

Full Town Council

To: All Town Councillors

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

Agenda for the meeting of the **Town Council** to be held on **Tuesday 25th March 2025** at **7.15pm** in the Eatons Centre, The Maltings, St Neots, PE19 8ES.

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

Public Participation

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

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

C Robson
Town Clerk

1 Apologies for Absence

To receive and note councillor's apologies.

2 Declarations of Interest

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

3 Minutes

Members to approve the following minutes as a true and accurate record:
Annual Council Meeting held on 25th February 2025.

Attachment 1

4 County and District Councillor Reports

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

5 Committee Minutes

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

- | | |
|---|--------------|
| i) Environment & Emergency Committee held on 4 th March 2025 | Attachment 2 |
| ii) Planning Committee held on 11 th March 2025 | Attachment 3 |
| iii) Operations & Amenities Committee held on 11 th March 2025 | Attachment 4 |
| iv) Grants Sub-Committee Committee held on 18 th March 2025 | Attachment 5 |
| v) Finance & Governance Committee held on 18 th March 2025 | Attachment 6 |

RESOLVED to RECOMMEND that the Council approve additional funds of up to £3,000.00 (incl. contingency) to replace 2010 Ford Ranger and 2013 Nissan Navara with two brand new PHEV Ford Transit Custom (appendix A).

Attachment 7

RESOLVED to RECOMMEND :

- That the Council consider installing steel doors to improve security of the depot building, that more information is provided to the Council on the specifications and differences between the two quoted steel doors for decision by the Full Council. That the Operations Manager present reasonings for a preferred quote.
- That additional costs required for these doors above the level of a 'like-for-like' UPVC option are allocated from the Council's General Reserve. That the purchase and installation is subject to signing a new lease for the building.

Attachment 8

RESOLVED to RECOMMEND that up to £3,950 in funding is allocated to appoint a preferred professional consultant to undertake stage 1 Neighbourhood Plan review work, which will include research, site visits, workshops, reporting and recommendations to set the scope, brief and focus of the review and renewed plan, including project timescales.

Attachment 9

RESOLVED to RECOMMEND that the Council to approve funding up to £250,000.00 (subject to the external grants funding availability) from General Reserve to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

Attachment 10



RESOLVED to RECOMMEND that unspent budget at the 31st March 2025 in the following budget codes is transferred to an earmarked reserve for future use;

105	4146	Equipment and Furniture (office)
105	4365	Carbon Neutral Budget
201	4116	War Memorials
210	4100	Play Repair and Maintenance
210	4107	Tree Maintenance
230	4118	Gate Lodge Expenses
230	4127	Ex-Servicemen's Club
230	4119	The Cage / Lock up
301	4105	Bus Shelters
301	4123	Highways Improvements

Attachment 11

6 Neighbourhood Development Plan Working Group

To consider and agree Terms of Reference for the Neighbourhood Development Plan Working Group.

Attachment 12

7 Priory Centre Building Development Group

To review and agree continuation and membership of the Priory Centre Building Development Group.

Attachment 13

8 Priory Centre Redevelopment Project

To receive and note an update report from Town Council officers on the Priory Centre redevelopment project and lease.

Attachment 14

9 Annual Town Meeting

To receive and consider a proposal on the date and format of the Annual Town Meeting and Annual Council Meeting.

Attachment 15

10 Calendar of Meetings

To receive and consider a proposed calendar of meetings for the 2025-26 Council year.

Attachment 16

11 Projects Status Summary

To receive and note a project status report.

Attachment 17

12 Reports from Outside Bodies

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

13 Mayoral Engagements

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

- 28 March — BBC Any Questions radio show
- 4 April — Hunchback of Notre Dame by VAMPS



- 5 April — St Neots Choral Society (Stainer's Crucifixion)
- 6 April — Leicestershire Sportive (72M training ride - St Neots to St Neot)
- 6 April — Chaii Hub second birthday party
- 7 April — Citizenship Ceremony at New Shire Hall
- 28 April — Hunts Forum retirement event

14 Date of Next Meeting

To note the date of the next Council meeting will be 29th April 2025.

15 Committee In Private Session

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

16 Priory Centre Marketing

To receive and approve the outcome of the Priory Centre Marketing tender for the appointment of a contractor to develop a product proposition, branding, marketing strategy and website development for the Priory Centre as previously resolved by the Council.

Full Town Council

- Present:** Cllrs Simonis (Chair), Banks, Bolanz, Chapman, Collins, Cooper-Marsh, Dunford, Goodman, Hitchin, Maslen, Pitt, Slade, S Smith and Terry
- Absent:** Cllrs Crompton, Dundas-Todorov, Johnson, Kumar, Macnab-Grieve, Mascarenhas, J Smith
- In attendance:** Town Clerk, Deputy Town Clerk, Project Delivery Manager

Minutes of the meeting of St Neots Town Council held on **Tuesday 25th February 2025** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were two members of the public present.

ACTIONS

220 Apologies for Absence

Apologies were received and noted from Cllrs Dundas-Todorov, Macnab-Grieve and Kumar.

Admin

221 Declarations of Interest

No declarations of interest were made.

222 Council Minutes

RESOLVED to approve the minutes of the meeting of 28th January 2025 as a true and accurate record subject to amending the Cllr Hitchin was not elected a Member of the Neighbourhood Development Plan Working Group.

223 County and District Councillor Reports

It was noted that CCC Cllr Seeff was due to be in attendance but was stuck on a train and would be late.

HDC Cllr Slade reported that the planning application for the Old Falcon had been approved by HDC's Development Management Committee. There are conditions related to the application from the Environment Agency and until these are addressed no work can progress.

Committee Minutes

- 224 i) Members received and noted minutes of the Planning Committee held on 28th January 2025



225 ii) Members received and noted minutes of the Promotions & Events Committee held on 4th February 2025

226 iii) Members received and noted minutes of the Planning Committee held on 11th February 2025

227 iv) Members received and noted minutes of the Operations & Amenities Committee held on 11th February 2025

Members received and considered the following recommendations from the Finance and Governance Committee.

228 **RESOLVED** that the Council adopt open space community land at Medland Grove from Persimmon Homes for a one-off commuted sum of £30,000 and the costs of undertaking required tree works for trees on the land.

229 v) Members received and noted minutes of the Finance & Governance Committee held on 18th February 2025

Members received and considered the following recommendations from the Finance and Governance Committee.

230 **RESOLVED** to approve Company C is appointed as a preferred contractor to carry out specialist cleaning of three war memorials under the Town Council's care and that £6,190 in funding is allocated from the War Memorial earmarked reserves.

231 **RESOLVED** that the Council release £5,900 in funding from the Community Buildings Earmarked Reserve to pay for unexpected works completed as part of repairing and securing the museum roof.

232 **RESOLVED** that the Council release up to £5,000.00 (£4,398.38 as quoted with 7.5% discount for replacement of all three units and the rest as contingency for related electric works and materials) in funding from the Community Buildings earmarked reserve for the supply, installation, and commission of three replacement air condition units at St Neots Museum.

233 **RESOLVED** to approve the use of unspent funds in the Repairs and Maintenance budget for the installation of CCTV at the operations depot at a cost of £2,550.

234 **RESOLVED** that the Council viA an unspent grant funding of £9,481.46 to the grants budget for the current financial year.

235 **RESOLVED to RECOMMEND** that the Town Council adopt the draft Equipment Hire Policy.



RESOLVED to approve Service Level Agreements and funding as presented for the following organisations;

- Citizens Advice Rural Cambridgeshire
- Huntingdonshire Volunteer Centre
- Money Advice St Neots

236 Reports from Outside Bodies

There were none.

237 Mayoral Engagements

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

- 7 March – 24 hour Ergo challenge at St Neots Rowing Club
- 8 March – The Little Mermaid, performed by Melodramtics
- 10 March – Cambridgeshire Libraries, mobile library first visit to Wintringham
- 12 March – Kingston School of Art, review of student projects related to St Neots
- 15 March – Little Barford Project update and workshop
- 22 March – Little Paxton community litter pick
- 4 April – Hunchback of Notre Dame, performed by VAMPS

238 Date of Next Meeting

Members received and noted that the date of the next Full Council meeting would be 25th March 2025 at 7:15pm.

239 Private Session

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

240 Priory Centre Development

Members received a report from the Project Delivery Manager outlining costs received for the Priory Centre redevelopment and options round value engineering the construction. The Town Council had previously resolved to commit funding to the project in principle to help deliver a quality community facility for the town, which the Town Council would operate. The in-principal commitment was based upon confirmation of final deliverable plans for the building and an understanding of what the Town Council's funding would deliver. The report set out three cost options, showing the outcomes for the build project dependant on the level of funding the Town Council committed towards the project, including achieving a building that includes all features as designed and presented in planning. Members noted that



Huntingdonshire District Council had agreed to a 90-year lease with no break clauses for the redeveloped building, giving assurance that the building will continue as a community facility in the long term under the Town Council's operation.

CCC Cllr G Seeff joined the meeting. The Chairperson explained that the Council were in private session and as such Cllr Seeff would not be able to partake in this part of the meeting.

It was proposed and seconded that the Council leave private session to allow Cllr Seeff to address the meeting and provide County Councillor updates.

241 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 READMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED that the confidential business be deferred and the press and public be re-admitted to the meeting.

242 Cllr Seeff provided the Council with the following updates;

- Schools are to be involved in the work to better identify and notify consumers of allergens in food. There continues to be a lot of pressure around the country on displaying allergens in food for consumers.
- CCC have agreed funding towards addressing issues with flooding at the Little Paxton bridge. A total of £250,000 in funding was allocated to the matter, with £100,000 will be for short term measures identified in helping address issues and disruption experienced. A further £150,000 is intended for studies and research into longer term improvements.
- The County Council is looking to increase its share of the Council tax by 4.99%, which is the maximum permitted. Pressures on CCC finances have continued following the increase in the real living wage, national insurance for employers along with other increases required to ensure service provision continues.
- The outstanding section 106 monies owed by a developer for a development in St Neots has now been received by CCC. A portion of the money has been used against expenditure already incurred for which the funding was intended. Discussions are ongoing on the allocation and use of remaining funds with CCC Ward Members pressing for allocation and use in St Neots projects.

243 Private Session

Following Cllr Seeff's report it was proposed and seconded that the Council re-enter 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.

Members returned to considering and discussion a report from the Project Delivery Manager outlining Priory Centre redevelopment costs and value engineering options, including quoted costs. As part of discussion Members received and considered a recommendation from the Finance and Governance Committee recommending that the Town Council's contribution towards construction costs for the redevelopment of the Priory Centre be allocated from the Council's Community Infrastructure Levy.

The Project Delivery Manager, who had worked with HDC's appointed contractors outlined the report and costs. It was explained that a lot of time and detail had gone into the project, helping bring forward detailed costs from sub-contractors. The Building Development Group had considered the information prior to the meeting and were in support of the Council providing the funding required to ensure the building is delivered to the best outcome and in line with the planning permission and all features this includes. It was advised that the overall project costs included contingency and if not used this would reduce the Town Council's contribution.

Following debate, it was proposed and seconded that the Council commit funding of up to £1,950,000.00 from CIL reserves towards the construction costs for the redevelopment of the Priory Centre for delivery of Option 1 and the value engineering as set out.

A recorded vote was requested;

For	Against	Abstained
Cllr Banks Cllr Chapman Cllr Pitt Cllr Goodman Cllr Maslen Cllr Collins Cllr Terry Cllr Bolanz Cllr Dunford Cllr Cooper-Marsh Cllr Slade Cllr Simonis Cllr Hitchin Cllr S Smith	None	None

RESOLVED that the Council commit funding of up to £1,950,000.00 from CIL reserves towards the construction costs for the redevelopment of the Priory Centre for delivery of Option 1 and the value engineering as set out, which will deliver the building as set out in the approved planning application.

Environment & Emergency Committee

Present: Committee Members

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

In Attendance: Town Clerk, Environmental Project Officer

Absent: Cllr Bolanz

Minutes of the meeting of the **Environment & Emergency committee** held on **4th March 2025** at **6.15pm** in the Eaton's Centre, 18 The Maltings, St Neots, PE19 8ES.

Public Participation

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

088 Apologies for Absence

Apologies were received from Cllr Bolanz.

ACTIONS

089 RESOLVED to co-opt Cllr Collins to the Environment and Emergency Committee for the duration of the meeting.

090 Declarations of Interest

There were no declarations of interest.

091 Minutes

RESOLVED to approve the minutes of the Environment and Emergency Committee meeting held on 14th January 2025 as a true and accurate record subject to amending that Cllr Pitt Chaired the meeting and specifying reference to hybrid vehicles to 'plug-in hybrid' vehicles.

092 Action List

Members received and noted the action list for the committee.

