



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

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Issued: 7 October 2021

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 in the **Corn Exchange** on **Wednesday 13 October 2021 at 8.00 pm.**

Nicci Sewell
LOCUM TOWN CLERK

AGENDA

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

- C99.00 APOLOGIES**
To receive and note apologies for absence.
- C100.00 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.
- C101.00 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.
- C102.00 MINUTES**
To confirm as a correct record the Minutes of the Meeting of the Town Council held on 8 September 2021 (copy herewith).
- C103.00 TOWN MAYOR'S ANNOUNCEMENTS**
- C104.00 COMMITTEE AND GROUP REPORTS**
To receive Minutes from the following Committees and consider any recommendations arising (copies herewith):
- C104.01 Planning Committee**
To receive Minutes of the Meetings held on 8 and 22 September 2021.
- C104.02 Amenities Committee**
To receive Minutes of the Meeting held on 22 September 2021.
- C104.03 Appeals Panel**
To receive revised Report from the Appeals Panel following a complaint concerning alleged breaches of planning procedure (copy herewith).

C104.04 Neighbourhood Plan Steering Group
To receive notes of Neighbourhood Plan Steering Group meeting held on 26 August 2021 (copy herewith).

C104.05 Jubilee Celebrations Working Party
To receive update from meeting held on 4 October 2021 (copy herewith).

C104.06 Honorary Freeman Consideration Working Party
To receive verbal update from the Working Party.

C105.00 REVIEW OF POLICIES AND PROCEDURES
To receive and adopt:

C105.01 Code of Conduct (copy herewith).

C105.02 CIL Framework (copy herewith).

C106.00 AUDIT 2020/21
To note the successful conclusion of the audit 2020/21.

C107.00 REVIEW OF TOWN HALL RECEPTION OPENING TIMES
To receive 6-monthly review report and statistics and give consideration to the Recommendation from the Personnel Committee that the Town Hall be open to the public five days per week (copy herewith).

C108.00 DIGITAL INFORMATION SCREENS
To receive information from the District Council on the provision of digital information screens and to consider possible locations for the siting of these (copy herewith).

C109.00 REPORTS/INFORMATION FROM OTHER BODIES
C109.01 **Needingworth Quarry Liaison Meeting** – Notes from representative and Minutes of Meeting held on 9 September 2021 (copy herewith).

C110.00 ROLLING PROGRAMME
To receive Rolling Programme (copy herewith).

C111.00 ORDERS FOR PAYMENT
To receive the schedule of Orders for Payment (copy herewith).

C112.00 BANK RECONCILIATION STATEMENT
To receive the Bank Reconciliation Statement (copy herewith).

C113.00 BUDGET REPORT
To receive Budget Report (copy herewith).

C114.0 POLICE MATTERS

C115.00 CCTV REPORT

C116.00 COUNTY COUNCIL MATTERS

C117.00 DISTRICT COUNCIL MATTERS

**Minutes of a Meeting of St Ives Town Council
held on Wednesday 8 September 2021 in the Corn Exchange**

Present:

Town Mayor: Councillor P Hussain

Deputy Town Mayor: Councillor P Pope

Councillors: C Smith, N Wells, J Kerr, S Mokbul, J Parkin, M King, J Pallant, R Fuller, A Dickinson, N Dibben, C Pegoraro

In attendance:

Locum Clerk: N Sewell

Deputy Town Clerk: C Allison

Democratic Officer: S Rawlinson

Admin Assistant: E Egginton

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

WELCOME

The Town Mayor welcomed new Locum Clerk, Nicci Sewell, to the Council. Nicci stated that she was looking forward to serving St Ives for the next six months.

Members wished Town Clerk, Alison Benfield, a speedy recovery and return to work.

C75.00 APOLOGIES

Apologies were received from Councillors Drye, D'Souza and Tiddy (all Personal) and Councillor Rowe (business commitment).

C76.00 DECLARATIONS OF INTEREST

Councillor P Hussain – Other interest as a Director of the Corn Exchange CIC.

C77.00 PUBLIC PARTICIPATION

Agenda Items C80.01 and C80.01.06

A resident stated that references to CAPALC had not been removed from the Planning Minutes of 23 June and 14 July as previously agreed. The minutes would be amended before being sent to Committee for approval.

He stated also that the report from the Appeals Panel was not clear in that items in the formal complaint were referred to, but not reproduced within the report. It was agreed that the report be amended to include the comments made in the formal complaint and be presented to the next Council meeting.

A representative from a business in the town stated that direction signs to St Ives had not been replaced on the A1198 with the result that visitors were unable to locate the town from this direction. It was agreed that County Highways be requested to reinstate these signs.

C78.00 MINUTES

RESOLVED: that the Minutes of the Council Meeting held on 14 July 2021 are agreed as a correct record and signed by the Town Mayor.

C79.00 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor stated that he had not attended Huntingdon Mayor Making on 29 July. The Deputy Town Mayor had attended Independence Day at RAF Alconbury on 2 July.

Chairman's
Initials

His Charity Golf Day on 30 August had been a great success, raising almost £3,000 for his charities. He thanked Civic Officer, Linda Scales, for her hard work in arranging this. The event was a good fundraiser and something future Mayors might wish to continue.

C80.00**COMMITTEE MATTERS**

C80.01 The Minutes of the following committees were presented and consideration given to any Recommendations therein:

C80.01.01 Planning Committees

The Minutes of the meetings held on 28 July and 11 August were received and noted.

The amended Minutes from 23 June and 14 July would be presented to the next meeting.

C80.01.02 Personnel Committee

The Minutes of 21 July 2021 were received and noted.

C80.01.03 Amenities Committee

The Minutes of the meeting held on 28 July were received and noted.

Consideration was given to the **Recommendation** that additional funds for repairs to the Parish Church clock be vired.

RESOLVED: that the sum of £2,000 be vired from general reserves if needed.

C80.01.04 Property Committee

The minutes of the meeting held on 28 July 2021 were received and noted.

C80.01.05 Norris Trust

The minutes of the Trust Meeting held on 21 July 2021 were received and noted.

C80.01.06 Appeals Panel

Members were in receipt of a report from the Appeals Panel following a complaint concerning alleged breaches of planning procedure.

Following comments from the appellant under Public Participation, it was agreed that the report be amended to include the relevant comments from the original complaint and that this be presented to the next Council meeting.

C80.02 Membership of Committees and Groups**C80.02.01 Personnel Committee**

No representative was appointed to fill the vacancy on the Personnel Committee.

C80.02.02 Burleigh Hill Community Association

RESOLVED: that Councillor C Smith be appointed to serve on the Community Association.

C80.02.03 Envar Liaison Group

RESOLVED: that Councillor J Parkin be appointed to serve on the Liaison Group.

C80.02.04 Jubilee Celebrations

Representatives were sought to serve on a Working Party to co-ordinate events for the forthcoming Royal Jubilee.

RESOLVED: that Councillors Pope, King, Dickinson, Kerr, Mokbul and Smith serve as Members of the Jubilee Working Party.

C81.00 FUTURE MEETINGS

Consideration was given to the location for future Council and Committee meetings.

Members agreed that the Corn Exchange was more suitable for Council meetings whereas Committees, being much smaller in number, could be held in the Chamber.

RESOLVED: **C81.01** that the Corn Exchange be booked for Council meetings up to September 2022.

C81.02 that a carbon dioxide detector be purchased to monitor air quality in the Chamber.

C82.00 FREEMAN OF THE TOWN

Consideration was given to the bestowing of posthumous Freeman of the Town to the late Councillor John Davies.

The Council's policy required that a nomination be made from a Member, followed by a meeting of a working party comprising the Town Mayor, Deputy Mayor and immediate past Mayor plus the Town Clerk. If agreed, a specially convened Council meeting be held at which two thirds of members present would need to approve the recommendation.

RESOLVED: that Councillor Fuller prepare the initial nomination for submission to the working party.

C83.00 LOCAL HIGHWAYS INITIATIVE FUNDING**C83.01 Site Meeting – Erica Road footpath improvements**

Councillors Pallant and King attended a site meeting to discuss the proposed improvements to the Erica Road footpath.

The engineers suggested that canvassing the opinion of residents might be beneficial, particularly as the inclusion of some double yellow lines might impact on them.

RESOLVED: that a basic outline map of the proposals be obtained from the County Council in order that a leaflet can be produced detailing the proposals for distribution to local residents.

C83.02 Members noted that the deadline for new funding applications is 30 September 2021.

C83.03 The Quadrant/Cromwell Place

Consideration was given to improved crossings at The Quadrant and Cromwell Place. A petition had been received from residents of Harvest Court who experienced difficulty in accessing the surgery, together with comments from residents on speeding along Cromwell Place often resulting in vehicle impacts.

RESOLVED: that a proposal for improved crossings and speed reduction measures be put forward for LHI funding.

C83.04 Houghton Road Speed Reduction

The stretch from Garner Drive to Hill Rise was currently 40mph and then 30mph from Hill Rise.

Chairman's
Initials

Members considered this relatively short area would be better served by having a 30mph limit throughout

RESOLVED: that a proposal for a uniform 30mph speed limit in this area be put forward for LHI funding.

C84.00 ACTIVE TRAVEL SCHEME

Consideration was given to the Cambridgeshire County Council's consultation on temporary Active Travel Schemes.

Members were supportive of the proposal for Ramsey Road but were uncertain of the rationale behind the second proposal. Further clarification was needed on the impact on traffic and queueing at the Morrison's roundabout and a request should be made for any statistics on this. Enquiry should be made on progress with the promised pedestrian crossing near Morrisons and how the proposed changes will affect traffic generally.

RESOLVED: **C84.01** that the information is received and noted

C84.02 that further clarification is sought from the County Council on the above

C85.00 REVIEW OF POLICIES AND PROCEDURES

It was noted that this item had been deferred. The new Locum Clerk would be progressing it.

C86.00 REPORTS FROM OTHER BODIES

C86.01 Huntingdonshire Volunteer Centre

Members received and noted the Quarterly Report for April-June 2021.

C87.00 ROLLING PROGRAMME

Members were in receipt of Rolling Programme.

RESOLVED: **C87.01** that the Rolling Programme be received and noted.

C87.02 that the Locum Clerk investigate use of CIL funding.

C88.00 ORDERS FOR PAYMENT

RESOLVED: that the schedule of orders for payment be received and noted.

C89.00 BANK RECONCILIATION

RESOLVED: that the Bank Reconciliation be received and noted.

C90.00 BUDGET REPORT

RESOLVED: that the Budget Report be received and noted.

C91.00 BANK SIGNATORIES

A further signatory was required to authorise payments.

RESOLVED: that Councillor Mokbul be a signatory for payments.

C92.00 POLICE MATTERS

No report received.

Chairman's
Initials

- C93.00** **CCTV**
The Report for July 2021 was received and noted.
- C94.00** **COUNTY COUNCIL MATTERS**
No report received.
- C95.00** **DISTRICT COUNCIL MATTERS**
No report received.
- C96.00** **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.
- C97.00** **TREE SURVEY**
Consideration was given to a recommendation from the Amenities Committee meeting on 28 July for the viring of funds as there was insufficient budget for the necessary tree works.
- C97.01** that £2901 be vired from general reserves to the tree works budget
- C97.02** that Eden Tree Specialists be appointed to undertake the works at a cost of £10,070.
- C98.00** **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.

Town Mayor:

Dated: 13 October 2021

Chairman's
Initials

**TOWN COUNCIL MEETING
13th October 2021**

FUNCTIONS ATTENDED BY THE TOWN MAYOR AND THE DEPUTY MAYOR

MAYOR Cllr Pasco Hussain

4 th Sept	Opening of Flower and Produce Show	CEX, St Ives
4 th Sept	Coffee & Cake Thankyou event	Methodist Church, St Ives
16 th Sept	COPE meeting	CEX, St Ives
18 th Sept	Heritage Open Day	Town Hall
18 th Sept	RAFA Battle of Britain Concert	Free Church, St Ives
27 th Sept	St Ives Golf Club Invitation	St Ives

DEPUTY MAYOR Cllr Phil Pope

7 th Sept	RAF Alconbury annual Civic Leaders Open afternoon	RAF Alconbury
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**Minutes of the Meeting of the Planning Committee of St Ives Town Council
held in the Corn Exchange on Wednesday 8 September 2021**

Present:

Chairman: Councillor N Dibben

Councillors: N Wells, J Kerr, S Mokbul, C Smith, P Hussain (ex officio)

In attendance:

Envar: A Sibley, M Graves, K Stansfield, J Cooper

Locum Clerk: N Sewell

Deputy Clerk: C Allison

Democratic Officer: S Rawlinson

Admin Assistant: E Egginton

PL28.00 APOLOGIES

Apologies for absence were received from Councillor T Drye and J Tiddy (Personal) and D Rowe (business commitment).

PL29.00 DECLARATIONS OF INTEREST

Applications 21/01757, 21/01789 21/01834 – Councillor P Hussain – non pecuniary as an acquaintance of applicant.

Application 21/01950 – Councillor N Dibben and Councillor P Hussain – non pecuniary as acquaintances of agent.

PL30.00 APPLICATION CCC/21/088/FUL – Envar Composting

The Chairman welcomed the representatives from Envar to the meeting. A presentation was given detailing the company's plans for their site.

Envar currently process 200k tonnes of waste per annum, mostly green waste to produce compost.

Their proposal for the site was to upgrade their composting operation to increase efficiency using a dry anerobic digester which would be fully enclosed and reduce the odour problems currently experienced. The intention was to harness the green gas produced to fuel their trucks, with any surplus being put back into the grid and to produce fertiliser in pellet form which would be easier to store and could be used any time without restriction.

The heat required for the above process would be achieved by the incineration of healthcare waste – approximately 12k tonnes per annum.

They did not intend to increase the amount of material processed and indicated that there was a demand for incineration of healthcare waste but that the process would not:

- Use human body parts
- Would not increase dioxin levels, the main output being water and CO2
- Affect the water supply or local produce farms
- Would be no risk to the safety of nearby residents
- Not significantly increase traffic movement to and from the site

Chairman's
Initials

Envar were happy to liaise with the County Council on the provision of traffic lights at the nearby junction. They had plans to increase the amount of solar power to the site and stated that additional jobs would be created.

PL31.00 PUBLIC PARTICIPATION

Many members of the public were present at the meeting and so the 15 minute slot was extended to permit more people to speak.

