



# St Ives Town Council

## Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

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Issued: 2 July 2020

### The Town Mayor and Members of St Ives Town Council

You are hereby summoned to attend a Meeting of St Ives Town Council to be held via Zoom on Wednesday 8 July 2020 at 7.00 pm.

**Alison Benfield BSc(Hons) FSLCC**  
**TOWN CLERK**

Join Zoom Meeting

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## AGENDA

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

**C24.00**

### **APOLOGIES**

To receive and note apologies for absence.

**C25.00**

### **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.



- C26.00 PUBLIC PARTICIPATION**  
A maximum of 15 minutes is permitted for members of the public to address the Council in accordance with the Town Council's approved Public Participation Policy.
- C27.00 MINUTES**  
To confirm as a correct record the Minutes of the Meeting of the Town Council held on 10 June 2020 (copy herewith).
- C28.00 TOWN MAYOR'S ANNOUNCEMENTS**
- C29.00 TOWN CLERK'S REPORT**  
To receive update from the Town Clerk on delegated matters relating to Covid-19.
- C30.00 REVIEW OF COUNCIL POLICIES, PROCEDURES, REGULATIONS AND DELEGATED POWERS**  
To note that this item will be considered at the September meeting of the Council.
- C31.00 MEMBERSHIP AND APPOINTMENT OF STANDING COMMITTEES**
- C31.01 Amenities Committee** (8 Members) *[currently Cllrs J Davies, L Davies, R Fuller, M King, J Pallant, Dr C Pegoraro, J Tiddy + 1 vacancy]*
- C31.02 Personnel Committee** (7 Members) *[currently Cllrs A Ayers-Wilson, L Davies, N Dibben, A Dickinson, Dr T Drye, P Hussain, P Pope]*
- C31.03 Planning Committee** (8 Members) *[currently Cllrs R Bellamy, J Davies, N Dibben, Dr T Drye, P Hussain, J Pallant, J Tiddy, D Rowe]*
- C31.04 Property Committee** (8 Members) *[currently Cllrs R Bellamy, N Dibben, R Fuller, M King, J Pallant, Dr C Pegoraro, J Tiddy + 1 vacancy]*
- C32.00 MEMBERSHIP AND APPOINTMENT OF WORKING PARTIES**
- C32.01 The Bridge Working Party** (5 Members for 1 year) *[currently Cllrs M King, Dr C Pegoraro, P Pope, R Fuller].*
- C32.02 Internal Audit Working Party** (4 Members for 1 year) *[currently Cllrs N Dibben, M King, D Rowe + 1 vacancy]*
- C32.03 Standing Orders Working Party** (4 Members for 1 year) *[currently Cllrs J Pallant, R Fuller, N Dibben, R Bellamy]*
- C32.04 Strategic Plan Working Party** (5 Members for 1 year) *[currently Cllrs R D'Souza, J Tiddy, D Rowe, N Dibben, T Drye].*
- C32.05 Town Clerk's Appraisal Panel** – to note this comprises the Town Mayor, Deputy Town Mayor and the immediate past Mayor on a rolling basis.
- C33.00 NORRIS LIBRARY AND MUSEUM TRUST MANAGEMENT GROUP**  
To appoint 9 representatives to serve on the Trust Management Group for one year *[currently Cllrs A Ayers-Wilson, R Bellamy, N Dibben, Dr T Drye, M King, J Pallant, Dr C Pegoraro, D Rowe, J Tiddy]*
- C34.00 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES AND CONSIDERATION OF ARRANGEMENTS FOR REPORTING BACK TO THE TOWN COUNCIL**
- C34.01 CCTV Liaison with Huntingdonshire District Council** (1 Member for 1 year) *[currently Cllr P Pope].*

- C34.02**            **Festival Events St Ives (FEST)** (1 Member for 1 year) *[currently Vacant]*.  
**C34.03**            **Police Liaison** (1 Member for 1 year) *[currently Cllr P Pope]*.  
**C34.04**            **St Ives Carnival and Music Festival Working Party** (1 Member for 1 year)  
*[currently Cllr T Drye]*.  
**C34.05**            **St Ives Christmas Lights Committee** (1 Member for 1 year) *[currently Cllr P Hussain]*.  
**C34.06**            **St Ives in Bloom** (1 Member for 1 year) *[currently Cllr R D'Souza]*.

