

Full Town Council

To: All Town Councillors

Copies: **County Councillors** – Ferguson, Prentice, Seef & S Taylor
District Councillors – Ferguson, Davenport-Ray, Jennings, Pickering, I Taylor & 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 28th January 2025** at **7.15pm** in the Eatons Centre, The Maltings, St Neots, PE19 8ES.

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:
Town Council Meeting held on 17th December 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) Planning Committee held on 17 th December 2024 | Attachment 2 |
| ii) Planning Committee held on 14 th January 2025 | Attachment 3 |
| iii) Environment & Emergency Committee held on 14 th January 2025 | Attachment 4 |
| iv) Operations & Amenities Committee held on 21 st January 2025 | Attachment 5 |
| v) Finance & Governance Committee held on 21 st January 2025 | Attachment 6 |

RESOLVED that carbon neutral actions identified by energy audits as 'quick wins' that can be progressed within existing revenue budgets are progressed by officers under delegated authority related to those budgets. **RESOLVED to RECOMMEND** that up to £5,300 is allocated from the Council's Community Buildings Earmarked Reserve to progress those actions for which there are no existing revenue budgets or insufficient funds in current year revenue budgets.

Attachment 7

RESOLVED to RECOMMEND that for those buildings where the Council has tenants recommended actions which relate to the tenant's responsibilities are only progressed if paid for by the tenants. Actions for which a landlord is typically responsible are progressed by the Council.

RESOLVED to RECOMMEND that the Council allocates of £115,000 for the replacement of diesel vehicles with plug-in hybrid and electric alternatives from the following funds:

- 1) 64,567 from the vehicles and lawnmower earmarked reserve
- 2) £30,000 from the current year revenue budget for vehicles and lawnmowers.
- 3) £20,433 from the General Reserves

Attachment 8

RESOLVED to RECOMMEND that the Council approves the following vehicle replacements:

- 1) To replace the two oldest diesel vehicles (2010 Ford Ranger and 2013 Nissan Navara) with second-hand plug-in hybrid panel vans.
- 2) To replace one diesel ride-on lawn mower with new fully electric ride-on alternative (96" deck)



- 3) To purchase and install two charges for vehicles (EVs and Plug-ins, 7.2kW)
- 4) To purchase special charger for lawn mower batteries

RESOLVED to RECOMMEND that the replaced vehicles (2010 Ford Ranger and 2013 Nissan Navara) are to be disposed of by sale on the open market or with any buying service or used for part-exchange when buying the replacement.

RESOLVED to RECOMMEND that the Town Council approve an overspend of up to £5,244 in the Town Council's insurance budget due to the requirement to insure the Oast Building as vacant property following the purchase.

RESOLVED to RECOMMEND that the Town Council adopt the draft Councillor Travel and Expenses Policy subject to the following amendments;

- Inclusion of St Neots Car Share Scheme expenses for a Councillor to return to their residence following a Council meeting at the Eatons Community Centre.
- 3.2 to include "any duty the councillor is appointed to attend on behalf of the Council,..."
- 4.2 to include "authorised...in advance ...by the Town Clerk"
- 6.3 deletion of "This authorisation should be attached to your claim for reimbursement." As this is not relevant in this section.
- 7.2 to include "...permission must be sought in advance in writing from the Town Clerk"
- To include "When the Clerk is unavailable the Deputy Clerk or RFO can fulfil the duties assigned to the Clerk"

Attachment 9

6 St Neots Flood Action Group (FLAG)

To receive and consider a request that St Neots Town Council acts as the registered office for a new St Neots Flood Action Group (FLAG) CIO.

Attachment 10

7 St Neots Fire Station Strategic Community Infrastructure Levey Application

To receive and consider a request from St Neots Fire Station that St Neots Town Council supports the St Neots Fire Station's bid for Huntingdonshire District Council Community Infrastructure Levy funding.

Attachment 11

8 St Neots Neighbourhood Development Plan

- i) To note that agreed responses to Huntingdonshire District Council's Local Plan have been submitted.



- ii) To receive and consider a report and recommendation that the Town Council establishes a Working Group to begin work on reviewing and renewing the St Neots Neighbourhood Development Plan. Attachment 12

9 St Neots Oast Building Feasibility

- i) To receive and consider a recommendation from the Finance and Governance Committee that the Council approves funding from the General Reserve to progress the Oast building project. Attachment 13
- ii) To receive and consider a recommendation from the Project Delivery Manager that the Council establish an Oast Building Working Group to work with officers on progression of the Oast Building project and approve a preferred contractor.

10 Projects Status Summary

To receive and note a project status report. Attachment 14

11 Approval of Unbudgeted Expenditure from Earmarked Reserves

To approve unbudgeted expenditure of £820 from the defibrillator earmarked reserve following authorisation of payment by the Town Clerk under 5.17 of the Financial Regulations as an 'emergency repair'. The payment was to ensure active defibrillators had working batteries. Attachment 15

12 Reports from Outside Bodies

To receive verbal reports from Members who act as Council representatives on outside bodies.

13 Mayoral Engagements

To receive and note a list of upcoming Mayoral engagements to be attended by the Mayor and/or Deputy Mayor.

- 30 January – Freedom of the Town Presentation
- 5 February – Charity Bingo Night

14 Date of Next Meeting

To note the date of the next Council meeting will be 25th February 2025.

15 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.¹¹

16 Priory Centre Lease

To receive and consider a recommendation from the Finance and Governance Committee on a response to Huntingdonshire District Council's proposed Heads of Terms for a new Priory Centre lease and the agreement of options set out by Confidential

the Council's appointed valuer for consideration by Huntingdonshire District Council as acceptable to the Town Council.

RECOMMEND that the three options for Priory Centre Lease Heads of Terms as set out and recommended by the Council's appointed professional valuer are acceptable terms to the Council and to delegate that the Town Clerk obtain formal agreement of one of these options.

Full Town Council

Present: Cllrs Simonis (Chair), Banks, Chapman, Cooper-Marsh, Crompton, Dundas-Todorov, Dunford, Goodman, Hitchin, Macnab-Grieve, Maslen, Pitt, and Terry

Absent: Cllrs Bolanz, Collins, Kumar, Mascarenhas, Johnson, Slade, J Smith and S Smith

In attendance: Town Clerk, Deputy Town Clerk, Project Delivery Manager

Minutes of the meeting of St Neots Town Council held on **Tuesday 17th December 2024 at 7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were four members of the public present.

A Member of the public addressed the Council in relation to the Council's Community Emergency Plan and Flood Leaflets. The resident, who is Chair of St Neots Flood Liaison Action Group (FLAG) expressed concern that a flood leaflet was issued without liaising with FLAG and that there was no direct involvement with FLAG on developing the Community Emergency Plan. The FLAG are volunteers and any actions by the FLAG or use of volunteer roles must be dictated by the FLAG and not by the Council. For example, there are no flood wardens on duty as included in the Plan. A polite request was made that the FLAG is consulted on the development and publication of the Plan.

The Chair of the Emergency and Environment Committee apologised and confirmed that the Council wanted to embrace to knowledge and expertise of FLAG, working with it for the benefit of St Neots. The Clerk advised a meeting would be set up between the Chair of FLAG and officers to progress the matter.

A Member of the public addressed the Council on a Councillor motion that the Town Council fund Councillor travel to council meetings at the Eatons Community Centre through the St Neots Car Share Scheme. The resident expressed concerns about the proposal, highlighting the role of a town or parish councillor is a volunteer role and claiming of expenses for travel within the parish boundary could set a precedent for the Council. The resident commented that the cost estimated in the supporting documentation is incorrect as any member of the council could claim use of the car share scheme to attend meetings, meaning overall costs of the policy could be more.

ACTIONS

167 Apologies for Absence

Apologies were received and noted from Cllrs Bolanz, Collins, Johnson, Kumar, Slade and S Smith.

Admin

168 Declarations of Interest

Cllrs Banks, Chapman, Pitt and Terry declared an interest in agenda items 13 and 17 as Members of Huntingdonshire District Council, but that they were not decision makers at the District Council and would take part in debate and voting.

169 Council Minutes

RESOLVED to approve the minutes of the meeting of 26th November 2024 as a true and accurate record.

170 County and District Councillor Reports

Cllr Jennings reported that;

Civil Injunction Order: A civil injunction order is in place until November 2026, granting police enhanced powers to address anti-social behaviour, with penalties including fines or imprisonment. Any concerns or incidents should be reported to 999 or 101.

Devolution of Government: Updates have been provided on the government's white paper on devolution. At this stage this is high-level and more information is expected in due course.

Licensing Committee: Approval was granted for the Former Bulls Head site to sell alcohol as a new convenience store. The outcome of planning permission to convert the pub into a convenience store is still awaited.

Cllr Ferguson reported that;

Council Tax Support Scheme: A new scheme has significantly increased the number of residents receiving 100% council tax support, rising from 1,300 to 4,000 in 2024, with an additional 708 households benefiting. Processing times for payments have decreased from 9 days to 3.4 days. The scheme has positively impacted mental health and overall well-being by reducing debt-related stress. Plans are underway to extend the scheme next year.

Empty Properties: Highlighted the national issue of 1.6 million vacant properties, including 1.35 million completely vacant. New legislation reduces the vacancy period for higher council tax charges from two years to one. A council tax premium for second homes will also be introduced in April 2026. These measures aim to mitigate negative impacts on local communities.

Little Paxton Bridge: Discussion at a highways transportation meeting about investing £250,000 in a feasibility study for improvements to Little Paxton Bridge. Funding is challenging, and community support is essential. Councillors were asked to consider sending a representative to advocate on behalf of the Council and residents.



Cllr Chapman reported that;

Allotments: A motion to identify land for growing vegetables was not approved. Members were encouraged to explore opportunities to apply for licenses to provide additional allotments in St Neots.

Committee Minutes

- 171 i) Members received and noted minutes of the Personnel Committee held on 26th November 2024.
- 172 ii) Members received and noted minutes of the Planning Committee held on 3rd December 2024.
- 173 iii) Members received and noted minutes of the Operations & Amenities Committee held on 3rd December 2024.
- 174 iv) Members received and noted minutes of the Grants Sub-Committee held on 10th December 2024.
- 175 v) Members received and noted minutes of the Finance & Governance Committee held on 10th December 2024.

RESOLVED that the Council approve expenditure of up to £3,000.00 (incl. contingency) in funding from the earmarked reserve for Community Buildings to complete the replacement of the following lighting at St Neots Museum:

- 10no 4-foot fluorescent light fittings with LED strip lights
- 18no 600x600 recessed tile light fittings with LED panel lights (ceiling height is about 3m or more)
- 14no bulkhead light fittings with LED bulk heads
- 4no track lights with 6-foot LED strip lights (two in the area of ceilings well over 3m height)
- 3no 5-foot fluorescent light fittings with LED strip lights (one in the area of ceilings well over 3m height)

- 176 **RESOLVED** that the Council approve expenditure of £9,571.00 from the General Reserve to install slot drainage in the area around the Jubilee Mosaic, to remove stones around the perimeter of the mosaic and areas of loose gravel in the garden and replace with resin.

- 177 **RESOLVED** that the Council approve expenditure of £791.20 from the Flood Prevention earmarked reserves for the delivery of a further 5420 flood prevention/awareness leaflets to households in St Neots.

Amendment proposed that the Council approve the release of funding subject working with FLAG.



- 178 **RESOLVED** that the Council approve expenditure of £3,860 from General Reserves for the installation of a monitored alarm and CCTV system at the Steve van de Kerkhove Community Centre.
- 179 **RESOLVED** that the Council approve the proposed changes to the Financial Regulations on credit card users.
- 180 **RESOLVED** that the Council adopt the Credit Card policy.

181 Councillor Motion

Members received and considered a motion from Cllr Macnab-Grieve that the Town Council allows Councillors to claim expenses for use of the St Neots Car Share Scheme to attend meetings of the Town Council and its committees at the Eatons Centre. It was explained that the purpose of the motion was to ensure all councillors were able to attend meetings of the Council at its temporary meeting venue while the Priory Centre is redeveloped. The new location and the lack of available public transport has presented a challenge for some Members in partaking in the Council meeting process.

It was noted that the Council's current Councillor Travel and Expenses policy did not allow for expenses to be claimed for travel within the parish boundary and if resolved the motion would be in contrary to the policy which would need amending. The Town Clerk provided Members with details of legislation that permitted the Town Council to provide expenses for Councillors travel, including with the parish boundary to attend meetings of the Council.

It was highlighted the proposal was specific and limited to use of the St Neots Car Share Scheme and was intended for the attendance at meetings of the Council at the Eatons Community Centre.

The Clerk explained that if such a policy is introduced it would be available to all Councillors. The Council's Councillor Travel and Expenses Policy would need to be amended and adopted by the Council prior to an expense being paid.

The motion was seconded.

A Member commented that setting a precedent that this would be an ongoing policy was a concern, but limiting the policy to the relocation of council meetings would help ensure all members could attend meetings. If there are obstacles to Members taking part in meetings the Council should look to remove those where possible. The policy and cost associated with it should be monitored and reported back to the Council.

RESOLVED that the Town Council temporarily funds the cost of Councillor travel to meetings at the new council meeting venue via the St Neots Car Share Scheme for any Member.

RESOLVED that the Council allocates funding from the Members training, Travel and Subsistence budget for the cost of using the St Neots Car Share Scheme for Members to attend Council meetings at the temporary venue.

The Clerk confirmed they would bring forward an amended Councillor Travel and Expenses policy for consideration by the Council.

182 Huntingdonshire District Council Local Plan

Members received and considered recommended sites to be submitted to Huntingdonshire District Council's Local Plan Call for Sites as designated green spaces.

The Town Clerk briefed members on the Working Group's recommendations and the call for sites process. The Clerk emphasised the tight timeline for officers to submit applications for all 29 identified sites.

The recommendation was for the Council to accept the proposed sites and proceed with their submission to be designated as green spaces.

It was proposed to accept the sites recommended for submission, with the Working Group assisting in prioritising the list. The proposal was seconded.

RESOLVED that the Council approves the Working Groups list of sites to be put forward for consideration as allocations for Green Open Spaces in the Local Plan Update's call for sites. That officers submit a call for sites application for each site ahead of the 31st December deadline and work with the Working Group to prioritise sites if not all can be submitted.

183 Enabling Remote Attendance and Proxy Voting Consultation

Members received and considered recommendations from a Working Group on the Council's response to consultation on enabling remote meeting attendance and proxy voting for Town and Parish Councils.

RESOLVED to submit responses to the governments enabling remote attendance consultation as recommended by the Working Group, indicating that the Council would support the introduction of powers to meeting remotely subject to recommended limitations and controls as set out in the consultation response.

Members debated the consultation on allowing proxy voting for town and parish Councils. Members expressed concerns about the implications of proxy voting and how it would work in practice. Members did not feel the consultation documents gave enough details on what might be proposed and risked being undemocratic. Members also queried how proxy voting would be managed in terms of pre-determination.

RESOLVED that the Council respond to the governments consultation on allowing proxy voting for town and parish councils stating that St Neots Town Council would not be in favour of proxy voting.

184 2025-26 Budget

Members received, considered and approved the 2025-26 budget and precept as recommended from the Finance and Governance Committee.

Cllr Chapman, who had Chaired the Finance and Governance Committee meeting introduced the budget. It was explained the budget had been reviewed by committees three times, as well as ongoing review by officers. The Finance and Governance Committee believe it to be a budget the delivers a good level of services, ensures the Council can operate and is a lower increase than many other Councils.

It was proposed and seconded that the Council approve the 2025-26 budget as presented to the Council.

Members and officers were thanked for their work on during the budget setting process.

A recorded vote was called.

RESOLVED that the Council approves the budget and precept for the financial year 2025-26 and confirm a precept of £2,088,330 and a Band D rate of £178.58 per household.

For: Cllrs Simonis, Banks, Chapman, Cooper-Marsh, Crompton, Dundas-Todorov, Dunford, Goodman, Hitchin, Macnab-Grieve, Maslen, Pitt, and Terry

Against: None

Abstained: None

A Member highlighted that the November and December meetings of the Finance and Governance Committee were important in the budget setting process and it would be useful for all committee Chairpersons to attend as part of the budget review and discussion.

185 Reports from Outside Bodies

Members received verbal reports from Members who act as Council representatives on outside bodies.

Cllr Goodman reported that the Huntingdonshire Volunteer Centre (HVC) was looking for a new trustee and would be keen to have a Councillor act in that role. Any interested Councillor should let Cllr Goodman or the HVC know.

Cllrs Maslen and Chapman reported that the ESCA carol service had gone well and that the association had a new Chair appointed.

Cllr Chapman reported that the Clerk and himself were assisting trustees of the Jubilee Hall in adopting a new constitution and that the Council would need to

appoint two representatives to the management body. This would be brought to a future Council meeting.

Cllr Goodman left the meeting at 20:34

186 Project Status Summary

Cllr Goodman rejoined the meeting 20:36

Members received and noted a project status report from the Project Delivery Manager. A Member raised a query on the development of the new website and testing that will be undertaken. It was confirmed that officers are working with a contractor, and the target is to share visuals and designs with the Promotion and Events Committee at its next meeting. The Project Deliver Manager outlined how testing will work, and that Members can be involved in that process, elements around design and colour schemes that could be part of that testing. Testing is to include user testing.

Members noted the report.

187 Oast Building, St Neots

Members received and noted a report from the Project Delivery Manager on the purchase of the Oast building, St Neots and proposed process. The report put forward a recommendation on how the Council progresses to the next stages of a project to redevelop the building, recommended that the two main areas of potential use are feasibility checked to assist in engagement and discussions with residents on the future of the building.

Members noted the process would comprise of;

- Architect layout studies.
- Market demand evaluation.
- Financial analysis.
- Financial feasibility study.

Until these steps are completed and feedback from the LA is obtained, a feasibility study with practical models is essential. The process will help inform business cases and ensure options are feasible.

Members noted the two areas of focus will be on a destination economy, such as a micro-brewery and a flexible community venue. Any approach will need to include heritage and community use.

Members highlighted the importance of robust business cases for informed decision-making to avoid unnecessary cost increases. A Member advocated for parallel approaches, particularly for the brewery concept, and emphasised early public involvement to align plans with community interests. Public engagement was seen as key.

RESOLVED that the Council approves the Action Plan ‘Next Steps for Oast House Redevelopment’ and delegates Project Delivery Manager to prepare the Project Plan.