Concerns raised were:

- That the proposal considerably increased the size of the plant, making it amongst the third biggest such sites in the country (*Response from Envar: Would be the same size as such incinerators in hospitals*)
- That further information on current capacities and demand were needed to support this expansion and this had not been provided to the County Council
- Where the clinical waste would come from, would it be from all over the UK (*Envar: 25% would come from Cambridgeshire and 40% from adjacent counties*)
- Not all communities affected had been consulted on this application
- Increased traffic was a problem, particularly in this accident black spot
- Residents exposed to high levels of dioxins
- There was insufficient need for a clinical waste incinerator, Addenbrookes already processed the waste for Cambridge and Peterborough
- The tall chimney proposed would badly affect the view in a pleasant rural area
- Farmers and producers together with wildlife sanctuaries would be badly affected by the fallout from the site
- There would be few jobs for local people, expertise would be sourced from elsewhere
- Could not alternative fuels be used to fire the incinerator (*Envar: Could not get sufficient heat out of other materials*)

PL32.00 PLANNING APPLICATION CCC/21/088/FUL

Following a lengthy discussion it was:

RESOLVED: **PL32.01** that a Recommendation that the application be refused be sent to the County Council.

PL32.02 that the following reasons be given in support of the refusal:

Need for the scheme

Policy 4 of the CCC Minerals and Waste Local Plan 2021 requires any new hazardous waste facility to be justified. The information provided in the application does not indicate any increase in demand that would justify a new installation. The benefits of the scheme in co-location and moving waste up the waste hierarchy are noted.

Operation of the incinerator

CCC guidance on the commenting on the operation of the plant is noted. The review by the Environment Agency must consider if there are additional risks to people associated by the nearby Raptor Centre, egg farms and local fruit and vegetable farms that supply residents with regular products over many years.

Consideration will also need to be given to the safe operation and storage of the existing operation as some existing buildings are to be demolished.

Traffic

The application does not indicate that all HGV vehicles that use the site will have GPS to ensure compliance with the use of CCC approved lorry routes.

The existing traffic agreement under application H/5005/17/CW restricts deliveries between 05.00 to 22.00. This condition would allow HGV vehicles to pass through St Ives around 04.30 in the morning. The time should be later, say 07.00 especially running along the A1123 through St Ives with many adjacent residential properties.

Delivery routes and times for construction traffic vehicles have not been defined. A construction delivery plan is required. Vehicles on the A1123 through St Ives during school arrival and departure times must be avoided. This restriction was applied to a recent housing development in St Ives on the former golf course.

The transport study assumes that all workers will arrive on site by car as single occupiers. This is not in keeping with local transport plans to support active travel and minimise car use.

Road Safety

The road junction adjacent to the site is an accident blackspot. Proposals by CCC to improve the junction, agreed on the 7th September 2021, are noted.

Envar should be required to keep the verge and hedgerow clear on their site to maintain visibility along the road under their existing agreements.

The applicant should be asked for a contribution towards the junction improvements.

Building Design

The application has not provided the detailed information required in the check list contained in the CCC Design Guide for waste facilities.

Lighting

The application does not include details of any proposed external lighting. Light fittings should have zero upward lighting component. Any building mounted lights should be located as low as possible to reduce the impact of lighting the upper walls of the building that would be visible from the surrounding area.

Biodiversity

It is noted that some of the landscaping proposals are carried over from the application approved in 2017. The proposal does not indicate the required biodiversity improvements.

The new development should deliver an additional 20% improvement in biodiversity on top of that agreed in 2017 application. This requirement would be consistent with CCC submitted comments on the proposed Cambridge South station development.

Liaison

Chairman's Initials

The lack of local consultation with local residents is disappointing. CCC need to improve their process to improve this aspect for future applications.

Conclusion

The committee considers that the application is incomplete and has not provided justification for this scheme as required by Policy 4 of the CCC M&W plan. Therefore the application should be refused.

PL33.00 ADJOURNMENT OF MEETING

RESOLVED: that the meeting be adjourned until 15 September in order to consider the outstanding agenda items.

PL34.00 RECONVENING OF MEETING (15 SEPTEMBER)

RESOLVED: that the meeting be reconvened.

PL35.00 PUBLIC PARTICIPATION

No persons present wished to address the Committee.

PL36.00 MINUTES

RESOLVED: PL36.01 that the amended Minutes of the Planning Committee meetings held on 23 June and 14 July 2021 be agreed as a correct record and signed by the Chairman.

PL36.02 that the Minutes of the Meeting held on 11 August be agreed as a correct record and signed by the Chairman.

PL37.00 A1123 OPTIONS REPORT

Members received the above report and reviewed the section relating to St Ives.

The consensus was that traffic calming measures would not be appropriate for this stretch of the A1123.

RESOLVED: PL37.01 that the above view be communicated to the County Council, together with a reminder of the outstanding pedestrian crossing agreed for the Stocks Bridge roundabout.

PI37.02 that the County Council be informed of the Council's submission for LHI funding to reduce the speed limit on Houghton Road from 40 to 30 mph.

PL38.00 PLANNING APPLICATIONS

Consideration was given to the following applications:

- PL38.01** **21/01271/FUL**
Remove existing 12.5m column to be replaced by new 20m street pole to support 3no. antenna, and ancillary development thereto including 6 no. RRH units and replacement cabinet
02 Mast
St Audrey Lane
St Ives
- RECOMMENDATION:** **Refusal**
A 20m high mast in a predominantly residential area is inappropriate. Siting in the industrial estate would be more suitable.
- PL38.02** **21/01482/FUL**
Change of use the first and second floor offices and part of the ancillary ground floor spaces to provide two residential flats and (C3). New dormer, alterations to roofline and additional fenestration
25-27 Bridge Street
St Ives
- RECOMMENDATION:** **Approval Subject to**
Consideration being given to the inclusion of an imitation chimney to retain the overall street scene
- PL38.03** **21/01519/LBC**
Repairs to reinforce timber floor above cellar damaged by rot. The proposal is to support the floor by inserting steel beams across the cellar to support the joists, thereby relieving the beams and joist connections of load and allowing historic fabric to be retained
26 Bridge Street
St Ives
- RECOMMENDATION:** **Approval**
Repair to this important building is welcomed.
- PL38.04** **21/01709/LBC**
Internal and external alterations associated with change of use from offices (Use Class E(g)) to residential (Use Class C3)
1 Ramsey Road
St Ives
- RECOMMENDATION:** **Approval Subject to**
Provision of an overall site plan showing landscaping details and provision for bins, cycles and parking
- PL38.05** **21/01710/LBC**
Internal and external alterations associated with change of use from offices (Use Class E(g)) to residential (Use Class C3)
Anglers Rest Hotel
Ramsey Road
St Ives

RECOMMENDATION:

Approval Subject to

Provision of an overall site plan showing landscaping details and provision for bins, cycles and parking.

PL38.06

21/01711/LBC

Internal and external alterations associated with change of use from offices (Use Class E(g)) to residential (Use Class C3)

**Stable Block
Anglers Rest Hotel
Ramsey Road
St Ives**

RECOMMENDATION:

Approval Subject to

Provision of an overall site plan showing landscaping details and provision for bins, cycles and parking

PL38.07

21/01741/P3JPA

Conversion of the existing office space found within Lancaster House to form 18 apartments, all of which meet nationally described space standards and have access to natural light

**Lancaster House
Meadow Lane
St Ives**

RECOMMENDATION:

Approval Subject to

Provision of landscaping details to demonstrate biodiversity.
Details of parking, bin and cycle storage spaces.
Flood assessment requires completion.
Compliance with the proposed new Government fire safety regulations on multi occupation buildings should be confirmed.

PL38.08

21/01757/FUL

Proposed two storey side and rear extension

**14 Arran Way
St Ives**

RECOMMENDATION:

Refusal

Overdevelopment.
It is noted that the garage appears to have been converted to accommodation without planning consent.

PL38.09

21/01789/FUL

Proposed single storey side and rear extension, new porch to front of property

**1 Alabama Way
St Ives**

Chairman's
Initials

RECOMMENDATION: **Approval Subject to**
The roof being tiled.
Appropriate scale of development

PL38.10 **21/01799/TRCA**
DD T1 Corkscrew Willow: Remove 2 split branches from canopy over garden to reduce danger of branches falling and causing damage or injury
6 Park Road
St Ives

RECOMMENDATION: **Approval**
Extent of works to be agreed with the
Arboricultural Officer

PL38.11 **21/01834/FUL**
Proposed first floor extension above existing garage
8 Hazel Way
St Ives

RECOMMENDATION: **Approval**
Appropriate scale of development for what is a
very large extension

PL38.12 **21/01915/FUL**
New garden room to the rear of the property
19 Marlborough Close
St Ives

RECOMMENDATION: **Approval**
Appropriate scale of development
No adverse impact on street scene

PL38.13 **21/01917/TRCA**
T1 Willow: reduce by 2m T2 Crab Apple: reduce by 1.5m T3 Beech: crown lift to 2.5m T4 Hawthorn: fell to ground level T5 Holly: fell to ground level T6 Willow: reduce by 2m T7 Elder: fell to ground level T8 Hawthorn: fell to ground level
2 The Drive
St Ives

RECOMMENDATION: **Approval**
It is noted that no clear reason for these works is provided.
Suitable replacements should be provided for any felled trees.

PL38.14 **21/01928/FUL**
Proposed extensions of kitchen family room & garages to ground floor and en-suite/dressing room to first floor
9 Hill Rise
St Ives

RECOMMENDATION:

Refusal

Overdevelopment.

The extension is not in keeping with the elegant lines of the existing house.

Adverse impact on street scene

PL38.15

21/01929/TRCA

Crack Willow (T10) - fell, as per discussions with Huntingdonshire Tree Officer

The Palms

London Road

St Ives

RECOMMENDATION:

Approval Subject to

Suitable replacement tree

PL38.16

21/01950/FUL

Single storey rear extension and porch

14 Albemarle Road

St Ives

RECOMMENDATION:

Approval

Appropriate scale of development for the site

PL38.17

21/01965/TRCA

Yew (T1) - crown reduce by 1.5m in height and 1m from sides. Holly (T2) - fell

3 The Broadway

St Ives

RECOMMENDATION:

Approval Subject to

Replacement of felled trees

PL39.00

DEVELOPMENT MANAGEMENT COMMITTEE

No items relating to St Ives.

Chairman:

Dated: 22 September 2021

Chairman's
Initials

**Minutes of the Meeting of the Planning Committee of St Ives Town Council
held in the Town Hall on Wednesday 22 September 2021**

Present:

Chairman: Councillor N Dibben

Councillors: N Wells, J Kerr, S Mokbul, J Tiddy

In attendance:

Deputy Clerk: C Allison

Admin Assistant: E Egginton

PL37.00 APOLOGIES

Apologies for absence were received from Councillor T Drye and P Hussain (Personal), C Smith and D Rowe (business commitment).

PL38.00 DECLARATIONS OF INTEREST

Application 21/2022/FUL– Councillor J Kerr – non pecuniary as an acquaintance of applicant.
Application 21/01368/FUL – Councillor N Wells – non pecuniary as acquaintances of agent.

PL39.00 PUBLIC PARTICIPATION

The Civic Society of St Ives made the following comments:

21/01928/FUL – 9 Hill Rise - The proposed further development of this site, to both sides of the property will result in a very developed plot, quite out of keeping with the area. The Society consider it to be overdevelopment.

21/02039/FUL – 3 Paragon Road - This application is similar to an adjacent property's porch extension

21/02041/S73 – New Bridges - Whilst, in the short term we regret the delay in the works we welcome the care and attention being given to this important work.

21/02022/FUL – 27 Robbs Walk - This property is located close to the entrance to the close. Consequently it is one of the properties setting the style of the development. A development where the architect close to use small windows with added fenestration, all finished in brown. The application seeks to change the window finish to white throughout the front of the property. Furthermore, the proposed new window is overlarge and of keeping with the existing windows in the property and elsewhere in the development.

Whilst the loss of garage parking is always regretted we accept that it is common to seek the extra dwelling space. The Society's view is the fenestration colour should remain in keeping with the other properties, i.e. brown and any new/replacement windows should maintain the style of the development.

PL40.00 MINUTES

RESOLVED: that the Minutes of the Meeting held on 8 September be agreed as a correct record and signed by the Chairman.

Chairman's
Initials

PL41.00**PLANNING APPLICATIONS**

Consideration was given to the following applications:

PL41.01**21/01368/FUL**

2 storey extension to existing dwelling to form self contained annex for ageing relations

**1 Green End Barns
St Ives**

RECOMMENDATION:**Approval**

Extension is similar to previously approved scheme
Subject to

This not being used as a separate dwelling and would be an extension of the existing dwelling as previously approved scheme.

PL41.02**21/01915/FUL**

New garden room to the rear of the property

**19 Marlborough Close
St Ives**

RECOMMENDATION:

Recommendations were given on 8 September (PL 38.12)

PL41.03**21/01928/FUL**

Proposed extensions of kitchen family room & garages to ground floor and en-suite/dressing room to first floor

**9 Hill Rise
St Ives**

RECOMMENDATION:

Recommendations were given on 8 September (PL 38.14)

PL41.04**21/01971/CWC****21/01972/CWC**

Confirmation of discharged conditions of 17/00589/REM and 17/02325/FUL

**Land at former Golf Course
Houghton Road
St Ives**

RESOLVED:

The discharged conditions were noted and received.

PL41.05**21/01980/CLPD**

Roof rear dormer extension

**24 Oak Tree Close
St Ives**

RECOMMENDATION:**Approval**

No further comments about the application

Chairman's
Initials

- PL41.06** **21/02005/FUL**
Proposed two storey extension, replacing existing single storey extension and garage
82 Burstellars
St Ives
- RECOMMENDATION:** **Approval**
Appropriate scale of development, details on parking need to be provided.
- PL41.07** **21/02007/TRCA**
Holly Tree (x) Reduce and shape, removing up to 2 metres from height
16 Parkside
St Ives
- RECOMMENDATION:** **Approval**
Existing tree is overhanging and blocking footpath.
- PL41.08** **21/02016/FUL**
First floor extension above the garage
34 West Leys
St Ives
- RECOMMENDATION:** **Approval**
Appropriate scale of development
No adverse impact on street scene
- PL41.09** **21/02039/FUL**
Erection of a porch
3 Paragon Road
St Ives
- RECOMMENDATION:** **Approval**
Appropriate scale of development
No adverse impact on street scene, similar size to adjacent buildings.
- PL41.10** **21/02041/S73**
Variation of conditions C3 (Site Meetings), C4 (Samples), C5 (Unscheduled Works), C6 (No Power Tools) to 20/00880/LBC to amend the existing construction drawings to outline the new areas of full width repair and include new construction drawing which highlights specific areas of stringcourse that need like-for-like replacement.
New Bridge
London Road
St Ives
- RECOMMENDATION:** **Approval**
Welcomed the level of detail provided.