**C34.07**            **Four Yearly Appointments**

To note the following appointments continue until 2022:

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

**C35.00**            **INTERNAL AUDITOR'S REPORT**

To receive and note the Internal Auditor's Report for the year ended 31 March 2020 (to follow).

**C36.00**            **ANNUAL RETURN AND STATEMENT OF GOVERNANCE**

To receive documentation (to follow) and to resolve:

- C36.01**            that the 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.
- C36.02**            that the Annual Governance Statement for 2019/20 be approved and Signed
- C36.03**            that the Accounting Statements for 2019/20 be approved and signed.
- C36.04**            that following consideration of all the above documents, approval be given for the Annual Return to be signed by the Town Mayor and Town Clerk/Responsible Financial Officer once physical meetings resume.

**C37.00**            **COMMUNITY INFRASTRUCTURE LEVY**

To receive notification from HDC of payments received from October 2019 to March 2020 (to follow).

**C38.00**            **REPORTS FROM OTHER BODIES**

To receive, and consider, reports provided by other bodies:

- C38.01 Ouse Valley Trust**  
To receive Strategic Plan (copy herewith)
- C38.02 NALC**  
To receive bulletin and information on new model Code of Conduct consultation (copy herewith).
- C38.03 CAB**  
To receive statistical information from Cambs CAB (copy herewith)
- C38.04 Cycling and Walking Infrastructure Proposals**  
To consider proposals from the St Ives Eco Group (copy herewith).
- C38.05 Rural Market Towns**  
To consider proposal from Rural Market Towns Group (copy herewith).

**C39.00 ORDERS FOR PAYMENT**  
To receive the schedule of Orders for Payment (copy herewith).

**C40.00 BANK RECONCILIATION STATEMENT**  
To receive the Bank Reconciliation Statement (copy herewith).

**C41.00 BUDGET REPORT**  
To receive Budget Report (copy herewith).

**C42.00 POLICE MATTERS**

**C43.00 CCTV REPORT**

**C44.00 COUNTY COUNCIL MATTERS**

**C45.00 DISTRICT COUNCIL MATTERS**

**Minutes of a Meeting of St Ives Town Council  
Held on Wednesday 10 June 2020 via Zoom**

**Present:**

Town Mayor: Councillor J Pallant

Deputy Town Mayor: Councillor P Hussain

Councillors: R D'Souza, J Davies, N Dibben, R Fuller, M King, P Pope, D Rowe, J Tiddy,  
T Drye

**Absent:** L Davies, R Bellamy

**In attendance:**

Town Clerk: A Benfield

Lochailort Ltd: Mr J Croucher, Mr H Haig

Committee Clerk: S Rawlinson

**C12.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors A Ayers-Wilson, A Dickinson and Dr C Pegoraro (all Personal).

**C13.00 DECLARATIONS OF INTEREST**

No declarations were made.

**C14.00 FORMER MURKETTS CAR DEALERSHIP, LONDON ROAD**

The Town Mayor welcomed Mr Croucher and Mr Haig to the meeting.

They had contacted the Council regarding their development of the former Murketts Dealership in London Road and to offer a piece of land nearby to the Council for use as a car park.

The site was proving challenging to redevelop as it was in the Conservation Area, on a flood plain and was heavily contaminated from past use as a gas works.

A planning application was submitted in January last year, which the Council's Planning Committee supported, requesting them to address several matters, in particularly flooding. Lochailort were working with the Environment Agency and the issue was almost resolved. They had also been asked to look at parking issues in London Road.

