee on the development, with key points highlighted including;

- Wintringham will deliver 2,800 homes, 2 primary school, green space, and community networks such as cycleways.
- 400 homes currently occupied on key phase 1 development.
- Green space has been implemented and part of the cycle route is open, which will be extended in key phase 2.
- Play areas have been installed.
- The Primary school has been key in delivery and currently has 130 children on its roll. It was built big to allow for expansion, but the second

APPROVED -pending Page 1 of 3

Town Clerk - Chris Robson Town Mayor - Cllr Rob Simonis

phase includes a further primary school. The company is working with the school to ensure spaces within the school are used as well as possible to support the community.

- Urban & Civic are working with an active resident association to help support social cohesion and focus on core theme around heritage, ecology, and healthy living.
- As part of their health and wellbeing commitment they undertook a quality-of-life survey to benchmark whether aspects designed into the scheme are being used and benefiting in the way intended.
- Recognise the challenge with amenities and pressures which happens with the first phase of developments.
- Looking to bring forward a large retailer and 5 smaller retail sports along with an eatery as part of phase 2. A small amount of office space will be brought forward, which at this stage is based on demand. Main health centre will be brought forward as part of middle section of the development.
- The vision for key phase 2 is continuity from the first key stage. Core
 focuses on carbon reduction and sustainability have been further
 developed in part due to push from authorities, along with biodiversity
 net gain above what is set out in planning.
- Discussions are ongoing with partners such as the wildlife trust on protection and enhancements of habitats.
- Nothing will start to be built in key phase 2 until approximately 12 months from now.

Members raised several questions, including around consultation with young people, sustainability, and connections over/under rail lines.

- It was confirmed consultation with young people helped inform the delivery of green spaces in the development. This is continuing to evolve.
- The new deign code for phase 2 includes addressing sustainability and can be split into two sections; how to make green spaces diverse and interesting; and making buildings sustainable, including materials used and energy sources. A sustainability checklist has been developed which includes energy and water usage and reaching targets including a focus on innovation.
- Looking at less carbon in the roads, however this is a big challenge due to getting suitable structure for the road right.
- The company is in discussion with Network Rail on crossings and plans are developing, which is recognised as a priority. Includes using underpasses more effectively to support connections. There will be a consultation process coming forward.

Members were invited to send further questions to the Clerk who would pass them to the representatives for consideration and response.

APPROVED – pending Page 2 of 3

Town Clerk - Chris Robson Town Mayor - Cllr Rob Simonis

272 Schedule of Current Planning Applications

Members considered the schedule of planning applications, and their responses are appended to these minutes.

273 Town and County Planning Act 1990 Sections 78

Members received and noted the following appeals to the secretary of state.

- 31 Luke Street, Eynesbury against Local Planning Authority for failure to give notice in the period required.
- 90 Lansbury Crescent, St Neots, PE19 6AF due to rejection of application by the Local Planning Authority.
- 1 Field Cottage Road, Eaton Socon, St Neots due to rejection of application by the Local Planning Authority.

274 Huntingdonshire Local List Validation Requirements Consultation

Members received and noted communication from Huntingdonshire District Council on the Local Validation Requirements Consultation. The Council had previously provided comments to the consultation.

275 Development Management Committee

The next meeting is scheduled for the 18th March 2024.

COMMITTEE CHAIRPERSON

APPROVED –pending Page **3** of **3**





No.	Reference	Development	SNTC Decision	Notes

The 1	following application/s	are for listed building consent		
S1	24/00338/LBC	Mr Chapman	DEFERRED	Design and Hertiage statements could
	2 1/ 00330/ EBC	Public House 3 South Street St		not be viewed/downloaded on HDC
		Neots PE19 2BW		Public Access Planning Portal therefore
		Retrospective application for new		members deferred submitting
		detached kitchen/bathroom		comments due to being LBC and located
		showroom sales unit to rear		in a conservation area.
		including the removal of 2 x		
		existing sheds on site		
S2	24/00304/LBC	Punch Pubs	SUPPORT	
32	24/00304/LBC	Public House Wagon and Horses	SUPPORT	
		184 Great North Road, Eaton		
		Socon, St Neots PE19 8EF		
		Proposed installation of new		
		aluminium framed secondary		
		,		
		glazing to existing windows		
		internally at Ground and First Floor Levels		
S3	24/00390/LBC	Mr James Gough	SUPPORT	Subject to heritage officer approval.
33		_	SUPPORT	Subject to heritage officer approval.
	24/00389/FUL	18 Market Square St Neots		
		PE19 2AF		
		Change of use from Class E to		
		mixed use Class E and Class C4		
		(single home of multiple		
A.II.	ther applications	occupancy).		
	ther applications			
		Mr P Speddon	SLIDDORT	Satisfactory proposal in terms of scale
S4	24/00243/HHFUL	Mr R Sneddon	SUPPORT	Satisfactory proposal in terms of scale
		8 Linley Road Eynesbury St Neots	SUPPORT	and pattern of development.
		8 Linley Road Eynesbury St Neots Erection of single storey front	SUPPORT	
		8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to	SUPPORT	and pattern of development.
		8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including	SUPPORT	and pattern of development.
S4	24/00243/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation		and pattern of development. Minimum impact on neighbours.
		8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley	ОВЈЕСТ	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of
S4	24/00243/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon		and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents.
S4	24/00243/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD	ОВЈЕСТ	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces.
S4	24/00243/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom	ОВЈЕСТ	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents.
\$4 \$5	24/00243/HHFUL 24/00141/FUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow.	OBJECT CM abstain	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene.
S4	24/00243/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart	ОВЈЕСТ	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site.
\$4 \$5	24/00243/HHFUL 24/00141/FUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE	OBJECT CM abstain	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the
\$4 \$5	24/00243/HHFUL 24/00141/FUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of	OBJECT CM abstain	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site.
\$4 \$5	24/00243/HHFUL 24/00141/FUL 24/00179/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property.	OBJECT CM abstain SUPPORT	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area.
\$4 \$5	24/00243/HHFUL 24/00141/FUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property. James Caffrey	OBJECT CM abstain	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area. Members would like all other
\$4 \$5	24/00243/HHFUL 24/00141/FUL 24/00179/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property. James Caffrey Land At Riversfield Great North	OBJECT CM abstain SUPPORT	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area. Members would like all other statutory consultees to also be in
\$4 \$5	24/00243/HHFUL 24/00141/FUL 24/00179/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property. James Caffrey Land At Riversfield Great North Road, Little Paxton	OBJECT CM abstain SUPPORT	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area. Members would like all other statutory consultees to also be in support of the application.
\$4 \$5	24/00243/HHFUL 24/00141/FUL 24/00179/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property. James Caffrey Land At Riversfield Great North Road, Little Paxton Outline application including	OBJECT CM abstain SUPPORT	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area. Members would like all other statutory consultees to also be in support of the application. Members support the comments
\$4 \$5	24/00243/HHFUL 24/00141/FUL 24/00179/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property. James Caffrey Land At Riversfield Great North Road, Little Paxton Outline application including matters of access, appearance,	OBJECT CM abstain SUPPORT	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area. Members would like all other statutory consultees to also be in support of the application. Members support the comments made by other statutory consultees to
\$5 \$5	24/00243/HHFUL 24/00141/FUL 24/00179/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property. James Caffrey Land At Riversfield Great North Road, Little Paxton Outline application including matters of access, appearance, layout, and scale (landscaping	OBJECT CM abstain SUPPORT	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area. Members would like all other statutory consultees to also be in support of the application. Members support the comments
\$5 \$5	24/00243/HHFUL 24/00141/FUL 24/00179/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property. James Caffrey Land At Riversfield Great North Road, Little Paxton Outline application including matters of access, appearance, layout, and scale (landscaping reserved for future consideration)	OBJECT CM abstain SUPPORT	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area. Members would like all other statutory consultees to also be in support of the application. Members support the comments made by other statutory consultees to
\$4 \$5	24/00243/HHFUL 24/00141/FUL 24/00179/HHFUL	8 Linley Road Eynesbury St Neots Erection of single storey front extension and alterations to fenestration of building including porch to side elevation Mr Selley 11 Dukes Road Eaton Socon St Neots PE19 8DD Proposed detached bedroom bungalow. Mr Richard Van Der Hart 25 Woodlands St Neots PE19 1UE Porch Extension to front of property. James Caffrey Land At Riversfield Great North Road, Little Paxton Outline application including matters of access, appearance, layout, and scale (landscaping	OBJECT CM abstain SUPPORT	and pattern of development. Minimum impact on neighbours. Demonstrable harm to the amenity of the residents. Loss of important open spaces. Negative impact on street scene. Makes efficient use of its site. Will have no negative impact on the wider landscape of the area. Members would like all other statutory consultees to also be in support of the application. Members support the comments made by other statutory consultees to



