

Full Town Council

To: **Committee Members**
All Town Councillors

Copies: **County Councillors** – Ferguson, Prentice, Seef & S Taylor
District Councillors – Ferguson, Davenport-Ray, Jennings, Pickering, I Taylor, Welton & S Taylor
Town Councillors – not a member of this committee
Local Press, Town Council Website & Noticeboard

Agenda for the meeting of the **Town Council** to be held on **Tuesday 30th April** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

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

Public Participation

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

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

C Robson
Town Clerk

1 Apologies for Absence

To receive and note councillor's apologies.

2 Declarations of Interest

To receive from councillor's declarations as to disclosable pecuniary interests and/or non-statutory disclosable interests along with the nature of those interests in relation to any agenda item of this meeting.

3 Minutes

Members to approve the following minutes as a true and accurate record:
26th March 2024.

Attachment 1

4 National Highways – Eaton Ford Noise Barrier

To receive information from representatives of National Highways on the A1 Eaton Ford Noise Barrier project.

5 County and District Councillor Reports

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

6 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) Promotion and Events Committee held on 2 nd April 2024 | Attachment 2 |
| ii) Planning Committee held on 9 th April 2024 | Attachment 3 |
| iii) Operations and Amenities Committee held on 16 th April 2024 | Attachment 4 |
| iv) Finance and Governance Committee held on 23 rd April 2024 | Attachment 5 |

RESOLVED to RECOMMEND that St Neots Town Council grant a further £25,210.88 in grant funding to Revamp the Ramp CIC towards delivering the St Neots Skatepark ramp enhancement project, totalling £50,210.88 in Town Council funding. That the funding awarded comes from the Council's CIL reserves.

AGENDA ITEM 7

RESOLVED to RECOMMEND that the Council adopt the proposed Council Risk Assessment for 2024/25.

Attachment 6

RESOLVED to RECOMMEND the Council re-adopt the Council's Investment Strategy with an updated yield figure.

Attachment 7

RESOLVED to RECOMMEND that the Council progress with tarmac surfacing of the access track, car parking area and pedestrian walkway at the Steve Van de Kerkhove Community Hub and that Company B is approved as the preferred contractor at a cost of £73,000.00 allocated from the Council's Community Building Earmarked Reserve (EMR).

Attachment 8

RESOLVED to RECOMMEND that £3,000 earmarked from the AFD 2023 budget is used to facilitate raising awareness of HM Armed Forces services and the 80th anniversary of D-Day by using a large screen to show videos, information, and interviews throughout the event. That the recommendation is subject to further information on the details of the proposed videos and their production coming forward.

Attachment 9



RESOLVED to RECOMMEND that should the Council be minded providing funding towards the Priory Centre refurbishment, that this funding is allocated from the Council's Community Infrastructure Levy (CIL) reserves.

AGENDA ITEM 9

RESOLVED to RECOMMEND that, should the Council be minded to provide funding towards the Priory Centre refurbishment project from its CIL reserves, that the Council instructs the Clerk to write a letter of intent to support the project by providing additional funding, subject to confirmation of lease arrangements and confirmed costs arising from tender.

RESOLVED to RECOMMEND that the Council adopt the draft Grant Aid Policy subject to increasing the level of small grant applications to £2,000 and making editorial amendments on the eligibility of applications where funding is received from government bodies.

Attachment 10

v) Planning Committee held on 23rd April 2024

Attachment 11

7 Revamp the Ramp – Ramp Refurbishment Project Funding

To receive and consider a status report from the Town Clerk and recommendation from the Finance and Governance Committee in relation to a funding request from Revamp the Ramp CIC on a project to enhance the St Neots Skatepark.

Attachment 12

8 Youth Worker Updates

To receive and note a report from St Neots Town Council's Engagement and Participation Youth Worker on projects undertaken over the last quarter.

Attachment 13

9 Projects Status Summary

To receive and note a summary of key Council projects at the end of the Council year.

To follow

10 Date of Next Meeting

- i) To note the date of the next Full Council meeting will be 8th May 2024 which will be the Annual Council Meeting at which the appointment of the Council Chairperson for the 2024-25 civic year will be made.
- ii) To note that appointment to committees, election of committee chairpersons and appointments to representatives on outside bodies will take place the scheduled meeting of the full council on 28th May 2024.

11 Committee In Private Session

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

12 Priory Centre Refurbishment

- i) To receive and consider a report from the Town Clerk on the Priory Centre redevelopment project and a recommendation from the Finance and Governance Committee that should the Council be minded providing funding to the project that this is allocated from the Council's CIL reserve.
- ii) To consider and resolve whether the Town Council would be minded providing funding to the Priory Centre refurbishment project in principle.

Full Town Council

Present: Cllrs Slade (Chairperson), Banks, Bolanz, Chapman, Collins, Cooper-Marsh, Dundas-Todorov, Dunford, Goodman, Hitchin, Johnson, Kumar, Laycock, Macnab-Grieve, Mascarenhas, Maslen, Pitt, Simonis.

Absent: Cllrs Crompton, Johnson, Kumar and Terry

In attendance: Town Clerk and Deputy Town Clerk

Minutes of the meeting of St Neots Town Council held on **Tuesday 26th March 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There were 7 members of the public present.

ACTIONS

180 Apologies for Absence

Apologies were received and noted from Cllr Johnson and Terry.

Admin

181 Declarations of Interest

There were none.

182 Council Minutes

Members **RESOLVED** to approve the minutes of the meeting of 27th February 2024 subject to amending these to confirm Cllr B Banks was present at the meeting and that a recorded vote had been taken on a resolution regarding the policy on pre-purchase of burial plots for council operated cemeteries.

183 Reports from District and County Councillors

CCC/HDC Cllr S Ferguson and HDC Cllr A Jennings addressed the Council.

Cllrs Ferguson (CCC/HDC), Seeff (CCC) and Jennings (HDC) reported as follows;

- The Market Square project was on track and regular bulletins were released by the District Council on the relevant stages and progress of work.
- The District Council have reached a positive point with the owner of the Old Falcon in developing a plan for the site which respects its heritage and is likely to be successful in a planning process. Planning submission for the building is expected to be submitted in May.
- The proposed Market Square stage is to be further developed and taken for consultation; it will require the submission of a planning application.



- Locations of Saturday freighters for green waste collection are being announced. Riverside Park and One Leisure will be used as points in St Neots from 27th April with collection every 4 weeks.
- A pay award has been agreed with HDC staff for the year.
- HDC has launched a new support service for startup businesses and entrepreneurs. Will be a free service delivered by Dayton Bell.
- HDC DMC and Licencing Committees had met but the agendas did not include anything related to St Neots.
- HDC Grant panel made an award of £1,000 to Money Advice St Neots.
- Members were made aware that CCC Cllr G. Seeff was continuing to pursue section106 funding that should have been allocated to St Neots.

Members asked the following questions;

- *Is the boat house incorporated into the plans for the Old Falcon?* It was confirmed it was and would be an essential part of the design. It was commented that plans were still under development and the owner still needed to agree final proposals.
- *Will green bins not used by residents as part of the new scheme be collected by HDC?* It was stated you can request to have an unused green bin picked up and this would be done in July. However, residents can keep the bins to use for compost if they wish.
- Holding proposed central collection points for green waste on Saturday mornings seems counter intuitive as many people will do their gardening work at the start of the weekend. It was explained garden waste could also be taken to household waste centre. The provision was intended to provide an alternative option for residents, but this may well be open to change in the future if it was unsuccessful.
- A bus shelter at Eaton Ford Green requires repair, Cllr Jennings commented that he was aware but establishing who was responsible for repairs had proved difficult. A Councillor queried whether the removed bus shelters from the Market Square could be used to replace broken ones. The Clerk commented that the Town Council had the bus shelters. Cllr Jennings said he would investigate as to whether these could be used as replacements for broken shelters.

Committee minutes

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

184 i) Members received and noted minutes of the Planning Committee held on 12th March 2024 and 26th March 2024.

185 ii) Members received and noted minutes of the Environment & Emergency Committee held on 5th March 2024.

186 iii) Members received and noted minutes of the Operations and Amenities Committee meeting held on 12th March 2024.

Members received and considered a recommendation from the committee that the Council approve a tender document for museum repair work costs and that the Clerk initiate the tender process.

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

188 iv) Members received and noted minutes of the Finance and Governance Committee meeting held on 19th March 2024.

Members received and considered recommendations from the committee and resolved as follows;

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

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

190 RESOLVED that the Loves Farm Earmarked Reserve of £117.00 be reallocated to the Community Building Fund.

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

Cllr Chapman left the meeting at 19:39

192 Cambridgeshire and Peterborough Association of Local Councils

RESOLVED to renew membership with the Cambridgeshire and Peterborough Association of Local Councils for 2024/25. That the cost of affiliation comes from the Council's subscriptions budget for 2024-25.

Cllr Chapman re-joined the meeting at 19:41

193 Election of Environment & Emergency Committee Chairperson

The Chairperson asked for nominations for the position of chairperson of the Environment & Emergency Committee for the remainder of the Council year.

Cllr Bolanz was nominated and seconded.

RESOLVED that Cllr Bolanz is elected to serve as Chairperson of the Environment and Emergency Committee for the remainder of the 2023/24 Council year.

194 Priory Centre Business Development Group (BDG)

Members received and considered membership of the Priory Centre Business Development Group (BDG) and the Clerk's recommendation that an additional member be appointed to the group to help strengthen the group in the event of appointed Members being unable to attend. It was explained that the BDG was intended as a discussion and feedback group to represent the Town Council in the redevelopment of the Priory Centre and that meeting times varied. Meetings were both in person and on Teams.

Cllr Macnab-Grieve who was previously appointed to the BDG stated that if more than one Councillor wanted to join the group she would step down as the timings of the meetings made it difficult for her to attend.

Cllr Macnab-Grieve's resignation from the BDG was accepted and the Chairperson asked for nominations from Members to fill the vacancy created and the recommended additional appointments.

The following Councillors expressed interested in being appointed to the BDG;

- Cllrs Collins, Johnson, Goodman and Hitchin.

Members would be required to vote on appointment to the group and a candidate would require a majority of votes to be selected.

The Chairperson called for a vote to appoint the first Member to the BDG.

RESOLVED to appoint Cllr Hitchin to the Priory Centre Business Development Group.

