 Issued: 06 June 2019

 **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 on Wednesday 12 June 2019 in the **Town Hall St Ives at 8:00 pm**.

 Alison Benfield BA(Hons) FSLCC  
 Town Clerk

 **PRAYERS**

 The Town Mayor’s Chaplain will say prayers prior to the commencement of the Meeting.

 **AGENDA**

 **C35.00 APOLOGIES FOR ABSENCE**

 To receive and note apologies for absence.

 **C36.00 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.

 **C37.00 PRESENTATION**

 To receive a presentation from Councillor Patrick Kadewere on Chinhoi Town in Zimbabwe.

 **C38.00 PUBLIC PARTICIPATION**

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

 **C39.00 MINUTES**

 To confirm as a correct record the Minutes of the Meetings of the Town Council held on 10 April 2019 and 8/9 May 2019 (copies herewith).

 **C40.00 TOWN MAYOR’S ANNOUNCEMENTS**

 To receive the Town Mayor and Deputy Town Mayor’s engagements list (copy herewith).
C41.00 COMMITTEE REPORTS
To receive Minutes of the Meeting of the following Committees and to consider any recommendations contained therein:

C41.01 Planning Committees
Held on 9 and 22 May 2019 (copies herewith).

C41.02 Amenities Committee
Held on 22 May 2019 (copy herewith) and to consider the Recommendation at A15.00 that the Council agrees to adoption of the revised plan for the Mausoleum which would provide additional spaces for ashes interment and the opportunity for wider use of the facility.

C41.03 Norris Museum
To note that the additional Meeting scheduled for 29 May 2019 was not held.

C42.00 SCHEDULE OF MEETINGS
To receive Schedule of Council and Committee Meetings for 2019/20 (copy herewith).

C43.00 REPRESENTATION ON COMMITTEES/EXTERNAL BODIES
C43.01 Amenities Committee
To note that Councillor L Davies has stood down from the Amenities Committee and to ratify her replacement by Councillor R D'Souza.

C43.02 Personnel Committee
To note that Councillors A Ayers-Wilson and L Davies have stood down from this Committee and to give consideration to the appointment of three new members.

C43.03 Norris Trust Management Group
To note that Councillor A Ayers-Wilson has stood down from this Group and to give consideration to the appointment of one new member.

C44.00 DEFIBRILLATORS
To receive update report (copy herewith)

C45.00 TWINNING VISIT : 6-9 SEPTEMBER
To receive information on proposed visit to St Ives from representatives of Stadtallendorf (copy herewith).

C46.00 MOTION TO COUNCIL : CORN EXCHANGE PRICING POLICIES
To consider the Motion from Councillor T Drye that:

“This council requests that the Town Council members and directors of the Corn Exchange CIC provide this council with a report by the September meeting at the latest, on the way that the Corn Exchange pricing policies have been implemented over the past four years. In particular, the report should include how the pricing policy has been implemented when the facilities are provided to organisations with a link to CIC members, directors and staff compared to those without some contact.
This report should include both the prices charged for the venue along with ancillary costs incurred for example for the provision of security and the bar.”

**C47.00 SUNDAY MUSICAL EVENTS AT THE DOLPHIN**
To consider report from Councillor B Luter (copy herewith).

**C48.00 RISK MANAGEMENT**
To receive and note Annual Risk Management Action Plans (copy herewith).

**C49.00 VE DAY 2020**
To consider correspondence from SSAFA (copy herewith)

**C50.00 HUNTINGDONSHIRE STREET PARKING PLACES ORDER 2019**
To consider proposals from Cambridgeshire County Council for changes to on-street parking in St Ives (copy herewith).

**C51.00 ORDERS FOR PAYMENT**
To ratify the schedule of Orders for Payment (copy herewith).

**C52.00 BANK RECONCILIATION STATEMENT**
To ratify the Bank Reconciliation Statement (copy herewith).

**C53.00 BUDGET REPORT**
To ratify the Budget Report (copy herewith).

**C54.00 POLICE MATTERS**
To receive the Police Report.

**C55.00 CCTV REPORT**
To receive the CCTV report (copy herewith).

**C56.00 REPORTS FROM OTHER BODIES**
To note any reports provided by other bodies:

- **C65.01 Notes of Needingworth Quarry Liaison Meeting: 3 June 2019** (copy herewith).

**C57.00 COUNTY COUNCIL MATTERS**
To receive reports from County Councillors for St Ives.

**C58.00 DISTRICT COUNCIL MATTERS**
To receive reports from District Councillors for St Ives.

**C59.00 ROLLING PROGRAMME/COUNCILLOR SURGERIES**

- **C59.01** To receive the attached Rolling Programme (copy herewith).
- **C59.02** To receive feedback report from the Councillor Surgery held on 1 June 2019 (copy herewith).

**C60.00 APPLICATIONS FOR FINANCIAL ASSISTANCE**
To note Grant Application from organisers of International Children's Day and to agree retrospective approval (copy herewith).
C61.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC
To resolve 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.

C62.00 QUOTATIONS: INTERNAL AUDIT
To consider quotations received for provision of internal audit services for the next four financial years (copy herewith).

C63.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC
To resolve that the confidential business having been concluded the Press and the Public be re-admitted to the meeting.
From: Patrick Kadewere (Cllr)
Sent: 20 May 2019 12:52
To: Clerk <clerk@stivestowncouncil.gov.uk>
Subject: Fwd: Twinning of the Towns of Huntington, St Ives and Godmanchester with the Town of Chinhoyi in Zimbabwe

To The Mayor of St Ives Town Council

Please find attached information from Zimbabwe Tourism Authority, they are keen to work with both of us in this Twinning or Friendship project. They attended some of our events in Huntington and now want to establish a Twinning program with us.

I know you disbanded your Twinning Association, but if you give me some dates to discuss this fantastic Tourism program that would be much appreciated.

Kind Regards

Cllr Patrick Kadewere
Huntingdon North

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From: FELICIA MUNJAIDI
Sent: Tuesday, May 14, 2019 17:26
To: Patrick Kadewere (Cllr)
Cc: Fuller, Ryan (Cllr)
Subject: Twinning of the Towns of Huntington, St Ives and Godmanchester with the Town of Chinhoyi in Zimbabwe

Dear Cllr Kadewere

It gives us great pleasure to be writing to you as a follow up to the meetings held in Huntington with your fellow councillors, local business members and yourself.

The first visit was led by the Chief Executive of the Zimbabwe Tourism Authority (ZTA), Dr Karikoga Kaseke in November 2018. In this meeting the discussion centred on collaboration and opportunities for twinning between Zimbabwe and Huntingdon through promotion of tourism.

This meeting was followed by a second visit by ZTA Head of Events, ZTA Media, ZTA London and the Embassy staff who came to support the Unit in the Community event. Only last month we attended the multi cultural fashion show.

Most recently you had the opportunity to meet with the Minister of Environment, Tourism and Hospitality Industry, Honourable Priscah Mupfumira who presented to you the attached Town of Chinhoyi Twinning Constitution for your consideration.
All these platforms helped us towards our goal for collaboration and the motivation for twinning of the Towns of Huntington, St Ives and Godmanchester with the Town of Chinhoyi in Zimbabwe.

We believe that twinning with the Town of Chinhoyi will offer a lot through: new opportunities for communities such as greater understanding of lives and cultures of other people and the development of lifelong skills and boost tourism numbers between the two towns.

The Mission and ZTA will again attend the event on the Unit in the Community on the 13th of July 2019.

We look forward to hearing from you and a long working relationship.

Thank you in anticipation.

Sincere regards

Felicia Munjaidi
ZTA London
Zimbabwe House
429 The Strand
London
WC2R 0JR
THE CITY OF CHINHOYI TWINNING ASSOCIATION CONSTITUTION

Name
1. The name of the Association shall be "City of Chinhoyi Twinning Association."

Objectives.
2. The Association is a non-political, non-profit-making voluntary organization, and its main objectives shall be to further the good relationships between the City of Chinhoyi and Huntington, St Ives, Godmanchester.
3. The secondary objective of the Association shall be to make its experience and expertise available to City of Chinhoyi at any time that it may be required, either in their dealings with the Towns of Huntington, St Ives and Godmanchester, or with any other Town with whom Twinning or Friendship negotiations may be contemplated in the future.
4. In furtherance of the above objectives, the Association, through its General Committee, shall have the following powers:
   (a) To encourage educational, cultural, and economic exchanges and visits by individuals or groups to and from any Town which may be linked with City of Chinhoyi.
   (b) To raise funds and invite contributions from any appropriate individual or group, by way of contributions or subscriptions or otherwise, provided that the Association shall not undertake any permanent trading activities in raising funds for its objectives.

Accounts.
5. (a) The General Committee shall maintain a comprehensive Budget plan (covering all areas of expenditure – prepared by Chairman/ Treasurer.
   (b) The accounts of the Association shall be prepared by the Treasurer for each financial year from 1 April to 31 March and shall be examined by an approved Financial Examiner.
   (c) Bank accounts, deposit and current as well as Building Society Accounts as deemed necessary by the General Committee, shall be maintained in the name of the Association, and all cheques shall be signed by two (2) out of three (3) duly authorized persons.
   (d) Credit/Debit Cards as deemed necessary, shall be maintained in the name of the Association for use by authorized signatories.
   (e) Any transfer of funds between separate accounts, or the issue of funds from any account for whatever purpose, must be endorsed by the General Committee, and a record maintained in the Minutes of any decision.

Membership
6. Membership of the Association shall be open to all those interested as individuals, Organizations, or Businesses in furtherance of the objectives of the Association. Joining fees and annual subscriptions shall be levied at a rate decided by a majority at the Annual General Meeting.

Management
7. (a) The Officers of the Association shall be the Chairperson, a Vice-Chair for each of the Twinned Towns/Friendship Towns Committees, the Secretary, the Treasurer, the
Membership Secretary, the Chair of the Social/Fund-Raising Sub Committee and the Chair of the Marketing Committee, plus any member attending the General Committee Meeting.

(b) The affairs of the Association shall be managed by a General Committee, consisting of Officers and any member attending the General Committee meetings.

(c) In addition to the General Committee, there shall be an Executive Committee comprising of the Association Officers. To be convened when any emergencies or any urgent business must be dealt with.

(d) At any meeting of the General Committee, a minimum of eight (8) voting members, three (3) of whom must be Association Officers shall constitute a quorum. A quorum of three (3) members shall be required for an Executive Committee meeting.

(e) In the event of a tied vote, the Chairperson shall have a casting vote.

(f) Meetings of the General Committee shall be called at regular intervals or at any time when the business of the Association warrants, but in any case, at intervals of not greater than 2 months. No less than seven (7) days’ notice shall be given of all such meetings.

Active Life President

8. The post of Active Life President shall be granted for outstanding service to the ideals of Twinning and International understanding. It shall be for the duration of their lifetimes.

Local Authority Representatives

9. The Association recognizes that the City of Chinhoyi representatives have the right to attend all Committee meetings and have full voting rights. City of Chinhoyi shall second two (2) management members to the association.

Annual General Meeting

10. The AGM shall be held as soon as possible after the end of the financial year, for the following purposes:

   (a) To receive a report from the Chairman

   (b) To receive from the Treasurer a report, Balance Sheet, and Statement of Accounts for the preceding financial year – for approval.

   (c) To elect the, Vice Chairs, Secretary, Treasurer, Membership Secretary, Chair of the Social/Fund Raising Sub Committee, and Chair of the Marketing Sub Committee.

   (d) To appoint an Independent Financial Examiner for the ensuing year.

   (e) The Chairperson shall be appointed by the Life President.

11. The Constitution may only be amended by a two thirds (2/3) majority of the members present at the AGM, provided that 14 (fourteen) days’ notice of the proposed amendment has been sent to all members and provided that no amendment is made to the Objectives (Clauses 2 & 3), the rules regarding Property (Clause 18), or this clause.

12. Not less than fourteen (14) days before the AGM or Extraordinary General Meeting, notice of such meetings and of the business to be transacted shall be sent to each member.

13. Matters to raise at the AGM must be notified in writing/email by the last General Meeting before the AGM.

Nominations
14. Nominations for Officers of the Association may be made by any member of the Association, and must be seconded by another member, either before the AGM, in writing, or from the floor at the AGM.

**Elections**
15. Where more than one nomination is received for any one post, election will be by ballot, and all members of the Association present at the AGM are entitled to vote. Where there is only one nomination, election will be by a show of hands. In each case only a simple majority is required.

**Extraordinary General Meeting**
16. The Secretary shall call an EGM of the Association on receiving a request in writing stating the object of the meeting and signed by not less than ten (10) members of the Association, or at any time by a Resolution of the General Committee. Such a meeting shall be called within twenty-one (21) days of receiving the request - fourteen (14) days’ notice at least to be given to all members of the Association stating the business of the meeting.
17. No business other than that of which notice has been given, shall be brought forward at the EGM.
18. Eight (8) members, three (3) of whom must be Officers, shall constitute a quorum.

**Minutes**
19. Minutes shall be kept of all proceedings of the Association in General Meetings and of all General Committee proceedings: These to be provided to all members of the General Committee, and Sub Committees and made available to all members on request to the Secretary.

**Property**
20. The Association shall be entitled to acquire by purchase or otherwise and sell or otherwise dispose of any real or personal property necessary or convenient for the promotion of its objectives. Such real property shall be invested in not less than two (2) Trustees to be appointed by the Association at a General Meeting. The personal property of the Association shall be vested in the Committee.

**Funds**
21. The income and property of the Association howsoever derived shall be applied solely towards promoting the objectives of the Association as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member of the Association, except in payment of legitimate and reasonable expenses incurred on behalf of the Association.
22. In the event of winding up or the dissolution of the Association, any remaining assets after all liabilities have been discharged, shall not be paid or transferred to any other member or members of the Association, but shall be transferred to an organization whose objectives are similar to those of the Association and whose rules preclude the distribution of income and assets among its members.

**Press**
23. The Press shall be invited to attend all Association meetings, including the AGM, and also General Committee meetings.

24. A member of the General Committee shall be appointed to act as Press Relations Officer (PRO) to ensure that the Press is given information on any meetings which they are unable to attend, or any proceedings which are deemed relevant.

**Child Protection Policy**

25. A policy will be produced in line with legislation.

**Dissolution of the Association**

26. The Association may be dissolved by a two thirds majority of members present and voting at an Annual General Meeting or Extraordinary General Meeting, confirmed by a simple majority of members voting at a further EGM held no less than 14 days after the previous meeting. If a Motion for dissolution of the Association is proposed at an AGM or EGM, this motion shall be referred to specifically when notice of the second meeting is given. Should the winding up meeting be inquorate, a second meeting will be called within the time allowed and a simple majority shall suffice regardless of quorum.

June 2016 as amended at the AGM
Minutes of the Meeting of St Ives Town Council
held at the Town Hall St Ives on Wednesday 10 April 2019

Present:
The Town Mayor: Councillor Dr T Drye
The Deputy Town Mayor: Councillor D Rowe
Councillors: J Davies, A Dickinson, R Bellamy, N Dibben, R Fuller, L Davies, M King, Dr C Pegoraro, B Luter, J Pallant, R D’Souza, P Hussain, J Tiddy

Absent: Councillor P Pope

In attendance:
Mayor of Combined Authority: Mr J Palmer
Town Clerk: A Benfield
Committee Clerk: S Rawlinson

PRAYERS
The Town Mayor’s Chaplain said prayers prior to the commencement of the Meeting.

C234.00 APOLOGIES FOR ABSENCE
Apologies were received from Councillor A Ayers-Wilson (ill health).

C235.00 DECLARATIONS OF INTEREST
Agenda Item C241.01 – Councillor R D’Souza – Other interest as her parent was an employee of the County Council Library Service.
Agenda Item C243.00 – Councillor J Pallant - Other interest as his wife was a member of the Warner’s Park Pavilion Committee.

C236.00 MR JAMES PALMER
The Town Mayor welcomed Mr Palmer, the Mayor of the Cambridgeshire and Peterborough Combined Authority to the meeting.

Mayor Palmer thanked Members for inviting him. He stated that he enjoyed visiting parishes as it provided a rare opportunity for him to engage across the county.

He informed Members that he had an initial budget of £20m from the Government to deliver on some projects which had eluded the City and County Councils. Extra funding had been received since and his office had received an additional £350m since he was elected.

His major projects at the current time were the new Metro which would travel to Alconbury; a feasibility study was being carried out on a third river crossing which would alleviate congestion. He was also looking at employment – currently there were more jobs than people in the area and there was a skills shortage. He was keen to expand the number of apprenticeships available.

The Master Plans for market towns across Cambridgeshire were progressing, several were already in place but were not implemented due to lack of funding. He hoped that they would come to fruition now.

Mayor Palmer indicated that he would be happy to answer any questions from Members.
Q: Where was the energy being focused on recruiting new apprentices?
A: There would be a central hub for Cambridgeshire and Peterborough instead of this being organized by separate authorities. It would be clear where young people and businesses should go to find information.

Q: What was the timeline for the third river crossing?
A: The feasibility study would be completed by March 2020 and he would be able to be more specific on timescale and location following that.

Q: What could be done within the next year to improve local bus provision?
A: Some extra funding had been provided but only on certain routes. In the long term this was unsustainable. The Metro was a long term solution. To aid in the medium and short term a task force would be set up to work closely with bus operators. He was looking at franchising also and continuing to put more pressure on operators to achieve improvement over the next year.

Q: How is funding achieved?
A: Generally by putting together sound feasibility studies and presenting the strong business case which the Government expected. He dealt regularly with the Treasury and investors. He was confident that the projects currently being developed would achieve funding when the time came.

Q: How could the Town Council assist him?
A: The Master Plan process was key. He relied on councils to bring forward projects. £50m was available to invest in business-based projects. He asked Members to inform him of any such projects needing help.

Q: When will the St Ives Master Plan happen?
A: They were currently phasing in Plans over different towns, he did not yet have a date for the St Ives Plan. He would investigate this further and inform the Council.

Q: Is encouraging cycling part of the strategy?
A: The evidence was that people would cycle to and from work up to a maximum of 4 miles. They were working on significantly greater distances than that. He would ensure that on the Metro route there would be cycleways within 4 miles of each station. The Council could make its own application to Sustrans. One area they were looking into was introducing electric cycles into Cambridge.

Q: Will the Metro system supplement the guided bus?
A: It will supersede the guided bus. With 12,000 new homes proposed for Northstowe traditional buses could not handle the capacity, the Metro system could.