RESOLVED that the Council approves the final shortlist of creative ideas as stated in the report and resolves two general options to be investigated by further detailed feasibility studies and modelling as recommended. These are an experience focused venue that considers a micro-brewery, heritage, and adaptable cultural space, and a wider flexible community space that can incorporate a number of uses.

A Member commented that they were keen that interested members of the community get involved in working with Town Council around setting up community interest group if this became an appropriate route within the uses of the building.

The Project Delivery Officer confirmed they would report back to the Council with quotes, timescales and a project plan.

188 Priory Centre Redevelopment

Members received and considered a report from the Town Clerk on the commitment of Town Council funding towards the Priory Centre redevelopment project. Members noted that the Council had been asked to defer its decision on committing funding to the Priory Centre redevelopment scheme while further detailed information was brought forward on costs, what is included in delivery and areas that sit outside of the budget the Council will need to consider, including operator costs.

189 Mayoral Engagements

Members received and noted a list of upcoming Mayoral engagements to be attended by the Mayor and/or Deputy Mayor.

190 Date of Next Meeting

Members received and noted that the date of the next Full Council meeting would be 28th January 2025 at 7:15pm.

191 Private Session

RESOLVED 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.

192 Priory Centre Lease

Members received and considered a document provided by a professional valuer and negotiator on the Priory Centre and Town Council Office leases, along with a value for



the draft Heads of Terms proposed by Huntingdonshire District Council for a new single Priory Centre ease for the redeveloped building.

Members discussed the lease and valuation at length, along with the importance of protecting the Council, value of the leases, taxpayer and the facility by ensuring any new lease was acceptable to the Council.

It was noted that the most recent version had incorporated changes from the original version viewed by the Council in November. Working with the appointed valuer/negotiator will help develop a clear vision and 'red lines' for the Council. It was felt that the Council needs to feed into the process, establish a document/Heads of Terms setting out what it wants, negotiate it with HDC and have an agreed position come back to the Council.

It was proposed that the meeting is suspended and reconvened on 7th January 2025. The proposal was not seconded. A counter proposal was made that Members provide feedback on the document and the lease to the Town Clerk to allow for progress to continue and the Council to further review and consider options on Heads of Terms and advice from the professional valuer in January.

The meeting was closed.



St Neots
Town Council

St Neots Town Council, Steve Van De Kerkhove Community Centre, Cemetery Rd, St Neots, PE19 2BX

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Town Clerk – Chris Robson **Town Mayor** – Cllr Richard Slade

Planning Committee

Present: **Committee Members**

Cllrs Pitt (Chairperson) Cooper-Marsh, Dunford, Hitchin, Maslen and Terry

Absent: Cllrs Collins, Slade

In Attendance: Town Clerk, Senior Admin Assistant

Minutes of the meeting of the **Planning committee** held on **Tuesday 17th December 2024** at **6.15pm** in the Eatons Community Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

086 Apologies for Absence

Apologies were received from Cllrs Collins, and Slade

087 Declarations of Interest

There were none.

088 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on 3rd December 2024 as a true and accurate record.

Admin

089 Public Participation

There were two members of the public present who addressed the Council on application 24/02105/FUL – 5 Howitts Lane, Eynesbury.

- 1) The first resident outlined their objection to the application as a near neighbour. The objections focused on the positioning of a window which would look out onto the near neighbour's drive, which the near neighbour could fence off leaving little light to the proposed properties window. In addition, the entrance to the proposed property is close to that of the neighbouring property and faces partly onto a public pathway and the area of a water marker which has not been referred to in the application.

The resident also raised concerns around whether new highways permission would be needed for access and the lack of permission for proposed fencing to split the existing plot. The original application was found to be in breach of LP11,12 and 14 and deemed unneighbourly, the resident felt this was still the case.

Concern was raised over the report outlining predicted loss to biodiversity, with the resident feeling the offsetting proposal would not benefit the area directly.

- 2) A representative of the applicant spoke on the same application. They commented that the initial application was refused on 9 different points by HDC, however not all those reasons were upheld by an appeal inspector. They stated that the appeal accepted the suitability of the land for residential development, which was not in principle found to



be harmful to the conservation area, highway or pedestrian safety, increased flood risk or protected trees.

The application submitted aims to address the issues highlighted in appeal, which focused on the first-floor level of the proposed development. The new application is a bungalow, removing concerns about the first floor. The application includes a new fence and a dropped kerb for access has already been approved by Highways.

They commented that biodiversity offsetting is designed to allow offsite mitigation which is not unique to this scheme. No value on private gardens can be counted, so by definition it has to be off site.

090 Schedule of Current Planning Applications

The Committee considered the schedule of current planning applications, and the recommendations made by the committee are appended to these minutes.

18:38 Cllr Terry left the meeting.

18:40 Cllr Terry returned to the meeting.

091 Development Management Committee

The last meeting of the Development Management Committee was held on 16th December 2024 and there were no items related to St Neots.

092 Date of Next Meeting

Members noted that the date of the next Planning Committee meeting would be 14th January 2025.

Committee Chair

Schedule of Planning Applications –17th December 2024

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/02134/LBC	Mr and Mrs Rodley Public House Chequers Inn St Marys Street The proposals comprise a programme of internal and external works in association to the Listed Building's Change of Use from a public house into a single dwelling.	SUPPRORT	Support the change of use and support the planning application subject to approval from the conservation/heritage officer.
The following application/s are in a conservation area				
S2	24/02105/FUL	AJB Homes & Utilities Ltd Land Rear Of 5 Howitts Lane Eynesbury Erection of single storey side extension to dwelling.	SUPPORT Abstained JD, VH, BP	No wider impact on the wider landscape and character of the area Efficient use of the site.
S3	24/02021/FUL	Mr Neil McGeoch 25 - 27 Market Square St Neots PE19 2AR Reinstating two no. retail units.	SUPPORT	We consider that the proposal would assimilate itself to the existing part of the town. Members would like to encourage HDC planning officers to consider St Neots Neighbourhood Plan Policy SS1 for proposals that involve alterations to buildings that contribute to the character or appearance of the conservation area including any proposed signage.
S4	24/01995/FUL	Mr James Doan 64 High Street St Neots PE19 1JG Proposed change of use from Use Class E (Hair Salon) to 'Sui Generis' (Nail Bar) (retrospective)	SUPPORT	No Comment
S5	23/00727/OUT	Joel Xavier 37 New Street St Neots PE19 1AJ Outline planning application with all matters reserved for: Construction of an additional storey, improvements to the fenestration and insulation and the creation of 3 further flats, bringing the total to 5. Amendment to the description for the proposal and new build dwelling removed from application.	PARTIAL SUPPORT	If put wall covering bins it is going to be substantial. Partial support – support the additional storey to the existing building to create a 3 rd storey but not support additional storey at the rear due to lack of parking vision Object to the proposed brick wall to the front of the property to obscure bin storage. This will have a negative impact on the street scene.

Schedule of Planning Applications –17th December 2024

No.	Reference	Development	SNTC Decision	Notes
S6	24/02131/HHFUL	Mr Sam Harrasi 66A Berkley Street Eynesbury St Neots Erection of single storey side extension to dwelling.	SUPPORT	Within a sustainable location.
S7	24/02213/HHFUL	Ms Anne Davies 8 The Maltings Eaton Socon St Neots Proposed single storey rear extension.	SUPPORT	Improves the property.
S8	24/00722/REM	Gallagher Estates Ltd Loves Farm Eastern Expansion Development Area Cambridge Road St Neots Application for Reserved Matters Approval relating to 1300388OUT for the appearance, layout, scale and landscaping of foul water pumping station	SUPPORT	No comments

Chairperson



Planning Committee

Present: **Committee Members**
Cllrs Slade (Chairperson) Cooper-Marsh, Dunford, Hitchin, and Terry

Absent: Cllrs Maslen

In Attendance: Town Clerk, Senior Admin Assistant

Minutes of the meeting of the **Planning committee** held on **Tuesday 14th January 2025** at **6.15pm** in the Eatons Community Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

093 Apologies for Absence

Apologies were received from Cllr Maslen.

094 Declarations of Interest

There were none.

095 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on 17th December 2024 as a true and accurate record subject to amending 'revision' to 'provision' and removing the first sentence in the Council's comments to application 23/00727/OUT.

Admin

096 Public Participation

There was one member of the public present who addressed the Council on the following applications;

24/02214/FUL- 17 - 19 Market Square St Neots PE19 2B

New shopfront, signage, air conditioning condenser units and extract ducts

The building to which the signage application relates is in a conservation area and is a key location on the High Street and opposite the Market Square. The application is for a full width sign across the building with aluminium backing. The current signage on the building is made up of individual lettering attached directly to the brickwork. The resident suggested that a more subtle solution would be to apply Greggs signage in a similar way. As part of the conservation area, it is important to protect the High Street and help reverse harmful signage incrementally by addressing when applications come through.

23/00652/REM and 24/80112/COND - Wintringham Park Cambridge Road St Neots

The resident spoke on behalf of St Neots Flood Action Group on the impact water runoff from the development will have on the Henbrook, increase flood risk for the town.

Attenuation ponds will be installed as part of the development; however, these do not become effective until all the buildings and sewage systems are completed. During the build stage large areas of land will be stripped to clay with no drainage, leading to run off of water. The Council should ask for

temporary gripes to be included to catch surface run-off which otherwise increase water levels in The Henbrook. The gripes are a small ditch along the contour line that would help divert water.

097 Schedule of Current Planning Applications

The Committee considered the schedule of current planning applications, and the recommendations made by the committee are appended to these minutes.

098 East West Rail Scoping Report Consultation

Members received and considered information from the Planning Inspectorate regarding the East West Rail (EWR) Scoping Report Consultation. It was noted that there was a short response time on the consultation and that it was specific to environmental matters and the scope of detail or matters consultees want to see covered in an Environmental Statement EWR must produce.

Members highlighted that discontinuous electrification is a concern because it will not be applicable to freight trains. Freight trains are diesel and will be emitting fuel. This will clearly have an impact on the environment. Members felt more specific information on the carbon impact of freight trains without electrification of the line should be feedback to the consultation.

099 Development Management Committee

The next meeting of the DMC will be Monday 20th January 2025. There are two items related to St Neots on the agenda.

24/01980/S73 variation of condition 21 (Opening Hours) The Rowley Arts Centre.

23/01507/FUL erection of a Solar Photovoltaic Farm at Abbotsley.

100 Date of Next Meeting

Members noted that the date of the next Planning Committee meeting would be 28th January 2024.

Committee Chair

Schedule of Planning Applications –14th January 2025

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/02417/LBC	Mr Mark Taylor 1 Eaton Ford Green Eaton Ford St Neots Full lime mortar repoint and brick restoration to rear of property	SUPPORT	Improves the Property.
The following application/s are in a conservation area				
S2	24/02373/TREE	Mr Robert Lane St Neots Neurological Centre Howitts Lane Proposal: T1 - Beech - Crown Thin by 20%	SUPPORT	No comments.
S3	24/02228/FUL	HW Unique Developments Ltd Land At 516 Great North Road Eaton Ford Erection of two-bedroom barn-style property & associated works	SUPPORT JD abstained	Satisfactory proposal in terms of scale and pattern of development.
S4	24/02214/FUL	Mrs Sara Humphries - Greggs plc 17 - 19 Market Square St Neots PE19 2BQ New shopfront, signage, air conditioning condenser units and extract ducts	SUPPORT	The Town Council supports the application with the condition that any new signage design retains the existing exposed brickwork and features relief lettering in style. The proposal involves alterations to a building that contributes to the character and appearance of the conservation area.
S5	23/00727/OUT	Mr Joel Xavier 37 New Street St Neots PE19 1AJ Construction of an additional storey, improvements to the fenestration and insulation and the creation of 3 further flats, bringing the total to 5. Amendment to the description for the proposal and new build dwelling removed from application.	SUPPORT	The Town Council support the application with the condition imposed to prevent any additional storey/s being added on the rear projecting single storey element of the building. Within a sustainable location.
S6	24/02323/HHFUL	Mr & Mrs Jason Dixon 4 Furrowfields St Neots PE19 6GU Loft conversion with dormer and rooflight	SUPPORT	Efficient use of site. Improves the property.
S7	24/02141/HHFUL	Mr & Mrs Kitcher 5 Milton Avenue Eaton Ford St Neots Erection of front and rear ground floor extension to dwelling.	SUPPORT DC abstained	Assimilates itself into existing part of the town.

Schedule of Planning Applications –14th January 2025

No.	Reference	Development	SNTC Decision	Notes
S8	24/02322/HHFUL	Rémi Mesnildrey 19 Belland Hill St Neots PE19 6AJ Erection of rear extension, internal alterations and associated works	SUPPORT	Minimum impact on neighbours.
S9	23/00652/REM	Urban and Civic on behalf of Wintringham Partnership LLP Wintringham Park Cambridge Road St Neots Application for Reserved Matters Approval relating to 17/02308/OUT for grey, green and blue infrastructure to include: the construction of extensions to the Western and Eastern Primary Routes, the creation of attenuation ponds, hard and soft landscaping, the creation and upgrade of footways and cycleways, the installation of a pumping station and rising main, and all ancillary works, associated infrastructure and engineering works. Includes works outside of the defined Key Phase 1 boundary.	SUPPORT	<p>The Town Council support the application but make the following comments;</p> <p>That the developers include temporary gripes as part of managing and water run-off from the site into Henbrook until the attenuation ponds are effective.</p> <p>That consideration is given to the British Horse Society concerns over suitability of materials used as part of bridleways.</p> <p>That developers are encouraged to engage with the Town Council when design codes for developments of this size come forward.</p>
S10	24/80112/COND	Urban& Civic plc and Wintringham Partners LLP Wintringham Park Cambridge Road St Neots Details pursuant to Condition 8 attached to planning permission 17/02308/OUT for Tier 2 approval of Key Phase 2 framework comprising Boundary Plan, Design Code, Regulatory Plan, Foul and Surface Water Management Strategy and Ecological Management Plan, together with supporting information.	SUPPORT	<p>The Town Council support the application but make the following comments;</p> <p>That the developers include temporary gripes as part of managing and water run-off from the site into Henbrook until the attenuation ponds are effective.</p> <p>That consideration is given to the British Horse Society concerns over suitability of materials used as part of bridleways.</p> <p>That developers are encouraged to engage with the Town Council when design codes for developments of this size come forward.</p>
S11	24/02359/S73	Mr Adrian Albone 2 Potton Road Eynesbury St Neots Variation of conditions 2 (Approved Plans), 3 (Materials)	SUPPORT	Satisfactory proposal in terms of scale and pattern of development.

Schedule of Planning Applications –14th January 2025

No.	Reference	Development	SNTC Decision	Notes
		and 10 (Highway Improvement Works) of 24/00218/FUL. To regularise the minor amendments to the approved house design		
S12	24/01539/REM	GPS Estates Ltd Land Adjacent and Including 2 Cromwell Road Eynesbury Reserved Matters Application relating to the details of the appearance, landscaping, layout and scale of 20/00896/OUT for no. 83 dwellings.	SUPPORT	Members support the application with the condition that additional visitor parking bays be further considered. The Council feel that there are insufficient visitor bays for demand that homes will give. The Council would like to see the lack of visitor parking addressed.
S13	24/02395/S73	Mr Kyle Crush North East Of 157 Duck Lane St Neots Variation of Condition 2 (Plans) to 21/02494/FUL to accommodate the comments made by Anglian Water	NOTED	
S14	24/02106/HHFUL	Mr Ashley Coe 9 Blackwood Road Eaton Socon St Neots Erection of two storey rear extension to dwelling.	SUPPORT	Efficient use of the site.
S15	24/02303/HHFUL	Ms Lynette Knott 21A Green End Road St Neots PE19 1SE Proposed single storey rear extension with internal alterations	SUPPORT	Satisfactory scale and pattern of development.

Chairperson



Environment & Emergency Committee

Present: Committee Members

Cllrs Bolanz (elected Chairperson), Banks, Dunford, Goodman, Pitt, Simonis and S Smith

In Attendance: Town Clerk, Environmental Project Officer

Absent: Cllrs

Minutes of the meeting of the **Environment & Emergency committee** held on **14th January 2025** at **6.15pm** in the Eaton's Centre, 18 The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present. No member of the public wished to address the Council.

080 Apologies for Absence

No apologies received.

ACTIONS

081 Declarations of Interest

There were no declarations of interest.

082 Minutes

RESOLVED to approve the minutes of the Environment and Emergency Committee meeting held on 12th November 2024 as a true and accurate record.

083 Action List

Members received and noted the action list for the committee.

The Environmental Project Officer provided an update on the biodiversity work to be undertaken at St Neots old cemetery as part of grant funding received from Huntingdonshire District Council. The diocese has confirmed that permission for planting of trees is not needed and as such works will start in March within this financial year.

084 Energise Reports Summary

Members received and considered a report summarising key information from the recent energy audits of Council buildings as completed by Energise. Members also received and considered recommendations on actions arising from the reports that should be prioritised as part of achieving the Council's Climate Action Plan.

A Member questioned the methodology behind the percentage progressions under the 'pathway' category. The Environmental Project Officer has queried this with the contractor to get a clear understanding of what the pathway percentage shows and what it is measured against.

It was clarified that figures against recommendations in the reports were indicative figures and not quotes. The Council will need to agree its priority actions and get quotes for those it wishes to progress. It was noted that some buildings will only reach net-zero with an allowance for offsetting.

A Member commented that all recommendations need to be considered in the context of cost benefit and where our resources are most effective.

A question was raised as to why insulation hasn't come up as a recommendation. The Environmental Project Officer was asked to get feedback from the company. It was highlighted that the temporary Council offices lost most heat through the floor, which would be hard to insulate. Members debated whether insulation of the temporary Council office floor should be explored and agreed that feasibility should be investigated by the Environmental Project Officer and Project Delivery Manager.

RESOLVED that the Project Delivery Manager and Environmental Project Officer undertake and report back to the committee on an initial review and feasibility on options to improve insulation of the Town Council temporary office building located at the Steve Van de Kerkhove Community Centre.

Members discussed the installation of solar panels on buildings as recommended by the building surveys. As part of this discussion Members debated how buildings with tenants, particularly a commercial tenant should be approached. The Environmental Project Officer was asked to get quotations for PV with and without battery storage. Battery storage would directly benefit the occupant and it was suggested that the occupant should then be asked to fund the cost of the battery if solar PV was installed and the battery option was wanted.

