

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 February 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.

K Pollecutt

K Pollecutt
Deputy 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 28th January 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) Planning Committee held on 28 th January 2025 | Attachment 2 |
| ii) Promotion & Events Committee held on 4 th February 2025 | Attachment 3 |
| iii) Planning Committee held on 11 th February 2025 | Attachment 4 |
| iv) Operations & Amenities Committee held on 11 th February 2025 | Attachment 5 |

RESOLVED to RECOMMEND that the Council adopt land at Medland Grove from Persimmon Homes.

Attachment 6

- v) Finance & Governance Committee held on 18th February 2025

Attachment 7

RESOLVED to RECOMMEND that the Council 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 Ear Marked reserves.

Attachment 8

RESOLVED to RECOMMEND that the Council release £5,900.00 in funding from the Community Buildings earmarked reserve to pay for unexpected works completed as part of repairing and securing the museum roof.

Attachment 9

RESOLVED to RECOMMEND 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.

Attachment 10

RESOLVED to RECOMMEND that the Council 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

Attachment 11

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

Attachment 12

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

Attachment 13

RESOLVED to recommend that the Council approve the SLAs for:

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

and that monitoring and reporting for beneficiaries specific to St Neots and the organisations is included in their reporting.

Attachment 14

Attachment 15

Attachment 16



6 Reports from Outside Bodies

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

7 Mayoral Engagements

To receive and note a 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 Melodramatics
- 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

8 Date of Next Meeting

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

9 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.

10 Priory Centre Redevelopment

- i) To receive and consider a report from the Project Delivery Manager outlining Priory Centre redevelopment costs and value engineering.
- ii) To receive and agree a recommendation from the Finance and Governance Committee on confirming the Town Council's construction cost contribution to the redevelopment project from Community Infrastructure Levy.

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Full Town Council

Present: Cllrs Slade (Chair), Bolanz, Collins, Dundas-Todorov, Dunford, Goodman, Hitchin, Maslen, Pitt, Simonis, J Smith, and S Smith

Absent: Cllrs Banks, Chapman, Cooper-Marsh, Crompton, Johnson, Kumar, Macnab-Grieve, Mascarenhas and Terry

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

Minutes of the meeting of St Neots Town Council held on **Tuesday 28th January 2025** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were four members of the public present.

A volunteer for FLAG addressed the Council on Agenda Item 6 which was a request that the Town Council act as registered address for a new Charitable Incorporate Organisation (CIO) of FLAG. The resident commented that the report incorrectly stated a new Community Interest Group was being set up and asked that Members note the correction.

194 Apologies for Absence

Apologies were received and noted from Cllrs Banks, Chapman, Cooper-Marsh Johnson, Kumar, Macnab-Grieve and Terry.

Admin

195 Declarations of Interest

No declarations of interest were made.

196 Council Minutes

RESOLVED to approve the minutes of the meeting of 17th December 2024 as a true and accurate record.

197 County and District Councillor Reports

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

County Councillor G Seeff addressed the Council, reporting;

- The Local Government reorganisation will see powers devolved down to regions with unitary authorities, with CCC and HDC merged into bigger authorities. Proposals for local arrangements are still being developed. CCC elections will go ahead in May 2026.
- The County Council budget and funding from the government has not yet been settled and there continues to be a pressure on resources and funding.



- £1million in Section 106 funding intended for education use in St Neots has been recovered from a developer. Due to tight budgets the allocation of these funds is under discussion, but it may be used to offset funds already spent.

HDC Cllr Davenport-Ray addressed the Council, reporting;

- She had helped put together a response from combined authorities to the Eats West rail consultation. The response highlighted that if the line goes ahead where it is suggested there will be a bit of land in-between two bits of infrastructure. There should be a push for station at this point. A map was circulated.

HDC Cllr Pitt spoke on the Local Government Organsiation stating that it would definitely be going ahead. Discussions on the future set up for our area is ongoing but it is understood it will most likely result in two or three unitary authorities in Cambridgeshire and Peterborough, rather than a very large multi-counties authority.

Committee Minutes

- 198** i) Members received and noted minutes of the Planning Committee held on 17th December 2024
- 199** ii) Members received and noted minutes of the Planning Committee held on 14th January 2025
- 200** iii) Members received and noted minutes of the Environment & Emergency Committee held on 14th January 2025
- 201** iv) Members received and noted minutes of the Operations & Amenities Committee held on 21st January 2025
- 202** v) Members received and noted minutes of the Finance & Governance Committee held on 21st January 2025

Members considered recommendations arising from the Finance and Governance Committee and resolved as follows;

- 203 RESOLVED** that up to £5,300 is allocated from the Council's Community Buildings Earmarked Reserve to progress those actions for which there are no existing revenue budgets or insufficient funds in current year revenue budgets.
- 204 RESOLVED** that for those buildings where the Council has tenants recommended actions which relate to the tenant's responsibilities are only progressed if paid for by the tenants. Actions for which a landlord is typically responsible are progressed by the Council.



The Chairperson of the Operations and Amenities Committee introduced a recommendation on allocating funding and for the replacement of vehicles to hybrid and electric, explaining the rationale behind the proposal which had been approved by the Environment and Emergency Committee, Operations and Amenity Committee and Finance and Governance Committee. Investing in fleet is a good use of general reserve, strengthening our position and lowering emissions.

205 **RESOLVED** that the Council allocates £115,000 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

206 **RESOLVED** that the Council approves the following vehicle replacements:

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

207 **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.

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

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

- Inclusion of St Neots Car Share Scheme expenses for a Councillor to return to their residence following a Council meeting at the Eatons Community Centre.
- 3.2 to include "any duty the councillor is appointed to attend on behalf of the Council,..."
- 4.2 to include "authorised...in advance ...by the Town Clerk"



- 6.3 deletion of “This authorisation should be attached to your claim for reimbursement.” As this is not relevant in this section.
- 7.2 to include “...permission must be sought in advance in writing from the Town Clerk”
- To include “When the Clerk is unavailable the Deputy Clerk or RFO can fulfil the duties assigned to the Clerk”
- Change date to a review of policy to September 2025.

210 St Neots Flood Action Group (FLAG)

Members received and considered a request that St Neots Town Council acts as the registered office for a new St Neots Flood Action Group (FLAG) CIO.

RESOLVED that the Council approves the St Neots Flood Liaison Action Group can use the Town Council Office address as part of registering a newly formed Charitable Incorporated Organisation for the purpose of obtaining and managing funding to support flood prevention and awareness actions in St Neots.

211 St Neots Fire Station Strategic Community Infrastructure Levey Application

Members received and considered a request from St Neots Fire Station that St Neots Town Council supports the St Neots Fire Station’s bid for Huntingdonshire District Council Community Infrastructure Levy funding.

RESOLVED that St Neots Town Council supports St Neots Fire Station’s application to Huntingdonshire District Council for strategic Community Infrastructure Levy (CIL) funding and that the project expending and developing the station is suitable for CIL funding.

The Town Clerk was asked to issue a letter of support to Huntingdonshire District Council.

212 St Neots Neighbourhood Development Plan

Cllr Smith, a member of the Local Plan Working Group introduced a report recommending that the Council prioritise the review and renewal of its Neighbourhood Development Plan (NDP) over the next 16 months and that a Working Group is established to work with officers and bring forward recommendations.

Members noted the importance of having a local NDP and the benefits it can provide. Several Members commented on what they saw as compelling reasons to review and renew the plan, including the age of the current plan, upgoing local government re-organisation, HDC’s ongoing Local Plan review, and ensuring ongoing 25% CIL contributions.

Members noted that agreed responses to Huntingdonshire District Council’s Local Plan have been submitted.



RESOLVED that St Neots Town Council prioritises the review and renewal of the St Neots Neighbourhood Development Plan as one of its strategic priorities over the next 16 months.

RESOLVED that the Town Council establishes a Working Group to begin work on reviewing and renewing the St Neots Neighbourhood Development Plan.

It was agreed the following Members would form the Working Group: Cllrs S Smith, Goodman, Bolanz, Dunford, and Hitchin

The Town Clerk was asked to circulate an invitation to join the Working Group to Members who were not present at the meeting.

212 St Neots Oast Building Feasibility

Members received and considered a recommendation from the Finance and Governance Committee that the Council approves funding from the General Reserve to progress the Oast building project.

The Project Delivery Manager outlined the proposal commenting the plan is still to do remedial work that won't impact on any future redevelopment or uses while the project continues to be developed. The Town Council has already done a lot of feasibility work, the work proposed as part of the next stage is to allow for good consultation. The approach outlined is positive and good progress forward. The work undertaken will allow Andrew to give a shortlist of realistic ideas that could be developed as part of future use for the building. Not all ideas will be suitable and feasible, and it is important this is understood. It was noted that completing the heritage statement is key as this will be needed to get anything done, including remedial works.

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

RESOLVED that the Council approves the Company 2 as a preferred contractor to conduct Step 1 of the Project Plan (Appendix A) - Feasibility Studies for Final Shortlist of Ideas for the Oast building Redevelopment.

RESOLVED that the Council forms a Working Group to work together with Officers on the Oast building project delivery. That the following Members are appointed;

Cllrs Maslen, Bolanz, Dundas-Todorov, Pitt, Hitching, Dunford.

213 Project Status Summary

Members received and noted a project status report.

A Member asked that the format of the report be changed to include RAG status of projects, so deadlines and changes can be easily identified.



A Member noted that the Building Development Group (BDG) created had not been active over a long period and it would be good for this to be re-established for various reasons, but particularly around look and feel of the new building. It was commented that a lot needs to align to create a finished product. The Project Delivery Manager advised Members that Town Council officers would be arranging meetings with the BDG as it progresses with its side of the project, a meeting is due to be arranged in February to look at detailed budget lines ahead of the Council's confirmation of its funding towards the project.

214 Approval of Unbudgeted Expenditure from Earmarked Reserves

RESOLVED unbudgeted expenditure of £820 from the defibrillator earmarked reserve following authorisation of payment by the Town Clerk under 5.17 of the Financial Regulations as an 'emergency repair'.

Members noted the payment was to ensure active defibrillators had working batteries.

215 Reports from Outside Bodies

There were none.

216 Mayoral Engagements

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

- Freedom of the Town Award
- Charity Bingo Night

217 Date of Next Meeting

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

218 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.