PL41.11**21/02050/TRCA**

T1 White Willow - reduce by circa 5 metres to re-pollard at historic pollard points.
Works to maintain size of tree, it has been historically pollarded every 4 - 5 years.

16 Enderby's Wharf
London Road
St Ives

RECOMMENDATION:**Approval**

Agree works with the appropriate tree officer.

PL41.12**21/2022/FUL**

The conversion of an existing residential garage and minor alterations to the
existing property

27 Robbs Walk
St Ives

RECOMMENDATION:**Approval subject to**

That the new window should match the style and
width of the existing windows above it on the
property.

PL41.13**21/02092/FUL**

Proposed single storey rear extension to domestic dwelling

55 High Leys
St Ives

RECOMMENDATION:**Approval**

Appropriate scale of development
No adverse impact on street scene

PL42.00**DEVELOPMENT MANAGEMENT COMMITTEE**

No items relating to St Ives.

Chairman:

Dated: 13 October 2021

Chairman's
Initials

**Minutes of the Meeting of the Amenities Committee of St Ives Town Council
held in the Town Hall on 22 September 2021**

Present:

Councillors: S Mokbul , P Pope, M King, J Tiddy, N Wells, Dr C Pegoraro

Absent: R D'Souza

In attendance:

Councillor: J Kerr

Deputy Town Clerk: C Allison

Administration Assistant: E Egginton

A19.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Fuller (Business).

A20.00 DECLARATIONS OF INTEREST

No declarations were made.

A21.00 PUBLIC PARTICIPATION

Councillor Kerr reiterated to the members of the committee that the adult gym area was a great idea but Warner's Park was not the best location for it. Somewhere like Hill Rise Park would a better proposition as parking was available there which there was not at Warner's.

Additionally, people tended to walk through the park on the way home from pubs in the town and the equipment might prove to be a distraction to them resulting in additional noise and possible antisocial behaviour.

A22.00 MINUTES

RESOLVED: that the Minutes of the Meeting held on 28 July 2021 be agreed as a correct record and signed by the Chairman.

A23.00 CHRISTMAS TREE

Consideration was given to the purchase of a tree for Market Hill.

RESOLVED: that the report is received and noted. That a tree be purchased for use in Market Hill for Christmas 2021 from Real Christmas Trees at a cost of £803.

A24.00 ADULT GYM EQUIPMENT

Members were in receipt of the results of the feasibility study and feedback from residents.

Consideration was given to siting in Warner's Park and possible alternative locations for the equipment.

Members discussed the possibility of having the gym equipment located more north of St Ives. The green area between Wheatfields Play Area and Burleigh Hill Park was a

Chairman's
Initials

suggested option amongst members of the committee. If this was not a suitable area, members discussed the option Hill Rise Park or Chestnut Road as secondary locations.

RESOLVED: A24.01 Report received and noted

A24.02 That HDC are to be contacted regarding the use of land at the identified possible areas.

A24.03 That a recommendation for the amount of £17,000 be made for inclusion in the 2022/23 Amenities Budget.

A25.00

STREET LIGHTING

Members noted the street lighting contract would be ending on the 30th September 2021.

RESOLVED: A25.01 That the report be received and noted.

A25.02 That K&M be appointed to undertake the street lighting maintenance for a period of 3 years from the 1st October 2021 at a cost of £498.79 p.a.

A26.00

CEMETERY REGULATIONS

Members received a report and recommendations from the Cemetery Regulations Working Party.

RESOLVED: A26.01 That the report be received and noted and the recommendations adopted.

A26.02 That regulation clause 45.0 be amended to include “ It is therefore recommended that you seek appropriate Memorial Insurance Cover”.

A27.00

MEMORIAL – COUNCILLOR JOHN DAVIES

Consideration was given to the siting of a permanent memorial for the late Councillor Davies.

Some of the possible memorials discussed were:

- Renaming Warner’s Park Pavilion , “ The John Davies Pavilion” or having a plaque there in his memory.
- Having a tree planted at Slepe Hall, surrounded by a concrete planter suitable for a plaque.

RESOLVED: A27.01 that a recommendation be made to Council of the possible memorials.

A28.00

TREE SURVEY

Members noted the agreement of Council to the virement from general reserves of £2901 to the tree works budget and the appointment of Eden Trees to undertake the works.

A29.00 ROLLING PROGRAMME

RESOLVED: that the Programme be received and noted.

A30.00 BUDGET

RESOLVED: that the budget be received and noted.

A14.00 AMENITIES STRATEGIC PLAN

Members received the Strategic Plan.

RESOLVED: that the Plan be received and noted.

Chairman:

Dated: 27th October 2021

Chairman's
Initials

Formal Complaint & Appeal: St Ives Town Council Unlawful Planning Committee Procedure (ref 21/00648HHFUL)

Panel Findings and Recommendations dated 26th August 2021

Panel: Councillor Angie Dickinson, Councillor Margaret King and Councillor Julie Kerr

In reference to the above complaint from Mr. Townsend dated 6th June 2021 and the appeal dated 3rd August 2021 we the panel have found the following:

The St Ives Town Council should have held all meetings from 7th May face to face. As a result, Mr. Townsend was not able to exercise his right to partake in an open meeting and present any additional information concerning his planning application.

The St Ives Town Council's decision to use the Delegated Authority for all planning applications was considered as 'not good practice'. We find the use of Delegated Authority was a poor decision, due to mis-interpretation of the Governmental directives concerning the use of public buildings. We also find that the St Ives Town Council should have reduced the Delegated Authority to face-to-face meetings on or after the 12th May 2021, due to the lift in regulations, when public building could have been open to the public.

In relation to bullet point 6 and 7 we acknowledge that the procedure around Mr. Townsend's application did not appear to be transparent and did not show how the decisions around his application were made. Additionally, there was not a clear understanding from the complainant's perspective, that the Delegated Authority process had been followed correctly.

We do not find there was an undisclosed declaration of interest by any member of the St Ives Town Council concerning the Rowing Club.

Panel findings and Advice

We advise the St Ives Town Council to send a formal apology to Mr. Townsend and his client for not holding a face-to-face meeting. As a result they were not given an opportunity to be present at the meeting when their planning application was considered.

Additionally, we find that the first stage decision did not sufficiently focus on the apology to Mr Townsend but rather the explanation for not holding the meeting. Therefore, we suggest that the letter of apology should emphasize an apology for not allowing him opportunity to speak about his application in a public forum during the planning process.

We also recommend that the Civic Society receive a similar letter of apology as a matter of courtesy as they were not given an opportunity to present their findings.

Panel Recommendations and Learning Outcome from the complaint

We advise the St Ives Town Council clarify and evaluate its use of Delegated Authority. This complaint has highlighted additional problems for the planning committee, especially during future Christmas breaks when there might be insufficient time to consider proposals. We recommend establishing a procedure that will resolve this problem.

The panel recommend that St. Ives planning committee members and all newly elected members, have additional training on top of the basic Council training, to understand and implement the planning process.

A copy of the appeal letter is attached to this report. It contains 7 points, in summary these points relate to using delegated powers to determine planning applications and preventing the public from taking part in these meetings and being able to respond to other comments made. It also did not advertise which applications were being considered at these meetings.

**Formal Complaint: St Ives Town Council Unlawful Planning
Committee Procedure (ref 21/00648HHFUL)**

Statement of Appeal: Dated 3rd August 2021

Introduction

On 3rd June 2021 my Client, Mr [REDACTED], contacted the Deputy Town Clerk via email requesting Planning Committee meeting dates for the month of June, as none had been advertised on the Council website for May or June. I am the Planning Agent for Mr [REDACTED] and both of us had been waiting for the Planning Committee agendas to be published as we wished to speak publically in relation to the planning application (Ref: 21/00648HHFUL). Our planning application for a proposed jetty had attracted an objection from the St Ives Rowing Club. We had conducted on-site tests with the St Ives Rowing Club and established the proposed jetty to have next to no adverse impact on the Club's operation and given our proposal had so little effect, chose not to make these findings public. The objection was therefore somewhat of a surprise and being able to speak under public participation would have allowed us to discuss our on-site test results and to comment on the views expressed by the St Ives Rowing Club.

Mr [REDACTED] was informed by the Democratic Officer that the Planning Committee had agreed to make planning decisions by delegated authority and that she was in the process of updating the website. By the afternoon of 3rd June the Council's website meetings page had been updated to show the minutes of two planning committee meetings on the 12th May and 26th May 2021. Our planning application had already been decided in closed session by the Planning Committee on 26th May 2021.

On 4th June, Mr [REDACTED] wrote direct to the Chairman of the Planning Committee via email (Appendix 1) voicing his concerns that there had been no public notice advertising these meetings beforehand and no public participation, with the Planning Committee recommendations appearing on the Council website some three weeks after they were made, shortly after his enquiry on 3rd June. Mr [REDACTED] was also concerned with a suggested condition put forward by the Planning Committee. If this condition was to be adopted by the Planning Authority it would have prevented the jetty from being built. Mr [REDACTED] felt the democratic process had not taken place and his right to discuss his application in public open forum, with members in attendance had been prevented. Although we did not make the discussions and on-site testing with the St Ives Rowing Club publically available some Planning Committee members claimed to be already aware of them.

On 6th June, having seen the Chairman of the Planning Committee's response to Mr [REDACTED] email (Appendix 1), I felt we had no other option but to make a formal complaint (Appendix 2). All correspondence is contained within the appendices 1 to 21 .

Background

On 29th April, The Minister of State for Regional Growth and Local Government wrote to Councils (Appendix 3). The letter stated that the High Court has concluded that existing legislation specifies that council meetings must take place in person at a single, specified, geographical location and being "present" at such a meeting involves physical presence at that location. It also stated that after 6 May this means that councils will need to return to face-to-face meetings and you should continue to prepare accordingly.

Council Agenda Item C21.00: Returning To Face-To-Face Meetings- Update Report (Appendix 4) states under 3.1: Now the results of the appeal have been issued, we must return to face-to-face meetings from 6 May. Virtual meetings will no longer be legal. Under 3.2 it states that In anticipation of remote meetings being unlawful from 7 May NALC provided some helpful guidance to help Council prepare. Whilst under 4.2 it states: Larger venues would need to be booked whilst social distancing is still in place.

Under 4.5 of the Returning To Face-To-Face Meetings- Update Report (Appendix 4), A Temporary Scheme of Delegation to the Clerk was proposed. This would have allowed virtual meetings in full compliance of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960 and the High Court judgement. This Temporary Scheme of Delegation to the Clerk was not adopted by Council but highlights the legal complexity of Delegation of Authority.

Definition of Proceedings: An event or a series of actions involving a set procedure.

The Complaint

1. Members of the public, the St Ives Civic Society, Mr [REDACTED] and myself have been prevented from our Statutory Right to be allowed to listen to discussion and participate in the Planning Committee's decision making process, advertised as occurring on 12th May, 26th May and 9th Jun 2021. This is entirely due to the Council deciding not to hold meetings suitably convened under the requirements of the Local Government Act 1972 and the Public Bodies (Admission to Meetings) Act 1960. As a result we find the Planning Committee failed to uphold the Statutory Rights of members of the public to be allowed to participate.
2. The Council was fully aware that, after a High Court Judgement, from 7th May 2021, all Council meetings needed to be face to face and 'in person'. The Planning Committee, with full knowledge of the High Court ruling, decided not to hold meetings suitably convened under the requirements of the Local Government Act 1972 and allowing public participation, but to conduct proceedings in closed session, without public access. As a result we find the Planning Committee failed to comply with the High Court ruling by not conducting face to face, 'in person' meetings.
3. The Council's Code of Conduct, Public Speaking, Standing Orders and Terms of Reference are all written in contemplation that the Council honours it's statutory obligations to conduct meetings and proceedings in accordance with the relevant Statutory Acts of Parliament, principally the Local Government Act 1972, Schedule 12 and the Public Bodies (Admission to Meetings) Act 1960. The Planning Committee, by making decisions in closed session, without any form of public access, failed to honour the principals set out in the Local Government Act 1972, Schedule 12 or the Public Bodies (Admission to Meetings) Act 1960. As a result we find that the Planning Committee have breached the Council's Code of Conduct, Public Speaking, Standing Orders and Terms of Reference.
4. The decisions made by the Planning Committee in closed session and without public access are no different to those that would have been made in a face-to-face, 'in person' meeting with public participation. The proceedings are the same. The Town Clerk should not enact decisions under delegated authority that would normally be taken by the Planning Committee unless the Committee has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view. We therefore find that the Council has abused the powers of Delegated Authority.

5. From a legal basis the Council appears to be happy to confer Delegated Authority under the provisions of Section 101 of the Local Government Act 1972 but then abandons the same Act when it comes to meetings and proceedings. The Local Government Act 1972, Section 99: Meeting and Proceedings of Local Authorities states: The provisions of Schedule 12 of this Act shall have effect with respect to the meetings and proceedings of local authorities and their committees, parish meetings and their committees and community meetings. We consider the decisions made by the Planning Committee in closed session to be Council proceedings and as a result we find the Council to be in contravention of the Local Government Act 1972. The decisions made by the Planning Committee in closed session and without public access are therefore unlawful.
6. The Council chose not to give notice or advertise any proceedings in relation to our planning application prior to its recommendation. Both Mr [REDACTED] and myself had no way of knowing when the Planning Committee was to make their decision. However, the St Ives Rowing Club, with its many contacts with Members of the Planning Committee (Appendix 9) managed to obtain Council advice prior to the decision and make a representation in opposition to the proposed jetty. We find the way in which the Planning Committee conducted proceedings, without notice, summons, agenda, attendance, public declarations of interest, joint discussion, joint agreement, a venue, Council staffing, public participation or attendance and guidance from a Town Clerk to be secretive, unfair, non transparent and therefore easily open to corruption. We find that declaring interests in secret without any public scrutiny and then declaring them again in public three weeks later to be extremely bad practice.
7. My client, Mr [REDACTED], was deeply concerned with the suggested planning condition put forward by the Planning Committee. From the Freedom of Information request (Appendix 9) we could see no correspondence in relation to the suggested condition. We could see no discussion or agreement in relation to the suggested condition by the Planning Committee, yet the suggested condition was sent to the Planning Authority as a recommendation by the Planning Committee. We note that recommendations are summarised by the Chairman, who we believe wrote the suggested condition. Without evidence of correspondence, discussion or agreement we must assume the summarisation, the writing of the suggested condition, was a lone act by the Chairman. We therefore believe the Chairman of the Planning Committee to be working ultra-vires.