The Chairperson called for a vote to appoint the second Member to the BDG.

RESOLVED to appoint Cllr Goodman to the Priory Centre Business Development Group.

195 Members on Outside Bodies

- RESOLVED** to appoint Cllr Dunford as a second Member to act as a council representative on the East West Rail Stakeholder Group.
- The Chairperson invited Members to provide any verbal reports from outside bodies on which they act as Council representatives.

Cllr Maslen informed the Council that the Eatons Community Associations May Day celebration was due to take place on 6th May 2024.

196 Date of Next Meeting

Members noted the date of the next Council meeting will be 30th April 2024.

Cllr Dundas-Todorov left the meeting at 19:52 having an interest in the following items as a Council appointed trustee on the St Neots Aquatic and Leisure CIO.

Cllr Bolanz left the meeting at 19:54.

197 Committee In Private Session

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

198 St Neots Swimming Pool

The Chairperson summarised the situation and the advice from the solicitor.

- Members received and noted correspondence received from the Charity Commission in relation to St Neots Swimming Pool land. The correspondence set out the Charity Commissions position on the past transfer of the asset.

- ii) Members received and noted communication from a solicitor engaged by the Council in relation to correspondence from the Charity Commission and the solicitor's interpretation of that communication.
- iii) Members received and considered legal advice in relation to the previous transfer of the former swimming pool land and other assets. Legal due diligence as part of considering any grant funding for a splash park highlighted matters related to the transfer of the asset from the Former Swimming Pool Trust to the CIO which needed to be considered and addressed. The advice provided the Council with options on actions available to it and the risks and benefits associated with those actions.
- iv) Members discussed the advice from the solicitor at length and the implications of actions open to the Council.

It was proposed and seconded that the Council resolve to follow option 3 as set out in the solicitor's advice.

A recorded vote was requested.

RESOLVED that based on communication received from the Charity Commission and advice provided by a solicitor the Council resolves to approve and action 'option 2' as set out in the legal advice, seeking to ratify the Vesting Declaration dated 30th November 2017 with St Neots Aquatic and Leisure CIO when acting as trustee of St Neots Swimming Pool Trust. That, as advised by the solicitor the CIO be asked to indemnify the Council in respect of any liabilities that may have arisen since the date of the original Declaration.

For	Against
Cllrs Maslen	Cllr Banks
Cllr Hitchin	Cllr Chapman
Cllr Pitt	
Cllr Smith	
Cllr Collins	
Cllr Mascarenhas	
Cllr Dunford	
Cllr Slade	
Cllr Simonis	
Cllr Macnab-Grieve	
Cllr Cooper-Marsh	
Cllr Goodmand	



Promotion & Events Committee

Present: Committee Members
Cllrs Johnson (Chairperson), Dundas-Todorov (Deputy Chairperson), Hitchin & Cooper-marsh

In Attendance: Deputy Town Clerk, Events & Communications Officer

Minutes of the meeting of the **Promotion & Events committee** held on **Tuesday 2 April 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

None.

039 Apologies for Absence

Apologies were received and accepted for Cllrs Maslen, MacNab-Grieve & Bolanz.

ACTIONS

040 Declarations of Interest

There were no declarations of interest received.

041 Minutes

RESOLVED to approve the minutes of the Promotion and Events committee meeting held on 6th February 2024 as a true and accurate record.

042 Action Plan

Members noted the update from officers. Copy of action list appended to these minutes.

043 Event Equipment Hire

Officers have seen an increase in requests from external organisations to hire council-owned event equipment. Currently the council supports one annual community event for Eaton Socon Community Association and St Neots Museum. In the past the council have also provided the similar support to the recently disbanded Eynesbury Village Association.

Following advice from Officers and taking into consideration the impact on council resources it was

RESOLVED to recommend that the Operations & Amenities committee consider the support required to hire council event equipment to Eaton Socon Community Association, Eynesbury Village Association, Loves Farm Association, Wintringham Association and St Neots Museum and a policy is recommended to the Finance & Governance for adoption.

Deputy Town
Clerk/Events
Officer

044 Town Events

Big Green Week 2024 – there are plans to hold another Repair Café following the huge success of the trial one held earlier this year.

Digital noticeboards – installation plans are progressing, the two locations agreed are outside St Neots Library and High Street side of Market Square.

045 Armed Forces Weekend 2024

Members of the AFD committee are keen to raise awareness of the HM Armed Forces and their roles to a wider audience. The Armed Forces Weekend provides an ideal opportunity to do this using a big screen which will have videos, information, and short interviews on display throughout the event. This committee has previously resolved that £3,000 is allocated from the AFD unspent event budget 2023 to be used for a Best Dressed Boat Parade and Aerial Stunt display at the AFD event in 2024.

RESOLVED to RECOMMEND that the committee makes a recommendation to the Finance & Governance committee that the £3,000 earmarked from the AFD 2023 budget is used to facilitate raising awareness of HM Armed Forces services and the 80th anniversary of D-Day.

Deputy Town
Clerk

046 Date of Next Meeting

Members noted the date of the next committee meeting as 6th June 2024.

COMMITTEE CHAIRPERSON



Planning Committee

Present: **Committee Members**
Cllrs Slade (Chairperson), Collins, Dunford, Pitt and Terry

Absent: Kumar

In Attendance: Deputy Town Clerk, Senior Administrator

Minutes of the meeting of the **Planning committee** held on **Tuesday 9th April 2024** at **6.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

282 Apologies for Absence

ACTIONS

Apologies were received and noted from Cllr Maslen.

283 Declarations of Interest

None.

284 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on 26th March 2024 as a true and accurate record.

Admin

285 Public Participation

No members of the public present.

286 Schedule of Current Planning Applications

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

287 Street Naming & Numbering

Members received and noted the allocation of addressing to an existing cricket club, to be known as:

Eaton Socon Cricket Club, The Terry Day Cricket Ground, Peppercorn Lane, Eaton Socon, St Neots.

288 Development Management Committee

Next meeting on 22nd April 2024, the agenda will be circulated to members.

COMMITTEE CHAIRPERSON

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
The following application/s are in a conservation area				
S1	24/00465/FUL	Mr James Collins The Millers Arms 38 Ackerman Street Eaton Socon Change of use from public house to residential dwelling.	Object	On the grounds of a permanent loss of a heritage community asset.
S2	24/00395/HHFUL	Mr & Mrs Martin Hoather Woodlands Priory Road St Neots Erection of a single storey rear extension and creation of a First Floor roof Terrace.	Support	Minimum impact on neighbours. Satisfactory proposal in terms of scale and pattern of development.
S3	24/00084/FUL	Andrew Luckman 34 Huntingdon Street St Neots PE19 1BB Conversion of a commercial unit (Class E) to a mixed 2 commercial (Class E) and 3 residential units (Class C3)	Support	Within a sustainable location.
S4	24/00142/HHFUL	Mr & Mrs Radford 15 Church Meadows St Neots PE19 1PR Proposed ground floor rear and front extensions.	Support	Efficient use of its site. Minimum impact on neighbours.
S5	24/00538/HHFUL	Mr Turgay Aslan 115 Crosshall Road Eaton Ford St Neots Erection of first floor extension over existing garage and utility room with front and rear flat roof dormers	Support	Improves the property. Within a sustainable location.
All other applications				
S6	24/00450/HHFUL	Mrs Angela Brewster 6 River Road Eaton Ford St Neots Over clad existing brick and concrete elevational elements in Cedral White horizontal cladding.	Support	Minimum impact on neighbours. Improves the property.
S7	24/00387/HHFUL	Mr Hopkins 9 Chaucer Place Eaton Ford St Neots Erection of a two storey side extension including new external flue for wood burner. Replacement of existing uPVC cladding with grey Hardieplank weatherboarding and reposition existing side fence to back edge of highway footpath	Support	Members recognise that the proposed development will have some impact on street scene however feel the scale and position of the development means that the impact of the extension is acceptable.

No.	Reference	Development	SNTC Decision	Notes
S8	24/00409/HHFUL	Nigel Prout 9 Milton Avenue Eaton Ford St Neots To extend an existing dropped kerb.	Support	Fits in with the street scene.
S9	24/00339/HHFUL	Name – Redacted 60 Hardwick Road Eynesbury St Neots Erection of summerhouse (retrospective).	Support	Minimum impact on neighbours

Chairperson

Operations & Amenities Committee

Present: Cllrs Goodman (Chairperson), Banks, Chapman, Collins, Dunford, Hitchin, Johnson, Maslen and Smith.

In attendance: Town Clerk, Operations Manager

Absent: Cllrs Bolanz and Cooper-Marsh

Minutes of the meeting of the **Operations & Amenities committee** held on **Tuesday 16th April** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There were no members of the public present.

ACTIONS

107 Apologies for Absence

Apologies were received and noted from Cllr Bolanz and Cooper-Marsh.

Admin

RESOLVED to co-opt Cllr Smith to the Operations and Amenities Committee in the absence of Cllrs Bolanz and Cooper-Marsh.

108 Declarations of Interest

There were none.

109 Minutes

Members **RESOLVED** to approve the minutes of the meeting of the Operations and Amenities Committee held on 12th March 2024 as a true and accurate record.

Admin

110 Action list

Members received the committee action list. Members raised the following comments;

LHI Bids – The Clerk informed Members that he had received a copy of the Highways Authority consultation letter that would be sent to residents regarding the Luke Street LHI scheme proposal. A copy was circulated to Members for information.

The Clerk informed Members that non-complex works for the Loves Farm application had been completed and that Cllr Davenport-Ray had written to the Council expressing thanks from Loves Farm Resident Association for the Council's support for the scheme.

Moore's Walk Garden – The Clerk informed Members that he had received through a funding agreement the day of the meeting from the District Council for the



proposed works. He would be signing this and returning it to HDC and instructing work as soon as this was done.

Eaton Socon Highways Petition – The Clerk informed the Committee that the petitioner who had arranged the submission of a petition regarding highway safety matters was able to meet with Councillors on site the week of 13th May 2024.

Public Toilets – Members asked that the Operations Manager seeks costs to redecorate the South Street toilet doors to help improve street scene.

Queens Jubilee Tree Planting – The Clerk confirmed trees had been pre-ordered for the autumn planting season.

Inclusive Play Parks – A meeting of the Working Group was still due to be held. Recommendations on priorities and use of allocated funding would come forward from this group.

