



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
Telephone: 01480 388929 Email: clerk@stivestowncouncil.gov.uk

Issued: 5 November 2020

The Town Mayor and Members of St Ives Town Council

You are hereby summoned to attend a Meeting of St Ives Town Council to be held via Zoom on **Wednesday 11 November 2020 at 7.00 pm.**

Alison Benfield BSc(Hons) FSLCC
TOWN CLERK

Join Zoom Meeting

<https://us02web.zoom.us/j/87813728427?pwd=Rk5mODNYb2Rtd0NVcStEKzhhdVNrdz09>

Meeting ID: 878 1372 8427
Passcode: 764973

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AGENDA

The Town Mayor's Chaplain will say Prayers prior to the start of the Meeting.

C92.00 APOLOGIES

To receive and note apologies for absence.

C93.00 DECLARATIONS OF INTEREST

To receive Declarations of Disclosable and/or Non-disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

C94.00 PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for members of the public to address the Council in accordance with the Town Council's approved Public Participation Policy.

C95.00 CO-OPTION OF TOWN COUNCILLOR

To consider applications for co-option (copies herewith)

- C96.00 MINUTES**
To confirm as a correct record the Minutes of the Meeting of the Town Council held on 14 October 2020 (copy herewith).
- C97.00 COMMITTEE REPORTS**
To receive the following Minutes (copies herewith):
C97.01 Amenities Committee – held on 28 October 2020
C97.02 Personnel Committee – held on 21 October 2020
C97.03 Planning Committee – held on 14 and 28 October 2020
C97.04 Property Committee – held on 28 October 2020
C97.05 Norris Trust – held on 21 October 2020
- C98.00 TOWN MAYOR’S ANNOUNCEMENTS**
To receive the Town Mayor’s engagement list (copy herewith)
- C99.00 MOTION**
To consider Motion, put by Councillor L Davies, that this Council seeks to implement action that will remove from St Ives Community Association the right to continue running the Burleigh Hill Community Centre, and seeks to implement alternative arrangements that will ensure the Burleigh Hill Community Centre is run efficiently, transparently and openly, creating a new a vibrant approach to the use of such a valuable asset.
- C100.00 ST IVES ECO AUDIT**
To receive report and agree actions proposed (copy herewith)
- C101.00 LONDON LUTON AIRPORT AND NATS – AIRSPACE CHANGE PROPOSAL**
To receive correspondence from Jonathan Djanogly MP with additional information from HDC and determine how the Council can contribute to the consultation (copy herewith).
- C102.00 APPLICATION FOR FINANCIAL ASSISTANCE**
To consider application for grant funding (copy herewith):
C102.01 St Ives Area Road Safety Committee - £100 for Secretary’s honorarium.
- C103.00 COMMITTEE MEMBERSHIP**
To receive list of Standing Committees and external groups and to appoint representative(s) to fill any vacancies (copy herewith).
- C104.00 REPORTS/INFORMATION FROM OTHER BODIES**
To receive, and consider where necessary, reports provided by other bodies:
C104.01 Cambridgeshire and Peterborough Association of Local Councils
To receive note from recent AGM (copy herewith)
C104.02 St Ives (Burleigh Hill) Community Association
To receive Minutes of meeting held on 4 November 2020 (copy herewith)
- C105.00 ROLLING PROGRAMME**
To receive Rolling Programme (copy herewith).
- C106.00 ORDERS FOR PAYMENT**
To receive the schedule of Orders for Payment (copy herewith).
- C107.00 BANK RECONCILIATION STATEMENT**
To receive the Bank Reconciliation Statement (copy herewith).

- C108.00** **BUDGET REPORT**
To receive Budget Report (copy herewith)

- C109.00** **POLICE MATTERS**
To receive Police Report (copy herewith)

- C110.00** **CCTV REPORT**

- C111.00** **COUNTY COUNCIL MATTERS**

- C112.00** **DISTRICT COUNCIL MATTERS**

About me:

My name is Sajjad Ahmed Khan I am 35 years of age. I left Cambridge for St.Ives and start calling St.Ives my home since March 2012 .I am a property owner and registered voter in St Ives

Why I am applying:

I would like to serve the community I live within; I believe that people from ethnic and minority background is under represented within St.Ives town council and this will be my honour to represent wider community. I will be mediating fairly and constructively; I will also encourage trust by representing all sections of the community.

If elected I will bring my hardworking, organisational skills, critical thinking and balanced decision making abilities to the table for the betterment of people of St.Ives. I am a motivated person with a passion for politics, human rights, equality and Justice. I have an outgoing and friendly personality; I enjoy meeting new people and making a real difference in people's lives.

My Experience:

I am currently working as sole trader, within this capacity I manage my own time and working hours, My work has also helped me to understand the problems within the community and enabled me to also successfully achieve people's skills and problem solving. I have learnt to think critically, examine fundamentals and perform technical analyses for balanced decision. Some of my previous experience including working for Federation of Red Cross as procurement officer. I will be applying those skills to make a real difference within my community.

Craig Smith

Letter of application for St Ives Town councillor Vacancy

Good morning

I would like to apply for the upcoming position of Town councillor.

My Name is Craig Smith and I have lived in St Ives for the past 19 Years.

In this time I have not only made this town my home but I now have a family starting off their own lives here too. Living in St Ives has given us full and varied lives here.

My motivation for public service is based on the fact that my family and I have made our roots here as we love this town. The opportunity to have a small say in how the town moulds itself, especially in these crazy ever changing times is something that really interests me as I would absolutely love to look back in years to come and be able to say "I helped with that".

I was a candidate for town councillor in the last election and although I was unsuccessful I thoroughly enjoyed the experience and I always planned to put my name forward as a candidate next time around. Since then I have stood on the committee of the "St Ives carnival and music festival" and as of this year I am also on the "St Ives Christmas lights" committee.

I have read through the eligibility and disqualifications, and I can confirm that I am eligible and subject to no disqualifications as set out in the vacancy form

Thanks a lot

Craig Smith

Alex Thompson

1ST November 2020

Dear Alison Benfield

I wish to apply for the position of St Ives Town Councillor. I believe I am eligible as I have lived in St Ives since moving to the town in January 2007 and I am not subject to any disqualifications as detailed on the advertisement.

I am currently working in education and live in the town centre of St Ives. Throughout my time in St Ives I have been passionate about improving standards for all and will always get involved to meet this aim. This includes being a school governor, an elected Union Secretary for Cambridgeshire and a Subject Specialist Lead; teaching new teachers in Cambridgeshire. All of these positions have been done whilst teaching and I have undertaken to improve outcomes for all stakeholders.

St. Ives Town works hard to provide excellent facilities (leisure centre, museum), a high standard environment (presentation of flowers, lighting), as well as considering how to manage growth and safety of all (planning, roads). I would hope to continue the excellent work that has been done and to support new initiatives to improve the Town further.

St Ives Town is an amazing place to live and I hope my skills and experience will continue to help to support the town to attract visitors and business so that there is always a great balance of an excellent standard of living and continued economic growth. I am originally from Merseyside, studying in Manchester and Hull Universities and moved to Ramsey in 2006, expecting to only stay for approximately 2 years. However, St Ives Town has ensured that I have stayed here for more than a decade.

Thank you for considering my application and I look forward to hearing from you.

Kind regards,

Alex

Mr A. Thompson

Nic Wells

Application for co-option to St Ives Town Council: October 2020.

I have lived in Huntingdonshire since 1980, and moved to St Ives five years ago. I have 4 adult children and 5 grandchildren. I lost my first wife in 1997 and remarried in 2006, gaining a stepson.

I have recently retired after 18 years working in various technical and management roles.

I have served as a councillor on Warboys parish council and Godmanchester town council and as a Governor at St Peter's school Huntingdon. I am a trustee of Disability Huntingdonshire. I am a volunteer in the team maintaining Holt Island nature reserve, and am a St Ives U3A member. I have recently become Treasurer of Houghton and Wyton tennis club. I am a past president and current secretary of the Original Three Peaks Club. I am on the electoral roll of All Saints C of E church in St Ives.

I am a founder member of the Liberal Democrats and am currently in the role of Treasurer of the Huntingdonshire local party.

My main leisure activities are fellwalking in England and Wales, tennis, yoga, gardening and until lockdown I was learning to row with St Ives rowing club. I occasionally venture into amateur dramatics, most recently in the cast of "Oh what a lovely war" with the Huntingdon community theatre project. I enjoy rock and classical music, fiction especially magical realism, UK and world cinema.

Post retirement I plan to use a proportion of my leisure time to contribute more to organisations I support, including through use of my IT skills.

**Minutes of a Meeting of St Ives Town Council
held on Wednesday 14 October 2020 via Zoom**

Present:

Town Mayor: Councillor J Pallant

Deputy Town Mayor: Councillor P Hussain

Councillors: J Tiddy, N Dibben, M King, P Pope, R D'Souza, T Drye, A Ayers-Wilson

In attendance:

Town Clerk: A Benfield

Committee Clerk: S Rawlinson

The Town Mayor's Chaplain said Prayers before the Meeting.

C73.00 APOLOGIES

Apologies were received from Councillors J Davies, R Fuller and A Dickinson (HDC commitment) and from Councillors L Davies and D Rowe (both Personal).

C74.00 DECLARATIONS OF INTEREST

No declarations were made.

C75.00 PUBLIC PARTICIPATION

Agenda Item C81.00 – A representative from St Ives Eco Group spoke in support of the proposals put forward by the group. St Ives was, she stated, well positioned to improve wildlife habitats having such natural assets as Holt Island and large river meadows. The planting of wildflowers around the town was a good start towards this.

A resident (not in attendance) had sent an email to Members on this subject which raised some questions on how the Nature Recovery Tool might be used effectively.

C76.00 MINUTES

RESOLVED: that the Minutes of the Council Meeting held on 9 September 2020 be agreed as a correct record and signed by the Town Mayor at a future date.

C77.00 COMMITTEE REPORTS

The following Minutes were received and noted:

C77.01 Amenities Committee

Held on 23 September 2020.

C77.02 Personnel Committee

Held on 16 September 2020.

C77.03 Planning Committee

Held on 9 September and 23 September 2020.

[Councillor Dr C Pegoraro joined the Meeting]

C77.04 Property Committee

Held on 23 September 2020.

C77.05 Norris Trust

Held on 1 July and 16 September 2020.

Chairman's
Initials

C78.00 TOWN MAYOR'S ANNOUNCEMENTS

Members were in receipt of Town Mayor's engagements list. He thanked the Deputy Mayor for attending the Battle of Britain commemoration on his behalf.

C79.00 COVID-19 FINANCIAL IMPACT REPORT

Members noted that income was down slightly with higher expenditure as was to be expected under the circumstances.

Concern was expressed for the many groups in the town currently struggling and a discussion on ways the Council might help was held.

The Town Clerk confirmed that the Council was able to give grants but it was necessary to be mindful when determining which groups should qualify and strong rules on this would need to be put in place in the interests of fairness and transparency.

It was considered good practice to consult with HDC initially to find out which, if any groups, in the town had already received financial support under its own grant scheme.

RESOLVED: that the report be received and noted.

C80.00 REVIEW OF COUNCIL POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS**Contractor's Code of Conduct**

Discussion on this policy had been deferred from the previous meeting following a request for clarification by a Member.

The Town Clerk confirmed that if the Council was not satisfied with the quality of work delivered, discussions would be held with the contractor with a view to reaching a mutually agreed resolution of the problem. If resolution was not forthcoming, the Council could look at other action such as appointing another firm to rectify the work and reclaiming costs from the original contractor.

RESOLVED: that the Contractor's Code of Conduct be adopted.

C81.00 ST IVES ECO AUDIT**C81.01 Update Report**

The Town Clerk reported that she had recently spent a few days in discussions with Mr McCarthy of 3 Acorn, the company which was conducting the audit. The full audit was expected to be presented to Council in November. Mr McCarthy had visited all sites under the Council's management and made lots of suggestions for improvements. Some were achievable, others may not be so easily put in place.

She informed the meeting that he had spoken individually with staff members to discuss their individual roles and quoted some interesting statistics such as how many trees would be cut down to produce Council papers and how use of recycled paper for The Bridge and Town Guide might be a way forward. A session for Councillors was scheduled for 7.00 pm the following day.

Improvements in biodiversity would be one of the most prominent areas involving setting aside sections of cemeteries and parks for natural and insect friendly planting. Mr McCarthy had queried why the Council maintained its closed cemeteries to the same high standard as the one in use. He considered these were areas where wild planting would be beneficial. Additionally stopping cutting the unused section of Hill Rise Cemetery and allowing that to go back to nature was an idea he had put forward.

Other suggestions discussed regarding grounds maintenance systems were to have water recovery methods in place at the GM Depot and to look at solar/wind power before introducing

electric powered maintenance equipments and charging tools from a diesel generator was not sustainable.

He also considered that more tree planting was needed and perhaps the creation of a few ponds at the cemetery.

The Town Hall heating system could be replaced using infra-red panel heaters rather than gas fired radiators and ways of replacing the energy used by feeding back into the national grid could be investigated.

RESOLVED: that the verbal report from the Town Clerk be received and noted.

C81.02 Pledge and Local Nature Recovery Toolkit

The Town Mayor thanked the St Ives Eco Action Group for putting together this material provided by Natural Cambridgeshire.

The Toolkit provided information on how to set up a Local Nature Recovery Plan.

Councillor Dibben agreed to assist with the project. He had already done some work in his local vicinity observing wildlife and noting the location of hedgerows. He would help to put together a guidance note to ensure consistency between the various groups who, it was hoped, would be working on this. An electronic map would be of assistance in logging hedgerows, ponds etc.

The Town Mayor also agreed to be involved with the project.

RESOLVED: C81.02.01 that the information be received and noted.

C81.02.02 that the meeting be suspended briefly to enable the representative from the St Ives Eco Action Group to speak

The St Ives Eco Action Group representative thanked Council for its support for the project which, it was hoped would become a whole community endeavour. The Group had many committed professionals working with the environmental sector on its team and as a result of the recent article in The Bridge, three further experts had volunteered to join the group.

C81.02.03 that the meeting be reconvened.

C82.00

MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT WHITE PAPER

Consideration was given to the Planning White Paper and the draft response compiled by the Chairman of the Planning Committee.

The Town Mayor thanked Councillor Dibben for putting together the draft response for which Members were very grateful. The White Paper was a very comprehensive, detailed document which sought to change how planning matters were handled.

Following discussion Members agreed that while a national policy would make developments more uniform there was a need for the opportunity to make local amendments to suit requirements and the character of the area. It was agreed that the response be amended to include these points.

RESOLVED: that the response, as amended above, be submitted.

C83.00

REPORTS/INFORMATION FROM OTHER BODIES

C83.01 Gt. Ouse Valley Trust

RESOLVED: that the notes of the Meeting held on 22 September 2020 be received and noted.

Chairman's Initials

C83.02 St Ives Town Team

RESOLVED: that the Minutes of the Meeting held on 25 August be received and noted.

C84.00**ROLLING PROGRAMME**

Members discussed the content of the Rolling Programme.

Warner's Park Pavilion – this was still a work in progress. The Town Clerk was still awaiting confirmation that the plans had been submitted. There may be difficulties with obtaining grant funding for the project under the present climate and it may be prudent to review the design proposals in terms of green initiatives.

Neighbourhood Plan – ongoing.

Defibrillators – looking at placing one on the Museum wall.

VE Day – was not held.

LHI Funding – a new section for this year's applications for LHI funding would be added to the next Rolling Programme

CIC Report – the Town Mayor agreed to progress this.

Corn Exchange roof – report to next meeting of the Property Committee

IT – Difficulties had been experienced with the new IT provider. The Town Clerk reported that approaches had been made to the previous company engaged by the Council who were considering if they were able to return to working for the Council as their workload had increased considerably in past months. Authority was sought for this matter to be progressed.

New Software – a new software package designed to keep track of Council assets and maintenance was now in place and staff trained to use it.

Deployment on SIDs on Houghton Road – the Town Clerk was awaiting a response from the County Council on this.

RESOLVED: **C84.01** that the Rolling Programme be received and noted.

C84.02 that authority be delegated to the Town Mayor, Councillor Drye and the Town Clerk to review the decision on IT providers and make more satisfactory arrangements.

C85.00**ORDERS FOR PAYMENT**

RESOLVED: that the Schedule be received and noted.

C86.00**BANK RECONCILIATION STATEMENT**

RESOLVED: that the Statement be received and noted

C87.00**BUDGET REPORT**

RESOLVED: that the report be received and noted.

Chairman's
Initials

C88.00**POLICE MATTERS**

The Town Mayor reported that the Police Sergeant was currently on leave and that he would contact her on her return.

C89.00**CCTV REPORT**

RESOLVED: that the report for August 2020 be received and noted.

C90.00**COUNTY COUNCIL MATTERS**

No Councillors for St Ives were in attendance.

C91.00**DISTRICT COUNCIL MATTERS**

No Councillors for St Ives were in attendance.

Town Mayor:

Dated:

Chairman's
Initials

**Minutes of the Meeting of the Amenities Committee of St Ives Town Council
held via Zoom on Wednesday 28 October 2020**

Present:

Chairman: Councillor P Hussain

Vice Chairman: Councillor M King

Councillors: J Davies, R Fuller, Dr C Pegoraro, J Tiddy, J Pallant (ex officio)

In attendance:

Town Clerk: A Benfield

Amenities Manager: C Allison

A19.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor R D'Souza (work and personal).

A20.00 DECLARATIONS OF INTEREST

No declarations were made.

A21.00 PUBLIC PARTICIPATION

No members of the public were in attendance.

A22.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Amenities Committee held on 23 September 2020 are agreed as a correct record and will be signed by the Chairman at a future date.

A23.00 BUDGET

RESOLVED: that the budget report be received and noted.

A24.00 AMENITIES STRATEGIC ACTION PLAN

Members were in receipt of Action Plan which provided an update on matters coming under the Committee's areas of responsibility.

The Amenities Manager informed Members that she was investigating the whereabouts of the Tibetan Cherry tree which had not yet arrived.

RESOLVED: that the Plan be received and noted.

A25.00 ROLLING PROGRAMME

The new Cemetery gates had been installed earlier in the day and an order had been placed for the Play Area gates. A report on allotments would be provided to the next meeting following payment of annual rents.

Chairman's
Initials

Work was ongoing to address the drainage problems at the Bus Station toilets. The current plan was to undertake a heavy duty de-scale and re-lining which, it was hoped, would be a permanent fix, although this was not certain. The works were scheduled for early November, following which the toilets would be re-opened as soon as possible.

A discussion followed on whether it was appropriate, in terms of safety, to have public toilets open during the current crisis. It was noted that toilets in Huntingdon were open with a 'one person to enter at a time' notice placed outside.