219 Priory Centre Lease

Members received and considered a recommendation from the Finance and Governance Committee on a response to Huntingdonshire District Council's proposed Heads of Terms for a new Priory Centre lease and the agreement of options set out by the Council's appointed valuer for consideration by Huntingdonshire District Council as acceptable to the Town Council.



Members received an update from the Town Clerk with amended Heads of Terms put forward by Huntingdonshire District Council which were more in line with a single lease option set out in the recommendation from the Finance and Governance Committee.

It was commented that the District Council had responded constructively, and the Heads of Terms presented for a 90 year lease with no break clause and the inclusion of clauses around parking and sub-letting fundamentally addressed concerns the Town Council had over risk, access and value.

Huntingdonshire District Council's Corporate Director of Place and Cllr S Wakeford were present to answer queries from Members.

- Discussions was held around parking permits provided for in the Heads of Terms which were in line with the current leases. The Town Council asked that the wording be amended to ensure the continuation of parking passes in an alternative car park in the event the 'adjacent' car park was not available (e.g. sold). HDC Corporate Director of Place confirmed he was happy to look at the wording.
- Members discussed an ongoing contribution to the deficit of the Priory Centre from HDC to SNTC (capped) which was not included in the Heads of Terms. The Town Council had requested that the contribution continues until the redevelopment is complete and the installation period after that, matching the length the current lease funds for.
- HDC responded that they needed to ensure best value as a duty and that the project should be a sustainable asset with the investment that is going in. There is a willingness to be constructive and discuss continued funding during the construction period, but that this subsidy element did not need to be included in the Heads of Terms. Officers would continue discussion around this point with the Town Clerk.
- A Member raised a point around sub-leasing and operational service agreements. It was suggested that the Council would be able to put in place operational service contracts that would allow it to outsource running of functions or parts of the building beyond the sub-lease allowance. HDC advised this did not need to be specified in Heads of Terms as the Council would be able to do this as a tenant.
- Members discussed the tenant contribution in the Heads of Terms, noting that the Town Council would not be resolving the funds it would be committing towards the project until the next Full Council meeting. It was noted that signing of the Heads of Terms, if approved, would be subject to confirmation of this amount and plans for what will be delivered.

HDC representatives left the meeting.



Proposal and seconded that the Town Council accept the Heads of Terms issued on 28th January 2025 for a 90-year lease, that the Council surrender existing leases when required, with signing of the Heads of Terms subject to confirmation of the Town Council's 'tenant contribution' and confirmation of final plan to be delivered.

An amendment was proposed and accepted that completion of the signing of the Heads of Terms is also subject to amending wording on parking to address concerns raised over the limitation of 'adjacent car park' and for the Clerk to confirm the Heads of Terms do not need to specifically identify the right to enter operational service contracts as this is in the right of a tenant to engage as part of operation.

Proposed and seconded and **RESOLVED** to suspend standing orders to allow the meeting to continue for a further 20 minutes.

Members debated the motion.

RESOLVED that the Town Council approves the Heads of Terms presented on 28th January 2025 for a 90-year lease of the redeveloped Priory Centre and Town Council Offices. The Council agrees to surrender existing leases as required, with the signing of the Heads of Terms being subject to confirmation of the Town Council's 'tenant contribution' and the final plan for delivery. Additionally, the signing of the Heads of Terms is contingent upon legal confirmation that the tenant may enter into operational service contracts for the management and delivery of functions within the building, without the need for this to be explicitly stated in the Heads of Terms.

RESOLVED that agreement of final wording in the Heads of Terms on the provision of parking passes is delegated to the Town Clerk to agree alternative wording to 'adjacent' car park to protect the Council's interest in the long term.



Planning Committee

Present: Committee Members

Cllrs Slade (Chairperson) Collins, Dunford, Hitchin, Maslen, Pitt and J Smith

Absent: Cllrs Cooper-Marsh, Terry

In Attendance: Town Clerk, Deputy Town Clerk

Minutes of the meeting of the **Planning committee** held on **Tuesday 28th January 2025** at **6.15pm** in the Eatons Community Centre, 18 The Maltings, Eaton Socon, St Neots, PE19 8ES.

101 RESOLVED to co-opt Cllr J Smith to the Planning Committee for the meeting of 28th January 2025.

102 Apologies for Absence

Apologies were received from Cllr Cooper-Marsh, Terry.

103 Declarations of Interest

There were none.

104 Minutes

RESOLVED to approve the minutes of the Planning Committee meeting held on 14th January 2025.

Admin

105 Public Participation

There were no members of the public present.

106 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.

107 Street Naming and Numbering

Members received and noted the following address allocations;

Allocation of addressing: 144 new dwellings at Bret Road, St Neots.

- i) 2 – 48 (evens), BRET ROAD, ST NEOTS, PE19 0AJ
- ii) 37 – 59 (odds), FIRETHORN ROAD, ST NEOTS, PE19 0BB
- iii) 1 – 18 (consecutive), ROSEMARY WALK, ST NEOTS, PE19 0DP
- iv) 1 – 91 (odds) & 2 – 86, BERGAMOT WAY, ST NEOTS, PE19 0DQ

108 Development Management Committee

Cllr Pitt reported that there were two items on the last Development Management Committee of reference to St Neots. Cllr Pitt could not participate in discussion having declared an interest due to his role on the Town Council Planning Committee.

The DMC approved a solar farm at land in south Abbotsely and the variation of a condition for gym operation hours in former restaurant units at the Rowley Arts Centre.



109 Date of Next Meeting

Members noted that the date of the next Planning Committee meeting would be 11th February 2025.

Committee Chair

Schedule of Planning Applications –28th January 2025

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	24/02400/LBC & 24/02399/FUL	Punch Pubs Public House Wagon And Horses 184 Great North Road External alterations to provide fabric stretched tent structure located over the existing outside customer seating area	SUPPORT	Minimum Impact on Neighbours.
The following application/s are in a conservation area				
S2	25/00061/S73	Mr Tom Highland – Highland Group 66 - 76 Cambridge Street St Neots PE19 1PJ Variation of Conditions 2 (Plans), 3 (Materials), 5 (Removal of Container), 11 (No Plant Shop Extension) and 12 (Waste - Details) on 21/02736/FUL to improve forecourt safety by altering the position of the exterior plant and painting of the exterior	SUPPORT	Satisfactory in terms of scale and pattern of development.
S3	25/00094/S73	Mr Lorenzo Lopez Santana 6 Weavers Mews Kym Road Eaton Ford Variation of Condition 2 (Approved Plans) to 24/01138/HHFUL to amend the drawings to show twelve solar panels instead of eight	SUPPORT	Improves the Property. Minimum Impact on Neighbours.
S4	24/02385/REM	GPS Estates Land Adjacent And Including 2 Cromwell Road Eynesbury This application seeks approval of the reserved matters including appearance, landscaping, layout and scale for no. 80 dwellings.	SUPPORT	Members support the application with the condition that additional visitor parking bays be further considered. The Council feel that there are insufficient visitor bays for the demand that homes will give. The Council would like to see the lack of visitor parking addressed.
S5	25/00023/HHFUL	Carolyn Rook 16 Turner Road Eaton Ford St Neots Single storey rear extension and renovate existing store to become a utility space	SUPPORT	Minimum impact on neighbours. Makes efficient use of its site.
S6	25/00024/HHFUL	Oliver & Amy Murphy 5 Kestrel Place St Neots PE19 1TR	SUPPORT	In keeping with locality. Minimum Impact on Neighbours.

Schedule of Planning Applications –28th January 2025

No.	Reference	Development	SNTC Decision	Notes
		Erection of single storey rear extension and part garage conversion including raising roof height		
S7	24/01935/S73	Mr Mark Garrood - Boardcraft Ltd 15 - 16 Howard Road Eaton Socon St Neots Variation of condition 2 (Approved Plan) of 24/00723/FUL to improve efficiency of chimney flue Condition Number(s): Condition 2 Conditions(s) Removal: To improve efficiency of chimney flue We wish to substitute drawing reference: 22418_02_B on the approval letter with a new drawing reference: 22418_02_C.	SUPPORT	Members noted the application and support subject to the approval of HDC Environmental Health Officer.
S8	25/00099/TREE	Mr Colin Busby 34 Duloe Road Eaton Socon St Neots T1 & T2 Limes - Crown lift to a height of 6m, crown thinning depending on the appropriate growth points, to a maximum height reduction of 5m and a width reduction of 2m on each side. T3 & T4 Whitebeam - Crown lift to a height of 3m, crown thinning depending on appropriate growth points, to a maximum of 2m all round. Reshaping and balancing.	SUPPORT	Will have no negative impact on the landscape or character of the wider area

Chairperson



Promotion & Events Committee

Present: **Committee Members**
Cllrs Dundas-Todorov (Chairperson), Bolanz, Hitchin, Macnab-Grieve, and Maslen

In Attendance: Deputy Town Clerk, Events & Communications Officer

Minutes of the meeting of the **Promotion & Events committee** held on **Tuesday 4th February 2025** at **7.15pm** in the Eatons Centre, The Maltings, St Neots, PE19 8ES.

Public Participation

There were 2 members of the public present.

A resident addressed the committee regarding the Market Square launch event and the Farm & Craft Market. As a current trader at the council's market, they emphasised the importance of including market traders in any launch event. They also expressed strong support for continuing entertainment at the Farm & Craft Market, noting that it attracts interest and increases footfall for traders.

034 Apologies for Absence

Apologies were received and noted from Cllrs Banks and Cooper-Marsh

ACTIONS

035 Declarations of Interest

There were no declarations of interest received.

036 Minutes

RESOLVED to approve the minutes of the Promotion and Events Committee meeting held on 5th November 2024, with the amendment that the phrase "for additional medical provision required following revisions to the industry's Purple Guide handbook" be added to minute no. 29.

037 Action List

Members noted the action list.

038 Christmas Events Review 2024

Members noted the report from Officers.

039 Christmas Lights Lease

For the past three years, The Christmas Tree Decorators have supplied St Neots with its Christmas lights. This contract concluded in December 2024.

RESOLVED that officers proceed with securing a new three-year Christmas lights lease through the council's tender process.

RESOLVED that the locations for Christmas light installations remain unchanged, as follows:

- **Festoon lights** – High Street
- **Lamp post motifs** – Cambridge Street, Church Street, Huntingdon Street, Market Square, and Town Bridge
- **Christmas tree lights** – Market Square, Eaton Socon Green, Eaton Ford Green, Loves Farm, and Eynesbury Green

040 Digital Noticeboards

Huntingdonshire District Council has scheduled the installation of two new digital noticeboards for the end of February 2025. These noticeboards will be placed outside the Library and the new Market Square.