Q: Would there be more electric car charging points?
A: He did not understand why these were currently the responsibility of local authorities. Some of the points in place were unsuitable for charging all vehicles. He believed that provision of charging points should be a commercial enterprise which would encompass a wider range of vehicles.

Q: Why is Cambridge considered the centre of the County when Huntingdonshire was developing rapidly?
A: That Cambridge has 5 science parks and is continuing to grow can not be ignored but his job was to make sure that the wealth created there was more evenly distributed around the County. Once good infrastructure was put in place and the Metro system was up and running, people would be able to travel to the science parks and pass through St Ives and other towns. Office space was much cheaper here than in Cambridge and new businesses could be attracted to the area boosting the general local economy.

The Town Mayor thanked Mayor Palmer for attending and stated that he would be most welcome to visit the Town Council again at any time.

C237.00 PUBLIC PARTICIPATION
No persons present wished to address the meeting.

C238.00 MINUTES
RESOLVED: that the Minutes of the Meeting of St Ives Town Council held on 13 February 2019 are confirmed as a correct record and signed by the Town Mayor.

C239.00 TOWN MAYOR'S ANNOUNCEMENTS
The Town Mayor reported that he had won the traditional Pancake Race in Huntingdon. As this would be his last full Council meeting as Mayor he took the opportunity to thank Members for all their support over the last municipal year.

C240.00 COMMITTEE REPORTS
The following minutes were received:

C240.01 Planning Committees
The minutes of the Meetings held on 13 and 27 March 2019 were received and noted.

C240.02 Amenities Committee
The minutes of 27 March 2019 were received and noted.

C241.00 APPLICATIONS FOR FINANCIAL ASSISTANCE
Consideration was given to applications for financial assistance:

C241.01 St Ives Summer Reading Challenge - £600
RESOLVED: that the request for £600 for the Summer Reading Challenge be approved.

C241.02 5th St Ives Scouts - £750
The request was for funding for a new laptop. Members considered £750 to be an excessive amount to pay.
RESOLVED: that a decision on this be deferred pending discussion with the group on whether they had other projects in the pipeline which would benefit a larger proportion of members.
C242.00 DEFIBRILLATORS
It was noted that the Town Clerk had met with SITI and the Rotary Club to discuss provision of defibrillators in the town centre. This was now a joint project going forward and further information would be provided to Members following the next joint meeting.

RESOLVED: that the information be received and noted.

C243.00 WARNER’S PARK PAVILION
Members were grateful to Mr David Mead who had drawn up plans for the improvements to the Pavilion at no charge and whose input into the project had been invaluable.

Residents were keen to see the building restored and brought into wider use. The provision of a public toilet was considered especially important.

C243.01 Suspension of Meeting
It was resolved that the meeting be temporarily suspended to enable Mr Mead to speak about his designs for the Pavilion.

Members were in receipt of Mr Mead’s first draft plan and he circulated copies of two alternative plans he had also produced to include external toilet provision.

He stated that access to toilet facilities when the building was closed was of key importance and to this end he considered the toilet should have its own access and door. The facility should be unisex with baby changing facilities, be vandal proof and easily cleaned.

In addition, the Pavilion should have its own toilet facility. The interior plan allowed for the provision of additional storage, internally and externally, an open plan multi use area and a kitchen. He had looked at extending the existing rear storage area but as this would place it close to property boundaries and trees it was considered that it should be left as existing but be re-fenced.

Mr Mead stated that this was still a work in progress and he would be happy to take on board any proposals from members. Costings and funding were issues still to be worked on.

The Town Mayor thanked Mr Mead for his work on the plans and his input to the project.

The Town Clerk expressed concern at the positioning of the public toilet close to residential properties and that the third plan showing the toilet to the front of the building would be preferable. It was known that CCTV had wanted an additional camera in the Park and this would be able to view the toilet block to the front of the building.

C243.02 Reconvening of Meeting
It was Resolved that the meeting be reconvened.

The Town Mayor asked the Working party to come forward with some ideas for funding the project, perhaps whether it should be again by public subscription. He thanked the Members of the Working Party for their efforts so far.
ORDERS FOR PAYMENT
Members were in receipt of schedule of orders for payment.

RESOLVED: that the schedule be received and noted.

BANK RECONCILIATION STATEMENT
Members received the Bank Reconciliation Statement.

RESOLVED: that the Statement be received and noted.

BUDGET REPORT
Members received the Budget Report.

RESOLVED: that the report be received and noted.

POLICE REPORT
No report had been received.

CCTV REPORT
The CCTV Report was received. It was noted that the upgrades to the system should be in place by May.

REPORTS FROM OTHER BODIES/MEETINGS

St Ives Town Team
Members were in receipt of Minutes of the Meeting held on 26 February and Agenda for the Meeting on 26 March 2019.

RESOLVED: that the information be received and noted.

Future Mobility and Energy
Councillors J Davies, L Davies and D Rowe had attended a Seminar on 5 March.

Several interesting points had been discussed. One of the key items was provision of electric charging points, WPS initiatives were growing nationally. It was noted that a new bus service in Sittingbourne was a cross between a traditional bus and a Uber service; each corner in the town was a bus stop linked to an app. Transport was from the pick up point to the front door. The attendees thought this a clever idea.

Councillor Rowe agreed to present a written report to the next meeting along with any recommendations and suggestions for consideration.

RESOLVED: that the information be received and noted.

COUNTY COUNCIL MATTERS
Councillor Fuller reported that he had chaired the first substantive A1123 and St Ives Area Transport Study. The Combined Authority Mayor’s office was funding the A1123 element and the County Council would be responsible for St Ives. There was a longer term package to come and he would advise Members at the appropriate time. Two elements of the proposals would be of particular benefit to St Ives and he would inform members of this when he was able to.
RESOLVED: that the information be received and noted.

C251.00 DISTRICT COUNCIL MATTERS
Councillor J Davies informed Members that he had a meeting planned with the Council’s Arboricultural Officer and the Operations Manager to discuss the increasingly frequent planning applications to remove trees. This was of concern to members of the Town Council’s Planning Committee. He intended to discuss the current policy on tree removal to ensure it was fit for purpose. He would report back to Members in due course.

Councillor J Ablewhite expressed appreciation to the Council that the speed indicator devices were now in place and proving very effective. He was pleased at the successful outcome of the joint partnership working in this matter.

Councillor R Fuller stated that the St Ives Master Plan would be launched in early May with the plans for St Ives, Huntingdon and Ramsey being launched simultaneously. The Town Mayor and Town Clerk would be invited to join the discussion group.

RESOLVED: that the information be received and noted.

C252.00 ROLLING PROGRAMME

RESOLVED: that the Rolling Programme be received and noted.

Town Mayor: Dated: 9 May 2019
Minutes of the Annual Meeting of St Ives Town Council
held at the Corn Exchange St Ives on Wednesday 8 May 2019

Present:
The Town Mayor: Councillor Dr T Drye
The Deputy Town Mayor: Councillor D Rowe
Councillors: A Ayers-Wilson, R Bellamy, R D'Souza, N Dibben, A Dickinson, P Hussain, M King, B Luter, J Pallant, Dr C Pegoraro, J Tiddy

In Attendance:
Town Clerk: A Benfield
Committee Clerk: S Rawlinson

PRAYERS
The Town Mayor’s Chaplain said prayers prior to the commencement of the Meeting.

TOWN MAYOR’S ANNOUNCEMENTS
The Town Mayor welcomed everyone and thanked them for helping him to commemorate the end of his year of office and to welcome the new Mayor of St Ives.

He thanked all those staff at the Town Hall who had helped him during his year as Mayor and presented his Civic Officer, Linda Scales, with a bouquet of flowers. He had raised over £5,500 for his nominated charities and would be presenting the cheques this evening.

The Town Mayor stated that awarding the Freedom of the Town to 42 Engineers (Geo) based at RAF Wyton was one of the highlights of his mayoral year. The Engineers presented a ceremonial sword to the Council which now takes pride of place alongside the official mace.

Being involved in the planning for St Ives to become the first CALM town in the country was also a great achievement. He was grateful to those who had completed the work. He presented a cheque for £1,000 to facilitate some of the start-up costs.

The Town Mayor then made several presentations:

The Community Challenge Award was presented to Festival Events St Ives (FEST) for the groups hard work in organising many wonderful community based events throughout the year.

The Commerce in the Community Award was presented to St Ives Scaffolding for their support of many community events.

The Norris Museum was presented with a cheque for £1,200 to support its work with the local community and outreach with schools.

The Town Mayor’s Cadets, Air Cadets Ftl Sgt Rhiane Davis and Staff Sgt Eleanor Phipps, were presented with commemorative plaques to thank them for their support to the Mayor over the past year.

Millennium Shield for Youth Organisations was presented to CIFA Majorettes for their support at town events.

Friends of Holt Island were presented with a cheque for £1200 to assist with the renovation of the paths in the nature reserve.

Huntingdonshire Volunteer Centre was presented with a cheque for £1200 to assist with its various community projects.
The Town Mayor thanked his Chaplain, Rev Peter Cunliffe for his support throughout the past year and introduced Patrick MacDonald, the newly appointed Poet Laureate of St Ives who would be reading some of his work later.

The final presentation was in honour of former Macebearer, Mr John Smoothy, who sadly passed away the previous year. His support and advice to Councillor Drye and other Mayors in the past was immeasurable and a scroll conferring upon him the honour of Freeman of the Town was presented to members of Mr Smoothy’s family.

C01.00 ELECTION OF TOWN MAYOR FOR THE ENSUING YEAR 2019/20
Nominations were invited for Town Mayor for the municipal year 2019/20.

Councillor Brian Luter proposed that Councillor Daniel Rowe be elected Town Mayor stating that he possessed all the necessary qualities to be an excellent Town Mayor and would offer great leadership. The Proposal was seconded by Councillor John Tiddy.

No further nominations were received and it was therefore

RESOLVED: that Councillor Daniel Rowe be appointed Town Mayor for the municipal year 2019/20.

(Whilst the new Mayor was robed Mr Patrick MacDonald read one of his poems to guests)

C02.00 DECLARATION OF ACCEPTANCE OF OFFICE
The Town Mayor took the oath and declaration of office and signed the official scroll.

He presented Councillor Tim Drye with his Former Mayors Badge and congratulated him on a wonderful year as Mayor and on raising so much money for his charitable causes.

He nominated Ms Amy Sewell as his Mayoress.

As he did not have a personal association with any place of worship he had decided that instead of appointing one chaplain he would have several throughout his year all representing different religions and communities. This, he hoped, would embrace diversity and celebrate difference.

He paid tribute to much-liked local character, Lord Toby Jugg, who had recently passed away and would be sadly missed around the town.

He proposed to have two major charities during his year, the first being aimed at encouraging the revitalisation of town twinning with Stadtallendorf and giving consideration to other places with which to forge twinning links. This would be co-ordinated through United Charities.

The Town Mayor paid tribute to Councillor Drye for his efforts in helping to make St Ives the first CALM town in the country and stated that he would continue to support this initiative.

C03.00 VOTE OF THANKS TO RETIRING TOWN MAYOR
Councillor Nick Dibben offered a vote of thanks to outgoing Town Mayor, Councillor Tim Drye.

Councillor Drye, he stated, had made all of the new councillors feel very welcome and ably guided them through their first year. There was general approval that Council meetings under his chairmanship were very much shorter than in the past. He joked that he hoped the sale of flat caps had increased as a result of Councillor Drye’s trademark headgear.

Members, he said, owed a debt of gratitude to Councillor Drye for his support and guidance.
C04.00 ELECTION OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR 2019/20

Nominations were invited for Deputy Town Mayor for the municipal year 2019/20.

Councillor Nick Dibben proposed that Councillor Jonathan Pallant be appointed Deputy Mayor. He had a keen understanding of how the Council worked, an eye for detail and was never afraid to ask difficult questions. The proposal was seconded by Councillor Dr Carla Pegoraro.

No further nominations were received.

RESOLVED: that Councillor Jonathan Pallant be appointed Deputy Town Mayor for the municipal year 2019/20.

[Mr Patrick MacDonald read a further one of his poems as the Deputy Mayor was robed]

The Deputy Mayor thanked Members and said he would do his utmost to support the Town Mayor in the coming year. He appointed his wife, Mrs Carrie Pallant, as his Deputy Mayoress.

C05.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Davies (Personal), Councillor R Fuller (Personal), Councillor L Davies (ill health) and Councillor P Pope (ill health).

C06.00 ADJOURNMENT OF MEETING TO THURSDAY 9 MAY, 7.00 pm

C07.00 RECONVENING OF MEETING STARTED WEDNESDAY 8 MAY 2019

[Councillors R Fuller and J Davies rejoined the Meeting. Councillors A Ayers-Wilson and R Bellamy left the Meeting].

C08.00 DECLARATIONS OF INTEREST

No declarations were made.

C09.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

C10.00 MINUTES

The Minutes of the Meeting held on 10 April 2019 were amended at C241.01 to show that it was Councillor R D’Souza and not Councillor J Pallant who held an interest in that item.

The Minutes would be presented to the next meeting for approval.

C11.00 TOWN MAYOR’S ANNOUNCEMENTS

The Town Mayor informed Members that on the forthcoming Tuesday the Deputy Mayor and himself would be attending a function at a local company at which HRH The Duke of Kent would be in attendance. As this was a special occasion, permission had been sought for both the Mayor and Deputy to wear their chains of office. This had been agreed with the Lieutenancy Office and approval for this change from civic protocol was sought from the Town Council.

RESOLVED: that approval be given to the Mayor and Deputy both wearing their chains of office on this occasion.

C12.00 COMMITTEE REPORTS

The following minutes were received:

C12.01 Planning Committee
The Minutes of the Meetings held on 10 and 24 April 2019 were received and noted.

C12.02 Personnel Committee
The Minutes of the Meeting held on 17 April 2019 were received and noted.
C12.03 Property Committee
The Minutes of the Meeting held on 24 April 2019 were received and noted.

C12.04 Promotion and Publicity Committee
The Minutes of the Meeting held on 17 April 2019 were received and noted.

C12.05 Norris Museum Trust
The Minutes of the Meeting held on 17 April 2019 were received and noted.

C13.00 GENERAL POWER OF COMPETENCE
RESOLVED: that the Council meets the eligibility to use the General Power of Competence through having equal to, or greater than, two-thirds of the total number of members of the Council elected and supported by a qualified Town Clerk.

C14.00 REVIEW OF COUNCIL POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS
Standing Orders required that the Council’s policies and procedures were reviewed at the Annual Meeting. Members were in receipt of report detailing those documents reviewed for adoption and those still to be reviewed.

RESOLVED: C14.01 that the report is received and the content noted.
C14.02 that the Standing Order Working party review draft guidance produced by the Town Clerk regarding responding to the death of a senior Royal to formulate a policy for adoption by Council at the July meeting.
C14.03 that the Standing Order Working Party meet in June to consider all other policies and procedures to present a report to the July Council meeting for consideration of any amendments required to be made.
C14.04 that as all policies, procedures and protocols were subject to an extensive review in August 2018 no further review is undertaken until February 2020

C15.00 MEMBERSHIP AND APPOINTMENT OF STANDING COMMITTEES
C15.01 Amenities Committee
Councillors J Davies, L Davies, R Fuller, M King, B Luter, J Pallant, Dr C Pegoraro, J Tiddy.

C15.02 Personnel Committee
Councillors A Ayers-Wilson, L Davies, N Dibben, A Dickinson, T Drye, P Hussain, P Pope.

C15.03 Planning Committee
Councillors R Bellamy, J Davies, N Dibben, Dr T Drye, P Hussain, J Pallant, J Tiddy, D Rowe.

C15.04 Property Committee
Councillors R Bellamy, N Dibben, R Fuller, M King, B Luter, J Pallant, Dr C Pegoraro, J Tiddy.

C16.00 MEMBERSHIP AND APPOINTMENT OF WORKING PARTIES
C16.01 The Bridge Working Party
Councillors R D’Souza, M King, Dr C Pegoraro, P Pope, R Fuller.

C16.02 Internal Audit Working Party
Councillors N Dibben, M King, B Luter, D Rowe.
C16.03 Standing Orders Working Party
Councillors J Pallant, R Fuller, N Dibben, R Bellamy.

C16.04 Strategic Plan Working Party
Councillors R D’Souza, J Tiddy, D Rowe, N Dibben, T Drye.

C16.05 Town Clerk’s Appraisal Panel
Town Mayor, Deputy Mayor and immediate past Mayor.

C17.00 NORRIS LIBRARY AND MUSEUM TRUST MANAGEMENT GROUP
Councillors A Ayers-Wilson, R Bellamy, N Dibben, T Drye, M King, J Pallant, Dr C Pegoraro, D Rowe, J Tiddy.

C18.00 CORN EXCHANGE COMMUNITY INTEREST COMPANY
Councillors N Dibben, D Rowe, J Tiddy, J Pallant, P Pope, R Fuller, R Bellamy, B Luter.

C19.00 DATES OF COUNCIL AND COMMITTEE MEETINGS
This would be re-issued to the next meeting of the Town Council.

C20.00 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES AND CONSIDERATION OF ARRANGEMENTS FOR REPORTING BACK TO THE TOWN COUNCIL

C20.01 CCTV Liaison with Huntingdonshire District Council
Councillor P Pope.

C20.02 Festival Events St Ives (FEST)
Councillor B Luter.

C20.03 Police Liaison
Councillor P Pope.

C20.04 St Ives Carnival and Music Festival Working Party
Councillor T Drye.

C20.05 St Ives Christmas Lights Committee
Councillor P Hussain.

C20.06 St Ives In Bloom
Councillor R D’Souza.

C20.07 Four Yearly Appointments
It was noted that the following appointments continue until 2022:

- Cambridgeshire & Peterborough Association of Local Councils – Councillor N Dibben
- Huntingdonshire Volunteer Centre – Councillor T Drye
- St Ives & District Road Safety Committee – Councillor M King
- St Ives Community Association Management Body – Councillors T Drye, R Bellamy, P Pope, M King, A Dickinson, J Pallant
- St Ives Youth Theatre – Councillor P Pope
- St Ives Town Initiative – Councillor P Pope
- Needingworth Quarry Liaison Committee – Councillor N Dibben
- Noble’s Field Trust – Councillor J Davies
- United Charities Trustees – Councillors D Rowe, A Dickinson, R Fuller, T Drye

RESOLVED: that representatives provide reports to Council once or twice a year together with any reports of matters arising of interest to the Council.
C21.00 INTERNAL AUDITOR’S REPORT
Members were in receipt of Internal Auditor’s report for the year ended 31 March 2019.