Work was in place to adjust the hand wash cycle on the automated units in our toilets to comply with the 20 second hand wash guidance.

RESOLVED: **A25.01** that the report be received and noted

A25.02 that a report be provided to the next meeting detailing possible options for the re-opening of the toilet facilities

Chairman:

Dated:

Chairman's
Initials

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held via Zoom on Wednesday 21 October 2020**

Present:

Vice-Chairman: Councillor P Hussain

Councillors: L Davies, N Dibben, T Drye, P Pope [from Item PE16.2]

In attendance:

Town Clerk: A Benfield

PE10.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor A Dickinson (IT difficulties).

PE11.00 DECLARATIONS OF INTEREST

No declarations were made.

PE12.00 PUBLIC PARTICIPATION

There were no members of the public in attendance.

PE13.00 MINUTES

RESOLVED: that the Minutes of the Meeting held 16 September 2020 be agreed as a correct record and signed by the Chairman at a future date.

PE14.00 BUDGET REPORT

RESOLVED: that the budget report be received and noted.

PE15.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PE16.00 STAFFING MATTERS

PE16.01 Update Report

Members were provided with an update on remote working during Covid and were informed that the office was being kept open by staff on a rota basis. In response to a question the Town Clerk reported that longer term the office team would be keen to continue the flexibility that remote working offered. All reported that they felt their work/life balance was better with less stress being felt. The Town Clerk confirmed that she would support all staff who wished to do this, herself included, as all have proved that they could maintain a high standard of service delivery without being in the office. She also suggested that as Council had spent money on enabling staff to work remotely it would be remiss to not continue to make use of the ability in the longer term.

RESOLVED: that Members' appreciation for the flexibility of staff be noted and passed onto all.

PE16.02 Town Clerk's Job Evaluation

The Clerk provided the background to this item with the Vice Chairman providing additional information. As the Committee Chairman was not

Chairman's
Initials

present to provide Members with more information it was agreed that the Clerk would circulate the background paperwork after the meeting to enable all members to acquaint themselves with the subject and to discuss how they wished to proceed in the next 2 weeks. In response to the question of previous evaluations the Clerk indicated that the role of Clerk had not been assessed in line with NALC:SLCC Joint Agreement on Terms and Conditions published in April 2005 since her initial appointment in 2007 and that the role had changed significantly since then.

[Cllr P Pope joined the Meeting]

RESOLVED: that a working party be formed to review the NALC/SLCC Joint Clerk job evaluation document. The group should meet within the next two weeks and provide a report to the next Meeting of the Committee.

PE17.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED: that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.

Chairman:

Dated:

Chairman's
Initials

**Minutes of the Meeting of the Planning Committee of St Ives Town Council
held via Zoom on Wednesday 14 October 2020**

Present:

Chairman: Councillor N Dibben

Councillors: T Drye, P Hussain, J Tiddy, J Pallant (ex officio)

In attendance:

Aecon representatives: Jonathan Hill, Mark White, Joanna van der Veen, Claire Hupton

Committee Clerk: S Rawlinson

PL17.00 PHASE 2 HOUGHTON GRANGE

The Chairman welcomed the representatives of Aecon to the meeting and invited them to give a brief presentation on the Houghton Grange proposals.

Aecon was working in conjunction with Homes England, a Government agency delivering housing across England. Its remit was to provide homes in areas of greatest need using modern methods of construction, investment to support housebuilding and the creation of a resilient housing market.

Consultation with local parishes was undertaken in July/August 2018 where the key concerns were the impact on facilities, amenities, road infrastructure and the maintenance of the green gap between Houghton and St Ives.

Work was paused to await examination of the new Local Plan which was adopted in May 2019. There had also been a further pause due to Covid.

Consent to the Phase 1 application was given in July 2020 and work on site was scheduled to begin in 2021. 186 homes were currently under construction by Barratt Homes to the east of the site. An application for The How for the construction of 18 homes was currently under consideration by HDC.

Proposals would be submitted for Phase II of the project for the construction of 120 homes, just over half the number proposed in the original submission in 2018. The provision of open space would be a key feature of the development. There would be sustainable drainage put in place. Work was ongoing to produce a master plan which would be submitted with the application.

A habitat environmental survey would be conducted and ways looked at on how to connect with the Thicket Path. The scope of the transport assessment was still under discussion with CCC.

Discussions had been held with surrounding parishes. A stakeholder workshop was scheduled for November 2020 and invitations had already been issued to parishes. Public consultation would take place in November/December this year, probably in an online format, the details of which were still being determined. It was hoped that an application for outline consent would be submitted in early 2021.

Chairman's
Initials

Members raised several questions:

Does Aecon consider the development to be part of St Ives or Houghton?

Difficult to determine as parts of the site straddle both parishes. (The site formed part of the St Ives Spatial Area on the Local Plan).

How are issues regarding the How development being dealt with, particularly the view from the Meadow?

Aecon are undertaking a landscaping visual impact assessment to compare viewpoints from the meadow and will look to get agreement with HDC.

Are there plans to connect the cycle route through part of the old Golf Course site to the development?

Aecon will look at the permission for the How development and the route of the cycleway to determine how they might link into it.

Extent of affordable housing?

40 per cent to accord with Local Plan.

Are there any plans to have any amenities close to the development such as retail outlets?

No plans at present.

The Chairman thanked the representatives for attending the meeting.

PL18.00

APOLOGIES FOR ABSENCE

Apologies were noted from Councillors J Davies (HDC commitment) and D Rowe (work commitment).

PL19.00

DECLARATIONS OF INTEREST

Applications 20/00883 and 20/01769 – All Members – Other interest as the agent is a tenant of the Town Council.

PL20.00

PUBLIC PARTICIPATION

The Civic Society of St Ives made the following comments:

Homes England, Houghton Grange - The Society request the presentation includes any information about the number of Low Cost Houses to be included and also on proposals to link the site by cycle path / footpath to The Thicket Path, either directly or through The How development.

38 Waveney Road - The revision to form a hipped roof does very little to reduce the bulk of this proposal. It remains overdevelopment.

46 Crown Walk - The land is recorded in CCC Public Highways records as Orchard Terrace 19.82m which joins Crown Walk. Whilst no vehicular access is shown from Crown Walk in the application The Society consider the the matter should be clarified in any grant of permission.

78 Needingworth Road - Whilst both extensions are small, the widespread use of plastic in roof tiles, fascia, frames and doors will be out of place in a Conservation Area.

10 The Pavement - Bringing this unit back onto use is welcome. The dark grey paint is not.

Chairman's
Initials

A

lighter grey would suit more, and be warmer and more welcoming.

29 Elm Drive - Matching the existing brickwork, in colour and surface finish, will be difficult. If not carried out very carefully the result will be out of keeping.

PL21.00 MINUTES

The Minutes of the Meeting held on 23 September 2020 were confirmed as a correct record and would be signed by the Chairman in due course.

PL22.00 HEMINGFORD GREY QUARRY RE-OPENING

Members were in receipt of information on the re-opening of the Quarry at Hemingford Grey.

RESOLVED: that the information be received and noted.

PL23.00 PLANNING APPLICATIONS

The following applications were considered by the Committee:

PL23.01 20/00883/FUL

2 storey rear extension and ground floor rear extension to converted garage
38 Waveney Road
St Ives

RECOMMENDATION: **Refusal**
Overdevelopment
Loss of light to neighbouring property

PL23.02 20/01001/S73

Removal of Condition 12 (temporary consent for the container) on application
17/00484/S73
Solar Farm
Wiggin Hill
Old Ramsey Road
St Ives

RECOMMENDATION: **Approval**
It is noted the container is still in good condition
and ought to be maintained as such

PL23.03 20/01399/FUL

Erection of dwelling following demolition of existing outbuilding
46 Crown Walk
St Ives

RECOMMENDATION: **Approval**
Appropriate site for additional dwelling
Access arrangements need to be confirmed
The recommendations in the environmental report
should be made a condition of granting planning
consent

PL23.04 20/01584/FUL

Extension to the side
78 Needingworth Road

Chairman's
Initials

St Ives

RECOMMENDATION:**Approval**

Appropriate scale of development

No adverse impact on street scene

PL23.05**20/01719/FUL**

Single storey extension to the front of the property

78 Needingworth Road

St Ives

RECOMMENDATION:**Approval Subject to**

The condition that proper roofing tiles be used rather than pvc which is an inappropriate material for use in the Conservation Area

PL23.06**20/01588/LBC**

External and internal works

10 The Pavement

St Ives

RECOMMENDATION:**Approval Subject to**

Agreement of the Conservation Officer to materials and finishes, particularly the colour finish

PL23.07**20/01766/FUL**

Alterations to windows on front elevation

29 Elm Drive

St Ives

RECOMMENDATION:**Approval**

The alternative window arrangement does not adversely impact on the street scene

PL23.08**20/01769/FUL**

Single storey rear extension and new side access to kitchen

51 Pettis Road

St Ives

RECOMMENDATION:**Approval**

Appropriate scale of development

No adverse impact on the street scene

PL23.09**20/01786/ADV**

Sign A – Refurbish 1 x existing double sided pictorial sign fixed to existing bracket with new linolites. Sign B – Refurbish 1 x existing high level housename sign. Sign C – Refurbish 1 x existing amenity board. Sign D1 – 1 x new set of signwritten housename with aged effect finish. Sign D2 – 1 x new set of signwritten detail with aged effect finish. Sign D3 – 1 x new signwritten housename with aged effect finish. Sign E – 1 x new engraved brass housename plaque. Sign F – new LED floodlights

Oliver Cromwell PH

Wellington Street

St Ives

RECOMMENDATION:

Approval Subject to

The lighting being suitably angled to avoid light spill and pollution

PL23.10

20/01787/LBC

Erection of illuminated and non-illuminated signs to the exterior of the building
Oliver Cromwell PH
Wellington Street
St Ives

RECOMMENDATION:

Approval Subject to

The lighting being suitably angled to avoid light spill and pollution

PL23.11

20/01852/TREE

1.Ash tree on right hand side of house - prune to clear house by 2-3m and crown lift over drive to 3.5m. 3. Twin stemmed Sycamore - shorten limb over adjacent property to secondary branch 1.2m from union
8 Bury Close
St Ives

RECOMMENDATION:

Approval

Subject to the extent of works being approved by the Arboricultural Officer

PL24.00

DEVELOPMENT MANAGEMENT COMMITTEE

No items relating to St Ives were on the agenda for discussion at the next meeting.

Chairman:

Dated:

Chairman's
Initials

**Minutes of the Meeting of the Planning Committee of St Ives Town Council
held via Zoom on Wednesday 28 October 2020**

Present:

Chairman: Councillor N Dibben

Vice Chairman: Councillor D Rowe

Councillors: J Tiddy, P Hussain, J Davies, T Drye, J Pallant (ex officio)

In attendance:

Town Clerk: A Benfield

Amenities Manager: C Allison

PL25.00 APOLOGIES FOR ABSENCE
All Members were in attendance.

PL26.00 DECLARATIONS OF INTEREST
Applications 20/01726 and 20/01019 – Councillor J Davies – non pecuniary interest as an acquaintance of the applicants.

PL27.00 PUBLIC PARTICIPATION
No members of the public were in attendance.

PL28.00 MINUTES
The Minutes of the Meeting held on 14 October 2020 would be amended to show apologies were received from Councillor Rowe . They would then be confirmed as a correct record and signed by the Chairman in due course.

PL29.00 PLANNING APPLICATIONS
The following applications were considered by the Committee:

PL29.01 20/01726/FUL
Proposed single storey side extension
50 Fairfields Crescent
St Ives

RECOMMENDATION: Approval
Appropriate scale of development
In keeping with the area/street scene

PL29.02 20/01919/TRCA
Walnut (T1) - fell because of fungal growth and cavity evidencing decay and recent falling branches. Tree located next to public path en route to Warners Park. Apple (T2) - fell , badly decayed, fungal growth ,large branch already fallen off in windy conditions, trunk split and opened up to expose hollow cavity and swaying/ creaking in windy conditions.
3 Park Road
St Ives

Chairman's
Initials

RECOMMENDATION: **Approval Subject to**
Planting of appropriate replacement trees

PL29.03 **20/01853/TREE**
1. Purple Norway Maple - fell, grind stump and clear arisings and excess grindings. 2. Amelanchier - fell and grind stump and clear arisings. 3. 5no Lime trees - 1st tree - repollard (on plan marked with *), other 4 - reduce tops and towards house and over boundary to create / maintain a two dimensional screen. 4. Fig - reduce to top of trellis. 5. Reduce Holly hedge along drive to approximately 10ft.
98 Needingworth Road
St Ives

RECOMMENDATION: **Approval**
To the reduction of trees 3,4, and 5
Refusal
To the felling of trees 1 and 2 as no reason for their felling has been given

PL29.04 **20/01863/FUL**
Retention of structure and change of use of sales office to C3 Garage Show Home
9 Brigham Crescent
St Ives

RECOMMENDATION: **Approval**
It is assumed that this was the original intention at the start of the development

PL29.05 **20/01885/FUL**
Single storey front porch extension with toilet to existing property
7 Wellington Avenue
St Ives

RECOMMENDATION: **Approval**
Appropriate scale of development
In keeping with the area/street scene

PL29.06 **20/01876/TRCA**
T1 – Oak – Fell and replant with ornamental maple
Backwater House
The Drive
St Ives

RECOMMENDATION: **Refusal**
No justifiable reason for felling given other than for aesthetic reasons

Chairman's
Initials

PL30.00

DEVELOPMENT MANAGEMENT COMMITTEE

There were no matters relating to St Ives.

Chairman:

Dated:

Chairman's
Initials

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held via Zoom on Wednesday 28 October 2020**

Present:

Chairman: Councillor J Pallant

Vice Chairman: Councillor D Rowe

Councillors: N Dibben, R Fuller, M King, Dr C Pegoraro, J Tiddy

In attendance:

Town Clerk: A Benfield

Amenities Manager: C Allison

PR04.00 APOLOGIES FOR ABSENCE
All Members were in attendance.

PR05.00 DECLARATIONS OF INTEREST
Agenda Item PR14.00 – All Members – Other interest as acquaintances of the tenant.

PR06.00 PUBLIC PARTICIPATION
No members of the public were in attendance.

PR07.00 MINUTES
RESOLVED: that the Minutes of the Property Committee held on 23 September 2020 be agreed as a correct record and signed by the Chairman in due course.

PR08.00 PROPERTY MAINTENANCE

PR08.01 General Property and Maintenance Update

RESOLVED: that the update be received and noted.

PR08.02 Property Maintenance Schedules 2019/20 and 2020/21

RESOLVED: that the Schedules be received and noted.

PR09.00 BUDGET
The Chairman requested that Members give consideration to possible projects for the following year which could be put forward in estimates.

It was agreed that the Pavilion project be put on hold at the present time.

RESOLVED: that the budget report be received and noted.

PR10.00 CORN EXCHANGE ROOF SURVEY
Members were in receipt of report and roof survey produced by Stockton Bradley.

Chairman's
Initials

The Chairman provided a summary of the report to members. The roof had not been replaced when the building was refurbished and the Conservation Officer indicated that it should be replaced with a glass roof as in the original building.

Members agreed that the views of the Conservation Officer should be sought on the proposed replacement.

- RESOLVED:**
- PR10.01** that the reports are received and noted.
 - PR10.02** that the payment of £1,915 to Stockton Bradley for producing the survey report is ratified.
 - PR10.03** that the Conservation Officer is contacted and asked for views on the options within the report.
 - PR10.04** that costings are obtained for alternative options and a report presented to the next meeting for consideration

PR11.00 PROPERTY STRATEGIC PLAN ROLLING PROGRAMME

Members were in receipt of Strategic Plan Rolling Programme.

- RESOLVED:**
- PR11.01** that the Programme be received and noted
 - PR11.02** that a report on renewable energy be provided to the next meeting.

PR12.00 USE OF CIL FUNDS

Consideration was given to possible projects for use of CIL funds.

Whether some improvements could be made to the Burleigh Hill Centre was discussed and it was suggested that the lighting, insulation and double glazing could all be improved as a possible future project.

PR13.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

- RESOLVED:** that in accordance with Section 1(2) the the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

PR14.00 TOWN HALL LEASE

Consideration was given to a report detailing the request from an incoming new tenant for changes to be made to the Tenancy Agreement.

Following discussion, Members agreed that all Town Hall leases should remain the same as at present.

- RESOLVED:**
- PR14.01** that the report be received and noted
 - PR14.02** that no changes be made to the Town Hall tenancy agreements at the present time.

PR15.00

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED: that the confidential business having been concluded, the Press and the Public be re-admitted to the meeting.

Chairman:

Dated:

DRAFT

Chairman's
Initials

**NOTES OF A MEETING OF THE NORRIS LIBRARY AND MUSEUM TRUST GROUP
held via Zoom on Wednesday 21 October 2020**

Present:

Chairman: Councillor N Dibben

Vice Chairman: Councillor J Pallant

Trust Members: Mrs S Limentani
Mrs B Flanagan
Mr P Faupel
Councillor A Ayers-Wilson
Councillor T Drye
Councillor J Tiddy

In attendance:

Town Clerk: A Benfield

NT09.00 APOLOGIES

Apologies for absence were received from Councillors D Rowe (work commitment) and Dr C Pegoraro (Personal).

NT10.00 DECLARATIONS OF INTEREST

No declarations were made.

NT11.00 MINUTES

The Minutes of the Trust Meeting held on 16 September 2020 be agreed and signed by the Chairman at a future date.

NT12.00 DIRECTOR'S REPORT

The Director was not in attendance at the meeting.

The Town Clerk updated members on discussions which had taken place with the Director on changes to Government guidance and any amendment made to opening times and current activities.

Members praised the current exhibition and thanked staff for balancing keeping visitors safe and remaining friendly and welcoming.

It was agreed that reinstating a facility for researchers to use Museum resources should be put in place as soon as practical.

RESOLVED: NT12.01 that the information is received and noted

NT12.02 that work is done on finding a way to allow researchers back to use Museum resources

Chairman's
Initials

NT13.00 FINANCIAL INFORMATION

NT13.01 Bank Reconciliation

RESOLVED: that the information be received and noted.

NT13.02 Budget Report

RESOLVED: that the information be received and noted.

NT13.03 Paid Accounts

RESOLVED: that the information be received and noted.

NT13.04 Repayments to SITC

RESOLVED: that the schedule is received and payment authorised.

NT14.00 HERBERT NORRIS LEGACY

RESOLVED: that the report be received and noted.

NT15.00 COVID-19

Members were in receipt of report on the financial impact the Covid-19 pandemic has had on the Museum.