Following a detailed review of the recommendations arising from the energy audits the committee made the following recommendations;

RESOLVED to RECOMMEND to the Operations and Amenities Committee that the Council progresses with the recommended carbon net-zero improvements for Council buildings identified as 'quick wins'. That funding for implementing recommendations be considered for allocation from the Council's earmarked reserve for Community Buildings.

RESOLVED that the Environmental Project Officer proceeds to get quotes for solar panels with optional batteries for Gate Lodge and the Museum and **RECOMMENDS** these quotes and the installation of solar panels on both buildings to the Operations Committee unless there are concerns with the quotes that require further consideration by the Environment and Emergency Committee.

RESOLVED to RECOMMEND that if solar panels are installed on the Gate Lodge and Museum the occupants of these buildings will be asked to pay for battery installation if this option is wanted.

RESOLVED to RECOMMEND that if solar panels are installed on Gate Lodge this is conditional on reagreeing the lease for the building.

RESOLVED that the Environmental Project Officer obtains quotes for replacing electric heaters with Air-conditioning at the Steve van De Kerkhove Community Centre and Gate lodge and to **RECOMMEND** the replacement and quotations to the Operations and Amenities Committee.

RESOLVED to RECOMMEND that if electric heaters are replaced with air-conditioning units at Gate Lodge this is conditional and reagreeing the lease.

RESOLVED to defer further consideration or recommendations relating to the Ex-Serviceman Club building to a future meeting following further review.

085 Eatons Centre Biomass Boiler

Members received and considered a recommendation on investigating replacing the biomass boiler at the Eatons Centre with an Air Source Heat Pump or alternative heating solution. The energy audit of the building made a recommendation on replacing the bio-mass boiler and Members noted the costs incurred by the council in fixing the boiler, which were significant over the last five years. Members also noted the difficulties the unreliable boiler created for the General Manager in the operation of the building.

Members expressed support for the recommendation and referred to the expense of running the bio-mass boiler and the air pollution it creates. It was noted that gas was not an option without creating a new gas supply for the building and that an initial quote had been received for electric boilers. While initial costs would be less for an electric boiler long-term running costs would be more. Members asked that any report and recommendation refer to these alternatives as well as a heat pump.

Members noted that a heat pump would require planning permission.

RESOLVED to RECOMMEND to the Operations and Amenities Committee that the Council progresses transitioning the Eatons Community Centre heating to an air source heat pump and that further details and quotations are taken to the Finance and Governance Committee for further consideration. That reporting includes feedback or options around any alternative heating solution, such as electric.

086 Transition of Operational vehicles to EV

Members received a recommendation on replacing two operational vehicles and a ride-on lawn mower with plug-in hybrid or electric alternatives. The Environmental Project Officer advised the committee that a previous resolution recommending transitioning to electric vehicles did not fully account for the needs of the operation team, suitability of vehicles and the greater fuel usage of lawn mowers. Particularly, the electric vehicles on the market don't provide towing capabilities required. As such, officers are recommending a new approach on transitioning two vehicles to

hybrid vehicles, continuing to run the Ford Transit until a suitable alternative is on the market and investing in one electric ride-on lawn mower.

Members agreed that transitioning to hybrid alternatives was a positive and more cost-effective progression towards net-zero based on the low mileage of the vehicles and high fuel usage of the lawn mowers. Due to the low daily mileage of operational vehicles plug-in hybrids would allow the vehicles to run in electric mode most of the time. Lawn mowers usage of diesel is a significant carbon output by the Council and focusing on a move to electric lawn mowers will make a bigger impact on the Council carbon output and reducing pollutants in our green spaces.

Members discussed concerns around battery life for the mower and ways of helping to manage risks associated with this. Members acknowledged that purchasing one electric mower was a sensible approach to testing the equipment, its longer-term efficiency and usability before replacing more of the council's lawn mowers.

RESOLVED to RECOMMEND to the Operations and Amenities Committee that;

- That the Council replaces the 2010 Ford Ranger with a plug-in hybrid box-van style alternative (preferably second-hand) which meets the requirements of the Operations team in terms of size, capacity, security, and towing functionality.
- That the Council replaces the 2013 Nissan Navara with a plug-in hybrid box-van style alternative (preferably second-hand) which meets the requirements of the Operations team in terms of size, capacity, security, and towing functionality.
- That the Council replaces one ride-on diesel lawn mower with a new electric ride-on lawnmower (minimum 74" deck).
- That the Council purchase and install two charges for vehicles (EVs and Plug-ins, 7.2kW)
- That the Council purchase special charger for lawn mower batteries.
- That the Council allocate up to £115,000.00 in funding for the proposed vehicle replacement.

087 Date of Next Committee Meeting

Members noted that the date of the next committee meeting would be 4th March 2025 at 7:15pm.

COMMITTEE CHAIRPERSON

Operations & Amenities Committee

Present: Cllrs Bolanz, Cooper-Marsh, Dunford, Hitchin, Goodman, and Johnson

In attendance: Town Clerk, Operations Manager, Project Deliver Manager

Absent: Cllrs Chapman, Collins, Maslen

Minutes of the meeting of the **Operations & Amenities committee** held on **Tuesday 21st January 2025** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present.

ACTIONS

089 Apologies for Absence

Apologies were noted from Cllrs Collins, Chapman and Maslen.

Admin

090 Declarations of Interest

There were none.

091 Minutes

RESOLVED to approve the minutes of the meeting of the Operations and Amenities Committee held on 3rd December 2024 as a true and accurate record.

092 Action list

Members received and noted the committee action list.

The Clerk advised Members that Jubilee tree planting had been completed, but that the HDC officer who led on the planting was in discussion with a resident about two trees planted close to a boundary which may grow to a substantial size and whether these can be relocated.

A Member reported on a meeting with the St Neots Inclusive Play Charity where it was suggested that there may be an option for the Charity to donate money to the Council for inclusive play equipment as part of any new play provision that the Council may provide.

093 Local Highways Improvement Bids (LHI)

- i) Members received and considered an update on the status the Luke Street and surrounding streets Local Highways Improvement bid following feedback from County Council Highways Officers and a site meeting held on 9th January 2025.

Members were advised that Cambridgeshire County Council will re-consult with residents due to the low response to a previous consultation. To ensure that all residents received a copy of the consultation letter the Town Council

will print off the letters and Members have volunteered to deliver them to ensure they reach all households in the impacted streets. The consultation will focus on two options and provide maps to make it easier to understand what is being proposed.

Officers were asked to look at ways to highlight the importance of the letter, either through a sticker or title on the letterhead.

- ii) Members received and noted information on a proposed Road Closure of Crosshall Road to install speed cushions agreed as part of the Crosshall Road 2023 Local Highway Improvement bid.

094 Eatons Centre Heating System

Members received and considered a recommendation from the Environment and Emergency Committee on investing in an alternative heating solution for the Eatons Community Centre to the current faulty bio-mass boiler. Members were advised that the energy audit for the Eatons Community Centre had recommended replacing the bio-mass boiler with an air source heat pump. As well as helping to improve the carbon footprint of the building, the bio-mass boiler is expensive to operate and has failed on several occasions, creating building management issues for the General Manager.

Members noted that a detailed report comparing options, costs and payback will be brought forward if the Operations and Amenities Committee recommend that the Council prioritise the replacement of the bio-mass boiler.

RESOLVED to RECOMMEND that the Council prioritise replacing the bio-mass boiler at the Eatons Community Centre with an air source heat pump or alternative cleaner heating system and that costs and quotes are brought to the Finance and Governance Committee for consideration and recommendation to Council.

095 Operations Vehicle Fleet

Members received and considered a recommendation from the Environment and Emergency Committee and an accompanying report on the proposed approach to transitioning Council's diesel vehicles to plug-in hybrid and electric. The Town Clerk reminded Members that the Committee needed to consider the recommendation in terms of its remit around the delivery of operations and services, ensuring that the recommendations are appropriate for the operations team and the work it does.

The Project Delivery Manager outlined the proposals. It was highlighted that the Council's ride-on lawnmowers used far more diesel than the vehicles, which were used for minimal miles around the town to get team members to sites with equipment and resources. As such plug-in hybrid vehicles would allow the Council to reduce fuel usage of vehicles by running on electric for the majority of the low mileage they do. Transition to electric lawnmowers will have a bigger impact on reducing diesel usage. Trialling one electric mower will be a good approach to

measuring impact. It was noted that there were minimal suitable electric vehicles on the market which matched the Council's needs.

The Operations Manager supported the recommendations and spoke in favour of a larger lawnmower, which while more costly would allow the team to cut more grass within the battery life, which was important given the amount of grass cut and the number of large open areas.

It was noted that the life of the lawn mower was 8-hours in the right conditions. Use of the lawnmowers includes getting them to site, clearing and leaf blowing so they are not constantly used for 8-hours.

RESOLVED to RECOMMEND to the Finance and Governance Committee that;

- That the Council replaces the 2010 Ford Ranger with a plug-in hybrid box-van style alternative (second-hand) which meets the requirements of the Operations team in terms of size, capacity, security, and towing functionality.
- That the Council replaces the 2013 Nissan Navara with a plug-in hybrid box-van style alternative (second-hand) which meets the requirements of the Operations team in terms of size, capacity, security, and towing functionality.
- That the Council replaces one ride-on diesel lawn mower with a new electric ride-on lawnmower (96" deck).
- That the Council approve up to £115,000.00 in funding from the current year's budget (£30,000.00), EMR for vehicles and mowers (£34,567.00) and from the General Reserve (the remaining).
- That two charges for vehicles (EVs and Plug-ins, 7.2kW) are purchased.
- That a special charger for lawn mower batteries is purchased.

That the Operations Manager investigate options around trailers to transport the electric lawn mower and brings costs back to the Committee.

096 Council Building Energy Audits

Members received and considered a recommendation from the Environment and Emergency Committee on progressing recommendations arising from building audits as part of transitioning the Council's estate towards carbon net-zero. It was noted that the recommendations were all classified as 'quick wins' which would help work towards the Council's Carbon Neutral ambitions, while being low cost and quick actions. A number of the recommendations would have payback periods of one year or less making them cost neutral.

RESOLVED to RECOMMEND to the Finance and Governance Committee that the Council progresses with the recommended carbon net-zero improvements for Council buildings identified as 'quick wins' as set out in section 4.1 (attached to minutes) of the report. That funding for implementing the recommendations be considered for allocation from the Council's earmarked reserve for Community Buildings.

097 Streetlight Ackerman Street

Members received and considered a report on the repair or removal of streetlights located on privately owned buildings. The Clerk informed Members that two lights had failed and that the owner of one of the properties on which a light is located has advised they would be willing to discuss repairing the light on the condition that the Council enter an agreement for its placement and pay backdated compensation for its location on the building. Members noted that the Council did not have any other agreements or cases where it paid a resident for the placement of a streetlight. The light, which is old may have been inherited or adopted by the Council at some point but had not been installed recently and would have been in place when the current owner bought the building.

RESOLVED that the Town Clerk advise the resident that the Council will not pay for the placement of a streetlight located on a residential property in Ackerman Street and that the light is disconnected and removed subject to the owner's permission for the removal work. That alternative locations for a streetlight are considered.

098 Town Council Play Provision

Members received a report from the Project Delivery Manager on addressing lack of play provision in Eaton Ford. The Town Clerk outlined the background to the recommendation, reminding Members that a previous play provision review had identified a lack of play provision in Eaton Ford.

The Project Delivery Manager outlined the recommendations in the report, explaining that the location of existing play provision had been mapped out across Eaton Ford/Eaton Socon and gaps in the provision identified. There are two large parks that with a 500m walking radius overlap each other and cover the east area of Eaton Ford, including overlapping Arnhem Close which is land in St Neots Town Council's ownership and that was identified as a site for possible play provision. There is currently more than 1000m walking distance between current play parks for residential areas to the north and west. Creating a number of smaller parks, similar to Nelson Road, rather than one larger park would help address the lack of provision by putting parks designed for young children withing safe walking distance from more residences.

Work will need to be done to further look at feasibility and suitability of locations, demand and need for play and equipment and public engagement. Areas of land for potential play provision are in the ownership of Huntingdon District Council, which

has in the past agreed to peppercorn leases with the Town Council to install play equipment (Nelson Road). If the Committee agrees to focus on the approach recommended officers will develop more detailed plans, potential costs and feasibility.

RESOLVED that the Committee focuses on recommending delivery of the 3 (three) smaller play parks instead 1 (one) large in Eaton Ford in order to cover/serve the wider area, minimise overlapping with existing play parks, and to provide best possible solution regarding the time to travel to the playgrounds and safety of the travel.

RESOLVED that the Committee approves in principle proposed locations for potential new play parks in Eaton Ford and delegates the officers explore the suitability of these locations and negotiate the terms of potential use of land with the landlords Huntingdon District Council.

RESOLVED that the Committee delegates the officers to prepare detailed proposals, costs and project plan to deliver three new play parks as proposed in accordance and based on the outcomes of the negotiations with the landlord and report the proposals back to the Committee for consideration and recommendation to Council.

099 CCTV Reports

Members received and noted November & December 2024 CCTV incident report as provided by Huntingdonshire District Council.

100 Council Equipment Hire Policy

Members received and considered an amended Town Council equipment hire policy for external organisations.

RESOLVED to RECOMMEND to the Finance and Governance Committee that the Council adopt the draft Council Equipment Hire Policy.

101 Date of Next Meeting

Members noted that the date of the next Operations and Amenities Committee would be on 11th February 2025 at 7.15pm.

COMMITTEE CHAIRPERSON



Finance & Governance Committee

Present: Cllrs Banks, Cooper-Marsh, Goodman, Hitchin and Pitt.

Absent: Cllr Chapman, Collins, Kumar and Maslen

In attendance: Town Clerk, Responsible Finance Officer

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 21st January** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There was one member of the public present who addressed the Council on agenda item 7. The resident raised concerns regarding the proposal to allocate £115,000 for transitioning operational vehicles to hybrid and electric models. They suggested prioritising replacing fuel-intensive diesel lawnmowers, which consume significantly more fuel than vehicles, instead of focusing on two vehicle replacements. They also recommended a phased approach, replacing one vehicle and mowers now while delaying additional vehicle replacements to allow for advancements in electric vehicle technology. They felt this strategy would better align with long-term carbon reduction goals and operational efficiency.

ACTIONS

098 Apologies for Absence

Apologies were received from Cllrs Chapman, Collins, Kumar and Maslen.

Admin

099 Declarations of Interest

Cllr Pitt commented that he is a Member of HDC Council but not part of the cabinet or decision-making process.

100 Minutes

RESOLVED to approve the minutes of the 10th December 2024 as a true and accurate record.

101 Payments

Members received and noted payments for November 2024.

102 Community Groups Annual Grant Funding

Cllr Banks declared an interest as a Trustee of the Pightle.

Cllr Pitt declared an interest as a Member of the Loves Farm Community Association.

Members received a report from the Town Clerk and RFO on the Council's awarding of allocated annual funding from the grants budget to Residents Associations for each of the areas in St Neots and community groups that maintain and manage public spaces. In 2016 the Council resolved that some specific residents' associations and Community Groups would be allocated grant funding without the need to apply. This process had continued, and the Town Clerk suggested that the Council draws up Service Level Agreements with the organisations. Members commented that a SLA may be an overburden based on the funding level and its use. There are costs associated with these groups include running costs, operational costs (i.e lawn mowers) management or maintenance costs, or in the case of Residents Associations allocating funding to others or local projects.



Members discussed reporting from organisations that receive annual allocated funding. It was felt that requesting reports on expenditure and activity for September can then be considered as part of budget setting for the following financial year.

RESOLVED to release allocated annual grant funding of £1,400 to the below organisations and that each organisation submits a report outlining use of funds, activities and future activity by the end of September 2025 to assist with budget setting.

- Eatons Community Association
- Loves Farm Community Association
- Wintringham Residents Association
- The Pightle Millenium Green Trust
- The Priory Park Friends Group

Cllr Banks and Pitt abstained from voting having declared an interest.

Members noted that funding allocated for Eynesbury Village Association would not be released as there was not currently an active association.

103 Council Building Energy Audits

Members received and considered a recommendation from the Operations and Amenities Committee on progressing recommendations arising from building audits as part of transitioning the Council's estate towards carbon net-zero. Chairperson of Operations and Amenities Committee presented the Committee's recommendations. It was explained that energy audits of Council owned and operated buildings had been undertaken resulting in several recommendations for reducing carbon output. A number of recommendations had been identified as 'quick wins'. These are quick to deliver actions at a low cost. The Environment and Emergency Committee and the Operations and Amenities Committee are recommending that these actions are delivered as a priority and that General Reserves of £5,300 are allocated. It was noted this cost was an estimate based on indicative figures provided by the energy surveys.

A Member commented that two of the buildings owned by the Council have occupants, one of which is a commercial organisation, and this should be considered when agreeing to fund actions that may be the responsibility of the tenant, such as changing bulbs as opposed to complete light fittings.

RESOLVED that carbon neutral actions identified by energy audits as 'quick wins' that can be progressed within existing revenue budgets are progressed by officers under delegated authority related to those budgets. **RESOLVED to RECOMMEND** that up to £5,300 is allocated from the Council's Community Buildings Earmarked Reserve to progress those actions for which there are no existing revenue budgets or insufficient funds in current year revenue budgets.

RESOLVED to RECOMMEND that for those buildings where the Council has tenants recommended actions which relate to the tenant's responsibilities are only



progressed if paid for by the tenants. Actions for which a landlord is typically responsible are progressed by the Council.

104 **Transition of Operational Vehicles to EV**

The Chairperson of the Operations and Amenities Committee presented a recommendation from the Committee on the replacement of diesel vehicles with plug-in hybrid and electric alternatives. A Member thanked the resident who spoke under public participation and referred to a point made around investing in more electric lawnmowers as they have a greater diesel usage. It was explained that the reason one lawn mower was being recommended was that it would provide the Council to test and ascertain its longer-term effectiveness and capability by trialling across the Council's sites prior to investing more funds in other ride-on lawn mowers.

A Member queried type of plug-in hybrid vans and prices. Officers explained they had identified Ford Transit Customs as suitable options of which a number of second-hand models were available online within the budget proposed.

RESOLVED to RECOMMEND that the Council allocates of £115,000 for the replacement of diesel vehicles with plug-in hybrid and electric alternatives from the following funds:

- 1) £64,567 from the vehicles and lawnmower earmarked reserve.
- 2) £30,000 from the current year revenue budget for vehicles and lawnmowers.
- 3) £20,433 from the General Reserves.