RESOLVED: that the information be received and noted.

C22.00 ANNUAL RETURN AND STATEMENT OF GOVERNANCE
Members were in receipt of all relevant documentation:

RESOLVED: C22.01 that this Council formally notes its consideration and confirmation that it has maintained an adequate system of internal control throughout each financial year in accordance with Assertions 2 and 6 of the Governance Statement contained in Section 4 of the Annual Return.

C22.02 that the Annual Governance Statement for 2018/19 be approved and signed.

C22.03 that the Accounting Statements for 2018/2019 be approved and signed.

C22.04 that following consideration of all the above documents, approval be given for the Annual Return to be signed by the Town Mayor and the Town Clerk/Responsible Financial Officer.

C23.00 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2019/2020
Members gave consideration to the appointment of Internal Auditor for the forthcoming financial year.

RESOLVED: C23.01 that Moore Stephens be appointed as Internal Auditor for the financial year 2019/20

C23.02 that quotations be sought this year for the appointment of internal auditors for the next financial year.

C24.00 COMMUNITY INFRASTRUCTURE LEVY
Members were in receipt of notification from HDC of the Council’s share of payments received from October 2018 to March 2019.

RESOLVED: that the information be received and noted.

C25.00 DEFIBRILLATORS
Consideration was given to whether the Council wished to see the use of telephone boxes to house defibrillators in the town centre. This would mean the loss of use of these phone boxes.

[Councillor R D’Souza joined the Meeting]

The Town Clerk reported that the boxes would be secured to prevent vandalism and the entry code would be provided to the person telephoning the emergency services.

RESOLVED: that the Council adopt two phone boxes – one in the Sheep Market and one in The Broadway for this purpose.

C26.00 ORDERS FOR PAYMENT
RESOLVED: that the schedule of Orders for Payment be received and noted.

C27.00 BANK RECONCILIATION STATEMENT
RESOLVED: that the Bank Reconciliation Statement be received and noted.
C28.00 BUDGET REPORT

RESOLVED: that the budget report be received and noted.

C29.00 POLICE MATTERS

No report had been received.

C30.00 CCTV REPORT

RESOLVED: that the CCTV Report be received and noted.

C31.00 REPORTS FROM OTHER BODIES

C31.01 St Ives Town Team

The Minutes of Meeting held on 26 March 2019 were received and noted.

C32.00 COUNTY COUNCIL MATTERS

County Councillor R Fuller reported that a meeting of the A141 Transport Study had been held that day. Traffic modelling had been demonstrated to attendees which, he considered, to be very enlightening. The surveys used very detailed tracking systems which were used to produce a model. He was reassured that traffic survey information provided via this means would be very accurate.

He reported that statistics on pothole repairs indicated that with the new patching machines, 18,000 holes had been filled in so far this year.

C33.00 DISTRICT COUNCIL MATTERS

District Councillor R Fuller reported that the Local Plan would be going to HDC Council the following week where it was hoped it would be adopted. This had been the fastest approval of a Local Plan in the country mainly due to the small number of amendments required to the original draft.

The Master Plan had been launched the previous Thursday. This was looking promising as there was a lot of community engagement with the project.

HDC was currently embarking on how to spend its CIL funds of £15m. There would be a report in June. Several projects for St Ives would be under consideration. He would provide further information when possible.

C34.00 ROLLING PROGRAMME

Members were in receipt of Rolling Programme.

It had been some time since the proposals for Moorings on The Waits had been discussed. This had been noted as a low priority item. It was agreed that the subject be re-visited and a decision made on whether to proceed or not.

RESOLVED: that the Town Clerk look further at this matter and provide a report to the September meeting of the Council.

Town Mayor:  

Dated: 12 June 2019
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TOWN COUNCIL MEETING
12th June 2019

FUNCTIONS ATTENDED BY THE TOWN MAYOR AND THE DEPUTY MAYOR

MAYOR Cllr Daniel Rowe

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>12th May</td>
<td>Opening of Time for Health ME Exhibition with Mayoress</td>
<td>Yoga Centre, St Ives</td>
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<td>12th May</td>
<td>Flea on the Quay with Mayoress</td>
<td>The Quay St Ives</td>
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<td>13th May</td>
<td>Ely Mayor Making Ceremony with Mayoress</td>
<td>The Maltings, Ely</td>
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<tr>
<td>14th May</td>
<td>Duke of Kent’s visit to St Ives</td>
<td>42 Technology, Meadow Lane, St Ives</td>
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<tr>
<td>14th May</td>
<td>Raunds Mayor Making Ceremony with Mayoress</td>
<td>Town Hall, Raunds</td>
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<td>19th May</td>
<td>Mayor of Raunds Charity Show with Mayoress</td>
<td>Bassfords Recreation Ground, Raunds</td>
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<tr>
<td>20th May</td>
<td>Meeting with RAF Alconbury Community Liaison Officer</td>
<td>Town Hall, St Ives</td>
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<td>29th May</td>
<td>High Sheriff’s Drinks and Canapes with Mayoress</td>
<td>Burghley House, Stamford</td>
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<td>30th May</td>
<td>Darby &amp; Joan AGM</td>
<td>CEX</td>
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DEPUTY MAYOR Cllr Jonathan Pallant

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<td>42 Technology, Meadow Lane, St Ives</td>
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<tr>
<td>18th May</td>
<td>Peterborough Mayor’s Charity Farewell Ball with Deputy Mayoress</td>
<td>Holiday Inn, Peterborough</td>
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<tr>
<td>21st May</td>
<td>Neighbourhood Cares Bring &amp; Share Lunch</td>
<td>CEX</td>
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<tr>
<td>23rd May</td>
<td>Norris Museum Plants through the ages Celebration event</td>
<td>Norris Museum</td>
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Minutes of the Meeting of the Planning Committee of St Ives Town Council
held at the Town Hall  St Ives on Thursday 9 May 2019

Present:
Town Mayor: Councillor D Rowe [in the Chair for Item PL01.00]
Councillors: N Dibben, J Davies, J Tiddy, P Hussain, T Drye, J Pallant

In attendance:
Committee Clerk: S Rawlinson

PL01.00  APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor N Dibben be appointed Chairman for the ensuing municipal year.

PL02.00  APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor R Bellamy (Personal).

PL03.00  APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor D Rowe be appointed Vice Chairman for the ensuing municipal year.

PL04.00  DECLARATIONS OF INTEREST

No declarations were made.

PL05.00  PUBLIC PARTICIPATION

The Civic Society of St Ives commented as follows:

Application 19/00026/FUL - 20 Wellington Street - The revised drawing (added to HDC's website on 30/4/10) is at odds with the previous proposals (dated 11/3/19 on the website). On the assumption the balcony is now proposed to extend only 1.3m from the first floor wall this will clearly be less obtrusive and intrusive than originally proposed. However, the previous glazed sides to the balcony are now proposed to be 1.1m high brickwork topped with 0.7m of 'natural screens'.

The Society consider brickwork to be more obtrusive and doubt that 'natural screens' have the necessary long life to satisfy a planning requirement. Consideration needs to be given to ensuring there is the least possible loss of light to the neighbours. The screens should be fully specified before approval.

Application 19/00597/S73 - Land at former Golf Course - A resident of Houghton Road informed Members of his concerns regarding the developer's non-compliance with the terms of their management plan. Unauthorised vehicles continued to use the Knights Way entrance and no operative was permanently on site to prevent this. He had made several approaches to HDC on the matter but there had been no long term improvement to the situation.

PL06.00  MINUTES

RESOLVED: that the Minutes of the Meeting of the Planning Committee held on 24 April 2019 are confirmed as a correct record and signed by the Chairman.
The following applications were considered by the Planning Committee:

PL07.01 19/00597/S73
Variation of Condition 1 of 16/00679 for temporary site access for construction traffic. This includes no dig haul road, drop kerb access via public highway, removal of existing hedge. For duration of construction works. The current permission is due to expire on 18 August 2019
Land at former Golf Course, Houghton Road

RECOMMENDATION: Observation
At the current rate of building, it is considered that a 1-year time extension would be more appropriate.

The number of complaints about violations of the existing conditions is noted. The developer needs to put in place far more robust measures to ensure that unauthorised vehicles can not enter the site entrance. The presence of a site operative/gatekeeper, as stated in the original construction plan, needs to be enforced. If not provided by the developer, HDC should appoint an operative at the developer’s expense to ensure site regulations are adhered to.

The site management plan needs amendment to ensure lorries park in a safe location nearby (to be specified) and are given authorisation individually to enter the site.

Given the granting of a time extension it is reasonable to seek enhanced reinstatement conditions. The installation of mature trees should be considered.

PL07.02 19/00553/CLPD
Single storey extension to the rear 19 North Road

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

PL07.03 19/00649/FUL
Demolition of existing conservatory and erection of proposed single storey extension to house kitchen/diner with internal works throughout. Demolition of front protruding window and set window back into wall. Removal of garage door and door/window to be set 22 Constable Road

RECOMMENDATION: Approval
Appropriate scale of development
In keeping with the street scene
PL07.04 19/00026/FUL
Proposed Balcony
20 Wellington Street

RECOMMENDATION: Approval
In principle, subject to:
The reduction in size of the balcony is welcomed but it is considered brick screening is intrusive and a lighter material would be preferred which would still preserve the privacy of neighbours, ie obscured glass panels

PL07.05 19/00803/FUL
Proposed first floor extension over existing flat roof extension to the side and replace existing flat roof to the front with a lean-to roof
26 Scrolans

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

PL08.00 DEVELOPMENT MANAGEMENT COMMITTEE / UPDATED INFORMATION
There were no matters relating to St Ives.

The Chairman informed Members that the developers of the proposed site at RAF Wyton would be holding an Open Day on 11 May.

Chairman: Dated: 22 May 2019
Minutes of the Meeting of the Planning Committee of St Ives Town Council
held at the Town Hall St Ives on Wednesday 22 May 2019

Present:
Chairman: Councillor N Dibben
Vice-Chairman: Councillor D Rowe
Councillors: J Tiddy, P Hussain, R Bellamy, J Davies, J Pallant

In attendance:
Amenities Manager: C Allison

PL09.00 APOLOGIES FOR ABSENCE
Apologies were received from Councillor T Drye but were not given at the meeting.

PL10.00 DECLARATIONS OF INTEREST
No declarations were made.

PL11.00 PRESENTATION FROM DEVELOPERS
Representatives of Barton Willmore, developers of the proposed Wyton on the Hill Garden Project gave a presentation.

The presentation gave the background to Engie, the developer who will be delivering the homes. The plan was for a low carbon, smart sustainable garden village aimed at the over 55's. There would be 670 homes including affordable homes to buy and rented properties. There would be a 64 bed nursing care unit on the site which would also include a neighbourhood centre, convenience store, pub, coffee shop and a small business park all in a landscaped setting.

Access would be from the A141 and junction migration improvement measures were being investigated. A Transport assessment was currently being undertaken with the County Council. A planning application would be submitted in the late summer.

The Chairman thanked Barton Willmore for their presentation which had been very informative. He informed them that the major issues the Council would be focussing upon in considering such a development would be surface water management, sewerage, traffic management, ecology and trees, parking and bin storage.

PL12.00 PUBLIC PARTICIPATION
The Civic Society of St Ives made the following observations:

19/80161/COND - Cromwell Place Surgery
C8 (TRAFFIC MANAGEMENT)
This site is very restricted and abuts roads and bus routes into and out of the town centre. Traffic Management will be central to the successful and timely completion of the planned works. The Society consider this Construction Management Plan does little to provide the confidence that the problems are understood.

There is no statement of the overall duration of the works, the numbers of operatives to be employed at any one time, nor of the materials to be delivered to site, e.g. weight of materials and any lifting requirements or mechanical handling; off site manufacture of panels or
volumetric units, etc etc. All these matters, and others, are essential to developing and implementing a Traffic Management Plan.

Whilst it has been stated the existing surgery would continue to operate during the works it is a surprise this will now require the addition of temporary offices located in the car park. The proposals for the parking of operatives vans and other vehicles are inadequate. The one allocated space for unloading/loading can only be occupied during delivery/collection of materials/equipment. The Plan states “All vehicles involved in the project will be able to park on site, there will be a requirement for no on street parking” [page 10, para 6]. Unless the work is planned to take many years the first part of that statement is quite obviously not achievable given there are only three spaces allocated for staff and operatives. No alternative arrangements are proposed.

Another matter of concern is that alternative pedestrian routes have not been considered, e.g. the provision for disabled access to the temporary consulting rooms, dropped kerbs and pedestrian crossing points in Cromwell Place.

The Society consider the plan should only be accepted after these matters are fully explained and reasonable proposals made to ensure the needs of the contractor, surgery and town are all accommodated. We suggest that use of a section of Darwoods Pond Car Park for day long parking of operatives vans and surgery vehicles should be sought.

C9 (ECOLOGY)
Dr Tim Reed, an ecologist and committee member of the Civic Society has examined the documents submitted to show compliance with this condition. He has written: “In Summary: AEL is building on a flawed basic report by GAL and repeats factual errors; presumably in the absence of any stated visit before writing the report. There is confusion over the possible roost locations (soffits only, rather than soffits and roof voids), and omission of additional noted roost locations and entry points. This risks affecting a bat roost and has legal issues attached. There is no basis for determining net biodiversity gain should the proposal move forward - either by providing a baseline or by monitoring incremental gain.”

Again the Society considers the plan should only be accepted after these matters are fully addressed and reasonable proposals made to ensure the presence of bats is either confirmed or ruled out.

Additional correspondence in this matter from Cromwell Surgery and two residents was noted.

PL13.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Planning Committee held on 9 May 2019 are confirmed as a correct record signed by the Chairman.

PL14.00 PLANNING APPLICATIONS
The following applications were considered by the Planning Committee:

PL14.01 19/00789/FUL
Single storey front extension
8 Abbots Crescent
St Ives
**RECOMMENDATION:** Approval

**RECOMMENDATION:** Approval

**RECOMMENDATION:** Approval

**RECOMMENDATION:** Approval

**RECOMMENDATION:** Approval

**RECOMMENDATION:** Approval

**RECOMMENDATION:** Approval

1. **PL14.02** 19/00832/FUL
   - Remove existing small lean-to shed and construct an attached single storey extension at rear of property
   - 23 Greengarth
   - St Ives

2. **PL14.03** 19/00857/LBC
   - Repairs to front elevation installing restraint straps and restoration of stone window surrounds. External redecoration. Replacement of non-historic window and door to rear elevation.
   - 4 The Pavement
   - St Ives

3. **PL14.04** 19/00871/FUL
   - Proposed single storey rear extension replacing existing conservatory
   - 10 Tenterleas
   - St Ives

4. **PL14.05** 19/00929/TREE
   - Poplar - Take up canopy and reduce height/width Willow - Raise canopy Poplar - Remove as ground is collapsing ground roots
   - 11 Enderbys Wharf
   - London Road
   - St Ives

5. **PL14.06** 19/00899/TRCA
   - Ash - Reduce by 30% (4m out of the top and pull the laterals in by 2.5m)
   - 34 Fairfields
   - St Ives

   **Extent of works to be agreed with the Arboricultural Officer.**
**PL14.07  19/80163/COND**  
Conditional Information for 18/00278/FUL: C3 (Materials), C4 (Architectural Details)  
Cromwell Surgery  
Cromwell Place  
St Ives  

**RECOMMENDATION:** Observation  
As no physical samples of materials have been seen we are unable to comment

**PL14.08  19/80161/COND**  
Conditional Information for 18/00278/FUL: C8 (Traffic Management Plan), C9 (Ecology)  
Cromwell Surgery  
Cromwell Place  
St Ives  

**RECOMMENDATION:** Refusal  
The Traffic Report should be produced by the appointed contractor to include information on lorry size and movements and their site arrangements to show that lorries can be safely unloaded within the site. A lorry holding point should be identified

**PL15.00 DEVELOPMENT MANAGEMENT COMMITTEE / UPDATED INFORMATION**

There were no matters relating to St Ives on the agenda for the next meeting.

The additional house proposed for the corner of Burstellers had been discussed at the last Development Management meeting. The Planning Committee had recommended refusal, as had the District Council. The matter went to appeal which was also refused and the HDC decision upheld.

Chairman: Date: 12 June 2019
Minutes of the Meeting of the Amenities Committee of St Ives Town Council
held at the Town Hall St Ives on Wednesday 22 May 2019

Present:
Town Mayor: Councillor D Rowe (ex officio) [in the Chair for Item A01.00]
Councillors: J Davies, M King, B Luter, J Pallant, C Pegoraro, J Tiddy

In attendance:
Town Clerk: A Benfield
Amenities Manager: C Allison

A01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20
RESOLVED: that Councillor M King be appointed Chairman of the Committee for the ensuing municipal year.

A02.00 APOLOGIES FOR ABSENCE
Apologies were received from Councillor R Fuller (Personal).

A03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20
RESOLVED: that Councillor L Davies be appointed Vice Chairman for the ensuing municipal year.

A04.00 DECLARATIONS OF INTEREST
No declarations were made.

A05.00 PUBLIC PARTICIPATION
Mr Waterworth, a resident, addressed the Committee on the subject of the Horse Chestnut tree in Warner’s Park which had been identified for possible felling.

He read a statement from HDC’s Tree Strategy and a statement from our website stating that the team works for the community of St Ives and wants to make a difference to the town. He stated that he was passionate about saving the Horse Chestnut and requested that options other than felling be discussed.

A06.00 MINUTES
RESOLVED: that the Minutes of the Meetings of the Amenities Committee held on 17 March and 24 April 2019 are confirmed as a correct record and signed by the Chairman.

A07.00 RoSPA ANNUAL PLAY AREA REPORT
Members were in receipt of report on the Annual Inspection. They were pleased to note that no high risk matters were featured and that the medium risk items identified could be dealt with in-house.

RESOLVED: that the report be received and noted.

A08.00 ALL SAINTS CHURCHYARD WALLING
Members gave consideration to a report detailing a recent survey undertaken on the Churchyard Wall.
RESOLVED: A08.01 that the report be received and noted.

A08.02 that advice be sought from the Conservation Officer and tenders sought for the remedial works identified as a result of advice received.

A08.03 that the matter be brought back to a future meeting for consideration of tenders received and quotations obtained.

A09.00 WARNER’S PARK HORSE CHESTNUT TREE

Consideration was given to the removal of a horse chestnut tree in Warner’s Park and its replacement.