041 New Market Square Celebration Event

Huntingdonshire District Council has proposed a collaboration on a large event to celebrate the newly refurbished market square. As part of this, they have offered £15,000 in match funding to support the event.

Members and officers discussed potential event ideas, including small funfair rides, an outdoor screen, stage entertainment, food and drink vendors, and competitions. There was strong support for involving farm and craft market traders, as well as local community organisations. However, it was noted that holding the event on Bank Holiday Monday might limit the availability of some traders.

RESOLVED to accept Huntingdonshire District Council's offer of £15,000 in match funding.

RESOLVED that the event should take place over the bank holiday weekend at the end of May, with officers determining the best format and specific dates.

RESOLVED to use the event as an opportunity to showcase the Farm & Craft Market and local community organizations wherever possible.

042 Farm & Craft Market

i) Market Policy 2025

RESOLVED to approve the Farm & Craft Market Policy for 2025 with the following amendment to item 3.4 "the person directly involved in producing the goods, should attend the market where possible".

ii) Market Entertainment Contract

RESOLVED that Officers are authorised to utilise the remaining Entertainment Budget (240/4518) to provide entertainment for the months of February and March 2025.

RESOLVED that the following types of entertainment will be available for the Farm & Craft market:

- Live Bands
- Acoustic Performances
- Kid's Activities
- Live Demonstrations
- Fitness Classes
- Dance Performances
- Local Theatre Group Performance
- Walkabout Entertainment e.g. magician, circus acts
- Try before you buy sessions for local clubs and societies
- Poetry Readings
- Themed markets for Easter, Halloween & Christmas

iii) Market Fees

RESOLVED that the current payment freeze for pitch fees will end on 31st May 2025



043 Public Art Working Group

RESOLVED that Cllr Pitt is appointed to the Public Art Working Group.

044 Member Motion – Cllr Slade

RESOLVED – the Council closes the existing Visit St Neots website and redirect the URL to the new town council website events section once it has been launched.

045 Date of Next Meeting

Members noted the date of the next committee meeting as 1st April 2025 at 7.15pm.

COMMITTEE CHAIRPERSON

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Planning Committee

Present: **Committee Members**
Cllrs Slade (Chairperson) Pitt (Deputy Chairperson), Collins, Hitchin, Maslen
Absent: Cllrs Dunford and Terry
In Attendance: Deputy Town Clerk, Senior Administration Assistant

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

110 Apologies for Absence

Apologies were received from Cllr Cooper-Marsh

111 Declarations of Interest

There were none.

112 Minutes

RESOLVED to approve the amended minutes of the Planning Committee meeting held on 14th January 2025.

Admin

RESOLVED to approve the minutes of the Planning Committee meeting held on 28th January 2025.

113 Public Participation

There were no members of the public present.

114 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.

115 Development Management Committee

The Chair informed members that the next meeting of the DMC is scheduled for Monday, 17th February 2025. The Old Falcon planning application will be reviewed during this meeting. Cllr Hitchin confirmed attendance as the council's representative for this item.

116 Date of Next Meeting

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

Committee Chair

Schedule of Planning Applications –11th February 2025

No.	Reference	Development	SNTC Decision	Notes
The following application/s are for listed building consent				
S1	25/00100/LBC	Miss Amber Beardshall 18 Market Square St Neots PE19 2AF Display of illuminated advertisement sign.	SUPPORT	In keeping with locality.
The following application/s are in a conservation area				
S2	25/00084/HHFUL	Mr Stewart Blake 9 Royce Court St Neots Road Eaton Ford Retrospective application for replacement windows from white wooden windows to white PVC windows	SUPPORT	We consider that the proposal would assimilate itself to the existing part of the town.
S3	24/02296/HHFUL	Mr & Mrs Major 190 Manor Gardens Cambridge Street St Neots Erection of ground floor rear/side extension	SUPPORT	Minimum impact on neighbours. Makes efficient use of the site.
S4	24/00259/FUL	RD Executive Properties Ltd 147A Crosshall Road Eaton Ford St Neots PE19 7GB Erection of four dwellings following demolition of existing detached outbuildings together with associated works (inc new access to serve existing property)	SUPPORT Cllr Pitt/Slade abstained	In keeping with locality. Satisfactory proposal in terms of scale and pattern of development.
S5	25/00178/HHFUL	Mr Nicholas Dutton 34 Avenue Road St Neots PE19 1UJ Demolition of rear conservatory and erection of single storey rear extension with associated landscaping	SUPPORT	Minimum impact on neighbours Improves the property
S6	25/00103/HHFUL	Mr D Silk 50 Fox Brook St Neots PE19 6AQ Erection of single storey rear extension	SUPPORT	Satisfactory proposal in terms of scale and pattern of development.
S7	24/02413/FUL	Mr Justin Barker - Kingspan Timber Solutions Ltd Potton Developments Mill Lane St Neots Change of use of five show homes (sui generis) to permanent residential dwellings (Use Class C3) and new access	SUPPORT	Subject to the approval of Cambridgeshire County Council Highways
S8	25/00127/HHFUL	Lydia and Glen McLellan 6 Harland Road St Neots PE19 1HB	SUPPORT	Minimum impact on neighbours Fits in with local street scene.

Schedule of Planning Applications –11th February 2025

No.	Reference	Development	SNTC Decision	Notes
		Erection of front and side single storey extension, single storey ground floor rear extension and internal works		
S9	24/01333/FUL	David Lloyd Leisure Ltd And Urban And Civic Land West Of Nuffield Road St Neots Amendment to red line of the application site and amended suite of plans and documents. Erection of health, fitness and racquets club, including three outdoor tennis courts within an enclosed air dome structure, three outdoor padel courts enclosed within a canopy, indoor and outdoor swimming pools, outdoor multi use court, gym and studio facilities, internal spa facilities and external spa garden, child activity area, lounge and food and drink uses, together with ancillary facilities, car parking, servicing, landscaping and associated works	SUPPORT	Within a sustainable location.
S10	25/00163/HHFUL	Mr Brash 1 Fydell Court St Neots PE19 1UJ Two storey rear extension	SUPPORT	Satisfactory proposal in terms of scale and pattern of development.
S11	25/00118/FUL	Mr Pete McAra Land At 48 Beauchamp Close Eaton Socon Erection of one self-build dwelling	SUPPORT	Minimum impact on neighbours. We consider that the proposal would assimilate itself to the existing part of the town.

Chairperson

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Operations & Amenities Committee

Present: Cllrs Goodman (Chairperson), Collins, Hitchin, and Maslen

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

Absent: Cllrs Dunford and Johnson

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

Public Participation

There was one member of the public present.

ACTIONS

102 Apologies for Absence

Apologies were noted from Cllrs Chapman, Bolanz and Cooper-Marsh.

Admin

103 Declarations of Interest

There were none.

104 Minutes

RESOLVED to approve the minutes of the meeting of the Operations and Amenities Committee held on 21st January 2025 as a true and accurate record.

105 St Neots Museum

Museum Roof

Additional works were carried out to the Museum roof due to more extensive damage discovered whilst carrying out the approved works. These were essential to complete the previously approved scope of works.

RESOLVED that this committee recommends to the Finance and Governance Committee that the Council release £5,900.00 in funding from the earmarked reserve for Community Buildings to pay for unexpected works completed as part of repairing and securing the museum roof.

Museum Air Conditioning

Part of the roof works involved the decommissioning of some old AC units that were reaching the end of their lives and beyond economical repair.

RESOLVED that the Committee recommend 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



earmarked reserve for Community Buildings to supply, install, and commission a replacement:

- Mitsubishi HI 2.5kw wall mounted system serving the Storeroom (£1,390.00 before discount)
- Mitsubishi HI 5kw wall mounted system serving the Old Court Room (£1,975.00 before discount)
- Mitsubishi HI 2.5kw wall mounted system serving the Home Life Gallery (£1,390.00 before discount)

106 Action list

Members received and noted the committee action list.

107 Local Highway Improvement Bids (LHI)

Members received and noted an update on the implementation of the 2023/24 Crosshall Road LHI scheme.

RESOLVED that the Committee supports proceeding with the Crosshall Road LHI Scheme as originally proposed and set out in Appendix A, B and C.

108 War Memorial Cleaning

Members received and considered a recommendation to the Finance and Governance Committee on the cleaning of war memorials.

RESOLVED that the Committee recommends to the Finance and Governance Committee that Company C is appointed as a preferred contractor to carry out specialist cleaning of three war memorials under the Council's care and that £6,190 + VAT in funding is allocated from the War Memorial Ear Marked Reserves.

109 Saxon Gate / Medland Grove Land Adoption

Members received a report and further information from officers on a request that the Town Council adopt and maintain developer owned green space.

RESOLVED that the Council adopt open space land at Medland Grove from a developer with a one-off £34,980 commuted sum.

RESOLVED that the Committee makes a recommendation to Full Council on whether to accept the commuted sum offered and adopt the land.

110 Operations Depot

Members received and considered a report from the Operations Manager on depot building security.

RESOLVED that the committee approves progressing the installation of CCTV at the Operations Depot in Levellers Lane and recommends to the Finance & Governance Committee that the Council consider use of unspent funds in the Repairs and



Maintenance budget and that this is subject to a new lease for the building being in place.

111 Church Wall, St Mary's St Neots

Members received and considered a report from the Project Delivery Manager on the repair of St Mary's, St Neots, Church Wall.

RESOLVED 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.

RESOLVED that the Committee delegates officers to seek all relevant permissions from LPA, Highways and Diocese.

RESOLVED 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.

RESOLVED 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.

112 CCTV Reporting

- i) Members received and noted CCTV reports and statistics for December 2024.
- ii) Members received and noted the CCTV Shared Service Monitoring Centres 2024-25 third quarter report.

113 Date of Next Meeting

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

COMMITTEE CHAIRPERSON

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ST NEOTS TOWN COUNCIL

Date:	20 th FEBRUARY 2025
Title:	MEDLAND GROVE OPEN SPACE ADOPTION
Contact Officer/s:	TOWN CLERK

1. Purpose of the Report

- 1.1 To provide the Council with further feedback from Persimmon Homes on a request that the Council adopt land currently owned and maintained by the developer.
- 1.2 To seek a decision from the Council on whether it accepts the commuted sum and adopts the land identified.

2. Recommendations from the Operations & Amenities Committee

- 2.1 That the Council adopt open space land at Medland Grove from a developer with a one-off £34,980 commuted sum.