RESOLVED to RECOMMEND that the Council approves the following vehicle replacements:

- 1) To replace the two oldest diesel vehicles (2010 Ford Ranger and 2013 Nissan Navara) with second-hand plug-in hybrid panel vans.
- 2) To replace one diesel ride-on lawn mower with new fully electric ride-on alternative (96" deck)
- 3) To purchase and install two charges for vehicles (EVs and Plug-ins, 7.2kW)
- 4) To purchase special charger for lawn mower batteries.

RESOLVED to RECOMMEND that the replaced vehicles (2010 Ford Ranger and 2013 Nissan Navara) are to be disposed of by sale on the open market or with any buying service or used for part-exchange when buying the replacement.

105 **Oast Building Insurance**

Members received a report from the Town Clerk outlining the costs of insuring the Oast building following the Council's purchase. Insurers had inspected the building and a number of actions had been undertaken by the Council's Operations Team to better protect the building and ensure all elements of the insurance policy are complied with.

RESOLVED to RECOMMEND that the Town Council approve an overspend of up to £5,244 in the Town Council's insurance budget due to the requirement to insure the Oast Building as vacant property following the purchase.



106 Oast Building Feasibility

Members received a report on progressing feasibility studies for developing uses of the Oast Building and to make a recommendation to the Full Council on the allocation of funding. A Member spoke on the importance of early engagement with key heritage and planning authorities due to the nature of the building. Concerns were expressed that any feasibility or designs need early thinking around use of space in detailed way. Each option for the building will have its own needs and this will need to be carefully considered. The Council needs to be very specific in testing these robustly.

A Member commented that the Council should look across its departments and committees to look at different objectives and priorities that can help gather and release funding sources.

Members expressed concern over spending funds prior to engagement with the public. It was queried whether a heritage statement was needed at this point and could this cost be removed.

The Project Delivery Manager outlined the proposed approach and the reasons for the recommendation. It was explained that there would be a wide team of work, and the Council could look to appoint a working group to ensure involvement and collaboration. Due to the nature of the building a heritage statement was important and would help inform discussions with Historic England and the Local Planning Authority. A statement would be needed even for repair and maintenance work to the scheduled monument.

It is important not to develop ideas and raise expectations around options that are not feasible and physically deliverable. The work recommended will help look at key options to understand their feasibility and produce material for engagement with the public. These skills are not available to the Council 'in-house'. Part of this process will look at demand and need. Presenting the limitations of the building is important.

It was commented that there needs to be work done internally around options and space to help have constructive public discussions. A Member commented that the Council should gather all feedback and be clear about why we bought the building in the first place, what the constraints are and what the possibilities are.

It was proposed and seconded to approve the officer's recommendations.

A Member spoke regarding options on preferred contractor and the importance of ensuring a company is selected that will be able to work well with key bodies such as planning and heritage. Strong relationships with these bodies will be key in a successful project and address constraints around the building.

RESOLVED to RECOMMEND that the Council approve up to £25,500.00 (incl. contingency) in funding from the General Reserve to appoint an architect and conduct Step 1 of the proposed Project Plan which will focus on feasibility studies for final shortlisting of ideas for the Oast Building redevelopment.



107 Service Level Agreements

Members received and provided feedback on a draft Service Level Agreement template to be used as the basis for agreements with those organisations funding has previously been identified for. The Town Clerk explained the KPIs and outcomes for individual organisations are currently being worked through and will be brought to the Committee in February. Any feedback on the wider points in the template Service Level Agreement document would be welcomed.

Members commented as follows;

- The committee would expect to see KPIs focuses on outputs agreed for the funding rather than outcomes that are difficult to measure.
- Understanding demand, backlog, waiting lists and where referrals are coming from for the services funded should be included in reports back to the Council.
- 14 days for a decision on reallocation of funds for an alternative use should be 30 days to allow for a meeting cycle of the Council.
- Under the section on unspent funds there should be inclusion that 'Funds must not be used for any other purpose.'
- In terms of monitoring and reporting a 6-month report at the time of the Council's budget setting process would hold more value to the Council and help the budgeting process. A report in September for the previous financial year was suggested.
- Correction of a typo on 'Pro rata'.
- End dates listed as 2025 should be 2026.

Members discussed whether the organisations receiving funds through an SLA would be eligible to also apply for funding through the Council's Grant Aid scheme. While Members acknowledged there may be specific capital projects that sit outside the services covered in the SLA that could be eligible for funding, this was not the intention of establishing SLAs and the Grant Aid policy. Concerns were raised that the Council could continue to be seen as a first resort for funding and that organisations should look for project funding elsewhere alongside funding through the SLAs.

The Clerk was asked to amend the draft SLA template to state service providers in and SLA agreement with the Council will not be able to apply for any additional grant income through the Council's Grant Aid scheme during that financial year unless under exceptional circumstances. Funding already provided through an active SLA would be taken into account when considering any such application, applications from other organisations and availability of funds.

108 Councillor Travel and Expenses Policy

Members received and considered amendments to the Councillor Travel and Expenses Policy. Members noted that amendments had been brought forward following a resolution by the Town Council that Councillors could claim expenses to use the St Neots Car Share Scheme to travel to and from meetings at the Eatons Centre. This is intended to be a temporary arrangement to address challenges in reaching council meetings for Members while meetings are held at the Eatons.

Members discussed the policy and put forward a number of proposed amendments.



RESOLVED to RECOMMEND that the Town Council adopt the draft Councillor Travel and Expenses Policy subject to the following amendments;

- Inclusion of St Neots Car Share Scheme expenses for a Councillor to return to their residence following a Council meeting at the Eatons Community Centre.
- 3.2 to include “any duty.the councillor is appointed to attend on behalf of the Council,...”
- 4.2 to include “authorised...in advance ...by the Town Clerk”
- 6.3 deletion of “This authorisation should be attached to your claim for reimbursement.” As this is not relevant in this section.
- 7.2 to include “...permission must be sought in advance in writing from the Town Clerk”
- To include “When the Clerk is unavailable the Deputy Clerk or RFO can fulfil the duties assigned to the Clerk”

109 Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 18th February 2025 at 7:15pm.

110 Public Bodies (Admission to Meetings) Act 1960 Exclusion of the press and the Public
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 and 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.

111 Priory Centre Lease

Members received and considered a document from the Council’s appointed valuer and negotiator setting out a recommended response to Huntingdonshire District Council’s proposed Heads of Terms for the Priory Centre. The document set out three different options that addressed concerns raised by Members and put in place protections for the Council based on its current lease arrangements, values and future protections. Members discussed the document, commenting on the need to protect the facility and taxpayer.

A Member commented that they felt the options set out in the document were thorough and would do a good job in protecting the Council.

Members requested three changes to the document around; the reprovion of a facility in the event of a break clause being enacted, an amendment of wording around market value definition and inclusion of a clause on provision of access.

RESOLVED to RECOMMEND the three options for Priory Centre Lease Heads of Terms as set out and recommended by the Council’s appointed professional valuer as acceptable terms to the Council and to delegate that the Town Clerk obtain formal agreement of one of these options.



COMMITTEE CHAIRPERSON

DRAFT

ST NEOTS TOWN COUNCIL

Date:	28th JANUARY 2025
Title:	ENERGISE BUILDING SURVEYS
Contact Officer:	TOWN CLERK

1. Purpose of the Report

- 1.1 To receive and consider recommendations from the Finance and Governance Committee on required funding to progress with carbon net-zero recommended actions for Council buildings.
- 1.2 To provide the Council with supporting information on a recommendation from the Environment and Emergency Committee to the Operations and Amenities Committee on progressing recommendations arising from energy building audits as part of transitioning the Council's buildings towards carbon net-zero.

2. Recommendations

- 2.1 Finance and Governance Committee:
 - 2.1.1 That carbon neutral actions identified by energy audits as 'quick wins' that can be progressed within existing revenue budgets are progressed by officers under delegated authority related to those budgets.
 - 2.1.2 That up to £5,300 is allocated from the Council's Community Buildings Earmarked Reserve to progress those actions for which there are no existing revenue budgets or insufficient funds in current year revenue budgets.
 - 2.1.3 That for those buildings where the Council has tenants recommended actions which relate to the tenant's responsibilities are only progressed if paid for by the tenants. Actions for which a landlord is typically responsible are progressed by the Council.

3. Background

- 3.1 The Environment and Emergency Committee instructed the Environmental Project Officer to engage a suitably qualified contractor to undertake energy audits of seven Council buildings (six owned and one rented) to establish their current Carbon footprint and to recommend actions for improving their efficiency to reach carbon Net Zero.
- 3.2 The Environment and Emergency Committee received and reviewed the recommendations arising from the surveys. The recommendations provided vary in terms of impact, costs and resource to deliver. However, there are a series of 'quick win' recommendations which are predicted to deliver greater savings than initial costs within the first year and/or have a relatively low initial cost associated with them. The Operations and Amenities Committee recommended that the Council progresses with those recommendations and that the Finance and Governance Committee consider funding.
- 3.3 The Finance and Governance considered the recommendations for progressing actions in section 4.1 and have recommended that the Council allocated funding from the General Reserve to progress the actions.

3.4 Please be advised that all associated prices are indicative and may not accurately reflect market prices. Energise, who produced the audit and recommendations, does not supply or install any recommended products, so have made an estimation of costs, and further surveys and quotes from relevant installers will be required to establish actual costs.

4. Information

4.1 Recommendations from the building surveys identified as carbon reduction 'quick wins' are provided below.

Building	Recommendation	Cost (£)	Payback time (years)	Savings (£)	Savings (MWh)	Savings (tCO2e) (rounded to nearest t)
Depot	Seal 'drying room' door	100	0.1	1100	4200	1
	Implement PIR	800	2	400	1500	0
	Review heating and cooling set points	0	N/A	300	1300	0
Eatons	Implement PIR	200	0.8	300	1100	0
	Upgrade to LED lighting	200	0.4	500	1800	0
	Install daylight sensors for outdoor lighting	95	0.3	300	1100	0
Ex-Servicemen's Club	Review heating and cooling set points	0	N/A	1600	5900	1
	Upgrade to LED lighting	400	1.1	300	1300	0
	Implement PIR	1100	6	200	700	0
	Seal cellar door	50	0.4	100	500	0
Gate Lodge	Upgrade to LED lighting	1000	2.2	400	1400	0
	Implement PIR	800	4.5	200	600	0
Museum	Install timer on POU water heater	55	0.1	500	1900	0
	Implement PIR	300	1.9	100	500	0
	Upgrade to LED lighting (already completed?)	600	1.6	400	1500	0
Man Cave	Upgrade to LED lighting	200	7.3	33	100	0
	Implement PIR	48	4.2	11	44	0
Volunteer Centre	Upgrade to LED lighting	100	1.3	87	300	0
	Install timer on POU water heater	55	1.3	42	200	0
	Implement PIR	97	5.3	18	70	0

*Blue highlighting denotes recommendations which are predicted to have a payback of less than 1 year.

5. Financial Implications

5.1 The indicative financial implications linked to this report and the actions recommended within it total £6,200.

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ATTACHMENT 7

- 5.2 The costs related to actions for the depot building could be progressed under delegated building maintenance budgets within the current financial year. This leaves £5,300 of unbudgeted expenditure required to deliver the recommendations.
- 5.3 The Council has a Community Buildings Earmarked Reserve of approximately £190,000 for which funding could be allocated to complete those recommendations/actions for which there is no available revenue budget.
- 5.4 The costs for six of the actions recommended have a payback period of one year, making them cost neutral to the Council. However, funds will need to be agreed to carrying out the initial cost of implementing.

6. Legal Powers

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

ST NEOTS TOWN COUNCIL

Date:	28th JANUARY 2025
Title:	TRANSITION OF OPERATIONAL VEHICLES TO EV
Contact Officer/s:	TOWN CLERK, PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To receive and consider any recommendations from the Finance and Governance Committee on replacing vehicles within the Council's Fleet to plug-in hybrid or electric as part of the Council's ambitions to reach net-zero.
- 1.2 To provide the Council with supporting information on recommendations from the Environment and Emergency Committee to the Operations and Amenities Committee on the replacement of operation vehicles.

2. Recommendations**2.1 Finance and Governance Committee:**

- 2.1.1 That the Council allocates of £115,000 for the replacement of vehicles to hybrid and electric from the following funds:

- 1) £64,567 from the vehicles and lawnmower earmarked reserve
- 2) £30,000 from the current year revenue budget for vehicles and lawnmowers
- 3) £20,433 from the General Reserves

- 2.1.2 That the Council approves the following vehicle replacements:

- 1) To replace the two oldest diesel vehicles (2010 Ford Ranger and 2013 Nissan Navara) with second-hand plug-in hybrid panel (box style) vans
- 2) To replace one diesel ride-on lawn mower with new fully electric ride-on alternative (96" deck)
- 3) To purchase and install two charges for vehicles (EVs and Plug-ins, 7.2kW)
- 4) To purchase special charger for lawn mower batteries

- 2.1.3 That the Council approves that replaced vehicles (2010 Ford Ranger and 2013 Nissan Navara) are to be disposed of by sale on the open market or with any buying service or used for part-exchange when buying the replacement.

2.2 Town Clerk:

- 2.2.1 The level of available funding in earmarked reserves (EMR) for vehicles and lawnmowers was incorrectly reported to the Finance and Governance Committee as £64,567. The actual amount in EMR is £34,567 and the figure had mistakenly included the current year's budget of £30,000 in the report.

- 2.2.2 A further budget of £30,000 will be available from April 2025 as part of the 2025-26 financial year budget.

- 2.2.3 Based on the above the funding required from the General Reserve would be £50,433. An amendment would be required to the recommendation of the Finance and Governance Committee if the Council is to resolve use of the General Reserve, or the Council can refer the matter back to the Finance and Governance Committee for further consideration.

3. Background

- 3.1 To comply with the Council's 2030 Carbon NetZero detailed analysis of the current operational fleet, machinery and tools has been done in cooperation between the Operational Manager, Project Delivery Manager, Senior Maintenance Technician and Environmental Project Officer reviewing needs, requirements and suitability of alternative vehicles to ascertain the most appropriate transitions at this time.
- 3.2 The work highlighted in section 3.1 has clearly identified a need to consider alternative to pure EV vehicles further due to the needs of the team and availability of appropriate supply on the market. Discussions also considered the level of fuel usage within the operations team and where the most impact could be made.

4. Information

- 4.1 The following information was considered by the Environment and Emergency Committee, which based on this information has made a recommendation to the Operations and Amenities Committee that three operational vehicles are replaced to cleaner alternatives to improve the Council's Carbon Footprint.
- 4.2 Both the Operations and Amenities Committee and Finance and Governance Committee supported the recommendation and make recommendations to the Council on available and appropriate funding.
- 4.3 The Council's vehicles are used to transport operations and equipment to locations in the town where they then undertake work. Therefore, the mileage from these vehicles is limited and is low on a day-to-day basis (estimated as under 10miles).
- 4.4 As well as operating its vehicles, the Council has four diesel ride-on lawn mowers which the operations team use to undertake grass cutting across the town. The ride-on lawn mowers, which are diesel fueled, undertake grass cutting throughout the town daily during grass cutting season. The operations manager has reported that these use 20-25 liters of diesel each per day. Therefore, the council uses significantly more diesel in operating its lawn mowers than it does running its vehicles.
- 4.5 Taking into account the usage and impact of the vehicles and their usage it is suggested that the 2010 Ford Ranger and 2013 Nissan Navara which were recommended to be transitioned are replaced with plug-in hybrid box vans, which do have the required towing and secured storage capacities the Council needs.

With electric powered ranges in an area of 27 miles, day-to-day use (up to a few miles per day) would only ever require electric consumption, meaning that the vehicles would be using 'clean' fuel only. Although, flexibility would exist for longer journeys, also considerably 'cleaner' because of the petrol engines.

- 4.6 Also, low daily mileage of the diesel vehicles created additional issues and costs related to the vehicle maintenance. EV, hybrid or petrol vehicles won't have same issues.

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- 4.7 New plug-in hybrid box vans cost up to £35,000 each, whilst the reasonably fresh used versions cost up to £21,000.
- 4.8 As the ride-on lawn mowers use considerably more diesel than the vans, requiring up to 25 liters of fuel each per day (the vans tend to be refueled only monthly), it would seem pertinent to consider transitioning the mowers as a priority.
- 4.9 One of the mowers is coming to the end of its life, so it would be advisable to use the opportunity to replace this with an electric alternative.
- 4.10 A model which has been demonstrated to the Operations team and would be suitable is the Mean Green Evo Zero Turn costing £61,250 (96" deck).

5. Financial Implications

- 5.1 Replacements for the 2010 Ford Ranger and 2013 Nissan Navara combined will cost up to £70,000 (new) or £45,000 (used), plus the cost of charging points installation at approximately £5,000 (for 2 chargers).
- 5.2 A replacement ride-on lawn mower would cost up to £61,250 plus £2,450 for a battery charger (at today's market prices). This is significantly more than a diesel lawnmower but could make a larger impact on the Council's fuel usage.
- 5.3 The Council has an EMRs of £34,567 for vehicles and mowers. There is also the current year's budget of £30,000. This gives a total allocated available budget of £64,567.
- 5.4 Funds could be released from the sale of the vehicles to be replaced, although it is anticipated this will be minimal.
- 5.5 A transition to hybrid or electric alternatives will of course result in fuel and operational savings.

6. Legal Powers

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

7. Supporting images



Ford Transit Custom

1.0 340 EcoBoost 13.6kWh Limited Auto L1 H1 Euro 6 5dr

32,000 miles

2021 (21 reg)

Automatic

Petrol Plug-in Hybrid

£17,500 +VAT





COUNCILLOR TRAVEL AND SUBSISTANCE POLICY

Reference	SNTC/FI008	Adopted by	Policy and Governance
Prepared by	Town Clerk	Adopted date	26 September 2022
Monitored by	Town Clerk	Minute reference	FG-48-22-23
Monitoring Review	Every Four Years	Review date	September 2026

1. LEGAL BACKGROUND

1.1 Councillors Allowances

- 1.1.1 In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003; parish councils have the discretion to introduce a members allowances scheme in addition to a travelling allowance and a subsistence allowance.
- 1.1.2 A parish or town council is able to pay a parish basic allowance for each year to its chairman only or to each of its elected members (regulation 25). The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of the extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member. The allowance is not a salary. It is a figure which is calculated to cover the expenses, which are normally associated with the basic duties of being a local councillor.
- 1.1.3 St Neots Town Council has not introduced a scheme for basic parish councillor allowances. An allowance is budgeted for the Mayor to support the Councillor fulfilling the role in meeting to costs often involved.