The loss of income was noted but the cost reduction from fewer outreach projects and exhibitions, together with reduced cleaning tended to offset some of this.

[Mrs B Flanagan left the Meeting]

It was noted that some outreach continued online. The Director would be asked to provide further information on this.

The Museum was assisting KICK by permitting them to use the Community Room for some events.

RESOLVED: that the report is received and noted.

NT16.00 STAFFING MATTER

RESOLVED: that discussion on this item be deferred to the next meeting.

Chairman:

Dated:

Chairman's
Initials

**TOWN COUNCIL MEETING
11th November 2020**

FUNCTIONS ATTENDED BY THE TOWN MAYOR AND THE DEPUTY MAYOR

MAYOR Cllr Jonathan Pallant

6 th Oct	Huntingdon Mayor Making Ceremony with the Mayoress	Zoom
12 th Oct	The reading of the Michaelmas Fair Proclamation with the Mayoress	The Waits St Ives
26 th Oct	St Ives Rowing Club AGM	Zoom

No Civic duties carried out by The Deputy Mayor in October

Introduction

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- 4 Top Ten Priorities
- 5 Heating
- 6 Electricity
- 7 Lighting
- 8 Waste Reduction/ Recycling
- 9 Purchasing/ Miscellaneous
- 10 Cemeteries / Grounds Maintenance
- 11 Public Toilets
- 12 Events Tick List
- 13 Domestic Household Carbon Emissions
- 14 Cleaning Contracts
- 15 Eco-audit Implementation



**St Ives Town
Council
Eco-audit Report
Contents:**



3 Acorns Eco-audits

Inspiration
Information
Implementation

2 Coleman Road
London
SE5 7TG

Telephone: + 44 (0)20 7703 8748
Email: contact@3acorns.co.uk
Website: www.3acorns.co.uk

Eco- Audit Report for: St Ives Council

FAO: Alison Benfield, Town Clerk

Introduction

We would like to thank Alison Benfield, the town-council staff and town-councillors for kindly organising and facilitating the eco-audit process.

The key context for this eco-audit is the statement by the UN Secretary General in Sept. 2018, that humanity has to be radically cutting fossil-fuel emissions within two years, if we were not to face potential extinction. The 2018 IPCC report stated CO₂ emissions need to be halved by 2030, to have a two-thirds chance of avoiding temperatures catastrophically rising above 1.5C.

In September 2019 and for many years previously, similar warnings about a possible pandemic were given but not acted upon. CV19 threatens 1% of the population, the climate and ecological crisis threaten all of humanity and what is left of nature.

In 2019, St Ives town-council declared a climate & ecological emergency and set a target of 2030 to be carbon neutral. This requires unprecedented civilisational change for the town and its community.

We hope this report will enable St Ives council to plan how they can eliminate their own CO₂ emissions. Being the closest tier of government to the community, means it has many constructive opportunities to enable the town to move towards the 2030 zero-carbon and zero ecological impact targets, with its open spaces being a valuable asset for this vision.

1. Headline Eco-Data Figures 2019/20

Combined data for all premises¹

Building Energy Consumption

Electricity CO ₂ (tons)	34.5
Net electricity emissions (due to green supply contract)	14.0
Gas CO ₂ (tons)	43.0
Building Energy Carbon Footprint (tons)	77.5
Net Building Energy Carbon Footprint (tons)	57.5

Flights CO ₂ (tons)	2.0
Petrol (tons of CO ₂) 367 litres	0.8
Diesel (tons of CO ₂) 2582 litres	6.7
Total Transport Carbon Emissions	9.5
Total Energy carbon footprint (tonnes):	87.0

Mains water consumption (litres):	3,231,000
Water supply CO₂ (tons)	3.2

A4 Sheets equivalent of paper	555,000
% made from recycled paper	1
Trees consumed	65
Paper carbon emissions	12

Total annual municipal waste (tons)	117
Non-recycled waste (tons)	97
Recycled (tons)	20
Waste CO ₂ (tons)	28
Recycling rate (%)	17

Bank: Lloyd's **Investment Bank:** National Westminster

¹ Energy data includes leased-out premises.
Consumption data is from council's own operations only.

Breakdown of Electricity (Tons CO₂)

Town Hall	4.25
Norris Museum	6.80 (4.5 daytime, 1.3 night-time)
Bus Station/Toilets	7.80 (2.8 daytime, 5.0 night-time)
Street-lights	0.70
Sheep market	0.50
Waits (stand-pipe)	0.30
Globe Place Toilets	0.10
Pavilion	0.03
Corn Exchange	13.00
Burleigh Centre	1.00
Total¹	34.48
Net Total²	14.00

¹ All of the council's own electricity emissions are reported in two ways.
20.48 tons as per government guidance for reporting electricity emissions.
0.00 tons as per voluntary government guidance for green electricity emissions, which gives net emissions of 14 tons.

Breakdown of Gas Usage (tons CO₂)

Town Hall	11
Norris Museum	15
Corn Exchange	13
Burleigh Centre	4
Total	43

Breakdown for Water Usage	Litres	CO ₂ Tons
Town Hall	61,000	0.061
Norris Museum	35,000	0.035
Globe Place Block	n/a	n/a
Bus station toilets	1,110,000	1.110
Depot + allotments	1,338,000	1.338
Waits	82,000	.820
Corn Exchange	656,000	0.656
Burleigh Centre	51,000	0.051
Total	3,231,000	3.251

Breakdown of Carbon Emissions

kg CO₂/square meter

Town Hall	34 (445 sq m)
Corn Exchange	22 (1,200 sq m)

Paper Usage

A4 Sheets

Trees used

Paper usage from leased premises is not added to council's carbon emissions.

Guide + The Bridge	330,000	39
Town Hall	75,000 ¹	8
Norris Museum	150,000	18
Total	555,000	65
Corn Exchange ²	27,000	3

¹ 5,000 sheets were made from recycled paper, which saved 0.5 trees.

² These are not included in council's carbon emissions

Carbon emissions from council's non-recycled paper: 12 tons

Breakdown of Waste

	Total Waste (tons)	Non-recycled (tons)	Recycled (tons)	CO2 (tons)	Recycling Rate
Town Hall	50.0	42.9	7.1	12.5	14%
Norris Museum	15.7	3.2	12.5	1.0	80%
Broad Leas	14.3	14.3	0	4.1	0%
Depot skip	36.7	36.7	0	10.6	0%
Total	116.7	97.1	19.6	28.2	17%
Corn Exchange ¹	85.5	28.5	57.0	8.5	66%

¹ This is not included in the council's waste total or carbon emissions as from leasee

Data Analysis

Carbon Footprint

Your annual energy carbon footprint for building energy is 77.5 tons, which is about the equivalent of the average energy emissions of about 26 UK homes.

Your total calculated carbon emissions come to 110 tons or 37 homes energy emissions.

This does not include day to day consumption of other materials, that it would be too expensive to calculate exactly, but for most organisations another estimated 40% can be added for this but this varies widely.

Summary Carbon Emissions (Tons)

Gas	43.0
Waste	28.0
Electricity	14.0 ¹
Paper	12.0 ²
Fuel	7.5
Water	3.2
Flights	2.0
Total	109.7

¹ Taking green electricity as net zero, otherwise it would be 34.5 tons

² This is just for production and disposal, it does not include the 65 tons of carbon that would be stored in the mature trees if they were not felled.

Electricity

Switching to a genuine green electricity tariff for your leased premises would make all your electricity consumption net zero.

The 28,200-kwh used by the bus station waiting room + toilets are the equivalent of the annual electricity consumption of 8.5 households!

At calculated carbon emissions of 7.8 tons, it is more than the town hall (4.25) and museum (7.8).

We did not include this site in the site visits, as this data was unavailable when selecting sites for visits. But there appears to be something radically wrong that needs investigating.

Switching to LED lighting will reduce your electricity consumption for lighting by over 50%.

The Corn Exchange has the highest electricity consumption and we were surprised by how high it was, but it is likely to be down to inefficient usage of the air-conditioning systems, which regularly double the carbon emissions of buildings it is installed in.

Gas

Gas is your single largest source of carbon emissions. As will be seen in the detailed heating section below, the first crucial priority will be to ensure all premises have working timing and zoning controls and that they are operated in line with the recommendations about the actual spaces being heated, the length of time they are heated and at what temperature they are heated at.

To achieve zero carbon for energy, the gas boilers will need to be replaced with electrical heating of some form, powered by green electricity, ideally produced from your own renewables or alternatively from a genuine green electricity provider.

Waste/ Recycling

Waste was your 2nd highest source of measured carbon emissions. The reported recycling rate was 17%, which is significantly below the national average municipal recycling rate of 43%.

The Broad Leas cemetery skip is used for non-recycled waste from across most of the council's open spaces.

The museum performs well but the town hall and open spaces need to address how to reduce waste production and then to ensure all recyclables in future are recycled.

Water

Whilst your carbon emissions from water are modest, it is important to reduce water wasted, due to impacts of extraction on rivers and streams ecologies.

Combined with targeting efficiency measures, the more you can source your water by abstraction or rain-harvesting, rather than mains-supplied, the more you reduce the carbon emissions for pumping it to your premises.

The depot water supply had a leak last year which has now been fixed. It is expected that this year's consumption will be considerably less.

The very large water consumption at one of the council's public toilets, indicates that there may be some old-fashioned controls on the urinals or leaks from the wcs.

Older urinal controls waste up to 250,000 litres per year each. There are 2 urinals and 4 wcs at this bus-station block.

No figures were available for the second block but similarly high water losses might be taking place there also.

Paper

Paper emissions equate to that of all the energy emissions from 4 UK households. The quickest way to reduce this is to switch to using recycled paper for your photocopying and printed materials.

Also examine ways to reduce the amount of paper being consumed. The library has an especially high paper consumption.

2. Policy & Management Recommendations

Suggested Next Steps

1. Submit the eco-audit report to the Town Councillors with recommendations for action.
2. The Town Clerk to ensure annual eco-audit report is produced and presented to the council, including the above eco-data bench-mark measurements. The report would include a brief summary of any other relevant environmental information, including progress on implementing eco-audit recommendations and progress made on initiatives involving the local community.
3. Request the councillors to appoint a green champion to support the Town Clerk in the implementation of the recommendations.
4. The Clerk to ensure that procedures that address waste reduction, recycling, green-purchasing and energy-efficiency monitoring are in place.
5. Ensure that a spreadsheet reporting implementation progress of Eco-audit report recommendations, is a standard item on the relevant management committee meeting agenda.
6. Include eco-issues in future tenant and room-hire agreements, such as electrical, water and heating efficiency and participation in the recycling service.
7. Any future contracts that the council signs should include criteria that facilitate it working towards its zero 2030 target.
8. Include a new Zero Carbon St Ives section on your website, where local residents can get information on the various ways that they can reduce their carbon and ecological impacts.
9. Consider staging a Zero Carbon St Ives Community Engagement Day in conjunction with local community groups, to see if you can stimulate some collective partnership actions locally.
10. The Corn Exchange banks with HSBC which is one of the largest funders of fossil fuels among the UK banks. The council banks with Lloyds who also fund fossil fuels but to a lesser extent. We suggest you consider moving main accounts to either The Charity Bank or the specialist charity and eco bank Triodos Bank.

11. Take advantage of the council's newsletter to regularly communicate with the public on how they can progress to net zero carbon and low ecological impacts lifestyles.
12. The museum could stage various exhibitions on different aspects of life in St Ives over the generations but adding an environmental perspective and education element to them e.g. transport, packaging, food, heating etc

3. Human resources

1. Staff contracts should be amended in consultation with the staff to include a new provision along the lines of: *"The St Ives TC is committed to being an environmentally responsible organisation. You will be expected to help in delivering this commitment, in how you fulfil your day to day duties, as a member of our staff"*.
2. Similarly, job-specifications should be changed where relevant, which will help ensure new eco-procedures are passed on to new staff.
3. Then targets for implementation of the green strategy can be included in relevant staff annual appraisals and include environmental training / awareness in any personal developmental plans.
4. Induction procedures for new staff should include procedures adopted to implement this policy of environmental responsibility e.g. including how to use the air-conditioning, green purchasing and waste-reduction & recycling procedures.

4. Top Ten Priorities for First Year

The following items are suggested as your top ten priorities for first year:

1. Ensure heating and hot-water timers, temperature settings and zoning controls are set correctly and carry out a programme of draught-proofing and insulation where needed.
2. Switch all of your paper products to 100% post-consumer recycled paper.
3. Draw up plans to convert your open spaces into eco-parks and consult on the proposals.
4. Programme the switchover of diesel and gas vehicles/appliances to electric.
5. Complete the switchover of all lighting to LEDs within a year.
6. Develop an action plan in conjunction with the local community on how to achieve a Zero Carbon St Ives.
7. Commission feasibility studies or quotes for installing renewable energy systems such as solar & wind on council properties.
8. Get quotes for infra-red heating in relevant premises and carry out trial of infra-red heating panels, on a property where you have a genuine green electricity supply.
9. Carry out urgent review of the heating, hot-water and electricity consumption at your public toilets.
10. Implement annual environmental reporting to the council on the council's own environmental performance progress and the local communities.

5. Heating

The Town Hall

Current Good Practice

1. The heating in the town-hall is off on Sundays
2. Secondary glazing has been installed on most windows.
3. Heating was off in ground-floor gents.

Suggested Next Steps

1. The heating is currently on 6 days per week but tenants only occupy it 5 days per week. Reduce heating schedule to 5 days immediately and turn on heating manually on odd occasion the premises is used on a Saturday.

Town-hall opening hours are 9am to 5pm Monday to Friday.

It was not known whether the heating controls were on 24/7 or from 6am to 6pm.

Either way, trial the heating to come at 8.00am and to go off at 4pm or earlier.

Urgent.

As the operational hours were unknown, we are unable to estimate the potential hours saved but if the above recommendation works for new operational timing, then over a winter, the savings would be substantial.

Experiment with these timings as they will vary according to the building's thermal insulation.

2. Until the current cv19 crisis hopefully passes, ensure that any tenant rooms which are unoccupied as staff home-isolate, are turned down to frost-protection.
3. Many of the tenants do not occupy their offices full-time. This means substantial portions of the building even during office hours, are being heated despite being empty.

There are programmable TRV valves but the installation of individually programmable infra-red panels to replace the central heating is worth considering, as combined with a genuine green electricity tariff this would provide you with net zero carbon heating.

For example, the HSBC office is normally used only for 2.5 hours per day, 4 days per week but is heated for the entire time the town-hall is open.

The central heating was installed in 2010 and has been frequently faulty and the

TRVs likewise been faulty. The radiators have leaked on occasion causing damage.

4. The council chamber is only used for council meetings. Ensure that the radiators are turned down to frost-protection when not used.
5. Whilst council staff are rotating presence in the office, consider asking them to hot-desk in one office, rather than heating all of the council offices.
6. Recommended government CCC winter heating room temperature for sedentary activities such as office-work is 18C. CIBSE recommend 19C.

Important: *Each extra degree wastes up to 10% of your heating bill.*

As parts of the town-hall are being heated to as high as 22.5C, including some of the cv19 related empty tenant offices, you are wasting up to 45% of your heating bills in parts of the premises.

The recommended temperature for the non-ambient elderly is 21C.

7. The front-office was colder (18C) despite the radiators being on, due to heat being lost via the hatch, when main entrance door is left open or is opened.
Infra-red panels would be useful here also, although you could also install a Perspex window on the hatch, if you do not have one already, so that it is only opened when visitors present.
8. Insulate the doors from the front-office and the HSBC office to the foyer as though they were external doors.
9. Draught-proof both the inner and outer main-doors and the side-entrance door.
10. The TRV valve for the radiator lobby was not working. An infra-red panel heater would be more efficient if this space actually needs heating.
If you choose to stay with the central heating system, ensure that all TRV valves are working properly and ensure that the TRV valves and thermostats are included in your annual gas maintenance contract.
11. Get a digital thermometer for the premises and have named staff member assigned to implement the CIBSE recommended heating temperatures.
12. Turn heating in bathrooms/staircases/corridors/ kitchens/back-stairs lobby etc. down to frost-protection.
They do not need to be heated to the same temperature as occupied parts of the premises.
13. Heating bathrooms above frost-protection is a significant waste of energy, as the windows are often left open to air them and people only use them for a brief time.

The ground-floor ladies for example was at 22C.

14. The front-stairs lobby is occasionally used for people waiting for the diabetes clinic. An infra-red panel heater to be turned-on when the clinic takes place would mean that you were not paying for the whole space above it in the stair-well to be heated to 22C as at present.
15. The robe-room is only used rarely but the heating was on. Turn it down to frost-protection when not being used.
16. Install heat reflectors behind radiators on outside walls.
17. Ensure radiators on outside walls are not blocked by furniture or boxes etc.
18. To get full benefit of the investment in secondary glazing, it would be good if you got a quote for professionally draught-proofing the outer windows.
19. Ensure that both loft spaces are insulated to modern standards (300mm). There is loft insulation made from recycled plastic bottles.
<https://naturalinsulations.co.uk/product/supasoft-insulation/>
20. Ensure the loft hatches are also insulated at same time and draught-proofed if necessary.
21. You are lucky to have access to the ground-floor floor-boards from the cellar underneath. This makes their insulation considerably cheaper and easier to install as the floor-boards would not have to be lifted.
22. For the council to achieve net zero carbon for building energy would require three steps:
 - i. Having a 100% green electricity supplier.
 - ii. The conversion of heating boilers to electric heating, whether electric boiler, air-source heat-pumps or infra-red panels.
 - iii. Improving the thermal efficiency of the buildings by installing relevant insulation, draught-proofing and energy efficiency lighting.
 - iv. Complemented by the installation of solar PV and wind-turbines in relevant premises/locations.

The Corn Exchange

This property is owned by the council but is on 25-year lease to community group, who pay the utility bills.

Current Good Practice

1. The windows have been double-glazed.
2. The ceiling was reported to have been insulated to modern standards.

Suggested Recommendations

1. The boiler is 10 years old.
The easiest way to move to a zero-carbon option for heating would be to replace these simply with an electric boiler, coupled with a genuine green electric tariff. The other alternatives would be an air-source heat-pump to likewise operate the central heating system or to switch heating systems completely to infra-red panels.
2. Ensure that all boiler-room joints and relevant central heating-pipes are insulated to a modern standard.
3. Check that the timer for the gas-central central heating is set in line with requirements.
It was not known if there was a 7-day programmable timer. If there is not and you are keeping this system, then one needs to be installed urgently.