Cemetery Land – A Member brought a plot of land which may present an opportunity for future allotment provision to the committee's attention. It was agreed the member would forward details to the Clerk for further investigation.

111 Crosshall Road Local Highway Improvement Proposal 2024-25

Members received and noted a report from the Town Clerk on the Crosshall Road LHI scheme consultation. The Clerk reported that he had received confirmation from the Highways Officer that 70 responses had been received to the consultation and that a draft report for delegated decision making had been drawn up. A meeting would be held in April from which the Town Clerk would be able to report common themes that have emerged from the consultation, prior to decision making by the County Council.

112 Solar Panels – Gate Lodge, St Neots Old Cemetery

Members received and considered a report from the Town Clerk, along with quotations for the installation of solar panels on The Gate Lodge, St Neots Old Cemetery. The Clerk outlined the report and situation.

The Chairperson explained that the EPC for the building was poor and while PV panels would contribute to improving it, they may also be inefficient given the poor insulation of the building and high energy use. Members considered the installation of solar panels on the building, the costs and payback.

Members expressed concern over using public funds to install panels which would provide benefits and subsidies to a commercial company. While the committee acknowledged the benefits the installation of PV panels would have for the Council's move towards zero-carbon, the Council itself did not operate the building.



Members discussed whether a lease renewal for the building could be looked at, with a pay pack to the Council for the panels from energy savings factored in.

Members discussed wider issues with the building, including the poor insulation and need for the Council to invest in its buildings in the long term. The committee acknowledged the tenant should not be in a position whereby it was paying high energy costs due to poor insulation of the building.

However, overall Members did not feel the Council should agree to fund the cost of installing panels on the Gate Lodge at this stage as it would result in tax payer funds benefiting a commercial operation and there are other ways this amount of money could be spent to meet the Council's obligations as a landlord.

It was suggested that the Council look to bring the building up to standard and then consider the installation of panels at the time the lease comes up for renewal.

A Member commented that the Council's wider approach to solar panels within the Council estate should be considered by the Environment and Emergency Committee, with a recommended approach brought forward. There needs to be a plan in place which assess all buildings and where the best benefits for expenditure can be achieved.

RESOLVED to RECOMMEND to defer a decision on the installation of solar panels at the Gate Lodge until such time that the lease for the building is renegotiated and the Environment and Emergency Committee have brought forward a recommended plan on the Council's approach to solar PV panels and insulation across its buildings.

113 Steve Van de Kerkhove Community Hub

Members received and considered a report and quotations from the Town Clerk and Operations Manager on improving access surfacing at the Steve Van de Kerkhove Eynesbury Community Hub. Members also considered information provided by the Environmental Officer on the implications of different types of surfacing.

Members commented that while tarmac did present environmental challenges it was the most suitable surface for the requirements of the access track and parking area. It would also be the most versatile for multi-use vehicles and pedestrians.

A Member commented that they were not happy with a tarmac solution and that block paving would be a more environmentally friendly option. However, they accepted the surfacing needed to be undertaken that offered a safe entrance for multi-users.



It was proposed and seconded that the Committee recommend progressing with the tarmac resurfacing of the Steve Van de Kerkhove Community Hub access track and parking area and that Company B is recommended as the preferred contractor.

RESOLVED to RECOMMEND that the Council tarmac surface the Steve Van de Kerkhove Community Hub access track, car parking area and pedestrian walkway. The environmental challenges with a tarmac solution are acknowledged, but due to the accessibility requirements a more environmentally friendly solution such as gravel is not a feasible option.

RESOLVED to RECOMMEND that Company B be approved as the preferred contractor for the Works at a cost of £73,000 and that the Finance and Governance Committee consider funding available.

Members discussed and agreed the importance of marking out a disabled bay once the work was completed.

114 Autumn Planting

Members received and noted a report from the Town Clerk on ordering of autumn planting. The use of an external contractor to deliver planting was a result of the Council losing access to greenhouses previously used to grow plants due to the sale of the land.

Members discussed at some length potential future alternative options for future planting which might involve the community, such as planting schemes or sponsorships. The Clerk and Operations Manager commented that sponsorship of planting beds would attract business rates and that while there may be scope of some community planting beds the Council plants over 10,000 plants. These need to be produced to a similar standard, uniformed colours and made available at the same time for planting designs. This would be difficult when not dealing with a professional nursery.

The Clerk commented that Members need to consider the purpose of town centre planting and maintaining a high-quality control was important in producing good displays.

RESOLVED to note the update on Autumn 2024 planting and that the committee approves the reduction in hanging and barrier baskets in line with the spring 2024 planting order, accounting for restrictions arising from Future High Street works.

Cllr Hitchin and Cllr Smith left the meeting at 20:47

115 Operations Depot



Members received and noted a report from the Town Clerk and Operations Manager on available rental units in St Neots which would fit the category of what was required for a larger Council depot. It was noted that there was no obvious rental option currently on the market which would meet the needs and requirements of the Council. Officers would continue to review and bring forward any opportunities that might arise.

116 Health and Safety Inspections

Members noted that annual health and safety inspections and risk assessments of all Council owned and/or operated buildings have been undertaken and no immediate issues were raised.

A full report would be issued to the Deputy Town Clerk and any matters for attention would be highlighted to the committee, with a plan for addressing those matters.

117 Lime Tree, Eynesbury Village Green

The Operations Manager reported the costs of undertaking the necessary felling of a tree on Eynesbury Village Green. The cost of the works was in the delegated expenditure and authorisation of officers, but the Clerk had felt it important to bring the required removal of the tree to the Council's attention given the importance of trees and its prominent position.

Members noted that the tree had to be removed on safety grounds upon the recommendation of an external suitably qualified tree inspector. The removal was due to a cavity that ran through to the base of the tree.

118 Date of Next Meeting

Members noted that the date of the next Operations and Amenities Committee would be at 7:15pm on 21st May 2024.

COMMITTEE CHAIRPERSON



Finance & Governance Committee

Present: Cllrs (Chair), Banks, Chapman, Collins, Goodman, Cooper-Marsh, Hitchin, Kumar, Maslen and Pitt

Absent:

In attendance: Town Clerk, Deputy Town Clerk

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 23rd April 2024** at **7.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

Public Participation

There were two Members of the public present.

ACTIONS

134 Apologies for Absence

No apologies were received.

Admin

135 Declarations of Interest

Cllrs Pitt and Slade declared an interest in agenda item 9, the Priory Centre Redevelopment as an HDC Member.

136 Minutes

RESOLVED to approve the minutes of the 19th March 2024 as a true and accurate record subject to amending to state Cllr Cooper-Marsh chaired the meeting.

Admin

The Chairperson moved agenda item 4 up the agenda as a representative was present to speak on the item .

Revamp the Ramp

Members received and considered a report from the Town Clerk on grant funding previously awarded to Revamp the Ramp and a request that the Council consider further funding following the outcome of other match funding applications.

A representative for Revamp the Ramp addressed the Council and informed the committee that two grant applications towards the project had been unsuccessful, but that the outcome of a £15,000 application to the A428 fund was still awaited.

The representative expressed his gratitude for the Council's support and the funding it had awarded to the project. He also stated his concerns that the project and available funding will continue to 'go round in circles' without progress the much-needed enhancements the project aimed to deliver.

It was clarified that the project intended to deliver an enhanced facility which could host national competitions and provide a free facility where young people could participate in sport and learn new skills. The funding was not for general maintenance and repair, which was the responsibility of Huntingdonshire District Council.

The District Council was in the process of committing £5,000 in funding towards upgrading lighting at the facility and a further £4,000 for some required repairs.

Members asked a number of questions, including;

- Had other quotes been obtained for the works?
It was confirmed two other quotes had been received and could be provided to the Council. The quote provided was the best quote and the contractor had continued to hold the price.
- Is there a timescale for when works would need to start?
Works should start soon and take place when the weather is good. Works will take approximately 4 weeks.
- Has flooding been considered?
The enhancements have been chosen specifically to cope with flooding. If undertaken, they will give the skatepark a further 15 years of life.

Members expressed their support for the project and emphasised the importance of the skatepark, which is an asset to the town.

Members noted the CIC had approximately £10,000 of its own funding to commit to the project, which had been raised from donations and grants.

Members queried whether CIL funding from the District Council could be made available. It was confirmed that it is not known when the next round of funding applications might be. The District Council are currently reviewing their CIL policy and funding process.

Proposed and seconded that the Council increase the funding awarded to Revamp the Ramp's Skatepark project by £25,210.88 and that this funding comes from the Council's CIL reserves.

The proposed funding considers the outstanding application to the A428 fund, which the Council hopes will be successful.

RESOLVED to RECOMMEND that St Neots Town Council grant a further £25,210.88 in grant funding to Revamp the Ramp CIC towards delivering the St Neots Skatepark ramp enhancement project, totalling £50,210.88 in Town Council funding. That the funding awarded comes from the Council's CIL reserves.

137 Payments

Members received and noted payments for February 2024.

A Member raised a query of a payment for flooring at St Neots Museum. It was explained that this was covered by the Council's maintenance budget for the museum, which it established to address repair and maintenance of the Council owned building.

138 Financial Governance

- i) Members received and considered the Council's Risk Assessment for 2024/25. The only amendment to the Risk Assessment was changing wording to reflect the Council 'notes' rather than approves monthly payments.

RESOLVED to RECOMMEND that the Council adopt the proposed Council Risk Assessment for 2024/25.

- ii) Members received and reviewed the Council's Investment Strategy.

Members discussed the Council's investment of funds in savings accounts. It was noted that the Town Council needs to have quick access funds and it is not like a County or District Council where a long-term investment strategy and portfolio is needed. Members discussed bringing forward a future proposal on allocating further funds to the CCLA account to receive a higher rate of interest.

RESOLVED to RECOMMEND the Council re-adopt the Council's Investment Strategy with an updated yield figure.

- iii) Members noted that the National Association of Local Councils was due to release updated model Financial Regulations which would be brought to Council for consideration once available.

139 Steve Van de Kerkhove Eynesbury Community Hub Recommendation from Operations and Amenities

Members received and considered a recommendation from the Operations and Amenities Committee that the Council progress with tarmac surfacing of the access track and parking area at the Steve Van de Kerkhove Eynesbury Community hub. The Chairperson of the Operations and Amenities Committee introduced the item.