Following discussion with the owners of neighbouring land they had acquired a plot of land nearby which they wished to offer to the Council for use as a car park.

The developers believed the site to be a good location for a car park as it was a dead end and wouldn't generate any additional traffic in the town centre.

**C14.01 RESOLVED:** that the meeting be suspended briefly to enable members of the public to participate in this item.

A representative of the Civic Society of St Ives raised concerns that the area proposed for car parking had a special designation and was a natural wildlife habitat area.

The St Ives Eco Group which was opposed to the loss of green spaces had submitted a statement to Members hoping that the Council would take advantage of the opportunity to discourage car use and encourage sustainable travel. The Cambridge Nature Group recognised that putting nature at the heart of communities was essential to improved quality of life and wellbeing.

The representatives from Lochailort responded that Murketts was a brown field site and one which the District Council was keen to see developed and decontaminated. They believed the additional car parking would improve the appearance of London Road and encourage less traffic in the town centre. They stated that it would not be necessary to develop the whole site as a car park, some of it could be retained as green space. Additionally, the car park would have a permeable surface to facilitate drainage.

**C14.02**            **RESOLVED:**    that the meeting be re-convened.

There followed a lengthy discussion during which Members gave consideration to both the option of having a car park and the desire for the land to be retained as a natural habitat.

It was considered there were too many downsides to managing a car park, specifically, the expense involved in maintenance; business rates; the requirement to provide EV charging points and bicycle racks. Eventually there might be demands for CCTV and lighting. It was noted that an HDC survey on car parking conducted several years ago had determined that there was sufficient capacity remaining in existing car parks to 2027 based on projected growth trends. There was no urgent need for further parking in the town centre.

**C14.03**            **RESOLVED:**    that no further consideration be given to taking over the land for car parking.

The Town Mayor thanked the Lochailort representatives for their generous offer and for attending the Meeting.

**C15.00**            **PUBLIC PARTICIPATION**

A resident addressed the Meeting to raise issues regarding the Burleigh Hill Community Centre.

There were, he stated, no keyholder details on the notice board just a phone number which was obscured, there were no sanitary disposal facilities and inadequate first aid supplies. He also commented that there was no AGM in the previous year and no annual accounts available. He asked when plans would be available for re-opening the building and confirmation that the building would be properly managed.

Councillor Drye, a Member of the Management Group, responded that the Centre Manager was currently furloughed and was unavailable. His comments would be noted and referred to the Management Committee for a response.

**C16.00 MINUTES**

The Minutes of the Meeting held on 13 May 2020 were agreed as a correct record and would be signed by the Town Mayor at a future date.

**C17.00 MAYOR'S ANNOUNCEMENTS**

The Town Mayor informed Members he had been involved in discussions with HDC concerning the new layout for the town centre to support social distancing. A formal announcement would be made by them shortly.

He had attended a meeting earlier that day with representatives from surrounding parishes. It had been very interesting hearing what other towns were doing to help their community during lockdown.

**C18.00 APPLICATION FOR FINANCIAL ASSISTANCE**

Consideration was given to a request from St Ives Library for a grant of £600 to support a new Summer reading project

**RESOLVED:** that the sum of £600 be provided to St Ives Library.

**C19.00 REPORT ON DELEGATION OF AUTHORITY**

The Town Clerk reported that the Community Hub group had been very busy since the last Council Meeting.

The number of meetings had recently been reduced down to two per week as it appeared demand was decreasing.

Three leaflets had been distributed to households in the town. She thanked Yorke Graphic who had kindly designed the leaflets free of charge and all the volunteers who had delivered them.

A network of street wardens had been built up, although more were needed. The take up had not been as high as had been hoped. The smaller villages found it easier to recruit volunteers, the larger towns were generally using the services of pre-existing charitable groups.

The Town Mayor's Covid Fund had provided two grants so far to two separate families needing play equipment. Most of the items had been delivered to them.