The Environmental Project Officer gave the following updates;

- Community Emergency Plan – A meeting had been held with the Chair of St Neots FLAG with regard to the plan, roles and responsibilities. Proposed amendments to the plan may come forward.
- Transition to Plug-In Hybrid Vehicles – Members noted that a report would be presented to the Operation and Amenities Committee seeking additional funds for the agreed replacement of two council diesel vehicles for plug-in hybrid alternatives. The additional funds were needed as second-hand vehicles could not be purchased due to lack of towing capability, which was essential and only available with the newest generation of PHEV Ford Transit Custom's, which was the vehicle identified and agreed by the Council.

093 Priory Centre Supply Chain Auditing

Members received and considered a recommendation on using a supply chain sustainability auditor to review the Priory Centre's produce chain. The Environmental Project Officer outlined the benefits and thought process of engaging an audit and the role it would play in reducing the Council's carbon footprint. It was explained there was an annual cost for the auditing platform and that this would be renewed on a rolling 12 month period.

Members discussed the proposed engagement of an audit and software package, highlighting benefits this would have for the Priory Centre and Town Council. Concerns were raised over the level of administrative burden that might be involved in maintaining the software/data. Members also discussed the timing of the audit, noting that due to the closure of the Priory Centre there may be a period whereby the Council has obtained the information it needs from the process prior to needing to reengage as the redeveloped Priory Centre is launched.

Members saw the value of engaging the audit process, but it was agreed that the Environmental project officer should look to further negotiate with the provider to seek a lower cost if the Council signed up for a period longer than 12 months. It was also asked that a query be raised about pausing the service in the event the Council has inactivity ahead of the Priory Centre re-opening.

RESOLVED that the Environment and Emergency Committee approves up to £4,776 in funding from the Carbon Neutral budget to pay for a sustainability audit of the Priory Centre's supply chain and associated recommendations for more sustainable purchasing. **RESOLVED** that the Environmental Project Officer have delegated approval to negotiate with the preferred contractor on the length of term and costs for engaging the company up to a maximum 24 month period.

A Member commented that they would like to see publicity around this work, explaining why the Council was doing it, what is working and lessons learned.

It was agreed to bring agenda item 7 forward to allow for more time to discuss agenda item 6, which would be a more detailed conversation.

094 Biodiversity for All Project

Members received and noted an update on the Biodiversity for All project following the recent completion of the first stage of works. The Environmental Project Officer outlined planting that had taken place at the Old Cemetery as part of the project. Wildflowers and bulb planting were due later in the year and bat and bird boxes will also be installed in due course.

The Environmental Project Officer was thanked for their work in bringing the project forward.

**095 Climate Action Plan Ongoing Work Timeframe**

Members received and considered a report with suggested timescales for completing actions from the Climate Action Plan. The Committee discussed the plan, priorities and timescales.

The Environmental Project Officer commented that timescales for some actions had been allocated in line with the proposed Neighbourhood Plan review, which could include some of the actions within the plan.

Members discussed prioritisation and the approach the committee might wish to take to establishing timelines for individual actions. It was suggested a separate meeting might be needed, but that the committee could take an early approach at highlighting key actions it saw as a priority.

Members noted that some actions in the plan, such as retrofitting council buildings and transitioning the vehicle fleet to environmentally better alternatives were already underway.

Members considered the actions in the CAP, with each Member presenting their view on priority actions. The following areas were common priorities amongst committee members and officers;

- Waste Management
- Environmental Asset Planning for Green Spaces
- Reduction in Pesticide Use
- Reduce Waste at Events and Cafe
- Increase/safeguard biodiversity

It was agreed that the Environmental Project Officer consolidate Members feedback and discuss with the Chair and Deputy Chair next steps and bringing forward actions.

096 Date of Next Committee Meeting

Members noted that the date of the next Committee meeting will be agreed at a meeting of the Full Council to be held on 25th March 2025 as part of agreeing the 2025-26 meeting schedule.

COMMITTEE CHAIRPERSON



Planning Committee

Present: Committee Members
Cllrs Pitt (Deputy Chairperson), Collins, Dunford and Maslen

Absent: Cllrs Cooper-Marsh, Hitchin, Slade and Terry

In Attendance: Town Clerk, Senior Administration Assistant

Minutes of the meeting of the **Planning committee** held on **Tuesday 11th March 2025** at **6.15pm** in the Eatons Community Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

117 Apologies for Absence

Apologies were received from Cllr Cooper-Marsh, Hitchin, Slade and Terry.

118 Declarations of Interest

There were none.

119 Minutes

RESOLVED to approve the amended minutes of the Planning Committee meeting held on 11th February 2025.

Admin

120 Public Participation

There was one member of the public present who addressed the Council on agenda item 7, reports from Huntingdonshire District Council's Development Management Committee (DMC). The resident explained that as the Council has dual hatted councillors who serve on the Town Council's Planning Committee and on Huntingdonshire District Council's DMC this risks a lack of St Neots representation at District level. Due to the need to avoid pre-determination on applications, a Councillor that votes at Town Council level as part of the planning committee cannot take part in discussion at DMC.

A Member commented that Members who serve on both committees avoid pre-determination by abstaining from voting at Town Council level on applications considered possible to go to DMC. The resident commented that there could be cases where unexpected applications go to DMC if the Town Council and Planning Officer disagree on the application.

The Chairperson commented that the Members of DMC take a wider planning-based view of all applications that come to the committee, whatever ward it may be for. However, there are times when it might be a need for more local knowledge and input.

Members would consider further as part of appointing committees and representatives at the Annual Council Meeting.

121 Schedule of Current Planning Applications

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

Members noted an application for 11 Levellers Lane, which neighbours a property leased by the Town Council. The committee did not submit a comment as a consultee due to a conflict of interest as a neighbour but agreed to submit a near neighbour comment.

RESOLVED to submit a near neighbour comment outlining support for the application but highlighting potential concerns of car parking provision and the impact this might have on the Council depot and the flow of council vehicles. The Council trusts that the operator will ensure there are no issues with customer parking or negative impacts on the Council or neighbouring properties.

122 Street Naming and Numbering

The Committee noted the Allocation of addressing at 1 Marston Road which is to be known as 1-6 Cons & 7-8 Marston Business Park, St Neots, PE19 2AZ.

123 Development Management Committee

The Chair informed members that a committee meeting was due to be held on Monday 17th March 2025 and that there were no applications relating to St Neots.

124 Date of Next Meeting

Members noted that the date of the next Planning Committee meeting would be Tuesday 25th March 2025.

Committee Chair

Schedule of Planning Applications –11th March 2025

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	25/00210/LBC	Mrs Stella Green The Rectory Church Street St Neots Repair work to western boundary wall of The Rectory	SUPPORT	Minimum impact on neighbours. Improves the property.
The following application/s are in a conservation area				
S2	25/00227/TREE	Mr David Cumberland Catholic Church Of St Joseph East Street St Neots T2 Yew - Fell near to ground level - Tree is encroaching neighbours property and neighbour concerned about potential damage. T3 Lime - Re-pollard of 2m - Overhanging neighbours property. T4 Cypress - Cut back branches by 1.5m to suitable growth points - Overhanging neighbours property. T5 Robinia - Remove 2m of new growth back to previous pruning points - Overhanging neighbours property.	SUPPORT	Subject to agreement from HDC arboricultural officer. The Committee would have liked more information to better support this application, however the committee resolved to follow the advice of the appropriate HDC arboricultural officer.
S3	25/00315/TREE	Mobbs - The HML Group Mill View Site School Lane Eaton Socon T2 Weeping Willow: Reduce crown height and spread by 2.5m to reduce the risk of major limb loss.	SUPPORT	
S4	25/00380/HHFUL	Mr Chris Proctor 43 Ackerman Street Eaton Socon St Neots Proposed removal of existing extension and construction of new kitchen extension, internal alterations to create utility and downstairs WC alongside conversion of attic space to provide storage	SUPPORT	Satisfactory proposal in terms of scale and pattern of development. Will have no negative impact on the wider landscape character of the area.
S5	25/00144/HHFUL	Barry and Michelle Dugdale 10 Almond Road St Neots PE19 1DZ Erection of single storey rear extension	SUPPORT	Will have no negative impact on the wider landscape character of the area. Makes efficient use of its site.

Schedule of Planning Applications –11th March 2025

No.	Reference	Development	SNTC Decision	Notes
S6	25/00345/HHFUL	Mr & Mrs Smith 11 Eaton Close Eaton Ford St Neots Proposed Side infill extension and garage conversion	SUPPORT	Minimum impact on neighbours. Makes efficient use of the site.
S7	25/00308/HHFUL	Mr Tony Leach 10 Romney Court Eaton Ford St Neots Replace existing flat roof to garage with pitched roof	SUPPORT	Will have no negative impact on wider landscape character of the area. Improves the property.
S8	25/00105/FUL	Mr A Sincock 11 Levellers Lane Eynesbury St Neots Change the use of an industrial unit in St Neots (Use Class B) to a learning pool F2	NO COMMENT	No consultee comment submitted due to near neighbour conflict. Near neighbour comment submitted.
S9	25/00321/HHFUL	Mr Jake Harwood 68 Mill Hill Road Eaton Ford St Neots Proposed single storey flat roof extension to the rear	SUPPORT	In keeping with locality. Fits in with local street scene.

Chairperson



Operations & Amenities Committee

Present: Cllrs Goodman (Chairperson), Bolanz, Chapman, Collins, Dunford, and Maslen

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

Absent: Cllrs Cooper-Marsh, Johnson and Hitchin

Minutes of the meeting of the **Operations & Amenities committee** held on **Tuesday 11th March 2025** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present.

ACTIONS

114 Apologies for Absence

Apologies were noted from Cllrs Cooper-Marsh and Hitchin.

Admin

115 Declarations of Interest

There were none.

116 Minutes

RESOLVED to approve the minutes of the meeting of the Operations and Amenities Committee held on 11th February 2025 as a true and accurate record.

117 Action List

Members received and noted the committee action list.

118 Montague Square

Members received a report from the Town Clerk advising that there had been a request from a County Councillor that the Town Council consider approaching Cambridgeshire County Council to take on maintenance of planting at Montague Square, Eynesbury. The report was being brought forward to make Members formally aware of the request. Officers were recommending that the Committee defer making a recommendation on the matter until there was further outcomes from discussions with the County Council on grass cutting contracts, which includes rates for undertaking cutting for the County Council.

Members commented that the Council needs to better understand the current maintenance regime by the County Council along with resources and costs the Town Council would incur if it were to take on such maintenance. Officers had recently submitted updated grass cutting maps to County Council officers as part of their review of town and parish grass cutting, further discussions were due.



Members commented that the shrubs and hedges are not well maintained by the County Council and the square is an important entrance point for the caravan site. As well as unmaintained plants there is also rotting fencing.

The Operations Manager explained that the type of plants situated require cutting by hand and as all shrubs flower at different times this could be resource heavy for the Council team to take on.

It was agreed that the matter should be further considered following discussion and outcomes of grass cutting agreements with the County Council. The Clerk commented that due to resource implications and costs for maintaining an area such as Montague Square the Council should seek a higher rate than that of grass cutting.

RESOLVED to defer making a recommendation to the Council on maintenance of Montague Square until further information on resource implications and possible costs is clarified. That officers consider resource needed and implications of taking on maintenance of the area as part of discussions with Cambridgeshire County Council and reviewing grass cutting agreements.

The Chairperson asked that the matter to be added to the Action List for tracking.

119 Transition of Fleet to Plug-In Hybrid

Members received and considered a report from the Project Delivery Manager on the agreed purchase of new plug-in hybrid vehicles as part of transitioning the Council's fleet to environmentally better alternatives. The Project Delivery Manager outlined the Council's previous resolution to replace two vehicles with plug-in hybrids and explained that the increased cost is due a need to purchase new, rather than second hand vehicles. This is because the older generation of required vehicles are not capable of towing, which is essential for the operations team. A good deal has been secured on two new generation vehicles which requires up to an additional £3,000 in funding (£2,240 plus contingency).

RESOLVED to RECOMMEND to the Finance and Governance Committee to allocate funds of up to £3,000 (inc. contingency) to replace the 2010 Ford Ranger and 2013 Nissan Navara with two brand new PHEV Ford Transit Customs.

RESOLVED to RECOMMEND approving purchase of additional EV Charges from the 2025/26 revenue budget based on identified need following a period of operating the vehicles.

120 Operational Depot Door Replacement

Members received and considered a report from the Town Clerk on the replacement of front doors at the operational depot which were required following a recent break-in. Members noted that an insurance claim would be made to cover the costs



of 'like for like' doors, but that if a more secure steel option was wanted the increased costs would need to be funded by the Council.

Members discussed security at the depot building and the value of improving security through investment in steel doors. The Operations Manager outlined the benefits steel doors would provide, explaining that three previous break-ins had been through the PVC doors and expressed a preference for company C's quote.

RESOLVED to RECOMMEND to the Finance and Governance Committee that the Council install steel doors to improve security of the depot building and that additional costs required for these doors above the level of a 'like-for-like' UPVC option approved by the insurance company is allocated from the Council's General Reserve. That the purchase and installation is subject to signing of a new lease for the building.

121 CCTV Statistics

Members received and noted CCTV reports and statistics for January 2025.