3. Background

- 3.1 The Operations and Amenities Committee previously considered a request from Persimmon Homes that the Town Council consider adopting and maintaining open space land owned by the developer.
- 3.2 Part of the area proposed for adoption is adjacent to an area already under the ownership and maintenance of the Town Council, as shown in **Appendix B**.
- 3.3 The developer is open to providing a one-off commuted sum of £30,000 to the Council for future maintenance if it agrees to adopt the land.
- 3.4 Town Councils can adopt and maintain community land from developers, a process which St Neots Town Council has done in the past. In this case there is no specified sum as part of a section 106 agreement which relates to the land.
- 3.5 The site/s comprise of open grassed areas, trees of mixed ages and shrubs. At present Persimmon Homes report they have a contractor visit the site 20 times a year to cut the grass, litter pick and maintain the shrubs/hedges.
- 3.6 The Committee raised concerns over ongoing maintenance that would be required for the land, particularly regarding tree management. The Committee asked that the Town Clerk feedback that the Council would consider adopting the land if the commuted sum offered was increased, work identified and required to trees undertaken by the developer and trees adjacent to the walls of residential properties removed to prevent future damage.
- 3.7 The developer has provided further feedback on the Committee's requests which Members are asked to consider.

4. Appendices

- 4.1 Please see **Appendix A** which highlights (in red) the land owned by Persimmon homes which it is requesting the Council consider adopting.
- 4.2 Please see **Appendix B** which gives an ariel view of the land and the areas (highlighted in red) which are owned by Persimmon homes and to which the request relates.
- 4.3 Please see **Appendix C** which provides images of each area of the areas of land highlighted in **Appendix A** and **Appendix B**.

5. Developer Offer

- 5.1 Persimmon Homes has advised that it will not look to increase the one-off commuted sum of £30,000. They have advised the Town Clerk that there is another party who would be willing to take on the adoption and maintenance of the site for that amount.
- 5.2 Persimmon Homes has advised that it would provide £4,980 in additional funding to address tree work identified. This offer is in line with a review of the trees, recommended work and quotation the Operations Manager obtained from an independent tree surgeon.
- 5.3 Persimmon Homes has advised it would not look to remove trees planted next to property walls, cited.

6. Site Review

- 6.1 As previously reported to the Committee, the Operations Manager reviewed the site and made the following observations, please refer to Appendix B for area numbers;

6.1.1 – Area 1

- The open grassed area in 'Area 1' would be relatively easy to manage and cutting could be added to the Council's current grass cut of adjacent green space owned by SNTC. This would add minimal cutting time but would contribute to an overall additional cutting time and fuel costs etc – **Low Risk**
- There is a stretch of pavement measuring which the Council will need to maintain. The pavement is in the same state as the adjoining pavement in the SNTC owned area and does not need any immediate attention. In the future the Council will need to consider the maintenance of the path and budget accordingly. – **Medium Risk**
- There are two large trees on the site which require attention. These trees will need inspecting by a suitably qualified tree surgeon and any recommendations actioned. Once dealt with the trees would need to be maintained as part of the 5 year tree stock inspection for which the Council builds an earmarked reserve. *The developer has agreed that it would fund the required work.* – **Medium Risk**

6.1.2 – Area 2

- Open grassed area would be easy to manage and cut with a ride on mower while an operative was in the vicinity cutting SNTC land. This would add minimal cutting time but would contribute to an overall additional cutting time and fuel costs etc - **Low Risk**
- A narrow area of the land contains 'scrub land' which is overgrown and messy. The Council's new machinery could clear the land and it could be returned to more manageable grass. This would be quicker to maintain and have less of an impact on resource in the long term. – **Low Risk**

- There are two large trees and one small tree in the area. The two large trees will need inspecting by a suitably qualified tree surgeon and any recommendations implemented. Once dealt with the trees would need to be maintained as part of the 5-year tree stock inspection for which the Council builds an earmarked reserve. There have been complaints about these trees in the past and the Council will need to keep this in mind as part of how it maintains them. *The developer has agreed that it would fund the required work.* – **Medium Risk**

6.1.3 – Area 3

- Open grassed space which would require cutting with a ride on mower. Although the area is not adjacent to any current SNTC maintained spaces an operative could include it in grass cutting when in the vicinity, this will again increase the overall grass cutting time and resource but should be manageable – **Low Risk**
- There are two medium-sized trees that do not present immediate issues but will need to be factored into the Council's tree stock management. – **Medium Risk**
- The trees are adjacent to a car park and in the vicinity of housing and may require regular pruning to ensure they stay manageable. – **Medium Risk**

6.1.4 – Area 4

- These are small verge areas surrounding a roundabout. There are 10 small trees which do not present any immediate issues. However, due to their location and proximity to a highway and houses they will need to be regularly pruned to ensure they remain easily manageable, this is a cost the Council will need to include to its tree maintenance budget. – **Medium Risk**
- There are a number of hedges that will need to be cut back/trimmed. – **Low Risk**

6.2 In summary;

- If the Council were minded entering negotiations to adopt the land the grass cutting should be manageable, increasing an operative's time in the vicinity by about 1 – 1.5 hours per visit.
- There are a number of large trees that may present immediate concerns and costs due to the need for work. The developer is offering to fund the required work to the trees as identified by a tree surgeon.
- The trees present longer-term maintenance issues as they add to the Council's tree stock and the costs of maintaining that stock. The Council carries out a 5-year inspection and implements recommendations for work over a three year period. An earmarked reserve is established to cover the costs of this work.

7. Financial Implications

7.1 Persimmon Homes are proposing a one-off sum of £30,000 to be paid to the Council towards the maintenance and upkeep of the open spaces should the Council agree to adopt the land.

7.2 A further £4,980 in funding to the Council is proposed specifically to address tree work identified as required for trees on the site/s.

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Finance & Governance Committee

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

Absent: Cllrs Johnson, Mascarenhas

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

Minutes of the meeting of the **Finance & Governance committee** held on **Tuesday 18th February 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

112 Apologies for Absence

Apologies were received from Cllrs

Admin

113 Declarations of Interest

Cllrs Pitt, Banks, Chapman and Slade declared a non-pecuniary interest in agenda item 127, Priory Centre Redevelopment.

Cllrs Pitt and Maslen declared a non-pecuniary interest in item 124, Equipment Hire Policy.

114 Minutes

RESOLVED to approve the minutes of the meeting of the Finance & Governance Committee held on 21st January 2025 as a true and accurate record.

115 Payments

Members received and noted payments for December 2024.

116 Bank Cash and Investment Reconciliations

Members received and noted bank cash and investment reconciliations as at 31st December 2024.

117 Reserves

Members received and noted Council Reserves and earmarked reserves as of 31st December 2024.

118 Service Level Agreements (SLAs)

Members considered the Service Level Agreements for organisations the Council has budgeted funds for the provision of services in the 2025-26 financial year.

RESOLVED to recommend that the Council approve the SLAs for:

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

and that monitoring and reporting for beneficiaries specific to St Neots and the organisations is included in their reporting.



119 War Memorial Earmarked Reserves

Members received and considered a recommendation from the Operations and Amenities Committee that the Town Council allocate £6,190 from the War Memorial earmarked reserve for the professional cleaning of war memorials under the Council's care.

RESOLVED to RECOMMEND that the Council 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 Ear Marked reserves.

120 Museum Building

i) Museum Roof

Members considered a recommendation from the Operations Committee for additional works required to the museum roof. These works are essential to complete the previously approved scope of works with the cost being mostly from additional materials and not hours.

RESOLVED to RECOMMEND that the Council release £5,900.00 in funding from the Community Buildings earmarked reserve to pay for unexpected works completed as part of repairing and securing the museum roof.

ii) Museum Air Conditioning

Members considered a recommendation from the Operations Committee for the replacement of broken air conditioning units at the Museum. Correct indoor climate in the Museum is very important for the collection and their team of volunteers.

RESOLVED to RECOMMEND 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.

121 Depot Building Security

The Depot suffered a break in in January 2025 and the Police have recommended that the Council re-consider CCTV provision at the depot building.

RESOLVED to RECOMMEND that the Council approve the use of unspent funds in the Repairs and Maintenance budget for the installation of CCTV at the operations report at a cost of £2,550.

122 Granting Funding Returned

Members received and noted the return of unspent grant funding awarded to Waterside Green Energy of £9,481.46.

RESOLVED to RECOMMEND that the Council vire the unspent grant funding of £9,481.46 to the grant fund budget for the current financial year.



123 IT Security Policy

Members considered a report on the Council's IT Security Policy and the implications if a user account is removed from this policy. The IT Security Policy is designed to safeguard the council's digital assets and ensure secure access to critical systems.

RESOLVED to RECOMMEND that members user accounts should remain part of the Council's IT Security Policy.

124 Equipment Hire Policy

Members received and considered the recommended adoption of a Council Equipment Hire Policy as recommended by the Operations and Amenities Committee.

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

125 Date of Next Meeting

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

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

RESOLVED to RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

127 Priory Centre Redevelopment

Members considered a report outlining information on the Priory Centre redevelopment and provisional value engineering costs.

RESOLVED to RECOMMEND that the Council contributes funding as provided for in Option 1 of the Value Engineering Report from the Town Council's Community Infrastructure Levy (CIL) towards the scheme construction costs and that any unspent contingency is returned to the Council to reduce CIL expenditure or provide further improvements to the project.

COMMITTEE CHAIRPERSON

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ST NEOTS TOWN COUNCIL

Date:	25 th FEBRUARY 2025
Title:	WAR MEMORIAL CLEANING
Author:	TOWN CLERK
Responsible Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To receive and consider any recommendations from the Finance and Governance Committee that £6,190 is allocated from the War Memorials Earmarked Reserve to fund the specialist cleaning of three war memorials in the Council's care.

2. Recommendation from the Operations and Amenities Committee

- 2.1 That Full Council approves that 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 + VAT in funding is allocated from the War Memorial Ear Marked reserves.