Schedule of Planning Applications – 12th March 2024

No.	Reference	Development	SNTC Decision	Notes
	T		I	
S8	24/00218/FUL	Mr Adrian Albone	SUPPORT	Within a sustainable location.
		2 Potton Road, Eynesbury	DC abstain	Minimal Impact on Neighbours.
		St Neots		
		Erection of a detached bungalow		
		to land rear of existing dwelling		

Chairperson



Operations & Amenities Committee

Present: Cllrs Goodman (Chairperson), Banks, Bolanz, Chapman, Collins, Cooper-Marsh,

Dunford, Hitchin, Johnson and Maslen.

In attendance: Town Clerk, Operations Manager

Absent:

Minutes of the meeting of the Operations & Amenities committee held on Tuesday 12th March at 7.30pm in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There was one member of the public present.

ACTIONS

097 Apologies for Absence

There were none.

Admin

098 Declarations of Interest

There were none.

099 Minutes

Members RESOLVED to approve the minutes of the meeting of the Operations and Amenities Committee held on 13th February 2024 as a true and accurate record.

Admin

100 Action list

Members received the committee action list. The following points were raised;

Autumn Planting – The Council will need to agree its autumn planting order in April. The Operations Team have previously put forward suggestions on ways to reduce planting costs. Any changes were previously deferred. It was agreed that Councillors would be invited to attend a site meeting with the Operations Team to look at key areas where changes or reductions to flower beds could be made.

Cllrs Dunford, Goodmand, Johnson and Chapman expressed an interested in attending.

Brickhills Inclusive Play and Play Park Strategy – It was agreed a meeting of the Play Park Working Group would be held to bring back recommendations on how to progress the inclusive play see-saw at Brickhills, wider play ambitions, a new Eaton Ford park and funding. The Clerk had not received a further update on a dropped kerb at Brickhills and would raise this again with the HDC open spaces team.

Approved -pending Page **1** of **4**

Town Clerk – Chris Robson **Town Mayor** – Cllr Rob Simonis



<u>LHI and Speed Indicator Signs</u> – A Councillors asked that Members who wish to join the Working Group let the Clerk know, as at present there were only two members.

101 Highways Issue Petition

Members received a petition on highway improvements in the area of Queens Garden and Eaton Socon Pre-School. The petition had been deferred from the previous committee meeting as no one was able to attend the Committee meeting to speak on behalf of the petition.

The Town Clerk informed the committee that due to illness a representative to speak on the petition was not available to attend.

Members expressed support for the matters outlined in the petition but felt that they needed to hear more from the petitioners to understand the issues and proposed measures.

The Clerk reminded the committee that while the Highways LHI scheme provided an avenue for the Town Council to put forward highway improvements it was restricted to one application per ward. The Council do not know what other highways issues might be brought to the Council agendas between now and the opening of the LHI scheme and as such the Committee should not commit to supporting an LHI bid until it is in a position to evaluate all potential bids for the Eatons Ward. The concerns should first be addressed to the Highway Authority through the relevant County Councillor. Cllr G Seeff was aware of the petition.

A Member suggested that the matter should be deferred again.

The Chairperson suggested that the Clerk and Chairperson invite representatives of the petitioner and Cllr G Seeff to a site meeting to learn more about the issues which were being raised.

It was commented that any meeting should include ward representatives, who deal with LHI discussions that may come through from residents. It was suggested the petitioner be encouraged to contact Highway Officers to ask their opinion on what measures might be suitable and potential costs.

RESOLVED to defer further consideration of the petition and the issues set out within it to the next meeting of the committee. That a site meeting is arranged between representatives of the petitioner, the Chairperson of the Operations & Amenities committee, Town Council Ward Members and County Councillor Seeff.

Approved –pending Page 2 of 4





102 Local Highway Improvement (LHI) Bid 2023/24 – Eynesbury Ward

Members received and noted a consultation letter which was due to be circulated to properties around the Luke Street area where the proposed one-way system would be implemented. The Clerk informed the Committee that the letter drop would include St Mary Street properties and that the Highway Officer had confirmed they were in communication with the caravan site. The Clerk would contact the school to make sure they were aware and ask that they are included in the letter drop, which they could in turn share with parents.

103 Moores Walk Communal Space

The Clerk provided an update to Councillors, confirming quotes had been received and issued to HDC for consideration. HDC have agreed to the proposed work and costs provided. The quotes received were within the available budget from HDC and once approval of a particular quote had been made the Clerk would issue a PO and look to engage a preferred contractor.

It was confirmed the existing benches would be refurbished and the bin would be a heritage style bin.

It was noted that planting didn't include sensory plants. The Clerk commented that this could be picked up as part of the project delivery.

Jet washing of the site was not included in the quoted works. This is something the Operations Team could look at, but it was noted due to the location of the garden it could be difficult.

Thanks were expressed to the resident who had put themselves forward as part of the Working Group.

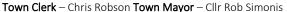
104 Museum Building Works

Members received and considered a draft tender document for works to St Neots Museum building, which were highlighted through a historic building survey. The Clerk explained he would continue to work with the museum to liaise with them closer on the process.

It was suggested that an amendment is made to emphasise the tenderers should provide a full breakdown of project costs for each area of work to allow for potential phasing and better evaluation.

RESOLVED to RECOMMEND that the Council approve the Museum Repair Work tender and that the Clerk initiate the tender process subject to further liaising with the museum trustees.

Approved –pending Page 3 of 4





105 Steve Van de Kerkhove Community Hub

Members received and considered a report from the Operations Manager on surfacing of the access track and parking area at the Steve Van de Kerkhove Community Hub. The report recommended that self-binding gravel be no longer considered as a surface solution for further investigation. This was due to the lack guarantees that would be provided by the supplier and the contractor.

Officers had also been asked to look at costings for a resin surface option. The costs on this were had not been received, but the Senior Maintenance Technician commented that they believed the costs would be considerably more expensive than a tarmac solution and would not offer the same level of surfacing as tarmac.

Members discussed the surfacing, with some commenting that for longevity and cost tarmac would form the better solution, but that it was important to have the most sustainable solution. A Member commented that a tarmac solution would fit with the existing tarmac paths in the cemeteries.

A Member commented that the Committee needs to understand the pros and cons of tarmac and resin and how drainage will be dealt with.

It was noted that even with a preferred tarmac solution new quote would need to be brought forward due to the time that has passed since the initial quote.

RESOLVED that the Operations Manager obtain three quotes for tarmac surfacing of the entrance track, parking area and pedestrian path at the Steve Van de Kerkhove Community Hub. That companies quoting are also asked to provide a price for a resin surface.

106 Date of Next Meeting

Members noted that the date of the next Operations and Amenities Committee would be at 7:15pm on 16th April 2024.

COMMITTEE CHAIRPERSON

Approved –pending Page 4 of 4

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DRAFT REQUEST FOR TENDER

(T-003)

St Neots Museum Repair Works

To be submitted no later than XXXXXXXX Late submissions will be disregarded.