It was thought that the heating was set to come on at 6am for the cleaners. Having the heating on for potentially up to 2.5 hours per day for people who are working physically alone in the building is very expensive. The building will have retained some heat from the previous day, especially if there are evening events.
4. Draught-proof the main front doors and inner lobby doors.
5. The receptionist who sits in the lobby area was reported as being often cold, despite there being a radiator located there, due to the frequent opening and closing of the entrance-doors.
We suggest getting an infra-red heater placed by the reception desk, as these heat the occupants rather than the air which is being cooled by the door.
6. Turn the heating in bathrooms, upstairs corridor, back-staircase and importantly the two large radiators in the large ground-floor back access-corridor down to frost-protection and lock in place.
7. The large Charter Hall has a high ceiling and so is expensive and wasteful to heat. Infra-red heating panels should be considered for heating this space.

8. Consider secondary glazing for the large windows in the Tony Burgess Room.

Norris Museum

Current Good Practice

1. Windows have all got secondary glazing and are well draught-proofed.
2. The museum loft floor has been insulated, as has the sloping roof.
3. The Community Room has its own zoning controls for the under-floor heating, which allows it to be managed separately from the areas housing the exhibits.

Suggested Recommendations

1. Ensure the timers for the parts of the building that do not house or store artefacts are set in line with the above town-hall guidance in relation to hours of occupation, including the curators house and the community room.

Staff were unable to confirm on the day, but it may be that the entire premises is being heated 24/7 and not just the areas with artefacts.

2. The museum curator will know what items in the collection need to be kept at minimum temperature of 16C and which need to have their humidity regulated.

Seek to minimise the space that needs such management to a minimum.

3. It appeared that the entire premises was being heated not just 24/7 but also to 22C all of the time!
Please reduce the non-artefacts part of the building to frost protection level (4C) when not occupied, the artifact containing sections to 16C when not-occupied and all areas to 18C (as recommended by CCC) or 19C when occupied
4. There was some doubt about the necessity of dehumidifiers but the heat-exchanger from the previous existing system was reported broken. If the dehumidifier is to be used, ensure it has an operational heat-exchanger to capture the heat from the air being extracted and dehumidified.
5. The gas central-heating boiler in the offices was installed in 2010. The new efficient gas-boiler heating the museum was installed in 2017 and its pipes and joints were well insulated.
6. The main entrance door facing the reception desk opens frequently which brings a cold blast of air for the receptionist.

One solution to this would be to provide an infra-red heater for the reception area which will heat the staff but not the air.

7. Install insulating heat-reflectors on all radiators on outside walls.
8. Turn heating in staircase landing down to frost-protection.
9. Install secondary glazing inside the windows in heated parts of the building such as the curators house which have not been done.

Burleigh Hill Community Centre

This is a 1980's purpose-built community centre. The council has a 999-year lease on this property, which is run by a local community association who pay the utility bills.

Current Good Practice

1. Committee room heating usually off.
2. Some of the windows have secondary glazing.
3. Heating is only turned on an hour before hirers arrive. It is not left on all day.
4. Heating turned off 30 minutes before end of room hire.
5. Heating controls not changeable by hirers.
6. New more efficient boiler installed 5 years ago.

Suggested Recommendations

1. It is unlikely that the cavity walls have been insulated. Check and prioritise this if not done.
2. Ensure that the false ceiling has been insulated.
3. Complete installation of secondary glazing on the heated portions of the building.
4. Install heat reflectors behind the radiators on outside walls.
5. Check that radiators in both store-rooms are locked on frost-protection.
6. Insulate the heating-pipes where necessary.
7. Install automatic door-closers on all the main entrance and inner lobby-doors so they do not remain open when people enter or leave.
8. Draught-proof entrance lobby doors.

6. Electricity

Existing Good Practice

The council is on a green-tariff from Haven Power for all the council's own buildings. Switching to a green electricity supplier who sources all of their electricity from zero carbon sources such as hydro, wind and solar panels, as this would make all of the electricity used by the council premises carbon-neutral.

In future, consider making it a condition of leases that leases use only green electricity if they are paying the utility bills.

Orsted Energy undertake to match regional electricity price quotes:

<https://orstedbusiness.co.uk/en>

Good Energy and Ecotricity are the top two rated green electricity suppliers and SSE also have good quality renewable energy tariffs, if you would like additional quotes to Orsted Energy.

Government regulations require carbon reporting of electricity consumption as though it was from the main national grid but also allow net-zero accounting to be carried parallel to this figure for green electricity supplies.

Suggested Next Steps

Town Hall

1. The sloping and flat roofs of the council offices have some potential for the installation of a solar array.
The Solar Shed installs large and small arrays and we have found their site surveys to be honest about a site's feasibility or not.

They also have experience in installing arrays in open fields. So, you might like to ask them about potential array at the cemetery car-park and allotments.

<https://www.thesolarshed.co.uk/about-us/>

https://www.bre.co.uk/filelibrary/nsc/Documents%20Library/BRE/89087-BRE_solar-carpark-guide-v2_bre114153_lowres.pdf

2. Ensure laptops/computers are set to energy saving mode and lower the screen brightness to appropriate level for users, unless people have specific eye-problems.

3. The Sadia electric water-heaters in the top-floor, first-floor & ground-floor kitchens are on 24/7. Install timer so it is on only when needed and goes off about 2 hours before closing.
4. The fridge in the upstairs kitchen was empty. Turn fridges off when un-used. Query if they are actually needed.
5. There is an extractor fan in the kitchen. Query if this is needed as there is no cooking taking place there.

The Corn Exchange

Suggested Recommendations

1. There are 6 air-conditioning units in the Charter Hall. Each of these will consume about 2kw/h and so are expensive to run.
There are air-conditioning units also in The Ace Suite and training rooms.

Air-conditioning can often double the carbon emissions for energy for a premises.

It is important that staff are trained in the efficient use of air-conditioning, including the fact that windows and doors must be kept closed to keep cooled air in and that it should not be used to cool the space below the CIBSE recommended temperature of 25C.

Ideally, controls should be locked away from interference by the public.

2. It is important that the guidance for hirers includes a request to not leave external doors open when heating or air-conditioning are in operation.
3. The upstairs training rooms have both radiators and air-conditioning systems in same space. It is important that users do not use them to counter-act each other as happens in many premises.
4. Install a timer on the hot-drinks machine in the kitchen, so that it is not on 24/7.

Museum

Suggested Recommendations

1. Install timer on fridge in the volunteers' room, so it is only on the days room is used.

Burleigh Hill Community Centre

Suggested Recommendations

1. Turn off the empty fridge in the kitchen, which is on 24/7.
2. The community centre has a large-roof which looks suitable for a reasonable sized solar installation.

Depot

Suggested Recommendations

1. Install an infra-red heater in the office. Uses about half the electricity of a convector heater.
2. The roof of the Depot looks like it has the potential for a decent sized solar array.

7. Lighting

Town Hall

Current Good Practice

1. LED lighting is in the process of being ordered and installed across the town hall.
2. There are movement light sensors already in landings, bathrooms and kitchens.

Suggested Next Steps

1. The Pinpoint office had 8 x 4 x 18 watt boxed fluorescent light fittings, consuming 576 watts.
See if these can be replaced with seven pendant (rather than boxed) 16-watt LED lamps, which would reduce consumption to 112 watts. T

The Corn Exchange

Existing Good Practice

1. Much of the lighting has been already switched to efficient LED lighting.

Suggested Recommendations

1. Get movement sensors for all the bathroom lights.
2. The training room upstairs uses 450-watts to light it – when 4 x 15-watt LED pendant lamps should be sufficient.
3. The booking office has 3 x 4 x 18-watt inefficient fluorescent lamps. A single pendant 15-watt LED lamp should suffice.
4. Likewise, the Tony Burgess Room has 10 x 4 x 18-watt fluorescent tubes, which could be replaced by about 6 x 15-watt LED pendant lamps. If the right warmth of lamp and accompanied by tasteful shades, the room would have a far nicer ambience for the public.
5. Management reported that the high bay lights in the Charter Hall blow frequently and due to height are expensive to replace. These would be a priority for replacement with LEDs,

Museum

The museum is a solid wall 1930s purpose-built unlisted building with a 2017 extension.

We did not visit it but the impacts of York House adjacent to the Museum which is also owned by the town council also accrue to it.

Current Good Practice

1. Bathroom lights already have sensors.
2. Most if not all of the spot-lamps have been switched to efficient LEDs.
3. Plans in place to move remaining lighting to LEDs.

Suggested Recommendations

1. Move any servers to the cloud which uses up to 90% less electricity.

Burleigh Hill Community Centre

Suggested recommendations

1. Replace all fluorescent tubes and tungsten lamps with efficient LEDs
The hall has 36 x 100-watt lamps, consuming up to 3,600 watts. This is a priority for replacement.
But ensure you get the correct warmth lamps to ensure they create a nice ambience in the centre, rather than blue cold light.

8. Waste Reduction/ Recycling

Town Hall

Current Good Practice

- 1 You have installed hand-driers in the town-hall bathrooms, which eliminates need for wasteful paper-towels.
- 2 Real mugs and glasses are used for staff & councillor drinks at town-hall.
- 3 Most invites for events are now sent by email.
- 4 Jugs of water rather than bottled water are provided at events such as the Fish & Chips nights.
- 5 Various transactions which were done on paper, are now done electronically e.g. allotment tenancies etc. Placing the rules for the allotments on the website, removes the need to provide paper-copies.

Recommended Next Steps

1. Train those entrusted with purchasing authority, such as furniture or equipment, in green purchasing policies, i.e. reduce, re-use, recycle and how to implement them. For example, first checking to see if the item is actually required or is available pre-used on eBay or elsewhere.
2. Avoid buying anti-bacterial soap for any of your premises, as it should only be used in clinical situations.
3. The FDA says that traditional soap works just as well for ordinary bathroom usage and to tackle cv19 which is a virus is not a bacterium. The active ingredient Triclosan in many anti-bacterial soaps is polluting waterways and the seas.

<https://www.fda.gov/ForConsumers/ConsumerUpdates/ucm378393.htm>

A plant based soap for refills is available from Bio-D

<https://biodegradable.biz/shop/hand-soaps/bio-d-geranium-sanitising-hand-wash-5/>

4. For those councillors who are comfortable using a laptop or tablet, provide agenda papers electronically.
5. Check with the auditors whether they still legally need any paper copies of any records and move those items that do not need to have paper records onto electronic formats.

6. Consider if you can devise a system to avoid providing a laminated notice for the grave diggers for each burial, as these are unrecyclable & non-biodegradable.
7. Promote copying onto scrap-paper when clean paper is not needed for internal purposes.
8. 10,500 copies of the town-guide are produced each year by a specialist town-guide producer Local Authority Publishing.
Ask them if it can be printed in future on 100% post-consumer recycled paper.
Consider lobbying the SLCC, NALC and LGA to see if collectively they would lobby them to make the switch.
9. Explore potential for cutting down the number of pages for the town-guide or The Bridge by sign-posting in it the more detailed information to be provided on your website.
10. By getting your cleaners to use e-cloths for bathroom surfaces, kitchens and windows, you can eliminate almost all of the need for many bottled liquid cleaning products. <https://www.e-cloth.com>
11. UK tap water is among the cleanest in the world. Get rid of bottled water fountain in office, to reduce unnecessary truck trips delivering bottled water unnecessarily.
12. Try and avoid using disposable cups, plates & cutlery at events if possible. Maybe the Corn Exchange has some you can borrow for occasional events.
Or hire glasses for mulled wine events.
13. Ensure all areas of the building have well labelled recycling and general waste bins supplied, especially in the tenants' premises. Recycling costs if not already could be included in rental agreements.
14. Government guidance on cv19 advises the provision of hand-drying facilities in bathrooms but does not differentiate between hand-driers and paper-towels.
Environmentally hand-driers are preferable and thus we recommend not providing paper-towels.
<https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

The Corn Exchange

Suggested Recommendations

1. Buy bin-bags made from recycled plastic.
2. Do not use anti-bacterial soap.

Burleigh Community Centre

Current Good Practice

1. Already using e-cloths which radically reduces need for many cleaning products.
2. Office is largely paperless already.
3. Refill soap containers already being used.
4. Driers in bathrooms and so no paper towels are provided.
5. Green and garden waste is taken for composting.
6. Many re-used materials used in centre's garden
7. Using eco-friendly washing up liquid.
8. Very low non-recycled waste produced = 0.15 tons weight = 0.04 tons CO₂

Suggested Recommendations

1. Place clear signs on recycling and non-recycled waste bins outlining what can and cannot be placed in them.
2. Buy only bathroom tissue made from recycled paper.

9. Purchasing / Miscellaneous

Suggested Next Steps

1. Switch to 100% post-consumer-waste recycled photocopying paper for both museum & town-hall. Evolve is one of the better-quality brands on the market. This would save about 26 tree per annum.
2. Request recycled paper for any external printing work for The Bridge, flyers, posters, tickets for events etc.

The Bridge is the largest single source of the council's paper usage.

Switching this to 100% post-consumer recycled paper is a priority. **URGENT**

Some printers do not charge a premium for using recycled paper. If you cannot find one locally, [alocalprinter.co](http://www.alocalprinter.co) does recycled paper with vegetable-ink printing at a reasonable rate.

<http://www.alocalprinter.co.uk/eco-printing/green-printing-policy>

If both your photocopying and external printing were switched to recycled paper, it would save over the next decade an estimated 650 trees or the equivalent of a small woodland.

These trees would also store up to 650 tons of carbon.

Don't forget to include "printed on 100% recycled paper" on the artwork.

3. Ensure bathroom tissue, kitchen-roll and paper-towels are all made from 100% post-consumer recycled paper and not just FSC certified paper for all premises.
<https://www.independent.co.uk/independentpremium/voices/recycling-forest-paper-printing-global-emissions-climate-change-a9563101.html>
(Can be read for free by registering.)
4. Buy bin-bags made from recycled plastic for all premises.
5. Ensure those in charge of stationery purchasing, are aware of your green purchasing policies and ensure in future that items such as post-it notes, envelopes, small note-pads, new files, flipchart paper, etc are made from recycled materials.
6. Buy organic and fair-trade tea/coffee, sugar and organic milk. If not available locally, try: traidshop.co.uk
7. For your remaining cleaning products switch to Bio-D, which are made in the UK, unlike Ecover.
<https://biodegradable.biz/laundry/laundry-liquid-with-juniper-seaweed-5l.html>

The Corn Exchange

Suggested Recommendations

1. Buy 100% post-consumer recycled paper bathroom tissue, kitchen rolls and paper-towels.

Museum

Current Good Practice

1. Bathrooms have hand-driers, which removes need for costly and wasteful paper-towels.
2. No herbicides or pesticides are being used.

Suggested Recommendations

1. Buy bin-bags made from recycled plastic.
2. Ensure bathroom tissue and paper -towels are made from recycled paper.
3. The Museum runs a shop, which currently stocks mainly corporate produced souvenirs.
Consider approaching local artisan food & artefact makers for stock e.g. honey, organic jams, chutneys, fudge etc There may be a number at the farmers market who might be appropriate.
4. Try and ensure items are sustainably packaged if possible.
5. Use recycled paper bags for the shop.
6. Install a rain-barrel to collect water from new extension roof. There are a range of designs now available to fit the look of the museum.

Depot

Suggested Recommendations

1. Buy bin-bags made from recycled plastic.

10. Grounds Maintenance / Water / Cemeteries

Existing Good Practice

The council owns or is responsible for the ground maintenance of a number of open spaces across the town.

These include old closed cemeteries, currently operating cemetery, children's play spaces and a couple of parks.

Current high-maintenance regimes have, like most other councils, resulted in spaces with almost zero ecological value & low carbon storage.

By adopting a new ecological based approach to grounds maintenance, the spaces can not only have their wildlife values & carbon storage positively increased but their amenity value to the local community can be greatly enhanced.

Whilst we lay out some broad suggestions below, we recommend consulting with local wildlife specialist organisations to guide the details.

Current Good Practice

1. Some areas in the cemetery are already being used to encourage wildflowers.
2. A number of verges already have native species hedging.
3. GM team are using river water to fill the bowsers to water trees etc
4. Leaves are left to naturally decompose rather than collected and dumped.

Suggested Next Steps

1. It is important to value the existing and potential wild areas in your open spaces, as these are the spaces where wildlife, insects and birds can thrive.

Britain is one of the countries with the greatest wildlife losses on the planet. Globally we have lost 60% of all wildlife populations since the 1960s.

Blank open green spaces of just grass are in reality ecological deserts. See if you can increase the amount of wildlife friendly areas by reducing the amount of “cleaning and tidying up”.

But it is important to indicate to the public that such areas are deliberately left wild by having a nice tidy border or fencing around them and signs explaining their positive purposes.

It would be good for the town council to do more to help protect and restore more local wildlife.

2. Converting some of your grassed areas to wildflower meadows, with neat trimmed borders, would help re-establish some local insect populations, needed by birds to feed off.
3. For open grassed areas, that you wish to keep mown, explore mixing in more low-height flowering and herb cover plants e.g. clover and chamomile.

These provide food for bees and insects, unlike plain grass.

4. Boundary around the parks could include an edible forestry approach, with hedges including hazelnut, wild pear, wild plum and walnut trees etc

5. All of the grounds motorised equipment and vehicles are currently petrol or diesel.

Ideally all of these need to be switched over to electric. However, there is currently no mains electric supply at the depot, with electricity being produced by a large diesel generator.

If this was used to power the equipment/vehicles it would result in raised emissions not lower!

We do not see an easy solution to this issue other than to have a mains supply installed (expensive) or a large solar installation on the roof of the depot, which could include some ground located panels also.

Alternatively, the new electric vehicles could be charged at the Town Hall over-night, if it is on a genuine green tariff.

Which Magazine have carried out a review of electric leaf-blowers:

<https://www.which.co.uk/reviews/leaf-blowers>

One of our clients with large school grounds, have made the switch to electric blowers etc and are happy with the results. We understand that Huntingdonshire ground maintenance team have made the switch to electric equipment and are happy with the results.

<https://bestofmachinery.com/best-electric-leaf-blowers/>

Electric equipment is safer, has less vibration for users and is quieter and so safer for hearing.

Research local suppliers for biodiesel for the large mover, until such time as you are able to move this to an electric option.

6. Identify a spot for cuttings on-site at all of your open spaces, rather than wasting fuel transporting it to the depot. These can be shielded by a specially planted hedge if no naturally obvious locations are already in place.
Cuttings from the cemeteries were reported as being dumped in the bung and then taken to landfill.
7. See if you can eliminate usage of the herbicide glyphosate, which is a recognised potential carcinogen and damaging to bees.