The Council's Response

On 22nd June, the Council concluded it's investigation and we received a wholly unacceptable response (Appendix 8).

On 30th June, we received another wholly unacceptable response from the Council (Appendix 11).

On 1st July, after being promised answers to my questions at Full Council, we received a response that simply referred to the two previous responses (Appendix 13).

On 13th July, we received a response from the Mayor (Appendix 15). We thanked the Mayor for his business like approach to trying to resolve the complaint but believe that he may have been misinformed (Appendix 17).

Conclusion

It should have been common sense. If it were lawful for a Planning Committee to make decisions without notice, summons, agenda, attendance, public declarations of interest, joint discussion, joint agreement, a venue, Council staffing, public participation or attendance and guidance from a Town Clerk, then every Council in the land would be conducting their proceedings in line with the procedure adopted by St. Ives Town Council.

The Planning Committee proceedings of 12th May, 26th May and 9th June 2021 are unlawful. They needed to be convened in accordance with the provisions of Schedule 12 of the Local Government Act 1972, as specified under Section 99. The Council's preparations for the return to face-to-face meetings were almost non-existent. Only as a result of my complaint did the Council start looking for suitable venues and assessing risks. The use of Delegated Authority was confused and extremely bad practice. The Town Clerk suggesting Delegated Authority was under Standing Order 19, then 2.1 of the Planning Committee's Terms of Reference, with absolutely no evidence of any enactment of these powers. Many of the actions of the Planning Committee were ultra-vires. The advice from CAPALC (Appendix 12) with regards to the proceedings was simply 'Not Recommended'.

We ask the Appeals Panel to review the documentation provided and uphold this appeal by concluding that our formal complaint was not answered in a satisfactory manner. We consider our formal complaint unresolved until the Council provide a structured and detailed response to the complaint allegations numbered above and consider some form of apology is in order. We suggest the Appeals Panel seek external legal advice as should we consider the Panel's review and recommendations insufficient or incorrect in any way we will pursue this matter further in the courts.

Regards,

Peter J Townsend

NEIGHBOURHOOD PLAN STEERING GROUP

NOTES OF MEETING HELD ON 26 August 2021

Present: Cllr Nick Dibben
Mr Keith Mules
Cllr Craig Smith
Mr Peter Whatnell
Ms Andrea Rowe
Mr Jonathan Dowty

Apologies: Cllr Dan Rowe

MINUTES

The notes from the Meeting held on 29th June 2021 were agreed as a correct record.

FEEDBACK FROM THE CONSULTATION

The members discussed the results from the surveys and followed the discussion with action points to take forward for the next consultation.

- To emphasise what the Neighbourhood Plan could do and would not be able to do for St Ives.
- Pass on the information and results to St Ives Community Groups to gather more of an idea of what is needed and to reach a much more varied audience.
- As noted, the least recorded age that was reached, was under 30's. How can we reach younger age groups? Possible contact with the local schools and secondary school were discussed as an idea to involve this age bracket further.
- Go through the individual comments to explore the answers more thoroughly in order to identify more evidence in what the general public are looking for.
- To Identify what would currently be matters that the NP Group could focus on, and what would be an ideal future project.

Members were confident that most St Ives residents agreed with the general direction of the Neighbourhood Plan and that any future projects that would arise, would be valuable to the Town Council in its future planning and development.

NEXT STEPS AND TIMESCALES

Members agreed to organise the open questions from the questionnaire amongst themselves in order to get a more accurate result from the comments.

- Question 8 – Andrea
- Question 9 – Peter
- Question 11 – Keith
- Question 13 – Craig
- Question 14 – Nick

The Steering Group also picked 5 numbers at random between 1-59 to choose the 5 lucky winners for the £20 FM vouchers. The 5 numbers chosen at random were 7,21,27,30,41. The administrator agreed she would match the numbers to the relevant person on the survey and contact those who won the vouchers.

The Planning Consultants will start drafting policies based on the community feedback and have included their follow up of the meeting. Copy attached.

UPDATE ON GRANT APPLICATION

The grant application was successful for the amount of £10,000. Awaiting of further instructions and emails to secure the grant.

The new version of the Government's National Planning Policy Framework document included extra sections on good design.

Assistance in producing these were available from AECOM through the Locality grant scheme. Town Hall to make enquiries as soon as possible as demand may be high. Jon would circulate a sample design document produced for another town.

DATE OF NEXT MEETING

Members confirmed the next meeting held will be on 30th September 2021 at 7:00pm. The meeting will be via Zoom.

The Meeting closed at 8.05 pm.

St Ives Neighbourhood Plan

Action plan progress 31/08/21

Action	By	Details
Next steps and timescales	AD	Question 8 on survey
	PW	Question 9 on survey
	KM	Question 11 on survey
	CS	Question 13 on survey
	ND	Question 14 on survey
	JD	To start draft policies for NP plan
	EE	To follow up winners of the FM vouchers and contact them

St IVES NEIGHBOURHOOD PLAN

SG Meeting 26 August 2021

ONeill Homer follow up Note:

1. Submit EoI for Locality Design Code Technical Support

Purpose: to contribute to the evidence in support of Action Plan Policies SI 11 - ST Ives Conservation Area; SI 12 – Design Guidance; SI 13 Non-designated heritage assets; SI 14 Tree Planting / Replacement; SI16 Town Centre Uses; SI 17 – Healthy Placemaking – ‘Building for a Healthy Life’; and possible a design code for the Innovation Quarter area)

On the 20th July 2021, the [NPPF](#) was updated, principally Section 12 in response to the recommendations of the [‘Living with Beauty’](#) Report and the publication of the National Design Guide and [National Model Design Code](#) .

NPPF 2021 paragraph 127 encourages the preparation of design policies through neighbourhood planning and also site-specific design guides.

Paragraph 131 has been introduced with emphasis on the importance of trees to the character of an area and the quality of environments. The new requirement for new streets to be tree-lined may have significant highways implications, and the ‘solutions’ suggested in this paragraph may not be an easy compromise.

Paragraph 180 requires improvements to biodiversity to be integrated into design.

Paragraph 134 confirms that ‘significant weight’ should be given to development which reflects local design policies, government guidance and outstanding or innovative design which promotes high levels of sustainability ‘or helps raise the standard of design more generally in an area.’

The outcome of the Design Code Technical Support, should be a report which provides the evidence and justification for the SINP policies outlined above. This is the link to the [Locality Design Code Technical Support guidance](#) package.

The [Tiverton NP example](#) illustrates the type of output one might expect from this work (Tiverton is a town with a number of similar characteristics to St Ives) and although some of the Design Coding is quite generic, it will be for the NPSG to brief the consultants on your requirements.

2. Involving younger people

It's generally the case that younger people are underrepresented in the preparation of neighbourhood plans, even though many policies are likely to be welcomed by them or support their needs. OH, acknowledge however that involving such groups can be resource intensive.

It was suggested that the targeted involvement of pupils from St Ivo might be possible and OH were asked what resources might be available to assist with this.

The Town and Country Planning Association and partners have created a youth engagement toolkit under the title 'Voice, Opportunity, Power'. While these resources have been designed to inform large scale development, there is no reason why the principles couldn't be equally applied to a NP. <https://www.tcpa.org.uk/news/press-release-young-people-locked-out-of-changes-to-their-neighbourhood>

The [toolkit](#) is opensource and consists of 5 sessions. Session 2 'Show us your neighbourhood' and Session 3 'Tell us what you want' which might be particularly relevant at your current stage of plan making.

The Centre for Sustainable Energy has also produced resources to engage with both primary and secondary school pupils around climate change and related issues <https://www.cse.org.uk/local-energy/neighbourhood-plans/community-engagement>

3. Next steps – Action 43

For our next meeting scheduled for the 30th September, the intention is to review progress against each policy in the Action Plan and to agree those policies that will be taken forward, those that may fall away, and following the review of the consultation responses whether there are any gaps in the Action Plan. This will enable OH to begin to prepare your draft NP.

Please forward the short report and recommendations from the July consultation to OH no later than Monday 27th September to enable OH to prepare for the meeting. Following which the policy schedule will be updated.



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

Jubilee Working Party

Notes of Meeting held on 4th October 2021

Present:

Mayor – Cllr Pasco Hussain
 Deputy Mayor _ Cllr Philip Pope
 Cllr Angie Dickinson
 Cllr Craig Smith
 Cllr John Tiddy
 Cllr Shariqa Mokbul
 Locum Clerk – Nicci Sewell
 Civic Officer – Linda Scales

Apologies were received from Cllr Margaret King and Cllr Julie Kerr

Objective: to start initial discussions about co-ordinating an event/events to celebrate the Queen's Platinum Jubilee, which includes an extended bank holiday from Thursday 2nd June to Sunday 5th June 2022. And to specifically agree events/activities to take place on the Saturday 4th around the exercise of Freedom of the Town by the 42 Engineers taking place in the town centre up until noon.

Background notes (circulated to members prior to the meeting):

1 The date and time is set for the Exercise of the Freedom of the Town by the 42 Engineers to take place in the morning and culminate at noon. Route to be decided following instructions from the Town Council in regard to any Jubilee events planned.

2 Budget for the day is approximately £19k with a potential of an extra £10k to be confirmed. This budget also covers the cost of the Exercise of Freedom event in the town (which in 2018 cost circa £17k to put on).

3 CEX has been booked for the day.

4 Civic Officer has applied for a fly past.

5 Civic Officer has applied for road closures.

6 Civic Officer has contacted the Candy Girls for quote on live music but no response as yet received.

7 Bunting and flags supplier has been located.

Cllr Margaret King had submitted an update on progress made with the following groups:

- St Ives in Bloom – planning to do a display with the Norris Museum based on a theme of the 8 decades for Queen Elizabeth II's reign set on a bed of red, white and blue.



- The Town Team were in the very early stages of planning a musical event
- The BHC were planning to discuss the matter in the last week of October possibly around the idea of a tea party (TBC)

Activities across 2022

As the Platinum Jubilee is a on off event that we will not see again in our lifetime it was felt that a series of occasions that should be linked up to the main event to take place during the long bank holiday weekend in June. The working group would look to the different events that groups in the town might be planning to put on.

Bank Holiday weekend celebrations

Ideas:

- River festival with boat parade which residents and business owners could take part in – could include activities such as raft or dragon boat racing. Re-ignite an event that has been popular in the town previously
- Create a big street party in the centre of town to replicate the Jubilee celebrations that used to take place within communities. Inviting local businesses to take stalls to support the event with food and refreshments. Potentially this could also link into the [Big Lunch event](#). The Town Centre would be split in two to accommodate this with tables and benches laid across the Broadway for lunchers and stalls along the other side of the street.

Next steps

- Approach the proprietor of the Seven Wives pub who has expressed an interest in reviving boat events to see what plans/actions may have already been taken forward.
- Contact all business owners in the centre of town to say what a working group has been formed to look at celebrations across the bank holiday weekend and ask them to get involved/support the event. Also to consult with them to find out about their own plans and what they would like to see as part of the celebrations
- Speak to local community groups to understand their plans for the Jubilee celebrations
- Consult with SAG about the possibility of setting tables and stalls along the Broadway.
- Look into potential sponsorship of the event from the larger businesses based in St Ives
- Meetings to be booked on a fortnightly basis on a Wednesday during the day at Council Chambers.

Next meeting 3pm on Weds 20th October 2021

Locum Clerk's notes:

- *Suggest at the next meeting we focus purely on events /activities that we as a council specifically will be looking to organise between midday and 5.00pm on 4th June. The Civic Officer needs to be getting booking enquiries and arrangements underway to ensure our plans can be secured.*
- *Please be aware that help on the day will need to be considered as soon as possible. Due to pre-booked leave, not all staff will be available at that time.*
- *Suggest the next meeting takes on a more formal structure with agreed agenda to ensure the meeting time is adhered to, discussions stay within the remit of the meeting and robust decision making can be enabled.*

CODE OF CONDUCT FOR MEMBERS

St Ives Town Council (the Authority) has adopted this Code of Conduct (based on the Local Government Association Model Code approved on 03.12.2020 and updated on 19.01.2021 and 17.05.2021) in pursuant to Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the Authority or when they claim to act or give the impression of acting as a representative of the Authority.

Local Government Association Model Councillor Code of Conduct 2020 - Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

All councils are required to have a local Councillor Code of Conduct. St Ives Town Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

Purpose of the Code of Conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication

- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town councillors are encouraged to seek advice from the Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidating or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;

iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and
2. made in good faith and in compliance with the reasonable requirements of the local authority; and
3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law. Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority.

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest.

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which *affects* –

a. your own financial interest or well-being;

b. a financial interest or well-being of a relative or close associate; or

c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) *affects* the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the 19 January 2021 Page 14 of 17 councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a

	director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

CIL Framework for St Ives Town Council

The following document explains how CIL funding is raised and what it can be spent on, it includes guidance from NALC and Huntingdonshire District Council. The information will enable St Ives Town Council to plan appropriately to apply for CIL funding to improve infrastructure in the town and support future development as set out in the SITC CIL Framework.

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Appendix A: HDC Decisions, Monitoring and Review

What is CIL?

CIL is a charge on development that came into force in 2010 (and runs in tandem with s.106 contributions). The purpose of the CIL is to fund infrastructure to support local development.

Local Administrations can choose whether or not to charge CIL within their Borough/District and the levy is usually collected by the Local Planning Authority who are known as the “Charging Authorities” (CA).

The rate of CIL is set by the CA after consulting with their communities and developers (and is tested by Independent Examination).

The CA in St Ives’ case is Huntingdon District Council (HDC)

The Town and Parish Council Share

Town and Parish Councils (TPC) are entitled to a “Neighbourhood proportion” (NP) (sometimes called the “Meaningful Proportion”) of the CIL monies received by HDC.

As per the CIL Regulations and Guidance, CIL is proportioned and allocated by HDC using the following approach:

Up to 5% is retained by HDC to cover administrative costs (including but not limited to consultation on the levy charging schedule, collection of CIL, enforcing CIL, legal costs and reporting on CIL activity).