General Enquiries

Chris Robson
St Neots Town Council
chris.robson@stneots-tc.gov.uk

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RESPONSIBLE PARTIES

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St Neots Town Council Council Officers

Priory Lane

St Neots

PE19 2BH

Contracts Administrators

Chris Robson – Town Clerk, St Neots Town Council

Ian Webb – Operations Manager, St Neots Town Council

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Introduction to the Council

The Council is a town council within Huntingdonshire in the county of Cambridgeshire, England. St Neots Town Council is an elected statutory body of 21 members with legal powers to provide services for the community of St Neots, Eynesbury and Eaton Socon. The Council works with partners, such as Huntingdonshire District Council, to help improve local service delivery.

Background and Context

St Neots Town Council is the owner of the town's former police station, magistrate court and gaol which is leased to, and houses St Neots Museum. The building, which is in a conservation area but not listed is an important and valuable heritage asset for our town which needs sympathetic repair and maintenance by a suitably qualified and knowledgeable historical building contractor.

The museum includes the original 1907 cell block where prisoners were detained, which forms a key attraction for the museum and integral part of the building.

The building has been owned by different authorities over the years and has been subject to different phases of maintenance and repair prior to the Town Council taking on ownership. The building faces a number of maintenance challenges which triggered the Council to commission a historic building survey which has highlighted a number of issues and recommendations on works which are required.

Given the nature of the building we are looking for a suitable construction supplier that has experience with working on Heritage Buildings.

Brief Description of Services

A historic building survey of the museum building has highlighted a number of works required that form the basis of this tender. In order to establish the cost and approach the Council will take to attending to the issues highlighted the Council is seeking recommendations on implementation, costs, priorities and options for a phased approach to addressing the required works.

The historic building survey and recommendations will be provided, but the appointed contractor will be required to carry out their own inspection and provide detailed advice as to all necessary works and all costs involved.

Conservation is key and the aim is to 'repair' including retaining original materials, styles and methods. Tenderers should be familiar with traditional materials and methods and using proper sympathetic techniques to ensure the building is able to continue to function as it was originally intended.

Any significant alterations, including some necessary repairs as referred to later in the specification of works, will need to be done in accordance with Building Regulations and in some cases with possible approval from the local authority. It will therefore essential that tenderers able to demonstrate knowledge of working in accordance with Building Regulations and required permissions.

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The works required to the building, which are based on the historic building survey recommendations are specified in **section 5** of this document.

Information on the Building

The following is a summary of the building based on the heritage survey and is intended to give tenderers some background to the different elements of the building where work is required. More details can be found in the survey itself.

1. The Property

- 1.1 The property comprises a predominantly detached building with the older rear structure dating back to around 1860. This structure is built over two storeys and there have been various single-storey extensions added throughout the early to mid-part of the 20th century. The various buildings are predominantly of a traditional construction with solid external walls built in brick and there are a number of pitched roofs which are covered with natural slates, along with some flat roofs covered with a mixture of asphalt and mineral felt. The main front structure was added in 1907. The rear structure was the local police officer's house and adjacent to this are the old town gaol cells which have been retained as part of the museum.
- 1.2 This front structure was used as a magistrates court until 1989 and the gaol cells were also used until that time. There is a small block paved open courtyard to the front as well as an enclosed courtyard.
- 1.3 The front elevation of the property faces approximately west onto New Street.

2. Roofs

- 2.1 There are a number of different roof structures above the various parts of the building. The older two-storey rear structure has a number of adjoining pitched and hipped roofs and the single-storey front additions have similar pitched and sloping roof sections. To the right-hand side of the single-storey front structure there is a flat roof above the entrance porch and there is another area of flat roof above the gaol cells to the rear.
- 2.2 The single-storey addition to the left-hand side also has a flat roof. The flat-roofed structures are concealed from view by the coverings above and the ceilings beneath. Access into the roof space above the front pitched section above the main two-storey structure is via a conventional ceiling hatch, but there is no separate access formed into the adjoining roofs above the rear building. Access into the roof space areas above the single-storey front structure is via conventional ceiling hatches to the left- and right-hand sides. Access into and around these roof space areas is also somewhat restricted due to the nature of construction.
- 2.3 The pitched roofs are of a traditional timber-framed construction and appear to be original. They comprise cut timber rafters which form the diagonal slopes of the roofs, and these are supported at eaves level by the loadbearing walls beneath. Where visible, these roof structures show no signs of significant structural disrepair. The pitched roofs are clad with relatively light natural slates and the timbers are of adequate dimensions and spacings.

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2.4 The historic building survey has highlighted concerns over leaking gutters causing damage to walls, ingress of water through flat roofs, faulty tiles and defective leadwork. It is therefore considered widespread repair and replacement of the roof coverings is needed.

3. Chimneys

- 3.1 The property is served by five separate brick-built chimneys and these rise into brick-built chimney stacks above roof level. The survey indicates the chimney stacks are structurally stable, but all are leaking due to the mortar flaunchings to the tops of the stacks having weathered and perished. In some areas the chimney pots have been removed and the stacks capped off. Vegetation growing from the rear chimney indicates dampness.
- 3.2 High level repair is needed to all of these chimney stacks. The mortar flaunchings to the tops of the chimney stacks require removal and replacement with new lime mortar flaunchings. The brickwork and mortar joints require repair and repointing with a similar lime mortar and the capped flues should be ventilated at chimney stack level, either through open pots which have vent caps attached or through the installation of new air bricks within the chimney stacks to help prevent internal condensation.

4. Walls and Partitions

- 4.1 The various buildings making up the property are of a traditional construction with solid external walls built in brick, except for the extension containing the toilet block to the left-hand side which has brick-faced external cavity walls. Internally, the brickwork is largely plastered and decorated, with some decorative tiling and panelling. The internal walls are a combination of solid construction and stud partitions, with the solid internal walls being largely built in similar brickwork and in most areas being plastered and decorated.
- 4.2 The timber-framed stud partitions are in some areas clad with thin timber laths to provide a key for a similar plaster application, although in most areas are clad with sheets of plasterboard which have been skimmed and decorated.
- 4.3 Most of the external walls are loadbearing, providing support to the roofs above and some internal walls are also performing loadbearing duties, providing support to joists and partitions within the two-storey structure as well as to roofs elsewhere.
- 4.4 The building is considered to be structurally stable. There has been some structural movement to the rear of the left-hand elevation of the main two-storey structure, with cracks opening up around the window openings within the external brickwork and also within the internal plasterwork. Separation cracks are also visible elsewhere in the building. The historic building survey did not consider the movement to be a significant structural threat and noted that it is probably due to clay shrinkage although may also be due to possible leaking from the drain within the courtyard directly beneath.
- 4.5 The external walls of the old Victorian buildings have been repointed in a brittle and non-breathable cement mortar to replace the original lime mortar. Internally, the walls have been plastered throughout in a non-breathable gypsum plaster rather than breathable lime plaster. However, in

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most areas the plaster is fairly sound and only the lower metre or so of plasterwork need to be renewed to allow moisture to diffuse out of the walls.

5. <u>Dampness</u>

- 5.1 The property is suffering from significant dampness in some areas which has caused damage to internal plasterwork and timberwork. This is partly a result of rainwater ingress through leaking roof coverings and rainwater fittings, although much of the dampness is caused or at least exacerbated by the use of inappropriate non-breathable materials both internally and externally.
- 5.2 It is suggested that the ground levels to the front need to be reduced to below internal floor levels, and tenders are asked for recommendations on how to achieve this within their tender.

6. Floors

- 6.1 The ground floors are all solid and of a concrete construction. These concrete floors will have replaced original timber floors in some areas. The first floors are of a conventional suspended timber construction. The floors are generally firm and level and show no signs of instability or disrepair. The concrete floors are exacerbating problems with dampness but are themselves free from significant disrepair.
- 6.2 The first floor requires minor repair, including screwing rather than nailing loose floorboards back into the joists beneath.