1.2 Travel and Subsistence

- 1.2.1 Travelling and subsistence allowances are treated separately (see below). There is no set figure and figures may differ from region to region for a variety of reasons.
- 1.2.2 Travel and subsistence allowances can be set by the Council however a parish basic allowance (which St Neots Town Council has not introduced), can only be set by the Council after it has considered the recommendations of the parish remuneration panel of the principal authority. It is recommended where such schemes exist, they must be outlined in a formal policy adopted by the Council. Should St Neots Town Council ever resolve to introduce a scheme for basic parish councilor allowances, it should refer to the National Association of Local Councils (NALC) legal topic note LTN 33 on 'Councillors Allowances'.



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1.3 Dependents' Carer's Allowance

Parish and town councillors are not entitled to claim this allowance under the regulations and yet it is available under the new regulations, for example, to those district councillors with dependent children.

2. PURPOSE OF POLICY

- 2.1 This policy sets out the rates, procedures and rules which must be observed for the submission of claims for travelling and subsistence allowances.

3. CLAIMS FOR TRAVELLING AND SUBSISTENCE ALLOWANCE

- 3.1 The council will pay to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty **the councillor is appointed to attend on behalf of the Council**, within the following categories:

- A. The attendance at a meeting of the council or of any committee or sub-committee, of the council, or of anybody to which the council makes appointments or nominations or of any committee or subcommittee of such a body; which takes place outside of the St Neots boundary.
- B. The attendance at a meeting of any association of authorities of which the council is a member; if held outside the St Neots boundary.
- C. The performance of duties in connection with a tender process which requires travel outside the St Neots boundary.
- D. The performance of any duty (outside the St Neots boundary) which requires the inspection of any Premises.
- E. The carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the council or of any of its committees or sub committees, outside of the St Neots boundary.

4. TRAVEL AND SUBSISTENCE RATES

- 4.1 For any functions authorised in line with above, travel and subsistence can be authorised for journeys by public transport, car, or non-motorised device will be made to members and co-opted members. Payment will not be paid for travel within the St Neots boundary.

- 4.2 The approved HMRC travel rates will be paid as follows:

- Bus or rail travel cost of journey subject to receipt or ticket being provided to the RFO
- Car £0.45 per mile (HMRC rate)
- Motorbikes £0.24 per mile (HMRC rate)



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- Non-motorised transport (eg: bicycle) £0.10 per mile (HMRC rate)
- Taxi - The cost of taxis will be paid in exceptional circumstances only authorised **in advance** by the Town Clerk and Responsible Financial Officer on behalf of the Council.

5. CLAIMS FOR USE OF THE ST NEOTS CAR SHARE SCHEME WITHIN THE PARISH

- 5.1 Due to the temporary relocation of meetings of the Town Council, its committees and sub-committees to the Eatons Community Centre, Councillors are permitted to claim expenses to use the St Neots Car Share Scheme to travel from their residence to the Eatons Centre to attend those meetings **and to return to their residence following the meetings.**
- 5.2 The Local Authorities (members allowance) (England) regulations 2003, Part 5, Section 26 gives Councils the power to reimburse Travel expenses. This includes; "... attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;"
- 5.3 The purpose of permitting an expense claim to use the Car Share Scheme to attend meetings within the parish boundary is to ensure that no Member is disadvantaged by the necessary temporary relocation of meetings while the Priory Centre is redeveloped, ensuring continued involvement in the democratic and decision-making process.
- 5.4 Use of the St Neots Car Share Scheme from a Councillor's residence to the Eatons Community Centre to attend a Council meeting, **and to return to their residence following a meeting are** the only expenses for travelling within the parish boundary for which a travel claim can be submitted. All other travel claims must be in line with section 3.1 of this policy.
- 5.5 Costs for claims will be limited to the St Neots Car Share Scheme fees, set at £2 per journey plus 0.45p per mile.
- 5.6 The allowance to claim expenses to use the car share scheme is temporary and is intended to be in place until Council meetings return to the Priory Centre or that Council resolves otherwise. The impact of this policy change will be reviewed by the Council 6 months after the policy is approved.

6. OVERNIGHT ACCOMMODATION

- 6.1 Where the nature of the duties being undertaken result in a Councillor/Co-opted member being absent from his/her usual place of residence (more than 2 hours away), overnight accommodation will be booked and paid directly by St Neots Town Council. The overnight accommodation allowance is payable, normally to cover bed and breakfast, where you are required to stay away from home overnight.
- 6.2 There are two types of allowance, one for accommodation in London, and one for accommodation outside London. These allowances are subject to a maximum, which will be reviewed annually.



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- Overnight accommodation outside of London £100.00
- Overnight accommodation in London £130.00

6.3 There may be exceptions where the cost of overnight accommodation exceeds the maximum allowance due to availability. In these circumstances the Town Clerk can authorise the additional expenditure.

7. SUBSISTANCE EXPENSES

7.1 Expenses may also be paid to cover food and drink (non alcoholic) when associated with a journey outside St Neots boundary as in section 3.1.

7.2 Receipts must be produced for all claims made and **permission must be sought in advance in writing from the Town Clerk.**

- Breakfast Allowance £6.00
- Lunch Allowance £8.00
- Tea/Coffee Allowance £4.50
- Evening Meal Allowance £20

8. CLAIMING EXPENSES

8.1 Claim forms can be obtained from the Town Council office.

The following applies when completing claim forms:-

- Enter your name, date and reasons for the journey and destinations
- Enter the mileage for each journey plus expenses claimed and totals
- Where you can provide a VAT receipt for the petrol purchased shortly before the date of the journey then the Town Council can reclaim the VAT at the appropriate vat mileage rate
- The form should be signed by the claimant and then authorised by the Town Clerk & RFO

8.2 **When the Clerk is unavailable the Deputy Clerk or RFO can fulfil the duties assigned to the Clerk.**

ST NEOTS TOWN COUNCIL

Date:	28 th JANUARY 2025
Title:	ST NEOTS FLOOD ACTION GROUP
Contact Officer/s:	TOWN CLERK

1. Purpose of the Report

- 1.1 To seek the Council's approval that St Neots Town Council's office address is used as the registered address for a new St Neots Flood Liaison Action Group (FLAG) Community Interest Organisation.

2. Recommendations from Working Group

- 2.1 That the Council approves the St Neots Flood Liaison Action Group can use the Town Council Office address as part of registering a newly formed Community Interest Organisation for the purpose of obtaining and managing funding to support flood prevention and awareness actions in St Neots.
- 2.2 That a written agreement is put in place with the FLAG CIO outlining agreement to use the Council's address, that the Council does not take any responsibility for the CIO's actions and use of the Council's address does not make the Council liable for actions of the CIO.

3. Background

- 3.1 St Neots Flood Liaison Action Group is a local community group which focuses on addressing flood risks in St Neots. A Flood Action Group is made up of a core of local people who act as a representative voice for their wider community.
- 3.2 There are Flood Action Groups across the UK, with Groups very much led by the community themselves. There exists a National Flood Forum that gives Flood Action Groups the tools to ensure their success and sustainability. It supports groups to work in partnership with the all the right professionals that are needed.
- 3.3 More information about St Neots FLAG can be found here: <https://stneotsflag.org/>
- 3.4 As Members will be aware flooding is an important issue for St Neots and the work of FLAG, its volunteers, its knowledge and expertise has provided an invaluable service for St Neots, particularly working with relevant statutory bodies.

4. Information

- 4.1 As part of the growth of the FLAG volunteers are now in the process of setting up a charity CIO to allow the organisation to obtain and manage funding, this will be a separate entity to the constituted FLAG.
- 4.2 Part of the process in establishing the FLAG CIO requires an address to be provided to the charity commission. However, because the trustees will change over time a query has been raised as to whether St Neots Town Council would consider permitting the St Neots Town Council office address to be the listed address in the

application, rather than a private address that may be subject to change over time. FLAG advise that the only correspondence would be from the charity commission as all day-to-day correspondence would be electronically.

5. Financial Implications

- 5.1 There are no financial implications for the Town Council related to the actions in this report.

6. Legislation

- 6.1 There is no specific legislation in UK law that prohibits or explicitly permits a town council from acting as a registered address for a charity it is not linked to.
- 6.2 General Power of Competence (Localism Act 2011): As the Town Council has adopted the General Power of Competence, it has broader powers to do anything an individual can do, as long as it is not expressly prohibited by other legislation. This could include allowing its address to be used by a charity.
- 6.3 Local Government Act 1972: The Town Council must ensure that its resources (including premises and addresses) are used appropriately and in the public interest. The proposal is not expected to create an additional administrative or resource burden on the Town Council and the purpose and work of the Charity is directly in the public interest and the interest of the Town Council in working with FLAG to help address flooding concerns.
- 6.4 Localism Act 2011: Reputational Risks: The Council must still act prudently and avoid arrangements that could expose it to liability or reputational damage. The purpose and scope of the CIO and the direct benefit it has to residents places reputational risk as very low.
- 6.5 Charity Commission Guidance: The Charity Commission does not restrict the type of registered address a charity can use, but trustees must ensure it is suitable and does not create risks to the charity's reputation or operations.
- 6.6 Agreeing to provide an address does not make the council responsible for the charity's actions, but it must ensure this is clear in writing.

ST NEOTS TOWN COUNCIL

Date:	28 th JANUARY 2025
Title:	ST NEOTS FIRE STATION – STRATEGIC CIL FUNDING SUPPORT REQUEST
Contact Officer/s:	TOWN CLERK

1. Purpose of the Report

- 1.1 To seek the Council's consideration on a request from St Neots Fire Station that it supports a bid by the organisation to Huntingdonshire District Council's Strategic Community Infrastructure Levy (CIL) fund.

2. Recommendations from Working Group

- 2.1 That Members consider the supporting statement provided by St Neots Fire Station on the modernisation and extension of St Neots Fire Station.
- 2.2 That the Town Council resolves whether it supports the Strategic CIL funding bid and instructs the Town Clerk to write a letter formalising that support for submissions as part of the bid.

3. Background

- 3.1 St Neots Fire Station has applied to Huntingdonshire District Council for funding towards the modernisation and extension of the St Neots Fire Station. As part of making this application the organisation is requesting St Neots Town Council consideration of the project and its support for the application and allocation of funding.
- 3.2 The Town Council has no direct involvement or decision-making role in the awarding of funding from HDC's Strategic CIL fund. However, it may wish to provide its written support to applications from St Neots for which it feels there is a need, and the project is an appropriate use of funds, therefore strengthening the bid.
- 3.3 The Fire Station previously made a bid to the CIL funding for this project in 2023/24. This bid was unsuccessful at the time.

4. Information

- 4.1 A supporting statement outlining the project for which funding is being applied for is attached to this report. (APPENDIX A)
- 4.2 A summary of some key points from the statement is provided below. However, Members should review the complete statement to get a full understanding of the application, its purpose and justification for Strategic CIL funding.

4.2.1 Purpose of the Project

The Cambridgeshire Fire & Rescue Service (CFRS) proposes modernising and extending the St Neots Community Fire Station to address growing demands caused by substantial housing and population growth in the St Neots Spatial Planning Area.

4.2.2 Strategic Justifications**Compliance with Local Plans:**

- Aligns with policies of the Huntingdonshire Adopted Local Plan and Emerging Local Plan, emphasising the need for infrastructure to support safe and healthy communities.
- Supports objectives in the St Neots Neighbourhood Plan to expand community facilities alongside housing developments.

4.2.3 Population Growth Impact:

- Over 4,000 homes planned in the St Neots area by 2036, increasing demand for fire and rescue services.
- Significant housing expansion expected through 2046, requiring enhanced fire and rescue capacity.

4.2.4 Operational Need:

- The CFRS currently operates at capacity, and the lack of developer-funded fire and rescue infrastructure has resulted in an "infrastructure deficit."
- Project addresses unmet needs in prevention, protection, and emergency response.

4.2.5 Community Benefits:

- Contributes to safety, wellbeing, and community cohesion by improving service delivery and providing shared community facilities.
- Strengthens local resilience and fosters community involvement.

4.2.6 Bid Amount

- Total cost of Project - £1,845,559;
- CIL Funding Bid - £700,000;

4.3 The organisation feels the proposal meets all criteria for CIL funding under the District Council's principles and aims to close the gap in fire and rescue service infrastructure while enhancing community safety and wellbeing.

5. Financial Implications

5.1 There is no financial implications for the Town Council related to the actions in this report.



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**
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**Huntingdonshire DC Community Infrastructure Levy
Funding Bid**

**St Neots Community Fire Station - Modernisation & Extension
Project**

Huntingdon Street, St Neots, PE19 1DU

Supporting Statement

January 2025

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Introduction

1. This **Supporting Statement** sets out evidence to demonstrate that the Community Fire Station Modernisation & Extension Project (**The Project**) complies with the District Council's principles for awarding Community Infrastructure Levy (CIL) funding in its **STATEMENT OF INTENT**.
2. In particular The Project;
 - ❖ Comprises **Infrastructure** - required to mitigate the additional fire & rescue service impacts which have arisen, are continuing & are forecasted, linked to the major housing & population growth directed to the St Neots Spatial Planning Area by the **Adopted & Emerging Local Plans**;
 - ❖ Contributes to **Corporate Plan Priority 1** - as it would contribute towards residents happiness, wellbeing, community cohesion & safety 'outcomes', by providing more effective prevention, protection & response activities, & enhanced community facilities in the St Neots Spatial Planning Area;
 - ❖ Contributes to the **Place Strategy: Pride in Place Vision** - by contributing to the resilience of local communities 'outcome', through strong & safe community building & increased community involvement via the shared facilities;
 - ❖ Amounts to a **Programme led, Evidenced-based Approach** – to provide increased fire & rescue capacity & community facilities, to help achieve sustainable new housing communities within the St Neots Spatial Planning Area;
 - ❖ Would be a clear example of '**Partnership Working**' between the District Council & Fire & Rescue Authority – in order to deliver planned housing & population growth, along with enhanced community facilities;
 - ❖ Would be a clear example of **Local & District-wide Priority Alignment** – also according with key objectives linked to the **St Neots Neighbourhood Plan**, which encourages the growth of community facilities & improvement of community assets contributing to quality of life aims.
3. The basis for this approach is set out below.



Cambridgeshire Fire & Rescue Service - Essential Social Infrastructure Provider

4. Cambridgeshire Fire & Rescue Service (CFRS) is an essential social infrastructure provider with a wide role to play in mitigating and managing the increased fire & rescue impacts arising from planned housing and population growth, and contributing to the achievement of sustainable new communities.
5. The increased risk arising from development within a locality would be managed in line with the three main strands of the service role in mind, as outlined below;
 - ❖ **Prevention** – Creating space within Fire stations or hubs to prioritise community safety work in conjunction with delivery at home & school visits, including locations to work with partner agencies to reduce fire & road traffic incidents;
 - ❖ **Protection** – by carrying out fire risk assessments with a focus on education, providing advice & seminars;
 - ❖ **Response** – by tasking highly trained personnel, including firefighters, into an area to deal with emergency & non-emergency incidents requiring a fire & rescue facility deployment;
6. Baseline fire & rescue service resources within Huntingdonshire are operating at capacity, and are significantly impacted by previously completed, committed and planned housing and population growth within the District, particularly in locations where strategic growth is being directed such as St Neots.
7. If completed, committed and planned housing and population growth is not appropriately mitigated by developer funded fire & rescue facilities, this leads to an 'infrastructure funding gap'.
8. The strategic growth within the St Neots Spatial Planning Area requires mitigation and management, and the CFRS Fire Station modernisation & extension project responds to this Need for additional service capacity.
9. **Planning Permission** was granted for **The Project** on 31st May 2024 (ref 23/02509/FUL) and should the CIL funding bid be successful, it would provide funding to help underpin the Project delivery – the planning permission is included as an **Accompanying Document**.



10. Additional fire & rescue facilities would be required to mitigate and manage further planned growth within St Neots and across the District, and CFRS has submitted an evidence base outlining its planning policy and broad funding requirements.
11. The CFRS evidence base submitted in response to the Huntingdonshire Further Issues & Options Local Plan Consultation, in November 2024, is included as an [Accompanying Document](#).

The Need for Strategic CIL Funding

12. The following Adopted Local Plan (ALP) policies are relevant to the bid for Community Infrastructure Levy (CIL) funding, and the [Need](#) for the modernisation and extension of the St Neots Community Fire Station.
13. **Policy LP1** – which makes provision for at least 20,100 new homes (47,235 population) in the period 2011-2036, at an annualised average of 804 homes;
14. **Policy LP2** – which proposes a ‘Development Strategy’ distributing the growth to four spatial planning areas as follows;
 - ❖ Huntingdon, including Brampton & Godmanchester & the strategic expansion of Alconbury Weald;
 - ❖ St Neots, including Little Paxton & the strategic expansion location of St Neots East;
 - ❖ St Ives;
 - ❖ Ramsey including Bury;
15. The ALP states that to ensure successful delivery of the Development Strategy, and to ensure that Huntingdonshire is a safe and healthy place to live and work, new housing and employment development needs to be supported by [Infrastructure](#), in order to mitigate the additional demands and impacts arising.
16. **Policy LP4** states that applicable developments (such as new housing) will be liable to pay CIL, which along with planning obligations provide for developer funding to deliver new infrastructure to mitigate development impacts, including funding for emergency/essential services, and related community facilities.



17. This is necessary to ensure that economic, social and environmental needs are met and sustainable new communities are achieved.