Members expressed views both in favour and against the removal of the tree, although acknowledged that the results of the independent tests could not be ignored and that health and safety issues came first even if it meant the loss of a beautiful tree if there was any danger to the public. There had been no fault in the process undertaken, it was just unfortunate that the outcome was very unpopular. The expert view was that the tree was unsafe.

Mr Waterworth indicated that he wished to address the meeting further. On the basis that he might have misunderstood the protocol for Public Speaking he was permitted, on this occasion, to do so.

Mr Waterworth proposed that members take their time in making a decision and put the matter on hold whilst considering other options such as crowning, erecting surrounding hedging, cutting some limbs and propping the tree up. He stated that he was a member of the St Ives Tree Action Group.

The Town Clerk advised that the matter was on temporary hold as a bat survey had been commissioned due to concerns that they might be nesting in the tree. The Amenities Manager informed members that fencing had been erected around the tree in the interim period.

Members expressed their appreciation to staff for the work undertaken in this matter.

It was proposed, and duly seconded, that the proposals in the report be put forward. A recorded vote was called for with the following result:

<table>
<thead>
<tr>
<th>For the Proposals</th>
<th>Against the Proposals</th>
<th>Abstention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cllr M King</td>
<td>Cllr J Tiddy</td>
<td>Cllr J Davies</td>
</tr>
<tr>
<td>Cllr D Rowe</td>
<td>Cllr L Davies</td>
<td></td>
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<tr>
<td>Cllr J Pallant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cllr Dr C Pegoraro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cllr B Luter</td>
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</tr>
</tbody>
</table>

It was therefore:

RESOLVED: A09.01 that the report is received and noted

A09.02 that the tree be felled at a cost of £2,800 by Global Tree Solutions Ltd

A09.03 that a new Horse Chestnut tree is purchased and sited in a suitable location within Warner’s Park at an approximate cost of £132.
that members are kept informed of developments

**A10.00 URBAN FOREST**
Consideration was given to a communication received from a resident requesting that more trees be planted on Council land.

**RESOLVED:**

**A10.01** that the report be received and noted

**A10.02** that the resident be thanked for their comments and informed of Council practices and initiatives.

**A11.00 CEMETERY REGULATIONS**
Members received updated Cemetery Regulations.

The Town Clerk advised that the only changes were to aid clarification and were contained on the first page. The most important matters were brought forward ie, pricing structure and the addition of a further family member onto Deeds of Grant. Imperial measures for sizing would be retained rather than conversion to metric.

**RESOLVED:** that the information be received and the updated Regulations adopted.

**A12.00 ROLLING PROGRAMME**
Members were in receipt of Rolling Programme. It was noted that there had been no room in the July 'Bridge' for inclusion of a cycle survey and this would now go into the Autumn edition. Councillor Pallant agreed to advise on cycle racks.

There had been no further progress on the ownership of benches but the Grounds Maintenance team had painted them.

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

**A13.00 BUDGET REPORT**

**RESOLVED:** that the Budget Report be received and noted.

**A14.00 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.

**A15.00 MAUSOLEUM**
Members gave consideration to further options for the delivery of Mausolea.

A proposal had been put forward by the contractors to build a larger mausoleum consisting of 24 chambers with a 32 niche provision for ashes in the middle. This would be more economical than building two separate blocks and finance packages could be provided by contractors. This proposal would be aesthetically pleasing and more in keeping with the site. Any funding deficit would come from CIL funds.
Members considered that there would be greater take-up in the future. It was noted that the original proposal was cost neutral but the additional facilities would provide the opportunity to extend the facility to non residents of St Ives.

**RESOLVED:** that the revised proposal be supported by the Amenities Committee and presented for consideration at the next Council Meeting.

**A16.00**

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

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

Chairman: 

Date: 26 June 2019
# St Ives Town Council
## Municipal Year 2019-20 (as at 3 January 2019)

### Annual Meeting of the Council
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

### Full Council preceded by Planning Committee
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

### Amenities preceded by Planning Committee
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

### Property & Amenities preceded by Planning Committee
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

### Additional Norris Meetings
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

### Farmers' Market
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

### Civic Events
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

### Bank Holiday
- May 2019
- June 2019
- July 2019
- August 2019
- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

All meetings (excluding Norris Trust) are open to the public and press to attend and start with 15 minutes of 'Public Participation' to allow Residents to raise any issues they wish. The first committee meeting of the evening starts at 7pm with others continuing at the conclusion of this first meeting. Should you wish to attend and want to know a rough start time of the meeting you are interested in please contact the Clerk in advance for more information.

St Ives Town Council, Town Hall, Market Hill, St Ives, PE27 5AL
Tel: 01480 388929 email: clerk@stivestowncouncil.gov.uk
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St Ives Town Council

DATE: 12 June 2019

SUBJECT: Provision of Defibrillators – Update Report

1 Introduction and Purpose of Report
1.1 In March 2019 it was agreed that £4,000 was allocated from CIL towards the purchase and installation of 2 defibrillators for the town centre
1.2 At the May meeting it was agreed that BT were approached to request that 2 active phone boxes in the town centre be taken out of operation for this purpose.
1.3 The purpose of this report is to provide an update on the communication with BT and request confirmation from Members that the previous decision should stand

2 Recommendations
2.1 That the report is received and content noted.
2.2 That plans continue to utilise a Sheep Market and Broadway phone box to house defibrillators.

3 Background
3.1 BT were approached as resolved at the May meeting with a request to adopt an active phone box on Sheep Market and the one located on Broadway.
3.2 The response from BT was positive in that they would support the request however they did comment that they are planning to take the phone box outside of WH Smith out of service which will leave only 1 active phone box in the town centre.
3.3 In addition, both boxes that have been requested for adoption are listed. Contact has been made with HDC to establish if this will impact on the plans for use to house defibrillators

4 Consideration Required
4.1 The decision to adopt 2 boxes for defib use was in part based on the knowledge that 2 phone boxes in the town would remain active.
4.2 Members are asked to consider if they wish to continue as agreed in May with the additional knowledge now that with BT’s plans to take one box out of service it will leave only one active public telephone available in the town centre.

5 Financial Implications
5.1 The cost for adoption of the phone boxes is £1 each.

6 Policy Implications
6.1 There are no policy implications from this report.

7 Health and Safety Implications
7.1 There are no current H&S implications from this report

8 Reporting Officer – Alison Benfield, Town Clerk
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1. Introduction and Purpose of Report

1.1 It is proposed that a party from the twin town of Stadtallendorf be invited to visit St Ives between 6-9 September to coincide with the Illuminated Boat Parade to be held on Saturday 7 September.

2. Recommendation

That agreement be given to extending an invitation to the Mayor of Stadtallendorf to visit St Ives between 6-9 September 2019

3. Proposal

3.1 Planning is still at an early stage. The organisers of the Boat Parade are happy for a party from the twin town to attend their event.

3.2 The possible timetable might be:

**Friday 6 September**: If a venue is available, the party will be invited to attend the Mayor’s Quiz in the evening.

**Saturday 7 September**: A daytime visit to Flag Fen, followed by the Boat Parade in the evening.

**Sunday 8 September**: Visit to Ely to see the Cathedral and Cromwell’s House, followed by a BBQ in the Community Garden at Tenterleas (if available and consent can be obtained). A back-up restaurant venue will be provisionally booked as a stand-by for bad weather.

4. Financial Implications

£1,000 budgeted for twinning events in 2019/20.

5. Policy Implications

None.

6. Health and Safety Implications

There are no current H&S implications from this report.

7. Reporting Officer – Alison Benfield, Town Clerk
St Ives Illuminated Boat Parade... is back for 2019

We are going to light up St Ives with this spectacular event on SATURDAY 7th SEPTEMBER

It will be a great night out for the family with spectators gathering on the Bridge and Town Quay, enjoying the entertainment, commentary and finale fireworks.

Boats – large and small – all are welcome.

- There’ll be weekend mooring at Nobles Field and a complimentary BBQ for all boat crews.
- Prizes for the most creative decorations with First Prize of ‘week in Spain for two’ (accomm. only)
- Disney themes welcome.

For further details and an entry form please visit St Ives Illuminated Boat Parade 2019 on www.stivesboatparade.co.uk

St Ives Illuminated Boat Parade 2019 is organised by Festival Events St Ives (FEST) with help from members of GOBA.
SUNDAY MUSICAL EVENTS AT THE DOLPHIN

1. Introduction and Purpose of Report

Last year there was a loud musical rave at The Dolphin on a Sunday before a Bank Holiday (market) running from 1300 to 0300, resulting in distress for neighbours and boaters because of noise and thud and multi rubbish including glass in Bridge St and The Broadway where cars had been damaged. Bins were full. A member of the public addressed the SITC post rave at a Full Council Meeting on 17 May (minute C09.00 refers). A year on the event was repeated on 5 and 26 May 19 (this latter occasion using plastic glasses). Attendance is up to 500. The Musical License position is unclear. The purpose of this report is to ensure all cllrs are aware: the event may seek to return on 25 Aug 19.

2. Effect on Bank Holiday Market and visitors/tourists

Visitors and tourists were confronted with mess although much had been cleared, particularly because one resident contacted me and, as I couldn’t, had contacted HDC, copy to Town Clerk, on 30 Apr which had laid on extra street cleaning staff. Nonetheless this was not a welcome to St Ives and the Market to be relished and is not seen as good for our economic viability or reputation as a tourist destination.

3. Recommendations

a. This report is received and noted.

b. Consideration is given to how SITC can ameliorate these matters.

4. Reporting Cllr - Cllr B C Luter

5. Date - 30 May 19
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### Allotments

<table>
<thead>
<tr>
<th>ID</th>
<th>Environmental</th>
<th>Build up of non-compostable rubbish</th>
<th>Medium</th>
<th>Risk / Hazard</th>
<th>Score</th>
<th>Medium</th>
<th>Action to be taken</th>
<th>Likelihood &amp; Impact</th>
<th>Responsibility &amp; Control</th>
<th>Action by</th>
<th>Action by date</th>
<th>Action completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>53</td>
<td>To maintain high standard of cleanliness and minimize risk.</td>
<td>The terms and conditions of the tenancy agreements are enforced. There is good liaison with the any Allotments Association and the Council in order to address any issues as they arise. Ensure that the conditions regarding the removal of waste are contained within the tenancy agreement. Make arrangements for removal if the enforcement process proves to be unsuccessful.</td>
<td>Medium</td>
<td>4</td>
<td>Skips to be arranged for tenants plot clearance twice annually in spring and autumn</td>
<td>Town Clerk</td>
<td>19/06/2019</td>
<td></td>
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</tr>
<tr>
<td>301</td>
<td>Environmental</td>
<td>Accumulation of rubbish.</td>
<td>Medium</td>
<td>Risk / Hazard</td>
<td>Score</td>
<td>Medium</td>
<td>Action to be taken</td>
<td>Likelihood &amp; Impact</td>
<td>Responsibility &amp; Control</td>
<td>Action by</td>
<td>Action by date</td>
<td>Action completed</td>
</tr>
<tr>
<td>302</td>
<td>To maintain acceptable standards for site.</td>
<td>GM Supervisor is responsibility for site maintenance. All allotment sites are regularly inspected by the GM Supervisor and Finance Officer. Tenants are also encouraged to report any issues as they arise. The terms and conditions of tenancy agreements are enforced. Regular liaison with Allotments Association and Council to act quickly to resolve any issues that may arise.</td>
<td>Medium</td>
<td>4</td>
<td>Skips to be arranged for tenants plot clearance twice annually in spring and autumn</td>
<td>Town Clerk</td>
<td>28/06/2019</td>
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</tr>
<tr>
<td>302</td>
<td>Environmental</td>
<td>Dumping/Hazardous substances</td>
<td>Medium</td>
<td>Risk / Hazard</td>
<td>Score</td>
<td>High</td>
<td>Quarterly inspections of all plots</td>
<td>Likelihood &amp; Impact</td>
<td>Responsibility &amp; Control</td>
<td>Action by</td>
<td>Action by date</td>
<td>Action completed</td>
</tr>
<tr>
<td>299</td>
<td>To maintain acceptable standards and minimize danger arising from hazard.</td>
<td>Site responsibilities are clearly defined. The terms and conditions of allotment tenancy agreements are enforced. All allotment sites are inspected on a regular basis by the GM Supervisor and Finance Officer. The Council and Allotments Association liaise regularly to address any issues as they arise. The Council will liaise with police and/or other authorities where necessary.</td>
<td>Medium</td>
<td>6</td>
<td>Quarterly inspections of all plots</td>
<td>Town Clerk</td>
<td>28/06/2019</td>
<td></td>
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</tr>
<tr>
<td>299</td>
<td>Physical</td>
<td>Security.</td>
<td>Medium</td>
<td>Risk / Hazard</td>
<td>Score</td>
<td>Medium</td>
<td>Main gates to site locked at all times. Tenants reminded of their responsibility to ensure gates are locked CCTV coverage of GM Depot</td>
<td>Likelihood &amp; Impact</td>
<td>Responsibility &amp; Control</td>
<td>Action by</td>
<td>Action by date</td>
<td>Action completed</td>
</tr>
<tr>
<td>299</td>
<td>To ensure security of site and equipment.</td>
<td>Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are in place to safeguard council assets.</td>
<td>Medium</td>
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</tbody>
</table>
Submitted to council:  
Minute reference:  
Date:  

No of issues listed: 4

Signed by chairperson - Chairperson name: Cllr Daniel Rowe

Signed by responsible Finance officer: Alison Benfield

How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
   (not recorded on LCRS).
<table>
<thead>
<tr>
<th>ID</th>
<th>Physical</th>
<th>Risk / Hazard</th>
<th>Requirement / Control</th>
<th>Likelihood &amp; Impact</th>
<th>Score</th>
<th>Action to be taken</th>
<th>Responsibility &amp; Action by</th>
<th>Action by date</th>
<th>Action completed</th>
</tr>
</thead>
</table>
| 325 | Computing| Loss arising from theft/misappropriation. | Maintain adequate security of site and equipment.  
Access to Council offices only available when Council staff are present.  
All computers are password protected.  
Security of site and equipment is maintained at all times | Medium | Medium | Data is backed up regularly and a copy kept off site to provide security of data to assist with disaster recovery plans.  
Physical computers are covered by insurance the data is the part that cannot be replaced. | Town Clerk | 31/03/2020 | 

Submitted to council: 

Minute reference: 

Date: 

Signed by chairperson - Chairperson name: Cllr Daniel Rowe 

Signed by responsible Finance officer: Alison Benfield 

How to complete (individual risk section): 

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including insurance or Health and Safety issues. 
2. Action by person - the name or names of the persons taking the relevant actions. 
3. Action by date - the proposed date that this action should be completed by. 
4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS).
## Employment of Staff

**Professional**  
**Loss of key staff.**

<table>
<thead>
<tr>
<th>ID</th>
<th>Risk / Hazard</th>
<th>Requirement / Control</th>
<th>Likelihood &amp; Impact</th>
<th>Score</th>
<th>Action to be taken</th>
<th>Responsibility &amp; Action by</th>
<th>Action by date</th>
<th>Action completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Employment of Staff</td>
<td>Loss of key staff.</td>
<td>Medium</td>
<td>4</td>
<td>Additional cross training in place. Deputy Clerk studying for Cilca. Apprentice learning Democratic Officer post. Town Clerk to cover Finance Officer post</td>
<td>Town Clerk</td>
<td>31/03/2020</td>
<td></td>
</tr>
</tbody>
</table>

To avoid problems arising from loss of key personnel.

Procedures for key functions are documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a key member of staff.

---

**Submitted to council:**  

**Minute reference:**  

**Date:**

**Signed by chairperson - Chairperson name:**  

**Signed by responsible Finance officer:**  

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
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<th>Responsibility &amp; Action by</th>
<th>Action by date</th>
<th>Action completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>831</td>
<td>Administration/Legal</td>
<td>High</td>
<td>9</td>
<td>Contact made with DPO requesting copies of policies</td>
<td>Town Clerk</td>
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</tr>
<tr>
<td></td>
<td>Failure to identify what data is held and processed by the Council.</td>
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<tr>
<td></td>
<td>To have a fully completed audit showing checks taken place and listing all data held electronically and non electronically.</td>
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<tr>
<td></td>
<td>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, so the information audit</td>
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<tr>
<td>844</td>
<td>Administration/Legal</td>
<td>High</td>
<td>9</td>
<td>Awaiting advice from DPO</td>
<td>Town Clerk</td>
<td>19/06/2019</td>
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<tr>
<td></td>
<td>Non availability for owner to view their data.</td>
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<tr>
<td></td>
<td>The ability to allow the data owner to view their own data held by the Council.</td>
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<tr>
<td></td>
<td>Contact made with DPO requesting copies of policies</td>
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<tr>
<td>845</td>
<td>Administration/Legal</td>
<td>High</td>
<td>9</td>
<td>Awaiting advice from DPO</td>
<td>Town Clerk</td>
<td>19/06/2019</td>
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<tr>
<td></td>
<td>Inability to correct data errors.</td>
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<tr>
<td></td>
<td>The ability to correct any data errors and record/log these amendments. Also, to have a process in place to inform the user that data has been amended.</td>
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<td></td>
<td>GDPR gives individuals rights with some enhancements to those rights already in place, the right to be informed of the right of access, the right to rectification, the right to erasure, the right to restrict processing, right to data portability, the right to object, the right not to be subject to automated decision-making including profiling. The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was held.</td>
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<tr>
<td>846</td>
<td>Administration/Legal</td>
<td>High</td>
<td>9</td>
<td>Awaiting advice from DPO</td>
<td>Town Clerk</td>
<td>19/06/2019</td>
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<tr>
<td></td>
<td>Inability to delete data.</td>
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</tr>
<tr>
<td></td>
<td>The ability to delete a user's data and record/log this action. Also have a process in place to inform the user that data has been removed/deleted.</td>
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<tr>
<td></td>
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</tbody>
</table>
To have procedures and processes in place defining what to do in case of a data breach, including how to fix this.

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Council. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals - if, for example, it could result in discrimination, damage to reputation, financial loss or death.

To have procedures and processes in place defining how to deal with special protection of data for children under the age of 13.

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the Council requires consent from young people under 13, the Council must obtain a parent or guardian’s consent in order to process the personal data lawfully. Consent forms for children aged 13 plus must be written in language that they will understand.

To have an appointed Data Protection Officer (DPO) in place to undertake regular information audits and control and manage the information collected by the Council.

The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, so the information audit

To have the Clerks/RFO job description updated to reflect the role and responsibilities if appointed as the Council's DPO officer.