7. Ceilings

7.1 The ceilings show no signs of significant disrepair. Some dampness has caused staining in some areas and some slight movement has caused cracking, but this requires only cosmetic repair and is not included in the specification of works.

8. Doors, Windows and Timberwork

8.1 Doors and windows show no signs of significant disrepair, although some minor wet rot has progressed through some of the casements and sills. These windows require redecoration to help preserve condition, with the existing paint is burnt off and replaced with a breathable linseed paint which will help preserve condition in the long term. Other external timberwork includes timber fascia boards which are in a generally reasonable condition.

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General Information

Please check this document together with all accompanying documents, particularly the Specification, and if any pages are missing, duplicated or the text is indistinct, please notify the Council, as we will accept no liability for such errors or omissions.

All items in the Pricing Schedule should be priced. Our Payment terms are 30 days after approved invoice. This must be replicated as a maximum for subcontractors used on this project.

For the proper comparison of Tenders, it is important that no unauthorised alterations have been made to the Tender documents. Tenders containing unauthorised alterations or qualifications may be rejected. If you consider that changes are necessary, your proposals please contact the Town Clerk.

You are welcome to enclose any documents, brochures or other materials you believe will support your tender. You must retain the sequence of the questions and the numbering in your response.

Bids shall remain open for acceptance for a minimum of 90 days from the date that the Tender return is posted. The Council expects to decide award of contract by **XXXXXXX**.

The Council is not bound to accept a Tender or make an award from this Invitation to Tender. The contract will be awarded on the basis of the Most Economically Advantageous Tender, based on the award criteria as set out below subject to satisfying the Council's requirements set out in Part A (Suitability Assessment Questions). Acceptance of the tender by the Council shall be in writing and on the Council's terms and conditions which are supplied as part of our Tender requirements.

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Specification of Works, Supplies and Services

The historic building survey for the building will be provided to help inform the specification of works and give further details on the building and the challenges it faces. Tenderers are asked to provide recommendations, pricing, priorities and options for phased implementation of the following works;

Recommend	ded Works			
Roofs	Replace defective roof coverings along with slates where fixing nails have corroded			
	Replace rotten and defective roof timbers and sarking boards			
	Replace flat roofs			
Rainwater	Clear rainwater fittings of blockage and repair or replace defective fittings			
Fittings Chimneys	Remove mortar flaunchings to the tops of chimney stacks and replace with new lime			
Flues	mortar flaunchings			
	Ventilate capped chimneys at stack level			
	Rake out cement mortar to chimney stacks and repoint in a lime mortar			
Walls	Reduce external ground levels to below internal floor levels			
Partitions	Remove the lower metre of plasterwork to the front wall and to the internal wall			
	between the court room and gallery room behind and replace with a lime mortar			
	terminated 25mm above floor level			
	Remove damp and defective plasterwork and timberwork elsewhere, replastering			
	in lime			
	Remove external cement render and make good			
	Rake out cement mortar and replace with a lime mortar			
	Repair coping sections to the tops of parapet walls to make sure they are			
	waterproof, ideally attaching saddleback coping stones to shed water clear			
Site and	Remove vegetation and non-breathable paint and claddings from boundary walls			
Grounds	Repair and repoint in a lime mortar			
	Attach suitable saddleback coping stones on top			

Doors,	Cut out and replace localised areas of wet rot to windows	
Windows,	Redecorate external timberwork, ideally using a linseed paint	
Timberwork	Replace defective sealant in the kitchen	
Walls	Repair external cracks using a flexible lime mortar	
Partitions	Fill and repair internal cracks	
	Budget for the possible need to replace the concrete floors with limecrete floors	
Site and	Carry out surface repairs to the courtyard	
Grounds		
Plumbing	Investigation of internal plumbing and pipework, cold water storage tanks and th	
and	water cylinder and provide advice as to necessary repairs or improvements.	
Drainage		





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FURTHER IMAGES TO BE INSERTED BEFORE ISSUING

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Tender Timelines

Below is an indication of this Tender timeline which may change, and St Neots Town Council will not be liable for any changes.

ACTIVITY	DATE
Tender goes live	TBC
Last date for receiving questions or points of clarification	TBC
Deadline for receipt of Tenders	TBC
SNTC to evaluate tender responses.	TBC
SNTC to resolve appointment of preferred contractor	TBC
Award of contract	TBC
Target contract commencement date or delivery date	TBC

Return of Tender

Completed Tenders and attachments should be submitted via email by the due date, or by hard copy to the Council offices, Priory Lane, St Neots, Cambridgeshire, PE19 2BH

Your Tender must be submitted by no later than 12:00 noon on XXXXXXX 2024. Tenders received after that time will be excluded.

Tender Submission Requirements

Please include the following information in your Tender submission.

- 1) Covering letter (two sides of A4 maximum) to include:
 - a. A single point of contact for all contact between the tenderer and St Neots Town Council during the tender selection process, and for further correspondence.
 - **b.** Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines.
 - c. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
 - i. Employers Liability Insurance with a limit of indemnity of not less than five million (£5,000,000)
 - ii. Public Liability Insurance with a limit of indemnity of not less than five million (£5,000,000).
 - d. Conflict of interest statement

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- 2) Social Value. Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Cambridgeshire or Bedfordshire (expand or reduce due to specialist nature?) postcode. This is to be detailed in your response.
- 3) Details of 3 similar projects of value and size. Each Example should be no more than 3 sides of A4.
- 4) Details of resources, knowledge, qualifications, and expertise.
- 5) A summary outlining recommendations relating to the required works, including priority of works and options for phasing.
- 6) Completion of Tender form parts A and B.
- 7) Cost of works to be detailed in attached pricing schedule (Part C). Tenderers are asked to provide a clear breakdown of costs for the different areas of work and any recommended phases to ensure the Council can fully evaluate the tender and pricing.

Tender Evaluation

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria. Tender returns will be assessed on the basis of the following tender award criteria;

Covering Letter	
Acceptable covering letter including confirmation of the requirements detailed at 6.1	Pass/ Fail
Social Value.	10
Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) Local is defined as any SME with a Bedfordshire Postcode. This is to be detailed in your response. Local Value/Total Value x 10	
Resource and Knowledge	20
Details of team and experience on working with heritage buildings and traditional methods, membership of relevant professional bodies.	
Examples	20
Details of 3 similar projects of value and size. Each Example should be no more than 3 sides of A4. Links to websites will not be viewed.	
Budget	50
Costs for the work (exc VAT) including travel and other expenses	
The lowest bid will be awarded the full 60 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 60 x lowest bid / bid	

Scoring System

Each criterion will be awarded a score in accordance with the below;

Scoring Matrix for Award Criteria				
Score	Judgement	Interpretation		
100%	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.		
80%	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.		
60%	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.		
40%	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.		
20%	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.		
0%	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.		

Exclusion

You will be excluded from this procurement process if you meet any of the grounds for exclusion contained in Part B.

If the Council finds conflicting or false information has been provided in a Tenderer's submission the Council reserves the right to reject the bid at any stage.

The Council may exclude a bidder from this procurement if the Council establishes that it is unable to answer "No" in respect of any of the discretionary exclusion criteria set out below.

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DISCRETIONARY EXCLUSION CRITERIA

Bona fide (Genuine / in good faith) Tender

Any Tender submitted must be bona fide and without canvassing or soliciting any member or employee of St Neots Town Council or fixing the rates with another supplier. By submitting a Tender, you are agreeing this is a Bona fide Tender.

Do you have any reason or basis to consider that your tender is not a Bona fide Tender

Yes / No

You should also declare if anyone in your company has a family or close friend who works for the Council a member of the Council. You must advise their role and if they have any connections to this Tender. The Council will undertake its legal obligation to mitigate and manage any conflict of interest to enable your tender to proceed.

Do you have family or close friends who either work for the Council, or are Member: Yes / No the Council?

If Yes, please detail their names and roles below and how you would manage that conflict of interest.