St Neots Spatial Planning Area

Strategic Expansion Location: St Neots East

18. **Section D: Allocations** of the ALP identifies a strategic expansion location at St Neots East as follows;

- ❖ SEL 2: St Neots East – approximately 3,820 homes (8,977 population) *Population increase based on ONS 2024 average household size for Huntingdonshire District = 2.35 persons x no. homes*

Other Allocated Sites

19. A further five sites are identified for housing as follows;

- ❖ SN 1: St Mary's Urban Village – approximately 45 homes (106 population);
- ❖ SN 2: Loves Farm Reserved Site – approximately 40 homes (94 population);
- ❖ SN 3: Cromwell Road, North – approximately 80 homes (188 population);
- ❖ SN 4: Cromwell Road Car Park – approximately 20 homes (47 population);
- ❖ SN 5: North of St James Road, Little Paxton – approximately 35 homes (82 population)

20. It is evident that over the Local Plan Period 2011-2036, 4,040 homes (9,494 population) are directed to the St Neots Spatial Planning Area, representing a high level of strategic housing growth for the locality - **this represents 20% of the Districtwide housing requirement.**

21. The position concerning housing 'completions within the St Neots Spatial Planning Area is outlined below.

St Neots Spatial Planning Area – Housing Completions 2011 - 2024

22. It is evident from the Huntingdonshire DC Annual Monitoring Report 2024 Part 1 (Housing Supply) that the following housing completions have taken place within the St Neots Spatial Planning Area over the period 2011-2024;



- ❖ 2,646 dwellings (6,218 population) - an annualised average of 203.5 dwellings;
 - ❖ 2,646 completions equates to approximately 25% of the Districtwide housing/ population growth over the same period;
 - ❖ 1,394 dwellings (3,276 population) are yet to be completed;
23. To date it is understood that no developer funded Fire & Rescue infrastructure has been secured/ awarded to CFRS via planning obligation (Section 106) and/or CIL funding processes, to address the increase in prevention, protection and response activities, including the increased number of incidents, increased attendance times and changes in the incident risk profile arising from this housing and population growth.
24. The impacts arising on CFRS capacity have therefore been unmitigated, leaving it in a position of **Infrastructure Deficit**.
25. There is therefore a clear planning justification and **Need for Strategic CIL Funding** to deliver the St Neots Community Fire Station Modernisation & Extension Project - to help address the additional demands which have arisen, are continuing, and which are forecasted to arise in light of the major housing and population growth being directed to the St Neots Spatial Planning Area.
26. The future position for the St Neots Spatial Planning Area is considered below.

Further Housing & Population Growth to 2046

Huntingdonshire Local Plan Review

27. The Government is committed to significantly increasing the supply of new homes, with an ambition to deliver 370,000 new homes per annum across England.
28. In light of this, the Huntingdonshire Local Plan Further Issues & Options Consultation, October 2024, which rolls forward the plan period to 2046, is looking at the housing capacity of the District - with a view to significantly increasing the level of new housing and population growth above the ALP housing requirement of 804 homes per annum.
29. The Local Plan Further Issues & Options Consultation has recently proposed three options for housing growth over the period 2021 – 2046 which are outlined below;



- ❖ Option A – 1,203 homes/ annum (30,075 new homes) = 33% increase above ALP level @ 804 homes/annum;
- ❖ Option B – 1,263 homes/annum (31,575 new homes) = 36% increase above ALP level @ 804 homes/annum;
- ❖ Option C – 1,323 homes/annum (33,075 new homes) = 39% increase above ALP level @ 804 homes /annum;

30. If the new local plan adopts a similar Settlement Hierarchy and Spatial Strategy to distribute housing/ population growth to the most sustainable locations as the ALP, which is considered likely, this would result in 20% of the Districtwide growth being directed to the **St Neots Spatial Planning Area**, as follows;

- ❖ Option A – 1,203 homes/annum x 20% = 240.6 homes x 25 years = 6,015 homes (14,135 population);
- ❖ Option B – 1,206 homes/annum x 20% = 241.2 homes x 25 years = 6,030 homes (14,170 population);
- ❖ Option C – 1,323 x 20% = 264.6 x 25 years = 6,615 homes (15,545 population);

31. All the housing growth options currently being consulted on via the local plan review, would have a major impact on CFRS operations. Evidence requesting planning policy and budgetary recognition for fire & rescue facilities was submitted in response to the Local Plan Further Issues & Options Consultation in November 2024, and is included as an **Accompanying Document** to the CIL bid.

32. The additional demands on CFRS capacity and resources linked to the increase in prevention, protection and response activities, including the increased number of incidents, increased attendance times and changes in the incident risk profile arising, would therefore warrant significant developer funded mitigation, either via Section 106 and/or CIL funding.

33. There is therefore a clear planning justification and **Need for Strategic CIL Funding** to modernise and extend the St Neots Community Fire Station - to help address the additional demands which have arisen, are continuing, and which are forecasted to arise in light of the major housing and population growth being directed to the **St Neots Spatial Planning Area**.



34. **The Project** is consistent with the following local plan policy objectives;

- ❖ **Policy LP4** – which requires the provision of infrastructure to meet economic, social & environmental needs, incorporating developer funding via CIL/planning obligations to achieve safe & healthy places to live;
- ❖ **Policy LP22** - which supports investment in local services & facilities to meet the needs of the community & achieve sustainable places;

35. **A Strategic CIL Funding Award** would therefore;

- ❖ Fund **Infrastructure** which directly supports housing & population growth linked to the housing delivery strategy of the Adopted Local Plan & Emerging Local Plan;
- ❖ Be consistent with Local Plan Policy LP4 and Policy LP22 & help to achieve sustainable new housing communities, in the St Neots Spatial Planning Area;

St Neots Neighbourhood Plan 2014-2029 (2016)

36. The St Neots Neighbourhood Plan (NP) acknowledges that St Neots has a history of expansion and welcoming residents, however for expansion to work, measures to provide the necessary infrastructure must be taken if the town is to retain and build on its unique and vibrant heritage and culture (**Page 14**).
37. The Eastern Expansion of the Town is envisaged to deliver a range of housing, along with open space and community facilities, with a focus on an appropriate balance being met between housing development and new or improved infrastructure (**Pages 16/17**).
38. The Town Council states that it will continue to work with the community, District and County Council's to help shape the future of St Neots to enable the town to grow and prosper. With a dedicated approach, improvements to infrastructure can be secured, with a better quality of life for all residents, business and visitors (**Page 17**).
39. **Policy SS3** requires residential development to be delivered alongside necessary community facilities.
40. In terms of implementation and delivery, The Town Council states that it needs the help of public and private partners to create a sustainable community, and to deliver the policies in the NP (**Page 64**).



41. The NP states that new development creates a need to provide new infrastructure, facilities and services to successfully incorporate new development into the surrounding area, to benefit existing, new and future residents. Financial contributions will therefore be sought from developers to combine with public funding to deliver the necessary facilities in infrastructure.
42. **The Project** is consistent with the following Neighbourhood Plan Vision and Policy objectives;
- ❖ **Vision** – to work with the community, Huntingdonshire DC & Cambridgeshire CC to help shape the future of St Neots to enable the town to grow & prosper – incorporating a dedicated approach to secure infrastructure improvements bringing a better quality of life for all residents, businesses & visitors;
 - ❖ **Policy SS3** - which requires residential development to be delivered alongside necessary community facilities & services,, including the wider plan objectives which encourage the growth of community facilities and improvement of community assets contributing to quality of life aims.

St Neots Town Council Engagement

43. CFRS has been engaging with the Town Council in relation to the **Strategic CIL Funding Bid**, which is due to form an Agenda Item on the St Neots Full Council Meeting on 28th January 2025.
44. The Town Council’s supportive approach to the CIL funding bid is envisaged.
45. It is understood that **The Project** would not, unfortunately, be eligible for Town Council grant funding, as CFRS is not a community organisation, voluntary group, sports club or religious organisation - as specified in the Town Council’s Grant & Policy Guidance.
46. Due to the District Council’s deadline for the funding bid (19th January 2025) the Minutes of the Town Council meeting will be submitted once available as a ‘follow on’ **Accompanying Document** in support of the Funding Bid.

St Neots Ward Member Engagement

47. CFRS has been engaging with the St Neots Ward Members in relation to the **Strategic CIL Funding Bid**, and liaison is ongoing with Councillors Ben Pitt, Barry Banks, Barry Chapman,



Doug Terry and Richard Slade (all Town Councillors) and Councillors Lara Davenport-Ray, Marcus Pickering, Andrew Jennings, Ian Taylor, Simone Taylor and Stephen Ferguson.

48. To date, **Councillor Ben Pitt, the Ward Member for St Neots Priory Park & Little Paxton** has provided **Support** for the Funding Bid, and his comments are included as an **Accompanying Document**.

49. Any further comments received will be submitted once available as a 'follow on' **Accompanying Document(s)** in support of the Funding Bid.

Huntingdonshire DC Corporate Plan 2023-2028

50. The Huntingdonshire Corporate Plan (HCP) outlines a vision and broad action plan to provide for a high quality of life, welcoming and inclusive communities where all groups can aspire to meet their goals in a place they are proud to call home.

51. The HCP has three priorities which seek to focus the efforts of the Council on the priorities which matter to residents, whilst not neglecting the performance of the day-to-day services they rely on.

52. The three priorities are outlined below;

- ❖ **Priority 1** – improving the happiness & wellbeing of residents;
- ❖ **Priority 2** – keeping people out of crisis;
- ❖ **Priority 3** – Helping people in crisis;

53. The Project would help to achieve **Priority 1** Outcomes - as it would contribute towards the happiness, wellbeing and community cohesion and safety of residents, by providing more effective prevention, protection and response activities, and enhanced community facilities in the St Neots local area.

Huntingdonshire DC Place Strategy - Huntingdonshire Futures 2050

54. The Huntingdonshire DC Place Strategy (Huntingdonshire Futures 2050) is a collaborative strategy which sets out a shared vision for the future of Huntingdonshire in 2050, and a clear way forward to achieve it.



55. CFRS is a stakeholder in the Place Strategy and **The Project** would help to achieve the **Pride in Place** Outcomes - by contributing to the resilience of local communities, through strong and safe community building, and increased community involvement.
56. The conclusions in relation to the CIL funding bid are outlined below.

Conclusions

57. Cambridgeshire Fire & Rescue Service is an essential social infrastructure provider with a wide role to play in mitigating and managing the increased fire & rescue impacts arising from planned housing and population growth, and contributing to the achievement of sustainable new communities.
58. The strategic growth within the **St Neots Spatial Planning Area** requires mitigation and management, and the CFRS Fire Station modernisation & extension project responds to this **Need** for additional service capacity.
59. To date it is understood that no developer funded Fire & Rescue infrastructure has been secured/ awarded to CFRS to address the increase in prevention, protection and response activities, including the increased number of incidents, increased attendance times and changes in the incident risk profile arising from this housing and population growth.
60. The impacts arising on CFRS capacity have therefore been unmitigated, leaving it in a position of **Infrastructure Deficit**.
61. There is therefore a clear planning justification and **Need for Strategic CIL Funding** to deliver the St Neots Community Fire Station Modernisation & Extension Project - to help address the additional demands which have arisen, are continuing, and which are forecasted to arise through major housing and population growth in the **St Neots Spatial Planning Area**.
62. **The Project** is consistent with the **Adopted/ Emerging Local Plan** and **St Neots Neighbourhood Plan** vision and policy objectives, which require Infrastructure to achieve safe and healthy places to live, achieve community cohesion and sustainable new communities, and contribute to quality of life aims.
63. The Project would help to achieve **Corporate Plan Priority 1** Outcomes as it would contribute towards the happiness, wellbeing and community cohesion and safety of residents, and help to achieve **Place Strategy - Pride in Place** Outcomes - by contributing to the resilience of local communities, through strong and safe community building, and increased community involvement.



64. CFRS has been engaging with the Town Council in relation to the **Strategic CIL Funding Bid**, which is due to form an Agenda Item on the St Neots Full Council Meeting on 28th January 2025, wherein a supportive approach is envisaged.
65. CFRS has also been engaging with the St Neots Ward Members in relation to the **Strategic CIL Funding Bid**, wherein a supportive approach is envisaged.
66. There is therefore a clear planning justification and **Need for Strategic CIL Funding** to modernise and extend the St Neots Community Fire Station - to help address the additional demands on Fire & Rescue operations within the **St Neots Spatial Planning Area**.
67. It is evident that the Community Fire Station Modernisation & Extension Project **complies** with the District Council's principles for awarding Community Infrastructure Levy (CIL) funding in its **STATEMENT OF INTENT**.
68. It is therefore respectfully requested that the CIL funding bid is **Approved**.



ST NEOTS TOWN COUNCIL

Date:	28 th JANUARY 2025
Title:	LOCAL PLAN RESPONSE AND NEIGHBOURHOOD PLAN REVIEW
Contact Officer/s:	TOWN CLERK

1. Purpose of the Report

- 1.1 To confirm the submission of the Council's agreed responses to Huntingdonshire District Council's (HDC) Local Plan as resolved by the Council at its meeting on 17th December 2024.
- 1.2 To consider a recommendation from the Local Plan Working Group and resolve whether the Town Council prioritises reviewing and renewal of the St Neots Neighbourhood Development Plan (NDP) between now and May 2026.
- 1.3 To consider and resolve whether to create a Working Group/Steering Group to lead the review of the Neighbourhood Development Plan (NDP) and work with officers to bring forward recommendations on the review and renewal process to the Council.

2. Recommendations from Working Group

- 2.1 That Members noted confirmation that officers have submitted responses to Huntingdonshire District Council's latest Local Plan consultation as resolved by the Council on 17th December 2024.
- 2.2 That St Neots Town Council prioritises the review and renewal of the St Neots Neighbourhood Development Plan as one of its strategic priorities over the next 16 months.
- 2.3 That a Working Group is established to work with officers to bring forward recommendations on the review and renewal process to the Council. That this includes timeframes, process, costs and recommendations on the appointment of suitably qualified professionals to support delivery.

3. Background

- 3.1 The Council established a Working Group to review Huntingdonshire District Council's Local Plan consultation on 24th September 2024. The Working Group brought forward recommended responses to the Consultation, which were resolved by the Council and have now been submitted by officers.
- 3.2 As part of its response to the Consultation the Council resolved to approve the Working Groups recommendations on the submission of sites the Council would like to see as 'Designated Green Spaces'. These sites have been submitted to HDC as part of its 'Ongoing Call for Sites' application process.
- 3.3 It is confirmed that the submissions and responses resolved by the Council have been submitted to the Local Plan Consultation.

3.4 While considering the protection of important green spaces in the town the Working Group discussed the role of the St Neots Neighbourhood Plan, which HDC had previously advised could also be a route for identifying and designating Green Spaces.

3.5 At a meeting held on 13th January 2025 the Working Group agreed to put forward a recommendation to the Full Council that the review and renewal of St Neots Neighbourhood Plan is prioritised over the next 16 months and that a Working Group is established to work with officers and lead on reviewing the Plan and bringing forward recommendations to the Council, including required resource, timeframes, procedure and the appointment of suitably qualified Neighbourhood Plan professionals.

4. The Purpose of a Neighbourhood Development Plan

4.1 A Neighbourhood Development Plan is a community-led framework that guides the future development and growth of an area. Its purpose is to encourage successful growth and promote development. It may include a vision, planning policies, proposals for improving the area, or allocation of key sites for specific kinds of development. It may provide the design guidelines and requirements to protect historic centre's landscape and appearance and control the overall look of developing neighbourhoods.

The plan is written by the local community and helps ensure the right types of development occur in the right place. Introduced under the Localism Act 2011 in England, NDPs enable town or parish councils (or neighbourhood forums in non-parished areas) to create legally binding policies that influence planning decisions within their boundaries. The Plan must be considered by a Local Planning Authority as part of its decision making around planning.

5. St Neots Neighbourhood Plan

5.1 St Neots has an adopted Neighbourhood Development Plan that runs from 2015 – 2029. The Plan was one of the early Neighbourhood Plans developed and adopted.

5.2 Parishes that have Neighbourhood Plans receive 10% more CIL as a result of having a plan in place.

6. Benefits of a Neighbourhood Plan

6.1 Legal Weight in Decision-Making

- Once adopted (or "made"), an NDP becomes part of the statutory development plan for the area.
- **Planning applications must be determined in line with the NDP**, unless material considerations indicate otherwise. This gives the community a strong legal basis for its preferences.

6.2 Protection Against Unwanted Development

- Designate **local green spaces** for special protection.
- Identify areas unsuitable for certain types of development.
- Prevent inappropriate developments by setting detailed local policies that developers must adhere to.

6.3 Access to Additional Funding

- Areas with a "made" NDP receive **25% of Community Infrastructure Levy (CIL) funds** from new developments in their area (compared to 15% without an NDP). This funding can be used for local infrastructure projects, such as improving community facilities, parks, or transport.

6.4 Customised Policies for Local Needs

- Reflects unique local priorities that may not be addressed in the Local Plan, such as:
Addressing housing needs for specific demographics (e.g., young families or older residents).
- Promoting the use of renewable energy or sustainable building practices.
- Protecting local heritage or promoting tourism.

6.5 Extended boundaries

- NDP may cover wider area than the actual boundaries of the town/parish to protect and manage the development within adjacent neighbourhoods.
- Through collaboration Neighbouring parishes can be included into NP boundaries fully or partly with or without taking part in NDP renewal process.

7. Challenges with a Neighbourhood Plan

7.1 While the benefits are significant, NDPs do require time, resources, and commitment to develop. Challenges include:

Cost: Preparing an NDP can be expensive, though grants are available.

Time-Intensive Process: Developing an NDP can take a considerable time and is dependent on the resources allocated to its delivery.

Legal and Technical Complexity: Requires expertise in planning law and policy.

Basic Conditions Test: Must meet legal criteria, including conformity with higher-level plans, which can limit flexibility.

7.2 Risks identified and potential mitigation are attached to this report as **APPENDIX A**.

8. Options Available to the Council on Review and Renewal of the St Neots Neighbourhood Plan

8.1 There are three 'options' the Council can consider, which are based on the use and detail the Council want to give the Neighbourhood Plan as a statutory document.

- 1) **Minor Modifications** – a review of the existing plan with small changes that do not change the nature of the plan. This would focus on changes to wording, or general updates. There could be no change to any policies, addition of policies, land allocations and or anything of consequence that would change the plan.

This would be the quickest and least costly review of the Plan and would not require a referendum or reliance on the Local Planning Authority for progression.

- 2) **Non-Material Modifications that do not Change the Nature of the Plan** – A review of the existing plan to refine or introduce new policies. This could not include site specific policies, site allocations of anything that has a spatial impact or changes the nature of the plan.

This route would require review by an examiner but would not necessarily require a referendum. The examiner will decide if a referendum for approval and therefore adoption of the Plan is required.

- 3) **Material Modifications that Change the Nature of the Plan** – Maintaining existing policies but introducing new policies, site allocations, housing allocations, site specific policies etc.

This route is the most resource heavy route but allows for the Plan to be materially amended as part of updating it, such as adding housing design policies or new site allocations. This route would require examination and a referendum.

If the Council wants to use the Neighbourhood Plan as a tool and take on more influence in planning decision making it would need to pursue this option.