Members discussed the recommendation, with a Member raising queries on whether the cost of tarmacking would be a good long-term investment which would uplift the building and what it can provide the community.

The Council's General Manager for the Priory and Eatons Centre explained the need for improved surfacing and the groups which would be using the facility during the Priory Centre closure. There is also the possibility of securing a longer-term tenant. Both organisations who will be using the building require better access.

A Member commented that the buildings will continue to be used for the community and will evolve over time to suit the needs of users and demand from residents. A tarmac surface will help make the buildings a more attractive and useful asset in the future.

A Member queried whether surfacing would include all of a large grass area adjacent to the former St John's building. It was clarified it would not, although a pedestrian pathway had been allowed for.

It was proposed and seconded to recommend to Council the motions as written.

It was commented that Councillors did have concerns over the environmental impact of the proposed surfacing, but it was the option that delivered the most suitable outcomes for need, cost benefit and requirement.

RESOLVED to RECOMMEND that the Council progress with tarmac surfacing of the access track, car parking area and pedestrian walkway at the Steve Van de Kerkhove Community Hub and that Company B is approved as the preferred contractor at a cost of £73,000.00 allocated from the Council's Community Building Earmarked Reserve (EMR).

140 **Armed Forces Day Budget**

Recommendation from Promotion and Events

Members received and considered a recommendation from the Promotion and Events Committee that £3,000 earmarked from the AFD 2023 budget is used to facilitate raising awareness of HM Armed Forces services and the 80th anniversary of D-Day.

It was explained members of the AFD committee are keen to raise awareness of the HM Armed Forces and their roles to a wider audience. The Armed Forces Weekend provides an ideal opportunity to do this using a big screen which will have videos, information, and short interviews on display throughout the event.

Members raised a number of questions regarding the proposed project and expenditure and shared some concerns over producing a quality video and what this would involve. The proposed budget would cover screen hire, but would not leave much of a budget for video production.

It was requested that more information be brought to the Town Council meeting on the proposal, particularly around the following points;

- Is the proposed video to be created and edited by external professionals?
- Is it to be specific to this event and St Neots?
- If it is to be produced, filmed and edited by staff how much resource will this take up?
- What length will the video be?
- Is audio play back included in the costs?

RESOLVED to RECOMMEND that £3,000 earmarked from the AFD 2023 budget is used to facilitate raising awareness of HM Armed Forces services and the 80th anniversary of D-Day by using a large screen to show videos, information and interviews throughout the event. That the recommendation is subject to further information on the details of the proposed videos and their production coming forward.

141 **Priory Centre Refurbishment**

Members received and considered a report from the Town Clerk on the Priory Centre refurbishment project and available funds should the Council consider investing in the refurbishment and redevelopment of the building. It was noted that delivering

the full-scale redevelopment of the building which included all of the Town Council's priorities would exceed HDCs budget for the project. Therefore, the Council had an opportunity to consider providing funding if it wishes to achieve all of its desired outcomes.

Members discussed the proposition of the Town Council providing funding for the Priory Centre refurbishment at length. Members expressed support for the project and the principle that the Council may providing funding to achieve a refurbished building that met its priorities.

However, concern was raised over lease arrangements between the Town Council and Huntingdonshire District Council (HDC) for the building. A Member commented that if the District Council was looking to fundamentally change the relationship within the lease this would not, in their view be acceptable. There needs to be an understanding of building ownership and equity should the council invest any funding.

Two key areas of concern were raised;

- 1) Removal of a contribution to the operational losses of the building by Huntingdonshire District Council.
- 2) A split in equity should the building ever be sold by the District Council.

Any investment should include having suitable lease arrangements in place.

Never heard mention of rent to be charged, officers have talked about removing losses. Discussion about protection its asset. Any investment we make should have suitable lease agreements in place. There should be a strong argument put forward that the loss share agreement is maintained and the cap increased.

A Member commented that the project is at a key stage and the design team need to focus on one plan, the Council is being asked if it has an appetite to invest to help guide this process. If the Council is not minded providing any funding to the project then the design team needs to focus on a deliverable design within the budget available from HDC. A final decision on funding would not be made until actual project costs are received following a tender process.

Members commented on the level of CIL reserves and how this project would put pressure on the budget.

RESOLVED to RECOMMEND that should the Council be minded providing funding towards the Priory Centre refurbishment, that this funding is allocated from the Council's Community Infrastructure Levy (CIL) reserves.

RESOLVED to RECOMMEND that, should the Council be minded to provide funding towards the Priory Centre refurbishment project from its CIL reserves, that the Council instructs the Clerk to write a letter of intent to support the project by providing additional funding, subject to confirmation of lease arrangements and confirmed costs arising from tender.

142 Grant Aid Scheme Review

- i) Members received and considered an amended Grant Aid policy and guidance document for recommendation to the Full Council. The amendments put forward were based on those previously recommended to the committee by a Working Group.

Members discussed the proposed changes to the Grant Aid Scheme and noted the following key changes;

- Splitting the grant aid scheme into a small and large grant application process.
- Setting limits on how often organisations can apply for funding. That this would be once a year for small grants and once every two years for large grants.
- Funding would not be provided for those organisations that use that funding for fundraising purposes.
- That grant aid would be focused on providing funding for specific projects.
- There would be regular grants that the Council would need to look at building into its budget setting process, such as Community Association grants, Pightle and Friends of Priory Park. This would allow for Service Level Agreements to be put in place.

Members noted that there would need to be a transitional year and that the policy, if adopted would not be able to be fully implemented.

Members noted that the majority of grants previously awarded would fall into the 'large grant' category. This might have an impact on some valuable annual projects. It was suggested that if the Council wished to support annually it could look at doing so through the budget setting process. A Member commented that the two year rule could work to the detriment of the town.

Members commented that they felt the small grant level was too low and should be £2,000.

Proposed and seconded to recommend the draft Grant Aid Scheme to the Full Council subject to increase the level of small grant applications to £2,000 and making editorial amendments on the eligibility of applications where funding is received from government bodies.

An amendment was put forward the level for small grant applications be set at £1,500. The amendment was not accepted.

RESOLVED to RECOMMEND that the Council adopt the draft Grant Aid Policy subject to increasing the level of small grant applications to £2,000 and making editorial amendments on the eligibility of applications where funding is received from government bodies.

RESOLVED to approve the application form questions for small and large grant applications as set out.

143 *21:25 the Committee **RESOLVED** to suspend standing orders and continue the meeting.*

144 Internal Audit Report

Members received and noted the 2023-24 second interim internal audit report following an inspection in March 2024. Members noted that there were no areas of concern raised by the auditor or actions which the Council needed to respond to.

145 Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 21st May 2024 at 7:15pm.

COMMITTEE CHAIRPERSON

DRAFT

RISK ASSESSMENT AND REVIEW OF INTERNAL CONTROLS

Approved – 27 April 2021
Re-Adopted – 12 April 2022
Re-Adopted – 18 April 2023

Area	Risk	Responsible Officer	Actions to Minimise Risk/Internal Controls	Likelihood	Impact
Assets	Protection of physical assets	Town Clerk/Deputy Town Clerk and RFO Centres and Operations Managers	<ul style="list-style-type: none"> - Adequate insurance - Regular health and safety reviews and audits - Adequate door security system - Alarm systems in place 	LOW	HIGH
	Failure to maintain record of council assets	RFO	<ul style="list-style-type: none"> - Maintenance of an asset register to ensure that all requisitions / disposals are accurately and promptly recorded - Carry out periodical inventory checks 	LOW	MEDIUM
Investments	Failure to retain long term investments and to comply with investment guidance for local government bodies	RFO	<ul style="list-style-type: none"> - Developing an Annual Investment Strategy to ensure that the Council has assessed the risk of committing funds to long term investments and properly planned to comply with legislative requirements - Reviewing the Investment Strategy annually - Seeking independent advice if long-term investment in assets is to be considered 	LOW	HIGH
Finance	Failure to comply with HMRC Regulations	RFO	<ul style="list-style-type: none"> - Maintenance of comprehensive records of all calculations on income tax, national insurance deducted from pay - Submit monthly returns to HMRC - Make prompt payment of all liabilities due - Ensure that all input tax and output tax is properly recorded - Complete and submit VAT claims promptly and on a regular basis. - Reconcile claims to accounting program - Correct treatment of payments and services provided by contractors and ensure these are not falling within the scope of PAYE 	LOW	HIGH
	Poor financial management	Town Clerk Town Clerk and RFO	<ul style="list-style-type: none"> - Define responsibility through appointment of Responsible Finance Officer - Ensure appropriate standing orders and financial regulations are in place, which are subject to periodic review - Implement effective independent internal audit 	LOW	HIGH

Area	Risk	Responsible Officer	Actions to Minimise Risk/Internal Controls	Likelihood	Impact
			<ul style="list-style-type: none"> - Arrange for regular financial reports to committees/council - Annual review of contracts and insurance cover 		
	Failure to set a precept within sound budgeting arrangements	RFO	<ul style="list-style-type: none"> - Ensure that presentation to committees/ council follows an agreed timetable - Ensure that precept is set as a result of a full report detailing requirements of forthcoming year for all managers - Review all charges made by the Council - Review adequacy of all balances and reserves - Ensure that effective budget monitoring is in place throughout the year 	LOW	HIGH
	Failure to maintain adequate reserves	RFO	<ul style="list-style-type: none"> - Ensure that earmarked reserves are realistic and approved by the Council - General reserves are risk-assessed and approved annually by the Council 	LOW	HIGH
	Failure to maintain an effective payments scheme	RFO	<ul style="list-style-type: none"> - All payments to be supported by authorised invoice/voucher - All detail to be checked and payment entered onto the accounting program - At least two people are involved in each electronic payment - All payments to be noted by Council and recorded in Minutes - All cheques to be signed by one authorised signature for less than £1,000 and two signatures required for expenditure over £1,000 - All expenditure to be the subject of budgetary control - Ensure that all grant applications are complete and fully supported prior to submission to committee/council 	LOW	HIGH
	Loss of money through theft/misappropriation	RFO	<ul style="list-style-type: none"> - Determine responsibility for all cash at all sources - Ensure that invoices/receipts are issued for all income 	LOW	HIGH