<https://www.bbc.co.uk/news/world-us-canada-45155788>

Options could include a return to manual weeding or alternatively, you might consider jointly buying with adjacent town-councils a completely chemical free steam weed-killing machine:

<https://multevo.co.uk/products/waterkracht/>

8. Check with your plumber to see if the sinks have flow-restrictors to reduce water wastage.
9. Consider how to get to zero mains for the allotments, by installing large re-used water-tanks by the side of the depot and run a gravity fed pipe to a tap to supply the allotments.
10. Check if mains-water supply at the depot is potable and if so, get rid of bottled water fountain. If water is not potable and you have to keep the fountain, install a timer on it, so that it does not run over-night.
11. Ensure that any play equipment is made from sustainable materials such as wood. These thus become a carbon store, whereas equipment made from metal or plastics incur a larger embedded carbon price and are more difficult or impossible to recycle and do not biodegrade.
12. Likewise seek to use natural wood chips rather than unrecyclable artificial surfaces for playground spaces where fall-protection is needed.
13. Staff said that there was not enough land to create a woodland burial area. Maybe the council could consider borrowing money to buy suitable land for the creation of a wood and use the money from woodland burials to fund the creation of the wood. This would as well as providing wildlife habitat, would be a carbon sink for the town, with each mature tree storing up to 1 ton of CO₂.

Burleigh Hill Community Centre

Current Good Practice

1. Already have push button spray taps

Suggested Recommendations

1. The urinal has old controls and so may be wasting up to 250,000 litres per annum. Ensure modern controls are installed or switch to eco-cubes.

Cemeteries

You have two cemeteries that you are legally responsible for the ground-maintenance of, that belong to the Church of England, which are closed to new burials.

Westwood Road Cemetery

1. In consultation with the church, draw up a plan to turn the space into a small eco-park for the local community.

2. Move most of the headstones to the perimeter, to create space for the eco-park. The more elaborate memorials could be left in place to act as objects of historic interest.

3. Create a boundary hedge/shrubbery made up of mixed native-hedging & trees including some wild fruit and nut trees such as wild plum, wild pear, cobnut & walnut etc

Ensure clear sightlines are maintained around the entrances, to ensure visitors feel safe entering the mini eco-park.

It would be good to include some native evergreens, to provide some colour and visual interest in winter such as scots pine, holly and yew.

4. Install a wildlife pond and create designated wild-flower meadow areas.

5. Plant some signature trees across the park.

6. Cut grassed paths through the new eco-park and create small areas of open cut-grass for people to have picnics or sit-in and install some seating for the elderly.

7. A corner of the new eco-park could be used to create a community orchard.

8. Install a small children's play-area with wood-based equipment.

Broad Leas Cemetery

On-site composting of grass and green waste is already taking place here.

This cemetery is likewise closed, although some of the graves on the right-hand half of the cemetery are more recent and so need more care in deciding what to do with that part of the cemetery.

The council carries out high-maintenance approach. With the higher number and more complex memorials this involves a considerable amount of manual labour.

We suggest the same approach be adopted here as for the closed Westwood Road cemetery, especially for the older half and to move the majority of gravestones to the boundary and to draw up plans to create a small eco-park.

You could however, consider if some of the out-of-term plots on the right-hand half could be sold as green cemetery plots.

This is because there are almost no trees in the central areas of the cemetery and so the occasional disused plots could be sold on the proviso a tree is planted there.

There is a large apple tree that is currently not being harvested. It might be good to see if there is a local community group that might like to make this the start of a community orchard in this corner of the cemetery.

There is already a large depression near the left-hand boundary, which could be a positive site for a wildlife pond.

Rather than a woodland edge along the border with the adjacent housing, a lower hedge could be planted along there.

Ramsey Road Cemetery

This is a relatively new cemetery that has spare capacity for some years ahead. There is already a nicely laid ashes area which has some nice trees added and is bounded by an attractive mature rural hedge.

Rural hedges can provide invaluable habitat, protection and food for a wide variety of wildlife, including birds, insects and small mammals.

Whilst this site would not be appropriate for the eco-park model, due to it being a working cemetery, there are still a number of things that you could consider that would improve both its wildlife richness and the landscape benefits for those visiting loved ones.

1. A natural woodland hedge boundary could be installed along Hill Rise Road.
2. Allow the currently highly maintained hedging along boundary with allotments to grow into a woodland hedge border.

This would not only increase the wildlife potential but also screen the untidy allotments from the cemetery, creating a nicer natural ambience for the cemetery.

3. There is a large expanse of grass which is being highly maintained, that is reserved for future burials.

With sensitive treatment, this could be converted into a wildflower meadow, which would be a rich habitat for insects and the birds that feed off them and would add to the visual richness for visitors.

This would need a one-meter cut-grass neat border and signs to indicate the purpose of the meadow.

4. The unused space adjacent to the mausoleum would be an ideal place for a wildlife pond and seating space for visitors.

5. Staff reported that the site is quite windy and is not adjacent to housing. It would therefore be worth investigating its potential for maybe 2 to 3 large wind-turbines on this and the adjacent allotment site owned by the council.
Ideally, this might be able to power all of the town council's own annual electricity consumption for electricity, heating and transport.
6. Green waste from the cemetery is currently reportedly landfilled. If so, this will produce methane, a much more potent green-house gas than CO₂. Seek to compost all green waste on-site. Maybe create a compost area behind a hedge screen, to avoid aesthetic issues for cemetery visitors.
7. Some excess clay soil from grave-digging is being dumped in landfill waste-stream. It might be possible to use it to create some mounds in the parks.
8. Consider banning plastic flowers due to being non-compostable and the pollution associated with making them and the risks to wildlife if parts are ingested.

Slepe Hall Field Park

This green open space is bound on one side by the busy Ramsey Road.

It is currently a flat open high-maintenance grass-space with a number of large mature trees. It has very little amenity value currently, dominated as it is by the busy road and nothing for visitors to actually look at. It feels like a barren green desert.

Adopting versions of the eco-park measures outlined above for Westwood Road, would transform this space into a valued asset for the community.

It is especially important to screen Ramsey Road with a high natural woodland hedge, to create a sense of protection and place for visitors.

Due to the larger size of this park, areas could be allocated to become woodland groves, whilst retaining enough space for the casual football that takes place there and the once a year armed-forces day event.

Always important to design the woodland groves in such parks so that they are kept about 2 meters away from any pathways, so that women continue to feel safe when visiting the parks.

Warner Park

We would propose similar eco-park treatment for this open space but it would need consultation with the residents along the upper border about what they would like to see along that edge.

It is likely that a woodland boundary may not be what is desired along that border, unlike most of the borders of the other proposed eco-parks and the other borders of this park.

There is already a natural woodland border along one side of the park.

The park already has a number of mature trees in groups which you could consider changing the maintenance of, to create more natural woodland copses with an understorey of native shrubs and woodland flowers etc e.g. wild-garlic, English bluebells etc.

The space could be properly landscaped with wildlife areas, woodland, benches, natural wood play spaces, open air gym, grassed picnic spots, pond and wildflower meadows. Waste clay from the cemetery could be used to create some mounds.

Every extra mature tree on the site would store an additional ton of carbon.

The Pavilion

You are proposing to refurbish and make a small extension to this small building to enable greater community usage.

Suggestions for greening the refurbishment:

1. Try to use wood instead of concrete for the extension building materials.
2. Ensure entire roof is insulated to modern (300mm) standards and use insulation made from recycled plastic.
3. Examine potential to use a dual mains/rainwater harvester to supply the toilets.
4. Infra-red electric heating is likely to be the optimum heating choice, as a ground source heat pump would be really expensive and less controllable due to the likely erratic occupancy patterns for the premises.
5. Install an electric kitchen rather than gas. If you are installing a cooker, an electric induction is the more efficient.
6. Rather than installing a separate hot-water system for the kitchen, consider just providing a kettle to wash any dishes.
7. Ensure only LED lights are installed and avoid inefficient recessed and boxed light fittings.
8. Install siphon rather than valve operated toilets, which prevent un-noticed long-term leaks.
9. Install instant electric hot-water module in bathroom rather than one with a storage tank. Legally despite hot water hardly ever being used in bathrooms, it is a legal requirement.

Knights Way etc

The council is also responsible for maintenance of some green spaces and edging around a small number of new housing estates.

1. Consider planting native woodland wildflower bulbs in the wooded patches.
2. Expand the woodland by the large open space on Knights Way to the fencing, this would still allow the existing grassed area to continue to be used for play.
3. There is already a significant amount of natural hedgerow along the main road, helping to protect the estate from some of the noise and pollution.
4. At Garner Drive there is a strip of high-maintenance grass along Houghton Road, which could be planted with natural woodland hedging, in the same way that has been done at Knight's Way.

Depot

1. Create a space alongside the Depot where there is currently a high mound of rubble, for composting/brown waste, so it can be composted on-site rather than skipped away to landfill.

11. Public Toilets

The council has two blocks of public bathrooms. We were unable to get to visit them, so are providing just a general list of issues that may apply.

The statistics for water and electricity for the bus station/toilets were extremely high and so need urgent investigating.

There were no stats for water consumption at the 2nd block of toilets but in light of the issues that emerged from the bus-station, it is important that the 2nd block is visited and an eco-survey carried out.

1. Ensure the lighting is all LED and is on movement sensors.
2. Only provide bathroom tissue made from 100% post-consumer recycled paper.
3. Ensure that any urinals have modern efficient controls or ask the cleaners to experiment with eco-cubes, which reduces water consumption to a minimum. Old fashioned urinal controls can waste as much as 250,000 litres each per year.

4. Provide hand-driers rather than paper-towels.
5. If providing soap, do so via a refillable dispenser and avoid anti-bacterial soap.
6. Check the back of the inner wc bowls for leaks.
7. As we did not visit the toilet blocks, we do not know if heating is provided. Other than frost-protection, heating is usually very wasteful in bathrooms, as windows are often open to deal with odours and people are only using them for a very short period of time and will have their warm outdoor clothing on.
Some authorities use very low wattage eco heating-tubes to ensure no freezing of pipes, if no central heating is present.

12. Events Tick List

The council organises a number of events over the year, including the Mayor's annual charity dinner, so it is important that you pay attention to their environmental impacts.

All events have different environmental impacts but this suggested generic tick-list could be considered by those arranging events by the council or by room-hirers.

1. Appoint a named staff member to be the Green Champion responsible for the environmental performance at each event.
2. They should be trained on how to use heating efficiently with the correct temperatures and doors and windows operated sensibly.
3. Natural light should be used where practical.
4. Any electrical equipment should be used efficiently and turned off when no longer needed.
5. Ensure recycling facilities are available, properly labelled and easily found.
6. Avoid use of disposable crockery and cutlery for food and drinks.

7. If using disposable serviettes, ensure they are made from recycled paper.
8. Consider food-miles when choosing wine and other drinks. Ideally if serving wine, it should be English and organic.
9. Use jugs of tap water, rather than bottled water.
10. Try to use local organic food and drink.

UK soils are being lost at an alarming rate due to industrial agriculture, with some soils reported by UK government to have only 40 crops left in them.

11. Avoid tropical or orange juices; try English apple or pear juices instead.

A litre of orange juice is estimated to represent 1,000 litres of imported water, usually from a water-scarce country such as Spain, California, Morocco or Israel.

12. Consider doing all-vegetarian catering.

The UN has estimated that the meat industry contributes about 18% of total global climate-crisis gases.

It also makes it easier to cater for different religious and cultural tastes.

13. If this is not possible at this stage, then seek to at least avoid beef and lamb, which together are responsible for a staggering 7.5% of all UK domestic carbon emissions.

For example, if steak was chosen for the Mayor's dinner and there were 300 people in attendance, this alone would emit about 9 tons of CO₂ or the equivalent of 3 years emissions by the average UK home for both gas and electricity!

There are now some very realistic plant-based meat substitutes.

14. If serving fish ensure it's MSC (Marine Stewardship Council) certified, as coming from a sustainable fishery which is not being over-exploited.
15. Encourage people coming to events to use sustainable transport methods.
16. If providing any printed literature, ensure that it is on recycled paper and labelled as such.

13. Domestic Family Carbon Emissions

The councillors asked if I could give you the summary of the sources of an average UK family's carbon emission:

16.00 tons	Consumer purchases
12.00 tons	Meat based diet (Vegetarian family 6 tons / Vegan 4 tons)
10.00 tons	Family Holiday Flight (to Disneyworld Florida)
4.60 tons	Two car family driving average annual number of kilometres
1.00 tons	Unrecycled waste
0.75 tons	Electricity
0.25 tons	Water supply

14. Cleaning Contract Renewal Queries

The re-tendering of any cleaning contracts provides a good opportunity to maximise eco-values in your cleaning. Some items worth considering for inclusion are:

1. Will they supply bathroom tissue and hand-towels made from recycled-paper?
2. Will they use/supply eco-friendly cleaning materials
3. Will they use e-cloths?
4. Will they train their staff in how to be energy, water and resource efficient in how they clean the premises?
5. Will they supply eco-friendly refill soap for dispensers?
6. Have they got an environmental policy?

7. Have they any evidence of the environmental policy being implemented e.g. annual eco-audit report data
8. Do they use low emission vehicles or bikes if transport is used?
9. Will they supply bio-degradable or recycled plastic black bags and bin-liners?
10. Are their staff trained to not remove bin-liners daily but only when torn or messy?
11. Is it possible for them to clean during heating-hours in winter or not require the heating to be put on specially for them?
12. Will they use eco-cubes in the urinals?
13. Will they wash-up reusable glasses/mugs etc. if necessary.
14. Will they be conscientious and help ensure the recycled systems are working?
15. Are they annually reporting on their carbon and ecological impacts?

15. Eco-audit Implementation

1. E-mail eco-audit report to all town councillors, staff member and members of the youth council.
2. Add implementation of eco-audit report recommendations as a standard agenda item for staff/management meetings.
3. Create a spread-sheet with traffic light coding for each specific recommendation, identifying whether done, being implemented, postponed or rejected.
4. Use The Bridge to get information out about how residents can reduce their carbon and ecological impacts.
5. As the council buildings & street lighting are publicly-owned they will qualify for interest-free loans from Salix Finance, which is a scheme run by the government to finance energy efficiency in public buildings. <https://www.salixfinance.co.uk/>

Report by Donnachadh McCarthy, 3 Acorns Eco-audits, November 2020



Jonathan Djanogly MP
Member of Parliament for Huntingdon
House of Commons
London SW1A 0AA

Cllr Jonathan Pallant
Chair
St Ives Town Council
Town Hall
Market Hill
Huntingdon
PE27 5AL

4 November 2020

Dear Cllr Pallant

Re: LLA and NATS Airspace Change Proposal

As I am sure you are aware, the owners of London Luton Airport and NATS have launched a joint consultation on an Airspace Change Proposal.

This proposal will provide a separate holding stack and flight paths for aircraft arriving at London Luton Airport. There are two options being consulted on, both of which provide for a holding stack over Grafham Water and flight paths over my constituency.

I am concerned about the impact of these changes and intend to provide a formal response to the consultation in due course. I would be very grateful if you could advise me of the Town Council's position and whether you will be responding to the consultation. I would also welcome constituents contacting me directly with their views on this issue so that I may accurately reflect local feeling in my consultation response.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jonathan Djanogly'.

Tel: 01480 437840
Email: jonathan.djanogly.mp@parliament.uk
www.jonathandjanogly.com

From: Huntingdonshire District Council

The National Air Traffic Service (NATS) have recently launched a consultation exercise on plans to make alterations to the flight paths and holding pattern arrangements for Luton airport. These changes are being made in order to provide clear separation of the air traffic for Luton and Stansted airports, which currently overlap. As the proposed flight paths are to the south of our district, there is likely to be little impact in Huntingdonshire. However, the plans also include a new holding pattern for the airport which is intended to be over the south-western corner of Huntingdonshire (broadly circling round the line of the A1 from St Neots to Alconbury). The intention is that aircraft in the holding zone will be flying at a height of over 8,000 feet and the consultation document sets out a position that this will not present a nuisance, either in terms of noise or pollution.

A web site, with “walk around” facility, video presentations and detailed information on the proposals has been set up by NATS and can be accessed here: https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/. NATS are also holding some open sessions by webinar and interested parties can book on to these from within the web site. It is also possible to make comments on the proposals on the web site, if you would like to do so. Should the Parish Council wish to make representations, I would encourage you to use this site as individual representations from local communities often carry more weight than a “petition” approach.

Huntingdonshire District Council is planning to discuss the proposals at the Overview and Scrutiny meeting and Cabinet in January and, if considered necessary, comments will be submitted to NATS via the route mentioned above. If you would like any comments from the Parish Council to be included in this process in addition to any comments you are submitting individually, please e-mail me at finlay.flett@huntingdonshire.gov.uk before 15th December 2020.

I have copied below, for your information, the introductory e-mail message from NATS on the consultation.

I'm writing to advise you that a [public consultation on new arrival flightpaths](#) into London Luton Airport has been launched this month, and to invite you to a virtual meeting with London Luton Airport and NATS representatives to find out more about what this might mean for your residents. Sessions will be held on the following dates – please let us know which you would prefer to attend:

30th October, 2-3pm

3rd December, 10-11am

5th January, 11am-12pm

Currently, Stansted and Luton airports share arrival holds and routes. It is unique for two major airports of this size to share arrival routes, and the two airports are now handling much more traffic than the airspace was designed for. Although the amount of air traffic has fallen as a result of COVID-19, the need to change the airspace remains. Unless we do something now, the intensity of air traffic control workload may become unsustainable in the longer term as the industry recovers, meaning more congestion and more delay in order to maintain safety.

The 'AD6 arrivals change' proposal will separate the arrival flows for the two airports and establish a new hold for Luton traffic. Both Stansted and Luton currently suffer from knock-on delays where any delay at one airport, either in the air or on the ground, impacts the other and can cause further delay, noise and emissions. Separating the routes will maintain a safe and predictable path into each airport and reduce these knock-on delays.

Despite the current crisis this airspace is some of the busiest and most congested in Europe, and the proposed change will ensure Luton airspace operates effectively and efficiently into the future. This consultation is an opportunity for your residents to help shape that proposal.

The formal consultation website, which contains a full Virtual Exhibition with more information and helpful materials, can be accessed [here](#).

We would be very pleased if a member of your team could join one of our virtual meetings on *30th October, 3rd December or 5th January* to find out more about the proposals and how constituents can have their say. If you are able to attend please RSVP to AD6@ltn.aero and we will send you a virtual meeting invitation to your chosen session.