Town Hall staff would be returning to the office from Monday 15 June on a rota basis. She was still working on plans to make changes for marking out areas and additional cleaning. Most of the tenants attended the office very rarely which made distancing easier.

Discussions were being held with the Museum Director about re-opening.

Masks had been ordered for the use of staff if they wished to use them and hand

sanitising stations were to be set up at various locations.

The GM team were now back working in teams of two.

Some work had been done with HDC in clearing grass in areas which had not been cut for a while. Joint discussions would be held with HDC and the County Council on how this would be maintained.

In response to a Member's query the Town Clerk responded that no approach had been made to schools to offer them use of space in our buildings. The only viable space would be the rooms at the Museum, she agreed to speak with the Museum Director on this.

She agreed to enquire from the Finance Officer what the current balance was on the Mayor's Covid Fund account and inform Members following the meeting.

**C20.00**

**CCTV REPORTS**

The reports for January through to March 2020 were received and noted.

**C21.00**

**ORDERS FOR PAYMENT**

The Schedule of Orders for payment were received and noted.

**C22.00**

**BANK RECONCILIATION**

The Bank Reconciliation was received and noted.

**C23.00**

**BUDGET**

The Budget report was received and noted.

**TOWN COUNCIL MEETING  
8 July 2020**

**FUNCTIONS ATTENDED BY THE TOWN MAYOR AND THE DEPUTY MAYOR**

**MAYOR Cllr Jonathan Pallant**

22 <sup>nd</sup> June	St Ives Eco Action Steering Group meeting	Zoom
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Great Ouse Valley Trust  
*Our landscape for life*

**Strategic Plan**  
**Great Ouse Valley Trust**

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**1. Background**

**2. Current Concerns**

- (i) Population Growth
- (ii) Green Spaces
- (iii) Infrastructure
- (iv) Climate Change

**3. Planning for the Future**

**4. Introduction to the Great Ouse Valley Trust**

- (i) Vision
- (ii) Mission

**5. GOVT Ambitions and actions 2020 -24**

## 1. Background

The Great Ouse Valley in Cambridgeshire, from St Neots to Earith, is a remarkable place; its distinctive landscape contains a significant natural, cultural and built heritage. Unfortunately this is often unappreciated - by its own inhabitants, who fail to value the familiar, and by the wider (car-bound) public who can be unaware of this beautiful water and meadow landscape because much of it is only accessible by boat, bike or on foot. In addition, a prevalent misperception that beautiful landscape requires hills or mountains, leads to the Valley being literally, and figuratively, overlooked.

In the 21C, the Great Ouse Valley in Cambridgeshire is under increasing, sustained pressure. Changes in farming practice are reducing the natural bio-diversity. A rapidly expanding population brings more development from housing, industry and roads – and this is frequently large-scale, intrusive and insensitive. In the short-sighted rush for economic gain, the need for natural green space for the well-being of the population is frequently overlooked or disregarded. The Great Ouse Valley can provide an abundance of superb natural green space – as long as its finite resources are not compromised or further eroded.

These concerns resulted in local realisation that The Great Ouse Valley merited designation as an Area of Outstanding Natural Beauty (AONB) or its equivalent. AONB designation would provide the best protection from adverse planning, infrastructure and agricultural-led changes. This was essential and long overdue.

In consequence, an ‘AONB Working Group’ came together to apply for and promote AONB status for the Great Ouse Valley from St Neots to Earith and also along the Ouse Washes from Earith to Downham Market. A formal application for AONB designation was submitted to Natural England (NE) in 2014. The application has not yet been determined. This is due, primarily, to budget cuts for NE, and also because, since 2018, the governmental ‘Glover Report’ is examining the system of the UK’s National Parks and AONBs, including whether or not more should be designated.

## 2. Current Concerns

Since the application to NE in 2014, the need for action to protect the Great Ouse Valley - with or without AONB status - has increased radically. As a result the Great Ouse Valley Trust (GOVT) has been formed to meet that need.