The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, so the information audit

Contact made with DPO requesting copies of policies 19/06/2019

Contact made with DPO requesting copies of policies 21/06/2019

Contact made with DPO requesting copies of policies 21/06/2019

Contact made with DPO requesting copies of policies 21/06/2019
Non compliance of Council to manage the process.

Contact made with DPO requesting copies of policies

Non compliance of Council members and contractors.

GDPR training implemented for all staff and Cllrs with refresher training arranged periodically

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: Cllr Daniel Rowe

Signed by responsible Finance officer: Alison Benfield

How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
<table>
<thead>
<tr>
<th>ID</th>
<th>Risk / Hazard</th>
<th>Requirement / Control</th>
<th>Likelihood &amp; Impact</th>
<th>Score</th>
<th>Action to be taken</th>
<th>Responsibility &amp; Action by</th>
<th>Action by date</th>
</tr>
</thead>
<tbody>
<tr>
<td>166</td>
<td>Investments</td>
<td>Failure to review interest rates etc.</td>
<td>Medium</td>
<td>4</td>
<td>Data audit includes security and control measures in place</td>
<td>Responsible Finance Officer</td>
<td>19/06/2019</td>
</tr>
</tbody>
</table>

To maximize return on investments.

Policy and responsibility for investment of Council funds is adopted
Regular review is carried out to ensure maximum return is achieved.
Internal audit is carried out annually

Submitted to council: ____________________________________________
Minute reference: ____________________________________________
Date: ______________________________________________________
Signed by chairperson - Chairperson name: Cllr Daniel Rowe
Signed by responsible Finance officer: Alison Benfield

How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS).
<table>
<thead>
<tr>
<th>ID</th>
<th>Requirement / Control</th>
<th>Risk / Hazard</th>
<th>Liability &amp; Impact</th>
<th>Score</th>
<th>Action to be taken</th>
<th>Responsibility &amp; Control</th>
<th>Action by date</th>
<th>Action completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>157</td>
<td>Environmental</td>
<td>Vandalism</td>
<td>Medium</td>
<td>4</td>
<td>Any breaches in security or damage caused are reviewed and mitigated</td>
<td>Amenities Manager</td>
<td>31/03/2020</td>
<td></td>
</tr>
</tbody>
</table>

To minimise the risk of loss/damage/injury arising from vandalism.
- Land is inspected on a regular basis.
- Security is reviewed regularly and local police are consulted as and when required.
- The Council will instigate legal action against perpetrators where appropriate.

Submitted to council: 

Minute reference: 

Date: 

Signed by chairperson - Chairperson name: Cllr Daniel Rowe 

Signed by responsible Finance officer: Alison Benfield

How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)

(not recorded on LCRS)
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<tr>
<th>ID</th>
<th>Risk / Hazard</th>
<th>Requirement</th>
<th>Likelihood &amp; Impact</th>
<th>Score</th>
<th>Action to be taken</th>
<th>Responsibility &amp; Action by</th>
<th>Action by date</th>
<th>Action completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>93</td>
<td>Environmental</td>
<td>Pollution</td>
<td>Medium</td>
<td>4</td>
<td>Drains inspected on a regular basis by GM Team. Blockages reported to Anglian Water for rectification. Risk minimized as low as practicable</td>
<td>Town Clerk</td>
<td>31/03/2020</td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>Environmental</td>
<td>Vandalism</td>
<td>Medium</td>
<td>4</td>
<td>Toilets are locked overnight. Risk mitigated as low as possible</td>
<td>Town Clerk</td>
<td>31/03/2020</td>
<td></td>
</tr>
</tbody>
</table>

**Public Conveniences**

To minimize risks arising from pollution.
- GM Supervisor is responsible for control.
- All equipment is properly maintained and operating correctly.
- All drains etc. are properly maintained and fully functional.
- Appropriate tests are carried out and records maintained.
- Arrangements in place as necessary with local contractor.

To minimize the risk of loss/damage/injury arising from vandalism.
- Efficient and effective security maintained
- Liaison with local enforcement agencies maintained and action taken as appropriate against offenders.
- Appropriate insurance cover is in place.

Submitted to council: ______________

Minute reference: ______________

Date: ______________

Signed by chairperson - Chairperson name: **Cllr Daniel Rowe**

Signed by responsible Finance officer: **Alison Benfield**

*How to complete (individual risk section):*
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
   (not recorded on LCRS).
Further to your successful involvement in Battle’s Over – A Nation’s Tribute - 11th November 2018, we have pleasure in inviting your participation in VE Day 75, being organised to celebrate/commemorate the 75th anniversary of the end of WW2 in Europe, as mentioned in my last communication to you last year.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, VE Day 75, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for VE Day 75 is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows, and please go to the VE Day 75 website – www.veday75.org to see the complete overview for this important anniversary.

- The Playing of Battle’s O’er & VE 75 Years
- The Nation’s Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through www.veday75.org. As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

FRIDAY 8TH MAY 2020

3pm – Battle’s O’er & VE 75 Years

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open VE Day 75 by playing Battle’s O’er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle’s O’er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.
Battle’s O’er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donnard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. May we suggest therefore, that you try and source a local piper to play at a location of your choice at 3pm that day as part of this aspect of VE day 75. Pipers taking part can register their involvement at the VE Day 75 website – www.veday75.org.

3pm – The Nation’s Toast to the Heroes of WW2
To coincide with the playing of Battle’s O’er, we would like to encourage your Lord Mayor, Mayor, Leader, Chairman of the Council, High Steward, High Sheriff, Deputy Lord Lieutenant or another, to lead your local community in the Nation’s Toast to the Heroes of WW2 at 3pm on the 8th May 2020, paying ‘tribute’ to the millions at home and abroad that gave so much to ensure we all enjoy the freedom we have today. Please register your involvement on the VE day 75 website – www.veday75.org.

In association with the British Beer & Pub Association, the thousands of pubs throughout the United Kingdom, Channel Islands and the Isle of Man will be inviting their customers to raise a glass at 3pm too and take part in The Nation’s Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – www.veday75.org.

6.55pm – A Cry for Peace Around the World
Town Criers and members of local communities around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The ‘Cry’, which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – www.veday75.org.

7pm – Ringing out for Peace
Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Please encourage your local church to take part, registerting their participation on the VE day website – www.veday75.org.

7pm onwards – Parties and Celebration
Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – www.veday75.org.

SATURDAY 9TH MAY 2020
Parties and celebrations continue.

SUNDAY 10TH MAY 2020

10.30am – Church Services of Celebration and Commemoration
Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of time, so please encourage your local churches to participate. Churches wishing to take part should register their involvement on the VE Day 75 website – www.veday75.org.

Tribute to the Millions & the Last Post
Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at www.veday75.org, and involve a local bugler or trumpeter to
play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – www.veday75.org.

We do hope that you will take part in VE Day 75 especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.

Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website – www.veday75.org as soon as possible to enable us to keep in touch with you and update you on progress.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster VE Day 75
Tel: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
Website: www.veday75.org
THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK
Cambridgeshire County Council proposes to make an Order under Sections 45, 46, 49 and 53, Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("the Act of 1984") as amended by the Road Traffic Regulation (Parking) Act 1986 and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act of 1984:

This order consolidates the street parking place arrangements for Huntingdon, St Neots and St Ives and updates the orders to incorporate modern technology. The excess charge has been increased to align with Huntingdonshire’s off-street parking places.

The draft Order, plans and a statement of the Council's reasons for proposing to make the Orders, may be examined at Reception, Shire Hall, Castle Hill, Cambridge, CB3 0AP or at the office of the undersigned during normal office hours or go to http://bit.ly/cambridgeshiretro

Objections to the above proposals, together with the grounds on which they are made or any additional comments, must be sent in writing to the undersigned or by email to policyandregulation@cambridgeshire.gov.uk by 21st June 2019 quoting reference PR0546. If you require further information regarding this proposal please telephone Phil Hammer in the Parking Services team, tel.0345 045 5212.

Graham Hughes, Executive Director, Place & Economy, c/o Policy and Regulation, Vantage House, Washingley Road, Huntingdon PE29 6SR
CAMBRIDGESHIRE COUNTY COUNCIL

ROAD TRAFFIC REGULATION ACT 1984

The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996

Section 6 and Paragraph 2 of Schedule 2

* * * * *

STATEMENT OF REASONS

Name of Order:

CAMBRIDGESHIRE COUNTY COUNCIL
THE DISTRICT OF HUNTINGDONSHIRE
(STREET PARKING PLACES)
ORDER 2019

THE AUTHORITY'S REASONS for proposing to make the above mentioned Order are as follows:

For preserving or improving the amenities of the area through which the road runs

Explanatory Note:

This order consolidates the street parking place arrangements for the market towns and updates the orders to incorporate modern technology. The excess charge has been increased to align with Huntingdonshire’s off-street parking places.
CAMBRIDGESHIRE COUNTY COUNCIL

The District of Huntingdonshire

(Street Parking Places)

Order 2019

ISSUE 1

Operative from ????
ARRANGEMENT OF SECTIONS AND SCHEDULES

SECTIONS

1. General
2. Parking Places with Ticket Machines
3. Resident Parking Places
4. Disabled Persons Parking Places
5. Permits
6. Manner of Standing, Suspension of Parking Places, Waiver Certificates and Exemptions
7. Contraventions and Excess Charge
8. Revocations

SCHEDULES

1. On-Street Pay and Display Parking Places and Time Limits
2. Residents Parking Zones, Hours of Operation, Eligible Addresses
3. Cost and Charges
Cambridgeshire County Council in exercise of its powers under Sections 45, 46, 49 and 53, Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("the Act of 1984") as amended by the Road Traffic Regulation (Parking) Act 1986 and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act of 1984, hereby makes the following Order:

SECTION 1
GENERAL

COMMENCEMENT AND CITATION

1.1 This Order shall come into operation for all purposes on the ??? 2018 and may be cited as The District of Huntingdonshire (Street Parking Places) Order 2018

INTERPRETATION

Definitions

1.2 In this Order, except where the context otherwise requires, the following expressions have the meaning as hereby respectively assigned to them and where a word is defined then other grammatical forms of that word are to be interpreted in the same manner with the necessary grammatical change:

"the Act of 1984" means the Road Traffic Regulation Act 1984 (as amended);

"Method of payment" means payment made by telephone or by other electronic system (including via the internet) by credit or debit card or other means of secure authorised payment through a scheme organised through the Council;

"Electronic recording device" a device used by an Authorised enforcement Officer for verifying the correct time of day, for recording evidence electronically and for issuing a Penalty Charge Notice;

"The Council" means Cambridgeshire County Council;

"HDC" means Huntingdonshire District Council;

"Disabled person's badge" has the same meaning as the Disabled Persons (Badges for Motor Vehicles) Regulations 1982 as amended by the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000;

"Driver" in relation to a vehicle waiting in a parking place means the person driving the vehicle at the time it was left in the parking place;
“Excess Charge” means the charge set by the Council under the provisions of the relevant statutory requirements;

“Permit” means a permit issued under the provisions of this Order;

“Owner” in relation to a vehicle, means the person by whom such a vehicle is kept and used;

“Park and phone” means a method of payment of the parking charge as directed by notice at the parking place (where available) involving activation by phone with the relevant registration number of the vehicle, location of the parking place, credit or debit card details as the Council may from time to time require;

“Parking bay” means a space in a Parking Place which is provided for the Waiting of a vehicle as indicated by the use of appropriate traffic signs;

“Parking Place” means (jointly and severally) the following
- Disabled Persons Parking Place
- Parking Place with Ticket Machine
- Resident Parking Place

“Parking Place with Ticket Machines” means area on a highway designated as such by this Order (being areas identified on the Plans pursuant to this Order as Pay and Display);

“Relevant Position” means:
   (i) In the case of a vehicle fitted with a front windscreen, the permit is exhibited thereon either on the near side of an immediately behind the windscreen and with its front facing forward so as to be legible from outside of the Vehicle, or on the dashboard or fascia panel so that the permit is legible from outside the vehicle
   (ii) In the case of a Vehicle not fitted with a from windscreen, dashboard or fascia panel, the permit is exhibited in a conspicuous position on the Vehicle so that the permit is legible from outside the Vehicle

“Resident” means a person whose usual place of abode is at premises the postal address of which is in the streets or part of streets identified in Schedule 2 of this Order;

“Residents Parking Place” means an area of a highway designated as such by this order;

“” means a person authorised by or on behalf of HDC to supervise any parking place;

“Ticket Machine” means an apparatus or device of a type and design approved by the Secretary of State for the purpose of this order whose function is to issue tickets. May require more details as per CCC TRO, secretary of state approval may not be necessary.

Rules of Construction

1.3 “include” “includes” and “including” are deemed to be followed by the words “without limitation”, and general words introduced by “other” do not have a restrictive meaning, and “for example” is not to be interpreted as if there are not other examples nor to limit or restrict the ordinary meaning of the words preceding it.

1.4 Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended by any subsequent enactment.
1.5 The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament, and as if for the purposes of Section 17 of that Act this Order were an Act of Parliament and the Orders revoked by Article 22.1 of this Order were Acts of Parliament thereby repealed.

1.6 The restrictions, prohibitions and requirements imposed by this Order are in addition to and not in derogation of any restriction, prohibition or requirement imposed by any other enactment and any exception or exemption to the provisions of this Order is without prejudice to the provisions of any other enactment.

1.7 Headings are only for convenience and do not affect the construction of this Order.

1.8 A provision of this Order which is void or unenforceable shall (to that extent) be read-down so as to maintain validity and enforceability but if it cannot be read-down it shall, to the extent necessary, be severed from all other provisions of this Order and the remaining provisions shall continue to have effect.

1.9 Words importing the singular or plural number include the plural and singular number respectively and words importing the masculine gender include the feminine or neutral gender and references to a person or corporation include a corporation or person respectively.

1.10 Unless stated to the contrary all limitations, restrictions and prohibitions in respect of a Parking Place only apply during their Hours of Operation.
SECTION 2 PARKING PLACES WITH TICKET MACHINES (PAY & DISPLAY)

DESIGNATION

2.1 Each area on a highway identified on the Plans pursuant to this Order as pay and display is hereby designated as a Parking Place with Ticket Machines.

HOURS OF OPERATION

2.2 The Hours of Operation of Parking Places with Ticket Machines shall be for 24 hours on all days unless shown otherwise on the Plans pursuant to this Order.

DELINERATION

2.3 The limits of each Parking Place with Ticket Machines and the limits of any Parking Bay within such Parking Place with Ticket Machines shall be indicated by the Council on the carriageway by appropriate Traffic Signs.

METHOD OF PAYMENT

2.4 The Council shall provide one or more of the following method of payments:

(a) Ticket Machines in such positions as it thinks fit in or near a Parking Place with Ticket Machines (Pay & Display) for the satisfactory operation of those Parking Places.

(b) Electronic payment

(c) By any other approved method of payment

USE

2.5 Each Parking Place with Ticket Machines may only be used for the Waiting of Vehicles in accordance with this Order.

PARKING CHARGE

2.6 Save as provided in Articles 2.16 and 2.17 no Vehicle shall wait in a Parking Place with Ticket Machines during the Hours of Operation except by purchase of a period of parking in advance by payment of the Parking Charge for the whole duration the Vehicle Waits.

MAXIMUM WAITING TIME

2.7 During the Hours of Operation, no Vehicle shall wait in a Parking Place with Ticket Machines longer than the maximum permitted time shown on the Plans regardless of
the period for which any Parking Charge may have been paid and regardless of the otherwise apparent validity of a Parking Ticket.

DISPLAY OF PARKING TICKET

2.8 A Parking Ticket valid for the whole time the Vehicle is Waiting must be displayed in the Prescribed Position on the Vehicle at all times whilst the Vehicle Waits in the Parking Place With Ticket Machines.

2.9 In this Section the Prescribed Position for display of a Parking Ticket on a Vehicle Waiting in a Parking Place With Ticket Machines is one which complies with Article 2.10 and:

(a) in the case of a Motor Cycle having a side car attached thereto is in a conspicuous position on the near side of the Motor Cycle in front of the driving seat; and

(b) where the Vehicle is fitted with a front glass windscreen in the relevant position as defined in clause;

(c) where the Vehicle is not fitted with a front glass windscreen as specified, on the near side of the Vehicle facing towards the near side of the road and not less than 0.75 metres and not more than 2 metres above the surface of the carriageway in the immediate vicinity;

2.10 Additionally, a Parking Ticket shall be so exhibited on the Vehicle that the expiration time of the Parking Ticket is clearly visible to a person standing at the near side of the Vehicle in the relevant position.

PROOF OF PAYMENT & NON-COMPLIANCE

2.11 Payment of the Parking Charge for a Vehicle Waiting in a Parking Place With Ticket Machines shall only be evidenced by a Parking Ticket paid for by (or on behalf of) the Driver covering the entire period the Vehicle has been Waiting and displayed in the Prescribed Position.

2.12 The expiry of the period for which the Parking Charge has been paid shall be conclusively proved when either:

(i) there is exhibited on the Vehicle (or the Driver produces) a Parking Ticket issued by a Ticket Machine relating to the Parking Place in which the Vehicle is Waiting and the time shown on the clock of the said Ticket Machine is later than the period for which the Parking Charge has been paid as shown on the Parking Ticket, or (Legislation regarding 10 minute expiry time before enforcement)

(ii) a cashless parking prepayment is made and the time indicated on the electronic recording device is later than the expiry time and date of the electronic record of that transaction

(iii) no Parking Ticket is exhibited (or produced).

PROHIBITION

2.13 It is prohibited for a Vehicle to wait in a Parking Place with Ticket Machines contrary to the terms of this Order.
Cambridgeshire County Council
The District of Huntingdonshire (Street Parking Places) Order 2018

NO ADDITIONAL PAYMENT AFTER INITIAL PAYMENT OF CHARGE

2.14 Once a Parking Ticket has been obtained for any Vehicle in a Parking Place with Ticket Machines obtaining a further Parking Ticket for that Vehicle in respect of any Parking Place With Ticket machines in that same road or street (whether or not the same Parking Place or Parking Bay) is prohibited unless the Vehicle first leaves the Parking Place and has complied with Article 2.15

RE-USING PARKING PLACES

2.15 A Vehicle shall not re-use any part of any Parking Place With Ticket Machines for Waiting in the same road or street until at least 1 hour has passed since the end of its last use irrespective of whether or not it is the same Parking Place or Parking Bay and notwithstanding that the first Parking Ticket may not yet have expired.