15%, known as the Neighbourhood Portion, is established for spending within the neighbourhood of the contributing development (up to a maximum of £100 per existing Council Tax dwelling). This allocation can either be transferred to the relevant Parish Council or retained by Huntingdonshire District Council to be spent on neighbourhood projects where the development is not in a Parish. This allocation rises to 25% and is not capped when a Parish has an adopted Neighbourhood Plan in place.

Up to 80%, known as the Strategic Allocation, is retained by HDC to allocate to projects in accordance with the Council's Infrastructure Development Plan.

HDC states that it is very unlikely CIL will generate enough funds to completely cover the cost of new infrastructure needed to fully support planned development and as such there will be competing demands for this funding. It is important, therefore to ensure that there are robust, accountable, and democratic structures in place to ensure the spending of CIL funds are prioritised in the right way.

What can the money be spent on?

CIL Regulations set the context for the spending of CIL funds on infrastructure. The regulations encourage the accumulation of CIL funds into a ‘pot’. Unlike other obligations or charges, CIL spending does not need to be directly related to the donor development and can address infrastructure needs in general across the Council’s administrative area.

The key points set out by CIL Regulations (see Regulation 59 (1)) relating to CIL Funding are:

CIL should be spent on infrastructure including roads and other transport, schools and other education, community facilities, health, sporty/recreation, and open spaces.

The infrastructure funded must support the development of the area.

CIL can be used to increase the capacity of existing infrastructure or to repair failing infrastructure, if needed to support the needs arising from development.

CIL and Section 106 can be used as different funding streams to deliver the same infrastructure project.

To understand how Huntingdonshire District Council makes its decisions on the prioritisation and spend of CIL, for Governance Arrangements and for Monitoring and Review Arrangements see **Appendix A**

St Ives Town Council CIL Framework

Introduction and Decision Making

1.1 The council recognises that while it is the recipient for the neighbourhood portion of CIL it may be the case that the most deserving CIL projects are delivered by partner organisations. This policy sets out the framework through which the council will make decisions on CIL expenditure.

1.2 The council will accept bids or suggestions for funds from organisations delivering services or running community assets in St Ives.

1.3 The council may also prepare its own bids for funds, alone or with partners, which will be appraised through the same framework.

1.4 Organisations will submit a bid by submitting an application form and supporting documents which will provide the council with sufficient detail to be able to appraise the application. The organisation may be invited to meet with the council to provide further information in advance of a decision being made.

1.5 All bids will be considered by Full Council and agreed against budget provision.

1.6 The council may defer an application if it has insufficient information to make a decision.

1.7 Approved bids will be added to the council's CIL Projects List.

1.8 The council shall give reasons for refusal and shall not consider a resubmitted bid unless the Full Council and Town Clerk consider the reasons for refusal have been sufficiently addressed.

CIL Funding Priorities

In appraising projects for applications, SITC will prioritise those which meet the criteria set out in this section.

Demonstrate value for money

Examples of how to meet this priority:

- a) Using CIL funding to attract grant funding
- b) Minimise the CIL requirement through use of own funds, third party funding and/or community fundraising
- c) Utilise robust tendering processes to ensure contracted services are cost effective.

Mitigate detrimental effects of development

Examples of how to meet this priority:

- a) deliver infrastructure identified as being required in the community
- b) Connect developments to town services and assets
- c) Address issues generated by developments

Deliver a long-term tangible benefit to the community

Examples of how to meet this priority:

- a) Use CIL to safeguard and increase the viability of community assets for long-term community use
- b) The project to have a lifespan in excess of [20] years
- c) Demonstrate the benefit will be sustained with revenue expenditure
- d) Use CIL to reduce running costs or increase revenue generation

Demonstrate community support

Examples of how to meet this priority:

- a) Deliver on aspirations identified in SITC Strategic Plan (and or Neighbourhood Plan when that is finalised)
- b) Undertake a community consultation on the proposed project
- c) Produce evidence of a need for the project in the community

Following a Funding Decision

3.1 The council will look to secure long term community access for any projects delivered with CIL funding; this may be in the form of community agreements or legal charges.

3.2 The council may attach any conditions it considers in the interests of the wider St Ives community.

3.3 The inclusion of a project on the CIL Projects List does not commit the Town Council to fund the project and depending on demand there will be worthwhile projects which the CIL money available will not be able to fund.

3.4 Funding will not be awarded on a 'first come first served' basis and the council shall be under no obligation to fund projects just because it has the funds available to do so.

3.5 The council will contact organisations owning projects on the CIL Projects List annually to ensure that the projects remain viable and desired. Organisations are expected to continually be looking for alternative funding to maximise investment within the community.

3.6 The Council may remove a project from the list should there be a material change in the project or the Town which, in its opinion, means it no longer meets the council's funding objectives.

Town Council

DATE: 13 October 2021

SUBJECT: Review of Town Hall Reception opening.

1 Introduction and Purpose of Report

- 1.1 For the health, safety and well-being of all Town Hall office staff during the COVID lockdown, the Town Hall was closed on 23 March 2020 with all those affected working remotely from home.
- 1.2 With the easing of restrictions, the Town Hall began to open in April 2021 between 10am and 4pm on Monday, Wednesday and Friday, subject to a review after 6 months (due October 2021) and 12 months (due April 2022).
- 1.3 The purpose of this report is to undertake a 6-month review of the effectiveness of the system.

2 Recommendations

- 2.1 The report is received and the content noted
- 2.2 The Town Hall reception be open to the public from 10.00 to 16.00 Monday to Friday.
- 2.3 The existing combination of office based and remote working be continued for all Town Hall office staff.
- 2.4 That the scheduled review, due to be undertaken after a further 6 months, be retained.

3 Background

- 3.1 In March 2020 it was necessary for all office-based staff to be able to work from home in a very short timescale and at the time it was expected that this would only be necessary for a few weeks. Those staff able to do so used personal computers/laptops to keep the cost to Council at a minimum. It was necessary to purchase 2 new laptops at that time.
- 3.2 As it became more obvious that this period would be extending to months and potentially the end of the year additional equipment was bought including screens, webcams and keyboards to ensure that staff could continue to work effectively.
- 3.3 Over the last eighteen months there has been no noticeable reduction in the level of service the team have provided to the community or to Councillors. In fact, the work undertaken by the team both to support the Community Hub and in general has been exceptional at times. All are extremely flexible and communication between the team remains high with daily online meetings. The use of Microsoft Teams chat facility throughout the day replicates the interaction that would take place if all were working together in the office.
- 3.4 The TH office staff indicate that remote working has had a beneficial impact on their mental health and work/life balance and they are able to offer far more flexibility of working.
- 3.5 Remote working has also supported the Councils Strategic Plan with a reduction in carbon emissions from reduced heating and lighting in the town hall together with a reduction in petrol and diesel usage on travelling to and from work. Office staff

mileage whilst working 5 days a week in the town hall was on average 760miles a week. As most staff have relatives at home during office hours the increase in carbon emissions as a result of heating and lighting their personal homes was only slightly more than before they began working from home.

- 3.6 From 19 April 2021 it was agreed that the Town Hall reception be open to the public on Monday's, Wednesday's and Friday's between the hours of 10.00 and 16.00. The Town Hall office staff would work a hybrid of office based and remote working so cover in the office would be maintained at 2 people every day on a rota with remote working for the remainder. A review would be undertaken after 6 months and 12 months to determine the effectiveness of the new system of working.
- 3.6 The system has proved to be very effective for all staff involved and no complaints have been received.
- 3.7 At a meeting of the Personnel Committee on 21 July 2021, Members were generally supportive of the hybrid system of working partly from home and part from the office as it had appeared to work successfully, however they are keen to see to Town Hall re-opened for 5 days, particularly as the office is staffed every day. It was considered that the extra opening days would better serve the community. The Personnel Committee recommends that the Town Hall be open to the public from Monday to Friday inclusive, 10.00– 16:00.
- 3.8 Many neighbouring councils are adopting flexible opening. It is understood that HDC is currently closed except for essential pre-booked appointments with staff working remotely, Huntingdon Town Council is closed until further notice and Godmanchester Parish Council is open on Tuesdays and Thursdays.
- 3.9 A tally of visits to reception has been undertaken between April – September 2021, attached as an Appendix.

4. Proposal

- 4.1 It is proposed that the Town Hall reception is open to the public on Monday – Friday between the hours of 10.00 and 16.00 from 18 October 2021 and that the Town Hall office staff continue to work on a rota whereby cover in the office is maintained to 2 people every day with the remainder being worked remotely.
- 4.2 That the review scheduled for April 2022 should remain.

5. Financial Implications

- 5.1 There are no additional costs to Council should the proposals be accepted. The outlay to facilitate remote working was made to meet the original 'work from home' instruction from Government in the 2nd quarter of 2020.

Reduction in town hall running cost (not able to quantify)
Working current rota – average 270miles a week saving nearly 2/3rd of fuel consumption and therefore reduction in carbon emissions

6. Policy Implications

- 6.1 Some amendments to staff contracts are needed to include home addresses as a place of work.
- 6.2 The proposal put forward is considerably eco-friendlier than a requirement for all officers to be present in the office at all times and it has been proven over the past 18 months that it is not necessary. The report supports the 2020-25 Strategic Plan objectives to promote and encourage wellbeing and to work towards carbon neutrality through the reduction in fuel consumption and carbon emissions.

7. Health and Safety Implications

- 7.1 All staff affected have already carried out Risk Assessments on their remote work locations to ensure they are fit for purpose and safe

- 7.2 This move will support a better work/life balance for those staff affected by reducing stress. This also supports staff to working flexibly so reducing the number of additional hours that are accrued when office based. All staff will be expected to manage their time to ensure they do not accrue hours – unless working on specific events that require weekend or evening working (not including meeting attendance).

Reporting Officer – Christine Allison – Deputy Town Clerk

Digital Information Screens – Requirements: St Ives

Background:

Huntingdonshire District Council (HDC) has secured funding from the Cambridgeshire and Peterborough Combined Authority (CPCA) to provide digital information screens in three market towns in Huntingdonshire, Ramsey, St Ives and Huntingdon. HDC have contracted the Connecting Cambridgeshire (CC) team to carry out this work.

Aim of project:

To install one or more digital information screens in each market town subject to their requirements and funding limitations. These screens will be used to provide accurate and up to date information about the towns for local residents (including for example; information on upcoming and regular community activities and services) and information for visitors (e.g. Local walking routes and directions to places of interest). The aim of the screens is to provide information that make residents and visitors more aware of what the towns have to offer and encourage them to visit areas of the town that they might not otherwise.

Timeline:

Works should be completed as early as possible, but no later than December 2021. Any issues with achieving this timeline will be communicated to the HDC Project Lead.

Stakeholders:

- Huntingdon District Council (HDC) – Seamus Cleary, Project Lead
- Connecting Cambridgeshire (CC) – Gemma Schroeder, Project Lead
- St Ives Town Council
- Are there any local groups in St Ives that might want to be involved? Chamber of Commerce, business or art groups?

Location(s):

- There are a number of options for screens located in St Ives, the three initially discussed were:
 - The Quay
 - The Town Centre (close to the Town Hall)
 - Close to the Park and Ride route
- While three locations have been identified, it is suggested that two screens are installed in the first instance, and if popular, a third could be installed in the future

Requirements - Device:

- The screen should fit in with its local environment, but still be easily identifiable
- The screen(s) should be weatherproof and vandal proof as far as possible
- Maintenance of the device (hardware and content management) must be included for a period of 3 years after the device has been installed
- The device will remain the property of HDC unless otherwise agreed with St Ives Town Council (a change in ownership is outside the remit of this project and should be managed between the relevant parties)
- The device should have a touch screen allowing users to select a walking route from a 'menu page' with a series of options, built around the available walking routes

Requirements – Content:

- St Ives do not yet have any branded information, walking routes etc. therefore content for this screen will need to be designed from scratch – in the first instance something similar to

the Walking Map on the Cambridge station device could be designed and installed (see photo section) This will require input from St Ives TC on the potential routes to be mapped

- St Ives do not have a suitable resource to maintain the content of the device, this would need to be overseen by HDC's digital team (appropriate training to be given)
- The software should offer functionality for a 'rolling' screen to ensure that St Ives is able to advertise local events or particular information of interest as well as the screen being used to guide visitors (and locals) on the particular routes
- It is not anticipated at this stage that the device would be used to display any commercial advertising – however there is a potential revenue stream in doing so, that might help to reduce on-going revenue costs
 - If this were to be considered, there are a number of ways to do this. For example, preferential rates could be offered to local businesses
 - Content advertised on the screen could be managed by a third party but approved by either St Ives Town Council or HDC – restrictions can be applied depending on the systems selected
- A QR code may be required to allow visitors to download maps to their phone and take the instructions with them on the walk – as the routes are different, this would need to be on-screen and not on the device itself
- Information on local attractions should be included if possible (perhaps on a touch screen) and provided by local businesses/organisations
- There should be an option for real-time and/or timetabled bus/train information to be included

Photos:

Similar to the Cambridge Station Device but housing one screen reducing the height significantly



Cambridge Station Walking Route Map (designed by Connecting Cambs designer)



Notes from the Needingworth Quarry Liaison Meeting 13 September 2021

Background

The Needingworth Quarry development is a 30 year agreement between CCC and Hanson to extract sand and gravel either side of the River Ouse at Needingworth and Over. Once material is extracted, the land is restored to historic wetland and handed over to the RSPB. The new reserve is known as Ouse Fen. The project is in it's 20th year.

Part of the arrangement is that a Liaison Forum is held every 6 months where local councils can receive updates and raise any concerns. Due to Covid the group did not meet during 2020.

Minutes

The minutes of the last meeting held in September 2019 were agreed. Copy enclosed.

Hanson Update

The site remained open during the Covid lockdown. Initially the demand for materials dropped but recovered later. 2021 demand is likely to be 1.1m tons, a little above the target plan. Peak production was 120,000 tons a month.

Soil removal has started for the next area. That work was paused to allow archaeological digs. Although signs of human intervention, few objects were found.

The new entrance and car park to the RSPB reserve was opened in the summer. This is off the B1050 near Earith. Hanson will continue to maintain the original small car park in Needingworth.

The original planning agreement runs until 2030. It is likely that there will still be useful material left to extract at this time. Hanson may seek to extend the operation.