122 Date of Next Meeting

Members noted that the date of the next Operations and Amenities Committee would be on 8th April 2025 at 7.15pm.

COMMITTEE CHAIRPERSON

Grants Sub-Committee

Present: Committee Members

Cllrs Cooper-Marsh (Chairperson) Chapman, Collins, Goodman, Hitchin, and Pitt

In Attendance: Town Clerk, Responsible Finance Officer

Absent: Cllrs Banks, Kumar and Maslen

Minutes of the meeting of the **Grants sub-committee** held on **Tuesday 18th March 2025** at **6.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were 5 members of the public present who addressed the committee on grant applications being considered by the committee. Each member of the public spoke at the time their grant application was considered.

ACTIONS

032 Apologies for Absence

Apologies were received from Cllrs Kumar and Maslen.

Admin

033 Declarations of Interest

There were none.

034 Minutes

RESOLVED to approve of the minutes of the sub-committee held on 10th December 2024 as a true and accurate record.

Admin

036 Grant Aid Summary

Members noted the report summarising the year-to-date grant aid budget summary. It was noted that the balance of available grant aid funding included the return of £9,481 in grant funding that had been awarded to Waterside Green Energy.

037 Grant Aid Applications

Members considered grants for awards summarised in a schedule attached and to make recommendations to Full Council. Full copies of applications and reports are provided for members of this sub-committee.

038 1) RESOLVED to make a grant aid award of £978 to the Royal British Legion for the purpose of buying two gazebos to support the organisations attendance at events as part of its engagement and support with ex-service persons. That the organisation demonstrates three quotes have been obtained to the RFO prior to the release of any funds.

039 2) RESOLVED to make a grant aid award of £2,000 to the St Neots Folk Club towards the 2025 Folk Festival.



- 040 3) **RESOLVED** not to make a grant aid award for an application of £595 received from the Friends of St Neots Parish Church towards the cost of hiring an artist for a public concert on the basis that the Council's grant aid policy does not award funds for the purpose of fund raising towards another specific project or building general funds.
- 041 4) **RESOLVED** to make a grant aid award of £1,395 to Eaton Socon Bowls Club for the purpose of purchasing 2 benches and 2 sets of junior bowls. That the organisation demonstrates three quotes have been obtained to the RFO prior to the release of any funds.
- 042 5) **RESOLVED** not to make a grant aid award for an application of £282 received from Cambridgeshire Search and Rescue for the purchase of 6 throw bags and belts on the basis that organisation has a high level of reserves available to it.
- 043 **Date of Next Meeting**
Members noted the date of the next Committee meeting will be agreed at a meeting of the Full Council to be held on 25th March 2025 as part of agreeing the 2025-26 meeting schedule.

.....
COMMITTEE CHAIRPERSON



Finance & Governance Committee

Present: Cllrs Chapman, Collins, Cooper-Marsh, Goodman, Hitchin, Maslen, and Pitt.

Absent: Cllrs Banks, Kumar, Maslen

In attendance: Town Clerk, Responsible Finance Officer and Project Delivery Manager

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 18th March 2025** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were no members of the public present.

ACTIONS

128 Apologies for Absence

Apologies were received from Cllrs Banks, Kumar and Maslen.

Admin

129 Declarations of Interest

No declarations of interest were made.

130 Minutes

It was agreed to defer approval of the minutes of the meeting of the Finance & Governance Committee held on 18th February 2025 until the Clerk had further checked that the list of those Members in attendance and those absent. The Minutes will be brought back to the Committee meeting to be held on 22nd April 2025 for approval.

131 Payments

Members received and noted payments for January 2025.

132 Income and Expenditure

Members received and considered income and expenditure for the year to date along with reports highlighting overspends in budgets. The Responsible Financial Officer outlined the Council's financial position. Members discussed the Council's General Reserve position, which while historically high and above the 6 month required reserve level was anticipated to be lower at the end of the current financial year due to recent Council activity and expenditure.

Tracking expenditure against the earmarked reserve was discussed, it was acknowledged that this can be difficult within the Council processes and reporting. It was suggested that a General Reserve level is reported every six months following the receipt of precept, with a record of any resolved expenditure against the reserve level at that time.

133 Reserves

Members received and noted Council Reserves and earmarked reserves as of 31st January 2025. It was suggested that a separate meeting might be required to consider the Council's approach to its current level of general reserves.



A Member raised a query over an earmarked reserve for The Cage (Lockup). The Town Clerk was asked to bring forward a report to the Operations and Amenities Committee from the Operations Manager on using the funds for required repair work.

134 Transition of Operational Vehicles to Plug-in Hybrid

Members received and considered a recommendation from the Operations and Amenities Committee that additional funding of up to £3,000 is allocated from the Council's General Reserve for the agreed purchase of plug-in hybrid alternative operational vehicles.

The Chairperson of the Operations and Amenities Committee introduced the item, explaining that second-hand versions of the required electric plug-in hybrid vans were not capable of towing, which was essential for the operations team. As such new generation vehicles capable of towing have been sourced, requiring additional funding.

Members discussed towing capability of the vehicles and the ability to operate in electric when towing. It was noted that the vehicles to be replaced tow smaller items and that at times petrol would still need to be used to 'run down' the tank.

RESOLVED to RECOMMEND that the Council approve additional funds of up to £3,000.00 (incl. contingency) to replace 2010 Ford Ranger and 2013 Nissan Navara with two brand new PHEV Ford Transit Custom.

RESOLVED that the Committee resolve to approve purchase of additional EV chargers from the 2025/26 revenue budget based on identified need following a period of operating the vehicles.

135 Operations Depot Entrance Doors

Members received and considered a recommendation from the Operations and Amenities Committee that the Council upgrade front entrance doors at the operations depot to steel as part of a required replacement. The Clerk advised Members that the level of funds due from the insurance company for replacement of doors had not yet been confirmed, but this would be on a like for like basis.

Members debated the benefit of steel doors versus the higher expense. A Member commented that a combination of a less expensive steel door and improvements to the roller shutter door security may be a better value approach, particularly as improving door security will make the roller shutter more vulnerable. Other Members commented that improvements to the roller shutter security had already been undertaken and given its size it would be difficult and expensive to increase security further.

Members queried the difference between the two steel doors quoted and why the most expensive door was preferred by the Operations Manager. A Member commented that it would be useful to have an independent view on the differences between the doors and whether the more expensive quote offered more security.



The Project Delivery Manager commented that the more expensive door was of thicker steel.

Members debated whether to ask the Operations and Amenities Committee to further consider the matter but agreed that the decision on a door and preferred quote should be put to the Town Council with the Operations Manager present to advise. It was also asked that the company providing the cheaper quote be asked to confirm whether the door meets the same standards and specifications as the more expensive door.

RESOLVED to RECOMMEND;

- That the Council consider installing steel doors to improve security of the depot building, that more information is provided to the Council on the specifications and differences between the two quoted steel doors for decision by the Full Council. That the Operations Manager present reasonings for a preferred quote.
- That additional costs required for these doors above the level of a 'like-for-like' UPVC option are allocated from the Council's General Reserve. That the purchase and installation is subject to signing a new lease for the building.

136 Neighbourhood Development Plan Review

Members received and considered a recommendation from the Neighbourhood Development Plan Working Group on approving funding for the appointment of an appropriate planning professional to undertake a phase 1 approach to reviewing and renewing the St Neots Neighbourhood Development Plan.

RESOLVED to RECOMMEND that up to £3,950 in funding is allocated to appoint a preferred professional consultant to undertake stage 1 Neighbourhood Plan review work, which will include research, site visits, workshops, reporting and recommendations to set the scope, brief and focus of the review and renewed plan, including project timescales.

137 St Mary's, St Neots Church Wall

Members received and considered a recommendation from the Operations and Amenities Committee on costs for required repairs to St Mary's Church Wall. Members were reminded that the Town Council had a duty for the maintenance of the Church yard, its paths and walls under legislation. The wall around St Mary's St Neots is on a public highway and is in very bad condition, this presents a health and safety risk meaning the Council needs to take some action.

The Project Delivery Manager explained that the cost presented in the report for the repair of the wall were a worst-case scenario including contingencies and were prior to negotiations with a preferred contractor. Due to the location of the wall the scope of the work has had to allow for risks around disturbing burials which adds costs which might not be incurred.



Officers advised that grant funding was being investigated, and some pre-applications had been made. However, due to the repair nature of the project it is unlikely external grant funding can be secured.

Members discussed the specifics of the wall, with the Project Manager outlining recommendations from the structural engineers report that had previously been represented to the Operations and Amenities Committee. It was noted that the work needed to be approached in the same way other conservation work is approached.

Members agreed that as the repair was a duty of the Council it needed to progress with addressing the matter.

RESOLVED to RECOMMEND that the Council resolve to approve funding up to £250,000.00 (subject to the external grants funding availability) from General Reserve to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

Due to the level of the proposed budget the Responsible Financial Officer advised that if the Council approve the recommendation there should be no further commitment of general reserves until the end of financial year position was clear.

138 Unspent Budgeted Expenditure

Members considered a reported recommending the Council approve earmarking balances which are unspent on 31 March 2025 in specific budget codes.

RESOLVED to RECOMMEND that the committee recommend unspent budget at the 31st March 2025 in the following budget codes is transferred to earmarked reserves for future use;

Cost Centre	Budget Code	Budget Heading
105	4146	Equipment and Furniture (office)
105	4365	Carbon Neutral Budget
201	4116	War Memorials
210	4100	Play Repair and Maintenance
210	4107	Tree Maintenance
230	4118	Gatelodge Expenses
230	4127	Ex-Servicemen's Club
230	4119	The Cage / Lock up
301	4105	Bus Shelters
301	4123	Highways Improvements

139 Date of Next Meeting

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 22nd April 2025 at 7:15pm.

COMMITTEE CHAIRPERSON

ST NEOTS TOWN COUNCIL

Date:	25 th March 2025
Title:	TRANSITION OF OPERATIONAL VEHICLES TO EV
Author	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide the Council with a recommendation from the Finance and Governance Committee on approving additional funds to replace 2010 Ford Ranger and 2013 Nissan Navara with two brand new PHEV Ford Transit Custom (appendix A).
- 1.2 To provide the committee with information supporting the recommendation.

2. Recommendations from the Finance and Governance Committee

- 2.1 The Council is asked to consider the following recommendations from the Finance and Governance Committee:
 - a) That the Council approve additional funds of up to £3,000.00 (incl. contingency) from General Reserve to replace 2010 Ford Ranger and 2013 Nissan Navara with two brand new PHEV Ford Transit Custom.
 - b) That the Council resolve to approve purchase of additional EV chargers from the 2025/26 revenue budget based on identified need following a period of operating the vehicles.

3. Background

- 3.1 The Town Council previously resolved (TC-206-24-25, Town Council meeting 28.01.2025) to approve the following vehicle replacements:
 - 1) To replace the two oldest diesel vehicles (2010 Ford Ranger and 2013 Nissan Navara) with second-hand plug-in hybrid panel vans.
 - 2) To replace one diesel ride-on lawn mower with new fully electric ride-on alternative (96" deck)
 - 3) To purchase and install two charges for vehicles (EVs and Plug-ins, 7.2kW)
 - 4) To purchase special charger for lawn mower batteries
- 3.2 Also, Council resolved that the replaced vehicles (2010 Ford Ranger and 2013 Nissan Navara) are to be disposed of by sale on the open market or with any buying service or used for part-exchange when buying the replacement.
- 3.3 The Town Council previously resolved (TC-205-24-25, Town Council meeting 28.01.2025) to allocate £115,000 in funding for the replacement of diesel vehicles with plug-in hybrid and electric alternatives from the following funds:
 - 1) £34,567 from the vehicles and lawnmower earmarked reserve

- 2) £30,000 from the current year revenue budget for vehicles and lawnmowers
- 3) £50,433 from the General Reserves

3.4 The Operations and Amenities Committee and Finance and Governance Committee considered the information set out in this report in making a recommendation to the Council seeking additional funds for the agreed vehicle replacement.

4. Information Supporting Recommendations

- 4.1 Following the Council resolution officers searched for suitable replacements on the open market and organised the valuation of diesel vehicles due to be replaced by car buying service 'WeBuyAnyCar'.
- 4.2 Two identical second-hand PHEV panel vans as approved were found with the official Ford dealership. Although the officers received a quote from the official dealership which included installation of tow bars for both vans, only after asking for the invoice to proceed with the purchase the council officers were informed that according to official Ford guidelines that generation of PHEV vans is not suitable for any towing except unbraked up to 750kg.
- 4.3 After some research it's been clearly discovered that only the newest generation of PHEV vans has the towing capacity up to 2300kg which is required by the Operations team and is an essential for the fleet.
- 4.4 New generation of Ford Transit Custom PHEV has just come on to the market with no second-hand options available. The recommended by Ford.UK retail price is £40,684.83 ex VAT for the brand-new panel van.
- 4.5 Officers managed to secure a good deal for two brand new vans from official Ford dealership for the price of £31,995.00 ex VAT for the one vehicle and £30,995.00 ex VAT for another one.
- In addition to the vehicles two tow bars are required at a cost of £2,500 ex VAT.
 - The total final offered price for two vans incl. installation of tow bars, registration plates and VED is £65,490.00 ex VAT.
- 4.6 Officers also managed to secure a good deal for electric lawnmower. This has been purchased for £61,250.00 ex VAT including the special charger for the batteries.
- This leaves officers with an available budget of £53,750.00 from approved funds.
- 4.7 The valuation of 2010 Ford Ranger and 2013 Nissan Navara by 'WeBuyAnyCar' is just over £7,000.00 ex VAT in total.
- 4.8 Officers also looked at the charging schedules for existing electric van. Since the van is charged every fortnight on average, officers concluded that there were no needs in buying any additional chargers at the moment. New vans can be charged every other night with the 20+ miles range enough for 2 days of operation.