- 8.2 Informal discussions with a Neighbourhood Plan professional whose company has delivered over 200 Neighbourhood Plans, including 40 Plan reviews has advised that the likely cost for a town such as St Neots would be £30,000-£35,000. This is based on 60 days of professional services across the period of reviewing and renewing the Plan. These are not consecutive days and the overall process is significantly longer.
- 8.3 The length of time a review and renewal will take is dependent on the route the Council pursue, the level of policies or detail it goes into and the resource it has. As the Council has officers in place that can work with appointed Neighbourhood Plan professionals it is in a stronger position to deliver the project than some other Councils. The latest a Plan would likely be delivered under an 'option 3' scenario would be the end of 2026. This can be brought forward depending on a number of varying factors.
- 8.4 In a scenario where the Council just makes minor modifications it would still benefit from rolling forward the modified NP plan period to match the new Local Plan. National Planning Policy Framework (NPPF) requires Local Plans to have a 15 year period, but there is no such requirement for a Neighbourhood Plan (as they are voluntary). However, the new NPPF in effect requires a 5 year update cycle to maintain Neighbourhood Plan status.
- 8.5 While the review and renewal of the Neighbourhood Plan will be resource heavy there are advantages to starting this process now;
- Locality funding of £18,000 is available towards the costs. It is not known if this will continue.
 - The Plan runs until 2029 and will need to be reviewed and renewed in plenty of time before this time.
 - Prioritising the Plan may help address risks posed by changes in local government Organisation by having a reviewed Plan 'made' before any changes in local government are implemented.
 - Strengthening or adding policies in the Plan will help guide sustainable development for the town and its infrastructure/services as the town continues to grow.

9. Financial Implications

- 9.1 There is no current revenue budget for the review and renewal of the St Neots Neighbourhood Plan.
- 9.2 The cost of engaging professional support to undertake a review and renewal based on likely costs for an 'option 3' scenario is between £30,000-35,000.
- 9.3 All post submission responsibilities and costs fall to HDC as the Local Planning authority (exam and referendum). Professional consultants are usually retained by a Town Council to help them through the exam stage 2 days) and this cost is built into the £30,000-£35,000 estimate.
- 9.4 The Town Council is eligible for £18,000 in Locality Funding. Reducing the professional fees cost to the Council of an 'option 3' review and renewal to an estimated £12,000-£17,000. There will of course be an internal

resource cost to the Council based on officer time and resource. This will be dependant on to what degree the Council reviews and updates the Plan.

APPENDIX A

RISKS IDENTIFIED	
Policy Misalignment	
RISK	Mitigation
The Local Planning Authority (LPA) is reviewing its Local Plan, and the final adopted plan may conflict with the Neighbourhood Development Plan (NDP).	Appoint suitably qualified Neighbourhood Plan professionals to help guide and advise the Council and its Plan.
	Establish regular dialogue with the LPA to stay informed about progress and emerging policies in the Local Plan.
	Request, where possible, early access to draft Local Plan policies or consultation documents to assess compatibility with the NDP.
	Draft flexible policies - Ensure that the NDP's policies are adaptable and can align with emerging policies in the Local Plan or unitary council framework.
Changes to planning governance (e.g., a unitary authority merger) may introduce new planning policies or priorities that override or conflict with the NDP.	Focus on completing a review of the Neighbourhood Plan and its renewal within a set time period (12-18 months) to ensure completion before changes to Local Government organisation is delivered.
	Draft flexible policies - Ensure that the NDP's policies are adaptable and can align with emerging policies in the Local Plan or unitary council framework.
	Undertake a lighter-touch review initially, focusing on evidence gathering and non-controversial updates, deferring policy-specific changes until the Local Plan is finalised.
Political Changes	
RISK	Mitigation
If a review and renewal of the Plan is not completed by May 2026 Town Council elections may lead to a change in priorities or a lack of continuity in the NDP process.	Build support across the Council and community for the NDP process, ensuring that the reasons for its prioritisation are clear. Document the rationale and decisions for the review clearly to guide future councils.
	Strengthen community involvement in the NDP process to help create broader ownership and continuity.
Public Perception and Engagement	
RISK	Mitigation
Confusion among residents due to overlapping consultations (NDP, Local Plan, and government reorganisation).	Develop a communications plan to explain the purpose of the NDP review, its benefits, and how it differs to or complements the Local Plan.

Perception of the NDP process as rushed, politically driven, or irrelevant in light of broader changes.		Clear communication and accessible language to clarify the relationship between the NDP, Local Plan, and any potential unitary authority changes.
		Be aware on the timings of any other public consultations and align public consultations on the NDP to minimise confusion.
		Provide clear updates on how public input will be integrated into the evolving NDP.
Legal and Financial Uncertainty		
RISK		Mitigation
Financial cost and availability of funds		Secure £18,000 from Locality funding. Allocation funds to earmarked reserves to ensure the Council has funding in place.
Legal requirements for neighbourhood planning may change as part of the government reorganisation or planning reforms.		Regularly review government announcements and seek advice from legal and planning professionals to anticipate potential changes.
Funding for neighbourhood planning might be reduced or delayed during governance changes.		Use existing NDP documents, evidence, and community feedback to minimise the need for new, costly studies.
		Work with appointed professional advisor and national and regional organisations (e.g., Locality) to stay informed about changes in funding or legal requirements for neighbourhood planning.
Governance Changes		
RISK		Mitigation
If the LPA ceases to exist or is merged into a unitary authority as part of the Government's review of Local Councils, planning policy priorities and processes may change, creating delays or misalignment with the NDP.		<p>Collaborate with Other Councils: Proactively engage with neighbouring councils to share insights and align priorities ahead of any merger.</p> <p>Scenario Planning: Working with appointed suitably qualified professional advisors/support to develop contingency plans for possible governance outcomes, outlining how the NDP review will proceed under different scenarios.</p> <p>Prioritise Resources: Focus on delivering a review and renewed Plan before changes in Local Government organisation takes effect.</p>

Oast Building Development. Project Plan

I. Conduct Feasibility Studies for Final Shortlist (up to 3 month)

Purpose: Assess the economic, social, and architectural viability of the shortlisted ideas.

Key Areas:

1. Architectural Layout Studies:

- a. Appoint an architect
- b. Conduct an **existing layout analysis** to identify space constraints, structural issues, and adaptability.
- c. Develop **proposed layout sketches** for each idea
- d. Align designs with local building codes and heritage preservation requirements.

2. Market Demand:

- a. Analyse public interest in the Micro-Brewery, Mini Theatre / Club, Indoor Market, Art Centre, and Community Shop.
- b. Use surveys, focus groups, and community outreach to gather insights.

3. Financial Analysis:

- a. Provide cost estimates for renovations and initial operational setup.
- b. Assess potential revenue from each proposed use.

4. Operational Feasibility:

- a. Evaluate staffing, logistics, and functional requirements for each idea.

II. Engage Stakeholders and Wider Public (up to 1 month)

Objective: Ensure buy-in and collaboration from key community members and organisations.

Actions:

1. Host public forums and focus groups to gather input on proposed uses.
2. Engage local businesses, cultural organisations, and potential partners for collaborative opportunities.
3. Form an advisory group to oversee development plans and foster transparency.

III. Get the feedback from the Local Planning Authorities (up to 3 month)

Purpose: Engage the LPA and Historic England at the early stage as a part of the feasibility study and get pre-application advice on best approach on application for Planning Permission and Listed Building Consent.

Actions:

1. Engage LPA and Historic England receive informal and formal feedback on proposed use of the Oast House.
2. Get formal pre-application advice from LPA.
3. Complete the list of potential limitations, restrictions and risks for building redevelopment.



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4. **Choose the final/preferred idea based on outcomes of all the previous stages.**

IV. Commission Detailed Architectural Studies (up to 3 month)

Purpose: Address the building's physical limitations and feedback from LPA and adapt the layout to support preferred use.

Actions:

1. Work with Architects and Structural Engineers to develop layout designs for preferred idea.
2. Ensure designs balance functional requirements with the Oast House's heritage and aesthetic.
3. Include accessibility improvements, energy efficiency upgrades, and compliance with building regulations.

V. Develop a Business Plan (up to 6 month)

Components:

1. Detailed financial projections for preferred idea.
2. Marketing strategies to attract visitors and generate revenue.
3. Resource planning for staffing, maintenance, and ongoing operations.

VI. Seek Funding and Partnerships (n/a)

Funding Sources:

1. Explore grants.
2. Consider options to fund project from Council sources.

Partnership Opportunities:

1. Collaborate with local breweries, artisans, and non-profits for co-funded initiatives.

VII. Launch Pilot Programs (n/a)

Objective: Test ideas to gauge interest and identify operational challenges

Examples:

1. Host a pop-up indoor market or seasonal art exhibit.
2. Partner with a local brewery for temporary brewing workshops or tasting events.
3. Organize themed community events to test space usability.

VIII. Implement and Monitor (TBC)

Steps:

1. Refine plans based on feasibility studies and pilot program results.
2. Prepare the full pack and apply for the Planning Permission and Listed Building Consent.



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3. Appoint the Contractors and Professional team.
4. Once the Permission granted, begin renovations or layout modifications based on architectural studies.
5. Launch the finalised project with a well-publicised community event.

Monitoring:

1. Appoint Project Manager and Quantity Surveyor to monitor the redevelopment stage.
2. Complete and monitor Programme and Budget
3. Prepare a Risk register, monitor risks and apply relevant mitigations.
4. Set performance metrics for operations (visitor numbers, revenue, community satisfaction).
5. Conduct periodic reviews to assess success and adapt strategies.



ST NEOTS TOWN COUNCIL

Date:	28 th JANUARY 2025
Title:	OAST BUILDING REDEVELOPMENT – FEASIBILITY STUDY
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1. To receive and consider a recommendation from the Finance and Governance Committee that funding is allocated from the General Reserve to appoint an Architect and conduct Step 1 of the Project Plan (Appendix A) - Feasibility Studies for Final Shortlist of Ideas for the Oast building Redevelopment.
- 1.2. To seek the Council's consideration and decision on establishing a Working Group from Councillors and Officers to work on the project during its progress
- 1.3. To seek the Council's consideration of approving a preferred contractor or delegating a decision to the Town Clerk and Project Delivery Manager.
- 1.4. To provide the Council with information supporting the recommendation.

2. Recommendations

- 2.1 Finance and Governance Committee:
 - 2.1.1. That that the Council approve up to £25,500.00 (incl. contingency) in funding from the General Reserve to appoint an architect and conduct Step 1 of the proposed Project Plan which will focus on feasibility studies for final shortlisting of ideas for the Oast Building redevelopment.
- 2.2. Project Delivery Manager:
 - 2.2.1. That the Council forms a Working Group to work together with the Officers on the Oast building Project Delivery and appointments Members to that Working Group.
 - 2.2.2. That the Council approves the Company 2 as a preferred contractor to conduct Step 1 of the Project Plan (Appendix A) - Feasibility Studies for Final Shortlist of Ideas for the Oast building Redevelopment

3. Background

- 3.1 St Neots Town Council recently purchased the Oast building to protect the heritage asset in the town centre and convert it into multi-functional flexible community venue.
- 3.2. Two creative workshops for the Members of the Council took place in October 2024 to identify the most preferable functions for the new community building.

- 3.3. As a result of comprehensive analysis of the workshops outcomes shortlist of ideas was presented to the Council together with the high level project plan on Dec 17th, 2024.
- 3.4. The Council approved the proposed approach and delegated Project Delivery Manager to proceed with the Step 1 of the Project Plan - Feasibility Studies for Final Shortlist of Ideas for the Oast building redevelopment.

4. Information

- 4.1. The purpose of the Feasibility Studies is to assess the economic, social, and architectural viability of the shortlisted ideas.
It includes:
1. Architectural Layout Studies:
 - a. Appointment of an architect
 - b. Conducting an existing layout analysis to identify space constraints, structural issues, and adaptability and flexibility for multi-purpose use.
 - c. Developing proposed layout sketches for each idea
 - d. Aligning designs with local building codes and heritage preservation requirements.
 2. Market Demand:
 - a. Analysing public interest in the Micro-Brewery, Mini Theatre / Club, Indoor Market, Art Centre, Community Shop and flexible community use space by the use of surveys, focus groups, and community outreach to gather insights and alternative opinions on the use of the building from the public.
 3. Financial Analysis:
 - a. Providing cost estimates for renovations and initial operational setup.
 - b. Assessing potential revenue from each proposed use.
 4. Operational Feasibility:
 - a. Evaluating staffing, logistics, and functional requirements for each idea.
- 4.2. The outcomes of the stage are:
1. Sketched/concept designs
 2. Heritage Statement
 3. Construction Cost Estimations
 4. Operational models/Business Case
- 4.3 All of above will provide the Council with the essential support for public consultations, pre-planning consultations and planning application, further project development and informative decision-making on the new venue function.
- #### **5. Financial Implications**
- 5.1. Three architect firms were invited to quote the works within the Step 1 of the Project Plan (Appendix A) - Feasibility Studies for Final Shortlist of Ideas for the Oast House Redevelopment (equivalent to RIBA Stage 2).
- Their quotes are:
- a) Company 1 - £14,650.00
 - b) Company 2 - £10,000.00 for architectural work and £10,500 for Heritage Statement, Cost Plan and Render View
 - c) Company 3 - £16,000.00

- 5.2. The estimation of the required budget to conduct the Feasibility Studies with all supportive documents (Heritage statement, Cost Estimations) including some 3D visualisations (RIBA STAGE 2) is up to £25,500.00 (incl. £5,000.00 contingency)/
- 5.3. The preferred contractor to conduct Feasibility Study is Company 2:
- ✓ lowest quote for architectural studies
 - ✓ better approach offering important documents for Step 1 and later consultations (Heritage Statement and Construction Cost Estimation
 - ✓ positive previous experience of work and most recent experience of dealing with LPA
 - ✓ good knowledge of the building and adjacent projects

6. Supporting documentation

Appendix A – Oast House Redevelopment Project Plan

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Appendix A – Project Status Update

PROJECT	STATUS & COMMENTS	PROJECT MILESTONES	TIMEFRAME	BUDGET	SOURCE
MUSEUM ROOF REPAIRS AND REMEDIALS Lead by: PDM	COMPLETION	Review of survey recommendations, site meetings and inspections by specialist contractor	Completed	£19,490.00	A) Museum building maintenance budget B) EMR for Community Buildings
	Anticipated overall completion: Jan 2025 Outcome: completely renewed and sound roof and building watertight from above which allows to proceed with other issues, remedials and further building development Final cost increase is likely to happen because of additional works and damage discovered: to cover the materials and labour	Programme and Budget, Phasing	Completed		
		Appoint the contractor(s)	Completed		
		Start of works within the delegated budget (A)	Completed		
		Completion of works within the delegated budget	Completed		
		Report/Approval of Operations and Amenities Committee on works outside of delegated budget	Completed		
		Report/Approval of Finance and Governance Committee on works outside of delegated budget	Completed		
		Report/Approval of Full Council on works outside of delegated budget (B)	Completed		
		Start of works outside delegated budget	Completed		
		Completion of works outside delegated budget	Completed		
		Snagging and Handover	Ongoing		
MUSEUM LIGHTS Lead by: PDM	COMPLETED Replacement of tube fluorescent lights and old bulk lights with LED		Completed	£2,592.72	EMR for Community Buildings (approved up to £3,000.00)

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SNTC WEBSITE Lead by: PDM stneots-tc.gov.uk	ONGOING	Project Initiation (incl. requirements).	Complete	£2,498.00 (website and 1 st year of maintenance)	Under approved budget of £4,000.00 Anticipated increase for 3 rd year and ongoing is 5%	
	Based on best practices and outcomes of stakeholders’ and users’ surveys Appointed contractor – Aubergine Unique website constructor/framework for Town and Parish Councils	Technical Brief	Complete			
		Programme and Budget	Complete			
		Appointing contractor	Complete			
		Site Mapping & Design	Ongoing			
		Coding	Feb 2025			
		Testing and de-bugging	Mar 2025			
		Launch	Mar 2025			
CHURCH WALL (ST MARY’S PARISH CHURCH) Lead by: PDM	ONGOING (ENABLING)	Report/Approval of Operations and Amenities Committee on Budget to Appoint SE	Completed	£2,000.00	General Reserves £1080 actual spent	
	Addressing issues with current state of the wall: risk of collapsing Scope of the Project, Programme and Budget to be proposed to Ops & A Committee in early 2025	Report/Approval of Finance and Governance Committee on Budget to Appoint SE	Completed			
		Report/Approval Full Council on Budget to Appoint SE	Completed			
		Structural Survey reviewed. Recommendations and Designs for wall rebuilt/remedials	Completed			
		Scope of Works, Programme and Budget	Ongoing			
		Report/Approval of Operations and Amenities Committee on Scope of Works, Programme and Budget	Mar 2025			
		Report/Approval of Finance and Governance Committee on Scope of Works, Programme and Budget	Mar 2025			
		Report/Approval of the Full Council on Scope of Works, Programme and Budget	Mar 2025			
		Necessary Approvals (Church, Planning, Highways and etc)	TBC			
		Appoint the contractor	TBC			
		On-site construction works started	TBC			
		On-site construction works completed	TBC			
		Snagging and Handover	TBC			
					TBC	SOURCE TBC