3. Background

- 3.1 The Operations and Amenities Committee and Finance and Governance Committee received and considered the following information on a request to release earmarked reserves for specialist cleaning of war memorials ahead of the 80th anniversary of the end of World War Two. This supports activities and commemorations that will be taking place in 2025. Residents have also raised queries with the Council asking that the memorials be cleaned.
- 3.2 The Town Council is responsible for the maintenance and care of three war memorials. These are located at;
- St Mary's Church Yard, St Neots
 - St Mary's Church Yard, Eynesbury
 - Eaton Socon Village Green
- 3.3 The Council has provided an earmarked reserve for War Memorial maintenance and officers are recommending this be used to undertake a professional cleaning of each War Memorial ahead of commemorative events to be held in May 2025 marking 80 years since D Day.
- 3.4 The War Memorials have not been professionally cleaned by a specialist mason for a significant number of years.
- 4. Information**
- 4.1 The table attached outlines quotations received from three suitably qualified contractors to carry out cleaning of war memorials located in St Neots, Eaton Socon and Eynesbury.

4.2 The Operations and Amenities Committee is recommending that the Council do have the War Memorials cleaned and that Company C is approved as the best value quote. The work quoted includes rendering of small surrounding wall at St Neots War Memorial within the cost, offering best value.

4.3 The equipment Company C will use is accredited by English Heritage for specialist cleaning of memorials and uses less water than standard power washers or alternative equipment, reducing water used in cleaning the memorials. In addition, Company C is not asking for the Town Council to provide water to the sites.

5. Financial Implications

5.1 The Council has a current year revenue budget of £900 for War Memorial Maintenance.

5.2 The Council has an Earmarked Reserve of £7,707 for War Memorial Maintenance.

5.3 The cost of the preferred contractor is £6,190 + VAT

6. Legal Powers

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

7. Supporting Images

7.1 St Neots War Memorial;



7.2 Eynesbury War Memorial;



7.3 Eaton Socon War Memorial;



APPENDIX A

SNTC War Memorial Cleaning Quote Comparison								
Company	Eaton Socon	Eynesbury	St Neots	Total (ex VAT)	Total (inc VAT)	Additional Services	Additional Fees	Notes
A	1,950.00	1,950.00	1,950.00	5,850.00	7,020.00	If required: Lime Pointing per m2 70.00 Letter re-enamelled per letter 0.90 Wreaths/swags 75.00 sacrificial micro crystalline hard wax Sacrificial micro crystalline hard wax covering 100.00		Supply/install 'Smartwater' Includes cleaning of surrounding paving Written report and photos provided
B	2,433.00	2,684.00	2,033.00	5,720.00	7,150.00		None	Includes cleaning of surrounding paving, SNTC to provide water bouser
C	2,090.00	2,000.00	2,100.00	6,190.00	7,428.00		None	Use Doff Integra Steam Cleaner Includes: clean surrounding paving/flowerbeds/kerbs and pillars Repoint gaps between slabs Render steps

ST NEOTS TOWN COUNCIL

Date:	25 th FEBRUARY 2025
Title:	MUSEUM BUILDING ROOF
Author:	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To provide the Council with the information on the additional extra works carried out on the Museum Roof due to more extensive damage discovered while carrying out the approved works.
- 1.2 To receive and consider any recommendations from the Finance and Governance Committee on allocating funding for additional work undertaken on the Museum roof.

2. Recommendation from Finance and Governance Committee

- 2.1 That the Council release £5,900.00 in funding from the earmarked reserve for Community Buildings to pay for unexpected works completed as part of repairing and securing the museum roof.

3. Background

- 3.1 The Operations and Amenities Committee and Finance and Governance Committee considered the following information in making a recommendation to the Town Council on the expenditure of funds from the Community Building earmarked reserve for additional works required as part of museum roof repair.
- 3.2 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.3 The significant work on Museum Building Roof repairs had been completed as approved earlier by the Committee and the Council. Those works have made the building watertight for a long time and sorted out continuous issues with water ingress into building, which caused much of the inconvenience and disruption on Museum operations and prevented any works of redecoration or building performance upgrades.
- 3.4 Although the detailed survey and inspection were completed prior the roof repair, with quotations and funding approved, during the work more hidden damage and problems were discovered by the contractor requiring more time and materials than been originally planned and quoted to address the issues. Those issues were impossible to be left as they were, and everything been addressed as required and confirmed by the Project Delivery Manager.
- 3.5 The additional works required to complete the roof have resulted in additional required expenditure.

4. Information

- 4.1. The Finance and Governance Committee was asked to consider the availability of funds and to make a recommendation to the Town Council on a request to allocate expenditure from the Community Building earmarked reserve.
- 4.2 The completion of extra works on the roof was essential to complete the previously approved scope of works.
- 4.3 Cost of extra work on Museum roof is mostly formed by additional materials not hours.
- 4.4 Description of Roof Extras;

Job 1

- 1. Full re-felt and battens
 - Due to several areas where slates were damaged, water travelling underneath had rot away the battens and counter battens. It made much more sense to renew this completely, while the contractor was there, instead of it causing more problems down the line.
 - After the removal of the felt, the contractor discovered the actual roof boards beneath were all loose (boards themselves were in great condition, however the nails holding them had rusted and shrunk), so contractor secured and screwed down every board.
 - Contractor re-slatted the entire roof, so every slate is secure and not hung on lead clips.
- 2. Lead valley renewed
 - Upon a closer look at the lead valley leading into the gutter, it was decided to renew it. Someone has clearly tried to repair this previously, however once the slates were removed from either side, it was found that the lead had started splitting. Therefore, the lead valley was replaced while the roof was stripped away.

Job 2

- 1. Metal roof-light repair
 - The roof light at the front of the building had several issues. Unfortunately, we weren't made aware that this window caused any problems, it was only after work had begun the contractor was told the window had leaked previously and often. It was installed incorrectly: the flashing and slates around it were not sufficient to move water away and after removing adjacent slates, it was possible to put a hand in between the roof and window, and into the building. The contractor removed everything from around the window, re-felted it correctly and created a lead flashing surround with aprons on the top and bottom, and soakers up the sides.
- 2. Full re-felt and battens
 - Between taking off the section of roof against the neighbouring wall to reinstate the lead and soakers, and removing everything around the metal window, it was common sense to renew the remainder of the roof with new felt and battens. This section of the museum roof had clearly been a problem area for some time. The roof boards beneath were all loose (boards themselves were in great condition, however the nails holding them had rusted and shrunk), so the contractor secured and screwed down every board.
- 3. Lead valley renewed

- This front lead valley links up and over into the lead valley replaced in Job 1. It wasn't quite as deteriorated as the other side; however, it had a few holes in the lead. Contractor had to correct a lot of slates, so they renewed the valley in the process.

Job 3

1. Framing of flat roof
 - Removing approximately 2 inches of sludge from this roof revealed several raised areas that turned out to be iron and glass roof lights.
 - Contractor also found that the entire pitch of this roof fell away from the outlets by a considerable amount, hence the collection of so much water and sludge.
 - Contractor needed to build a frame across the entire roof to level it all and transfer weight away from the glass.
2. A/C adjustments
 - There was a section of roof with the A/C pipes came out right next to one of the outlets. This easily let water in. It was especially dangerous after learning the museum workers would often get a shock from a light switch directly below. The contractor had to move pipes away, created a lead shelf to keep the rain out, and moved the outlet further away from them.
3. Capping stones
 - The perimeter capping stones had been laid onto lead. Over the years the lead would expand and contract, separating from the cement. This movement also disrupted the joints between the stones; therefore, the stones were simply sat unsecure top the wall.
 - Contractor has removed cappings, cleaned them up, replaced the destroyed lead with a much better suited DPC to protect the wall below, and then re-laid the capping stones.

Job 4

1. Lower (side) flat roof
 - As mentioned in the original quote, this roof was deemed to be recent. However, it turned out the roof was put directly on top the old one, without the original problem rectified. Water had travelled down and was saturating the concrete roof beneath, there was even a whole eco system of roots. The layers of bitumen felt removed were more like paper.
 - After mentioning this in the museum, the contractor was told the room below was really mouldy and also smelled of damp.
 - The brickwork behind the up stands was patchy and missing in places. We suspect water was getting through in the void behind these felt up stands.
 - It was decided the simplest way to put this right, was to render the wall and make it solid again. The contractor renewed the felt roof, complete with perimeter lead apron.

5. Financial Implications

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The previously approved and carried out roof works used up all the available maintenance budget and additionally approved funds.
- 5.3 The Council has unallocated earmarked reserves of £182,814.28 for "Community Buildings" for expenditure on maintenance or projects related to improving Town Council owned community buildings.

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ST NEOTS TOWN COUNCIL

Date:	25 th FEBRUARY 2025
Title:	MUSEUM AIR CONDITIONING
Author:	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

1. Purpose of the Report

- 1.1 To receive and consider any recommendations from the Finance and Governance Committee on the allocation of funds for the replacement of A/C units at St Neots Museum.

2. Recommendations from the Finance and Governance Committee

- 2.1 That the Town 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 earmarked reserve for Community Buildings to supply, install, and commission a replacement:
- Mitsubishi HI 2.5kw wall mounted system serving the Storeroom (£1,390.00 before discount)
 - Mitsubishi HI 5kw wall mounted system serving the Old Court Room (£1,975.00 before discount)
 - Mitsubishi HI 2.5kw wall mounted system serving the Home Life Gallery (£1,390.00 before discount)

3. Background

- 3.1 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. As landlord the Council has a duty to maintain its asset.
- 3.2 The significant work on Museum Building Roof repairs had been completed as approved earlier by the Committee and the Council. Those works have made the building watertight for a long time and sorted out continuous issues with water ingress into building, which caused much of the inconvenience and disruption on Museum operations and prevented any works of redecoration or building performance upgrades.
- 3.3 As part of the roof works the decommissioning of some old AC units and moving of operational units had to be carried out. It was previously reported to the committee that the units were reaching the end of their lives and due to use of a now banned gas would not be able to be repaired if they reached a point of failure.

4. Information

- 4.1 The Operations and Amenities Committee and Finance and Governance Committee considered the information set out in this report when making the recommendation to the Council on allocating funds to the replacement of AC units from the Community Building earmarked reserve.
- 4.2 Some of the A/C systems installed in Museum are very old and coming to the end of their working life. It is difficult to say how long each system has remaining before components such as compressors and PC boards fail. Some units are estimated to be more than 30 years old. Obtaining spare parts may prove difficult should certain parts fail based on availability and age of the systems.

4.2 The condition of certain condensers is found to be in poor state, coils have damaged and semi-corroded fins, and rust on the outer casing.

4.3 Two of the oldest systems which serve the first-floor stores room and court room use the banned, obsolete R22 refrigerant gas. The A/C contractor recommendation is to upgrade these to modern energy efficient systems.