Help and Support

The Council will provide as much support and information as it can in order to help guide you through the Tender process. Questions asked together with the Council's response will be made available to all tenderers to ensure a fair and consistent approach to all. Site visits are welcome and can be arranged with the Council's Operations Manager Mr Ian Webb.

If there is anything you are not sure of or need clarification on, please contact the Town Clerk.

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TENDER SUBMISSION FORM ST NEOTS TOWN COUNCIL T-003

Supplier Name:

Tender for	Our Ref	SNTC/XXXXX
Contract	Tender	
Location	submission	
	deadline	

PART A (suitability assessment questions)

1.	BASIC DETAILS OF YOUR ORGANISATION
1.1	Name of the organisation in whose name the tender would be submitted:
1.2	Contact name for enquiries about this bid:
1.3	Contact position (Job Title):
1.4	Address:
	Post Code:
1.5	Telephone number:
1.6	e-Mail address:
1.7	Website address (if any):
1.8	Company Registration number (if this applies):
1.9	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:
1.10	Date of Registration:

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1.11	Registered address if different from the above (including post code)		
1.12	VAT Registration number:		
1.13	Is your organisation:	i) a public limited company? Yes / No	
	(Please indicate one)	ii) a limited company? Yes / No	
		iii) a partnership Yes / No	
		iv) a sole trader Yes / No	
		v) other (please specify) Yes / No	
1.15	Name of (ultimate) parent company (if this applies):		

PART B (suitability assessment questions)

2. Question	Response
2.1 Financial - The Council requires your organisation's turnover to be at least twice the estimated annual value of the Contract and evidenced by your organisation's last two years accounts which should be attached to your tender response.	Is your turnover at least twice the annual value of the Contract? Yes/No
If your organisation has been established for less than two years, please provide a business plan for the whole organisation, including the profit and loss account, cash flow forecast and projected balance sheets covering at least the period of the contract.	
(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes/No
(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes/No
(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes/No
2.2 Financial - Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	Yes/No

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3.

Professional and Technical Ability - Please provide details from two recent contracts (within the last 3 years) that your organisation has undertaken which are relevant to St Neots Town Council's requirement.

Details should include the following:

- The organisation's name & contact details, including email, for a Reference.
- Details of the contract, explaining why the contract is relevant to St Neots Town Council's requirement, when and where the contract was performed, and whether the outcomes were successfully achieved.
- Please also confirm the contract value.

4.

Insurance - Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability Insurance = £ 5,000,000.00 Public Liability Insurance = £ 10,000,000.00

Professional Indemnity Insurance = £ 5,000,000

*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

PART C (Supporting Questions)

Preamble to the Pricing Schedule

Please see below 'Pricing table' and complete accordingly.

This preamble forms part of the Pricing Schedule. The Supplier where applicable should visit the area to satisfy himself as to the local conditions, the full extent and character of the operation, parking and general traffic level conditions, the supply and conditions affecting labour and all other factors which could affect the execution of the Contract generally, as no claims on the grounds of lack of knowledge will be entertained.

(a) The Supplier is to read the preambles in conjunction with the Pricing Schedules and all other Contract documents.

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- (b) The Supplier is notified that all quantities given are approximate and given for guidance purposes only. No claim from the Supplier will be entertained by the Council for any mistakes in the information given. The Supplier shall price all items. Prices should exclude VAT —
- (c) The rates to be inserted in the Pricing Schedule for works are to be the full inclusive costs.

 Labour rates must include all overheads, supervisory and administrative costs, together with an element of profit. No additions to these rates will be allowed other than in accordance with the method of review detailed in the Conditions of Contract.
- (d) The prices and/or rates stated in this Price Schedule constitute the only reimbursement and profit to the company for providing the Services. The prices are deemed to cover all costs, expenses and profit incurred directly or indirectly by the Supplier in providing the Works, Supplies or Services.
- (e) All administration costs including overheads, printing, posting, copyright etc. are included within the prices tendered below.
- (f) The actual price to be paid will be a product of the rates detailed in this document. All work shall be authorised in advance in writing by the Council's authorised officer.
- (g) All sums payable by or to the Council or the Supplier are exclusive of Value Added Tax ("VAT"). Where VAT is chargeable on such sums, the payer shall pay, upon production of a valid VAT invoice by the payee, such VAT in addition to such sum

Pricing Schedule

DESCRIPTION Please use a line for each item as identified in the specification	COST PER ITEM £	TOTAL PRICE £
(Specify all stages of the project where a cost will be incurred eg: surveys, materials, labour, site safety etc)		

AGENDA ITEM 5	ATTACH	IMENT 7
Total Sum of Work		£

TENDER COMPLETED BY (an authorised employee of your company)				
Company			Name:	
Position (Job Title):				
Date:		Address		
Telephone number:		Email Addre	PSS	

SPECIAL TERMS

Clarifications about the Contents of the Tenders

The Council reserves the right (but shall not be obliged) to seek clarification of any unclear or ambiguous aspect of a supplier's Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Suppliers are asked to respond to such requests promptly. For the avoidance of any doubt, the Council will not provide opportunity to submit revised bids or improved submissions.

Confidentiality and Freedom of Information

This ITT is made available on condition that its contents (including the fact that the Supplier has received this ITT) is kept confidential by the Supplier and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Supplier to submit a Tender.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Council shall treat all Suppliers ' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA or the EIR.

While the Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

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Suppliers should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

Publicity

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Council.

Suppliers Conduct and Conflicts of Interest

Any attempt by Suppliers or their advisors to influence the contract award process in any way may result in the Supplier being disqualified. Specifically, Suppliers shall not directly or indirectly at any time:

- Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other Tender or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender.
- Canvass the Council or any employees or agents of the Council in relation to this procurement.
- Attempt to obtain information from any of the employees or agents of the Council or their advisors concerning another Supplier or Tender.

Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisers, and the Council and its advisors. Any Supplier who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

Council's Rights

The Council reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Council.
- Seek clarification or documents in respect of a Supplier's submission.
- Disqualify any Supplier that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Disqualify any Supplier that is guilty of serious misrepresentation in relation to its Tender, expression of interest or the tender process.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

ATTACHMENT 7

Bid costs

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Supplier in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

Council's Values

The Council expects its suppliers to deliver works, services or goods with due regard to environmental protection, health and safety and equalities legislation.

Branding

St Neots Town Council branding should where possible be incorporated on any publicity materials that may be produced on our behalf by contractors, after approval. This branding should be the Town Council's log. Please contact the Town Clerk at chris.robson@stneots-tc.gov.uk or call 01480 388911 to obtain the logo and obtain further information.

Town Clerk - Chris Robson Town Mayor - Cllr Rob Simonis



Finance & Governance Committee

Present: Cllrs (Chair), Banks, Chapman, Collins, Goodman, Cooper-Marsh.

Absent: Cllrs Kumar, Hitchin, Maslen and Pitt

In attendance: Town Clerk, Deputy Town Clerk

Minutes of the meeting of the Finance & Governance committee held on Tuesday 19th March 2024 at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There were two Members of the public present. Both were in attendance to speak on the St Neots Folk Festival grant application.

ACTIONS

118 Apologies for Absence

Apologies were received and noted from Cllrs Kumar, Hitchin, Maslen and Pitt.

Admin

119 **Declarations of Interest**

There were none.

120 Minutes

RESOLVED to approve the minutes of the 20th February 2024 as a true and accurate Admin record subject to amending that Councillor Cooper-Marsh was not in attendance.

121 St Neots Folk Festival

Members received and considered further information on a grant application for £2,750 which had been deferred by the Grants Sub-committee with a request for further information.

Representatives for the applicant addressed the Council and spoke to why the 2022 balance sheet sent to support the application made no mention of the grant received from the Town Council.

It was explained that up until 2022 the funding provided by the Council was solely for covering Priory Centre hire. The late treasurer prepared balance sheets. This was a simple document showing income and expenditure in money terms (cash and cheques). When a 2022 submission was made it was asked that the grant be split 50/50 in funding and room hire.