EXEMPTIONS FROM CHARGES

2.16 (a) If at the time when a Vehicle is left Waiting during the Hours of Operation in a Parking Place With Ticket Machines, there is on all the Ticket Machines relating to that Parking Place a notice placed by any person duly authorised by the Council, indicating the Ticket Machine is out of order, that Vehicle shall be exempt from the Parking Charge provided it does not Wait longer than the maximum permitted Waiting time otherwise an Excess Charge is payable,

(b) when a Vehicle is left Waiting during the Hours Of Operation in a Parking Place with Ticket Machines on a Bank Holiday or a Public Holiday that Vehicle shall be exempt from the Parking Charge and the maximum permitted Waiting time, and

(c) when a Vehicle is left Waiting under the direction of a Police Officer in uniform

DISABLED EXEMPTION

2.17 A Disabled Person’s Vehicle Waiting in a Parking Place with Ticket Machines shall be exempt from the payment of any Parking Charge and shall not be subject to the maximum permissible Waiting time.

SECTION 3
RESIDENT PARKING PLACES

DESIGNATION

3.1 Each area of a highway, which is identified as a Resident Parking Place on the Plans pursuant to this Order, is hereby designated as a Resident Parking Place.
Cambridgeshire County Council
The District of Huntingdonshire (Street Parking Places) Order 2018

HOURS OF OPERATION

3.2 The Hours of Operation of each Resident Parking Place shall be for 24 hours on all days unless shown otherwise on the Plans pursuant to this Order.

USE

3.3 Each Resident Parking Place may only be used in accordance with this Order for the Waiting by a Vehicle displaying a valid Permit in the Relevant Position issued in respect of that Vehicle and relating to that Parking Place.

PROHIBITION

3.4 It is prohibited to use a Resident Parking Place otherwise than in accordance with this Order.

EXEMPTIONS

3.5 Nothing in this Section prohibits any Invalid Carriage or any Disabled Person’s Vehicle displaying in the relevant position a valid Disabled Person’s Badge from Waiting in any Resident Parking Place.

3.6 Nothing in this Section prohibits any Vehicle from Waiting in a Resident Parking Place during the Hours of Operation of that Resident Parking Place on a Bank Holiday or a Public Holiday.

3.7 Nothing in this Section prohibits any Vehicle from Waiting in a Resident Parking Place under the direction of a Police Officer in uniform.

SECTION 4
DISABLED PERSONS PARKING PLACES

DESIGNATION

4.1 The parts of the highway identified as a Disabled Person’s Parking Place on the Plans pursuant to this Order are hereby designated as Disabled Person’s Parking Place.

USE

4.2 Each Disabled Person’s Parking Place may only be used in accordance with this Order by a Disabled Person’s Vehicle which displays in the relevant position a Disabled Person’s Badge and is being driven or used by the person to whom the badge is issued.

DAYS AND HOURS OF OPERATION

4.3 The Hours of Operation of a Disabled Person’s Parking Place shall be for 24 hours on all days unless shown otherwise on the Plans pursuant to this Order.
Cambridgeshire County Council
The District of Huntingdonshire (Street Parking Places) Order 2018

PROHIBITION

4.4 It is prohibited to use a Disabled Person's Parking Place otherwise than in accordance with this Order

EXEMPTIONS

4.5 Nothing in this Section prohibits any Vehicle from Waiting in a Disabled Person’s Parking Place under the direction of a Police Officer in uniform.

SECTION 5
PERMITS

ELIGIBILITY TO APPLY FOR PERMITS

Resident Parking Permit

5.1(a) Subject to Article 5.7 a person who resides in one of the streets identified in Schedule 2 of this Order may apply to the Council for the issue of a Resident Parking Permit for the relevant area.

APPLICATION PROCEDURE & EVIDENCE

5.2 All Permit applications shall be made on the relevant Permit application form prescribed by the Council from time to time and shall include the particulars and information required by such form to be supplied and shall be accompanied by the Permit Fee.

5.3 The Council may at any time require an applicant for a Permit or a Permit Holder to produce to an officer of the Council such evidence in respect of an application for a Permit made to them as they may reasonably require to verify any particulars or information given to them or in respect of any Permit issued by them as they may reasonably require to verify that the applicant is entitled to apply or that the Permit is validly issued or being validly used.

TERMS OF ISSUE

5.4 On receipt of the completed application for a Permit and payment of the Permit Fee the Council may issue a Permit for the zone in which the applicant is eligible upon being satisfied of the applicant’s entitlement.

5.5 It is a condition of issue of a Permit that the user of the Permit complies with the terms of the Permit and this Order.

LIMIT ON PERMIT NUMBERS FOR CERTAIN STREETS

5.6 Nothing in this Section shall allow:
a) a Resident of the streets or parts of streets specified in Schedule 2 to this Order to be issued with or be in possession of more than one Resident Parking Permit at any time;

SURRENDER WITHDRAWAL AND VALIDITY OF PERMITS

5.7 A Permit Holder may surrender a permit to the Council at any time and shall surrender a Permit to the Council on the occurrence of a Surrender Event.

5.8 The Council may by notice in writing served on the permit holder withdraw a Permit if it appears to the Council that any Surrender Event has occurred and the permit holder shall surrender the permit to the Council within forty eight hours of the receipt of the aforementioned notice unless the Permit Holder has satisfied the Council that the Surrender Event has not occurred.

5.9 Notice under this Article shall be served by sending it by recorded delivery or hand delivery to the Permit Holder at the address shown on the Permit application or at any other address believed by the Council to be that person’s place of abode.

5.10 Each of the following is a Surrender Event:

(a) The Permit Holder ceasing to be a Resident;

(b) The Permit Holder ceasing to be the Owner or Principal User of the Vehicle in respect of which a Permit was issued;

(c) The issue of a duplicate Permit by the Council under the provisions of Articles 5.13, 5.14 and 5.15 of this Order;

(d) Article 5.6 is contravened,

(e) The Permit Holder otherwise failing to comply with the terms of use of the Permit or failing to satisfy the eligibility criteria for the Permit,

(f) The Permit details being tampered with, or

(g) The Permit Fee has not been paid or was paid by cheque which has been dishonoured.

5.11 Subject to earlier surrender or withdrawal a Permit is valid only for the period stated on it.

APPLICATIONS FOR AND ISSUE OF DUPLICATE PERMITS

5.12 If a Permit is accidentally mutilated or defaced or the details or colouring have become illegible or faded the Permit Holder shall either surrender it to the Council or apply to the Council for the issue to him or her of a duplicate Permit and the Council upon the receipt of the original Permit shall issue a duplicate Permit and upon such issue the original Permit shall become invalid.

5.13 If a permit is lost or destroyed the Permit Holder may apply to the Council for the issue to him or her of a duplicate Permit and the Council upon being satisfied as to such loss or destruction shall issue a duplicate Permit and upon such issue the original Permit shall become invalid.

5.14 The provisions of this Order shall apply to a duplicate Permit and an application therefor as if it were a Permit or as the case may be an application therefor.
FORM OF PERMITS

5.15 A Resident Parking Permit shall be in writing and shall include the following particulars:

(a) The registration details of the Vehicle in respect of which the Permit has been issued;

(b) The period during which (subject to the surrender or withdrawal) the Permit shall remain valid;

(c) An indication that the Permit has been issued by the Council; and

(d) An indication of the zone, Parking Place for which the permit is valid.

PERMIT FEE

5.16 (a) The annual Permit Fee for a Permit for a Resident is as specified in Schedules 3 of this Order.

REFUND OF PERMIT FEE

5.17 A Permit Holder who surrenders a Permit to the Council before the expiration of the Permit is entitled to a refund of part of the Permit Fee paid calculated as below:

(a) in respect of Permits issued under provisions of Article 5.1(a) the refund shall be calculated as one quarter of the Permit Fee for one whole year in respect of each complete period of three months which remains unexpired at the time when the Permit is surrendered to the Council.

DISPLAY OF PERMITS

5.18 At all times during which a Vehicle is left Waiting in a Resident parking place there shall be displayed in the relevant position on the vehicle a valid permit issued in respect of that Vehicle and that zone or Parking Place so that all the particulars referred to in Article 5.15 of this Order are legible and readily visible from the outside of the Vehicle.

PROHIBITION

5.19 It is prohibited for a Vehicle to wait in a Resident Parking Place unless a valid Permit is displayed in accordance with Article 5.15.

SECTION 6
MANNER OF STANDING, SUSPENSION OF PARKING PLACES, WAIVER CERTIFICATES & EXEMPTIONS
MANNER OF STANDING

6.1 Every Vehicle left Waiting in a Parking in accordance with the provisions of this Order shall stand:

(a) so that every part of the Vehicle is within the limits of the Parking Place,

(b) so that the Vehicle does not obstruct the access to any off-street parking or loading/unloading facilities.

ALTERATION OF POSITION OF VEHICLE

6.2 Where any Vehicle is left Waiting in a Parking Place in contravention of the provisions of the last preceding Article an authorised enforcement officer or a police constable in uniform may alter or cause to be altered the position of the Vehicle in order that its position shall comply with those provisions.

MOVEMENT OF VEHICLES IN EMERGENCIES

6.3 A police constable in uniform may move, or cause to be moved in case of emergency, to any place he or she thinks fit any Vehicle left Waiting in a Parking Place.

SUSPENSION OF PARKING PLACES

6.4 Any person duly authorised by the Council may suspend the use of a Parking Place or any part thereof whenever he or she considers such suspension reasonably necessary:

(a) for the purpose of facilitating the movement of traffic or promoting traffic or pedestrian safety;

(b) for the purpose of

(i) any building operation, demolition or excavation; or

(ii) the maintenance improvement or reconstruction of the highway, or

(iii) the laying erection installation alteration removal or repair of any sign or any pipe conduit, cable or apparatus for the transmission of gas, water, sewage, electricity or telecommunications in or adjacent to the Parking Place;

(c) for the convenience of occupiers of premises adjacent to the Parking Place on any occasion of the removal of furniture from one office or dwelling-house to another or the removal of furniture from such premises to a depository or to such premises from a depository;

(d) on any occasion when it is considered reasonably likely that pedestrian or vehicular obstruction will otherwise occur; or

(e) for the convenience of occupiers of premises adjacent to the Parking Place at times of weddings or funerals or on other special occasions.

6.5 Any person suspending the use of a Parking Place or any part thereof in accordance with the provisions of preceding Articles shall cause to be placed in or adjacent to that Parking Place (or the part thereof the use of which is suspended) a Traffic Sign indicating that Waiting by Vehicles is prohibited.
PROHIBITION AGAINST USING A SUSPENDED PARKING PLACE

6.6 It is prohibited for a Vehicle to wait in any or part of a Parking Place during such period as there is in or adjacent to that part of the Parking Place a Traffic Sign placed in pursuance of the preceding Article.

PROHIBITION AGAINST SELLING FROM VEHICLES

6.7 No person shall use any Vehicle while it is in a Parking Place in connection with the sale of Goods or services to any person in or near that Parking Place provided that this prohibition shall not apply to the plying for hire by a Hackney Carriage.

EXEMPTIONS FROM WAITING RESTRICTIONS

6.8 Nothing in this Order prohibits a Vehicle from Waiting in a Parking Place:

(a) for so long as may be reasonably necessary to enable a person to Board or Alight from the Vehicle;

(b) because the Vehicle is being prevented from proceeding by circumstances beyond the Driver’s control;

(c) to the extent necessary to avoid an accident;

(d) if the Vehicle is being used for fire brigade, police, ambulance or local authority purposes;

(e) in connection with the removal of any obstruction to traffic; or

(f) being a Vehicle in the service of a Universal Service Provider which is Waiting whilst the Driver is:

(i) delivering or collecting or loading or unloading postal packets to or from addresses or public letter boxes adjacent to the Parking Place in which the Vehicle is Waiting or

(ii) servicing a telephone kiosk adjacent to the Parking Place.

WAIVER CERTIFICATE

6.9 Nothing in this Order prohibits a Vehicle from Waiting in any Parking Place if it is displaying in the Relevant Position a valid Waiver Certificate issued by the Council and the Vehicle is Waiting in accordance with the terms of the Waiver Certificate.

6.10 The Council may issue a Waiver Certificate on receipt of written application with at least 24 hours working notice and may impose terms and conditions as it considers appropriate.

6.11 A Waiver Certificate may be cancelled at any time at the sole discretion of the Council and shall thereupon immediately cease to be valid. Notification of such cancellation shall be sent by post to the holder of the Certificate at any address that the Council believes to be that person’s address and the Certificate-holder shall forthwith surrender the Certificate to the Council.

WAITING BY DISABLED PERSON’S VEHICLES
6.12 Nothing in this Order requires the Driver of a Vehicle lawfully displaying in the relevant position a valid Disabled Person's Badge which is waiting in any Resident Parking Place or Parking Place with Ticket Machines to pay any Parking Charge or to observe any maximum permitted Waiting time limit.

SECTION 7
CONTRAVENTIONS AND EXCESS CHARGE

CONTRAVENTION

7.1 If a vehicle is left in a parking place during the charging hours and the Street Parking Place Charge referred to in Schedule 3 has not been paid or it has been left in any parking place for longer than the period for which payment was made, then the amount specified in Schedule 3 (which amount is hereinafter referred to as the "excess charge") shall be payable.

7.2 In the case of a vehicle in respect of which an excess charge may have been incurred, it shall be the duty of an authorised enforcement officer to attach to the vehicle in a conspicuous position a notice which shall include the following particulars:-

(a) the registration mark of the vehicle or, where the vehicle is being used under a trade licence, the number of the trade plate carried by the vehicle;
(b) details of the parking place, date and time of issue;
(c) a description of the contravention;
(d) the manner in which, and the time within which, the excess charge should be paid; and
(e) a statement that it is an offence under Section 35(A) of the Act for the driver of a vehicle who has left the vehicle in a parking place to fail to pay the excess charge.

7.3 An excess charge shall be paid to Huntingdonshire District Council at Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN.

7.4 If an excess charge is paid so as to reach the said Council not later than 4.30 pm on the 14th day following the day on which the excess charge was incurred, the amount of the said excess charge shall be reduced to the charge specified in Schedule 3. Provided that if the said 14th day falls upon a day on which the office of the said Council is closed, the period within which payment of the said charge shall be made to the Council shall be extended until 4.30 pm on the next full day on which the said office is open.

7.5 Where, in any proceedings for an offence under this Order of failing to pay the charge or the excess charge or both of them, it is proved that the amount which has become due, or any part of that amount, has not been duly paid, a Court may order the payment of the sum not paid, and any sum ordered to be paid by virtue of this Article shall be recoverable as a penalty.

SECTION 8
REVOCATIONS

REVOCATION OF ALL ORDERS

8.1 The following Orders are hereby revoked:

Cambridgeshire County Council (Street Parking Places, St Neots) Order 1980;
Cambridgeshire County Council Parking Places (St Ives) Order 1983;
Cambridgeshire County Council Parking Places (Huntingdon) Order 1988;
and all subsequent variations to these orders.
Cambridgeshire County Council (Bedford Street, St Neots) (Residents Parking Place) Order 1988;
Cambridgeshire County Council (Various Streets, Huntingdon) (Residents Parking Places) Order 2003;
Cambridgeshire County Council (New Street, St Neots) (Residents Parking Places) Order 2005;
and all subsequent variations to these orders referring to the lengths of streets in this Order.
SCHEDULE 1

On Street Pay and Display Parking Places – Parking Time Limits

<table>
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<tr>
<th>TARIF REF</th>
<th>TIME LIMIT</th>
<th>HOURS OF OPERATION</th>
<th>STREETS OR PARTS OF STREETS</th>
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<tr>
<td>1</td>
<td>1 Hour</td>
<td>7am - 6pm Monday to Saturday</td>
<td>High Street, Huntingdon</td>
</tr>
<tr>
<td>2</td>
<td>1 Hour</td>
<td>7am - 6pm Monday to Saturday</td>
<td>Market Hill/The Pavement, St Ives</td>
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<td>3</td>
<td>1 Hour</td>
<td>7am - 6pm Monday to Saturday - Any such day not being a day on which a market is held</td>
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SCHEDULE 2

PART 1

RESIDENTS PARKING ZONE – NEW STREET, ST NEOTS

Hours of Operation: Monday to Saturday 8.00 am to 6.00 pm

Eligible Residents
A person whose residence is at premises the postal address of which is numbers 53 to 73 New Street, St Neots

PART 2

RESIDENTS PARKING ZONE – BEDFORD STREET, ST NEOTS

Hours of Operation: Monday to Saturday 8.00 am to 6.00 pm

Eligible Residents
A person whose usual residence is at premises the postal address of which is in Bedford Street, St Neots

PART 3

RESIDENTS PARKING ZONE – VARIOUS STREETS, HUNTINGDON

Hours of Operation: Monday to Saturday 8.00 am to 6.00 pm

Eligible Residents Zone A
A person whose usual residence is at premises the postal address of which is in:
Cambridgeshire County Council  
The District of Huntingdonshire (Street Parking Places) Order 2018

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**Eligible Residents Zone B**

A person whose usual residence is at premises the postal address of which is in:

- St John's Street
- Roscrea Terrace
- Ferrar's Road

---

**SCHEDULE 3**

1. **Cost of Residents Permit**
   - (i) £26 per annum

2. **Street Parking Place Charge**
   - (i) 20p for 15 minutes

3. **The Excess Charge:**
   - (i) £60.00
   - (ii) £40.00 (if paid within 14 days of issue).
Cambridgeshire County Council
The District of Huntingdonshire (Street Parking Places) Order 2018

GIVEN under the COMMON SEAL

of CAMBRIDGESHIRE COUNTY COUNCIL

this ?? day of ?? 2018

in the presence of:
THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK
# Purchase Ledger for Month No 2

## Order by Invoices Entered

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## Analysis Description

- Grant awarded Reading Challenges
- Grant awarded Darby & Joans
- Grant awarded CAB
- Grant awarded
- Grant awarded Hunts Soc Blind
- Grant awarded Kick
- May salaries
- May Pensions E's
- May Pensions E's
- April PAYE
- April PAYE
- TV license 19/20
- TH gas April 19
- TH electricity Apr 19
- Warners electricity Apr 19
- FM electricity Apr 19
- Globe electricity Apr 19
- Mortuary electricity Apr 19
- Haldo electricity Apr 19
- CEX mixer tap
- Security cabinet
- AFD posters
- AFD posters
- Croft Original D&J
- Grant awarded Bridge Money
- Annual Inspection
- Hardcore 2 loads
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<tr>
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<td>007255</td>
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<td>60.00</td>
<td>12.00</td>
<td>72.00</td>
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### Purchase Ledger for Month No 2