The (main) pressures on the Great Ouse Valley are:

### i. Population Growth

Cambridgeshire, driven by the economic success of the high tech, bio-tech and cluster of advanced businesses centred on Cambridge and its university, is one of the fastest growing counties in the UK. The downside to this boom is the need for more housing, infrastructure and water. Planning is frequently for the short term, with insufficient regard for sustainability and the environment.

### ii. Green Spaces

Cambridgeshire has one of the smallest percentages of land managed for nature in the country. Only 8.5% of the county is covered by natural green spaces. The meadows and open land of the Great Ouse Valley are thus of enormous value - naturally, aesthetically and functionally.

### iii. Infrastructure

More roads bring more traffic. It is evidenced by bodies such as CPRE and Friends of the Earth that new roads do not ‘solve’ traffic problems. The expansion and new routes of the A14 and A428 between Cambridge and the A1 adversely affect the Great Ouse Valley;

they intrude on the landscape, detract from its beauty, increase air and noise pollution, and disrupt wildlife and habitats.

iv. **Climate Change.**

The flood plain meadows of the Great Ouse Valley are essential spaces for the holding of flood waters to prevent inundation of homes and businesses in times of flood. With the increase of severe weather events, as well as predicted rising sea levels, flood plains must be protected.

At the same time, water availability is a key risk for Cambridgeshire as it is the driest part of the UK. The increasing demand for water resources threatens the natural water resource in terms of water quality, aquatic habitat and biodiversity.

### **3. Planning for the future**

The Great Ouse Valley Trust understands that, whilst an AONB designation would be the single, most effective, measure to protect, conserve and enhance the Great Ouse Valley, there are other things to be done towards achieving those aims. Foremost is securing a positive strategy for the Valley in Planning policies at all levels. GOVT will continue to work hard to ensure that the Great Ouse Valley has strong mention in any emerging Plans.

(It is noted that, until determined, the submission to NE for AONB status remains an active and relevant document.

GOVT has achieved inclusion of the GOV in the Huntingdonshire District Council Local Plan (to 2036), and in several Neighbourhood Plans drawn up by Parish and Town Councils.

### **4. The Introduction of the Great Ouse Valley Trust**

The Charity was formed in October 2018 with the charitable objective:

*To promote for public benefit the conservation, restoration, and enjoyment of the landscape, wildlife and heritage of the Great Ouse Valley and environs in the county of Cambridgeshire.*

#### **i. Vision**

- The rich natural resource, habitat and environment of the Great Ouse Valley is able to thrive and is secure for future generations.
- The area is valued as a significant part of the county's natural green space.
- The Great Ouse Valley is nationally recognised and valued for its landscape, its natural, built and cultural heritage, and its leisure attractions.
- The Great Ouse Valley is enjoyed as a wonderful place to live and visit, with off-the-beaten-track areas to explore by foot, cycle, horse or boat.

This vision will be achieved by GOVT being the catalyst to bring together national organisations, local communities and individual people to work together towards this vision for the common benefit.

#### **ii. Mission**

- **Support enhancement of landscape**  
In order to evaluate the landscape, the Great Ouse Valley Trust seeks to collate existing base line data for the area. This will identify gaps in knowledge and research, and will facilitate future needs and work.  
Through partnerships and alliance working, GOVT will seek to identify priority improvements to the quality of the habitat and species through practical land and water management.

The Trust will endeavour to ensure that any biodiversity negative impacts will be, at least, balanced, but preferably outweighed, to provide biodiversity gains for the area.

- **Strive for Protection**

The Great Ouse Valley Trust will defend the valley against inappropriate development or activity which threatens its wildlife and biodiversity, beauty, tranquillity, and accessibility to the public.

GOVT will engage with Local Authorities and relevant organisations to reflect climate change and its impacts upon the Valley.

The Trust will promote this special place through positive local planning activity and engagement with elected representatives of local and national Government.