SAINT IVES TOWN COUNCIL



APPLICATION FOR FINANCIAL ASSISTANCE SMALL GRANTS UP TO £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

<p>PROJECT : (In no more than 25 words)</p> <p>HONORARIUM FOR SECRETARY</p>
<p>AMOUNT REQUESTED: £100</p>

Contact Details

Q1	Name of organisation making application:	ST IVES & DISTRICT ROAD SAFETY COMMITTEE
	Name of contact for this application (title, first name and surname)	
	Position held in organisation:	DEPUTY CHAIRMAN / TREASURER
	Contact Address:	

About your organisation

Q2	What type of organisation are you? (tick (✓) relevant category)	
	Registered Charity:	Charity Registration Number:
	Voluntary Organisation: ✓	
	Company Limited by Guarantee:	Company Number:
	Other – Please specify:	

Q3 Briefly describe your organisation.

Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.

THE COMMITTEE COMPRISES REPRESENTATIVES OF LOCAL TOWN & PARISH COUNCILS WHOSE MANDATE IS TO TRY & IMPROVE LOCAL ROAD SAFETY ISSUES. IT WAS PART OF A GOVERNMENT INITIATIVE MANY YEARS AGO.

Q4 If you are a branch of a larger organisation, please state which one:

Q5 What is your primary source of funding?

ST IVES TOWN COUNCIL PROVIDES ACCOMMODATION & HAS USUALLY FUNDED THE SECRETARY WE HAVE RUN DOWN OUR FUNDS DELIBERATELY

Details of the project or activity you are planning

Q6 Describe the projects/activity you plan to use this grant for

i) Try to be specific about what you will do and how you will do it.

WE MEET BIMONTHLY ~~TO~~ WITH REPORTS FROM MEMBERS EITHER IN PERSON OR BY EMAIL. WE ALSO LOOK AT STATISTICS & ACCIDENT REPORTS SOME LOBBYING OF C HIGHWAYS DEPT AND/OR THE POLICE FOLLOWS

ii) Please state how you have identified this need and how the project will benefit the people of St Ives.

THERE ARE ALWAYS PROBLEMS INVOLVING PEDESTRIANS & ALL TYPES OF VEHICLES

iii) How many people from St Ives do you expect to benefit directly from your project or activity?

EVEN THOSE WHO ARE BED RIDDEN CAN BENEFIT BECAUSE THEY RELY ON CADETS

Q7 How will you measure the success of the project and how many people from St Ives do you expect to benefit from it?

A DIFFICULT QUESTION TO ANSWER ~~BE~~ CURRENTLY FUNDING RESTRICTIONS OFTEN PREVENT PROMPT ACTION BEING TAKEN, EVEN A CLEANED ROAD SIGN IS A BENEFIT. CURRENT ISSUES INCLUDE THE BLOW AT THE WHEATSEAF JUNCTION AND CROM WELL PLACE IN ST IVES

Your Accounts

Q11 Please provide the following details from your most recent annual accounts

Total Income	£ —
Less Total Expenditure	£ 100 —
Surplus / Loss	£ (100)
Savings (Reserves, Cash, Investments)	£ 70 88-97.

Account Details

Q12 Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: ST IVES & DISTRICT ROAD SAFETY COMMITTEE

Bank/Building Society name: LLOYDS BANK

Bank/Building Society address: THE PARADEMENT ST IVES

Who are the signatories and what position do they hold in your organisation?

Name	Position
	CHAIR
=	COMMITTEE MEMBERS

Any Other Information

Q13 Any other information which you consider to be relevant to your application.

THE KILLED & SERIOUS INJURIES (KSI) STATISTICS FOR CAMBRIDGESHIRE ARE VERY BAD & HAVE BEEN SO FOR SEVERAL YEARS.

FOLLOWING THE TERRIBLE ACCIDENT ON THE BIGGON LAST YEAR COMMITTEE MEMBERS CLEANED UP THE RELEVANT ROAD SIGNS WHICH HAD BEEN NEGLECTED FOR SEVERAL YEARS AND A MEMBER WENT TO THE NEXT MEETING OF THE COUNTY COUNCIL HIGHWAYS COMMITTEE & SPOKE TO THE CHAIRMAN & HEAD OF HIGHWAYS.

WE ALSO OBJECT TO PLANNING APPLICATION IF WE BELIEVE CONGESTION & SAFETY WILL BE AFFECTED. 2 IN ST IVES & 1 IN SCHERSHAM RECENTLY

Health & Safety

Q8 What, if any, special safety issues are related to your project/activity?
Please provide the following information:

PLEASE SEE Q7.
EXTENSIVE SURVEYING TOOK PLACE IN CROMWELL
PLACE & ALSO IN HIGH LEYS NEAR THE
ST IVO SCHOOL. THERE IS ALSO A TOWN WIDE
PROBLEM OF VEHICLES SPEEDING THROUGH LIGHTS AFTER
THEY HAVE CHANGED

Funding of your project

Q9 Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Amount given (£)
2014	HONORARIUM FOR SECRETARY	100

Q10 Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Project Expenditure Please list all items of expenditure for your project	Amount of Project
AS ABOVE	£ 100
	£
	£
	£
Total	£
Project Income Please list how the project shall be funded	
THE ONLY OTHER SOURCES ARE SMALL	£
DONATIONS FROM PARISH COUNCILS	£
TO COVER ANYTHING ELSE	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	£ 100

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ST IVES & DIST. ROAD SAFETY COMMITTEE



Statement number 58
Issue date 21 September 2020
Write to us at Box 3 BX1 1LT
Call us on 0345 300 0000
Visit us online www.lloydsbank.com
Your Branch ST IVES CAMBS
Sort Code
Account Number
IBAN GB67 LOYD 7772 1914 8624 68
BIC LOYDGB21E98

CLASSIC

21 September 2019 to 21 September 20



Your Account

Date of previous statement	20 September 2019
Balance on 21 Sep 2019	£88.97
Money in	£0.00
Money out	£0.00
Balance on 21 Sep 2020	£88.97
Arranged overdraft interest	£0.00

You should review your account regularly to check whether it remains appropriate for your circumstances.

Fees Explained

Club Lloyds Account Holders – The Club Lloyds maintaining the account fee will be shown in the transactions overleaf as 'Club Lloyds fee'. If you are eligible to have this Maintaining the account fee waived, you will also see a transaction described as 'Club Lloyds waived'. This does not apply to non-Club Lloyds customers.
Other services - There are fees for other services you have asked for. You can find more details in your account conditions or at www.lloydsbank.com.

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St Ives Town Council Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
Telephone: 01480 388929 Email: clerk@stivestowncouncil.gov.uk

REPRESENTATION ON INTERNAL COMMITTEES Updated September 2020

COMMITTEE	MEMBERS		FOR
AMENITIES COMMITTEE	J Davies L Davies R Fuller M King – Vice Chair	C Pegoraro J Tiddy R D’Souza P Hussain - Chair	1 YEAR
PERSONNEL COMMITTEE	A Ayers-Wilson L Davies N Dibben A Dickinson - Chair	T Drye P Hussain – Vice Chair P Pope 1 Vacancy	1 YEAR
PLANNING COMMITTEE	J Davies N Dibben - Chair T Drye	P Hussain J Tiddy D Rowe – Vice Chair 2 Vacancies	1 YEAR
PROPERTY COMMITTEE	N Dibben R Fuller M King J Pallant – Chair	C Pegoraro J Tiddy D Rowe – Vice Chair 1 Vacancy	1 YEAR

EXTERNAL BODY (supported administratively by Town Council)

NORRIS MANAGEMENT TRUST GROUP	A Ayers-Wilson N Dibben - Chair T Drye M King	J Pallant – Vice Chair C Pegoraro D Rowe J Tiddy 1 Vacancy	1 YEAR
CORN EXCHANGE CIC	N Dibben D Rowe J Tiddy J Pallant	P Pope R Fuller 2 Vacancies	1 YEAR



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

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REPRESENTATION ON OUTSIDE BODIES AS AT JULY 2020

Cambridgeshire and Peterborough Association of Local Councils	N Dibben	4 Years
FEST	J Tiddy	1 Year
Huntingdonshire Volunteer Centre	T Drye	1 Year
Needingworth Quarry Liaison Committee	N Dibben	4 Years
Nobles Field Trust	J Davies	4 Years
Police Liaison	P Pope	1 Year
St Ives and District Area Road Safety Committee	M King	1 Year
St Ives Carnival and Music Festival Working Party	T Drye	1 Year
St Ives Christmas Lights Committee	P Hussain	1 Year
St Ives Community Association Management Body and Executive Committee (Burleigh Hill)	A Dickinson, T Drye, M King, J Pallant P Pope 1 Vacancy	1 Year
St Ives in Bloom	M King	1 Year
St Ives Town Initiative	P Pope	4 Years
St Ives Youth Theatre	P Pope	1 Year
United Charities Trustees	A Dickinson, T Drye, R Fuller, D Rowe	4 Years
Gt Ouse Valley Trust	N Dibben	4 Years

REPRESENTATION ON INTERNAL GROUPS/WORKING PARTIES

Town Clerk's Appraisal Panel	Town Mayor, Deputy Mayor and immediate past Mayor on rolling basis	1 Year
Standing Orders Working Party	R Bellamy, N Dibben, R Fuller, J Pallant	1 Year
Internal Audit Working Party	N Dibben, M King, T Drye, D Rowe	1 Year
Bridge Working Party	M King, C Pegoraro, P Pope, R Fuller, D Rowe	1 Year
Strategic Plan Working Party	N Dibben, T Drye, D Rowe, J Tiddy, 1 Vacancy	1 Year

Notes from CAPALC AGM 6 October 2020 (Zoom meeting)

Formal minutes will be issued in due course.

33 people present at the meeting compared with 21 at 2019 AGM. CAPLC may consider Zoom for future meetings.

CAPALC update

- CAPALC now a company limited by guarantee.
- CAPALC feedback shows members are happy, seen improvements. Questions asked up from 15/month in 2019 to 46/month in 2020. More people attending training; 227 in 2019, 469 in 2020 so far.
- CAPALC conference planned for June 2021 at Wyboston Lakes.
- £47k budget deficit in 2018/19 to £4.7k surplus in 2019/20. Hope for £9k surplus this year and £11k in 2021/22.
- Fees to increase by 3% (planned 11% increases no longer needed)
- Existing Directors re-elected
- Applications for new Directors of CAPALC will be advertised after the local elections planned in 2021.

Presentations from Jonathan Owen (NALC) and Rob Smith (SLCC)

- Nationally NALC had recently met the Prime Minister to discuss the role local councils had played in the Covid 19 response. Their role had been recognised.
- NALC had campaigned to get rate relief on public toilets.
- NALC were updating national guidance and developing policies more suitable to smaller councils.
- Rob Smith from SLCC mentioned a new Level 7 Masters Course for Clerks in association with De Montfort University. Will be research based - noted very little research done on local councils.

Hopefully these presentations from the AGM will be shared with CAPALC members shortly.

**Cllr Nick Dibben
2 November 2020**

AGENDA ITEM C104.02

St. Ives Community Association.

Minutes of the Committee Meeting held on Wednesday November 4th.2020 at 7.00 pm(by Zoom.)

Apologies: Richard Yeldon, Cllrs Angie Dickinson and Margaret King.

Present: Cllr. Tim Drye, Jonathan Pallant, (Town Mayor), Angela Ayers –Wilson, Maureen Haigh.

The meeting was hastily re-arranged to Zoom the evening before which accounts for Richard and Margaret not being able to join us.

Matters arising since the last meeting.

Since March 2020, the Centre has been closed due to the pandemic.

The Town Clerk has confirmed that the building is insured by the Town Council.

Each group using the Centre should have their own Public liability insurance.
Angela has been furloughed.

The utilities have been turned off since March and estimates from the firms have come, in the meantime.

The Centre started operating again on September 14th. 2020. Today November 4th it is closing again because of the National Lockdown due to finish December 2nd.when hopefully the building can re-open.

Jonathan Pallant agreed with these decisions and wished it to be minuted.

In the short time the centre has been opened, September and October, Angela has managed to recruit three different slimming groups, which should generate £11,000 which is what is needed to pay the bills.

She suggested that from January the price of hiring the rooms be raised to £14 per hour. At the moment Monday-Friday is £10, per hour;weekends £14. Committee room £8.

It was suggested that the groups pay monthly in advance and to dispense with the deposits. A new booking form will be drafted by Angela.

Richard Yeldon has expressed an interest in looking at the bank accounts and it was agreed that there should be three signatories on the cheques.

The bookings are up to a sustainable level 50 -60% of the working week , used only by adults at the moment, due to Covid circumstances and on the strength of this we should be able to pay our Liability insurance.

It was suggested that everyone who uses the Centre becomes a member and that each group has a representative on the Management committee.

Charitable Status.

This is now in hand. Once completed, we should be eligible for grants.

Treasurers` Report.

The balance as at 30th. September2020.

Barclays Community Account £1,512.40

Barclays Business Savings Account £6,133.31.

Balance £7,645.71

Any Other Business.

Decorating. Internal S.I.C.A. may be due again (every 5 years)
External Town Council.

The question of Assets arose.

It was suggested that S.I.C.A. have their own phone £10 per month, their own email and basic website.

Jonathan Pallant offered to produce a written report for the website and emails which was gratefully received.

Update on the Constitution.

There are never the 25 people we need in the room at the same time,to alter the Constitution to a Charitable organisation.

Could the people who use the Centre become associate members? .Can we canvas for customers?

A poster is needed. Maureen will have a go, when the Centre is open again.

If we change the status, we would have to officially close and then re-open a new one.

The benefit is to do with the risk insurance and Tim offered to ask Martin Collier.

The Management body meet twice a year.

Jonathan Pallant is keen to promote the Centre as a well-run asset, with more people on the management committee to run it.

Next steps:

Charity Commission Tim Drye

Communications Jonathan Pallent.

Modified booking form.....Angela Ayers-Wilson.

Poster Maureen Haigh.

Date and time of the next meeting to be announced.

Index	Date	Agenda Title	Agenda	Resolved- Present	Current
C172.03	12/12/2018	PAVILION WORKING PARTY	Cllrs L Davies and J Tiddy to represent Council on the Working Party		<p>4/2 - Working Group has met - agreed that refurbishment should include toilets, café or small meeting room/communal space. Plans being drawn up. Structural survey to be conducted in due course.</p> <p>Consultation period to follow and interest sought in forming a Friends of the Pavilion Group.</p> <p>Ongoing.</p> <p>06/03 Draft plans have been provided to WP for review. Next meeting to take place shortly.</p> <p>3/4 - Presentation of proposed plans to this meeting.</p> <p>26/4 - Working Party requested to consider methods of funding the renovation works. Ongoing.</p> <p>9/5 - Update from Working Party to this meeting.</p> <p>03/06 - consultation with community has started with survey being handed out at Cllr Surgery on FM. Further consultation to take place in Warner's Park, via facebook and through Hunts Post article.</p> <p>03/07 - Ongoing.</p> <p>04/09 - WP currently consulting with Community on what their views are on what the refurbished building should be like. Company providing pro-bono support on build costs.</p> <p>9/10 - Meeting held on 1 October - Report to this Meeting</p> <p>4/11 - Early November meeting delayed awaiting plans and survey. Anticipate meeting to be held late November.</p> <p>19/12 - Following agreement at Dec meeting WP informed of support for plans and planning permission to be applied for.</p> <p>02/12 - Report to this meeting</p> <p>2/12 - Report to this Meeting seeking agreement to progression of the project.</p> <p>11/12 - Approval given to applying for planning consent and looking at project funding. Ongoing.</p> <p>04/02 - awaiting plans to be submitted</p> <p>02/03 - plans expected to be submitted before March Council meeting</p> <p>07/10 - plans have not yet been submitted and should be reviewed prior to submission following Eco Audit.</p> <p>05/11 – funding for project investigation continues</p>

C204.00	13/02/2019	NEIGHBOURHOOD PLAN	Preliminary work on Neighbourhood Plan to be resumed	Agreement given by Council	<p>6/3 - Plan area submitted to HDC</p> <p>5/9 - Report to this meeting</p> <p>11/9 - Consultants appointed. Ongoing.</p> <p>4/11 - Meeting held on 4 November.</p> <p>2/12 - Reports from Meetings held on 4 November and 2 December to this meeting.</p> <p>11/12 - Amended Visioning Paper to be provided to this Meeting.</p> <p>19/12 - Update to this meeting</p> <p>03/02 - Update to this meeting.</p> <p>03/03 - Update to this meeting</p> <p>07/10 - Discussion started with NP Chairman and Consultant on ways of progressing this project with current public meeting restrictions in place that will impact on consultation events</p> <p>05/11 – No further update</p>
C233.02	13/03/2019	DEFIBRILLATORS	£4k allocated from CIL towards purchase and installation of 2x defibrillators for the town centre	Agreed	<p>3/4 - Contact made Rotary and SITI who are also looking to install defibs in town. Report to this Meeting.</p> <p>26/4 - Joint working with SITI and the Rotary Club. Report to this Meeting.</p> <p>9/5 - Council agreement to adopting 2 boxes at the Sheep Market and The Broadway.</p> <p>03/06 - Report to Council</p> <p>03/07 - Agreement given to pursuing the adoption of two phone boxes.</p> <p>05/09 - BT have confirmed that boxes can be adopted, listed building consent has been submitted to HDC. Hurdle to overcome is lack of power in the box on Market Hill. Currently trying to get quotes for installation</p> <p>04/11 - No further movement at the time of writing.</p> <p>2/12 - Listed Building Consent has been applied for. Additional information requested now submitted. Quotations for power to the Market Hill box being sought. Ongoing</p> <p>4/2 - Rotary Club have arranged to instal a unit at the junction of Station Road and Priory Road. Listed building consent still awaited for phone boxes.</p> <p>03/03 - Consideration sought to installing a unit on an external wall of the Museum - report to this meeting.</p> <p>02/10 - Rotary Defibrillator now installed at the junction of Priory Road and Market Hill. Joint decision with SITI not to progress Phone Box installations but to move forward with installation on Museum external wall.</p>

					05/11 – Awaiting confirmation from HDC Conservation Dept if installation will require planning permission or will be considered as ‘de minimus’ in planning terms.
C70.00	10/07/2019	LHI FUNDING 2019/20	Submissions: Improvements to crossing at footpath in Erica Road to create an easier cycle route A re-working of previous submission for crossing at The Waits/Broadway junction	Agreed	05/09 - Erica Road proposals submitted within timescale however Ramsey Road was not. Awaiting invitation to review meeting with County. 19/12 - TTRO submitted for work to be completed 02/03/20-09/03/20 03/02 - Agreement given to Council contribution of £13,418 towards the project. Cllr Pallant attended LHI presentation event on 3/4 02/10 - CCC approval given for Erica Road works - awaiting schedule for works to be started 05/11 ACTION COMPLETE
C92.00	11/09/2019	CORN EXCHANGE CIC	Consideration given to Motion 'That the Council requests the current members of the Corn Exchange CIC to make arrangements for the Council to become a Member of the CIC in its own right as a Corporate Body'.	Town Clerk to investigate range of options and make recommendation on proposed governance review relevant to the intent of the Motion and how best to achieve the Council's aim.	4/11 - Report to this meeting. 2/12 - Discussions to be held with CIC Directors (Council representatives - Cllrs J Davies, N Dibben, J Pallant). Meeting dates in January being considered. 11/12 - Report to this Meeting. 19/12 - Report to this meeting 03/02 - Agreement that legal advice is not sought at the present time. 04/02 - report to this meeting on CIC Director meeting held 07/10 - awaiting response from CIC