5. Financial Implications

- 5.1 The remaining funds to replace the vehicles as resolved are £53,750.00.
- 5.2 The valuation of 2010 Ford Ranger and 2013 Nissan Navara by WeBuyAnyCar is just over £7,000.00 ex VAT in total.

- 5.3 Together with the funds available from selling the existing vehicles the total available funds are £60,750.00.
- 5.4 The offer from the official dealer for the two-brand new plug-in hybrid vans is £62,990 ex VAT.
- 5.5 An additional budget of £2,240 is required to complete the replacement of 2010 Ford Ranger and 2013 Nissan Navara with brand-new Ford Transit Custom PHEV vans.
- 5.6 The cost of two tow bars is £2,500 ex VAT which it is proposed comes from available budget in the current years Vehicle Maintenance and Repair budget (220 4200) which the Operations Manager uses to purchase items of equipment for vehicles.
- 5.7 Additional EV chargers could be bought from the 2025/26 vehicle maintenance revenue budget if a clear demand for additional chargers is identified.
- 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:	25 th MARCH 2025
Title:	DEPOT SECURITY
Author:	TOWN CLERK
Responsible Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To provide the committee with a recommendation from the Finance and Governance Committee that the Council consider the replacement of entrance doors at 12 Levellers Lane, which were damaged during a break-in with a more secure steel alternative rather than a 'like for like' replacement.

2. Recommendation from the Finance and Governance Committee

- 2.1 The Committee is asked to consider the following ~~recommendation~~recommendations from the Finance and Governance Committee;
- That the Council consider installing steel doors to improve security of the depot building, that more information is provided to the Council on the specifications and differences between the two quoted steel doors for decision by the Full Council. That the Operations Manager present reasonings for a preferred quote.
 - That additional costs required for these doors above the level of a 'like-for-like' UPVC option are allocated from the Council's General Reserve. That the purchase and installation is subject to signing a new lease for the building.

3. Background

- 3.1 The Council previously carried out several measures to improve security of the operational depot. These measures have had a positive impact.
- 3.2 Following a recent break-in the Council agreed to invest in CCTV at the Depot, with purchase and installation postponed until a new lease for the building is in place.
- 3.3 The renewal of the lease for the depot building with Huntingdonshire District Council is currently being processed and a proposed new lease will be brought to the committee as soon as it has been received.
- 3.4 During the break-in entrance doors to the building were damaged and require complete replacement. The Operations Manager has therefore sought quotes for a 'like-for-like' replacement and options for strong steel doors as an alternative.

AGENDA ITEM 5

ATTACHMENT 8

- 3.5 The Operations and Amenities Committee considered the following information and quotes and made a recommendation to the Finance and Governance Committee that the Council look to install steel doors at an additional cost so as to improve depot security.
- 3.6 The Finance and Governance Committee considered the recommendation and raised concerns over the cost differences between the two steel door options. The Committee has recommended that the Town Council consider and make a decision on a preferred option with more information available on the differences/comparison between the steel door options. This has been requested and will be reported to the meeting.

4. UPVC Quotations

- 4.1 Quotes received for the replacement of the entrance door with a Upvc option are provided below;

COMPANY A	
Type of Door	UPVC French Doors
Specifications	<ul style="list-style-type: none">• High Impact Virgin uPVC• Outerwall's 3mm in thickness• 70mm profile system• Heat welded construction fitted with stainless steel friction hinges• Locking push buttons to open handles• Heavy duty windows• High security shot-bolt locking system with night vent facility• Low line gaskets fitted• Fully reinforced• Police approved locking systems (ABI approved) <p>Includes removal and disposal of current door/material.</p>
Glazing	A rated 40:20:4 (28mm overall) Hermetically sealed double-glazed unit's with toughened safety glass (BS6262)
Guarantee	10 years. FENSA registered
Cost	£1,435 + VAT

COMPANY B	
Type of Door	UPVC French Doors
Specifications	<ul style="list-style-type: none">• Frame: Standard Chamfered• Hinge: Standard Chamfered• Bead: Bevel• Cil: Standard• Frame Joint: Welded• Sash Joint: Welded• Panel: Flat panel• Lock Cylinder: Euro cylinder nickel• Door Hinge: Flag Hinge• Cylinder 3 Star Level• High Security: Door security claw x1• Re-enforced frames
Glazing	A rated 40:20:4 (28mm overall) Hermetically sealed double-glazed unit's with toughened safety glass (BS6262)

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Guarantee	10 years
Cost	£3,284.16 + VAT

COMPANY C	
Type of Door	Composite Doors
Specifications	<ul style="list-style-type: none"> • BS6375 and kitemarked cylinders as standard • Police approved • Hinge edge of door has pvc edging • Hinge sits inside edge of door and is difficult for opportunists to access • Lock edge fitted with 4mm thick, powder-coated aluminum lock strip. • Lock sits flush inside door • Accredited Yale cylinder and platinum handle combination locking. • Most secure locking available for composite doors and locks. <p>Includes removal and disposal of current door/material.</p>
Glazing	Hermetically sealed double-glazed unit's with toughened safety glass (BS6262) Removable and easily replaceable in the event of damage
Guarantee	10 years 20 year anti-corrosion
Cost	£4,666.67 + VAT

5. Steel Alternative Quotations

5.1 Quotes received for the replacement of entrance doors with a steel alternative are provided below;

COMPANY A	
Type of Door	Steel
No quote submitted	

COMPANY B	
Type of Door	Steel
Specifications	<p>Ultra heavy-duty steel door and frontage</p> <p>Summary;</p> <ul style="list-style-type: none"> • Anti-vandal high security • Robust multi-point combat lock system • Internal reinforcements • No glass <p>Specification;</p> <ul style="list-style-type: none"> • Frame gauge: 2.0mm • Leaf gauge: 1.2mm • Door thickness: 70mm • Weight: ~ 100kg • Acoustic Rating: 38dB • U-Value: 1.99W/m2.K • Approx 1800 x 250 <p>Includes removal and disposal of current door/material.</p>
Guarantee	10 years

AGENDA ITEM 5**ATTACHMENT 8**

Cost	£5,231.63 + VAT
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COMPANY C	
Type of Door	Steel
Specifications	<p>SR2 rated steel doors which provide defense against opportunistic attacks.</p> <p>Summary;</p> <ul style="list-style-type: none"> • No glass • Zintec/galvanized steel for both the attack face and inner face door • Astragal locking side • Fitted with double hinges • Anti-leverage cover strip to closing edge of door strip • SR2 accreditation covers ensuring doors cannot be damaged with tools such as hand drills, hacksaws and claw hammers <p>Specifications;</p> <ul style="list-style-type: none"> • Frame Profile: approx. 110mm deep • Door leaf: 1.5mm Zintec, rustec or galvanized steel • Frame: 1.5mm Zintec, rustec or galvanized steel • Honeycomb or mineral wool core • High quality draught seals • Integral anti jimmy bar lip to prevent against attack with a crowbar • DDA compliant threshold • 6/12 stainless steel hinges • Protected by 9/18 hooked dog bolts per leaf <p>Hardware;</p> <ul style="list-style-type: none"> • Slashlock or deadlock • Panic escape • Access control system • Heavy duty tower bolts on passive leaf <p>Includes removal and disposal of current door/material.</p>
Guarantee	10 years
Cost	£8,208.33 + VAT

5.2 The Operations Manager has expressed a preference for Company C's steel door quote based on the heavy duty of the doors and the protection they will offer. More information on the comparison between Company B and Company C's specifications has been requested and an update will be provided at the meeting.

5.3 The doors have been used as an entrance point for break-ins on three occasions and strengthening them would help improve security of the building.

6. Financial Implications

6.1 The council can make an insurance claim for the repair and replacement of the entrance doors to cover a like for like UPVC option. Although the Council will need to spend funding from the Depot Maintenance budget (220-4100) creating an overspend this would be offset against income from the insurance claim. The quote and cost of a preferred supplier will need to be agreed with the insurer.

AGENDA ITEM 5

ATTACHMENT 8

6.2 The higher cost of installing a steel door alternative would not be covered by an insurance claim and the Council would need to agree expenditure from its general reserve to cover the additional costs of this option should it be the preferred approach.

6.3 At this stage it is not possible to advise the exact level of additional funding that would be required and if a steel alternative due to the need for confirmation on insurance payments. The amount stated in the recommendation is based up on approving Company C's quote and receiving the lower level of potential insurance funding.

7. Legal Powers

7.1 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.

Supporting Images



ST NEOTS TOWN COUNCIL

Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	25 MARCH 2025
Title:	NEIGHBOURHOOD PLANNING CONSULTANTS – STAGE 1

1. Purpose of the Report

- 1.1 To provide the Council with a recommendation from the Finance and Governance Committee on approving funding to engage a consultant on stage 1 work of the agreed review and renewal of the St Neots Neighbourhood Development Plan.
- 1.2 To seek a resolution on approving funding of £3,950 from General Reserves to progress stage 1 of the neighbourhood plan review.

2. Recommendation from the Finance and Governance Committee

- 2.1 That up to £3,950 in funding is allocated to appoint a preferred professional consultant to undertake stage 1 Neighbourhood Plan review work, which will include research, site visits, workshops, reporting and recommendations to set the scope, brief and focus of the review and renewed plan, including project timescales.

3. Background

- 3.1 The Town Council RESOLVED that St Neots Town Council prioritises the review and renewal of the current St Neots Neighbourhood Development Plan as one of its strategic priorities over the next 16 months.
- 3.2 It was RESOLVED that the Town Council establishes a Working Group to begin work on reviewing and renewing the St Neots Neighbourhood Development Plan.
- 3.3 An initial meeting of the working group was held, in which the group considered next steps and the scope of work for a professional consultant to progress stage 1 of the Neighbourhood Plan review. A proposal on funding stage 1 professional work was put to the Finance and Governance Committee from the Neighbourhood Development Plan Working Group. The Committee has made a recommendation to the Full Council based on the information set out in this report.

4. Information

- 4.1 The Town Clerk has engaged with other Council's who have recently undertaken the Neighbourhood Planning process as part of gathering recommendations on contractors and processes.
- 4.2 Based on discussions with potential contractors and Town Council's who have reviewed and renewed their Neighbourhood Plans the following initial stage of work is proposed.
 - Contractor to visit the town, with an accompanied site visit to understand how the town functions, important locations, pressures and key sites and infrastructure.

Desktop research and recommendations focusing on;

- a. the discussions of the Town Council to date on the local planning challenges and opportunities and what value it perceives the Neighbourhood Plan (SNNP) may have;
- b. a review of the adopted and emerging HDC Local Plans' policy provisions to identify opportunities for where the SNNP may add value through a combination of policy refinements and additions with a very specific local purpose; and
- c. a review of the current national planning policy situation (e.g. the Levelling Up & Regeneration Act 2023, the National Planning Policy Framework 2024 and English Devolution).

- Session with Working group and invited others (as seen necessary) to discuss the initial scope of the SNNP, informed by the work undertaken above.
- Presentation to be produced of relevant information based on the above to circulate to the Working Group in advance that will frame the structure of the session.
- Session, to focus on discussing how the town and its surroundings may change over the next 10 or so years with the build out of committed and potential future strategic sites and use these insights to build scenarios to test with stakeholders.
- Produce a report summarising the session discussion and making a series of recommendations for follow up technical and community engagement work and by the steering group with the aim of developing and testing those ideas
- Further meeting with the working group to present and discuss the report, making any final modifications as necessary.
- Confirmation of brief for the remainder of the project through to submission including timelines.

4.3 The approach set out above has been followed by a number of similar sized council's and enables the council to agree a sharp focus for the project to avoid wasting time and energy (and money) on work that will be of little or no value – larger towns with wider issues are especially prone to this.

5. Financial Implications

5.1 The Town Council noted that the total cost of engaging professional support to undertake a review and renewal based on likely costs for a significantly updated plan with new policies would be between £30,000-35,000.

5.2 All post submission responsibilities and costs fall to HDC as the Local Planning authority (exam and referendum). Professional consultants are usually retained by a Town Council to help them through the exam stage 2 days) and this cost is built into the £30,000-£35,000 estimate.