CCC Update

CCC's new Minerals and Waste Local Plan was adopted in July 2021.

CCC and Hanson have been reviewing the original planning agreements and those that have been discharged have been removed to provide a more compact document.

RSPB Update

Work on the reserve and wildlife surveys were restricted by the Covid lockdown.

2021 bird surveys indicate: Booming bitterns up to 12 (5% of UK numbers), Marsh Harriers up to 8 pairs, European Cranes returned for the 3rd year but did not breed successfully. Cattle Egrets have been spotted for the first time.

RSPB have started to cut the original reed beds (15 years old) to keep them in good condition. The reed can not be used for thatching, other uses are being considered.

The various sluices around the site are being upgraded to improve the water flow around the site and to/from the river.

New areas now open to the public (see Hanson section above). Plans to link this area to the original site near Over are being developed and will involve a crossing over the gravel conveyer.

Next meeting

Monday 11th April 2022

Cllr Dibben 14 September 2021

Notes only – formal minutes to be produced by Hanson.

Hanson –Aggregates Needingworth Liaison Meeting

Held on 9th Sept 2019 at Over Community Centre

Present

Hilton Law – Hanson Aggregates
Robert Robinson – Over Parish Council
Chris Hudson RSPB
Jonathan Taylor RSPB
Nick Dibben St Ives Town Council
Margaret Lumb - Bluntisham
Steve Edwards Earith
Alan Holloway – Holywell-Cum-Needingworth

Apologies

Mark Page – Hanson Aggregates
Ian Ballard Hanson Aggregates
Jon Neish HDC and Holywell-cum-Needingworth
Helen Wass – Minerals & Waste Development Officer, Cambridgeshire CC

The meeting was preceded by a drive around the Quarry to view current workings and overview of the RSPB reserve.

Report to Committee by Hanson Aggregates on Operational Progress since Last Meeting.....by

Hilton Law

- Section 73 application
- Operational progress since Last Meeting
- Extraction progress – current position
- Estimated 2018 production
- Stripping and development program

Section 73 update.

The section 73 application has now been now validated....the application is registered and live as of 22nd May. The formal determination date of August has now passed, but because of the complexity of the changes to the wording in the documentation, it is likely to be later in the year before the replacement permission document is eventually released.

Production/Sales

2019 production budget target remains unchanged at 1 million 23k/t's with the sales for this year targeted to match at 1 million 23k/t's.

Stock:

We presently hold stock of approx. 170k/t. 110k/t of gravel and the remainder being concrete and building sand.

Stripping/Restoration

As seen on the quarry visit, we still have contractors on site – finishing off the new phase (17) this will expose c. 1 million tonnes of mineral and will see us through to 2020.

Ecology

Water Vole

As part of our commitment and due diligence to ecology and the protection of endangered species, we spent c.£38k per water vole in protecting and translocation costs to enable us to move the position of the IDB drain and uncover the sand and gravel that we are presently excavating at this moment in time. As part of next years strip we will again need to move the IDB – but hopefully there shouldn't be any new ecology as most of the drain to be moved is relatively new and unsuitable for habitation.

Badgers – we have a number of live badger setts on site, some of which are in the area of this year's excavation. Under guidance of ecological supervision and with license from Natural England, we have constructed new artificial Setts and are presently encouraging the badgers to explore within. Once they start making home in the new setts then swing gates will be added to the original setts until such time that they are actively using the artificial sett, by which time the swing gates will be set to allow out but not in. the old setts will then be destroyed under supervision of the ecologist and under license from NE

Quarry projects

Conveyor 5 now being laid, which replaces the old conveyor 6, which became redundant due to ecology issues last year. This new conveyor will run in the same Easterly position as the old conveyor, but is approximately 1000m further south. This is significant, as the quarry is now retreating for the first time as it heads back to the river.

We will still have a need to load and haul some material, whilst we bring the excavation in line with the conveyor, something we have not been able to do due to the Badger Sett and also the original alignment of the main conveyor (number 4/5) which was set out originally for ease of initial excavations.

Report to committee from Cambridgeshire County Council by Helen Wass

1. Planning applications

S/0065/19/CM – RSPB car park - Permission was granted on 3 July 2019

H/5006/19/CM – Variation of conditions of the main 2001 Hanson mineral permission to allow changes to the phasing and restoration schemes Submitted 20 May 2019. The consultation period has ended with no objections raised. When assessing an application to vary conditions on a planning permission, especially one that is almost 20 years old, it is good practice to review all the conditions. CCC officers have reviewed the 99 conditions of the 2001 planning permission and updated them to ensure that they reflect current best practice. We intend to remove those that no longer serve any purpose e.g. relating to construction of the site offices which has long since been complete. A draft set of conditions was sent to Hanson's agent on 20 August for review.

A couple of things worth highlighting are:

The water monitoring conditions have, with the agreement of the Environment Agency and Natural England, been consolidated into a single water monitoring scheme which will be implemented when quarrying reaches the relevant phases.

It is proposed that the conditions relating to the provision of visitor facilities will be amended to reflect the RSPB's intention that the new facility off Shelfords Road will become the main point of visitor access to the reserve. The existing car park off Bluntisham Road will remain.

The S106 agreement linked to the 2001 mineral permission is also being reviewed with a view to removing any clauses that are no longer necessary and updating those that still are. This is a significant piece of work which will result in a new planning permission and S106 agreement that will regulate the development of the quarry for the remaining 10 years.

The new planning permission will be able to be granted under delegated powers in due course subject to the agreement of the Chairman of Planning Committee and the local members.

2. Minerals and Waste Local Plan

The consultation on the Further Draft Cambridgeshire and Peterborough Minerals and Waste Plan ran from 15 March to 9 May 2019. All representations which were duly made are available to view through the [online consultation portal](https://www.cambridgeshire.gov.uk/business/planning-and-development/planningpolicy/emerging-minerals-and-waste-local-plan/). All comments received will be considered by the councils and, where appropriate, incorporated into the Proposed Submission Local Plan, which is due to be published for consultation in November / December 2019.

<https://www.cambridgeshire.gov.uk/business/planning-and-development/planningpolicy/emerging-minerals-and-waste-local-plan/>

3. Site monitoring and complaints

No complaints have been received by the County Council since the meeting in June.

Helen Wass. Development Management Officer (Strategic & Specialist Applications) County Planning, Minerals & Waste. Cambridgeshire County Council 6 September 2019

Report to Committee by RSPB Chris Hudson and Jonathan Taylor

Hanson - RSPB Wetland Project Local Liaison Committee.

RSPB Report – September 2019

Wildlife Monitoring

The spring breeding season was successful overall with the weather holding up well for most of the season.

The final count included:

- For our key species bitterns – 9 booming males were confirmed this year. Importantly almost half these birds moved into the more recently created reedbeds in the north of the site. 4 nesting females is a reasonable success though we would like this to be more. They are very difficult to find and the figure could be higher.
- Possibly more exciting still was to welcome our first ever pair of European Cranes. These rare birds

(c 50 pairs in the UK) have remarkably chosen to breed close to an area known historically as 'Crane's Fen'. We believe they did hatch young but ultimately were unsuccessful in fledging chicks. For such large birds they are very elusive and it's unusual to be able to follow them closely. There is good reason to expect they will return again next year.

- Barleycroft Lakes continues to be a local hot spot for breeding birds with its very large gull colony (681 pairs) and record population of common terns (34 pairs) but they were also joined by a new breeding species, a pair of little egret, no doubt encouraged to nest by the 26 cormorant nests on the island they share.
- Marsh harriers nesting success turned out to be rather disappointing with 4 nests – which is down on previous years. This is not a major concern unless this signals a permanent trend.
- There were 4 calling turtle doves just off the reserve within Hanson's settlement lagoons and photos of a juvenile bird were received confirming breeding.
- Berry Fen did hold record numbers of breeding lapwing and redshank this year, with birds making the most of the abundance in nesting and foraging habitat and still responding well to the new anti-predator electric fence. Avocet and snipe 'drumming' were both recorded as new breeding species.

Other Wildlife Highlights

- Bittern, marsh harrier and bearded tit all now seen in Cell 7-9 area plus turtle doves on several occasions too – no doubt making use of the sparse conditions and weedy seeds plants still present.
- Norfolk hawk found in July on Cell 1 IDB drain makes up the 22nd species of dragonfly found on the reserve
- A Temminck's stint and 2 wood sandpiper, knot and sanderling have been added to the list of passage wading birds seen this year at between Berry Fen and Barleycroft Lake making a total of 17 different wader species on this part of the site.

Visitors, Events and Media

- Walks were led for 2 groups from Hunts Local Group and Hunts Flora and Fauna Society.
- Jonathan and Hannah hosted a visit by a large group of students from the Judge Business School at Oxford-Brookes University.

Reserve Management

- The summer season is a quiet period for reserve management. However, since the close of the breeding season we have now made first use of our new sit-in tracked reed cutting machine on Cell 2 - now that staff training is complete. It's been something of a trial run this year and the management work will continue in earnest next year. The plan will be to 'rejuvenate' the habitat there by turning it back to a marshy vegetation by cutting and grazing over 2-3 years before later stepping back to allow it to slowly return to its original reedy state!
- We have also been planning for the replacement in the coming months of a large proportion of the existing sluices on the reserves in an effort to improve the functionality of the water management system and set us up for the time when we begin to abstract water from the River Ouse.

Summary of Recent Hanson-RSPB Wetland Project Work

- The new car park has received planning permission, we have contractors lined up but still need to complete some legal work before we can carry out the work. This is likely to be complete for spring with formal opening later in 2020 but dependant on completion of further legals.
- We have also been working closely with Hanson to complete the final tweaks to Cell 8 and 9 for visitors with level grassy paths and seeding the grassland surrounds with a carefully selected grass-wildflower mix where the soils are thinner and more likely to support wildflowers.
- Meanwhile Hanson's restoration continues at great pace in Cell 10 to create a very large cell with a mixture of open water, reedbed and fen habitats.

Jonathan Taylor, Senior Project Manager jonathanD.taylor@rspb.org.uk

Chris Hudson, Senior Sites Manager chris.hudson.rspb.org.uk

Any Other Business from Members

- Bill Handley asked of Chris Hudson how they (the RSPB) encourage wildlife to the reserve and are the water bodies at the finalised height/level. CH advised that through careful and structured management of the site, shrub clearance, pulling willows, creating nesting opportunities it has been proven that once the reserve becomes established, as it is, that wildlife will naturally migrate towards settling there. CH referred to plans and showed the committee where the present water bodies were at level and which cells still needed to be raised.
- Steve Edwards asked if reptiles were being attracted to the site – CH advised that many surveys had been completed, which identified various wildlife, including insects and reptiles. It is already known that we have common lizards, grass snakes and otters as well as the water vole and Badger.
- Margaret Lumb asked on the detail of the facilities for the RSPB visitor centre and CH advised that it would initially be mostly information and directional boards/signs.
- Nick Dibben asked how the reserve visitors/the public, would be separated and kept from the quarry activities. HL and CH both advised that there would be demarcation via fencing and signage as well as the main quarry haul road being an obvious barrier. The bunding on the haul road does provide a very good visibility block from the quarry. In addition, Armco barriers and further fencing will be used on the shared access road
- Jonathan Taylor advised the committee of the new water intake and out let structures that were soon to be installed, that would allow them (the RSPB) to better control the water levels and throughput of water flows within the cells.
- Bill Handley advised the committee that "Willingham" wasn't happy with the number of HGV and construction traffic presently using the B1050 Shelfords Road and that its very poor condition appears to have worsened of late. He said the road is dangerous and that they are pushing to have it restricted to a 30 MPH limit.
 - HL advised all of the planning condition that restricts Hanson wagons on delivery or return, of using the B1050 as a short cut to the A14 as well as other restricted routes. That all hauliers and haulage companies working for Hanson were aware of the condition and that he (HL) re-issues the notice to all weighbridge users every 18 months

and by coincidence has only just re-issued with the last 2 weeks (Copies attached to these minutes)

- A general discussion followed where by BH and AH as well as other committee members stressed that they didn't appear to have an issue with Hanson wagons and certainly hadn't received any complaints saying otherwise.

Any Other Business

N/A.

Date of the Next Meeting:

The date proposed and agreed for the next meeting was **Monday 20th April at Hanson Aggregates Unit office. To start at 6.00pm**

Hilton Law
Hanson UK

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		For previous action on this resolution refer to Rolling Program submitted to <u>December 2020 meeting</u> 02/12 – Possible project for CIL funding application – Recommendation to this meeting from Property Committee 6/01 – Agreement that £75k provision be removed from budget 2021/22 and that the project be put forward to HDC for potential CIL funding. £5k to remain in Repairs and Renewals.
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 03/12 – meeting to be arranged for January to reinvigorate action 03/02 – no further action to date 26/04 - BH/CX Working party due to meet on 18/5 18/05 – BH/CX Working party met, report to 30/6 council 09/06 – SITC/CIC Working group met. Further meeting to be held. 29/06 – SITC/CIC Working group met with Steve Daniels, owner of old Nat West building. Verbal update given at 30/06 Council meeting. Further meetings to be held as required.
C144.00	13/01/2021	ST IVES CARES	Strategic Planning group formed to assist with facilitating delivery of the project. (Cllrs D Rowe, M King, P Pope and C Smith)	Agreed.	01/02 – Ongoing 03/02 – Grant acceptance paperwork completed and submitted. Discussion ongoing to form both Steering Group and Project Management Team at the current time. 03/03 – Initial meeting held on 17 February. Data awaited from Social Prescribers and Community Development Officer. Ongoing. 26/04 - Group working in background. Clerk to follow up on return. 17/06 - Meeting held between Dy Clerk, CCC and Hunts Forum to discuss progress.