The 2022 balance sheet does not show the room hire voucher in the accounts. This has now been added to the balance sheet. This is why the grant didn't appear in the 2022 accounts.

A Councillor commented that they could not see any further elements of the application that raised additional questions.

APPROVED - Pending Page 1 of 4





Town Clerk – Chris Robson **Town Mayor** – Cllr Rob Simonis



The RFO stated that a split in grant payment was made in 2023, so this should show in those accounts. It was confirmed this would be the case.

RESOLVED to make a grant awarded of £2,750 to St Neots Folk Club for the 2024 St Neots Folk Festival. That the grant be award 50% in funding and 50% in Priory Centre room hire.

122 Switch Now CIC

Members received and considered further information on a grant application for which had been deferred by the Grants Sub-committee with a request for further information. Information from the applicant in response to questions raised by Councillors had been provided to the Committee ahead of the meeting.

The applicant was not able to attend the meeting. The Clerk read out a message received from the applicant to the committee, in which they acknowledged that restrictions on information they could share about their financial situation may mean the Council would not be able to make a grant award.

Members spoke in support of Switch Now CIC and the good work that they do for the community. Members did not express concern over the ongoing viability of the project and organisation but felt that if a grant is awarded it should be made clear it is a one off for the pilot project and should not be considered indication that funding would be provided for this as an ongoing project.

RESOLVED to make a grant award £1,350 to Switch Now CIC towards delivery of a free weekly IT Clinic to support young adults with learning difficulties / disabilities. The grant award is specifically for the pilot scheme and should not be considered an indication that funding would be provided for the project on an ongoing basis.

123 CAB Funding

Members received and considered a report and recommendation from the Town Clerk on a funding application made by the rural Cambridgeshire Citizens Advice. The Clerk had recommended that the committee approve a quarter of the grant requested to ensure the face-to-face service currently delivered continued for the first quarter of 2024/25 and that any further funding is reviewed following clarification on what HDC's funding should provide for St Neots.

A Member commented that if the current HDC agreement included a requirement for face-to-face service delivery in St Neots then SNTC shouldn't be paying for it separately. It was noted that it was not known what the current funding provided for face to face provision.

Members discussed at length the history of the CAB and concerns over the lack of face-to-face delivery in St Neots. Concerns were expressed over the quality and amount of service provided for the Council's funding. Members agreed that whether the Council provides funding needs to be considered with clarification on what the funding provided by HDC should deliver. A new funding agreement is being negotiated and it is anticipated this will cover a period of 2 years. Once finalised this will be provided to the Council.

APPROVED – Pending Page 2 of 4

Town Clerk – Chris Robson **Town Mayor** – Cllr Rob Simonis



Proposed and seconded that the Committee approve the recommendation from the Clerk that £2,500 is granted from the current year grant budget to allow the current face to face delivery to continue until more clarity comes forward on HDC's funding agreement with CAB and what that provides for St Neots.

RESOLVED to make a grant award of £2,500 to the CAB to continue to provide one day a week face to face delivery for the first quarter of 2024/25 and that any further funding for the remainder of the year be reviewed and considered when the new funding agreement between Huntingdonshire District Council and CARC is made available.

124 Payments

Members received and considered payments for January 2024.

Members noted the report.

Cllr Chapman left the meeting at 20:20.

125 Unspent Budgeted Expenditure

Members received and considered unspent budgeted expenditure which was estimated for 31st March 2024 and a request by officers to earmark unspent funds which were either required for planned works or to build up reserves for known costs such as elections.

RESOLVED to RECOMMEND that the Council approve earmarking unspent funds as at the 31st March 2024 from the following budgets;

Cost	Budget	Budget Heading
Centre	Code	
102	4318	Youth Council and Youth Worker
105	4365	Carbon Neutral Budget
230	4119	The Cage / Lock up
210	4128	Street Scene Improvements
240	4346	Armed Forces Day (for 2024 event)
240	4346	Armed Forces Day (for vibrant community funding)
301	4123	Highways Improvements
301	4503	Noticeboards
400	6703	Capital Building Major Repairs
400	4902	Capital Ops ride on mowers and vehicles
400	4911	Capital IT Hardware

126 Earmarked Reserves

Members received and noted Earmarked Reserves held at 31st January 2024.

Members queried an amount of £117 remaining in EMR for Loves Farm House. It was explained that this was a remaining balance of funds following the payment and installation of blinds at the community building.

APPROVED – Pending Page 3 of 4





Town Clerk – Chris Robson **Town Mayor** – Cllr Rob Simonis



RESOLVED to RECOMMEND that the Loves Farm EMR of £117.00 be reallocated to the Community Building Fund.

127 Young Persons Counselling Service

Members received and considered a report from the Town Clerk on agreeing that the Council would confirm funding of youth counselling through the Young Persons Counselling Service for a further year. The Council have budgeted for the provision in 2024/25.

Members also received and considered a draft service level agreement for 286 hours of youth counselling, the same level as delivered in 2023/24.

RESOLVED to RECOMMEND that the Council confirms it will continue funding of counselling for young people with the Young Persons Counselling Service at a cost of £11,000 per year as budgeted for 2024/25. That the Council approve the proposed agreement for provision based on 286 hours.

128 **Grant Aid Scheme Review**

Members received and considered proposed amendments to the grant aid scheme and how it could be administered over the next financial year considering challenges around budget levels and the number of large applications that have been coming forward.

Members spoke in favour of the proposed changes, stating that these would hopefully help result in an easier to manage grant aid scheme that provided fair funding opportunities to local groups and organisations.

A query was raised as to what would happen with applications from smaller groups that that might be looking for running costs, such as insurance. This isn't a capital cost but is essential to a community group delivering what is needed. It was agreed this may need further thought or the ability for the Grant Sub-Committee to consider on a case by case basis.

RESOLVED that the committee approve the proposed changes to the grant aid scheme in principle and that officers bring forward a revised policy and forms based on the amendments for consideration and approval.

Members discussed underspend in the current years Grant Aid Budget and whether this could be earmarked for spending next year. Officers advised that the funds should be earmarked and would go to the Council's General Reserve. The Council could agree an overspend in next year's budget to reflect the amount.

129 Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 23rd April 2024 at 7:15pm.

COMMITTEE CHAIRPERSON

Page 4 of 4 APPROVED - Pending

ST NEOTS TOWN COUNCIL

Date: 26th MARCH 2024

Title: UNSPENT BUDGET EXPENDITURE 31st MARCH 2024

Contact Officer: TOWN CLERK

1. Purpose of the Report

1.1 To provide supporting information on a recommendation from the Finance & Governance Committee to earmark council funds.

2. Recommendation from Finance & Governance Committee

2.1 Recommended that the Council approve that unspent budget at 31st March 2024 in the following budget codes is transferred to earmarked reserves for future use;

Cost Centre	Budget Code	Budget Heading
102	4318	Youth Council and Youth Worker
105	4365	Carbon Neutral Budget
230	4119	The Cage / Lock up
210	4128	Street Scene Improvements
240	4346	Armed Forces Day (2024 event)
240	4346	Armed Forces Day (Vibrant Community)
301	4123	Highways Improvements
301	4503	Noticeboards
400	6703	Capital Building Major Repairs
400	4902	Capital Ops ride on mowers and vehicles
400	4911	Capital IT Hardware

3. Background

3.1 As the Council approaches the end of each financial year it considers recommendations on earmarking unspent revenue expenditure for use in the following/future financial years.

- 3.2 The Council's Financial Regulations state that "unspent provisions in the revenue budget must not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council" (R4 4.6)
- 3.3 The purpose of an earmarked reserve is to identify that funding is being saved for a future project/expenditure. Earmarking underspend in the revenue budget should be for identified expenditure which will be incurred but that it has not been possible to complete in the current financial year. The Council also uses earmarked funds to help build up reserves for specific use where it is known that large expenditure will be incurred as some point in the near future.
- 3.4 The Finance and Governance Committee considered unspent funds and put forward a recommendation to the Council for approval.