4.4 **Condition of the Systems**

4.3.1 The system serving the Store Room was found to have a shortage of gas and an issue with the indoor fan motor. Although working, its operation for cooling and heating this room is intermittent.

4.3.2 The system serving the Old Court Room has ceased working and displaying a E0 fault.

4.3.3 The LG system serving the Home Life Galley is also very old, although does use the more modern R410A gas.

4.3.4 The two LG systems serving the room adjacent to the flat roof are also quite old.

4.3.5 The Daikin units that serve the cells corridor are redundant with the outdoor condensers having been removed recently. These have not been operational for many years and the indoor units can be removed from the walls.

4.3.6 The systems serving the reception, ground floor gallery areas and office were upgraded several years ago and therefore, do not require upgrading at this stage.

4.3.7 Making an assessment on which systems are priority in terms of being upgraded, should be based on system age, gas type, performance, reliability and the importance of the area it serves.

4.5 **Energy Efficiency**

4.4.1 The energy efficiency ratings for many of the systems is way down on the scale compared to that of modern systems available today, which offer ratings up to A+++ for both cooling and heating operation. Some systems are likely to be as low as C and D energy rated which is extremely low in today's standards, resulting in high energy usage and running costs.

4.6 **The Benefits for Upgrading A/C Systems:**

- A significant reduction in running costs
- A+++ / A++ SEER/SCOP energy efficiency
- 5-year manufacturer's parts warranty
- Outstanding performance and noise reduction
- Reliability, the latest technology and modern appearance
- Inverter heat pump systems offering both cooling & heating
- Eco-friendly R32 gas

4.6 Improvement of A/C system and use for the cooling and heating was specified by Energise during their building assessment. Correct indoor climate in Museum is very important for the collection and crucial for the staff, mostly formed by senior volunteers

- 4.7 Price for the A/C upgrade provided by the Museum current service contractor. When upgrading a system, the mains electrical power supply would be re-used where possible. Ceiling-mounted units will be replaced by wall-mounted units.

5. Financial Implications

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The previously approved and carried out roof works used up all the available revenue maintenance budget.
- 5.3 The Council has unallocated earmarked reserves of £182,814.28 for “Community Buildings” for expenditure on maintenance or projects related to improving Town Council owned community buildings.

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ST NEOTS TOWN COUNCIL

Date:	25 th FEBRUARY 2025
Title:	DEPOT SECURITY
Author:	TOWN CLERK
Responsible Officer:	OPERATIONS MANAGER

1. Purpose of the Report

- 1.1 To receive and consider any recommendations from the Finance and Governance Committee on the installation and funding of CCTV at the Operations Depot.
- 1.2 To seek aa approval from the Town Council on funding for CCTV cameras.

2. Recommendations from the Finance & Governance Committee

- 2.1 That the Council consider and approve the use of unspent funds in the Repairs and Maintenance budget for the installation of CCTV at the operations deport at a cost of £2,550.
The installation to take place after the renewed lease for the operations deport is in place.

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. While implementing measures the Council did not progress with the installation of CCTV, which was one of the options considered.
- 3.2 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.

4. Information

- 4.1 The Operations and Amenities Committee and Finance and Governance Committee considered the following information when putting forward its recommendation.
- 4.2 The depot suffered from a break-in in January 2025. The Police and Operation Manager were quick to attend the scene when the alarm was activated and due to measures previously implemented by the Council no equipment or machinery was lost.
- 4.3 There was significant damage caused to the entrance points of the building as part of the break-in. These entrance/exit points have all been secured and a new front double door is being quoted for. The Council will go through HDC as part of making an insurance claim for costs associated with repair damage.

4.4 The Police have recommended that the Council re-consider CCTV provision at the depot building. As such the Operations Manager has obtained an updated quote for CCTV.

4.5 The quoted cost of installing CCTV at the depot building is £2,550. plus VAT. This includes;

CONTROL EQUIPMENT	8 Way Network video recorder is to be fitted in the Front Office
RECORDING CAPACITY	Hard Drive Size 4TB Minimum of 4 weeks recording
CAMERA INPUTS	The system is capable of a Maximum of 8 cameras
APP CONNECTION	Capable of being remotely viewed either by connection to a local router. Loss of connection due to a faulty or new Router may result in an engineer's visit to reconfigure the system. This may incur a callout charge.
MONITORS QTY 1	22 inch to be fitted in the Front Office
CAMERAS QTY x 6	Hikvision DS-2CD2345FWD-I 4MP fixed lens turret camera with IR. FEATURES: <ul style="list-style-type: none">• 4MP high resolution• 2.8mm fixed lens• Powered by Darkfighter for Ultra Low Light• Triple stream• 3 axis mount• Up to 30m IR distance• H.265+ compression• 4 analytics• IP67 weatherproof• 120dB wide dynamic range• Supports on board storage (up to 128GB)• 12V DC & PoE (802.3af)
TURRETT CAMERA LOCATIONS	Camera 1: Front of the Building Audio and Movement Camera 2: Front of the Building Area (Front Right-hand corner of the building) Camera 3: Right Side Alleyway (Front Right-hand corner of the Building) Camera 4: Rear Fire Door (Back Left-hand corner of the Room) Camera 5: Front Roller Shutter (Front Left-hand corner of the Room) Camera 6: Reception (Back-Right-hand corner of the Room)

4.6 There would be an annual maintenance/service charge of £80.00.

4.6 Costs are also being investigated for an alarm call out/key holder service which would see a security company attend the site in the event of a out of hours break-in, providing support for officers attending and improving staff safety on site. Options and costs for the committee's consideration will be brought forward to the Council separately.

5. Financial Implications

5.1 The costs of repairing the roller shutter door are estimated to be £750. Quotes are currently being obtained to repair the fire doors and front doors damaged in the break-in.

5.2 The cost of installing CCTV as quoted by the Council's contractor that manages the CCTV to be installed at the Steve Van de Kerkhove Community Centre is £2,550 plus VAT.

- 5.3 The Council has a revenue budget for depot maintenance with a remaining balance of £1,723.
- 5.4 The Council has a revenue budget for repairs and maintenance of which there is a remaining balance of £3,995, however this budget is mainly intended for repair and maintenance of equipment rather than the building.

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.

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ST NEOTS TOWN COUNCIL

Date:	20 th FEBRUARY 2025
Title:	WATERSIDE GREEN ENERGY GRANT FUNDING
Author:	TOWN CLERK
Responsible	RESPONSIBLE FINANCIAL OFFICER
Officer:	

1. Purpose of the Report

1.1 To advise the Council on the return of unspent grant funding awarded to Waterside Green Energy.

2. Recommendations from the Finance & Governance Committee

2.1 That the Council vie an unspent grant funding of £9,481.46 to the grants budget for the current financial year.

3. Background

3.1 At a meeting of the Town Council held on 30th October 2023 the Council awarded a grant of £10,000 to Waterside Green Energy for preparatory work in progressing the St Neots Hydropower installation. (TC-104-23-24).

4. Information

- 4.1 The Town Clerk and RFO were advised by Waterside Green Energy that at an emergency General Meeting on Monday 25th November 2024, the members of Waterside Green Energy regrettably voted to wind up the organisation as soon as can be achieved.
- 4.2 Despite the great deal of progress the organisation made towards the completion of the project for which the funding was awarded it became apparent that it was impossible to find the large level of funds necessary to keep the project running.
- 4.3 Attached (**Appendix A**) is a public statement agreed by the Board which explains the situation.
- 4.4 The organisation has expressed its gratitude for the support and encouragement that SNTC councillors and officer’s past and present have given.
- 4.5 The organisation advised that most of the funding awarded by the Town Council is still held and as such will be paid back.

5. Financial Implications

AGENDA ITEM 5

ATTACHMENT 12

- 5.1 The Council has received £9,481.46 in returned grant funding which will be allocated to the Council's General Reserve.

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.

;

Public Statement November 2024

Waterside Green Energy was formed in 2020 as a charitable organisation aiming to educate local young people, reduce electricity costs for local people and build a sustainable project which others could replicate. The focus was to work with the local community using available grant funding mechanisms to design, construct, and operate a small hydroelectric power station at Mill Lane Sluice, Little Paxton.

So far we have:

- Demonstrated its feasibility
- Completed an outline design
- Obtained the Environment Agency Water Abstraction license
- Completed an environmental assessment and species DNA survey
- Engaged over 100 members
- Produced a detailed business case

This success has been grant funded, mostly from The Rural Communities Energy Fund, a government scheme set up to help groups like Waterside Green Energy investigate projects which support carbon zero.

We would like to thank all the donators and supporters, and in particular St Neots Town Council members past and present for their outstanding support, real action and enthusiasm from the outset. Without their vision and commitment for the climate emergency we all face, nothing could ever change.

We have received strong and positive words from all local and national politicians who have visited and engaged with the project, but words, by themselves, do not generate the funding to bring projects to life.

The next steps for the project are closely linked with increasing (new) regulations and bureaucracy. Each step forward in the planning and approvals process, local or national, needs funding. These cannot be provided from existing means and are beyond the resources of a small organisation.

The Community Infrastructure Levy obtained from local housing developers and administered by the Local Planning Authority is said to currently hold in excess of £30 million unspent. Its one purpose is to support what it calls “community infrastructure” projects. Unfortunately, it has conditions tied to growth so onerous they are difficult for a community project to meet. National green energy funding streams have similarly complex restrictions.

Sadly, as a result, the Board (all volunteers) have seen no alternative but to cease operations this financial year.

Unfortunately, the bright young minds won't now be inspired into engineering by visiting their own hydroelectric power station, or motivated to champion green energy by seeing the benefits to their own families.

Ironically, the political will at national and local levels is clearly in favour of supporting community-owned renewable energy generation. In the next few years, it is probable that projects such as hydro generation will be increasingly seen as part of the national decarbonisation solution. Maybe we were ahead of our time.

By sharing our work publicly, we hope that in future the legacy of designs and studies undertaken may be of benefit to others planning similar schemes in a more conducive financial environment.