#### Order by Invoices Entered

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<th>Ref No</th>
<th>Supplier A/c Name</th>
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<th>Net Value</th>
<th>VAT</th>
<th>Invoice Total</th>
<th>A/C</th>
<th>Centre</th>
<th>Amount</th>
<th>Analysis Description</th>
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<td>28/05/2019</td>
<td>135771</td>
<td>007260</td>
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<tr>
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<tr>
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#### Nominal Ledger Analysis

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<td>Cable ties</td>
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<td>130</td>
<td>13.62</td>
<td>Bank charges</td>
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<tr>
<td>LLOOO</td>
<td>130</td>
<td>10.08</td>
<td>Bank charges</td>
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<tr>
<td>AMA0001</td>
<td>150</td>
<td>10.96</td>
<td>Cutlery for Civic sunday</td>
</tr>
<tr>
<td>AMA0001</td>
<td>150</td>
<td>22.99</td>
<td>Foam cups</td>
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**TOTAL INVOICES**

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<td>1,929.45</td>
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<td>73,650.42</td>
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# Confirmed Bank & Investment Balances

**Bank Statement Balances**

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<tr>
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<td>30/04/2019</td>
<td>Current Account</td>
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<tr>
<td>30/04/2019</td>
<td>Business Call Account</td>
<td>395,278.65</td>
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<td>28/03/2019</td>
<td>Public Sector Deposit Fund</td>
<td>257,308.36</td>
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**Other Cash & Bank Balances**

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**Unpresented Payments**

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**Receipts not on Bank Statement**

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**Closing Balance**

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<td>2 Business Call Account</td>
<td>395,278.65</td>
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<td>3 CCLA</td>
<td>217,308.36</td>
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**Other Cash & Bank Balances**

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<tr>
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**Total Cash & Bank Balances**

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## Annual Budget - By Committee

<table>
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<tr>
<th>Last Year</th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Budget</td>
<td>Actual</td>
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<tr>
<td>Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
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<td></td>
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<td>4350 Photocopying</td>
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<tr>
<td>Total Income</td>
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</tr>
<tr>
<td>5008 Phone &amp; Internet</td>
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<td>1,865</td>
</tr>
<tr>
<td>5011 Postage</td>
<td>1,650</td>
<td>1,299</td>
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<tr>
<td>5012 Office Stationery</td>
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<td>5013 Photocopier</td>
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<td>4,813</td>
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<td>5018 Data Protection</td>
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<td>35</td>
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<tr>
<td>5019 Repairs &amp; Renewals</td>
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<td>250</td>
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<td>5020 Office Library</td>
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<td>104</td>
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<td>5021 Health &amp; Safety</td>
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<td>5024 Misc Admin Costs</td>
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<td>5025 Subscriptions</td>
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<td>5061 Election costs (EMR)</td>
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<td>5160 Legal Fees</td>
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<td>2,214</td>
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<td>Movement to/(from) Gen Reserve</td>
<td>(33,453)</td>
<td>(15,309)</td>
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Continued on next page
## Annual Budget - By Committee

<table>
<thead>
<tr>
<th>Last Year</th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
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<tr>
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<tr>
<td><strong>Budget</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Total</strong></td>
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<td>308</td>
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<td>5610 Website Hosting</td>
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<td>5666 Promotion &amp; Publicity</td>
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<td>1,886</td>
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<td>5658 The Bridge/Annual Report</td>
<td>10,000</td>
<td>14,768</td>
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<td><strong>Movement to/(from) Gen Reserve</strong></td>
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<td>4077 Council Photo Sales</td>
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### Annual Budget - By Committee

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<th>Last Year Actual</th>
<th>Current Year Total</th>
<th>Current Year Actual YTD</th>
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<th>Current Year Committed</th>
<th>Next Year Agreed</th>
<th>EMR</th>
<th>Carried Forward</th>
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<td>5771 Civic Events</td>
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<td>2,225</td>
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### Grants

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<th>Current Year Actual YTD</th>
<th>Current Year Projected</th>
<th>Current Year Committed</th>
<th>Next Year Agreed</th>
<th>EMR</th>
<th>Carried Forward</th>
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<td>10,000</td>
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<td>5849 Carnival</td>
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<td>5850 Town Team</td>
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<td>5853 Volunteer Grants</td>
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<td>6,335</td>
<td>7,500</td>
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<tr>
<td>5954 HVC</td>
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<td>12,000</td>
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<td>12,500</td>
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<tr>
<td>5955 Norris Grant</td>
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<td>36,000</td>
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<table>
<thead>
<tr>
<th></th>
<th>Last Year</th>
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<th>Next Year</th>
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<tbody>
<tr>
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</tr>
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<td>6700 St Ives in Bloom</td>
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<td>2,301</td>
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<td></td>
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<td>Overhead Expenditure</td>
<td>54,745</td>
<td>89,334</td>
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<td>Movement to/(from) Gen Reserve</td>
<td>(54,745)</td>
<td>(89,334)</td>
<td>(87,650)</td>
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<td>170 Council General</td>
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<tr>
<td>4080 CIL Income (EMR)</td>
<td>61,556</td>
<td>47,734</td>
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<td>61,556</td>
<td>47,734</td>
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<td>5227 Operational Insurance</td>
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<td>5980 CCTV</td>
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<td>15,600</td>
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<td>Overhead Expenditure</td>
<td>39,828</td>
<td>16,821</td>
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<td>170 Net Income over Expenditure</td>
<td>21,728</td>
<td>30,913</td>
<td>-15,600</td>
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<tr>
<td>plus Transfer from EMR</td>
<td>0</td>
<td>1,251</td>
<td>0</td>
</tr>
<tr>
<td>less Transfer to EMR</td>
<td>0</td>
<td>47,734</td>
<td>0</td>
</tr>
<tr>
<td>Movement to/(from) Gen Reserve</td>
<td>21,728</td>
<td>(15,569)</td>
<td>(15,600)</td>
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<td>Council - Income</td>
<td>62,556</td>
<td>61,837</td>
<td>11,750</td>
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<td>235,037</td>
<td>650,435</td>
<td>244,144</td>
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<tr>
<td>Net Income over Expenditure</td>
<td>-172,481</td>
<td>-588,598</td>
<td>-232,394</td>
</tr>
<tr>
<td>plus Transfer from EMR</td>
<td>0</td>
<td>23,942</td>
<td>0</td>
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<tr>
<td>less Transfer to EMR</td>
<td>0</td>
<td>47,734</td>
<td>0</td>
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<thead>
<tr>
<th>Movement to/(from) Gen Reserve</th>
<th>Last Year</th>
<th></th>
<th>Current Year</th>
<th></th>
<th>Next Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>Total</td>
<td>Actual YTD</td>
<td>Projected</td>
<td>Committed</td>
</tr>
<tr>
<td></td>
<td>(172,481)</td>
<td>(612,390)</td>
<td>(232,394)</td>
<td>(87,747)</td>
<td>(202,460)</td>
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Continued on next page
## Annual Budget - By Committee

### Personnel

<table>
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<th>Next Year</th>
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<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>Total</td>
</tr>
<tr>
<td>Staff</td>
<td></td>
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</tr>
<tr>
<td>5021</td>
<td>500</td>
<td>477</td>
<td>500</td>
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<tr>
<td>Health &amp; Safety</td>
<td>500</td>
<td>477</td>
<td>500</td>
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<tr>
<td>5063</td>
<td>6,000</td>
<td>5,988</td>
<td>3,000</td>
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<tr>
<td>Training/Conferences</td>
<td>6,000</td>
<td>5,988</td>
<td>3,000</td>
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<tr>
<td>5301</td>
<td>263,500</td>
<td>270,625</td>
<td>305,137</td>
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<tr>
<td>Salaries</td>
<td>263,500</td>
<td>270,625</td>
<td>305,137</td>
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<tr>
<td>5303</td>
<td>73,900</td>
<td>86,536</td>
<td>94,061</td>
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<tr>
<td>LGPS Pension</td>
<td>73,900</td>
<td>86,536</td>
<td>94,061</td>
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<tr>
<td>5304</td>
<td>23,000</td>
<td>21,989</td>
<td>26,840</td>
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<tr>
<td>Inland Revenue PAYE Ees NICs</td>
<td>23,000</td>
<td>21,989</td>
<td>26,840</td>
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<tr>
<td>5307</td>
<td>20,000</td>
<td>20,000</td>
<td>45,000</td>
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<td>Staff Contingencies</td>
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<td>20,000</td>
<td>45,000</td>
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<td><strong>386,900</strong></td>
<td><strong>405,615</strong></td>
<td><strong>474,538</strong></td>
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<tr>
<td><strong>Movement to/(from) Gen Reserve</strong></td>
<td><strong>(386,900)</strong></td>
<td><strong>(405,615)</strong></td>
<td><strong>(474,538)</strong></td>
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### Income

- **Personnel - Income**: 0
- **Expenditure**: 386,900

### Expenditure

- **Personnel - Expenditure**: 386,900

**Movement to/(from) Gen Reserve**: (386,900) (405,615)

Continued on next page
### Amenities

<table>
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<tr>
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<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td><strong>Actual</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>Amenities General</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4100 Farmers' Markets</td>
<td>13,500</td>
<td>13,411</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>13,500</td>
<td>13,411</td>
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<tr>
<td>5019 Repairs &amp; Renewals</td>
<td>3,000</td>
<td>9,117</td>
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<tr>
<td>5021 Health &amp; Safety</td>
<td>500</td>
<td>503</td>
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<tr>
<td>6184 Town Signs/Noticeboards/Maint.</td>
<td>250</td>
<td>0</td>
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<tr>
<td>6456 Toilet Provision</td>
<td>33,600</td>
<td>32,668</td>
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<tr>
<td>6927 Street Cleaning</td>
<td>250</td>
<td>0</td>
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<tr>
<td>6932 Electricity</td>
<td>1,000</td>
<td>554</td>
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<td>6934 Water Rates</td>
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<td>546</td>
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<td>6937 Fire Extinguishers</td>
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<td>341</td>
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<tr>
<td>6945 Clock Maintenance</td>
<td>340</td>
<td>520</td>
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<tr>
<td>6983 Farmer's Markets</td>
<td>11,500</td>
<td>14,164</td>
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<td>9136 Jointly Funded Imp Scheme(EMR)</td>
<td>5,435</td>
<td>3,310</td>
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<tr>
<td>9138 Toilet Provision (EMR)</td>
<td>22,346</td>
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<td>9139 J ubilee Mem. Renovation (EMR)</td>
<td>1,830</td>
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<td>9157 New Vehicle (EMR)</td>
<td>17,000</td>
<td>12,295</td>
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<td>9187 Parish Church Wall (EMR)</td>
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<td>9195 Play Equipment (EMR)</td>
<td>244,321</td>
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<td>9286 Equip &amp; Tools-Amenities (EMR)</td>
<td>2,145</td>
<td>576</td>
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<td>9436 War Memorial Renovation (EMR)</td>
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<tr>
<td>9496 Westwood Road Memorial (EMR)</td>
<td>3,875</td>
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</tr>
</tbody>
</table>

Continued on next page
## Annual Budget - By Committee

### Last Year | Current Year | Next Year
---|---|---
**Budget** | **Actual** | **Total** | **Actual YTD** | **Projected** | **Committed** | **Agreed** | **EMR** | **Carried Forward**

**Overhead Expenditure** | 361,242 | 74,855 | 63,520 | 44,039 | 48,220 | 7,026 | 0 | 0 | 0

**300 Net Income over Expenditure** | -347,742 | -61,444 | -50,020 | -40,674 | -34,720 | -7,026 | 0 | 0 | 0

**plus Transfer from EMR** | 0 | 13,853 | 0 | 31,897 | 0 | 0 | 0 | 0 | 0

**Movement to/(from) Gen Reserve** | (347,742) | (47,591) | (50,020) | (8,777) | (34,720) | 0 | 0 | 0 | 0

### 310 Street Lighting

**5019 Repairs & Renewals** | 1,000 | 931 | 1,000 | 0 | 2,100 | 0 | 0 | 0 | 0

**6032 CCC Electric Energy** | 1,765 | 4,244 | 2,100 | 0 | 0 | 0 | 0 | 0 | 0

**Overhead Expenditure** | 2,765 | 5,175 | 3,100 | 0 | 2,100 | 0 | 0 | 0 | 0

**Movement to/(from) Gen Reserve** | (2,765) | (5,175) | (3,100) | 0 | (2,100) | 0 | 0 | 0 | 0

### 320 Street Furniture

**6184 Town Signs/Noticeboards/Maint.** | 0 | 0 | 250 | 0 | 0 | 0 | 0 | 0 | 0

**6186 Seats- Installation** | 0 | 309 | 500 | 0 | 0 | 0 | 0 | 0 | 0

**Overhead Expenditure** | 0 | 309 | 750 | 0 | 0 | 0 | 0 | 0 | 0

**Movement to/(from) Gen Reserve** | 0 | (309) | (750) | 0 | 0 | 0 | 0 | 0 | 0

### 330 Machinery

**6255 Road Fund Licence** | 380 | 330 | 380 | 217 | 380 | 0 | 0 | 0 | 0

**6256 Fuel** | 4,000 | 4,244 | 4,000 | 1,062 | 4,000 | 0 | 0 | 0 | 0

**6257 Maintenance & MOT** | 4,000 | 749 | 4,000 | 1,142 | 3,000 | 0 | 0 | 0 | 0

**Overhead Expenditure** | 8,380 | 5,323 | 8,380 | 2,420 | 7,380 | 0 | 0 | 0 | 0

**Movement to/(from) Gen Reserve** | (8,380) | (5,323) | (8,380) | (2,420) | (7,380) | 0 | 0 | 0 | 0

### 340 Playground/Open Spaces/Cem.

Continued on next page
### Last Year

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Total</th>
<th>Actual YTD</th>
<th>Projected</th>
<th>Committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>4052</td>
<td>Ashes Plots Digging</td>
<td>1,100</td>
<td>774</td>
<td>1,000</td>
<td>60</td>
<td>1,000</td>
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<tr>
<td>4140</td>
<td>Mausoleum Income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>24,000</td>
<td>33,000</td>
<td>0</td>
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<tr>
<td>4150</td>
<td>Burial Fees</td>
<td>15,000</td>
<td>37,526</td>
<td>22,000</td>
<td>1,113</td>
<td>20,000</td>
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**Total Income**

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<tr>
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<th>Actual</th>
<th>Total</th>
<th>Actual YTD</th>
<th>Projected</th>
<th>Committed</th>
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<tr>
<td>16,100</td>
<td>38,299</td>
<td>23,000</td>
<td>25,173</td>
<td>54,000</td>
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### Current Year

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<th>Total</th>
<th>Actual YTD</th>
<th>Projected</th>
<th>Committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6391</td>
<td>Inspections &amp; Repair &amp; Renewal</td>
<td>1,600</td>
<td>1,496</td>
<td>1,600</td>
<td>625</td>
<td>1,500</td>
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<td>6488</td>
<td>Tree Work</td>
<td>11,865</td>
<td>14,620</td>
<td>3,000</td>
<td>1,500</td>
<td>3,000</td>
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<tr>
<td>6490</td>
<td>Annual Planting</td>
<td>8,000</td>
<td>7,630</td>
<td>8,000</td>
<td>725</td>
<td>8,000</td>
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<td>6492</td>
<td>Christmas Tree &amp; Decorations</td>
<td>700</td>
<td>275</td>
<td>700</td>
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<td>6593</td>
<td>Cemetery Maintenance</td>
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<td>2,500</td>
<td>119</td>
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**Overhead Expenditure**

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<th>Actual</th>
<th>Total</th>
<th>Actual YTD</th>
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<th>Committed</th>
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</thead>
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<tr>
<td>32,559</td>
<td>34,414</td>
<td>15,800</td>
<td>2,969</td>
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**Movement to/(from) Gen Reserve**

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<th>Actual</th>
<th>Total</th>
<th>Actual YTD</th>
<th>Projected</th>
<th>Committed</th>
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<td>(16,459)</td>
<td>3,885</td>
<td>7,200</td>
<td>22,204</td>
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### Next Year

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<th>Total</th>
<th>Actual YTD</th>
<th>Projected</th>
<th>Committed</th>
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<td>350</td>
<td>Allotments</td>
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<td>5,948</td>
<td>6,270</td>
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<td>5,965</td>
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**Total Income**

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<th>Total</th>
<th>Actual YTD</th>
<th>Projected</th>
<th>Committed</th>
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</thead>
<tbody>
<tr>
<td>6,094</td>
<td>5,948</td>
<td>6,270</td>
<td>5,965</td>
<td>5,965</td>
<td>0</td>
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**Overhead Expenditure**

<table>
<thead>
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<th>Budget</th>
<th>Actual</th>
<th>Total</th>
<th>Actual YTD</th>
<th>Projected</th>
<th>Committed</th>
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<tr>
<td>700</td>
<td>750</td>
<td>1,200</td>
<td>266</td>
<td>1,200</td>
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**Movement to/(from) Gen Reserve**

<table>
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<tr>
<th>Budget</th>
<th>Actual</th>
<th>Total</th>
<th>Actual YTD</th>
<th>Projected</th>
<th>Committed</th>
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<td>5,394</td>
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<td>5,077</td>
<td>5,699</td>
<td>4,765</td>
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### Annual Budget - By Committee

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<th>Last Year</th>
<th>Current Year</th>
<th>Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>Total</td>
</tr>
<tr>
<td><strong>Amenities - Income</strong></td>
<td>35,694</td>
<td>57,657</td>
<td>42,770</td>
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<tr>
<td><strong>Expenditure</strong></td>
<td>405,646</td>
<td>120,827</td>
<td>92,750</td>
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<tr>
<td><strong>Net Income over Expenditure</strong></td>
<td>-369,952</td>
<td>-63,170</td>
<td>-49,980</td>
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<td><strong>plus Transfer from EMR</strong></td>
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<td>13,853</td>
<td>0</td>
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<tr>
<td><strong>Movement to/(from) Gen Reserve</strong></td>
<td>(369,952)</td>
<td>(49,316)</td>
<td>(49,980)</td>
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Continued on next page
### Annual Budget - By Committee

<table>
<thead>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>Budget</td>
<td>Actual</td>
<td>Total</td>
<td>Actual YTD</td>
<td>Projected</td>
<td>Committed</td>
<td>Agreed</td>
<td>EMR</td>
<td>Carried Forward</td>
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CCTV Service Report for April 2019
St Ives

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Total № of Police Evidence Reviews for St Ives

- Media Taken, 75%
- Media Not Taken, 25%

Monthly Evidence Review Totals

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</tr>
<tr>
<td>Wanted Person</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>32</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Non-Crime Related Incidents</strong></td>
<td><strong>4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Crime Related Incidents</strong></td>
<td><strong>28</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Arrests at Time of Incident</strong></td>
<td><strong>3</strong></td>
<td></td>
</tr>
</tbody>
</table>
Incidents and Arrests by Call Source

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Airwave to CCTV</td>
<td>13</td>
<td>17</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Police Telephone to CCTV</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CCTV Airwave to Police</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>CCTV Other</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CAMBAC Shop/Pub Watch Radio</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>HBAC Shop/Pub Watch Radio</td>
<td>4</td>
<td>8</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Third Party/Other</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>None (Monitor Only)</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>25</strong></td>
<td><strong>32</strong></td>
<td><strong>0</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

N.B; CAMBAC is the Cambridge Business Against Crime scheme - HBAC is the Huntingdonshire Business Against Crime scheme

Arrests at time of incidents recorded by CCTV

<table>
<thead>
<tr>
<th></th>
<th>Apr 2018</th>
<th>Apr 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

These totals do not include arrests made later due to retrospective evidence reviews and not all the incidents recorded by CCTV are offences that require an arrest.