4. Information

4.1 The table below shows the recommended budgets to be earmarked at the 31st March 2024. At this stage it is not possible to detail the amounts to be earmarked at the end of the financial year and Members are asked to approve earmarking any balance in the budget code as at 31st March 2024. An estimate has been provided based on current budget levels and anticipated expenditure to aid Members. Please note that this figure is subject to change and is intended as a guide for Members on expected underspend.

Cost Centre	Budget Code	Budget Heading	Estimated Remaining Budget	Purpose	Current EMR Level
102	4318	Youth Council	£3,500	A portion (£4,000) of the budget line was intended for use to facilitate the Youth Council (YC) and to give a small budget for the YC to deliver projects. The YC would like to organise and run a regular town centre youth café to be held on a weekly basis in 2024/25. It is requested that the unspent funds be Earmarked for this project (venue and running costs) with an estimated start date of April 2024.	£5,923
105	4365	Carbon Neutral Budget	£9,000	To build a reserve for carbon neutral projects and work which will help the Council reach its net-zero ambitions. Cost of EPC surveys due to come through.	£13,000
210	4128	Street Scene Improvements	£6,000	Budget which was newly created in 2023/24 to meet the costs of improving street furniture and assets, such as heritage boards or the refurbishment of council assets such as the Jubilee Mosaic which requires some refurbishment work in summer 2024.	£5,372 (Street Furniture)
230	4119	The Cage / Lock up	£500	Planned maintenance works to be undertaken to upkeep and repair the building which are unlikely to be completed by the end of the financial year. Due to age and historic nature of building it is anticipated costs will use up EMR.	£1,500
240	4346	Armed Forces Day	£9,000	RESOLVED that the remaining £9,000 from the AFD unspent event budget 2023 is earmarked for the continuation of Vibrancy Community Events and/or relaunch of the new market square.	£0

240	4346	Armed Forces Day	£3,000	RESOLVED that £3,000 is allocated from the AFD unspent event budget 2023 to be used for a Best Dressed Boat Parade and Aerial Stunt display at the AFD event in 2024.	£0
301	4123	Highways Improvements	£16,855	To build an EMR for costs arising from any successful LHI and PFHI applications the Council may make. Outcome of 2023 applications is still awaited.	£81,154
301	4503	Noticeboards	£2,388	No new revenue budget was included in the 2024-25 budget, with the proposal that current unspend is earmarked to deliver improvements planned for noticeboards.	£0
400	6703	Capital Building Major Repairs	£49,490	Funding to build on the Community Building EMR to cover expenses related to maintaining and developing Council buildings.	£155,977
400	4902	Capital Ops ride on mowers and vehicles	£30,000	To build the EMR intended for the gradual upgrade of Council mowers and vehicles.	£4,567
400	4911	Capital IT Hardware	£4,248	To continue to build an IT reserve to help meet costs of ensuring IT equipment and services are kept up to date across the Council.	£1,494



t: 01480 388911

e: enquiries@stneots-tc.gov.uk

ATTACHMENT 10

w: www.stnel

a: The Priory, St Neots, PE19 2BH

Service Level Agreement

This Agreement is dated				
PARTIES				
(1) ST NEOTS TOWN COUNCIL of Council Offices	The Priory	St Neots	DE10 2RH /Eu	ındar)

(2) Young Persons Counselling Service registered with Charity Number 1190555 whose correspondence address is at Annabelle Davis Centre, School Bungalow, Broadway Yaxley, PE73JD **(Recipient)**

BACKGROUND

- (A) The Recipient has been provided £11,000 (the Funds) from the Funder to enable the charity to provide a counselling and mental health support service for young people in St Neots. The funding will cover provision for one day a week, which will be run out of Longsands School in St Neots.
- **(B)** The one day a week will be comprised of six and a half hours, 5 hours of which will be clinical time with young people with the remaining time used for administration to support the service.
- (C) The funding provided will cover 286 hours of the YPCS therapists time which will be spread over approximately 44 weeks.
- (D) The Recipient will be acting independently of Longsands School and will have an agreement/understanding in place with the school to ensure that this is the case. The school will however act as the location for the service provision.
- (E) The Recipient will provide the Funder with quarterly information and updates on the success of the service and the impact the funding provided is having.
- (F) This Agreement sets out the terms and conditions on which the Funds are made available by the Funder to the Recipient.

AGREED TERMS

1. PURPOSE OF FUNDING

1.1 The Recipient shall use the Funds only as a contribution to the cost of delivery of the Project set out and in accordance with the terms and conditions set out in this Agreement. The Funding shall not be used for any other purpose.

2. PAYMENT OF FUNDS

- 2.1 The payment shall be made by direct transfer into the Recipient's bank account as notified to the Funder by the Treasurer/representative of the Recipient from time to time. Such payment when made in accordance with those instructions shall be entirely at the risk of the Recipient.
- 2.2 The Recipient shall promptly repay to the Funder any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where the Funds have been paid in error.

Town Council

t: 01480 388911

e: enquiries@stneots-tc.gov.uk

ATTACHMENT 10

w: www.stne

a: The Priory, St Neots, PE19 2BH

3. USE OF FUNDS

3.1 The Funds shall be used by the Recipient for the delivery of the Project and for no other purpose.

4. ACCOUNTS AND RECORDS

- 4.1 The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Funds for a period of at least six years following receipt of any Funds to which they relate. The Funder shall have the right to review, at the Funder's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Funds and shall have the right to take copies of such accounts and records.
- 4.2 The Recipient shall comply and facilitate the Funder's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Funder.

5. REPAYMENT OF FUNDS

- 5.1 In the event of the Recipient ceasing to operate or ceasing to carry out the service provision in St Neots for which the funding is granted, the Recipient will repay to the Funder an amount equivalent to the number of unexpired hours between the date of the service ceasing and the remaining weeks service provision due.
- The Recipient shall report an event to the Funder within 14 days of the same occurring and shall pay the amount due under clause 5.1 within 7 days of such report.
- 5.3 Such repayment shall be without deduction and shall be payable whether or not formally demanded by the Funder.

6. MONITORING AND REPORTING

- The Recipient shall use best endeavours to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to.
- 6.2 The Recipient shall on request provide the Funder with such further information, explanations and documents as the Funder may reasonably require in order for it to establish that the Funds have been used properly in accordance with this Agreement.

7. FREEDOM OF INFORMATION

- 7.1 The Recipient acknowledges that the Funder is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs).
- 7.2 The Recipient shall provide all necessary assistance and cooperation as reasonably requested by the Funder to enable them to comply with its obligations under the FOIA and EIRs;

8. ANTI-DISCRIMINATION

8.1 Neither the Funder nor the Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment or otherwise.

9. LIMITATION OF LIABILITY

9.1 The Funder accepts no liability for any consequences, whether direct or indirect, that may come about from the Recipient undertaking the Project or the use of the Funds The Recipient shall indemnify and hold harmless the Funder, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs,



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ATTACHMENT 10

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a: The Priory, St Neots, PE19 2BH

expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to the Project, the non-fulfilment of obligations of the Recipient under this Agreement or its obligations to third parties.

9.2 Subject to Clause 9.1 the Funder's liability under this Agreement is limited to the payment of the Funds.

10. WAIVER

10.1 No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

11. NOTICES

11.1 All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

12. NO PARTNERSHIP OR AGENCY

12.1 This Agreement shall not create any partnership or joint venture between the Funder and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

13. JOINT AND SEVERAL LIABILITY

13.1 Where the Recipient is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement on behalf of the Recipient shall be jointly and severally liable for the Recipient's obligations and liabilities arising under this Agreement.

14. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

14.1 This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

EXECUTED	
by	St Neots Town Council
Acting by	
Authorised Signatory	
SIGNED as a DEED	
by [SIGNATURE OF TRUSTEE)	
In the presence of Witness Signature	



Cambridgeshire & Peterborough Association of Local Councils The Norwood Building Parkhall Road Somersham PE28 3HE www.capalc.org.uk

March 2024

Empowering and Equipping Local Councils to Benefit their Communities

Dear Council Chair and Councillors,

Thank you for being members of CAPALC. I would like to invite you to renew for 2023-2024. Please find enclosed a membership renewal invitation.

The AGM agreed to a 5% fee increase. Like you, we saw significant cost increases last year and need to continue to pay our staff and suppliers fairly.

We have included a new leaflet explaining the achievements of CAPALC and the National Association of Local Councils (NALC).

We will be changing the passwords for member access to the CAPALC and NALC websites on 1 July 2024. We will advise members of the new passwords on renewal, prior to 1 July.

NALC works closely with government ministers and civil servants to help shape upcoming legislation for the benefit of local councils and their communities; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC works in partnership with the local branch of the Society of Local Council Clerks, principal authorities and Cambridgeshire ACRE on your behalf.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We now offer online and in-person events.

We do hope that your council will decide to be in membership of CAPALC for the coming council year. We ask you to nominate one of your councillors as a CAPALC representative. They would then be able to suggest opportunities and raise problems with us and be kept up to date with developments by email.

If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,

Henry Clark, Chair



CAPALC
The Norwood Building
Parkhall Road
Somersham
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PE28 3HE
Tel: 07507 520849
www.capalc.org.uk

office@capalc.org.uk

Cambridgeshire & Peterborough Association of Local Councils Empowering and Equipping Local Councils to Benefit their Communities

Affiliation Fee Invoice

For the period 1st April 2024 to 31st March 2025

Council Name	Number of Electorates as of 1st January 2024	District
St. Neots Town	24,658	Huntingdon

Your standard annual membership fee to be paid before 30th April 2024 is:

£2459.60

Data Protection Officer Membership Scheme

For the period 1st April 2024 to 31st March 2025

Further information about our DPO scheme and other benefits can be found on our 2024/2025 membership flyer.

Optional fee to join the DPO scheme - £50.00

TOTAL amount including **DPO** Membership Option:

£2509.60

Please make your cheque payable to **CAPALC Ltd** or by BACs Payment details below

Sort Code: 60-83-01, Account No: 20449285

Please check the above bank details before making your payment.

capalc 2024 2025 Cambridgeshire and Peterborough **Association of Local Councils** In 2023 In 2023 **CAPALC** provided over **CAPALCs** membership 233 teaching hours with helpdesk supported an 463 delegates. average of 40 queries per month. For 2024 - over 250 teaching hours are Queries are usually already scheduled. answered within 24 - 36 hours during the working week. 24/25 As a member of CAPALC your council is a member of NALC. 24/25 NALC holds the unique position as the representative body for We provide indemnified local councils at legal advice through Government level. NALC and also through **CAPALC's specialist** 24/25 consultants for HR, finance and data protection. What we do for you We support and represent local town, 24/25 parish and parish meetings to be successful, effective and Member councils have to act within the law. access to model statutory documents and other legal information through CAPALCs direct 24/25 link to NALC As a member, you will have the opportunity to network at Clerk and Councillor update sessions and CAPALC's 24/25 annual conference. **CAPALC** services Members will be include. informed with the latest legislative sector Internal Audit, locum updates. clerk, council health checks, Quality Council pre-application advice **CAPALC** send monthly and we process e-bulletins and weekly email borrowing applications updates to members with for the DLUHC. topical information and legal advice. 24/25 2024 2025 Your council can obtain essential training, specialist subject training and bespoke council training opportunities at preferential membership

rates.



Member Benefits 2024/2025

<u>Legal, HR and Finance</u> – included in annual affiliation fee

In addition to the **NALC legal opinion service**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on HR and Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

HR Consultants – WorkNest Advisory Service

Finance Consultants – Parkinson Partnerships

Data Protection Officer Scheme - Opt-in

Opt-in Member Benefits DPO Scheme @ £50 per council

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

NB. For all the additional benefits detailed above, if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

Ends.

ATTACHMENT 12

1. ENVIRONMENT AND EMERGENCY COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP: Minimum of 7 Members

Quorum: 3 Members

Reports to: Full Council

Meeting Frequency: Usually Bi-monthly

Role of the Committee: Following the declaration of a Climate Emergency Resolution the overall purpose of this committee is to act as a strategic committee, working in partnership with other committees to put in place a Climate Action Plan and make recommendations and advise the Council on actions the Council can take to fulfil its Carbon Neutral and environmental ambitions.

- 1. The role of the committee will be to develop and advise the Council on an appropriate Climate Action Plan key deadlines for St Neots Town Council to reach net zero by 2030.
- 2. To review the Council's operations/assets and consider where biodiversity improvements could be implemented and included with the Action Plan.
- 3. To help identify high level strategic direction, opportunities, and goals that will reduce or offset the Council's carbon footprint and can be implemented practically.
- 4. To identify and lead on partnership working opportunities with other Councils and organsiations which further the Council's environmental and carbon neutral ambitions.
- 5. To explore third-party funding opportunities which will help the Council deliver on environmental projects.
- 6. To represent the views and needs of relevant community organisations of community members to enable SNTC reach net zero.
- 7. To assist with engagement of the wider community on the agreed SNTC Climate Action Plan.
- 8. To consider the promotion of Town Council activities and actions to reduce carbon emissions, along with promoting actions taken by other organisations of groups operating within St Neots, working in partnership with P&E and Operations and Amenities Committees.
- 9. To consider and bring forward recommendations on an environmental or carbon reduction grant scheme.

ATTACHMENT 12

- 10. To help identify strategies, opportunities, and goals to mitigate the risks of high-level emergencies.
- 11. To consider and bring forward recommendations on emergency planning for the Council and its services.
- 12. To form partnerships with blue light services, volunteer groups, and other authorities to develop a community emergency plan.
- 13. To help identify strategies and opportunities to support residents, organisations and community groups following major incidents.

ST NEOTS TOWN COUNCIL

Date: 26th MARCH 2024

Title: PRIORY CENTRE BUSINESS DEVELOPMENT GROUP

Contact Officer: TOWN CLERK

1. Purpose of the Report

1.1 To seek further appointment to the Business Development Group for the Priory Centre Development to help strengthen input from the group.

2. Recommendation from Finance & Governance Committee

- 2.1 That the Council appoint an additional Councillor to the Priory Centre Business Development Group for the Priory Centre redevelopment project.
- 2.2 That the Chairperson call for nominations for Councillors to join the Business Development Group and an appointment is made at the meeting of the Full Council on 26th March 2024.

3. Background

- 3.1 In June 2023 the Council appointed five Councillors, along with the Mayor who were to form part of a Business Development Group to support, inform and act as representatives of the Council for the redevelopment of the Priory Centre.
- 3.2 The Business Development Group consists of Members of both the Huntingdonshire District Council (HDC), the Town Council and the appointed architects for the project. The architects, AOC call and run the meetings to inform or seek feedback from those in attendance.
- 3.3 The role of the Town Councillors in the group is to interact with HDC and the architects, representing the principles of the agreed design notes which were submitted by the Town Council to HDC. It was intended that the group would help provide a quick way of responding to discussions and matters that arise through the project and report back to the wider Council.

4. Information

- 4.1 The meetings of the Business Development Group (BDG) which have been called to date have been as and when a need has required. Meetings have been a mixture of face to face and online. Times of meetings have varied due to the availability of those that are required to attend, particularly when any specialists or contractors related to the project are involved.
- 4.2 The varied timing of meetings can make it difficult for all Members to attend and approving a further Member of the group will help strengthen the Town Council's attendance and involvement as the project continues to be developed.
- 4.3 Current Membership of the BDG as resolved on 27 June 2023;
 - Cllrs Bolanz, Chapman, Crompton, Macnab-Grieve, Slade and the Chairperson (Cllr Simonis)