C154.00	11/12/2019	TOWN TEAM	Grant approved for 2020/21		11/12 – To be reviewed during coming year to determine extent of future funding.
C190.00	08/01/2020	IT MAINTENANCE	Working Group formed comprising Cllrs J Pallant, T Drye and the Town Clerk.		03/02 - Delegated authority given to the group to consider quotations and appoint appropriate service provider. Report to this meeting 03/03 - Contractor appointed. 07/10 - Transfer to new contractor not smooth - ongoing difficulties 02/11 – Discussions ongoing with previous IT providers 05/11 – Previous IT providers not able to take service back on due to current level of commitment. Further options to be investigated
C219.00	12/02/2020	ECO AUDIT	Funding to be vired to new Climate Change budget line.	Agreed	03/03 - authority from Sec of State to be sought for loan to fund LED replacement for Town Hall lighting £10,000 to be vired from Reserves to new Eco action budget Appointment of company to assist with compiling Council's carbon footprint baseline data has taken place. Site and staff visit to be held on 2 & 3 April. Cllr information event scheduled for 16 April. 07/10 - Eco Audit work delayed due to COVID. Audit visits now complete and staff/Member meetings scheduled. anticipated final report to be submitted to November meeting. 05/11 – Report to this meeting ACTION COMPLETE
	09/09/2020	LHI SUBMISSION 2020/21			07/10 - LHI application for crossing at Meadow Lane was submitted on time. Chestnut Road application was not made due to lack of relevant data to back up reason for proposed road markings. Permission to mount SIDs in Houghton Road to monitor speeds has been applied for 05/11 – ACTION COMPLETE

Purchase Ledger for Month No 7

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/10/2020	624815	008513	CAMBRIDGE WATER	CAMBS001	1,137.42	0.00	1,137.42	6636	350	568.71	Allotments water rate
								6934	300	568.71	Cemetery water rate
06/10/2020	230920	008514	ROYAL	ROY0001	711.10	0.00	711.10	5668	140	711.10	Bridge delivery
06/10/2020	321869272	008515	LLOYDS BANK	LLOOO	4.23	0.00	4.23	5560	130	4.23	Bank charges
06/10/2020	321163614	08516	LLOYDS BANK	LLOOO	3.25	0.00	3.25	5560	130	3.25	Bank charges
06/10/2020	321908408	008517	LLOYDS BANK	LLOOO	5.03	0.00	5.03	5560	130	5.03	Bank charges
06/10/2020	132870	008518	SLCC	SLC0001	25.00	5.00	30.00	5063	200	25.00	Virtual conference
06/10/2020	01219372	008519	GIBBS	GIB0001	38.79	7.76	46.55	5019	300	38.79	Hammerite products
06/10/2020	6028	008521	K&M LIGHTING	KML0001	931.00	186.20	1,117.20	5019	310	931.00	Street lighting maint.
06/10/2020	2909	008522	HDC	HUN0001	21.00	0.00	21.00	6983	300	21.00	Tens for FM
06/10/2020	7821919	008523	ANGLIAN WATER	ANG002	55.93	0.00	55.93	6456	300	55.93	Bus station water rates
06/10/2020	7821156	008524	ANGLIAN WATER	ANG0003	55.92	0.00	55.92	6934	300	55.92	Broad Leas water rates
06/10/2020	347508	008525	BOOTH	BOO0001	27.60	5.52	33.12	7035	400	27.60	Black sacks
06/10/2020	20101866	008526	ANDREWS ARNOLD	AND0002	10.76	2.15	12.91	5008	100	10.76	CCTV
06/10/2020	20200006039292	008527	ADOBE SYSTEMS	ADO0001	12.64	0.00	12.64	5012	100	12.64	Adobe
06/10/2020	21500	008528	WALLGATE	WAL0002	226.00	45.20	271.20	6456	300	226.00	WC flusher
06/10/2020	272800374	008529	LLOYDS BANK	LLOOO	-27.73	0.00	-27.73	5560	130	-27.73	bank charges correction
06/10/2020	7478	008520	M MURRAY	MIC0001	470.00	94.00	564.00	9195	300	470.00	Play area signs
07/10/2020	0920	2980	TIM GEORGE	TIM0002	42.00	0.00	42.00	5777	150	42.00	Photos
07/10/2020	0910	0085141	ROYAL	ROY0001	0.01	0.00	0.01	5668	140	0.01	Bridge correction to amount
12/10/2020	1600578362314	008530	GIFFGAFF	GIFF001	5.00	1.00	6.00	5008	100	5.00	GM sim
12/10/2020	1600664106867	008531	GIFFGAFF	GIFF001	8.33	1.67	10.00	5008	100	8.33	GM sim
12/10/2020	73179282	008532	02	00002	92.50	18.50	111.00	5978	170	92.50	Mobile data
12/10/2020	48080	008533	ATKINS GREGORY	ATK001	116.55	23.31	139.86	6456	300	116.55	Jumbo rolls
12/10/2020	48063	008534	ATKINS GREGORY	ATK001	140.00	28.00	168.00	6456	300	140.00	Deep clean of Bus station PC
12/10/2020	48201	008535	ATKINS GREGORY	ATK001	2,342.91	468.58	2,811.49	7035	400	654.00	TH cleaning
								6456	300	1,688.91	Bus station cleaning
12/10/2020	6625	008536	JSL ELECTRICAL	JLS0001	50.00	10.00	60.00	5019	400	50.00	Refix light above main door

Purchase Ledger for Month No 7

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/10/2020	1295	008537	YORKE GRAPHIC	YOR0001	3,564.75	0.00	3,564.75	5668	140	3,564.75	Bridge edition Oct
12/10/2020	2010704	008538	JOLA CLOUD SOL	JOLA001	243.50	48.70	292.20	5008	100	121.75	Phone bill Sept
								1110	0	121.75	Phone bill Sept
12/10/2020	12045	008539	VISIONICT	VIS0002	285.00	57.00	342.00	5610	140	285.00	Website hosting 20-21
12/10/2020	595	008540	PAYROLL	PAYROLL	23,087.64	0.00	23,087.64	5301	200	23,087.64	October salaries
12/10/2020	594	008541	PAYROLL	PAYROLL	9,049.16	0.00	9,049.16	5301	200	6,000.18	paye
								5304	200	3,048.98	paye
12/10/2020	596	008542	PAYROLL	PAYROLL	6,859.43	0.00	6,859.43	5301	200	1,598.31	Oct Pension E's
								5303	200	5,261.12	Oct Pension E's
12/10/2020	043249	008543	HYGIENE	HYE0001	237.50	47.50	285.00	6456	300	237.50	Sanitary units Bus station
12/10/2020	043250	008544	HYGIENE	HYE0001	162.50	32.50	195.00	6456	300	162.50	Sanitary units Globe Place
12/10/2020	2013036970	008545	ALLSTAR	ALL0001	160.53	32.10	192.63	6256	330	160.53	Fuel for pick up's
12/10/2020	1104712289	008546	HAVEN WEST STREET	HAV0009	11.97	0.60	12.57	6456	300	11.97	Electricity Sept
12/10/2020	1104712290	008547	HAVEN OLD MORT	HAV0002	7.80	0.39	8.19	6932	300	7.80	Electricity Sept
12/10/2020	1104712293	008548	HAVEN HALDO	HAV0005	23.13	1.16	24.29	6932	300	23.13	Electricity Sept
12/10/2020	1104712292	008549	HAVEN OUTSIDE	HAV0001	27.59	1.38	28.97	6983	300	27.59	Fm electricity
12/10/2020	1104712295	008550	HAVEN WARNERS	HAV0004	8.25	0.41	8.66	6932	300	8.25	Electricity Sept
12/10/2020	1104712294	008551	HAVEN TH	HAV0003	175.91	35.18	211.09	7032	400	175.91	TH electricity Sept
12/10/2020	H18FEF7FAA	008552	E-ON	EON002	200.50	40.10	240.60	6032	310	200.50	Street lighting energy
20/10/2020	322612978	008553	LLOYDS BANK	LLOOO	1.20	0.00	1.20	5560	130	1.20	Bank charges
20/10/2020	004420	008554	CNG LTD	CNG0001	79.77	3.99	83.76	7032	400	79.77	TH gas Sept
20/10/2020	5670846	008555	ESPO	ESP0001	112.90	22.58	135.48	5012	100	112.90	TH stationery
20/10/2020	95695	008556	ACORN	ACOR0001	220.00	44.00	264.00	6593	340	220.00	Muckaway Ramsey Road
20/10/2020	70027929	008557	HDC	HUN0001	125.78	0.00	125.78	7044	400	125.78	Refuse collections
20/10/2020	95955	008558	ACORN	ACOR0001	440.00	88.00	528.00	6593	340	440.00	Muckaway 2nd load Ramsey Rd
20/10/2020	005347	008559	WILDERSPIN	WIL0001	958.33	181.67	1,140.00	6257	330	958.33	Repairs to Nissan for MOT
20/10/2020	70028403	008560	HDC	HUN0001	70.00	0.00	70.00	6983	300	70.00	Rateable value FM

St Ives Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2020

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
28/10/2020	Current Account	326,959.06
30/10/2020	Business Call Account	186,386.63
30/09/2020	Public Sector Deposit Fund	177,980.20
		691,325.89
<u>Other Cash & Bank Balances</u>		
		170.00
		<u>691,495.89</u>
<u>Unpresented Payments</u>		
		306.29
		<u>691,189.60</u>
<u>Receipts not on Bank Statement</u>		
		153.00
		<u>691,342.60</u>
Closing Balance		
		<u>691,342.60</u>
<u>All Cash & Bank Accounts</u>		
1	Bank Current Account	326,805.77
2	Business Call Account	186,386.63
3	CCLA	177,980.20
	Other Cash & Bank Balances	170.00
	Total Cash & Bank Balances	<u>691,342.60</u>

Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Council</u>										
<u>100</u>	<u>Administration</u>									
4350	Photocopying	0	150	100	37	0	0	0	0	0
	Total Income	0	150	100	37	0	0	0	0	0
5008	Phone & Internet	2,000	2,322	2,000	1,049	1,200	0	3,060	0	0
5011	Postage	1,200	751	1,200	619	1,000	0	1,683	0	0
5012	Office Stationery	2,000	1,729	2,000	604	900	0	3,060	0	0
5013	Photocopier	2,500	2,078	2,500	2,078	2,500	0	3,162	0	0
5014	Office Equipment	500	324	500	72	72	0	510	0	0
5017	Computer Equip. & Support	4,500	3,683	4,500	6,491	6,491	0	3,570	0	0
5018	Data Protection	35	35	40	35	35	0	36	0	0
5019	Repairs & Renewals	250	0	250	0	0	0	510	0	0
5020	Office Library	20	5	20	0	0	0	51	0	0
5021	Health & Safety	250	35	250	0	0	0	510	0	0
5024	Misc Admin Costs	50	52	50	0	0	3,600	51	0	0
5025	Subscriptions	2,140	2,890	2,315	2,642	2,628	0	1,989	0	0
5061	Election costs (EMR)	2,500	0	2,500	0	0	0	0	0	0
5160	Legal Fees	2,000	-293	2,000	1,504	1,504	0	0	0	0
9014	Provision for PC (EMR)	11,000	1,459	0	12,590	0	0	0	0	0
	Overhead Expenditure	30,945	15,069	20,125	27,685	16,330	3,600	18,193	0	0
	100 Net Income over Expenditure	-30,945	-14,919	-20,025	-27,648	-16,330	-3,600	-18,193	0	0
6000	plus Transfer from EMR	0	1,288	0	12,590	0	0	0	0	0

Continued on next page

Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
	Movement to/(from) Gen Reserve	<u>(30,945)</u>	<u>(13,631)</u>	<u>(20,025)</u>	<u>(15,058)</u>	<u>(16,330)</u>		<u>(18,193)</u>		
<u>130</u>	<u>Finance</u>									
4030	Bank Interest Received	11,750	18,632	14,000	11,655	14,000	0	0	0	0
4077	Council Photo Sales	0	10	0	0	0	0	0	0	0
4080	CIL Income (EMR)	0	9,898	0	72,814	72,814	0	0	0	0
4998	Other Income	0	40	0	73	0	0	0	0	0
	Total Income	<u>11,750</u>	<u>28,580</u>	<u>14,000</u>	<u>84,542</u>	<u>86,814</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5227	Operational Insurance	8,500	6,616	8,000	9,366	8,000	0	0	0	0
5517	Finance software cover	1,800	1,443	1,800	661	1,000	0	1,620	0	0
5530	Loan Repayments	55,288	54,861	53,235	26,821	53,235	0	67,741	0	0
5558	Audit Fees	3,000	2,700	3,000	-1,600	0	0	3,225	0	0
5559	Accountancy Services	1,000	656	1,000	560	560	0	1,500	0	0
5560	Bank Charges	360	327	360	94	360	0	0	0	0
	Overhead Expenditure	<u>69,948</u>	<u>66,602</u>	<u>67,395</u>	<u>35,902</u>	<u>63,155</u>	<u>0</u>	<u>74,086</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(58,198)</u>	<u>(38,023)</u>	<u>(53,395)</u>	<u>48,640</u>	<u>23,659</u>		<u>(74,086)</u>		
<u>140</u>	<u>Advertising & Publicity</u>									
5610	Website Hosting	285	370	370	285	0	0	500	0	0
5666	Promotion & Publicity	2,000	575	2,000	75	75	0	2,000	0	0
5668	The Bridge/Annual Report	18,500	14,000	18,500	4,276	18,500	0	8,400	0	0
	Overhead Expenditure	<u>20,785</u>	<u>14,945</u>	<u>20,870</u>	<u>4,636</u>	<u>18,575</u>	<u>0</u>	<u>10,900</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(20,785)</u>	<u>(14,945)</u>	<u>(20,870)</u>	<u>(4,636)</u>	<u>(18,575)</u>		<u>(10,900)</u>		

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Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>150</u> <u>Civic</u>									
5723 Mayor's Travel	283	0	571	283	571	0	280	0	0
5771 Civic Events	2,225	2,060	2,225	0	0	0	2,320	0	0
5772 Michaelmas Fair	20	20	20	0	0	0	20	0	0
5773 Civic Regalia	500	94	500	0	0	0	400	0	0
5774 Mayors' Charity	0	0	0	0	0	0	100	0	0
5775 Mace Bearer	758	758	771	-67	771	0	704	0	0
5776 Mayors' Allowance	4,065	1,823	6,577	2,293	6,577	0	3,870	0	0
5777 Council Photos/Christmas Cards	365	205	350	42	0	0	260	0	0
5852 Twinning Fund	1,000	2,833	1,000	0	0	0	0	0	0
9094 Town Celebrations (EMR)	10,000	4,497	10,000	-430	0	0	0	0	0
Overhead Expenditure	19,216	12,290	22,014	2,121	7,919	0	7,954	0	0
6000 plus Transfer from EMR	0	2,866	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(19,216)	(9,424)	(22,014)	(2,121)	(7,919)		(7,954)		
<u>160</u> <u>Grants</u>									
5847 Community Grants	2,500	2,100	2,500	3,500	2,500	0	5,000	0	0
5848 Christmas Lights	10,000	10,000	10,170	10,000	10,000	0	8,000	0	0
5849 Carnival	9,000	9,000	9,153	0	0	0	5,000	0	0
5850 Town Team	0	0	9,390	0	0	0	0	0	0
5851 FEST	7,150	7,150	7,271	0	0	0	3,500	0	0
5853 Volunteer Grants	7,500	7,435	7,628	6,500	7,628	0	1,000	0	0
5954 HVC	12,500	12,500	12,712	12,713	12,712	0	0	0	0
5955 Norris Grant	36,000	36,000	35,500	35,500	35,500	0	0	0	0

Continued on next page

Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6700	St Ives in Bloom	3,000	3,000	3,152	0	0	0	2,000	0	0
	Overhead Expenditure	87,650	87,185	97,476	68,213	68,340	0	24,500	0	0
	Movement to/(from) Gen Reserve	<u>(87,650)</u>	<u>(87,185)</u>	<u>(97,476)</u>	<u>(68,213)</u>	<u>(68,340)</u>		<u>(24,500)</u>		
<u>170</u>	<u>Council General</u>									
4050	COVID Fund income Mayors	0	0	0	4,512	0	0	0	0	0
4080	CIL Income (EMR)	0	88,343	0	0	0	0	0	0	0
4997	Neighbourhood Plan Inc (EMR)	0	8,850	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>97,193</u>	<u>0</u>	<u>4,512</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5978	COVID Fund Expenditure	0	0	0	9,499	9,499	0	0	0	0
5979	COVID Mayors Fund Exp	0	0	0	1,473	0	0	0	0	0
5980	CCTV	15,600	15,569	15,569	0	15,569	0	20,000	0	0
5985	Tourist Information (EMR)	0	2,486	10,000	0	0	0	0	0	0
5999	Neighbourhood Plan Exp.(EMR)	0	6,828	11,500	1,859	1,858	0	0	0	0
	Overhead Expenditure	<u>15,600</u>	<u>24,884</u>	<u>37,069</u>	<u>12,830</u>	<u>26,926</u>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>
	170 Net Income over Expenditure	<u>-15,600</u>	<u>72,309</u>	<u>-37,069</u>	<u>-8,319</u>	<u>-26,926</u>	<u>0</u>	<u>-20,000</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	4,337	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	97,193	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(15,600)</u>	<u>(20,546)</u>	<u>(37,069)</u>	<u>(8,319)</u>	<u>(26,926)</u>		<u>(20,000)</u>		

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Council - Income	11,750	125,922	14,100	89,090	86,814	0	0	0	0
Expenditure	244,144	220,975	264,949	151,386	201,245	3,600	155,633	0	0
Net Income over Expenditure	<u>-232,394</u>	<u>-95,052</u>	<u>-250,849</u>	<u>-62,296</u>	<u>-114,431</u>	<u>-3,600</u>	<u>-155,633</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	8,491	0	12,590	0	0	0	0	0
less Transfer to EMR	0	97,193	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(232,394)</u>	<u>(183,754)</u>	<u>(250,849)</u>	<u>(49,706)</u>	<u>(114,431)</u>		<u>(155,633)</u>		