Area	Risk	Responsible Officer	Actions to Minimise Risk/Internal Controls	Likelihood	Impact
			<ul style="list-style-type: none"> - Ensure that secure arrangements are in place for prompt recording and banking of all cash received - Ensure regular bank reconciliation is carried out - Arrange regular report to Council - Ensure that the Council holds adequate fidelity guarantee insurance 		
	Failure to maintain adequate internal controls	RFO	<ul style="list-style-type: none"> - Take all reasonable steps to ensure that there are no matters of non-compliance with laws and regulations - Maintain throughout the year an adequate system of internal control - Appropriate action on a matter raised in an Internal Audit Report 	LOW	HIGH
Liability	Risk to third party, property or individuals	RFO and Department Managers	<ul style="list-style-type: none"> - Ensure that appropriate insurance cover / policy is in force - Open spaces and trees are being checked regularly - Investigations are being carried out when damage reported - Risk assessment done on each individual event such as Christmas Lights 	LOW	HIGH
	Liability as consequences of asset ownership (especially burial ground, playgrounds, trees)	Town Clerk/Deputy Town Clerk and Operations Manager	<ul style="list-style-type: none"> - Ensure that appropriate insurance cover and policies are in place - Regular checks of playgrounds and tree surveys - Risk assessment and regular checks carried out by ROSPA and tree surgeon - Staff training for playgrounds and trees inspection 	LOW	HIGH
Legal Liability	Incurring expenditure without proper legal authority	Town Clerk	<ul style="list-style-type: none"> - Ensure that legal position on any new proposal is being clarified and legal advice sought where necessary - Detailed information in Agendas and properly record expenditure in Minutes 	LOW	HIGH
Employer Liability	Compliance with Employment Law	Town Clerk and Deputy Town Clerk	<ul style="list-style-type: none"> - Membership of various national and regional bodies - Ensure that legal position is being clarified and legal advice sought where necessary 	LOW	HIGH

Area	Risk	Responsible Officer	Actions to Minimise Risk/Internal Controls	Likelihood	Impact
			- Ensure that appropriate insurance cover is in place		
	Safety of Staff and Visitors	All Managers	- Regular health and safety reviews and audits are being carried out	LOW	HIGH
	Data Protection	Town Clerk and Deputy Town Clerk	- Training provided for staff - Regular reviews and audits are being carried out - Actions taken to address audit points	MEDIUM	HIGH
IT	Cyber Security	Town Clerk	- The Clerk with support from the IT Company will ensure all measures are in place and that regular reviews are being carried out.	LOW	HIGH



St Neots
Town Council

**ST NEOTS TOWN COUNCIL ANNUAL
INVESTMENT STRATEGY 2024**
(To be approved by Full Council)

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1. OVERVIEW

1.1 This document gives guidance on investments and borrowing by St Neots Town Council in accordance with 'the Local Government Act 2003'. It highlights that the Council is committed to Treasury Management to ensure:

- The return on its investments commensurate with proper levels of security and liquidity;
- All external borrowing and other long-term liabilities are within prudent and sustainable levels;
- Treasury Management decisions are taken in accordance with good professional practice.

1.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code of Practice defines Treasury Management as: 'The management of the Council's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

2. INVESTMENT STRATEGY

2.1. Investment Objectives and Risk Assessment

- In accordance with the revised guidance issued by The Department for Levelling Up, Housing and Communities (DLUHC), previously The Ministry of Housing, Communities and Local Government (MHCLG), and prior to that the Department for Communities and Local Governance (CLG) that became effective on or after 1 April 2018, the Council's investment priorities are Security, Liquidity and Yield in that order of importance. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity;
- All investments will be made in sterling and any payments or repayments will also be in sterling;
- All investments will be made in the name of the Council and with UK registered financial institutions registered with and regulated by the Financial Conduct Authority;
- If external investment managers are used, they will be contractually required to comply with the Strategy;

- Investments will be made with a body and investment scheme which has been awarded a high credit rating and credit ratings will be monitored regularly.
- Investments shall be decided and placed by the Responsible Financial Officer in accordance with the policy and undertakings of new investments approved by Finance and Governance Committee.
- The actual movement of the money shall be by the authorised signatories.

2.2 Specified Investments

2.2.1 An investment is a specified investment if all of the following apply:

- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
- The investment is not a long term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a non-conditional option.
- The making of the investment is not defined as capital expenditure by virtue of Regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [as amended]*.
- The investment is made with a body or in an investment scheme described as high quality or with one of the following bodies:
 - i. The United Kingdom Government;
 - ii. A local authority in England or Wales (as defined in section 23 of *the 2003 Act*) or a similar body in Scotland or Northern Ireland; or
 - iii. A parish council or community council.

2.2.2 The Council current investment is with Public Sector Deposit Fund Income Share Class 4
ISIN: GB00B3LDFH01

- A sub-fund of CCLA Public Sector Investment Fund
- An open-ended investment company (OEIC) that is managed by CCLA Investment Management Limited, the authorised corporate director (the ACD or CCLA).
- The fund is marketable to professional and retail investors but is principally targeted at public sector investors. The fund is suitable for investors who are looking for security, liquidity and yield in that order.

- 2.2.3 The PSDF will only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts, and term deposits with banks and building societies. The PSDF may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions.
- 2.2.4 The PSDF is a 'qualifying money market fund' which is classes as a "short-term, low volatility net asset value" (LVNAV) short term money market fund under the UK Money Market Funds Regulation and, as such, is subject to the investment and borrowing powers and restrictions applicable to such funds. The weighted average maturity of the PSDF's investments will not exceed 60 days. The weighted average life of the PSDF's investments will not exceed 120 days.
- 2.2.5 The fund is managed in accordance with CCLA's values-based screening policy which can found in the policies and reports section on their website. CCLA monitors their counterparties' environmental, social and governance risk management on a regular basis and take action if necessary.
- 2.2.6 The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS.
- 2.2.7 The Yeild on 16 April 2024 is 5.2101%.

2.3. Loans

- 2.3.1 Loans to local enterprises or local charities could be made as part of a larger strategy for local economic growth. The Strategy for such loans, whilst continuing to have regard to this guidance, need to demonstrate that:
- Recoverability of the loans has been considered
 - The Council has appropriate credit control arrangements to recover overdue repayments in place; and
 - The local authority has sufficient funds to make the loan

2.4. Liquidity of Investments

- 2.4.1 The Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed in specified investments so that liquidity is not compromised.

2.4.2 The current investment with CCLA Public Sector deposit fund allows instant access.

3. EXTERNAL BORROWING AND BORROWING IN ADVANCE OF NEED

- 3.1 The Department for Levelling Up, Housing and Communities (DLUHC), previously The Ministry of Housing, Communities and Local Government (MHCLG), and prior to that the Department for Communities and Local Government (DCLG) takes the informal view that, while the speculative procedure of borrowing purely to invest at a profit is unlawful, there appears to be no legal obstacles to the temporary investment of funds borrowed for the purpose of expenditure in the reasonably near future.
- 3.2 The Council will follow the process and criteria, detailed in the Guide to Parish and Town Council Borrowing (jointly published by DCLG and NALC) in deciding whether or not approval would be given by The Department for Levelling Up, Housing and Communities, before engaging in any such borrowing activity.
- 3.3 Whilst under statute, local authority debt is secured on the revenues of that authority, in practice, there is no realistic prospect of the revenues of any local authority being sufficient to pay back debt equating to many multiples of the sum of NNDR and Council Tax Income, without a pervasive and long-term impact on service delivery.
- 3.4 The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed and not adopt a debt financed commercial investment strategy.

4. MONITORING AND REVIEW

- 4.1 The Investment Strategy shall be reviewed by Finance and Governance Committee annually and recommend any proposed changes to Full Council prior to the commencement of each financial year. Where no changes are proposed, Full Council shall note the policy.
- 4.2 Revised strategies could be submitted for review at any time during the year should there be significant changes in risk assessment or other investment issues which the Council might wish to have been brought to their attention.
- 4.3 Any revision to the policy shall be approved by Full Council.

ST NEOTS TOWN COUNCIL

Date:	30 APRIL 2024
Title:	STEVE VAN DE KERKHOVE COMMUNITY HUB ACCESS SURFACING – RECOMMENDATION FROM OPERATIONS AND AMENITIES COMMITTEE
Contact Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To receive and consider a recommendation from the Finance and Governance Committee on improving access at the Steve Van de Kerkhove Community Hub.

2. Recommendation from the Finance and Governance Committee

- 2.1 Recommended that the Council progress with tarmac surfacing of the access track, car parking area and pedestrian walkway at the Steve Van de Kerkhove Community Hub and that Company B is approved as the preferred contractor at a cost of £73,000.00 allocated from the Council's Community Building Earmarked Reserve (EMR).

3. Background

- 3.1 The recommendation from the Finance and Governance Committee follows a recommendation to that committee from Operations and Amenities that the access track and parking area at the Community Hub is tarmacked to improve access. The information in this report was provided to the Finance and Governance Committee and is what its recommendation is based on.
- 3.2 As Members are aware the Council owns both the former Red Cross building and the former St Johns Building. The former Red Cross building was renamed to the Steve Van de Kerkhove Community Building, and it was agreed that both buildings would form the 'Steve Van de Kerkhove Eynesbury Community Hub'.
- 3.3 Both buildings are to be put to community use, with the former St Johns Building supporting regular hirers of the Priory Centre by acting as a hireable space during the Priory Centres closure. The building will be managed, including bookings through the Priory Centre team during the works to redevelop the Priory Centre.
- 3.4 The building is now in a usable condition for hirers, however the General Manager of the Priory and Eatons Centres raised concerns over access to the building, which is down an uneven and unsurfaced track. The Eynesbury Hub will be acting as a community space for a wide range of activities. Users will cover all age ranges and there are concerns that the state of the track is unsafe for older users or those with mobility challenges. As such, the General Manager has asked that the Council look to undertake work to improve access.
- 3.5 Use of self-binding gravel was ruled out due to lack of guarantees by the manufacturer and contractor, it was also not seen as suitable for use by vehicles. Blocked paving was also considered by officers but was unsuitable due to the need for regular vehicle access, including works vehicles and the impact this has on blocked paving which risks creating trip hazards.

- 3.6 The Operations and Amenities Committee considered quotes for resin, which although were more environmentally friendly did not offer the best value solution, especially given resin's usual use for driveways rather than more actively used access and car parking areas.
- 3.7 The recommendation of both Committees is to progress with a tarmac surface solution with Company B as the preferred company.