					<p>29/06 - Further meeting held between Dy Clerk, CCC and Hunts Forum. First tranche of grant received - £12,438. Ring fenced until required. CCC aware of and agreeable to project delay. Progress report being prepared.</p> <p>21/7 Job role and Job Description/ Job Spec and salary approved by Personnel Committee. Ready to advertise post.</p> <p>4/8 Meeting with CCC and Hunts Forum to discuss advertising</p> <p>22/9 Further meeting held. Advertising to take place towards end of October.</p>
a	10/02/2021	BURLEIGH HILL COMMUNITY ASSOCIATION		That the management structure of the Association be included in the forthcoming Governance Review	<p>03/03 – Working Group met in January and an audit check list was produced. Ongoing.</p> <p>26/04 –Working party due to meet on 18/5</p> <p>18/05 – BH/CX Working party met</p> <p>30/6 report to Council – Report noted</p>
C186.02	10/03/2021	USE OF CIL FUNDS		Policy to be prepared on use of CIL funds.	<p>24/03 – Report to future meeting.</p> <p>13/10 – Draft policy to be put to Council</p>
C200.01	14/04/2021	BUS STOP HOUGHTON ROAD	That CIL funds be used should the provision of a new bus stop be agreed with the County Council and the Combined Authority		26/04 – Agreed. Ongoing discussions with other authorities.
C218.00	14/04/2021	DECARBONISATION FEASIBILITY STUDY	Study completed.	Working Group formed comprising Cllrs Pallant, Dibben, Parkin, Rowe and Pegoraro.	<p>14/04 – The Working Group to be set up to discuss the study in detail and make recommendations to future Council Meeting.</p> <p>26/04 - Working party to meet on 13/05. Varsity representatives to attend.</p> <p>13/05 – Working party met with Varsity representatives.</p> <p>30/6 - report to Council.</p> <p>28/7 2pm SALIX portal opened for receipt of applications for Low Carbon Skills Fund</p> <p>30/7 9.15am Application for £25,000 submitted by Varsity</p> <p>7/9 advised bid unsuccessful</p>

					28/9 advised by Varsity of criteria for PSDS round 3. Only 50% grant. SITC would need to fund £550K (with confirmation that this was available by 6/10/21). Advised by Varsity not to put in an application, as may preclude future applications (round 4 expected in 2022).
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04/10/2021

St Ives Town Council Current Year

Page 1

10:10

PURCHASE LEDGER INVOICE LISTING

User: KJD

Purchase Ledger for Month No 6

Order by Invoice Number

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
21/09/2021	05	009220	TERRYS	TER0001	10.00	2.00	12.00	5019	400	10.00	Keys cut
20/09/2021	13	009218	D SMITH	SMI0001	210.00	0.00	210.00	5771	150	210.00	Mace Bearer services x 3
15/09/2021	20	009199	CAMBRIDGE WATER	CAMBS001	37.13	0.00	37.13	6456	300	37.13	Bus station water rates
15/09/2021	59	009196	CAMBRIDGE WATER	CAMBS001	47.94	0.00	47.94	6934	400	47.94	TH water rates
15/09/2021	85	009197	CAMBRIDGE WATER	CAMBS001	36.52	0.00	36.52	6934	300	36.52	Broadleas water rates
20/09/2021	131JS	009175	BT INTERNET	BTE0001	41.54	8.30	49.84	5008	100	41.54	Broadband
15/09/2021	0527	009187	WOODBINE FARMS	WOO0001	130.75	26.15	156.90	5848	160	130.75	Deposit for Reindeer
15/09/2021	883	009181	PAYROLL	PAYROLL	22,817.32	0.00	22,817.32	5301	200	22,817.32	September Salaries
15/09/2021	884	009182	PAYROLL	PAYROLL	6,148.27	0.00	6,148.27	5304	200	2,316.39	August PAYE
								5304	200	-837.98	August PAYE
								5301	200	4,669.86	August PAYE
15/09/2021	885	009183	PAYROLL	PAYROLL	6,700.60	0.00	6,700.60	5301	200	1,553.54	September pension
								5303	200	5,147.06	September pension
15/09/2021	1009	009200	CCC WESTFIELD SCHOOL	CCC001	115.00	0.00	115.00	5979	170	115.00	Covid grant
20/09/2021	2136	009180	EVOLUTION	EVO0001	902.50	180.50	1,083.00	5848	160	902.50	50% deposit for xmas lights
15/09/2021	5837	009201	B LECOCHÉ LTD	LEC0001	55.00	11.00	66.00	5160	100	55.00	Narrow boat eviction
15/09/2021	18147	009192	SEC	SEC0001	2,175.00	435.00	2,610.00	7237	410	2,175.00	CEX lights replaced
20/09/2021	19757	009209	CLOUDY	CLO0001	1,203.20	240.64	1,443.84	5017	100	1,203.20	It support
15/09/2021	20718	009202	SIQP	STI0001	36.00	0.00	36.00	5012	100	36.00	Cemetery leaflets
15/09/2021	24303	009188	CLIMATE	CLI0001	160.00	32.00	192.00	5019	400	160.00	Barrier service
20/09/2021	50295	009215	ATKINS GREGORY	ATK001	2,390.73	478.14	2,868.87	7035	400	668.61	Cleaning Sept TH
								6456	300	1,722.12	Cleaning Sept Bus station
15/09/2021	0055221	009186	CNG LTD	CNG0001	88.36	4.42	92.78	7032	400	88.36	TH gas August
15/09/2021	56065	009189	E-ON	EON002	206.73	41.35	248.08	6032	310	206.73	Street light energy
15/09/2021	060330	009193	T CLARKE	TCL0001	105.00	21.00	126.00	5019	400	105.00	Call out to boiler
15/09/2021	060331	009191	T CLARKE	TCL0001	230.00	46.00	276.00	7237	410	230.00	CEX boiler service
15/09/2021	115107	009198	IBBETTS	IBB0001	7.46	1.49	8.95	5019	300	7.46	Pin plug adaptor
20/09/2021	171252	009206	IBBETTS	IBB0001	237.07	47.41	284.48	9286	300	237.07	Starter charger & jump leads

Purchase Ledger for Month No 6

Order by Invoice Number

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
15/09/2021	171626	009190	IBBETTS	IBB0001	36.75	7.35	44.10	5019	300	36.75	Adaptor,oil and line
21/09/2021	172249	009219	IBBETTS	IBB0001	49.82	9.97	59.79	5019	300	49.82	WD40, oil for machinery
15/09/2021	177464	009203	UK FIRE	UKF0001	375.90	0.00	375.90	7037	400	375.90	TH fire alarm service
15/09/2021	177484	009204	UK FIRE	UKF0001	3,742.25	748.45	4,490.70	7237	410	3,742.25	CEX fire alarm replacement
15/09/2021	6156284	009205	ESPO	ESP0001	34.35	6.87	41.22	5012	100	34.35	Pouches Lam
20/09/2021	06249703	009217	PITNEY EQUIP	PIT0002	60.54	12.11	72.65	5011	100	60.54	Franking machine rent
21/09/2021	9473240	009221	ANGLIAN WATER	ANG00006	28.52	0.00	28.52	6934	400	28.52	Sewerage charges TH
20/09/2021	21093431	009208	ANDREWS ARNOLD	AND0002	10.45	2.09	12.54	5008	100	10.45	CCTV sim
20/09/2021	210890799	009177	JOLA CLOUD SOL	JOLA001	43.50	8.70	52.20	5008	100	43.50	Phone line
15/09/2021	349104731	009194	LLOYDS BANK	LLOO	17.18	0.00	17.18	5560	130	17.18	Bank charges
20/09/2021	350295428	009216	LLOYDS BANK	LLOO	14.59	0.00	14.59	5560	130	14.59	Bank charges Aug
15/09/2021	350649358	009195	LLOYDS BANK	LLOO	3.90	0.00	3.90	5560	130	3.90	Bank charges
20/09/2021	1105433588	009214	HAVEN OLD MORT	HAV0002	8.06	0.40	8.46	6932	300	8.06	Old Mortuary electricity Aug
20/09/2021	1105433589*	009211	HAVEN WEST STREET	HAV0009	16.84	0.84	17.68	6456	300	16.84	Globe electricity Aug
20/09/2021	1105433590	009213	HAVEN WARNERS	HAV0004	8.51	0.42	8.93	6932	300	8.51	Warners electricity Aug
20/09/2021	1105433591	009210	HAVEN HALDO	HAV0005	15.50	0.77	16.27	6932	300	15.50	Haldo electricity Aug
20/09/2021	2014317480	009207	ALLSTAR	ALL0001	277.19	35.87	313.06	6256	330	277.19	Fule for pick up & machinery
20/09/2021	2014385261	009176	ALLSTAR	ALL0001	248.39	34.41	282.80	6256	330	248.39	Fuel for pick ups and machiney
15/09/2021	2075401357	009198	CAMBRIDGE WATER	CAMBS001	84.76	0.00	84.76	6934	300	84.76	Water rates Waits
15/09/2021	2075401366	009184	CAMBRIDGE WATER	CAMBS001	684.73	0.00	684.73	6456	300	684.73	Globe water rates
20/09/2021	11065433592	009212	HAVEN OUTSIDE	HAV0001	26.51	1.32	27.83	6983	300	26.51	FM electricity Aug
20/09/2021	A231863	009178	IMPRESSIONS	IMP0001	335.25	67.05	402.30	5021	300	232.50	Work uniform
								6983	300	102.75	Work uniform
20/09/2021	A6570336065	9179	SCREWFIX	SCR0001	74.99	14.99	89.98	6983	300	74.99	2 x Hand trucks
TOTAL INVOICES					<u>50,290.60</u>	<u>2,527.01</u>	<u>52,817.61</u>			<u>50,290.60</u>	

St Ives Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2021

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/09/2021	Current Account	19,535.43	
30/09/2021	Business Account	434,891.45	
31/08/2021	Public Sector Deposit Fund	278,408.71	
			732,835.59
<u>Other Cash & Bank Balances</u>			
			170.00
			<u>733,005.59</u>
<u>Unpresented Payments</u>			
			1,220.00
			<u>731,785.59</u>
<u>Receipts not on Bank Statement</u>			
			0.00
			<u>731,785.59</u>
<u>Closing Balance</u>			
			<u>731,785.59</u>
<u>All Cash & Bank Accounts</u>			
1	Bank Current Account	18,315.43	
2	Business Call Account	434,891.45	
3	CCLA	278,408.71	
	Other Cash & Bank Balances	170.00	
	Total Cash & Bank Balances		<u>731,785.59</u>

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		<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	100	56	50	0	0	0	0	0	0
	Total Income	100	56	50	0	0	0	0	0	0
5008	Phone & Internet	2,000	1,928	2,400	459	2,400	0	0	0	0
5011	Postage	1,200	764	750	621	1,000	0	0	0	0
5012	Office Stationery	2,000	1,438	2,000	537	1,500	0	0	0	0
5013	Photocopier	2,500	2,078	2,300	2,078	2,300	0	0	0	0
5014	Office Equipment	500	243	500	60	0	0	0	0	0
5017	Computer Equip. & Support	4,500	12,296	6,000	14,718	0	0	0	0	0
5018	Data Protection	40	35	36	35	35	0	0	0	0
5019	Repairs & Renewals	250	0	250	0	0	0	0	0	0
5020	Office Library	20	0	20	0	0	0	0	0	0
5021	Health & Safety	250	0	250	0	0	0	0	0	0
5024	Misc Admin Costs	50	0	50	0	0	0	0	0	0
5025	Subscriptions	2,315	2,668	2,700	2,462	0	0	0	0	0
5061	Election costs (EMR)	2,500	0	2,500	43	0	0	0	0	0
5160	Legal Fees	2,000	3,029	2,000	544	489	0	0	0	0
9014	Provision for PC (EMR)	0	12,590	1,000	721	721	0	0	0	0
9080	CIL Expenditure (EMR)	0	0	0	221	0	0	0	0	0
	Overhead Expenditure	20,125	37,069	22,756	22,498	8,445	0	0	0	0
	100 Net Income over Expenditure	-20,025	-37,013	-22,706	-22,498	-8,445	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

		<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	12,590	0	721	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(20,025)</u>	<u>(24,423)</u>	<u>(22,706)</u>	<u>(21,777)</u>	<u>(8,445)</u>		<u>0</u>		
<u>130</u>	<u>Finance</u>									
4030	Bank Interest Received	14,000	16,413	14,000	7,381	0	0	0	0	0
4080	CIL Income (EMR)	0	72,814	0	19,241	19,241	0	0	0	0
4998	Other Income	0	73	0	0	0	0	0	0	0
	Total Income	<u>14,000</u>	<u>89,300</u>	<u>14,000</u>	<u>26,622</u>	<u>19,241</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5227	Operational Insurance	8,000	7,980	8,140	9,881	8,140	0	0	0	0
5517	Finance software cover	1,800	1,041	1,400	699	1,400	0	0	0	0
5530	Loan Repayments	53,235	53,235	53,460	26,933	53,460	0	0	0	0
5558	Audit Fees	3,000	3,400	3,000	-1,728	3,000	0	0	0	0
5559	Accountancy Services	1,000	560	1,000	560	560	0	0	0	0
5560	Bank Charges	360	171	250	109	200	0	0	0	0
	Overhead Expenditure	<u>67,395</u>	<u>66,387</u>	<u>67,250</u>	<u>36,455</u>	<u>66,760</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	130 Net Income over Expenditure	<u>-53,395</u>	<u>22,913</u>	<u>-53,250</u>	<u>-9,834</u>	<u>-47,519</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6001	less Transfer to EMR	0	72,814	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(53,395)</u>	<u>(49,902)</u>	<u>(53,250)</u>	<u>(9,834)</u>	<u>(47,519)</u>		<u>0</u>		
<u>140</u>	<u>Advertising & Publicity</u>									
5610	Website Hosting	370	340	370	105	370	0	0	0	0
5666	Promotion & Publicity	2,000	75	2,000	0	0	0	0	0	0
5668	The Bridge/Annual Report	18,500	8,462	18,500	4,315	18,500	0	0	0	0