GOVT will actively seek AONB status as well as other appropriate legal designations to provide the area with the best protection.

- **Work for Promotion & Recognition** – a sense of place, tourism & local economy

The Great Ouse Valley Trust aims to create a holistic 'Sense of Place' for the Great Ouse Valley. This will encompass the natural heritage and beauty of the landscape as well as the cultural and built heritage of the area.

This will be achieved through holistic 'branding'. The Great Ouse Valley will be recognised as, and synonymous with, a special landscape of high natural value that is an attractive place to live and visit. This will be to the benefit of all, including local businesses and the local economy.

- **Ensure Access - for all**

The Great Ouse Valley is an attraction for many different groups - walkers, dog walkers, birders, fishermen, boaters, horse riders, cyclists etc. GOVT aims to ensure that relevant and required information is available for all the various users, businesses, residents and visitors.

Wherever practically possible, GOVT aims to ensure that access is possible for all abilities and needs.

- **Develop Partnerships and Alliances:** Groups working together

The Great Ouse Valley Trust will seek to attract Partner Members who share its vision and who will work collectively towards its aims. GOVT will liaise with other groups and bodies who can assist with expertise.

GOVT will continue to engage with statutory bodies and key groups who can help deliver the vision for the Great Ouse Valley.

- **Increase engagement** – education, volunteering, Friends

The Great Ouse Valley Trust recognises that knowledge and understanding of a place is fundamental to its appreciation. GOVT will support educational activity and programmes for individuals and community groups – people of all ages, interests and diversity – that increase knowledge of the Great Ouse Valley.

GOVT will encourage personal involvement by establishing a 'Friends of the Great Ouse Valley' group

- **Create a sustainable organisation**

The Great Ouse Valley Trust needs to develop sustainable income streams to fund the infrastructure of its organisation and the projects it wishes to deliver.

GOVT must raise funds through grants, partnerships and donations if it is to have the capability of protecting the area for future generations.

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As a new organisation, GOVT will ensure good governance is embedded in its management and operations.

Risks to the organisation and the delivery of its objectives will be reviewed on an annual basis.

## 5. GOVT Actions & Ambitions for 2020 - 2024

### Engagement

- 1 Partnership Members**  
Increase membership  
Ensure regular output to Partner Members. Begin a newsletter by Email  
Engage with Partner Members to share and increase knowledge  
Hold 2 events /year, e.g. meetings with prominent speakers or on-the-ground with guide  
Encourage Partner Members to hold their own GOV events  
Find a Patron.
- 2 Raise funding** (say £20k) to run an office (share with CPRE) and employ PT staff.  
Continue requests for individual donations via website and fb.  
Seek larger benefactors – e.g. prominent local individuals and businesses  
Seek start-up grants for specific projects (HLF?)
- 3 Launch a Supporter / Friends-of** the Great Ouse Valley
- 4 Volunteers** – develop a volunteer network/database – ‘a green army’. Work with other conservation volunteers to develop expertise, share manpower and collaborate on projects
- 5 Continue to engage with Natural England and others to pursue AONB status**

### Awareness

- 1 Publicity & Communication with Website & Social Media.** Facebook, Twitter etc.  
Seek expertise and help to build on and expand success of current work.
- 2 Publicity and promotion.** Use all opportunities to promote the Great Ouse Valley as a landscape of national importance. Local Radio & TV, BBC Countryfile, features in the Hunts Post, The Villager and parish publications.  
Continue to offer **speakers** to local groups, Rotary, Round Table etc.
- 3 Further develop the GOVT brand** as the ‘umbrella’ organisation for the Great Ouse Valley as a whole.

### Activism

- 1 Continue to campaign** with others **against 3RC.**  
Seek representation on decision-making groups.  
Lobby elected representatives at all levels.  
**Press releases** to all media to argue the case for GOVT and against 3RC
- 2 Attend and speak at relevant public meetings** of CPCA, HDC and CCC
- 3 Gain audiences with decision makers** such as HDC, CC and CPCA.