4. Information

- 4.1 The following quotes for tarmac were considered by the committee. A number of companies were approached, but only two submitted quotes.

COMPANY A	
TARMAC	
COST	£81,450.00 (+VAT)
SPEC	Supply materials and hand lay car park/road <ul style="list-style-type: none"> • 700sqm • Excavate 250mm • 410 ton muck away • 165 ton type one stone • 350 concrete edgings (inc concrete) • 100 ton 20mm binder • 70 ton 10mm surface course • 20 days labour Removal of muck from site

COMPANY B	
TARMAC	
COST	£73,000.00 (+VAT)
SPEC	Supply materials and hand lay car park/road <ul style="list-style-type: none"> • 700sqm • Excavate 250mm • 410 ton muck away • 150mm type one stone • 60mm tarmac base course • 40mm surface course • Concrete edgings (inc concrete) Removal of muck from site

5. Financial Implications

- 5.1 The Council has an earmarked reserve (EMR) of £206,537 for Community Buildings. These budgets are intended to cover all buildings in the Council's ownership and projects that arise to improve the facilities, including initiatives such as solar panels (the Eatons Centre panels were funded from the Community Buildings funds).
- 5.2 The General Manager of the Priory and Eatons Centres has stressed the importance of improving the surfacing to support use of the building by community groups as a result of the Priory Centre temporary closure.

Current bookings for the building over a 12-month period from August are estimated at approximately £20,000.

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:	30 th April 2024
Committee:	Full Council
Title:	Armed Forces Weekend 2024
Contact:	Deputy Town Clerk

1. Purpose of the Report

- 1.1 To provide members with additional information supporting a proposed funding change request for Armed Forces Weekend event for 2024.

2. Recommendations

- 2.1 That the council considers a recommendation from the Finance & Governance committee that the £3,000 earmarked from the AFD 2023 budget is used to increase awareness of HM Armed Forces services and the 80th anniversary of D-Day.

3. Background

- 3.1 The Council agreed to earmark £3,000 in funding from the 2023 unused AFD budget to provide funds to help enhance the 2024 event. Initially it was hoped this funding could be used towards an Aerial Stunt display, but unfortunately this has not been feasible due to the high costs involved.
- 3.2 The Armed Forces Day Committee have considered ways in which to help enhance and mark the 2024 event and have put forward the following request.

4. Information

- 4.1 Armed Forces Day is a chance to show support for those who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets.
- 4.2 The UK Armed Forces defend the UK and its interests. They are busy working around the world, promoting peace, delivering aid, tackling drug smugglers, providing security and fighting terrorism.
- 4.3 Members of the AFD committee are keen to raise awareness of the HM Armed Forces and their roles to our community. They see the St Neots Armed Forces Weekend as an ideal opportunity to do this.
- 4.4 AFD committee members have asked if the Council could fund the costs to provide an outdoor screen to facilitate this. Their members would source and co-ordinate the content with some input from officers. This could include information on D Day as part of the 80th anniversary,

the work of our serving armed forces and cadet groups, and organisations that support veterans both local and national.

- 4.5 Approximate costs based on quotations received to date are £2,900. This will be for the screen and all equipment, including audio play back. The company providing the screen would be responsible for managing the content during the event.
- 4.6 Costs do not include video production or editing, which would be undertaken by the AFD committee with officer support. A lot of this would use existing templates from applications used by officers.

5. Financial Implications

- 5.1 The Council has a revenue budget of £17,740 for the delivery of the 2024-Armed Forces Day weekend.
- 5.2 The Council has earmarked reserves of £3,000 towards enhancing the 2024-Armed Forces Day event.

DRAFT



St Neots
Town Council

GRANT AID POLICY AND GUIDANCE

CLERK'S NOTE

Key parts of the document that have been edited since the version presented and considered by the Finance and Governance Committee are highlighted in red.

Small Community Grants
up to £1,000

Large Community Grants
up to £10,000

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1. INTRODUCTION

- 1.1 St Neots Town Council is committed to encouraging, supporting and promoting community organisations and charities within St Neots for the benefit of the Town. Town Council grants will be made for the benefit of people and projects local to St Neots.
- 1.2 The Town Council makes an annual budget provision for Community Grants to help meet its aims. The level of grant funding awarded through the Grant Aid scheme in any given year is limited to the budget available.
- 1.3 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.4 This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.5 Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and where the project or activity is centred in the area covered by St Neots Town Council.
- 1.6 The council budgets annually to provide community grants to organisations and groups serving St Neots.
- 1.7 Applicants are encouraged to look at alternative sources of funding in addition to Town Council grant schemes.

2. GRANT AID AIMS

- 2.1 The aims of the Council's Grant Aid schemes is to meet one or more of the following outcomes;
 - 1) To help the Town's voluntary groups to improve their effectiveness;
 - 2) To enable local people to participate in voluntary groups and activities;
 - 3) To support events and **activities that enrich the lives of St Neots residents and encourage visitors to the town.**
 - 4) To support organisations which meet the needs of people experiencing social and economic difficulties;
 - 5) To ensure that there is equality of access and opportunity for all Town residents to the services provided **by voluntary and community groups OR in the town.**

3. GRANT SCHEMES

The Town Council operates two separate grant schemes:

3.1 The **Small Grants Scheme** is for grants of a value up to £1,000.

2.1.1 Applications for this scheme are considered four times per year by the Grants Sub-Committee.

2.1.2 Applications can be made for capital and projects costs. The scheme will not fund core running costs.

2.1.3 Organisations are limited to one application per financial year.

2.1.4 Any funds awarded must be used within 12 months of the date of receipt.

3.2 The **Large Grants Scheme** is for grants of a value in excess of £1,000 and up to £10,000.

2.2.1 Applications for this scheme are considered twice a year by the Grants Sub-Committee.

2.2.2 Applications can be made for capital and projects costs. The scheme will not fund core running costs.

2.2.3 Any grant in excess of £5,000 must also be considered by the Full Council with a recommendation from the Grants Sub-Committee.

2.2.4 The Council will consider grant applications for up to 75% of the total project cost, with the applicant expected to have 25% match funding in place. *(Match funding includes self-funding by the applicant)*

2.2.5 Organisations are limited to one application every two financial years.

2.2.4 Any funds awarded must be used within 12 months of the date of receipt.

4. ELIGIBILITY

4.1 Grants are made only to organisations, clubs or groups meeting the needs of residents of St Neots. The grant schemes are only open to:

- Community Organisations,
- Voluntary Groups, *(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)*
- Sports Clubs
- Religious organisations *(although see restrictions in paragraphs 4.5 and 5.2)*

- Charities and Community Interest Companies serving the local area.
- 4.2 Bodies should have a bank account in their own name.
- 4.3 Applicants for the **Large Grant Scheme** must be constituted non-profit organisations with a bank account.
- 4.4 Projects must deliver a benefit **exclusively or primarily** for the residents of St Neots.
- 4.5 The Town Council does not fund:
- hospitality,
 - core staff salaries,
 - other core running costs,
 - projects that seek to promote or exclude any faith or other religious belief
 - any organisation that receives **statutory funding from central government or other tiers of local government**,
 - projects with party political links,
 - organisations or projects that don't align with the Council's [Equality and Diversity Policy](#)
- 4.6 All applicants must meet the detailed grant criteria listed in section 5 of this document. Applicants are asked to ensure they have reviewed and met all grant funding criteria.**

5. DETAILED GRANT CRITERIA

- 5.1 Grants are made only to organisations and clubs meeting the needs of residents of St Neots and who **meet the following criteria**;
- Grants are made only to non-profit making organisations.
 - Applicants for the Large Grant Scheme for grants above £1,000 should be able to demonstrate a minimum of 25% match funding secured from other sources. The Council may consider awarding grant funding subject to the applicant securing match funding **by a prescribed date**.
 - For equipment purchases, applicants must supply two quotes for items with a value of over £500 and three quotes for items over £1,000.
 - Organisations are only eligible to receive funding from the Small Grant Scheme once every 12 months.
 - Organisations are only eligible to receive funding from the Large Grant Scheme once every 24 months.

- Applicants to the Large Grant Scheme must provide two years annual accounts, a project balance sheet and a copy of the group's constitution to support their application.
- Applicants to the Small Grant Scheme should submit their annual accounts or **management accounts for the previous financial year, except where the organisation has not been operating for a full year, whereby management accounts for the current year should be submitted.**
- All applicants must provide a recent copy of a bank statement dated within 3 months of the grant submission date. Submitted bank statements must clearly show bank account name, account number, sort code and balance.
- Balances held by the organisation will be taken into consideration when deciding levels of grant aid.

5.2 Applications will **NOT BE CONSIDERED** from the following organisations;

- Organisations intending to support or oppose any particular faith or political party, or to discriminate on the grounds of race, gender, age, sexual orientation or religion.
- Private organisations operated as a business to make a profit or surplus.
- “upwards funders”, i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
- National organisations or local groups with access to funds from national “umbrella” or “parent” organisations.
- **Any establishments that receive statutory funding from Central Government, Health Authority, District or County Council.**

5.3 Applications will **NOT BE CONSIDERED** for projects/activities/events that;

- Use Council provided funding to award or raise funds to award grants or funding by their organisation to other bodies.
- Use Council provided funding to fund an activity or event for the purpose of fund raising towards another specific project of building general funds.

5.4 Organisations making an application **must meet the following criteria**;

- The organisation must have clearly stated aims and objectives **and a defined governing body**, set out in writing and endorsed by that governing body.

- Organisations applying to the Large Grant Scheme are required to provide a written Constitution or governance document that has been formally adopted by the members of that organisation.
- Organisations applying to both the small and large grant schemes are required to have a bank account in their own name.
- The organisation must submit its application via the online grant Application form which can be found at XXXXXXXXX.
- Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material so as to promote public awareness of the role of the Town Council in promoting the work of voluntary organisations.

5.5 If any of these criteria are not met, then the application will not be considered by the Town Council.

6. APPLYING FOR A SMALL GRANT

- 6.1 Applications should be made on the application form via the Town Council website (www.stneots-tc.gov.ukXXXXX) and include all information requested on the form.
- 6.2 An application will not go to committee until all required information has been provided.
- 6.3 The deadline for small grant applications to be submitted will be 4 weeks before the Grant Sub-Committee meeting at which they will be considered. The meeting and deadlines dates will be published as soon as practicable.
- 6.4 Applicants must supply a recent (within three months) bank statement and latest annual accounts. New/start-up organisations without published accounts should submit a financial statement containing their proposed budget.
- 6.5 Where expenditure on a single item would exceed £500 the applicant must demonstrate that best value has been sought by submitting two quotations.