Call Handling Data for April 2019

<table>
<thead>
<tr>
<th>No of HDC Out of Hours Calls Taken</th>
<th>No of Lone Worker Calls Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRIL 2019</td>
<td>Average call time</td>
</tr>
<tr>
<td>56</td>
<td>6 mins</td>
</tr>
</tbody>
</table>

Average call time for HDC calls: 6 minutes
Average call time for Lone Worker calls: 0 minutes

Graphs showing:
- Total No of Incidents Recorded by CCTV in St Ives
- No of Incidents originating from HBAC radio
- Total No of Arrests at Time of Incident in St Ives
- No of Arrests at Time of Incidents originating from HBAC radio
# St Ives Camera Maintenance Report
## April 2019

<table>
<thead>
<tr>
<th>CAMERA</th>
<th>DATE FAULTED</th>
<th>DATE REPAIRED</th>
<th>HOURS FAULTY</th>
<th>NATURE OF FAULT</th>
<th>% HOURS WORKING</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 – Globe Car Park/West Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>43 – Waitrose Car Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>45 – Short Stay car Park (Central)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>46 – Bus Station/Cattle Market Car Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>47 – Darwood Road Car Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>48 – Market Road/Priory Road/Station Road</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>49 – Market Hill</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>50 – Bridge Street/Crown Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>51 – The Broadway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>52 – White Hart Lane/The Quadrant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>53 – Crown Place/East Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>54 – The Quay/Bridge Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>55 – St Ivo Centre Car Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>57 – The Waits/Ramsey Road</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>58 – Warners Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>59 – London Road</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>60 – Ramsey Road/Kings Hedges</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**AVERAGE % OF HOURS WORKING** | **100%**

Based on the following criteria:
- 25% Zoom operation
- 25% Pan operation
- 25% Tilt operation
- 25% Picture Quality

Based on 100% totally operational your cameras have been assessed at 100%
Notes from Needingworth Quarry Liaison Meeting 3/6/2019

Meeting attended by Hanson, RSPB, CCC and representatives from local councils

Meeting held 2-3 times a year to keep local councils informed of progress with the 30 year project of extraction and restoration and to allow any local concerns to be raised.

Formal minutes by Hanson due shortly.

Hanson Report

Section 73 Planning Application to amend extraction sequence and tidy up conditions has been submitted and validated by CCC. Conditions that have been discharged have been removed. Extended extraction hours to deal with A14 requirements is formalised, but lorry hours to/from site is unchanged.

1m tonnes due to be extracted in 2019. Extraction rate of up to 5000t per day. Sales likely to exceed extraction, so stock on site will be reduced.

Work to remove top soil in Phase 17 area due to start this week. Start of work delayed by need to remove water voles and badgers. Area also contained archaeological finds including a log boat from around 1500BC and remains of a bridge/landing stage.

West Fen Drove path diverted. It was noted that google maps had not been updated and person was removed from the working area trying to follow the original route.

CCC Report

CCC new Minerals and Waste Plan consultation now closed. Next version will be the formal submission document due in November 2019.

Local landowners affected by the plan urged to get in touch with CCC.

No recent complaints received about site operations.

RSPB Report

Initial ground works complete in cells 7-9. Reeds already growing in Cell 7 so no need for new plants. Water management strategies for these cells are being developed. Work in Cell 10 to start soon.

New visitor car park application has been submitted. Plan supported by St Ives TC. CCC flooding team had raised issues. If these can be resolved, plan due to be approved in next month.

Preliminary results on 2019 breeding season show positive signs, full results at the next meeting. The electric fence to deter foxes had benefitted ground nesting birds such as lapwing and redshank.

Other issues raised
Damage to RSPB car park height barrier to be checked and repaired.

Fly tipping in some areas noted – Hanson / RSPB to check to establish who is responsible for removal.

Next meeting Monday 9th September.

Councillor Nick Dibben

4 June 2019
<table>
<thead>
<tr>
<th>Index</th>
<th>Date</th>
<th>Agenda_Title-Venue</th>
<th>Agenda</th>
<th>Resolved-Present</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>C235.00</td>
<td>11/04/2018</td>
<td>MOORINGS ON WAITS</td>
<td>Further information on costings be obtained.</td>
<td>Agreed.</td>
<td>09/05 - Members considered low priority - report to September meeting.</td>
</tr>
<tr>
<td>C101.00</td>
<td>12/09/2018</td>
<td>BUS SERVICE</td>
<td>Members expressed disappointment with the service.</td>
<td>Noted.</td>
<td>05/11 - Mr Nelson agreed to attend a further meeting once the outcome of the combined Authority Mayor's Review was completed. 06/02 Combined Authority bus review is ongoing. 04/04 - Mayor of the Combined Authority, James Palmer, will be in attendance at this meeting. 26/04 - Mayor Palmer informed Members he is continuing discussions with bus operators. Ongoing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Morrisons)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C166.00</td>
<td>12/12/2018</td>
<td>BIKEABILITY CYCLE</td>
<td>Agreed that Council would, in principle, support some funding pending receipt of further information on costs of supporting this scheme.</td>
<td>Agreed.</td>
<td>2/1 - Report to future meeting. 03/06 - contact made with CCC Cycling Project Team Leader requesting further information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TRAINING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C172.03</td>
<td>12/12/2018</td>
<td>PAVILION WORKING</td>
<td>Councillors L Davies and J Tiddy to represent Council on the Working Party.</td>
<td></td>
<td>4/2 - Working Group has met - agreed that refurbishment should include toilets, café or small meeting room/communal space. Plans being drawn up. Structural survey to be conducted in due course. Consultation period to follow and interest sought in forming a Friends of the Pavilion Group. Ongoing. 06/03 Draft plans have been provided to WP for review. Next meeting to take place shortly. 3/4 - Presentation of proposed plans to this meeting. 26/4 - Working Party requested to consider methods of funding the renovation works. Ongoing. 9/5 - Update from Working Party to this meeting. 03/06 - consultation with community has started with survey being handed out at Cllr Surgery on FM. Further consultation to take place in Warner’s Park, via facebook and through Hunts Post article.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PARTY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AGENDA ITEM C59.00**
<table>
<thead>
<tr>
<th>Reference</th>
<th>Date</th>
<th>Category</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>C188.00</td>
<td>09/01/2019</td>
<td>BUS SURVEY</td>
<td>Survey completed and data analysed.</td>
<td>Agreed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4/2 - The information to be provided to the County Council, the Mayor of the Combined Authority and the Cambridge Bus User Group as soon as agreement reached with partner Parishes that they are content with the analysis 6/3 - ongoing. Awaiting decision by other parishes involved as to what they want to do with the data. 03/06 - Clerk to inform other parishes that data has been set to both Combined Authority and the Cambridge Bus User Group.</td>
<td></td>
</tr>
<tr>
<td>C204.00</td>
<td>13/02/2019</td>
<td>NEIGHBOURHOOD PLAN</td>
<td>Preliminary work on Neighbourhood Plan to be resumed.</td>
<td>Agreement given by Council.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6/3 - Plan area submitted to HDC                                                                -------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>C221.02</td>
<td>13/03/2019</td>
<td>FARMERS' MARKET PUBLICITY</td>
<td>Councillor L Davies to contact local media to promote the Farmers' Market.</td>
<td>Agreed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3/4 - Cllr L Davies to provide short update at meeting 26/4 - Ongoing. Awaiting date from Cllr L Davies to meet with Clerk and Market Co-Ordinator 03/06 - Taster Day held on 01/06. New postcards have been produced and distributed to traders detailing next 12 months of dates. Love British Food membership is in place and other promo plans are being looked into.</td>
<td></td>
</tr>
<tr>
<td>C223.02</td>
<td>13/03/2019</td>
<td>DEFIBRILLATORS</td>
<td>£4k allocated from CIL towards purchase and installation of 2x defibrillators for the town centre.</td>
<td>Agreed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3/4 - Contact made Rotary and SITI who are also looking to install defibs in town. Report to this Meeting. 26/4 - Joint working with SITI and the Rotary Club. Report to this Meeting. 9/5 - Council agreement to adopting 2 boxes at the Sheep Market and The Broadway. 03/06 - Report to Council</td>
<td></td>
</tr>
<tr>
<td>C249.02</td>
<td>10/04/2019</td>
<td>FUTURE MOBILITY AND ENERGY</td>
<td>Verbal report given by representatives attending Seminar.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>26/4 - Councillor Rowe to provide written report to a future meeting with any recommendations and suggestions for consideration.</td>
<td></td>
</tr>
<tr>
<td>C14.00</td>
<td>09/05/2019</td>
<td>REVIEW OF POLICIES AND PROTOCOLS</td>
<td>Working Party to meet in June 2019 to review.</td>
<td>9/5 - Report to July Council meeting.</td>
</tr>
<tr>
<td>C23.02</td>
<td>09/05/2019</td>
<td>APPOINTMENT OF INTERNAL AUDITORS</td>
<td>Town Clerk seeking quotations for 2020/21 financial year.</td>
<td>03/06 Report to Council</td>
</tr>
<tr>
<td>Ref</td>
<td>Address</td>
<td>Description</td>
<td>Advice Offered</td>
<td>SITC Action</td>
</tr>
<tr>
<td>-----</td>
<td>---------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>St Ives</td>
<td>Too many A boards blocking pavement (Norris-Cromwell Mews)</td>
<td>Will look into laws and bylaws for this</td>
<td>Refer to Highways</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Banners needed for Farmer’s Market</td>
<td>Will talk to Town Clerk</td>
<td>Banners are displayed and new boards to be implemented</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Stop kids from climbing pavilion roof, graffiti removal</td>
<td>Sympathy</td>
<td>Pavilion Refurb</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Mess being left after events at the Dolphin Hotel</td>
<td></td>
<td>Pass comments to HDC</td>
</tr>
<tr>
<td>5</td>
<td>St Ives</td>
<td>Unhappy with the noise coming from the Dolphin Hotel</td>
<td></td>
<td>Pass comments to HDC</td>
</tr>
<tr>
<td>6</td>
<td>Colne</td>
<td>Cycle path from blundisham is a nightmare - near morrison</td>
<td></td>
<td>Refer to Highways</td>
</tr>
<tr>
<td>7</td>
<td>Needingworth</td>
<td>Happy to see farmers’ Market - How to get copy of the bridge?</td>
<td>Website</td>
<td>Refer to Highways</td>
</tr>
<tr>
<td>8</td>
<td>St Ives</td>
<td>Parking down Priory road, no access to property, lorries unloading</td>
<td>Will refer to appropriate agency - drain blocked</td>
<td>Anglian Water</td>
</tr>
<tr>
<td>9</td>
<td>Fenstanton</td>
<td>Illegal parking bridge street - would like a traffic warden</td>
<td>Will refer to appropriate Agency</td>
<td>Police matter - refer to police</td>
</tr>
<tr>
<td>10</td>
<td>St Ives</td>
<td>Poor state of pavements down Needingworth road - hazard</td>
<td>Will refer to CCC Highways</td>
<td>Refer to Highways</td>
</tr>
<tr>
<td>11</td>
<td>Littleport</td>
<td>Drain on corner of Market Square - permanent stink</td>
<td>Refer to appropriate agency</td>
<td>County Council</td>
</tr>
<tr>
<td>12</td>
<td>St Ives</td>
<td>Careless driving and inappropriate parking - Wheatfields/Burstelllar</td>
<td>Will refer to appropriate Agency</td>
<td>Police matter - refer to police</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Neighbour making bonfire twice in one week</td>
<td>Will refer to appropriate Agency</td>
<td>Police matter - refer to police</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Lack of lighting on Cromwell Terrace</td>
<td>Will refer to email Angie directly</td>
<td>County Council</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Query about licensing condition for pub</td>
<td>Will refer to appropriate Agency</td>
<td>Police matter - refer to police</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Speeding down west/east street</td>
<td>Will refer to appropriate Agency</td>
<td>County Council</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Bus stop on station road - not best place</td>
<td>Will remind HDC</td>
<td>Anglian Water</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td>Insufficient sewage, drainage on Broadleas and Fairfeilds</td>
<td>Refer to HDC</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>St Ives</td>
<td>is it true when public bins wear out they will not be replaced?</td>
<td>Refer to HDC</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Could the farmers market be more frequent?</td>
<td>Passed on to FM organiser</td>
<td>No - traders would not be available to trade in St Ives</td>
</tr>
<tr>
<td>21</td>
<td>Holywell</td>
<td>Lorried parked down meadow lane, no access to guided bus way</td>
<td>Will refer to appropriate Agency - road safety</td>
<td>Refer to Highways</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>Pedestrianisation of Town, why is the bank holiday market smaller now?</td>
<td>Bank holiday market is improving - music and roundabouts</td>
<td>Pass comments to HDC</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>splash park at hill rise? Poor quality pavements near Albamale Road</td>
<td></td>
<td>Pass comments to HDC and Highways</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>Junction on New Rd/Priory road dangerous- no give way sign</td>
<td>we might have to consider a LHI bid for this in future</td>
<td>Refer to Highways</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td>Traffic-Needingworth Rd, difficulties crossing meadow lane. Gentlemans mother was killed here.</td>
<td></td>
<td>Refer to Highways</td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>Public drinking in bus station, fly tipping around Carlisle Terrace</td>
<td>graffiti and high cost of buisnesses, public buisnesses</td>
<td>Police matter - refer to police</td>
</tr>
</tbody>
</table>
THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK
SAINT IVES TOWN COUNCIL

APPLICATION FOR FINANCIAL ASSISTANCE
SMALL GRANTS UP TO £1000

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

PROJECT: (In no more than 25 words)
INTERNATIONAL CHILDRENS DAY ST. IVES 2019

AMOUNT REQUESTED: Approximately 500-request is for portable toilets to be funded directly by the Council and to not give a grant to the project

Contact Details

Q1 Name of organisation making application: GUZ-ART

Name of contact for this application: Mr Daniel Guz
(title, first name and surname)

Position held in organisation: Owner

Contact Address:

Telephone:

About your organisation

Q2 What type of organisation are you? (tick ✓ relevant category)

Registered Charity: Charity Registration Number:

Voluntary Organisation: ✓

Company Limited by Guarantee: Company Number:

Other – Please specify:
**Q3** Briefly describe your organisation.
Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.

Charitable activity aimed the international community

**Q4** If you are a branch of a larger organisation, please state which one:  N/A

**Q5** What is your primary source of funding?
Contributions and sponsorship

---

**Details of the project or activity you are planning**

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

i) Try to be specific about what you will do and how you will do it.
The event is directed to the local community. They organize it for the 6th time. It enjoys great popularity. Where all attractions are free. Promotes the city throughout eastern England. There is no such event anywhere in the area

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

Event has been running for 6 years and has been well supported during this time with numbers of those increasing annually

iii) How many people from St Ives do you expect to benefit directly from your project or activity?
1000-1500

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

Contact with person face to face, contact with police and volunteers
Health & Safety

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

Public liability insurance will be in place. I have organised similar events previously so am aware of what to be considered

Funding of your project

Q9 Previous Applications
If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

<table>
<thead>
<tr>
<th>Year</th>
<th>Project Description</th>
<th>Amount given (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Council has supported this event since it has been running. Previously the toilet provision has been paid for directly</td>
<td></td>
</tr>
</tbody>
</table>

Q10 Project Funding
Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Project Expenditure
Please list all items of expenditure for your project

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount of Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>toilet</td>
<td>£450</td>
</tr>
<tr>
<td>Medical and security</td>
<td>£700</td>
</tr>
<tr>
<td>attractions</td>
<td>£4500</td>
</tr>
<tr>
<td>Total</td>
<td>£5650</td>
</tr>
</tbody>
</table>

Project Income
Please list how the project shall be funded

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>sponsorship</td>
<td>£5150</td>
</tr>
<tr>
<td>Total</td>
<td>£500</td>
</tr>
</tbody>
</table>

What is the difference?
This should be the same as the amount of Grant you are applying for £500
Your Accounts

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

<table>
<thead>
<tr>
<th></th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income</td>
<td></td>
</tr>
<tr>
<td>Less Total Expenditure</td>
<td>£</td>
</tr>
<tr>
<td>Surplus / Loss</td>
<td>£</td>
</tr>
<tr>
<td>Savings (Reserves, Cash, Investments)</td>
<td>£</td>
</tr>
</tbody>
</table>

Account Details

Q12  Please give us your bank or building society account details

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

| Account name:    |   |
| Bank/Building Society name: |   |
| Bank/Building Society address: |   |

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any Other Information

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

I understand that the council will not provide a grant to an individual but I would request that consideration is given the cost of the toilets directly to provide financial support to this event.
Declarations

Q14 Declaration

Please give details of a senior member of your organisation.
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of ...GUZ-ART.........................................................(insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation: ........................................................................................................................................

Title MR. First Name: DANIEL Surname GUZ.

Organisation address:

ST.IVES


Signed: DANIEL GUZ (submitted electronically)  Date: 17.04.2019

Q15 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q14**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: .................................................................  Date: ....................................................

Checklist

1. Have you answered every question?  
2. Have all signatures been completed?  
3. Have you included a copy of your governing document?  
4. Have you included copies of your latest meeting and AGM minutes?  
5. Have you included a copy of your most recent accounts?  
6. Have you included a copy of your most recent bank statement?  
7. Please state any supporting documents you are submitting:  

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