The Board of Waterside Green Energy

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St Neots
Town Council

Steve van de Kerkhove Community Centre, St Neots, Cambridgeshire, PE19 2BX

Telephone: 01480 388911 fax: 01480 388915

Town Clerk – Chris Robson Mayor – Cllr Richard Slade

Equipment Hire Policy

Reference	SNTC/EV002	Adopted by
Prepared by	J Coleman (Communications and Events Officer)	Adopted date
Monitored by	Deputy Town Clerk	Minute reference
Monitoring Review	Every 4 Years	Review date

1. INTRODUCTION

- 1.1 The purpose of this policy is to ensure its equipment is maintained to the highest standard for use by all stakeholders, while still being available for use to third party organisations who are local community groups/not for profit organisations for community events held within the town.
- 1.2 Due to the increasing wear and tear of equipment and the operation cost associated with the loan of equipment, the Town Council will only loan equipment to the following organisations for 1 annual event each year:
 - 1.2.1 St Neots Museum – Living History Festival
 - 1.2.2 Eaton Socon Community Association
 - 1.2.3 Loves Farm Community Association
 - 1.2.4 Wintringham Community Association
 - 1.2.5 Eynesbury Community Association
 - 1.2.6 Any charity which is being supported by the Mayor during their term in office
- 1.3 The equipment is available free of charge for use to the above-listed organisations during normal council operational times. Outside of these times a fee will be levied to cover additional staffing costs for out of hours working and subject to our terms and conditions set out in the 'Equipment Loan Hire Agreement' attached in appendix A.

2. EQUIPMENT AVAILABLE

- 2.1 The items the Town Council have available on loan include:
 - Gazebos
 - PA System
 - Projector
 - Tables & Chairs
 - Barriers
 - Litter Pickers



3. REQUESTING FOR LOAN EQUIPMENT

- 3.1 An "Equipment Loan Agreement" Form (appendix A) must be completed and signed by the borrower; this will ensure that the borrower agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.
- 3.2 The Town Clerk has the discretion to make exceptions to this policy based upon the nature of request received.
- 3.3 Those requesting to loan the equipment must provide a minimum of 3 months' notice and complete the "Equipment Loan Hire Agreement" to confirm liability, delivery and collection dates and times.

4. EQUIPMENT PURCHASED FOR SPECIFIC PURPOSES

- 4.1 The Council will not hire out equipment which the Council has resolved to purchase for a specific purpose (*e.g. Market Square bistro chairs/tables*) and which is needed or intended to be used only to deliver on that purpose. The exception to this will be where the Council resolves that equipment can be hired out or used in an alternative way.



Service Level Agreement (SLA)

Between

St Neots Town Council (“the Council”)

And

Citizens Advice Rural Cambridgeshire (“the Charity”)

Date: TBC

1. Purpose of the Agreement

This Service Level Agreement (SLA) outlines the terms under which **Citizens Advice Rural Cambridgeshire** will deliver a **professional ‘face-to-face’ outreach service for one day a week for 50 weeks per annum** funded by **St Neots Town Council**. The Agreement sets out the obligations of both parties to ensure the effective delivery of services and appropriate use of public funds.

2. Duration of the Agreement

This Agreement will commence on **1st April 2025** and remain in force until **31st March 2026**, unless terminated earlier in accordance with Section 9 of this Agreement.

The Charity shall not be able to apply for any additional funding through the Council’s Grant Aid Scheme during the financial year this SLA is active unless under exceptional circumstances. The funding provided to the Charity through this SLA will be taken into account when considering any such exceptional application, alongside applications from other applicants to the Grant Aid Scheme and availability of Council funds.

3. Objectives

The primary aim of the funded service is to increase the provision of the St Neots face-to-face service. This SLA provides for a second day of face-to-face provision in St Neots, based on a morning drop-in session and afternoon by-appointment service to be delivered in an accessible location for 50 weeks per year.

In addition, the service will:

1. **Increase Accessibility:** Ensuring residents have access to quality advice and support in a location which is accessible and appropriate to resident’s needs.
2. **Empower Communities:** Provide people with the knowledge and tools they need to make informed decisions regarding their personal, financial or social circumstances.
3. **Raise Awareness:** Promote the availability of the service within the community to ensure those in need are aware of where and when they can access support.

4. **Tailored Information & Advice:** To support with the specific needs of individuals and provide personalised advice based on their circumstances on a wide range of issues.
5. **Encourage Self-sufficiency:** Support individuals to gain confidence and skills to navigate systems or solve problems independently in the future.

Objectives:

1. **Provide Accurate Information and Advice:** Offer clear, up-to-date and relevant advice to assist residents with their issues, which includes, benefits, money advice (including debt), housing, relationships and employment.
 2. **Deliver Confidential and Professional Advice:** Ensure that all advice provided is confidential, professional, and respectful of clients' privacy, dignity and needs.
 3. **Create Partnerships with Local Services:** Foster a positive collaboration between the Council and the Charity and Establish connections with other organisations to ensure a holistic approach to support, offering referrals and signposting as needed.
 4. **Track and Monitor Impact:** Keep accurate records of service usage to assess the effectiveness of the outreach, ensuring that it meets community needs.
 5. **Financial:** Ensure that the Charity is supporting the Council to spend funds in a transparent and cost-effective way.
-

4. Funding

The Council agrees to provide the Charity with funding of £10,000 payable in 6 monthly instalments as follows:

- Payment 1: £5,000 on 1st April 2025
- Payment 2: £5,000 on 1st October 2025

Funding will be subject to:

- Delivery of the agreed outputs (see Section 5).
- Submission of regular monitoring reports (see Section 6).
- Compliance with all terms of this Agreement.

Unspent funds must not be used for any other purpose and be returned to the Council at the end of the Agreement term, unless otherwise agreed in writing. The Charity will submit a written request to the Town Clerk to retain unspent funds no later than 30 days before the end of the Agreement term, the Council will then respond in writing within 30 days and this decision will be final.

5. Outputs and Key Performance Indicators (KPIs)

The Charity agrees to deliver the following services:

1) Expert Advice for St Neots Residents

Offer free, confidential, and non-judgmental expert advice to residents of St Neots, addressing a wide range of issues, including (but not limited to) benefits, money advice (including debt), housing, relationships and employment.

2) Additional In-Person Support

Expand support services in St Neots by offering in-person advice one additional day per week.

3) Dedicated Support Days

Provide 50 dedicated in-person advice and support days on Tuesdays. These days will be supplemental to any provision funded by Huntingdonshire District Council.

4) Drop-in and Appointment Services

Operate a dual-format support service, consisting of a half-day drop-in session and a half-day appointment-based service for the 50 days funded.

Key Performance Indicators (KPIs):

- The delivery of 50 days in-person sessions
-

6. Monitoring and Reporting

The Charity agrees to provide the Council with regular updates as specified in section 8, including:

- Quarterly progress reports detailing activities, beneficiaries, and outcomes provided to the Town Council's Responsible Financial Officer.
- Supply a minimum of 1 case study per quarter.
- 6-month progress report with previous financial years annual accounts provided to the Finance and Governance Committee.
- **The reports should include a breakdown of beneficiaries specific to St Neots and those for the organisation as a whole**
- End-of-SLA evaluation report demonstrating activities, beneficiaries, and outcomes over the course of the agreement provided to the Town Council.

The Council reserves the right to request additional information or audits if necessary.

7. Governance and Accountability

The Charity agrees to:

- Operate in accordance with its governing documents and relevant laws, including charity law.

- Maintain proper financial records and provide evidence of expenditure upon request.
 - Ensure compliance with safeguarding requirements if working with children or vulnerable adults.
-

8. Roles and Responsibilities

The Council will:

- Provide funding in accordance with Section 4.
- Offer reasonable support and guidance to the Charity on matters relating to the Grant.
- Monitor the delivery of agreed services.

The Charity will:

- Deliver the services outlined in Section 5.
 - Use the funding solely for the purposes set out in this Agreement.
 - Notify the Council promptly of any issues or changes that may affect service delivery.
 - Acknowledge the Council's support/funding in promotional material.
 - Provide reporting as outlined in Section 6, including quarterly reports to the Council which include data evidencing that the objectives in Section 5 are being met.
 - Issue quarterly reports to the Town Clerk and Responsible Financial Officer by the following dates;
 - 1) By the end of July 2025
 - 2) By the end of October 2025
 - 3) By the end of January 2025
 - 4) By the end of April 2026
 - Issue a 6-month report with annual accounts for the previous year to the Responsible Financial Officer by the end of October 2025 for reporting to the Town Council's Finance and Governance Committee.
 - Provide an End-of-SLA evaluation report by the end of April 2026 outlining the activities, beneficiaries, and outcomes for reporting in the Town Council's Annual Report.
-

9. Termination of Agreement

This Agreement may be terminated by either party with 30 days written notice. Grounds for immediate termination by the Council include:

- Misuse of funds.
- Failure to deliver the agreed services.
- Breach of legal or regulatory obligations.

In the event of termination on any of the above grounds, the Council will cease all payments, and the Charity must return any funds to the Council on a pro-rata basis.

10. Confidentiality

Both parties agree to keep confidential any sensitive information shared under this Agreement, except where disclosure is required by law.

11. Dispute Resolution

In the event of a dispute, both parties agree to engage in good faith discussions to resolve the issue. If unresolved, the matter may be referred to mediation or arbitration, as agreed by both parties. Any dispute needs to be raised in writing between the signatories on the Agreement (or their successors), both parties will then seek good faith resolution within 30 days, after which the matter may be referred to third party intermediate.

12. Signatures

This Agreement is signed on behalf of both parties:

For the Town Council

Name: _____

Title: _____

Signature: _____

Date: _____

For the Charity

Name: _____

Title: _____

Signature: _____

Date: _____

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Service Level Agreement (SLA)

Between

St Neots Town Council (“the Council”)

And

Huntingdonshire Volunteer Centre (“the Charity”)

Date: **TBC**

1. Purpose of the Agreement

This Service Level Agreement (SLA) outlines the terms under which the **Huntingdonshire Volunteer Centre** will deliver a **volunteer-led St Neots community car share scheme for residents of St Neots and surrounding** villages funded by **St Neots Town Council**. The Agreement sets out the obligations of both parties to ensure the effective delivery of services and appropriate use of public funds.

2. Duration of the Agreement

This Agreement will commence on **1st April 2025** and remain in force until **31st March 2026**, unless terminated earlier in accordance with Section 9 of this Agreement.

The Charity shall not be able to apply for any additional funding through the Council’s Grant Aid Scheme during the financial year this SLA is active unless under exceptional circumstances. The funding provided to the Charity through this SLA will be taken into account when considering any such exceptional application, alongside applications from other applicants to the Grant Aid Scheme and availability of Council funds.