5.3 The Town Council is eligible for £18,000 in Locality Funding. Reducing the professional fees cost to the Council of an 'option 3' review and renewal to an estimated £12,000-£17,000. There will of course be an internal resource cost to the Council based on officer time and resource. This will be dependent on to what degree the Council reviews and updates the Plan.

5.4 To proposed cost of the stage 1 work for a suitably qualified contractor is £3,950. This forms part of that overall, £30,000 - £35,0000 figure.

5.5 An application for the £18,000 in grant funding can be submitted.

AGENDA ITEM 5

ATTACHMENT 9

- 5.6 The Town Council previously had a revenue budget of £20,000 for the Neighbourhood Plan review in the 2022/23 financial year. This budget was underspent at the end of the year and allocated to the General Reserve. A new revenue budget was not included in the 2023/24 budget.

ST NEOTS TOWN COUNCIL

Date:	25 th MARCH 2025
Title:	ST MARY'S, ST NEOTS CHURCH WALL
Author	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To update the Council with information on required repairs to the perimeter wall at St Mary's Parish Church in St Neots, for which the Town Council is responsible.
- 1.2 To provide the Council with the information on estimated duration of work and the cost to rebuild the perimeter wall at St Mary's Parish Church in St Neots, for which the Town Council is responsible.
- 1.3 To provide the Council with a recommendation from the Finance and Governance Committee on approving on funding to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

2. Recommendations from the Finance and Governance Committee

- 2.1 The Committee is asked to consider the following recommendation from the Finance and Governance Committee:

That the Council resolve to approve funding up to £250,000.00 (subject to the external grants funding availability) from General Reserve to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

3. Background

- 3.1 St Neots Town Council is responsible for the maintenance of closed church yards at St Mary's St Neots, St Mary's Eynesbury, and St Mary's Eaton Socon.

By virtue of s.215(2) of the 1972 Act, a Parochial Parish Council may at any time serve a written request on the local council to take over the maintenance of the churchyard. Subject to s. 215 (3) of the 1972 Act the council takes over the maintenance three months after service of the request. Following such a process previously St Neots Town Council has the responsibility for the maintenance and repair of the Churchyard.
- 3.2 As previously approved by the Committee and the Council, appointed Structural Engineer conducted the detailed survey and provided the full design and specifications for the rebuild of the wall.
- 3.3 Based on Structural Engineer's design and recommendation 5 specialist contractors were approached for estimating the cost of the work. Four contractors have already returned with their quotes which allow the officers to estimate the total budget required to rebuild the wall.
- 3.4 Operations and Amenities Committee considered the officers' report during the meeting held on February 11th, 2025 and resolved (OA-111-24-25):
 - a) that the Committee approve and recommend that the Council carry on with the required works to rebuild the perimeter wall at St Mary's Parish Church in St Neots as designed and specified by Structural Engineer.

- b) that the Committee delegates officers to seek all relevant permissions from LPA, Highways and Diocese.
- c) that the Committee delegates officers to look for any appropriate external grant funding and cost saving for the project prior to progressing the matter to the Finance and Governance Committee for consideration of funding.
- d) that the Committee recommend to the Finance and Governance Committee that the Council approve in the funding up to £250,000.00 (subject to the external grants funding availability) from General Reserve to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

3.5 Finance and Governance Committee considered the officers' report and the recommendations from the Operations and Amenities Committee during the meeting held on March 18th, 2025 and resolved:

- a) that the Committee approve and recommend that the Council resolve to approve funding up to £250,000.00 (subject to the external grants funding availability) from General Reserve to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

4. Information Supporting Recommendations

- 4.1 The estimated duration of the works to rebuild the church wall is 4-6 months, subject to appropriate weather conditions.
- 4.2 The most severe risk negatively affecting the duration of work and the cost is related to the proximity of the graves to the area of works.
- 4.3 In case of any human remains found the works are to be stopped at the area and continued only after full examination of the remains and removal to the new burial place.
- 4.4 All the ground works are to be done with extra care. The contractors were asked to consider in their quotes:
 - Large amount of hand digging
 - Using a toothless buckets for digger
 - Long pauses in work or necessity to move to another section of the wall and reset the siteAll this negatively affected the cost of works.
- 4.5 There is a risk of many unmarked services running next to the wall or crossing it. Detailed and multiple CAT-scanning is to be carried out during the work. Also, additional labourer required to watch the digger operations all the time.
- 4.6 Due to the recommendation and requirement of using the native materials above the ground, such as lime mortar, the brickwork can be done only in a good dry weather conditions with temperature above 5°. In order to complete the works in 2025 the project is to be started in June 2025 the latest or/and split between two contractors.
- 4.7 Officers are currently looking for external grant opportunities to fund the cost of the required works partly or in full. A few pre-applications have been already submitted to verify whether the project is suitable for funding.
However, due to the nature of the subject (churchyard boundary wall) the opportunities for external funding are considered to be very limited and unlikely.

4.8 The Council should consider the full cost to be covered by the Council as a realistic scenario.

4.9 Further negotiations with contractors to take place in order to reduce cost.

5. Financial Implications

5.1 Five contractors were approached to quote for the work as designed by Structural Engineer, except the bricks and coping stones for the above the ground brickwork.

5.2 Four contractors have already returned their appropriate quotes. The received quotes allow to estimate the construction cost and start the approval process as well as looking for external sources of funding.

5.3 The cost estimate based on the highest quote is up to £250,000.00 in worst case scenario including the extra contingency to added in the quotes by contractors.

5.4 Comparison of the quotes for St Mary's Parish Church wall rebuild (ex VAT)

company	Job	Company 1	Company 2	Company 3	Company 4
Job1	wall 1-2	£40,850.00	£44,600.00	£37,000.00	£36,220.00
Job2	wall 3	£28,650.00	£29,800.00	£26,000.00	£27,130.00
Job3	wall 4-5	£61,250.00	£62,250.00	£56,000.00	£52,890.00
Job4	wall 6	£35,000.00	£35,650.00	£36,000.00	£33,140.00
Tree removals		TBC	£1,400.00	incl.	£1,500.00
total work + materials		£165,750.00	£173,700.00	£155,000.00	£150,880.00
<i>less finish bricks and York stone copings</i>					
allowance for bricks		£50,000.00	£50,000.00	£50,000.00	£50,000.00
25000 £2 per brick					
allowance for copings		£2,500.00	£2,500.00	£2,500.00	£2,500.00
contingency		£20,000.00	£20,000.00	£20,000.00	£20,000.00
total cost estimate		£238,250.00	£246,200.00	£227,500.00	£223,380.00
<i>plus trees</i>					

5.5 Opportunities to reduce the cost:

- Using external Grants for partial or full funding
- Further negotiations with contractors to lower costs
- Optimisation/control of all materials supply (directly purchase all materials)

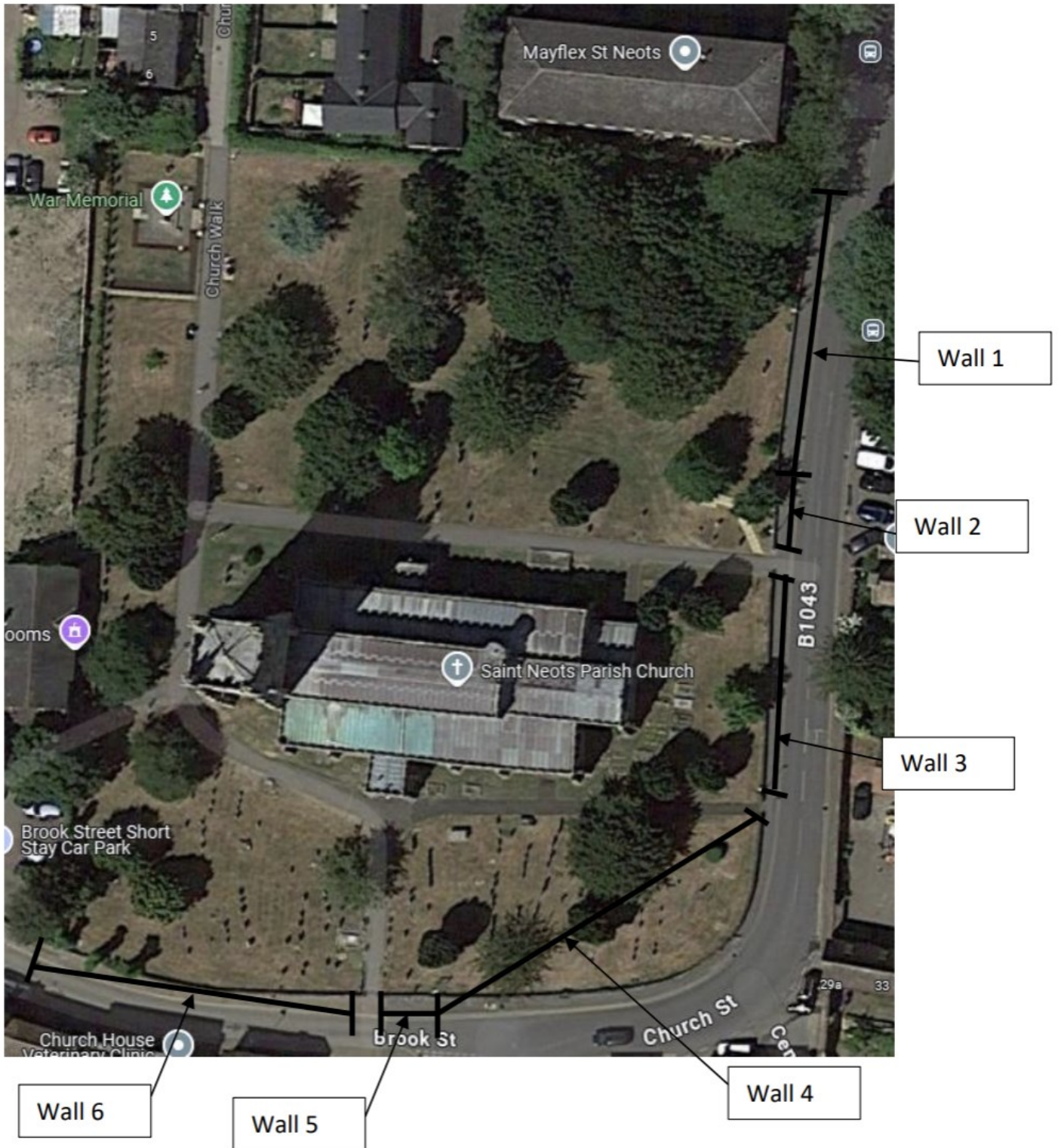
6. References and Legal Powers

6.1 NALC Legal Topic Note 65: Closed Churchyards and Disused Burial Grounds (APPENDIX A)

6.2 s.215 of the Local Government Act 1972 “the 1972 Act”

7. Supporting Images





ST NEOTS TOWN COUNCIL

Date: 25th MARCH 2025

Title: UNSPENT BUDGET EXPENDITURE 31st MARCH 2025

Contact Officer: TOWN CLERK

1. Purpose of the Report

1.1 To seek approval from the Committee on approving unspent budget at 31st March 2025 to earmarked reserves.

2. Recommendation from the Finance and Governance Committee

2.1 That the committee recommend unspent budget at the 31st March 2025 in the following budget codes is transferred to earmarked reserves for future use;

Cost Centre	Budget Code	Budget Heading
105	4146	Equipment and Furniture (office)
105	4365	Carbon Neutral Budget
201	4116	War Memorials
210	4100	Play Repair and Maintenance
210	4107	Tree Maintenance
230	4118	Gatelodge Expenses
230	4127	Ex-Servicemen's Club
230	4119	The Cage / Lock up
301	4105	Bus Shelters
301	4123	Highways Improvements

3. Background

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

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

4. Information

- 4.1 The table below shows the recommended budgets to be earmarked on the 31st March 2025. At this stage it is not possible to detail the amounts to be earmarked at the end of the financial year and Members are asked to approve earmarking any balance in the budget code as at 31st March 2025. The current remaining budget balances as of 31/1/25 have been provided to aid Members. These figures are subject to change. The level of current EMR has taken into account any recent decisions to release funding for expenditure.
- 4.2 Please note that this figure is subject to change and is intended as a guide for Members on expected underspend.