7. APPLYING FOR A LARGE GRANT

- 7.1 Applications should be made on the application form via the Town Council website (www.stneots-tc.gov.ukXXXXX) and include all information requested on the form.
- 7.2 An application will not go to committee until all required information has been provided.
- 7.3 The deadline for large grant applications to be submitted will be 4 weeks before the Grant Sub-Committee meeting at which they will be considered. The meeting and deadlines dates will be published as soon as practicable.

7.4 Applicants must supply the following as part of a successful application;

- Recent (within three months) bank statement.
- Two years of annual accounts
- Constitution
- Balanced budget showing project costs and income
- Evidence of 25% or more in match funding

Failure to provide any of the above will result in refusal of the application.

7.5 Where expenditure on a single item would exceed £500 the applicant must demonstrate that best value has been sought by the submission of two quotations. **For single items over £1,000, three quotes should be submitted.**

8. Grants Over £5,000

- 8.1 Any grants to the **Large Grant Scheme** for funding over £5,000 require two-step consideration, by both the Grants Sub-Committee and Full Council.
- 8.2 Grants over £5,000 may require a meeting with the Town Clerk and Responsible Financial Officer (RFO), who will advise the applicants on further documentation to accompany the application if required. Any such meeting will be at the discretion of the RFO.
- 8.3 Applications will be presented to the Grants Sub-committee for scrutiny and to draw up any heads of terms for a grant contract.
- 8.4 Provided that the Grants Sub-committee is satisfied with the application, a recommendation (including how any grant will be financed) will be made to Full Council to approve.
- 8.5 Grants above £10,000 sit outside the scope of the Grant Aid Scheme and any requests for the Council to consider funding outside the scope of the Scheme should be directed to the Town Clerk.

9. CONDITIONS OF GRANTS

- 9.1 An application under both schemes shall indicate agreement to the following conditions.
- 9.2 Recipients shall complete an evaluation as required at the end of their project.

- 9.3 The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- 9.4 Recipients should acknowledge the financial support received from the Council in press releases and publicity. The Council will provide logos for use to indicate its support.
- 9.5 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within five years of the grant award.
- 9.6 The Council may apply any additional conditions it deems necessary as part of the grant award.
- 9.7 Applicants are to complete and return to the Council a Grant Feedback Form together with the supporting information, with respect to the use of the funds. If the above information is not provided, then the Council may decide to not consider further applications and if interim payments have been agreed, further payments may not be made.

10. RECEIPT OF GRANT

- 10.1 Payments shall be made to the organisation as soon as possible, but no later than within four weeks of the Council resolving to make an award.
- 10.2 Payments shall only be made to an organisation. The Council will not issue grants to an Individual. The Council will consider directly purchasing items for which a grant is awarded where alternative option is not available.

11. ORGANISATIONS WITHOUT A BANK ACCOUNT

- 11.1 The Council requires that any organisation to which it is granting funding has its own bank account.

The Council recognises that there may be occasions where this is not practical or feasible for an applicant that is delivering a project the meetings the Council's criteria.

In such instances the Council will consider purchasing items for which the grant was awarded. Any such decision will be the discretion of the Grants Sub-Committee.

Planning Committee

Present: Committee Members
Cllrs Slade (Chairperson), Collins, Dunford, Kumar, Pitt and Terry

Absent:

In Attendance: Town Clerk, Deputy Town Clerk

Minutes of the meeting of the **Planning committee** held on **Tuesday 23rd April 2024** at **6.15pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

289 Apologies for Absence

ACTIONS

Apologies were received and noted from Cllr Maslen.

283 Declarations of Interest

Cllr Pitt – Priory Centre as HDC officer

Cllr Slade – Building and Development Group at Huntingdonshire District Council.

284 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on 9th April 2024 as a true and accurate record.

Admin

285 Public Participation

One member of the public was present.

286 Schedule of Current Planning Applications

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

287 Town and Country Planning Act 1990 Sections 78

Planning Application Ref: 23/01786/FUL

Members received and noted communication from Huntingdonshire District Council on an appeal against the decision of the Local Planning Authority to refuse planning permission for the development at 47 Springbrook, Eynesbury, St Neots. The Town Council objected to the planning application.

288 Development Management Committee

The Chairperson provided the committee with updates on the last meeting of the DMC.

COMMITTEE CHAIRPERSON

SNTC planning responses – 23 April 2024

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/00579/LBC	Ms Victoria Fowler 206 Great North Road Eaton Socon St Neots Timber window replacement to timber french door	SUPPORT	In keeping with locality Minimum impact on neighbours Support subject to approval from the Conservation Officer.
S2	24/00494/LBC	Mrs Patricia Litchfield 179 Great North Road Eaton Socon St Neots Removal of section of front wall, between piers 4 and 7 - wall and foundations rebuilt to current standards	SUPPORT	Technical exercise and should be subject to the Conservation Officers approval
The following application/s are in a conservation area				
S3	24/00515/HDC	Sam Caldebeck Priory Centre Priory Lane St Neots Refurbishment and extension of existing community building and town council offices to include demolition of existing single storey extension and replacement two-storey extension with screened plant at roof level, first floor extensions to east and west elevations, glazed dormer window to east elevation, creation of external ramps and steps, canopies over entrances, glazed ground floor link extension on west elevation, installation of solar panels, replacement chimney, new balcony to west elevation, alterations to balustrade on riverside and replacement fenestration and doors.	NOTED	Members noted the application.
S4	24/00611/HHFUL	78 Avenue Road St Neots PE19 1LH Erection of single storey side extension and replacement of two number garden facing windows with three patio bifold doors	SUPPORT	Satisfactory proposal in terms of scale and pattern of development.
S5	24/00607/HHFUL	Mr Sean Kerrigan 12A Wildber Close Eynesbury St Neots Proposed front single storey extension	SUPPORT	Fits in with local street scene Minimum impact on neighbours

SNTC planning responses – 23 April 2024

No.	Reference	Development	SNTC Decision	Notes
All other applications				
S6	24/80112/COND	Joe Dawson - 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	Satisfactory proposal in terms of layout and scale.
S7	23/01814/HHFUL	Mr Sandu 89 Meadowsweet Eaton Ford St Neots Proposed ground floor front and side extension and detached garage	OBJECT	Satisfactory proposal in terms of layout and scale.
S8	24/00470/REM	Gallagher Estates Ltd Loves Farm Eastern Expansion Development Area Cambridge Road St Neots Reserved Matters Application relating to appearance, layout and scale of electricity substations for 1300388OUT	SUPPORT	No additional comments.
S9	24/00589/FUL	Mr Powers – Open Door Church 3 Little End Road Eaton Socon St Neots Change of use of Unit 3B from warehouse to place of worship, internal alterations and additional windows and doors, and solar panels above Units 3B and 3A.	SUPPORT	No additional comments.
S10	24/00644/HHFUL	Mrs H Reed Archers Rest 25 Masefield Avenue Eaton Ford Erection of first floor extension over existing playroom and garage	SUPPORT	Fits in with the local street scene. Efficient use of the site.
S11	24/00596/HHFUL	Mr John Hickmott 23 Manor Farm Road St Neots PE19 1PW Proposed double storey side extension.	SUPPORT	Sustainable location. Fits in with street scene

Chairperson

ST NEOTS TOWN COUNCIL

Date: 30th APRIL 2024

Title: REVAMP THE RAMP - FUNDING REQUEST

Contact Officer: TOWN CLERK

1. Purpose of the Report

- 1.1 To provide an update on £25,000 funding provided to Revamp the Ramp CIC towards the refurbishment of the St Neots skatepark ramps to a competition standard.
- 1.2 To receive and consider a recommendation from the Finance and Governance Committee on a request from Revamp the Ramp CIC that the Town Council consider granting additional funding of £40,210.88 towards the 'Revamp the Ramp' project following the outcome of two grant applications, the status of which were unknown at the time the Council last considered the funding request.

2. Recommendation from Finance and Governance Committee

- 2.1 Recommend that St Neots Town Council grant a further £25,210.88 in grant funding to Revamp the Ramp CIC towards delivering the St Neots Skatepark ramp enhancement project, totaling £50,210.88 in Town Council funding. That the funding awarded comes from the Council's CIL reserves.

3. Background

- 3.1 The Finance and Governance Committee considered a request from Revamp the Ramp CIC on funding for the St Neots Skatepark project. The Committee has recommended that Council grant further funding following consideration of the information provided in this report.
- 3.2 The Council previously resolved to provide £25,000 in funding from its CIL reserves to Revamp the Ramp CIC towards the refurbishment and improvement of existing skatepark ramps to a competition standard. The Council considered a request to fund the entire cost of works at £75,210.88 (exclusive of VAT) but resolved to award £25,000 due to outstanding applications the CIC had, or would be submitting to other funders.
- 3.3 The Council indicated that following the outcome of other funding applications for the project, the CIC could re-approach the Town Council for further consideration on the funding request to support the delivery and completion of the project.
- 3.4 Revamp the Ramp CIC's purpose is to promote the skatepark, its upkeep and future, fundraise and host events. The St Neots Skatepark is a Huntingdonshire District Council (HDC) owned asset located in Riverside Park, St Neots. The skatepark is maintained by the District Council to a usable standard with the existing ramps continuously maintained to a level which allows ongoing use of the facility by skaters. The CIC and District Council are in regular communication regarding the management and maintenance of the asset.
- 3.5 The funding sought by Revamp the Ramp is to undertake resurfacing works to enhance the ramps to a high standard competition level. The funding is on the basis of safeguarding the future of the skatepark for the next 10 years, while providing an enhanced town facility which benefits residents of St Neots and provides a level of facility that will raise the town's profile and attract people to St Neots.

- 3.6 In 2017 the competition standard vert ramp (one of only 2 free accessible outdoor ones in the country) was resurfaced in skatelite at a cost of £38k to HDC. The District Council's Open Space's team has confirmed that it is not able to provide any funding for the improvement of the ramps to a competition standard.