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		<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	20,870	8,877	20,870	4,420	18,870	0	0	0	0
	Movement to/(from) Gen Reserve	(20,870)	(8,877)	(20,870)	(4,420)	(18,870)		0		
<u>150</u>	<u>Civic</u>									
5723	Mayor's Travel	571	283	565	0	565	0	0	0	0
5771	Civic Events	2,225	37	2,225	1,401	2,225	0	0	0	0
5772	Michaelmas Fair	20	0	20	0	20	0	0	0	0
5773	Civic Regalia	500	0	1,000	121	120	0	0	0	0
5775	Mace Bearer	771	633	780	0	780	0	0	0	0
5776	Mayors' Allowance	6,577	2,476	8,551	4,111	8,551	0	0	0	0
5777	Council Photos/Christmas Cards	350	156	350	0	0	0	0	0	0
5852	Twinning Fund	1,000	0	2,000	0	0	0	0	0	0
9094	Town Celebrations (EMR)	10,000	3,132	19,390	0	0	0	0	0	0
	Overhead Expenditure	22,014	6,716	34,881	5,633	12,261	0	0	0	0
	Movement to/(from) Gen Reserve	(22,014)	(6,716)	(34,881)	(5,632)	(12,261)		0		
<u>160</u>	<u>Grants</u>									
4051	St Ives Cares	0	0	0	12,438	0	0	0	0	0
	Total Income	0	0	0	12,438	0	0	0	0	0
5847	Community Grants	2,500	3,500	2,500	0	0	0	0	0	0
5848	Christmas Lights	10,170	10,170	10,282	1,104	10,282	0	0	0	0
5849	Carnival	9,153	0	9,253	9,253	9,253	0	0	0	0
5850	Town Team	9,390	0	0	9,390	0	0	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5851	FEST	7,271	1,250	7,350	7,350	7,350	0	0	0	0
5853	Volunteer Grants	7,628	7,240	14,992	7,786	14,992	0	0	0	0
5954	HVC	12,712	12,713	12,852	12,852	12,852	0	0	0	0
5955	Norris Grant	35,500	35,500	35,000	35,000	35,000	0	0	0	0
5956	Community Group Grants	0	0	15,000	14,992	14,992	0	0	0	0
6700	St Ives in Bloom	3,152	0	3,187	3,187	3,187	0	0	0	0
	Overhead Expenditure	97,476	70,372	110,416	100,915	107,908	0	0	0	0
	Movement to/(from) Gen Reserve	(97,476)	(70,372)	(110,416)	(88,477)	(107,908)		0		
<u>170</u>	<u>Council General</u>									
4050	COVID Fund income Mayors	0	0	0	1,171	0	0	0	0	0
4053	Grounds Work Grant	0	0	0	10,000	0	0	0	0	0
	Total Income	0	0	0	11,171	0	0	0	0	0
5978	COVID Fund Expenditure	0	14,503	0	0	0	0	0	0	0
5979	COVID Mayors Fund Exp	0	0	0	315	0	0	0	0	0
5980	CCTV	15,569	15,569	15,560	0	15,560	0	0	0	0
5985	Tourist Information (EMR)	10,000	0	10,000	0	0	0	0	0	0
5999	Neighbourhood Plan Exp.(EMR)	11,500	1,859	10,000	6,495	6,495	0	0	0	0
	Overhead Expenditure	37,069	31,931	35,560	6,810	22,055	0	0	0	0
	Movement to/(from) Gen Reserve	(37,069)	(31,931)	(35,560)	4,361	(22,055)		0		

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	<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	14,100	89,356	14,050	50,230	19,241	0	0	0	0
Expenditure	264,949	221,353	291,733	176,731	236,299	0	0	0	0
Net Income over Expenditure	<u>-250,849</u>	<u>-131,997</u>	<u>-277,683</u>	<u>-126,501</u>	<u>-217,058</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	12,590	0	721	0	0	0	0	0
less Transfer to EMR	0	72,814	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(250,849)</u>	<u>(192,221)</u>	<u>(277,683)</u>	<u>(125,780)</u>	<u>(217,058)</u>		<u>0</u>		

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		<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	170	500	0	0	0	0	0	0
5063	Training/Conferences	5,000	1,306	5,000	431	431	0	0	0	0
5301	Salaries	328,707	314,442	315,090	165,564	315,090	0	0	0	0
5303	LGPS Pension	58,000	56,472	58,200	31,148	58,200	0	0	0	0
5304	Inland Revenue PAYE Ees NICs	28,503	28,757	26,600	13,062	26,600	0	0	0	0
5306	HR support	3,780	3,438	3,780	3,438	3,780	0	0	0	0
5307	Staff Contingencies	16,220	0	15,000	750	15,000	0	0	0	0
5308	Homeworking Allowance	0	3,240	0	0	0	0	0	0	0
	Overhead Expenditure	440,710	407,825	424,170	214,394	419,101	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(440,710)</u>	<u>(407,825)</u>	<u>(424,170)</u>	<u>(214,394)</u>	<u>(419,101)</u>		<u>0</u>		
	Personnel - Income	0	0	0	0	0	0	0	0	0
	Expenditure	440,710	407,825	424,170	214,394	419,101	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(440,710)</u>	<u>(407,825)</u>	<u>(424,170)</u>	<u>(214,394)</u>	<u>(419,101)</u>		<u>0</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

		<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	13,800	10,273	12,540	12,450	12,540	0	0	0	0
	Total Income	13,800	10,273	12,540	12,450	12,540	0	0	0	0
5019	Repairs & Renewals	3,000	3,172	3,000	1,634	3,000	0	0	0	0
5021	Health & Safety	500	539	500	407	500	0	0	0	0
6136	Eco Action	0	0	10,000	5,750	10,000	0	0	0	0
6456	Toilet Provision	33,600	31,568	35,000	19,945	35,000	0	0	0	0
6932	Electricity	600	419	600	186	600	0	0	0	0
6934	Water Rates	1,000	968	1,000	121	1,000	0	0	0	0
6937	Fire Extinguishers	250	120	250	0	0	0	0	0	0
6945	Clock Maintenance	420	420	8,220	1,133	10,220	0	0	0	0
6983	Farmer's Markets	10,155	9,284	13,000	6,206	13,000	0	0	0	0
9080	CIL Expenditure (EMR)	0	30,241	0	270	0	0	0	0	0
9136	Jointly Funded Imp Scheme(EMR)	5,000	0	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)	5,000	0	5,000	0	0	0	0	0	0
9195	Play Equipment (EMR)	5,000	14,035	5,000	2,350	5,000	0	0	0	0
9286	Equip & Tools-Amenities (EMR)	5,000	1,121	5,000	756	456	0	0	0	0
9496	Westwood Road Memorial (EMR)	1,000	0	1,000	0	0	0	0	0	0
	Overhead Expenditure	71,525	91,886	93,570	38,758	78,776	0	0	0	0
	300 Net Income over Expenditure	-57,725	-81,613	-81,030	-26,308	-66,236	0	0	0	0

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		<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	39,276	0	270	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(57,725)</u>	<u>(42,337)</u>	<u>(81,030)</u>	<u>(26,038)</u>	<u>(66,236)</u>		<u>0</u>		
<u>310</u>	<u>Street Lighting</u>									
5019	Repairs & Renewals	4,845	931	2,000	0	2,000	0	0	0	0
6032	CCC Electric Energy	2,100	-3,503	1,400	1,228	1,400	0	0	0	0
	Overhead Expenditure	<u>6,945</u>	<u>-2,572</u>	<u>3,400</u>	<u>1,228</u>	<u>3,400</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(6,945)</u>	<u>2,572</u>	<u>(3,400)</u>	<u>(1,228)</u>	<u>(3,400)</u>		<u>0</u>		
<u>330</u>	<u>Machinery</u>									
6255	Road Fund Licence	400	405	450	275	450	0	0	0	0
6256	Fuel	4,500	3,833	4,500	2,331	4,500	0	0	0	0
6257	Maintenance & MOT	4,000	2,494	4,000	777	4,000	0	0	0	0
	Overhead Expenditure	<u>8,900</u>	<u>6,732</u>	<u>8,950</u>	<u>3,383</u>	<u>8,950</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(8,900)</u>	<u>(6,732)</u>	<u>(8,950)</u>	<u>(3,383)</u>	<u>(8,950)</u>		<u>0</u>		
<u>340</u>	<u>Playground/Open Spaces/Cem.</u>									
4052	Ashes Plots Digging	800	992	1,000	693	1,000	0	0	0	0
4130	Chritmas Tree Income	0	7,517	0	0	0	0	0	0	0
4150	Burial Fees	22,000	24,108	22,000	17,510	20,000	0	0	0	0
	Total Income	<u>22,800</u>	<u>32,616</u>	<u>23,000</u>	<u>18,203</u>	<u>21,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6391	Inspections & Repair & Renewal	1,600	611	1,000	611	1,000	0	0	0	0
6488	Tree Work	6,858	740	11,118	3,950	11,118	0	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6490	Annual Planting	9,000	9,575	9,000	5,391	9,000	0	0	0	0
6492	Christmas Tree & Decorations	1,000	7,179	1,000	0	1,000	0	0	0	0
6593	Cemetery Maintenance	8,085	27,355	2,500	430	2,500	0	0	0	0
9080	CIL Expenditure (EMR)	0	0	0	70,960	0	0	0	0	0
	Overhead Expenditure	26,543	45,460	24,618	81,342	24,618	0	0	0	0
	340 Net Income over Expenditure	-3,743	-12,843	-1,618	-63,139	-3,618	0	0	0	0
6000	plus Transfer from EMR	0	0	0	70,960	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(3,743)</u>	<u>(12,843)</u>	<u>(1,618)</u>	<u>7,821</u>	<u>(3,618)</u>		<u>0</u>		
<u>350</u>	<u>Allotments</u>									
4160	Allotment Rents	6,377	6,616	5,964	6,814	0	0	0	0	0
	Total Income	<u>6,377</u>	<u>6,616</u>	<u>5,964</u>	<u>6,814</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6636	Allotment Maintenance	1,000	1,066	1,800	30	1,800	0	0	0	0
6644	Rent for the Meadow	200	0	400	200	200	0	0	0	0
	Overhead Expenditure	1,200	1,066	2,200	230	2,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>5,177</u>	<u>5,550</u>	<u>3,764</u>	<u>6,584</u>	<u>(2,000)</u>		<u>0</u>		
	Amenities - Income	42,977	49,505	41,504	37,467	33,540	0	0	0	0
	Expenditure	115,113	142,572	132,738	124,941	117,744	0	0	0	0
	Net Income over Expenditure	<u>-72,136</u>	<u>-93,067</u>	<u>-91,234</u>	<u>-87,474</u>	<u>-84,204</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	39,276	0	71,230	0	0	0	0	0

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	<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	<u>(72,136)</u>	<u>(53,791)</u>	<u>(91,234)</u>	<u>(16,244)</u>	<u>(84,204)</u>		<u>0</u>		

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		<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	26,000	37,940	31,600	41,476	41,476	0	0	0	0
4202	Tentants' Rechargeable Exps	7,500	7,741	7,500	2,129	3,500	0	0	0	0
4203	Hire of Council Chamber	100	0	0	0	0	0	0	0	0
	Total Income	33,600	45,682	39,100	43,605	44,976	0	0	0	0
5019	Repairs & Renewals	10,000	1,768	10,000	5,568	10,000	0	0	0	0
5033	Business Rates	8,000	7,722	8,000	7,722	7,722	0	0	0	0
6934	Water Rates	400	264	400	118	400	0	0	0	0
7032	Heating & Lighting	5,000	5,794	4,500	1,772	4,500	0	0	0	0
7035	Cleaning	9,500	5,733	9,500	4,296	9,500	0	0	0	0
7037	Maintenance - Contracts	2,000	1,137	2,000	376	0	0	0	0	0
7041	LED Lights Salix	0	9,250	0	0	0	0	0	0	0
7043	Eco Action	0	4,100	10,000	10,000	10,000	0	0	0	0
7044	Trade Refuse	2,050	998	2,000	774	2,000	0	0	0	0
7057	Property Survey	0	0	6,000	0	0	0	0	0	0
9246	TH Refurbishments (EMR)	11,000	8,346	10,000	0	0	0	0	0	0
	Overhead Expenditure	47,950	45,111	62,400	30,626	44,122	0	0	0	0
	400 Net Income over Expenditure	-14,350	570	-23,300	12,978	854	0	0	0	0
6000	plus Transfer from EMR	0	8,346	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(14,350)	8,916	(23,300)	12,978	854		0		
<u>410</u>	<u>Corn Exchange</u>									

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		<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	10,000	10,564	10,000	7,527	10,000	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	0	0	5,000	0	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	5,000	0	5,000	6,731	0	0	0	0	0
	Overhead Expenditure	15,000	10,564	20,000	14,258	10,000	0	0	0	0
6000	plus Transfer from EMR	0	0	0	6,731	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(15,000)</u>	<u>(10,564)</u>	<u>(20,000)</u>	<u>(7,526)</u>	<u>(10,000)</u>		<u>0</u>		
<u>430</u>	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	17,291	250	22,041	0	0	0	0	0	0
7046	Warners Pavillon Restoration	0	0	2,530	0	0	0	0	0	0
	Overhead Expenditure	17,291	250	24,571	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(17,291)</u>	<u>(250)</u>	<u>(24,571)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<u>440</u>	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	1,050	700	700	0	0	0	0	0	0
	Total Income	1,050	700	700	0	0	0	0	0	0
5033	Business Rates	2,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,000	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(950)</u>	<u>700</u>	<u>700</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<u>450</u>	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	0	1,000	0	0	0	0	0	0

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	<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	0	1,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(1,000)	0	(1,000)	0	0		0		
Property - Income	34,650	46,382	39,800	43,605	44,976	0	0	0	0
Expenditure	83,241	55,925	107,971	44,884	54,122	0	0	0	0
Net Income over Expenditure	<u>-48,591</u>	<u>-9,543</u>	<u>-68,171</u>	<u>-1,279</u>	<u>-9,146</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	8,346	0	6,731	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(48,591)</u>	<u>(1,197)</u>	<u>(68,171)</u>	<u>5,452</u>	<u>(9,146)</u>		<u>0</u>		

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Other Income</u>										
<u>500</u>	<u>Other Income</u>									
4000	Precept	782,827	782,827	821,010	821,010	821,010	0	0	0	0
4032	SALIX Loan	0	9,250	0	0	0	0	0	0	0
	Total Income	<u>782,827</u>	<u>792,077</u>	<u>821,010</u>	<u>821,010</u>	<u>821,010</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>782,827</u>	<u>792,077</u>	<u>821,010</u>	<u>821,010</u>	<u>821,010</u>		<u>0</u>		
	Other Income - Income	782,827	792,077	821,010	821,010	821,010	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>782,827</u>	<u>792,077</u>	<u>821,010</u>	<u>821,010</u>	<u>821,010</u>		<u>0</u>		
	Total Budget Income	874,554	977,320	916,364	952,311	918,767	0	0	0	0
	Expenditure	904,013	827,675	956,612	560,949	827,266	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(29,459)</u>	<u>149,645</u>	<u>(40,248)</u>	<u>391,362</u>	<u>91,501</u>		<u>0</u>		
	plus Transfer from EMR	0	60,212	0	78,683	0	0	0	0	0
	less Transfer to EMR	0	72,814	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(29,459)</u>	<u>137,043</u>	<u>(40,248)</u>	<u>470,045</u>	<u>91,501</u>		<u>0</u>		