Cost Centre	Budget Code	Budget Heading	Remaining at 31/1/25	Purpose	Current EMR Level
105	4146	Equipment and Furniture	£1,148	To build a reserve towards new office equipment and furniture that will be required when the Council office moves back to the redeveloped Priory Centre in 2026.	£3,805
105	4365	Carbon Neutral Budget	£871	To build a reserve for carbon neutral projects and work which will help the Council reach its net-zero ambitions. Cost of EPC surveys due to come through.	£21,887
201	4116	War Memorials	£500	To re-build a reserve for the maintenance and repair of War Memorials. A recent large expenditure of £6,190 has been agreed from the existing EMR, which will reduce the amount available for future work.	£1,517
210	4100	Play Repair and Maintenance	£8,859	To allocate any underspend in play area repair and maintenance to the 'Play Areas' EMR to continue to build a reserve for investment in new or replacement play provision.	£40,780
210	4107	Tree Maintenance	£4,664	To build a reserve to manage the Council's growing tree stock and to ensure funds are available to meet recommended works that arise from 5-year inspections of all trees. Members should note that tree works can be costly and the Council should ensure it has sufficient funds to manage its stock.	£26,739
230	4118	Gatelodge Expenses	£1,003	Budget allowed for costs that may arise in landlords' duty to maintain property. Suggested any underspend is allocated to the Council's Community Building EMR to help build funds to help manage and maintain the Council's community buildings.	£163,347

AGENDA ITEM 5**ATTACHMENT 11**

230	4127	Ex-Servicemen's Club	£1,200	Budget allowed for costs that may arise in landlords' duty to maintain property. Suggested any underspend is allocated to the Council's Community Building EMR to help build funds to help manage and maintain the Council's community buildings.	£163,347
230	4119	The Cage / Lock up	£500	Planned maintenance works to be undertaken to upkeep and repair the building which are unlikely to be completed by the end of the financial year. Due to age and historic nature of building it is anticipated costs will use up EMR.	£2,000
301	4123	Highways Improvements	£39,755	To build an EMR for costs arising from any successful LHI and PFHI applications the Council may make. Invoicing for schemes approved and underway at Crosshall Road, Duloe Road, Luke Street and surrounding areas, Town Centre dropped curbing and MVAS units will be agreed/due in the next F/Y.	£98,009

**NEIGHBOURHOOD PLAN WORKING GROUP
TERMS OF REFERENCE**

MEMBERSHIP: Minimum of 5 Members

Reports to: Full Council

Meeting Frequency: As Required

1. Purpose

- 1.1 The Neighbourhood Development Plan (NDP) Review and Renewal Working Group (the "Working Group") is established by St Neots Town Council to oversee the review and update of the existing Neighbourhood Development Plan. The purpose of this process is to ensure that the NDP remains relevant, reflects current community needs, aligns with national and local planning policies, and continues to support sustainable development within the town.
- 1.2 The Town Council has conveyed the review and update of the Neighbourhood Plan to the Working Group, however financial and process decisions will continue to be overseen by the Town Council, via recommendations made by the Working Group and taken forward by liaison Councillors to the Full Council meeting for approval. The Working Group will be involved in all aspects of the development of the Neighbourhood Plan.

2. Objectives

- To assess the effectiveness of the current NDP and identify areas requiring revision.
- To work with the appointed consultant to establish and recommend project timelines and milestones.
- To work with the appointed consultant to bring forward the review and renewal of the NDP.
- To liaise with the local planning authority, consultants, and relevant bodies as necessary.
- To engage with the local community and stakeholders to gather feedback and input.
- To ensure compliance with relevant legislation and planning frameworks.
- To prepare a revised draft of the NDP for consultation and submission.

3. Membership

- 3.1 The Working Group shall consist of a minimum of 5 elected Town Councillors.

- 3.2 The Working Group will include Council officers appointed by the Town Clerk.
- 3.3 The Working Group may co-opt additional members with specialist knowledge where required.
- 3.4 The Working Group will elect a Chair from among the Working Group members.
- 3.5 Members shall serve until the completion of the review process or until the Town Council decides otherwise.

4. Roles and Responsibilities

4.1 The members of the Working Group will:

- a) promote the process of preparing the Neighbourhood Plan;
- b) be encouraged to participate and provide their views and opinions on the specific topics which are covered in the preparation of the plan;
- c) arrange meetings and appoint sub-groups as required to gather views, information and consult on the emerging policies which are considered appropriate for incorporation into the emerging plan;
- d) assess existing evidence about the need and aspirations of the town;
- e) liaise with relevant organisations to secure their input into the process;
- f) develop guiding principles and policies to guide the Neighbourhood Plan;
- g) appoint professional planning and other relevant expertise that may be required during the development of the plan to ensure conformity to national and local policy and that the plan will be sound and robust to stand independent examination.
- h) inform the Town Council of progress on a regular basis; and
- i) support the Local Planning Authorities and the Town Council during the referendum process, should this be required.

4.2 The Town Council will:

- a) Support the preparation of the Neighbourhood Plan providing sufficient assistance and financial resources to ensure that the plan is prepared expeditiously, providing that the overall expenditure falls within the budget allocated by the council.
- b) Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- c) Carry out all statutory duties contained in the Neighbourhood Planning (General) Regulations 2012 and engage with Huntingdonshire District Council during the referendum process of the plan (if required) for which the principal authorities are responsible;
- d) following the preparation of the draft plan and with the agreement of the Town Council, submit the plan to the Local Planning Authority for inspection and independent examination.

4.3 **All members of the working group will:**

- a) Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation; ownership of an interest in land (directly or indirectly), or a business; or indeed any other matters likely to be relevant to the work undertaken by the Working Group.
- b) Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in the town and to those wishing to undertake development or be involved in the plan making process.
- c) Work together for the benefit of the communities established in the town.
- d) Treat other members of the group with respect and dignity, allowing members to express their views without prejudice and interruption.
- e) Any decisions taken by the Working Group, other than those delegated to appointed officers or consultants will be carried forward if the majority are in favour at any given meeting.

4.4 **The Working Group Chairperson will:**

- a) The working group shall elect a Chairperson and Deputy Chairperson from their number.
- b) If the Chairperson is not present, the Deputy Chairperson shall take the meeting. If neither is present, the members shall elect a Chairperson for the meeting amongst their number.
- c) Chairperson and Deputy Chairperson shall be elected for the duration of the project. If one or both resign during that period, then a further vote will be undertaken, to elect a new Chairperson and/or Deputy Chairperson.
- d) Lead meetings, work with officers to ensure progress, and report on progress to the Town Council.

5. **Meetings and Decision-Making**

5.1 Meetings shall be held required.

5.2 Decisions shall be made by majority vote and in line with the Council's Standing Orders. In the event of a tie, the Chair shall have the casting vote.

6. **Governance and Reporting**

6.1 The Working Group operates as an advisory body and has no delegated decision-making authority.

- 6.2 Regular progress reports shall be presented to the Town Council.
- 6.3 The final draft of the revised NDP shall be submitted to and approved by the Town Council for approval before formal public consultation and submission.

7. Financial Management

- 7.1 The Working Group shall not have independent financial powers.
- 7.2 Any expenditure must be pre-approved by the Town Council.
- 7.3 Grant funding and budgetary matters shall be managed by the Town Clerk in accordance with council financial regulations.

8. Community Engagement and Consultation

- 8.1 The Working Group shall develop and implement a consultation strategy to gather community input.
- 8.2 Public meetings, surveys, and other engagement methods shall be used to ensure inclusivity.
- 8.3 Stakeholder feedback shall be documented and considered in the revised NDP.

9. Review of Terms of Reference

- 9.1 These Terms of Reference shall be reviewed every 6 months throughout the project and may be amended by resolution of the Town Council as necessary.

ST NEOTS TOWN COUNCIL

Date:	25 th MARCH 2025
Title:	PRIORY CENTRE BUILDING DEVELOPMENT GROUP
Contact Officer:	TOWN CLERK

1. Purpose of the Report

- 1.1 To reaffirm the continuation and membership of the Priory Centre Building Development Group as an internal Town Council mechanism to work with officers on progressing the Priory Centre redevelopment, including operational decisions and recommendations.

2. Recommendation from Finance & Governance Committee

- 2.1 To ensure continuity and effective management of the redevelopment project, it is recommended that the Town Council:
- a) **Confirm the continuation of the Building Development Group** as an internal Town Council working group.
 - b) **Confirm the membership** of the Building Development Group, comprising Town Councillors and officers.
 - c) **Agree that the Project Development Manager (PDM) will facilitate the Building Development Group** as part of overall project management of the Priory Centre Redevelopment on the Town Council's part of the Project and the different areas that includes.

3. Background

- 3.1 In June 2023 the Council appointed five Councillors, along with the Mayor who were to form part of a Building Development Group established by Huntingdonshire District Council to support, inform and act as representatives of the Council for the design and planning of the redeveloped Priory Centre.
- 3.2 The BDG consisted of Members of both the Huntingdonshire District Council (HDC), the Town Council and the appointed architects for the project. The architects/HDC, called and ran the meetings to inform or seek feedback from those in attendance.
- 3.3 Planning approval, committed funding, and an agreed lease terms are in place, and physical works will be commencing on-site. The BDG will still be required to act as an engagement body on things such as internal design, however given the now greater involvement of Town Council officers with contractors and the focus that needs to be put in future operations and marketing officers would like to re-confirm the continuation of a Building Development Group as an internal working group of the Town Council to support and work with officers during the build and making and recommendations to the Council on marketing and operational decisions.
- 3.4 Current Members appointed to the BDG are;
- Cllrs Bolanz, Chapman, Goodman, Hitchin, Simonis, Pitt (previously HDC role) Mayor

4. Information Supporting the Recommendations

- 4.1 Similar to the Working Group agreed for the Oast Building Project, Town Council officers propose transitioning the BDG into an internal working group made up of Town Councillors and officers. This group will focus on supporting work, decisions, and recommendations throughout the building process, particularly concerning internal design and operational matters. Additionally, the BDG will serve as a liaison with appointed marketing professionals to ensure effective integration of different project strands.
- 4.2 The continuation of the BDG in an internal capacity will provide a structured approach to decision-making and operational oversight during the Priory Centre redevelopment. Formal confirmation and reaffirmation of its membership will ensure clarity of roles and responsibilities as the project progresses.
- 4.3 The BDG will be facilitated and called by the Project Delivery Manager, who acts as the key professional contact for the Town Council between the different parties involved Council.
- 4.4 The BDG will:
- Provide oversight and support on the Priory Centre redevelopment Project.
 - Act as a liaison and communication between the Full Council and appointed contractors, including marketing contractor.
 - Act as a conduit for communication between the Council and project stakeholders.
 - Consider and make recommendations to the Full Council on any matters around the development of the building, its operation, business decisions and marketing.
 - Support the successful delivery of the Priory Centre redevelopment by considering and addressing arising issues or matters for recommendation collaboratively.

ST NEOTS TOWN COUNCIL

Date:	25 th MARCH 2025
Title:	PRIORY CENTRE REDEVELOPMENT
Author	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER, TOWN CLERK

1. Purpose of the Report

- 1.1 To provide the Town Council with update on the Priory Centre redevelopment project and new lease agreement negotiations/progress.

2. Recommendations

- 2.1 That the Council note the information from the officers on Priory Centre redevelopment project progress and new lease agreement negotiations.

3. Background

- 3.1 The Town Council previously resolved to commit funding of up to £1,950,000.00 from CIL reserves as its contribution towards the construction costs for the redevelopment of the Priory Centre (Full Council Meeting 25/02/2025)
- 3.2 At a meeting of the Town Council on 28th January 2025 Heads of Terms with Huntingdonshire District Council (HDC) for a single 90-year lease for the redeveloped Priory Centre building and Town Council Offices were agreed and resolved. The terms of the lease do not include break clauses, giving the Council a long-term assurance and confidence on the future use of the building as a community facility and protecting its investment in the venue.
- 3.3 Huntingdonshire District Council project team, Principal Designer (AOC) and Construction Contract Consultant (MEA) were informed about the Council resolution immediately after the Council Meeting on 25th February 2025 in order to proceed with contractual works and preparation for the beginning of construction works.

4. Information Supporting Recommendations**4.1. Redevelopment Project status update from Project Delivery Manager:****4.1.1. Since previous Council Meeting on 25th of February 2025:**

- a) The draft Letter of Intent was issued shortly after the Council meeting, allowing the contractor, SEH French, to begin necessary preparations for site establishment and the commencement of construction works.
- b) The formal Letter of Intent was issued on 17th March 2025, and a pre-contract meeting is planned for the week commencing 31st March 2025.

- c) SEH French is currently preparing for the start of construction by arranging a series of meetings with subcontractors and other stakeholders:
 - Meeting with St Neots Library and CCC officers:
 - 1) A site plan has been agreed upon.
 - 2) A portable welfare unit will be located in front of the Priory Centre (between the Priory Centre and Oast Building/Library Courtyard), leaving most of the courtyard available for library users.
 - Meetings with subcontractors, including scaffolding and groundworks teams.
 - On-site meeting for subcontractor pre-order coordination.
 - Brick Sample Panel Construction, scheduled for the week commencing 24th March 2025.
- d) The Oast Building will not be used as a welfare unit during the construction phase.
- e) The designer, AOC, is working on discharging pre-construction planning conditions. The EA licence is the only remaining condition required for the actual start of construction. The anticipated termination date for this condition is 24th March 2025.
- f) Although full-scale construction has not yet begun, the contractor and subcontractors have been on-site several times a week for discussions, investigations, and planning works, ensuring everything is in place for the construction start in April 2025.

4.1.2. The planned start date for construction site establishment is in early April 2024 with the sample brick panels to be built 24-25.03.2025.