3. Objectives

The primary objectives of this Agreement are to:

- Provide funding to the Charity to deliver accessible and affordable transportation for residents of St Neots and surrounding villages to make essential journeys via a volunteer-led community car share scheme.
- Ensure services are delivered effectively, efficiently, and equitably.
- Foster collaboration between the Council and the Charity.
- Ensure monitoring and an understanding of need, demand and outcomes to inform impact and future needs and funding consideration.
- Ensure that St Neots Town Council is spending funds in a transparent and cost-effective way.

4. Funding

The Council agrees to provide the Charity with funding of £10,000 payable in two 6 monthly instalments as follows:

- Payment 1: £5,000 on 1st April 2025
- Payment 2: £5,000 on 1st October 2025

Funding will be subject to:

- Delivery of the agreed outputs (see Section 5).
- Submission of regular monitoring reports (see Section 6).
- Compliance with all terms of this Agreement.

Unspent funds must not be used for any other purpose and be returned to the Council at the end of the Agreement term, unless otherwise agreed in writing. The Charity will submit a written request to the Town Clerk to retain unspent funds no later than 30 days before the end of the Agreement term, the Council will then respond in writing within 30 days and this decision will be final.

5. Outputs and Key Performance Indicators (KPIs)

The Charity agrees to deliver the following services:

1. A volunteer-led community car scheme for residents of St Neots and surrounding villages.
2. Managing and co-ordinating the community car scheme project by processing drive requests and coordinating and allocating available volunteers.
3. Limit costs incurred to users to a maximum of £2 per booking and 0.45p per mile for the duration of the funding agreement.
4. Active marketing and promotion of the Car Share Scheme.
5. Gather and report community car scheme statistics to monitor how services are impacting the community.

Key Performance Indicators (KPIs):

- Number of beneficiaries reached: Target of 50 new client registrations for the year.
- Number of essential journeys delivered: Target of 18,000 miles.
- Delivery timelines: Between 1st April 2025 and 31st March 2026.

6. Monitoring and Reporting

The Charity agrees to provide the Council with regular updates as specified in section 8, including:

- Quarterly progress reports detailing activities, beneficiaries, and outcomes provided to the Town Council's Responsible Financial Officer.
- 6-month progress report with previous financial years annual accounts provided to the Finance and Governance Committee
- **The reports should include a breakdown of beneficiaries specific to St Neots and those for the organisation as a whole**
- End-of-SLA evaluation report demonstrating activities, beneficiaries, and outcomes over the course of the agreement provided to the Town Council.

The Council reserves the right to request additional information or audits if necessary.

7. Governance and Accountability

The Charity agrees to:

- Operate in accordance with its governing documents and relevant laws, including charity law.
 - Maintain proper financial records and provide evidence of expenditure upon request.
 - Ensure compliance with safeguarding requirements if working with children or vulnerable adults.
-

8. Roles and Responsibilities

The Council will:

- Provide funding in accordance with Section 4.
- Offer reasonable support and guidance to the Charity on matters relating to the Grant.
- Monitor the delivery of agreed services.

The Charity will:

- Deliver the services outlined in Section 5.
- Use the funding solely for the purposes set out in this Agreement.
- Notify the Council promptly of any issues or changes that may affect service delivery.
- Acknowledge the Council's support/funding in promotional material.
- Provide reporting as outlined in Section 6, including quarterly reports to the Council which include data evidencing that the objectives in Section 5 are being met.
- Issue quarterly reports to the Town Cler and Responsible Financial Officer by the following dates;
 - 1) By the end of **July 2025**
 - 2) By the end of **October 2025**
 - 3) By the end of **January 2026**
 - 4) By the end of **April 2026**

- Issue a 6-month report with annual accounts for the previous year to the Responsible Financial Officer by the end of **October 2025** for reporting to the Town Council's Finance and Governance Committee.
 - Provide an End-of-SLA evaluation report by the end of **April 2026** outlining the number of journeys, clients, and new users for reporting in the Town Council's Annual Report.
-

9. Termination of Agreement

This Agreement may be terminated by either party with 30 days written notice. Grounds for immediate termination by the Council include:

- Misuse of funds.
- Failure to deliver the agreed services.
- Breach of legal or regulatory obligations.

In the event of termination on any of the above grounds, the Council will cease all payments, and the Charity must return any funds to the Council on a pro-rata basis.

10. Confidentiality

Both parties agree to keep confidential any sensitive information shared under this Agreement, except where disclosure is required by law.

11. Dispute Resolution

In the event of a dispute, both parties agree to engage in good faith discussions to resolve the issue. If unresolved, the matter may be referred to mediation or arbitration, as agreed by both parties. Any dispute needs to be raised in writing between the signatories on the Agreement (or their successors), both parties will then seek good faith resolution within 30 days, after which the matter may be referred to third party intermediate.

12. Signatures

This Agreement is signed on behalf of both parties:

For the Town Council

Name: _____

Title: _____

For the Charity

Name: _____

Title: _____

Signature: _____
Date: _____

Signature: _____
Date: _____

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Service Level Agreement (SLA)



Between

St Neots Town Council (“the Council”)

And

Money Advice St Neots (“the Charity”)

Date: **TBC**

1. Purpose of the Agreement

This Service Level Agreement (SLA) outlines the terms under which the **Money Advice St Neots (MAST)** will deliver a **free face-to-face debt advice and support service** to residents of St Neots funded by **St Neots Town Council**. The Agreement sets out the obligations of both parties to ensure the effective delivery of services and appropriate use of public funds.

2. Duration of the Agreement

This Agreement will commence on **1st April 2025** and remain in force until **31st March 2026**, unless terminated earlier in accordance with Section 9 of this Agreement.

The Charity shall not be able to apply for any additional funding through the Council’s Grant Aid Scheme during the financial year this SLA is active unless under exceptional circumstances. The funding provided to the Charity through this SLA will be taken into account when considering any such exceptional application, alongside applications from other applicants to the Grant Aid Scheme and availability of Council funds.

3. Objectives

The primary objectives of this Agreement are to:

- Provide funding to the Charity to deliver the provision of free debt advice, guidance and support to residents of St Neots.
 - Ensure services are delivered effectively, efficiently, and equitably.
 - Foster collaboration between the Council and the Charity.
 - Ensure monitoring and an understanding of need, demand and outcomes to inform impact and future needs and funding consideration.
 - Ensure that St Neots Town Council is spending funds in a transparent and cost-effective way.
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4. Funding

The Council agrees to provide the Charity with funding of £10,000 payable in two 6 monthly instalments as follows:

- Payment 1: £5,000 on 1st April 2025
- Payment 2: £5,000 on 1st October 2025

Funding will be subject to:

- Delivery of the agreed outputs (see Section 5).
- Submission of regular monitoring reports (see Section 6).
- Compliance with all terms of this Agreement.

Unspent funds must not be used for any other purpose and be returned to the Council at the end of the Agreement term, unless otherwise agreed in writing. The Charity will submit a written request to the Town Clerk to retain unspent funds no later than 30 days before the end of the Agreement term, the Council will then respond in writing within 30 days and this decision will be final.

5. Outputs and Key Performance Indicators (KPIs)

The Charity agrees to deliver the following services:

1. Provide free confidential, non-judgmental debt advice and budget coaching to residents of St Neots as set out in the organisation's constitutional document.
2. Deliver support through a 'face-to-face' service from an accessible location.
3. Provide consultancy sessions with individual clients, including through referral.

Key Performance Indicators (KPIs):

- Number of beneficiaries reached: minimum of 12 individuals
 - Level of debt managed: £98,000
 - Delivery timelines: Between 1st April 2025 and 31st March 2026.
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6. Monitoring and Reporting

The Charity agrees to provide the Council with regular updates as specified in section 8, including:

- Quarterly progress reports detailing figures of people accessing the service, number of people expected to achieve financial gains and debt management/write-off to be provided to the Responsible Financial Officer.
- 6-month progress report with previous financial years annual accounts provided to the Finance and Governance Committee.

- The reports should include a breakdown of beneficiaries specific to St Neots and those for the organisation as a whole
- End-of-SLA evaluation report demonstrating activities, beneficiaries, and outcomes over the course of the agreement provided to the Town Council.

The Council reserves the right to request additional information or audits if necessary.

7. Governance and Accountability

The Charity agrees to:

- Operate in accordance with its governing documents and relevant laws, including charity law.
 - Maintain proper financial records and provide evidence of expenditure upon request.
 - Ensure compliance with safeguarding requirements if working with children or vulnerable adults.
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8. Roles and Responsibilities

The Council will:

- Provide funding in accordance with Section 4.
- Offer reasonable support and guidance to the Charity on matters relating to the Grant.
- Monitor the delivery of agreed services.

The Charity will:

- Deliver the services outlined in Section 5.
- Use the funding solely for the purposes set out in this Agreement.
- Notify the Council promptly of any issues or changes that may affect service delivery.
- Acknowledge the Council's support/funding in promotional material.
- Provide reporting as outlined in Section 6, including quarterly reports to the Council which include data evidencing that the objectives in Section 5 are being met.
- Issue quarterly reports to the Responsible Financial Officer by the following dates;
 - 1) By the end of **July 2025**
 - 2) By the end of **October 2025**
 - 3) By the end of **January 2026**
 - 4) By the end of **April 2026**
- Issue a 6-month report with annual accounts for the previous year to the Responsible Financial Officer by the end of **October 2025** for reporting to the Town Council's Finance and Governance Committee.

- Provide an End-of-SLA evaluation report by the end of **April 2026** outlying the number of journeys, clients, and new users for reporting in the Town Council's Annual Report.
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9. Termination of Agreement

This Agreement may be terminated by either party with 30 days written notice. Grounds for immediate termination by the Council include:

- Misuse of funds.
- Failure to deliver the agreed services.
- Breach of legal or regulatory obligations.

In the event of termination on any of the above grounds, the Council will cease all payments, and the Charity must return any funds to the Council on a pro-rata basis.

10. Confidentiality

Both parties agree to keep confidential any sensitive information shared under this Agreement, except where disclosure is required by law.

11. Dispute Resolution

In the event of a dispute, both parties agree to engage in good faith discussions to resolve the issue. If unresolved, the matter may be referred to mediation or arbitration, as agreed by both parties. Any dispute needs to be raised in writing between the signatories on the Agreement (or their successors), both parties will then seek good faith resolution within 30 days, after which the matter may be referred to third party intermediate.

12. Signatures

This Agreement is signed on behalf of both parties:

For the Town Council

Name: _____

Title: _____

Signature: _____

Date: _____

For the Charity

Name: _____

Title: _____

Signature: _____

Date: _____