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<div>JUBILEE GARDEN MOSAIC REPAIR AND REMEDIALS</div> <div>Lead by: Ops</div>	ONGOING	Mosaic inspection. Recommendation for remedials and repairs.	Completed	£9,571.00	General Reserves
	<ul style="list-style-type: none">Project cost approved by the CouncilContractor is waiting for the warmer weather conditions to carry on all works at the same time – anticipated start of works 04.03.2025After completion of structural works/remedials and drainage installation – estimation for artwork restoration. To be reported in a due order	Report/Approval of Operations and Amenities Committee on Budget and Scope of Works	Completed		
		Report/Approval of Finance and Governance Committee on Budget and Scope of Works	Completed		
		Report/Approval of the Full Council on Budget and Scope of Works	Completed		
		Repair/Construction on-site works started	04.03.2024		
		Repair/Construction on-site works completed	March 2024		
		STAGE 2 Artwork Remedials	TBC	TBC	TBC
	Maintenance plan	TBC			
<div>PRIORY CENTRE</div> <div>Lead by: HDC</div> <div>ON AGENDA</div> <div>Proposal: Due to the project scope and significance to have permanent separate Agenda item</div>	ONGOING (ENABLING)	New lease agreement (On Agenda)	Ongoing	Total: £ TBC	HDC funded project (CIL)
	<div>1.</div> <ul style="list-style-type: none">Main contractor: SEH FrenchConstruction Cost and Programme confirmation: VE in progress. HDC and SNTC anticipated contribution to be reported to the Council in February 2025In JAN 2025 SNTC team had a day meeting with HDC, Architects and Contract Manager – full understanding of the project, its scope, reservations and concerns. Full design pack provided to the SNTC officers. Full Contract Cost pack to be provided on completion of the current stage of VE.Target – contractor on site – March 2025 the latestLEASE – negotiations in progress	Designs (Construction phase – details)	Completed	HDC CIL: £ TBC	with
		Planning permission. Granted	Completed		
		Tendering for contractors	Completed		
		Construction/Redevelopment of Priory Centre	TBC	SNTC CIL: £ TBC	SNTC contribution to the constriction project (CIL)
		Construction of the new North Extension	TBC		
		Decorations and fit-out of Priory Centre	TBC		
		Decorations and fit-out of the North Extension (incl. TC Offices)	TBC	SNTC Direct Cost: £ TBC	and
		Priory Centre snagging and handover	TBC		
		Priory Centre re-opening for public	TBC		
		Priory Centre normal operations	TBC		
		North Extension snagging and handover (incl. TC Offices)	TBC		
		North Extension opening for public	TBC	SNTC direct cost for loose furniture and equipment (TBC)	
		North Extension normal operations (incl. TC Offices)	TBC		

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<div>NEW PLAY PARK PROVISION IN EATON FORD</div> <div>Lead by: PDM</div> <div>NEW PROJECT</div>	ONGOING (Enabling)	Project Plan	Complete	TBC	TBC
	<div>New playpark provision in Eaton Ford as previously identified as strategic project</div> <ul style="list-style-type: none">Ops&A Committee approved Project Plan and Proposed Locations 21/01/2025: three smaller inclusive playgrounds accessible for wheelchair usersPDM to liaise with the landlords, prepare concept design proposals, cost estimation and draft programmeBudget, Final Designs and Programme to be reported to the Full Council in a due orderTarget to deliver playgrounds in Summer 2025	Option Analysis	Complete		
		Secure the land	Ongoing		
		Concept Design, Cost and Programme	Ongoing		
		Approval (Committees and Council) in principle	TBC		
		Stakeholder Engagement (public consultations)	TBC		
		Final Design, Cost and Programme	TBC		
		Final Approvals	TBC		
		Construction	TBC		
		Launch	TBC		
<div>OAST HOUSE REDEVELOPMENT</div> <div>Lead by: PDM</div> <div>NEW PROJECT ON AGENDA</div>	ONGOING (Enabling)	Feasibility Studies	Approval	£20,500.00 (incl. contingency)	General Reserves
	<ul style="list-style-type: none">F&G Committee recommended to approve budget for Feasibility StudiesThree quotes considered and preferred contractor (architect) identifiedOutcome of the Feasibility studies: Concept designs (sketches), Heritage statement, Construction cost estimates	Stakeholders and Public consultations	TBC	TBC	TBC
		Planning Consultations	TBC	TBC	TBC
		Comparison of the options, pilot programs and conclusion of venue’s function	TBC	TBC	TBC
		Designs, Budget and Programme	TBC	TBC	TBC
		Funding	TBC	TBC	TBC
		Operational Business plan	TBC	TBC	TBC
		Delivery of the project:	TBC	TBC	TBC

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TRANSITION of OPS FLEET AND MACHINERY TO EV Lead by: PDM and OPS NEW PROJECT ON AGENDA	ONGOING (Enabling)	Scope of the project, budget	Approval	£115,000.00 <i>(incl. contingency)</i>	£64,567.00 – vehicles and l/m EMR £30,000.00 – 2024/25 Revenue budget for vehicles and l/m £20,433.00 – General Reserves
	Recommendation from E&E Committee STAGE 1 – TRIAL: <ul style="list-style-type: none"> Replacement of two oldest vehicles with plug-in hybrid vans Replacement one diesel ride-on lawn mower with new fully electric one Monitoring performance of the new fleet and machinery for future recommendations for replacement with EV Recommended by Ops&A and F&G Committees to approve	Purchase of Hybrid Vans	Feb 2025		
		Purchase of Electric Ride-on lawn mover	Feb 2025		
		Installation of the EV Chargers (incl. demand confirmation)	Feb - March 2025		
		Disposal of replaced vehicles	Feb – March 2025		
		Monitor performance	12 months Apr 2025- March 2026		

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ENVIRONMENTAL PROJECT OFFICER PROJECTS					
FLOOD AWARENESS CAMPAIGN Lead by: EPO	COMPLETE	Agree to carry out a flood awareness campaign	Completed	£2,800.60	Flood Prevention EMR
	Council approved the additional budget for the delivery of a further 5420 flood prevention/awareness leaflets to households in St Neots Additional leaflets printed and dispatched. Outcome: St Neots residents to receive a leaflet on flood prevention and what they can do to protect themselves and their homes	Design and create leaflet	Completed		
		Select method of delivery	Completed		
		Place Royal Mail delivery order	Completed		
		Completion of project within the delegated budget	Completed		
		Proposals to extend campaign	Completed		
		Completion of extended project within the delegated budget	Completed		
BIODIVERSITY IMPROVEMENT AT THE OLD CEMETERY Lead by: EPO	ONGOING	Select site for ecological audit	Completed	£5,381.70	Biodiversity for All grant
	<ul style="list-style-type: none"> Ely Diocese confirmed permission not required SNTC and HDC had a final site visit – plants/trees to be ordered and work to start within the month Outcome: Improve the biodiversity of the old cemetery through a Biodiversity for All grant	Review suitability of audit and apply for Biodiversity for All grant	Completed		
		Receive grant	Completed		
		Select contractors and meet on site	Completed		
		Contractors place order for all new trees, hedges, bulbs, etc.	Completed		
		SNTC identify issues with location	Completed		
		SNTC identify issues with permissions	Completed		
		Permissions being sought	Completed		
		Start of works within delegated budget	Feb 2025		
		Completion of works outside delegated budget	Early Spring 2025		

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EMERGENCY PLAN Lead by: EPO	ONGOING (IMPLEMENTATION)	First draft of plan created by Town Clerk	Completed	£691.47 (approx. for toolkit)	
	Outcome: emergency plan created to inform officers and Councillors of what processes should be followed in the event of an emergency being declared in St Neots	Review and updating of plan completed by EPO	Completed		
		Town Clerk to make final updates and sign off	Completed		
		Sign off by committee	Completed		
		Approved by Full Council	Completed		
		Meeting with Tim Wylie from FLAG to update with his suggestions	Completed		
		Updates to the Plan according FLAG recommendations and reporting back to Committees and Council if required	TBC		
		Purchase of emergency equipment	TBC		
		Allocation of volunteers to lead roles	TBC		

ST NEOTS TOWN COUNCIL

Date:	28 th JAN 2025
Title:	FULL COUNCIL PROJECT STATUS OVERVIEW
Contact Officer/s:	TOWN CLERK, PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide a summary for note of the status updates of key projects since the last meeting.

2. Recommendation

- 2.1 That the Council note the information provided.
- 2.2. That the Council resolves to keep the Priory Centre project updates as a permanent separate agenda item due to the significance and complexity of the project.

3. Background

- 3.1 The purpose of the report is to provide a status update on key live projects with specific project milestones highlighted. It is acknowledged that there are a lot of other projects and activities which are covered by Council's committees which are not included in this document. These will continue to be reported through their relevant committees and action lists. All projects and activities which require a Full Council's attention are to be included in the table below and reported on next Full Council meetings together with the updated for all already included into report projects.

4. Information

- 4.1 The table below provides a project summary of key live projects with actions or progress to note.

5. Supporting Documents

Appendix A – Projects Status Update



WEL Medical Limited • 1 Chancerygate Way • Farnborough • Hampshire • GU14 8FF
Tel: 01252 344 007 Email: enquiries@welmedical.com

OPEN

Invoice - I282361

Invoice To

St Neots Town Council
FAO Ed Reilly - Town Clerk & RFO
Priory Centre
St Neots
Cambs.
PE19 2BH

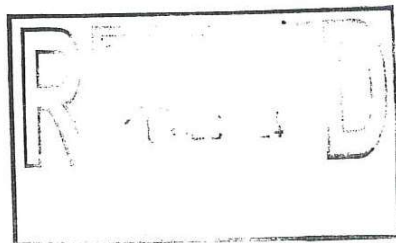
Deliver To

St Neots Town Council
Ian Webb
Steve Van De Kerkhove Community Centre
Cemetery Road
St Neots
PE19 2BX
TEL:
E: ian.webb@stneots-tc.gov.uk

Terms	Your Ref:	Shipping Method	Date	Due Date
30 Days from Invoice	OPS / 6990	DPD Standard UK Mainland (Express Pak 5) Delivery	16/12/2024	15/1/2025

Qty.	Item	Unit Price	Tax Rate	Net Amt
4	63032 iPAD SP1/SP2 AED - Battery - Disposable Battery, Disposable Li-ion, for iPAD SP1 & SP2 AED. SP1 - 200+ shock capacity (or 4 years warranty).	£205.00	20%	£820.00

Subtotal	£820.00
Discount	
Shipping Cost	£9.95
VAT (Rate: 20%) (%)	£165.99
Total	£995.94
Amount Due	£995.94



4143/220 1829.95
(DEFIBRILATOR
BATTERIES)

WEL Medical Ltd. Registered in England. Company no. 5714397. Vat No. 887 7502 70 All goods remain the property of WEL Medical Ltd. until paid for in full. All goods are supplied subject to our standard terms and conditions. EORI. GB887750270000 / XI EORI. XI887750270000

Our bank details are;

Please quote your sales order/invoice number (I282361) on all payments. Failure to do so may result in a delay to your shipment, or further requests for payment.

Terms and Conditions for the sale of goods by WEL Medical Ltd.

GENERAL

Any order accepted by WEL MEDICAL LTD. (hereinafter called "the Company") is subject to the following conditions to the exclusion of all others unless expressly agreed in writing by the Company. No substitution for the terms and conditions (even if included in or referred to in the document placing the order) shall be binding on the Company not withstanding that the Company may accept the same for formality.

VALIDITY

Subject to the "PRICES", condition below any quotations by the Company shall remain valid unless withdrawn for a period of 30 days but no longer unless a further period is expressly agreed in writing. The buyers official order shall be communicated in writing. In the event of any statute or rule of law rendering any of these conditions or any part of them void or unenforceable, such condition or part shall take effect to the extent permitted and shall not be wholly void or unenforceable.

PRICES

(a) The prices given in quotations and price lists are based on the current costs ruling at the date thereof for materials, wages, carriage, freight, insurance, taxes, statutory and all other charges whether incurred by the Company or our sub-contractors (other than import or export duties or value added tax which were applicable are not included in the prices quoted but will be charged and payable as an extra at the rate ruling at the date when the same became payable by the Company). If at any time between the date of the quotation and completion of the contract any variation shall take place in these costs or charges, the contract price shall be increased accordingly by such an amount as shall represent the increase in the cost to the Company or in the amount chargeable to the Company by our sub-contractors.

(b) Prices quoted are against quantities specified and are subject to increase for reduced quantities.

(c) Unless otherwise stated in writing all prices are net unpacked ex-works and any packing, carriage, freight, insurance and shipping charged will be added to the contract price at cost to the Company.

(d) In the case of imported items and equipment paid for by the Company in currency other than sterling the price charged will be based upon the rate of exchange ruling at the time of payment by the buyer.

TERMS OF PAYMENT

Unless otherwise agreed in writing by the Company payment shall be made in sterling without deduction of any kind whatsoever 30 days following delivery. In the absence of satisfactory references or in the case of default in payment and at the complete discretion of the Company the right is reserved to render proforma invoices to include an estimate for all charges due in accordance to be adjusted when the actual costs are known. These proforma invoices are to be paid prior to despatch of the goods. Proportionate payments shall be made for instalment deliveries. Where payment is not received on the due date the outstanding sum will be liable to carry interest at 3% per annum above Lloyds Bank base rate without prejudice to the Company's rights to receive payments on the due dates. The Company reserve the right to suspend deliveries and/or work and/or to treat the contract as repudiated in case of delay or default in any payment. The Company reserve the right to invoice any samples, sale or return, loan or demonstration equipment not returned within one month from the date of receipt.

SPECIFICATION AND PERFORMANCE

All weights, illustrations, performance figures and dimensions given in quotations, catalogues, price lists, etc., are approximate only and not binding and the Company reserves the right to alter specifications or design at any time. No warranty statement or promise of any kind not confirmed in writing by the Company shall be binding.

INSTALLATION

Unless otherwise expressly stated in the quotation, prices do not include installation.

GUARANTEE

Provided the terms of payment are duly complied with, the Company undertakes to remedy any original defects arising from faulty materials or workmanship in any goods supplied by the Company which under proper and normal conditions of use may develop, provided the same are returned to the company as provided by this paragraph, within a period of twelve months from the date of delivery. In the case of components which by their nature of application have an unpredictable life this guarantee shall only be to the extent of the guarantee given by the manufacturers of these articles. The Company will accept no liability where in the opinion of the Company the defect has been caused by damage due to the Buyer's failure to follow operating instructions, incorrect installation, wear and tear or where the Buyer or any other person has undertaken any alterations or repairs without the previous consent of the company.

Any claim must be in writing and give serial number and description of goods, order number and date of delivery and will not apply where any names or serial numbers or other information which may have been attached to or inscribed upon the goods have been removed, covered up or defaced in any way. Any goods or parts thereof which may require repair or replacement shall be repaired or replaced (at the election of the company) at the Works of the Company only to which the buyer shall deliver the same carriage paid at the risk and at the Buyers expense. Any such parts or goods shall be delivered by the Company to the Buyer free within the United Kingdom but if required to be delivered elsewhere, the freight, insurance and other charges from works to destination shall be borne by the Buyer. All faulty parts removed from the equipment will become the Company's property. Any other repairs or work by the Company will be carried out under the terms and conditions for specialist engineers currently in force.

If any goods or parts thereof are returned unnecessarily all costs involved, including a charge for inspection, handling and the return carriage must be paid by the sender. In no case shall any of the goods be returned to the Company without its prior written consent.

DELIVERY

Upon receipt of goods, the Customer is responsible for inspecting the order for any discrepancies, including but not limited to missing, damaged, or short deliveries. The Customer must notify the Company of any discrepancies in the order within 7 days from the date of delivery. Failure to notify the Company within this time frame will be deemed as acceptance of the order in full. The company shall not be liable for any claims related to missing, damaged, or short deliveries made after this period, and the Customer will be responsible for the entire order as delivered. This clause does not affect the Customer's statutory rights under UK law.

DAMAGE AND LOSS IN TRANSIT

If the Company undertakes any shipping or delivery arrangements and the goods be damaged in transit or having been placed in transit or not delivered.

(a) In the case of damage the Buyer will give written notice thereof to the company and to the carrier immediately after delivery and, in the case of non-delivery will, if advised on the despatch of the goods give notice thereof within fourteen days or within such shorter period in each case as may be stipulated in any policy of insurance effected either by the carrier or by the Company of such advice.

(b) The liability of the Company shall be limited to the repair or replacement within a reasonable time of the goods damaged or not delivered.

CANCELLATION OF ORDER

If any order for non standard products is cancelled in writing after the expiration of ten days from the date on which it was placed, the Company shall be entitled to claim as costs an amount equal to 50% of the order and shall have the right to apply any security monies held towards the satisfaction of such claim.

FORCE MAJEURE

The Company shall be under no liability to the Buyer in any way whatsoever for any delay for failure in carrying out its obligations which is caused wholly or partly by strikes or other labour disputes, fire, war, accidents, government action or any other cause beyond its control.

LEGAL CONSTRUCTION

Any contract formed by acceptance of the Buyers order shall be construed and governed by all aspects in accordance with English Law. **PATENTS AND TRADE MARKS** In any contract covered by these terms and conditions the purchaser agrees that no license, whether granted expressly or by implication, under any Letters Patent, Registered Designs or Trade Marks, is granted by the Company in respect of the equipment and undertakes hereby not to register any Patent, Registered Design or Trade Mark in respect of any goods on offer by the Company.

SPECIAL CONDITIONS APPLICABLE TO SALE OF GOODS OUTSIDE THE U.K.

(a) Any order accepted by the Company for shipment outside the U.K., is conditional upon the Buyer ensuring that full and adequate documentation to enable the goods to enter the Country of Buyers choice is prepared in accordance with the Country to which the goods are being despatched.

(b) Any expense incurred by the Buyer in raising the correct documentation must be borne by the Buyer, while the liability for any loss caused by the incorrect presentation of documents which results in a loss to the Company shall be recovered from the Buyer.

TITLE

The property in the goods to be delivered by the Company will only be transferred to the purchaser when he has met all that is owing to the Company on any account. Until title to such goods passes to the Buyer, the Buyer shall hold the goods as bailee of the Company until authority as agents to sell or alter or use the same on the Company's behalf. The Company may at any time without prior notice require any of its goods supplied to the Buyer and held by the Buyer as bailee as aforesaid to be stored separately from the Buyers other goods, and the Company may require any money owing to or paid to the Buyer when the Buyer sells, alters, or uses the goods to be separately accounted for in the Buyers account and such accounts to be available for the Company's inspection. In the event of the Buyer becoming insolvent and a Receiver or Liquidator being appointed, such Receiver or Liquidator shall pay into a separate bank account any sums received from third parties in respect of sale to them of goods or products by the Buyer, up to the amount of any indebtedness of the Buyers to the sellers for the sole benefit of the sellers.

RISK IN GOODS

The risk in the goods sold by the company shall pass to the buyer when the goods are delivered to the Buyer or in accordance with the Buyer's instructions.

EXCLUSION OF LIABILITY

Except as otherwise expressly mentioned in these conditions, the Company shall have no liability of any kind whatsoever to the buyer in respect of any loss or damage (whether direct, indirect or consequential) suffered by the Buyer in respect of any goods supplied or work done by the Company.

LIMITATION OF LIABILITY

The Company's liability to any Buyer shall be limited to a sum equal to the relevant contract value. Any claim against the Company must be made within 14 days of the alleged fault being detected or reasonably detectable by the buyer. The Buyer contracts that (unless otherwise agreed) he contracts with the Company in the course of his business and not as a consumer.

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Our bank details are;

Please quote your sales order/invoice number (I282361) on all payments. Failure to do so may result in a delay to your shipment, or further requests for payment.