4.2. New Lease Agreement status update from Town Clerk:

4.2.1 The Town Council previously resolved to approve Heads of Terms for a new 90-year lease for the redeveloped Priory Centre. Following the Council's resolution the Town Clerk engaged solicitors to undertake the required legal work with HDC, the basis of which is as follows:

1. **Due Diligence.** Due diligence on the title, checking for restrictions or historical matters.
2. **Agreement for Lease**
3. **Lease.** Fresh Lease on new terms. Reporting, terms and negotiation.
4. **Deeds of Surrender.** Deeds of surrender of the existing leases to be annexed to the Agreement for Lease.
5. **Post-exchange matters.** After exchange of the Agreement for Lease, the Council will carry out their works and then on completion of these the parties will enter into the new Lease.

4.2.2 Due diligence work was completed and work between the two council's solicitors has progressed well with regards to the agreement for lease, draft lease and agreement for surrender. Negotiations between solicitors is ongoing, with some discussion and negotiation ongoing around specific clauses in the lease. The Town Clerk will continue to work with the solicitor to ensure the Council is in a good position to surrender leases and sign agreements to lease as resolved.

5. Financial Implications

There are no financial implications arising from the information in this report. There are solicitor costs associated with the lease work which will be funded from the Council's professional fees budget.

6. References and 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:	25 th MARCH 2024
Title:	ANNUAL COUNCIL MEETING & ANNUAL TOWN MEETING
Contact Officer:	TOWN CLERK

1. Purpose of the Report

- 1.1 To seek approval from the Council on holding the Annual Council Meeting (ACM) for St Neots Town Council on Tuesday 20th May 2025 following the Annual Town Meeting (ATM) to be held the same evening. That the ACM on the 20th May 2025 will open with the nominating and electing of the Chairperson and Deputy Chairpersons of the Council, which is a statutory requirement, and that all other business usually considered at the ACM is deferred to the scheduled meeting of the Full Council to be held on Tuesday 27th May 2025.

2. Recommendation

- 2.1 That the Council approves that the Annual Council Meeting of St Neots Town Council is held on Tuesday 20th May 2025 at 7:30pm at a venue to be confirmed following the Annual Town Meeting held that same evening at the same venue.
- 2.2 That non-statutory business usually dealt with at the Annual Council Meeting as set out in the Council's Standing Orders is deferred to the Full Council meeting to be held on 27th May 2025, with the exception of the nomination and election of the Council Chairperson (Mayor) and Deputy Chairperson which must be the first item of business at the Annual Council Meeting.
- 2.3 That should a suitable sized venue able to hold the set up for both the Annual Town Meeting and Annual Council Meeting not be secured then the Annual Council meeting will instead take place on 27th May 2025 at the usual time of a Full Council meeting.

3. Background

- 3.1 The following report refers to the Annual Council Meeting (ACM) and the Annual Town Meeting (ATM). It is important to understand the differences between the two meetings when considering the report.

Annual Council Meeting	<p>The Annual Council Meeting is a statutory meeting of the Town Council to which all Councillors are summoned for the purpose of dealing with Town Council business.</p> <p>The Town Council must hold its Annual Meeting in May and the first business of the meeting is the election of the new chairperson for the following council year. Apart from the election of the Chairperson, and any deputy Chairperson to the Council, the annual meeting is not subject to any other statutory requirements.</p> <p>However, as per Standing Orders the meeting is usually also used to appoint committees, membership and chairpersons of those committees, appoint outside body representatives and review key Council documents.</p>
Annual Town Meeting	The Annual Town Meeting is an open meeting for all residents of St Neots.

	<p>Whilst it is organised by the Town Council, the Annual Town Meeting is not a council meeting. The law says the meeting must be held between 1st March and 1st June and St Neots Town Council usually holds its in May before the change in Council appointees takes place at the Annual Council Meeting in May.</p> <p>As the meeting is not a council meeting, Members are not summoned to attend, nor are they required to do so. Councillors attending have no more standing than other electors of St Neots.</p> <p>The meeting is chaired by the Mayor of St Neots and includes a report from the Mayor on Council activities. The meeting is an open forum giving residents an opportunity to raise issues they feel are important to the town. This could be:</p> <ul style="list-style-type: none"> • Suggesting ideas for relevant authorities to investigate • Raising concerns about planned activities in the town • Asking questions to the relevant authorities at the meeting • Discussing general issues affecting the town
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- 3.2 As mentioned above, legislation states that in a year where there are no council elections the annual meeting of the council must be held in May. In England, in addition to this annual meeting there must be a minimum of three meetings of the full council every year.
- 3.3 The first business of the annual meeting of the council must be the election of the new Chairperson of the Council. The present Chairperson of the Council must preside at the meeting until their successor is elected. The present Chairpersons obligations include opening the meeting and receiving nominations for and declaring the result of the election of the new Chairperson.
- 3.4 Apart from the election of a chairperson and any deputy Chairperson to the Council, the annual meeting of the council is not subject to any other statutory requirements.
- 3.5 In 2023 and 2024 the Council held its annual council meeting and the election of the chairperson and deputy chairperson on the same evening and following the Annual Town Meeting. All other business, such as appointing committees, committee chairpersons and representatives on outside bodies, was deferred to a Full Council meeting at the end of May.
- 3.6 Concerns were raised by Members following the 2024 meeting regarding the set up of the Annual Council Meeting, particularly the layout of meeting tables and the difficulties that caused for Member interaction and hearing of the meeting. If both meetings are held on the same evening the layout of the Council meeting will need to be set up to ensure it is practical, comfortable and conducive to the meeting process.

4. Annual Council Meeting

- 4.1 It is suggested that, similar to last year, the ACM is held on the same evening as the ATM, which is proposed to take place on Tuesday 20th May 2025. The purpose of holding the ACM on this night would be to receive nominations and elect the new Chairperson of the Council, with other business deferred to the Full Council meeting to be held on 27th May 2025.
- 4.2 Holding the ACM on the same evening as the ATM has the benefit of providing further activity of interest for residents attending the ATM, potentially increasing public attendance and interest in both meetings.

- 4.3 The present Mayor would open the ATM, present a summary report of Council activity over the year, open the meeting for public questions and present cheques to charities. Following the ATM, the ACM could be called allowing the election of the Chairperson with the process viewed by those public present.

5. Annual Town Meeting Format

- 5.1 There is no statutory requirement for the format of how an Annual Town Meeting (ATM) should be held or run. As mentioned, the meeting is not a Town Council meeting and should provide a forum for residents to hear more about matters of importance and activities taking place in St Neots, along with the opportunity to raise questions or discuss these matters.
- 5.2 Council's, who are predominately responsible for arranging the ATM have adopted a number of different approaches to ATMs, these include the reading of reports and opportunity for questions, round table discussions on several different topics of importance to the town, panel discussions, or in some case roadshow approaches of bringing together numerous groups/organisations in one room to provide information on services, activities and projects to residents attending.
- 5.3 The ATM will be structured as follows;
- Welcome and opening of the meeting by the Mayor.
 - Approval of minutes from the last ATM.
 - Mayors report to those present.
 - Public questions and engagement.
 - Presentation of Cheques

6. Venue

- 6.1 For both meetings to work on the same evening there needs to be a meeting venue with suitable space to allow for a Council and town meeting set up, reducing the turnaround set up needed between the two meetings.
- 6.2 The redevelopment of the Priory Centre and a busy booking schedule of the Eatons Centre means neither venue is available. Other venues have been contacted for a booking and a location will be confirmed this month.

7. Financial Implications

- 7.1 There are no financial implications to the recommendations set out within the report which are outside delegated budgets. There will be cost associated to the Annual Town Meeting which will be accommodated from the Council's meetings budget.

8. Legal Powers

- 8.1 Local Government Act 1972, s.106 and sch.12
Local Government Act 1972, Part III

CALENDAR OF COUNCIL MEETINGS – May 2025 to April 2026

Meetings of the Council are usually held in the Eatons Centre.

MAY 2025			NOVEMBER 2025	
Tue 6 th	6:15pm – Environment & Emergency Committee 7:15pm – Operations and Amenities Committee		Tue 4 th	6:15pm – Environment and Emergency Committee 7:15pm – Promotions & Events Committee
Tue 13 th	6:15pm – Planning Committee 7:15pm Finance and Governance Committee		Tue 11 th	6:15pm - Planning Committee 7:15pm - Operations and Amenities Committee
Tue 20 th	Annual Town Meeting Annual Town Council Meeting		Tue 18 th	6:15pm – Personnel 7:15pm Finance and Governance Committee
Tue 27 th	6:15pm Planning Committee 7:15pm – Town Council		Tues 25 th	6:15pm - Planning Committee 7:15pm Town Council Meeting
JUNE 2025			DECEMBER 2025	
Tue 3 rd	6:15pm - Personnel Committee 7:15pm - Promotions & Events Committee		Tue 2 nd	6:15pm - Planning Committee 7:15pm - Operations and Amenities Committee
Tue 10 th	6:15pm - Planning Committee 7:15pm – Operations and Amenities Committee		Tue 9 th	6:15pm – Grants Sub Committee 7:15pm Finance and Governance Committee
Tue 17 th	6:15pm – Grants Sub Committee 7:15pm Finance and Governance Committee		Tues 16 th	6:15pm - Planning Committee 7:15pm Town Council Meeting
Tue 24 th	6:15pm - Planning Committee 7:15pm – Town Council Meeting		Tue 23 rd	NO MEETINGS
			Tue 30 th	NO MEETINGS
JULY 2025			JANUARY 2026	
Tue 1 st	6:15pm - Environment and Emergency Committee		Tue 6 th	
Tue 8 th	6:15pm - Planning Committee 7:15pm Operations and Amenities Committee		Tue 13 th	6:15pm - Planning Committee 7:15pm - Operations and Amenities Committee
Tue 15 th	7:15pm Finance and Governance Committee		Tue 20 th	7:15pm Finance and Governance Committee
Tues 22 nd	6:15pm - Planning Committee 7:15pm Town Council Meeting		Tue 27 th	6:15pm - Planning Committee 7:15pm Town Council Meeting
Tues 29 th	NO MEETINGS		FEBRUARY 2026	
AUGUST 2025			Tue 3 rd	6:15pm - Environment and Emergency Committee 7:15pm – Promotions & Events Committee
Tues 12 th	6:15pm - Planning Committee		Tue 10 th	6:15pm - Planning Committee 7:15pm - Operations and Amenities Committee
			Tue 17 th	6:15pm – Grants Sub Committee 7:15pm Finance and Governance Committee
SEPTEMBER 2025			Tue 24 th	6:15pm - Planning Committee 7:15pm Town Council Meeting
Tue 2 nd	6:15pm – Environment and Emergency Committee 7:15pm – Promotions & Events Committee		MARCH 2026	
Tue 9 th	6:15pm - Planning Committee 7:15pm - Operations and Amenities Committee		Tues 3 rd	
Tue 16 th	6:15pm – Grants Sub Committee 7:15pm Finance and Governance Committee		Tues 10 th	6:15pm - Planning Committee 7:15pm - Operations and Amenities Committee
Tue 23 rd	6:15pm – Personnel Committee		Tues 17 th	6:15pm – Personnel
Tue 30 th	6:15pm - Planning Committee 7:15pm Town Council Meeting		Tues 24 th	6:15pm - Planning Committee 7:15pm Finance and Governance Committee
OCTOBER 2025			Tues 31 st	7:15pm Town Council Meeting
Tue 7 th			APRIL 2026	
Tue 14 th	6:15pm - Planning Committee 7:15pm - Operations and Amenities Committee		Tue 7 th	6:15pm - Planning Committee 7:15pm – Promotions & Events Committee
Tue 21 st	7:15pm Finance and Governance Committee		Tue 14 th	6:15pm - Environment and Emergency Committee 7:15pm - Operations and Amenities Committee
Tue 28 th	6:15pm - Planning Committee 7:15pm Town Council Meeting		Tue 21 st	6:15pm – Grants Sub Committee 7:15pm Finance and Governance Committee
			Tue 28 th	6:15pm - Planning Committee 7:15pm Town Council Meeting

ST NEOTS TOWN COUNCIL

Date:	25 th MARCH 2025
Title:	FULL COUNCIL PROJECT STATUS OVERVIEW
Author	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

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

2. Recommendation

- 2.1 That the Council note the information provided.

3. Background

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

4. Information Supporting Recommendations

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

5. Financial Implications

There are no financial implications arising from the information in this report.