(and involve NT, RSPB, CPRE)

- 4 Continue to comment on significant **planning applications**

## **Projects: Identified and/or ongoing**

- 1 **Database** to collate existing baseline data of the GOV  
Continue to seek grant aid for this project.
- 2 **Willow planting, restoration of ancient willows and hedge reinstatement** on Eastside & Westside Common (In Godmanchester parish but also the Hemingfords Conservation Area – so community participation)  
Project Partners are: HDC, GMC Freeman, Tenant farmers, GMC Town Council, FWAG, GMC Community Association  
Seek agreement with EA, NE, if required. Apply for grants - include Looker Fund
- 3 **Ouse Valley Way** Project in conjunction with Cambridgeshire County Council Highways  
Continue to act as liaison between CCC and parishes  
Surveying of route – 85% complete  
Waymarking & Interpretation Boards  
Bridge & Bank repairs  
Funds available: £35k from A14 plus £10k - both from CCC
- 4 **Ouse Valley Way**  
Registering of footpath from Meadow Lane to Busway as a Right Of Way  
No cost to GOVT.
- 5 **Ouse Valley Way & GOV Tourist Information**  
Production and distribution of leaflets and maps of OVW and also footpaths, cycleways and bridleways in conjunction with Imray and CCC Highways.
6. **Improving access for horse-riders**  
To work with the County Council and landowners to improve bridleway connections and access for horse riding.

## **Further and Future Projects**

1. **Landscape Partnership**  
Begin engagement with HDC, NT, WLT, RSPB, CPRE in order to move towards a major Landscape Partnership Project with HLF funding. Apply for Stage 1 & 2. Then implement.
2. **Summer Festival**  
Partner members and or GOVT to organise individual events such as  
Nature, History & Archaeology walks  
Sponsored Walk of the whole (Cambs section) of the OVW in one day.  
Photo and art exhibitions  
Boating events  
Schools projects  
OVW Marathon in conjunction with BRJ club  
Sponsorship needed
- 3 **Ouse Valley Way**  
Work with CCC Highways and Landowners for new route from Holywell to St Ives.  
Work with Cambridge tech company to develop the GOV app

## NALC and BHIB release new risk assessment guide

NALC and BHIB Councils Insurance have produced a new guide on risk assessment for COVID-19.

The guide features guidance and information to help make risk assessments and directs to useful resources from the government and the Health and Safety Executive, with specific details on how to adapt your risk assessments for COVID-19. The guide also contains two templates designed especially for local (parish and town) councils that will help start risk assessments.

During the early part of the COVID-19 pandemic, the government decided on what could remain open or closed. As the situation moves into a new phase, there will likely be no national position, and the increasing emphasis is placed on individuals or organisations to make decisions. For local councils, the decision to reopen facilities such as play equipment, community halls or sports facilities, or to return to office working will need to be made case-by-case. A vital part of that decision-making process will be how to assess and manage risk.

[Read Risk assessment for COVID-19](#)

## New model code of conduct consultation

The Local Government Association (LGA) has launched a [consultation](#) on a new [model member code of conduct](#).

High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.

NALC therefore strongly encourages local councils and county associations of local councils to consider the proposed new [model member code of conduct](#) and respond to the LGA [consultation](#) before the deadline of 17 August 2020.

We all know the impact that poor behaviour, bullying and harassment can have on individuals and on local councils as organisations, so it is vital we continue to work as a sector to improve standards and push for further reform, at both local and national level.

Therefore, while NALC will be responding to the consultation and engaging further with the LGA, we are also calling for further action by the government to introduce a new power for local authorities to suspend councillors for a period of up to six months, and for the Committee on Standards in Public Life to review progress on the implementation of the reports wider recommendations.