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
<u>Personnel</u>										
<u>200</u>	<u>Staff</u>									
5021	Health & Safety	500	363	500	-75	500	0	500	0	0
5063	Training/Conferences	10,000	9,229	5,000	265	500	0	5,000	0	0
5301	Salaries	305,137	305,137	328,707	189,020	328,707	0	268,000	0	0
5303	LGPS Pension	94,061	94,061	58,000	33,082	58,000	0	58,492	0	0
5304	Inland Revenue PAYE Ees NICs	26,840	26,840	28,503	18,253	28,503	0	20,000	0	0
5306	HR support	0	0	3,780	3,438	3,438	0	0	0	0
5307	Staff Contingencies	38,000	35,355	16,220	0	0	0	20,000	0	0
	Overhead Expenditure	<u>474,538</u>	<u>470,985</u>	<u>440,710</u>	<u>243,983</u>	<u>419,648</u>	<u>0</u>	<u>371,992</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(474,538)</u>	<u>(470,985)</u>	<u>(440,710)</u>	<u>(243,983)</u>	<u>(419,648)</u>		<u>(371,992)</u>		
	Personnel - Income	0	0	0	0	0	0	0	0	0
	Expenditure	474,538	470,985	440,710	243,983	419,648	0	371,992	0	0
	Movement to/(from) Gen Reserve	<u>(474,538)</u>	<u>(470,985)</u>	<u>(440,710)</u>	<u>(243,983)</u>	<u>(419,648)</u>		<u>(371,992)</u>		

Continued on next page

Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Amenities</u>										
<u>300</u>	<u>Amenities General</u>									
4100	Farmers' Markets	13,500	15,088	13,800	7,565	0	0	12,540	0	0
	Total Income	13,500	15,088	13,800	7,565	0	0	12,540	0	0
5019	Repairs & Renewals	3,000	3,459	3,000	2,261	3,000	0	3,000	0	0
5021	Health & Safety	500	500	500	263	500	0	500	0	0
6456	Toilet Provision	33,600	33,205	33,600	19,340	33,600	240	32,000	0	0
6927	Street Cleaning	0	0	0	0	0	0	250	0	0
6932	Electricity	500	502	600	259	600	0	1,152	0	0
6934	Water Rates	1,000	1,051	1,000	721	1,000	0	1,615	0	0
6937	Fire Extinguishers	250	41	250	120	120	0	90	0	0
6945	Clock Maintenance	420	936	420	320	420	0	340	0	0
6983	Farmer's Markets	10,000	10,280	13,000	6,124	10,000	0	11,500	0	0
9136	Jointly Funded Imp Scheme(EMR)	0	362	5,000	0	0	0	0	0	0
9157	New Vehicle (EMR)	1,000	0	1,000	0	0	0	0	0	0
9187	Parish Church Wall (EMR)	0	350	5,000	0	0	0	0	0	0
9195	Play Equipment (EMR)	0	233,514	5,000	1,161	1,500	0	0	0	0
9286	Equip & Tools-Amenities (EMR)	2,000	4,813	5,000	988	988	0	0	0	0
9436	War Memorial Renovation (EMR)	250	0	0	0	0	0	0	0	0
9496	Westwood Road Memorial (EMR)	1,000	0	1,000	0	0	0	0	0	0
	Overhead Expenditure	53,520	289,013	74,370	31,556	51,728	240	50,447	0	0
	300 Net Income over Expenditure	-40,020	-273,926	-60,570	-23,992	-51,728	-240	-37,907	0	0

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	101,878	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(40,020)</u>	<u>(172,048)</u>	<u>(60,570)</u>	<u>(23,992)</u>	<u>(51,728)</u>		<u>(37,907)</u>		
<u>310</u>	<u>Street Lighting</u>									
5019	Repairs & Renewals	1,000	2,630	2,000	931	931	0	1,000	0	0
6032	CCC Electric Energy	2,100	609	2,100	1,431	2,100	0	1,685	0	0
	Overhead Expenditure	<u>3,100</u>	<u>3,239</u>	<u>4,100</u>	<u>2,362</u>	<u>3,031</u>	<u>0</u>	<u>2,685</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(3,100)</u>	<u>(3,239)</u>	<u>(4,100)</u>	<u>(2,362)</u>	<u>(3,031)</u>		<u>(2,685)</u>		
<u>320</u>	<u>Street Furniture</u>									
4998	Other Income	0	1,200	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>1,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6184	Town Signs/Noticeboards/Maint.	250	0	0	0	0	0	250	0	0
6186	Seats- Installation	500	896	0	0	0	0	1,500	0	0
	Overhead Expenditure	<u>750</u>	<u>896</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,750</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(750)</u>	<u>304</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>(1,750)</u>		
<u>330</u>	<u>Machinery</u>									
6255	Road Fund Licence	380	357	400	405	405	0	365	0	0
6256	Fuel	4,000	5,239	4,500	2,545	4,500	0	5,100	0	0
6257	Maintenance & MOT	4,000	3,984	4,000	1,766	2,000	0	1,600	0	0
	Overhead Expenditure	<u>8,380</u>	<u>9,580</u>	<u>8,900</u>	<u>4,716</u>	<u>6,905</u>	<u>0</u>	<u>7,065</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	695	0	0	0	0	0	0	0

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Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(8,380)	(8,884)	(8,900)	(4,716)	(6,905)		(7,065)		
<u>340 Playground/Open Spaces/Cem.</u>									
4052 Ashes Plots Digging	1,000	853	800	620	700	0	1,080	0	0
4140 Mausoleum Income	0	30,000	0	0	0	0	0	0	0
4150 Burial Fees	22,000	26,046	22,000	13,700	22,000	0	12,105	0	0
Total Income	23,000	56,899	22,800	14,320	22,700	0	13,185	0	0
6289 Mausoleum expenditure	0	72,267	0	0	0	0	0	0	0
6391 Inspections & Repair & Renewal	1,600	625	1,600	611	1,000	0	640	0	0
6488 Tree Work	8,000	14,141	6,858	-18	6,858	0	3,000	0	0
6490 Annual Planting	8,000	9,434	9,000	5,998	9,000	0	8,475	0	0
6492 Christmas Tree & Decorations	700	960	1,000	0	980	0	700	0	0
6593 Cemetery Maintenance	7,500	11,915	8,085	21,460	21,460	0	2,500	0	0
Overhead Expenditure	25,800	109,342	26,543	28,051	39,298	0	15,315	0	0
340 Net Income over Expenditure	-2,800	-52,444	-3,743	-13,731	-16,598	0	-2,130	0	0
6000 plus Transfer from EMR	0	144,474	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,800)	92,030	(3,743)	(13,731)	(16,598)		(2,130)		
<u>350 Allotments</u>									
4160 Allotment Rents	6,270	6,317	6,377	10,532	6,377	0	5,964	0	0
Total Income	6,270	6,317	6,377	10,532	6,377	0	5,964	0	0
6636 Allotment Maintenance	1,000	1,000	1,000	1,032	1,000	0	800	0	0

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Annual Budget - By Committee

	Last Year		Current Year				Next Year		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6644 Rent for the Meadow	200	200	200	0	200	0	200	0	0
Overhead Expenditure	1,200	1,200	1,200	1,032	1,200	0	1,000	0	0
Movement to/(from) Gen Reserve	5,070	5,116	5,177	9,500	5,177		4,964		
Amenities - Income	42,770	79,503	42,977	32,416	29,077	0	31,689	0	0
Expenditure	92,750	413,270	115,113	67,717	102,162	240	78,262	0	0
Net Income over Expenditure	-49,980	-333,767	-72,136	-35,300	-73,085	-240	-46,573	0	0
plus Transfer from EMR	0	247,047	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(49,980)	(86,721)	(72,136)	(35,300)	(73,085)		(46,573)		

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Property</u>										
<u>400</u>	<u>Town Hall</u>									
4201	Tenants' Rent	18,000	30,377	26,000	24,137	26,000	0	20,843	0	0
4202	Tenants' Rechargeable Exps	7,400	6,241	7,500	7,741	7,741	0	8,630	0	0
4203	Hire of Council Chamber	100	192	100	0	0	0	100	0	0
	Total Income	25,500	36,810	33,600	31,878	33,741	0	29,573	0	0
5019	Repairs & Renewals	10,000	8,382	10,000	334	1,000	0	10,000	0	0
5033	Business Rates	8,000	7,598	8,000	7,722	7,722	0	9,395	0	0
6934	Water Rates	400	276	400	132	400	0	473	0	0
7032	Heating & Lighting	7,000	5,154	5,000	2,452	4,500	0	9,475	0	0
7035	Cleaning	9,500	7,809	9,500	4,311	8,000	0	6,000	0	0
7037	Maintenance - Contracts	2,000	1,914	2,000	349	349	0	2,000	0	0
7044	Trade Refuse	2,000	1,996	2,050	548	2,050	0	1,380	0	0
9246	TH Refurbishments (EMR)	5,000	0	11,000	8,346	8,346	0	0	0	0
	Overhead Expenditure	43,900	33,129	47,950	24,193	32,367	0	38,723	0	0
	400 Net Income over Expenditure	-18,400	3,681	-14,350	7,685	1,374	0	-9,150	0	0
6000	plus Transfer from EMR	0	0	0	8,346	0	0	0	0	0
	Movement to/(from) Gen Reserve	(18,400)	3,681	(14,350)	16,031	1,374		(9,150)		
<u>410</u>	<u>Corn Exchange</u>									
7232	Maintenance Contracts	2,000	1,633	0	0	0	0	2,688	0	0
7233	Repairs & Renewals	10,000	2,977	0	0	0	0	0	0	0

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7237	CIC Grant	0	0	10,000	2,846	10,000	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	144	0	0	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	0	0	5,000	0	0	0	0	0	0
	Overhead Expenditure	17,000	4,754	15,000	2,846	10,000	0	2,688	0	0
	Movement to/(from) Gen Reserve	<u>(17,000)</u>	<u>(4,754)</u>	<u>(15,000)</u>	<u>(2,846)</u>	<u>(10,000)</u>		<u>(2,688)</u>		
<u>430</u>	<u>Warners Park Pavilion</u>									
4110	Warner's Park Pavilion	70	0	0	0	0	0	120	0	0
	Total Income	70	0	0	0	0	0	120	0	0
5019	Repairs & Renewals	17,421	130	17,291	250	2,000	0	0	0	0
	Overhead Expenditure	17,421	130	17,291	250	2,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(17,351)</u>	<u>(130)</u>	<u>(17,291)</u>	<u>(250)</u>	<u>(2,000)</u>		<u>120</u>		
<u>440</u>	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	3,050	933	1,050	700	700	0	2,350	0	0
	Total Income	3,050	933	1,050	700	700	0	2,350	0	0
5033	Business Rates	4,000	0	2,000	0	0	0	0	0	0
	Overhead Expenditure	4,000	0	2,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(950)</u>	<u>933</u>	<u>(950)</u>	<u>700</u>	<u>700</u>		<u>2,350</u>		
<u>450</u>	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	1,584	1,000	0	0	0	1,000	0	0

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Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Overhead Expenditure	1,000	1,584	1,000	0	0	0	1,000	0	0
Movement to/(from) Gen Reserve	(1,000)	(1,584)	(1,000)	0	0		(1,000)		
Property - Income	28,620	37,743	34,650	32,578	34,441	0	32,043	0	0
Expenditure	83,321	39,598	83,241	27,289	44,367	0	42,411	0	0
Net Income over Expenditure	<u>-54,701</u>	<u>-1,854</u>	<u>-48,591</u>	<u>5,289</u>	<u>-9,926</u>	<u>0</u>	<u>-10,368</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	8,346	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(54,701)</u>	<u>(1,854)</u>	<u>(48,591)</u>	<u>13,635</u>	<u>(9,926)</u>		<u>(10,368)</u>		

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
<u>Other Income</u>										
<u>500</u>	<u>Other Income</u>									
4000	Precept	757,358	757,358	782,827	782,827	782,827	0	0	0	0
	Total Income	757,358	757,358	782,827	782,827	782,827	0	0	0	0
	Movement to/(from) Gen Reserve	757,358	757,358	782,827	782,827	782,827		0		
	Other Income - Income	757,358	757,358	782,827	782,827	782,827	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	757,358	757,358	782,827	782,827	782,827		0		
	Total Budget Income	840,498	1,000,526	874,554	936,911	933,159	0	63,732	0	0
	Expenditure	894,753	1,144,827	904,013	490,374	767,422	3,840	648,298	0	0
	Movement to/(from) Gen Reserve	(54,255)	(144,302)	(29,459)	446,537	165,737		(584,566)		
	plus Transfer from EMR	0	255,538	0	20,936	0	0	0	0	0
	less Transfer to EMR	0	97,193	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(54,255)	14,044	(29,459)	467,473	165,737		(584,566)		

POLICE REPORT

- **The rough sleeper by Wheatfields Play Park** – This has not been reported to Police. I was made aware of this last week by a colleague who lives locally. I have deployed officers to investigate and they report that the tent does not appear to be lived in but does appear to be frequented by drug users as there is related paraphernalia in the tent. No specific person has been identified as owning, using or being responsible for the tent. The matter has been passed to HDC for them to clear the tent and any associated rubbish in a safe manner.
- **Continued abuse of (i.e. parking in) the loading bays on Bridge Street, and now on Market Hill** – I have exchanged a couple of email with The Town Clerk on this matter, particularly in respect of the temporary traffic restrictions / arrangements put in place to allow a wider pavement for social distancing. I have checked general legislation and I am not clear that Police have the power to enforce such temporary measures. Our fixed penalty notices only cover specific infringements, but the parking in areas restricted in this manner is not one of them. I have tasked the local PCSOs with another week of action in respect of parking w/c: 26/10/2020 (the last was the first week of March this year).
- **The abandoned motor vehicle in The Broadway** – I can't comment on this matter as I can find no information passed to Police relating to this. Without more details I can't establish whether this would fall into the jurisdiction of Police (because it is not road legal) or HDC (because it is abandoned).
- **Whether general levels of crime are trending upwards or downwards** – This is a more complex question that it may seem. For obvious reasons this year has been like no other, all people across the community have been behaving differently, including the criminally inclined. Added to that are factors such as the placement of homeless people from across Huntingdon shire in The Dolphin Hotel in St Ives, people spending far more time at home leaving them less vulnerable to burglary but perhaps more vulnerable to other types of exploitation or abuse in the home. For these (and many other reasons) it would be meaningless to compare this year to last, or any other. Instead, I can offer some general observations of the current situation:
 - a) At the start of lockdown reported crime and ASB took a massive dip, and stayed that way for an extended number of weeks. This meant that the NPT could focus on reassurance, and on engaging, encouraging and explaining the Covid regulations to people to ensure compliance wherever possible. For the few who refused enforcement of Covid legislation was made by way of fines being issued; this approach was dictated at a national level and adopted across all UK Policing areas.
 - b) Some crime was still ongoing during the lockdown and now it was more obvious due to fewer people being out in the public. NPT Constables were able to identify and disrupt the activities of a recently formed organised drug supply group in the town. Key members have been identified and all are now awaiting court dates for various drug offences and several for driving and other offences. It was this group who had taken to trying to evade Police by driving along footpaths and across green spaces in a highly dangerous manner. During this operation we have seized over ten cars from this group, conducted numerous drug warrants, seized over £100k in cash proceeds of crime and drugs of the same value again, we have identified and put in place safeguarding for several youngsters who have been identified as vulnerable to exploitation by this group. This week I received a review of the scoring which this group have received, in April they scored 88 and in October they scored just 9. To put this into context the reduction is due to:
 - *Removed Violent criminal activity*

- *Removed Organised immigration crime: Human trafficking, forced labour, criminal exploitation (juvenile)*
 - *Removed Growth potential, Violent capability and Cohesion*
The above has been a major focus of our work during the 'quite period' caused by the lockdown and subsequent restrictions.
- c) The appearance of homeless housed by Huntingdon District Council at The Dolphin Hotel has resulted in spikes of alcohol related disorder, violence and general ASB in and around the hotel and spilling out into town throughout the pandemic. This has been challenging for both Police and the HDC Community Team and Housing Team with whom we work closely. The obligation to house the homeless during the pandemic remains in place and new residents are being placed at The Dolphin regularly. Housing notify Police who is housed there and we share information on any issues noted by Police. This has resulted in numerous arrests, PSPO breaches (where applicable), and evictions. This is an ongoing piece of partnership work and will continue throughout the pandemic, and until such time as the obligation to provide housing in this manner is removed. Encouragingly, several of those house at The Dolphin have been able to move out to more suitable permanent accommodation.
- d) An increase in ASB in town and particularly the Bus Shelter has been observed in recent weeks. This can be partly attributed to the above, however was have also established that many non-locals are congregating as well. This will be raised at the local Problem Solving Group this month with a view to seeking a partnership approach to dealing with the causes of the issue (as opposed to the result). I can't offer a solution at this stage, I mention the issue to reassure that we are aware and are making efforts to tackle this perennial problem. I should mention here that the PSPO is and will be robustly enforced, however this alone will not prevent the issue, hence the partnership approach.
- **Anything else you feel the Town Council should be aware of, and/or can assist you with –**
You may have observed in local media outlets last week that the decision has been taken to reduce the number of PCSOs across the force from 80 to 40 posts. A consultation period has now started and the proposed outcome is that all PCSOs will likely be placed at risk of redundancy, following this each who wishes to will have to apply for the PSCO posts available. For the St Ives and Ramsey NPT this means our establishment of PCSOs will reduce from four to just two. In last two years we have reduced in number from seven to four; however to put this in context, this area was well over establishment and four would have been the correct number under the existing model. Nonetheless, this is a big loss to the NPT and the impact will be felt by the community in terms of a reduction of the volume of work which can be achieved. We as a team will have to ensure the remaining PCSOs are focussed on issues prioritised in terms of threat, harm and risk.
I have not been advised as yet whether there is a plan in the future to increase the establishment of PCs by way of compensation. You may recall two years ago the current model left us with none and I was able to argue the need for dedicated local PCs so I now have two, and a new recruit from the Police Now cohort will be joining us before Christmas.

By way of assistance from yourselves...the issue at the Bus Shelter is one which I believe may require a community response as well as Police enforcement. I suspect that many of these street drinkers congregate because there is shelter and company, and frankly they have nowhere better to go and nothing much better to do. I wonder if at least some may respond well to the offer of shelter and a warm drink or meal in exchange for their volunteering. I know in some areas the homeless who have been housed have done voluntary work in the hotels where they are housed and have actually ben offered jobs as a result. Just a thought. I am always open to trying initiatives.