6. Supporting Documents

Appendix A – Projects Status Update

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Appendix A – Projects Status Update (19.03.2025)

Key*

Not Started
On Track
At Risk
Overdue
Completed

*Note: Project status shown as on the day of report issue

Project name	MUSEUM BUILDING (ONGOING)			
Project Manager (lead by)	PDM	Completion	planned	actual
			Nov 2024 (Feb 2024 with additional works)	Mar 2025 Ongoing with added works to scope
Project Sponsor (Client)	SNTC	Budget	planned	actual
			£19,490.00	£29,788.32
Project Partners	St Neots Museum	Source of Funds	£10,000.00 - Museum maintenance budget £19,788.32 - EMR for Community Buildings	
Project Description / Outcomes / Summary		Project Milestones	Planned completion	Status or anticipated completion
Final cost increase happened because of additional works and damage discovered: to cover the materials and labour. Major roof works complete. Partial A/C replacement in progress Delays: weather, additional works and contractor availability and A/C works/reinstallation due to breaking. More work added to original scope (A/C replacement)		1. Programme and Budget, Phasing	Sept 2024	Complete
		2. Appoint the contractor(s)	Sept 2024	Complete
		3. Funding approval	Sept 2024	Complete
		4. Start of work within the delegated budget	Sept 2024	Complete
		5. Funding approval for additional works	Feb 2024	Complete
		6. Completion of roof works	Feb 2025	Complete
		7. Snagging and Handover (roof works)	Feb 2025	Overdue
		8. Funding approval for A/C replacement	Feb 2025	Complete

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	9. A/C replacement (3 units)	Mar 2025	Mar 2025
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Project name	ST NEOTS TOWN COUNCIL WEBSITE (ONGOING)				
Project Manager (lead by)	E&C Officer, PDM	Completion	planned	Actual /Anticipated	
			March 2025	02.04.2025	
Project Sponsor (Client)	SNTC	Budget	planned	actual	
			£4,000.00	£2,498.00 (production and year 1) £599 (annually from year 2)	
Project Partners	n/a	Source of Funds	EMR		
Project Description / Outcomes / Summary		Project Milestones		Planned completion	Status or anticipated completion
stneots-tc.gov.uk Fully new website with updated structure and functionality. Compliant with governmental accessibility standard WCAG 2.2 AA. Appointed contractor - Aubergine. They provide special framework for Town and Parish council websites. Delay: the amount of new content and availability of the officers		1. Project Initiation (incl. requirements) and surveys		Nov 2024	Complete
		2. Appointing contractor		Dec 2024	Complete
		3. Site Mapping		Jan 2025	Complete
		4. Design and Coding		Feb 2025	Complete
		5. Content		March 2025	Ongoing
		6. Testing		March 2025	TBC
		7. Launch		18.03.2025	02.04.2025

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Project name	ST NEOTS PARISH CHURCH WALL			
Project Manager (lead by)	PDM	Completion	planned	Actual /Anticipated
			June 2025	November 2025
Project Sponsor (Client)	SNTC	Budget	planned	actual
			£250,000.00	
Project Partners	St Neots Church	Source of Funds	TBC	
Project Description / Outcomes / Summary		Project Milestones	Planned completion	Status or anticipated completion
<p>The current wall is heavily degraded to an extent that repair is not possible.</p> <p>Project scope:</p> <ul style="list-style-type: none"> - Demolition of existing wall - New concrete foundations - Dense masonry below ground, DPC above ground and weep holes - New brickwork (wall fully rebuilt) <p>The wall in its current state is considered to be a hazard due to the proximity to the pavement and highways</p>		1. Project initiation (survey, quotes, budgeting)	Jan 2025	Complete
		2. Funding approval	March 2025	March 2025
		3. Sourcing external funding	April 2025	Ongoing
		4. Relevant permissions	May 2025	Ongoing
		5. Appointing the contractor	April 2025	Not started
		6. Start of works	June 2025	Not started
		7. Completion: Snagging and Handover	Nov 2025	Not Started

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Project name	JUBILEE GARDEN MOSAIC REPAIR AND REMEDIALS (Stage 2: Artwork Remedials)				
Project Manager (lead by)	Ops Manager, PDM	Completion	planned	Actual /Anticipated	
			Stage 1: March 2025 Stage 2: TBC	Stage 1: COMPLETE Stage 2: TBC	
Project Sponsor (Client)	SNTC	Budget	planned	actual	
			Stage 1: £9,571.00 Stage 2:		
Project Partners	n/a	Source of Funds	General Reserves		
Project Description / Outcomes / Summary		Project Milestones		Planned completion	Status or anticipated completion
<div>Stage 1: Structural repairs and amendments of the Garden’s surface to mitigate factors negatively affecting the artwork:<ul style="list-style-type: none">- New drainage- Replacement of the gravel with the resin-</div> <div>Stage 2: Mosaic repair by professional artist.</div> <div>The Artist has been informed that the structural remedials complete. No further communication has been received from the artist re the remedial works and cost for the artwork itself.</div>		1.1. Mosaic inspection. Recommendation for remedials and repairs.		August 2024	Complete
		1.2 Committees and Council Report/Approval on Budget and Scope of Stage 1 Works		December 2024	Complete
		1.3. Appointing the contractor for Stage 1 works		January 2025	Complete
		1.4. Completion of Stage 1		March 2025	Complete
		2.1. Committees and Council Report/Approval on Budget and Scope of Stage 1 Works		TBC	Not started
		2.2. Appointing the artist for Stage 2 works		TBC	Not started
		2.3. Completion of Stage 2		TBC	Not started

The Artist has been informed that the structural remedials complete. No further communication has been received from the artist re the remedial works and cost for the artwork itself.

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Project name	NEW PLAY PARK PROVISION IN EATON FORD			
Project Manager (lead by)	PDM	Completion	planned September 2025	Actual /Anticipated n/a
Project Sponsor (Client)	SNTC	Budget	planned TBC	actual n/a
Project Partners	HDC	Source of Funds	TBC	
Project Description / Outcomes / Summary	Project Milestones		Planned completion	Status or anticipated completion
<p>New playpark provision in Eaton Ford as previously identified as strategic project:</p> <ul style="list-style-type: none"> Ops&A Committee approved Project Plan and Proposed Locations 21/01/2025: three smaller inclusive playgrounds accessible for wheelchair users PDM is liaising with the landlord - HDC to secure land provision PDM to prepare concept design proposals, cost estimation and draft programme once land provision agreed by HDC Target to deliver playgrounds in Summer 2025 	1. Project Plan and Location/Options proposal/analysis		Jan 2025	Complete
	2. Secure the land		April 2025	Ongoing
	3. Stakeholder Engagement and public consultations		May 2025	Not started
	4. Designs and Specs, Cost and Programme		June 2025	Not started
	5. Final Approvals (Committees and Council)		July 2025	Not started
	6. Construction		August 2025	Not started
	7. Opening for public		Sept 2025	Not started

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Project name	OAST BUILDING REDEVELOPMENT (PRE-CONSTRUCTION)					
Project Manager (lead by)	PDM	Completion	planned	Actual /Anticipated		
			Dec 2026	n/a		
Project Sponsor (Client)	SNTC	Budget	planned	actual		
			TBC	n/a		
Project Partners	AOC (D), Alan Baxter (HC), MEA (QS), HDC (LPA)	Source of Funds	CIL Reserve, External Grant			
Project Description / Outcomes / Summary		Project Milestones		Planned completion	Status or anticipated completion	
<p>Pre-construction. Feasibility and Design.</p> <p>Redevelopment of recently purchased Oast Building into flexible community building based on creative workshops outcomes and feasibility studies results.</p> <p>AOC appointed for the Feasibility Study work and more likely to continue with the project.</p> <p>AOC appointed subcontractors for Heritage Statement (Alan Baxter Ltd) and Construction Quantity Surveying and Cost./Contract Management (MEA)</p>		1. Feasibility Studies (incl. Heritage Statement and Cost Estimation)		June 2025	Ongoing	
		2. Stakeholders engagement and Public Consultations		July 2025	Not Started	
		3. Comparison of the options, pilot programs and conclusion of venue’s function		September 2025	Not Started	
		4. Designs, Budget and Programme		March 2026	Not Started	
		5. Operational Business plan		April 2026	Not Started	
		6. Planning Permission and Listed Building Consent		June - July 2026	Not Started	
		7. Secure funding (CIL and External Grants)		June - July 2026	Not Started	
		8. Construction Contractor Tender		Sept 2026	Not Started	
		9. Detailed Cost Estimation and Value Engineering		Nov 2026	Not Started	
		10. Letter of Intent to Preferred Contractor		Dec 2026	Not Started	
<p>Pre-construction. Enabling.</p> <ul style="list-style-type: none">Soft Strip		1. Pre-application consultations and approvals from LPA		July 2025	Not Started	
		2. Soft-Strip and Demolition		Nov 2025	Not Started	

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<ul style="list-style-type: none">• Kiln, elevation and Roof Remedials• Demolition	3. Kiln and Roof Remedials	March 2026	Not Started
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ON AGENDA

Project name	TRANSITION of OPS FLEET AND MACHINERY TO EV. Stage 1: Trial			
Project Manager (lead by)	PDM	Completion	planned	Actual /Anticipated
			March 2026	March 2026
Project Sponsor (Client)	SNTC	Budget	planned	actual
			£115,000.00	£118,000.000
Project Partners	n/a	Source of Funds	Revenue Budget, EMR for vehicles and lawnmowers, General Reserves	
Project Description / Outcomes / Summary		Project Milestones	Planned completion	Status or anticipated completion
E&E Committee resolution for Stage 1 – TRIAL: 1. Replacement of two oldest diesel vehicles with plug-in hybrid vans (preferably second-hand) 2. Replacement of one ride-on lawn-mower with electric one 3. Monitoring performance of new equipment and compare the operational cost for future recommendations for transition to the Carbonate Net-Zero by 2030. Second-hand option is not feasible due to no towing capacity. Low-price deal secured for brand-new generation (up to 25% discount) and awaiting for approval to proceed		Scope of the project, budget	Jan 2025	Complete
		Purchase of Hybrid Vans	Feb 2025	Ongoing
		Purchase of Electric Ride-on lawn mover	Feb 2025	Complete
		Installation of the EV Chargers (incl. demand confirmation)	Feb-Mar 2025	Upon request
		Disposal of replaced vehicles	Feb-Mar 2025	April 2025
		Monitor performance, further recommendations	March 2026	Ongoing

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Project name	BIODIVERSITY PROJECT AT THE OLD CEMETERY				
Project Manager (lead by)	EPO	Completion	planned	Actual /Anticipated	
			November 2025	November 2025	
Project Sponsor (Client)	SNTC	Budget	planned	actual	
			£5,381.70	£5,381.70	
Project Partners	HDC	Source of Funds	HDC Biodiversity for All grant		
Project Description / Outcomes / Summary		Project Milestones		Planned completion	Status or anticipated completion
Biodiversity for All grant applied for and successfully obtained from HDC for biodiversity improvements at St Neots old cemetery.		Request ecology audit of old cemetery and successfully apply for Biodiversity for All grant		Jan 2024	Complete
		Obtain relevant permissions from Diocese		Dec 2024	Complete
Stage 1 – plant new hedgerow and understory cover to complement existing woodland		HDC to complete Stage 1		Feb 2025	Complete
		HDC to complete Stage 2		Mar 2025	Ongoing
Stage 2 – Overseed an area of amenity grassland with native grass and wildflower seeds		HDC to complete Stage 3		Sept-Nov 2025	Sept-Nov 2025
Stage 3 – Plant native bulbs for spring blooms		EPO and Ops Team to complete – purchases made, installation tbc		Mar-Apr 2025	Ongoing
Stage 4 – Purchase wildlife boxes and suitably install					

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Project name	RETROFITTING OF SNTC BUILDINGS – QUICK WINS				
Project Manager (lead by)	EPO	Completion	planned	Actual /Anticipated	
			Jan 2026	Jan 2026	
Project Sponsor (Client)	SNTC	Budget	planned	actual	
			£5,300		
Project Partners	N/A	Source of Funds	SNTC Community Buildings Earmarked Reserves		
Project Description / Outcomes / Summary		Project Milestones		Planned completion	Status or anticipated completion
Full Council resolved on 28.01.25 that ‘Quick Win’ Retrofitting be progressed at SNTC buildings. Stage 1 – Ops Team to complete works within their capacity Stage 2 – Contractors to be sourced for outstanding works, to be completed within remaining budget		Stage 1 – Ops Team have list of works to be completed		Jan 2025	Ongoing
		Stage 2 – get quotes from Contractors for outstanding works		Jan 2025	Not Started

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Project name	RETROFITTING OF SNTC BUILDINGS - enabling			
Project Manager (lead by)	EPO	Completion	planned	Actual /Anticipated
			TBC	TBC
Project Sponsor (Client)	SNTC	Budget	planned	actual
			TBC	TBC
Project Partners	N/A	Source of Funds	TBC	
Project Description / Outcomes / Summary		Project Milestones	Planned completion	Status or anticipated completion
Environment & Emergency Committee resolved on 14.01.25 that quotes for retrofitting our buildings be obtained and taken to the Operations & Amenities Committee for the following: a) Air Source Heat Pump (ASHP) to be installed at the Eatons Community Centre b) Solar Panels to be installed at Gate Lodge* and the Museum (with costings for an optional battery/EV charger, which the tenants would pay for) c) AC heating systems to be installed at Gate Lodge* and Man Cave *subject to lease re-agreement		Three quotes to be obtained for each project	Feb 2025	Completed
		Quotes to be taken to Ops Committee	March 2025	Ongoing
		Next stages TBC		
		Next stages TBC		
		Next stages TBC		
		Next stages TBC		