4. Grant Update

- 4.1 The £25,000 in funding granted by the Council has not been used to date as other funding applied for has not come forward. The CIC have not drawn down on the £25,000 awarded by St Neots Town Council as this funding alone would only result in a part of the project being delivered, with reduced benefits.
- 4.2 The £25,000 award could allow some work to go ahead, although many parts of the skatepark are connected, which could restrict what can be done in stages. Doing part of the work at this stage would produce some improvements but would not have the impact required to deliver a competition standard park with the ability to host quality learning and events.
- 4.3 Revamp the Ramp have expressed their gratitude for the support the Town Council has shown and continues to show for the project and the benefits it will deliver. Unfortunately, other funding applications have not been successful and as a result Revamp the Ramp CIC is reporting back to the Council with regard to the £25,000 held by the Council and with a request as to whether the Council would consider increasing its funding to facilitate the completion of the project.

5. Funding Updates

- 5.1 The total cost of the project is £75,210.88 (ex-VAT). Please see attached for details.
- 5.2 The status of grant applications towards the project are detailed below;

Have applications been made to other funding bodies in respect of this project?			
Organisations Names	Amount	Date	Outcome
Cambridgeshire police and crime commissioner youth fund	£3,500	June '22	Successful
St.Neots Rotary Club	£2,000	December '22	Successful
St Neots Town Council	£25,000	November '23	Successful
Awards for All	£10,000	March 2024	Unsuccessful
Cambridgeshire County Council Community Asset Fund	£40,000	March 2024	Unsuccessful
A428 Fund	£15,000		Awaited

- 5.3 Project funds secured to date;

Body	Amount	Note
Reserves	£6,500	Held by applicant
Police and Crime Commissioner	£3,500	Held by awarding body
St Neots Town Council	£25,000	Held by awarding body
Total Funding	£35,000	
Current project Shortfall	£40,210.88	

6. Information About Revamp the Ramp CIC

6.1 The following CIC information has been provided to support Revamp the Ramps funding request;

Adult membership:	Sam Curtin - Director Chris Hatch - Director	Holly Curtin - Secretary Trevor Baldwin - Treasurer
Purpose of organisation:	To fundraise for the maintenance and enhancement of of St. Neots skatepark. To promote the skatepark and organise various community events to expand and enhance the facility.	
Registered charity No: (If Charity)	Registered Community Interest Company (CIC) - 13835021	
Contact name & position: (Individual authorised to make the application)	Sam Curtin - Director	
Contact address: (including post code)	REDACTED	
E-mail address:	Revamptheramp.snhc@gmail.com	
Description of the project requiring financial support	Complete resurfacing of the skatepark surface to an enhanced competition standard. Stripped back to bare metal, re-primed and re-painted. Maintenance contract already in place to ensure the longevity of the surface and avoidance of over painting.	
Describe the anticipated benefits to the organisation and to St Neots if the project is completed.	<p>This project will enhance St Neots Skate park to a competition standard and give the skatepark another 10 years + of life.</p> <p>An enhanced standard of ramps will encourage more users of the park to utilise this free facility and a create a safe skatepark that will give the youth of St. Neots somewhere to exercise and socialize, whilst enjoying their chosen extreme (Olympic) sport. The sport and the community and interaction around it is also extremely beneficial to mental health.</p> <p>The investment will bring the park back to its former glory and enable Revamp the Ramp CIC to organise more events, competitions and music events annually, which will be of attraction to both the local and wider area, bringing interest, footfall and finance to St Neots. Events will provide further activity in the town for people from all walks of life to enjoy from the age of 1 to 65+.</p> <p>The skatepark has benefitted the local community since 1989 and investing in the enhancement of this free facility will provide benefits for the residents of St Neots both now, and for future generations.</p>	
Breakdown of other funding sought: - Other Grant Aid: - Reserves - Internal Fundraising	Funds Raised;	
	St Neots Rotary	£2,000
	Mayors Donation	£3,491
	CCC donation	£500
	Other donations	£750
	Gofundme page donations	£1,536.87
	Outgoings;	
	Corporation tax deduction	£1,404.39
	Other expenses	£319
	Bank account balance £6,554.48	

7. Financial Implications

- 7.1 A quote showing the cost of the works for which the funding request has been submitted is attached to this report. Two further quotes for the work have been obtained by the CIC.
- 7.2 The Council previously resolved to provide £25,000 in grant funding towards the project and these funds are held by the Council. If approved the recommendation from the Finance and Governance Committee would result in a Town Council contribution of £50,210.88
- 7.3 The recommendation from the Finance and Governance Committee takes into consideration a grant funding application from the A428 fund, the outcome of which is still awaited.

8. Legal Powers

- 8.1 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:	30 APRIL 2024
Title:	YOUTH WORK DELIVERY SUMMARY
Contact Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To provide Councillors an overview of projects and activities undertaken by the Council's Engagement and Participation Youth Worker over the last three months.

2. Recommendation from the Finance and Governance Committee

- 2.1 That the Council note the report and the information provided.

3. Information

- 3.1 The following is a summary of key work and projects delivered so far;

3.1.1 Detached Youth Work

Detached youth work is a model of youth work practice that targets vulnerable and excluded young people who mainstream youth work, and services may not reach. It takes place on young people's own territory such as streets, cafés, parks, outside shops etc. Detached youth work uses the principles and practice of informal education to engage young people in a constructive dialogue about their needs, interests, concerns, and lifestyles to support them in their personal and social development.

Working with volunteers we have delivered detached Youth Work in the Town Centre and Loves Farm area on a weekly basis from January to April. Detached youth work is currently paused and is due to start again at the end of May 2024. This is to provide time to develop an approved program with Cambridgeshire County Council which will implement the delivery of detached work in line with Serious Violence Duty funding which is to be awarded to the Council.

3.1.2 Loves Farm Youth Café

Since opening on the 6th of March 2024, 72 young people have attended the youth café over the 8-week period. The Café currently has 30 young people attending consistently every week. The young people decided the menu and prices for the café and were involved in the creation of the signage. Young people have started to take the lead with taking food orders and managing tuckshop which has given them the opportunity to develop skills.

The café has given young people the opportunity to socialise, be fed a substantial meal, have a milkshake, and play games with friends. Importantly, it has also allowed staff to start building trusted relationships with young people, especially those that are hard to reach and at-risk youth. We have three volunteers that support with the café.



3.1.3 Youth Council

The Youth Council has been running again since the 16th of January 2024. There are currently 11 Youth Councillors. The Youth Council is a forum that aims to represent the views and voice of young people within the community and work in partnership with the Town Council for young people to have more influence in decision making.

From meetings to date the Youth Council has identified the following issues it will focus on;

- Lack of activities and safe spaces for young people
- Lack of safety for young people in the evenings
- Lack of mental health support for young people
- Management of schools within the area

The Youth Council has agreed the following aims:

- To make St Neots a better place for young people.
- Campaigning for mental health support within schools and community.
- Creating activities for young people within the community.
- Encouraging other young people to be involved in supporting the environment.
- Organising events and creating places for young people to go.
- Organising outreach events to get other young people's opinions.
- Increase the safety for young people in the town centre.
- Liaise with school councils.
- Consult with the Police and other organisations or agencies.

To address their issues and aims the Youth Council will;

- Deliver a youth club session each week; on a Friday afternoon from 3:30-5pm. This would offer a safe space to young people and a positive activity for young people within the community.
- Youth Council Members (YCM) to organise and host a Silent Disco Event for young people and have mental health support available. This event will also be used to showcase the work of SNYC.
- YCM will inspire youth to join a local litter picking group and engage in environmental support.
- YCM will produce a mental health campaign in collaboration with Cambridgeshire and Peterborough Foundation Trust and their youth forum. A survey will be produced and provided to young people to ask to identify if a mental health service is needed within St Neots. YCM will then present their evidence to the Mental Health Board within St Neots.
- YCM aim to campaign for increasing street lighting within areas in the town and increase the presence of youth workers within the community to support their aim of making the community a safer place.

The Youth Council have been supported SNTC and CCC with the interview process and appointment for youth focused roles within the Council. They received training from Cambridgeshire County Council on conducting interviews.



3.1.4 Intergenerational Project

The Youth Council delivered an intergenerational project on the 8th,9th,10th of April at McNish Court, with The Hillings Care Home residents participating.

On the first day of the event the Youth Council members were visited by the local PSCO and policing team to which they were taught about what the Youth Council have been working on. Afterwards the Youth Council members joined in with the three teams of the older generation to work together to answer the quiz.

On the second day of the event, more residents joined in as we had St Neots Museum present to give a talk on items from the past. The young people went around the room and engaged with many different residents and heard lots of stories. The young people then spoke about how different the items they use are today. The young people supported the residents to use their mobile phones to send pictures and use their technology.

On the last day of the event Mindful Paws (Dog Therapy Charity) gave a talk on how dogs can be used to provide support within therapy for young people. After this, the Youth Council members presented awards to the care home residents, and they put on a buffet for everyone to enjoy.

The **feedback** from the residents on the event was as follows:

"Absolutely amazing"

"Very interesting"

"Highly intelligent young people"

"Great fun"

"Helpful and sociable young people"

"It has changed my view on young people, to a more positive one."

"Hannah is a lovely young lady, she is full of fun and involved everyone during the event. She is a people's person and we have learnt a lot from both her and the young people that came along. She made everyone feel welcome, and made it feel like a community."

The **feedback** from the young people on the event was as follows:

"Amazing"

"I would do it again"

"It was good to positively represent young people"

Housing manager - "What a fabulous 3 days for the residents and the residents that came over from the Hillings, I have just been asked when you will be back, residents thoroughly loved the time spent with the younger generation and mindful Paws....Can't wait for the next one."



3.1.5 Paines Mill Project

We have also started to support Paines Mill Youth Hostel. On a Monday, we join them for the gym bus session and on Wednesday evening we have started a drink and chat session, which has enabled us to engage with the 16-25 age bracket. The Youth Worker for SNTC supported Paines Mill previously with their trip to Grafham Water.



3.1.6 Wellbeing sessions

We delivered our first session on the 23/04/2024 with 5 young people. We spoke about dreams and aspirations for the future and will continue to work with this group until the end of the school year to support them with their mental health and wellbeing.

3.1.7 ASD Group

I have been supporting a local group for young people with additional needs, and Rebecca is now continuing to support with this group. This enables the group to run and enables youth work to be provided to those with Special Educational Needs.