[Read NALC's full statement](#)

## NALC publishes new edition of *Points of Light*

NALC has today published its new edition of *Points of Light*, which showcases the excellent work of local (parish and town) councils in building stronger communities.

*Points of Light* aims to promote good practice and raise awareness of the diverse range of services local councils are facilitating. Running a post office, providing a changing places toilet, employing a youth skills manager, launching a community alcohol partnership and declaring a climate emergency are just some of the examples contained in this year's edition.

Cllr Sue Baxter, chairman of NALC, says: "NALC's latest edition of *Points of Light* underscores why England's 10,000 local councils are well placed to be at the heart of building back communities. Local councils have stepped up during these challenging times, providing a range of vital services. The examples gathered were before the pandemic and illustrate how local councils are an essential part of the community."

*Points of Light* is a collection of case studies which include summaries and information on electorate, precept and expenditure that highlight the work of England's 10,000 local councils.

[Read Points of Light](#)

**Citizens Advice Rural Cambs**

9 Church Mews  
 Wisbech  
 Cambridgeshire  
 PE13 1HL

Clerk to the Council  
 St Ives Town Council  
 Town Hall  
 Market Hill  
 The Old Riverport  
 St Ives  
 PE27 5AL

Advice line: 0344 245 1292  
 Email: [admin@ruralcambscab.org.uk](mailto:admin@ruralcambscab.org.uk)  
[www.citizensadvice.ruralcambs.org.uk](http://www.citizensadvice.ruralcambs.org.uk)  
[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

20<sup>th</sup> May 2020

Dear Alison,

Re: MOU with Citizens Advice Rural Cambs

We are pleased to confirm receipt of the payment of £2,034 from St Ives Town Council for the current financial year in respect of the MOU. Please pass on our thanks to the Town Councillors.

We take the opportunity of attaching a Key Stats Dashboard for clients from St Ives helped by our service for the year 2019/20.

For over 80 years, Citizens Advice has been helping people through times of crisis and unprecedented change. Today, despite having to close our offices to face-to-face services, we are continuing to help people by phone, email and web chat demonstrating just how crucial our service is and continues to be throughout this challenging period.

For the period 23rd March 2020 – 30th April 2020, we have helped 39 residents from St Ives with over 195 issues, with just under half of these requiring assistance with Universal Credit. Through helping the clients with their benefit issues, an overall income gain of £60,115 has been attained. We are also continuing to provide support with issues such as debt and employment.

Thank you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'N. Blencowe'.

Nick Blencowe  
 Chief Officer

**Citizens Advice Rural Cambs is the operating name of Rural Cambs Citizens Advice Bureau Ltd**

Registered office: 9 Church Mews, Wisbech,  
 Cambridgeshire PE13 1HL  
 Charity Registration No: 1146277

Registered in England and Wales No: 07931354  
 Authorised and regulated by the Financial  
 Conduct Authority : Registration No: 617718

**PATRON :** HRH The Princess Royal



# Key Statistics



01/04/2019 31/03/2020



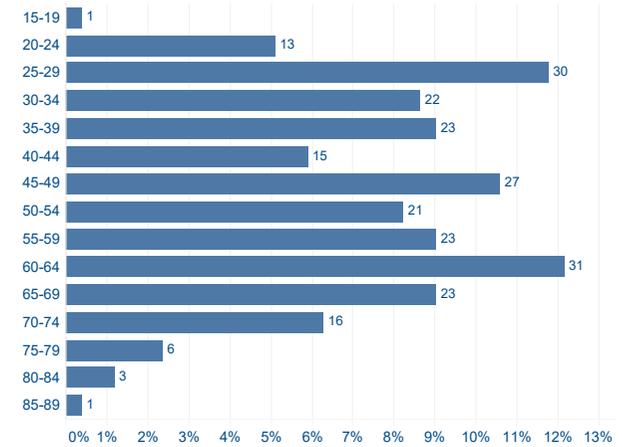
## Summary

<b>Clients (1)</b>	<b>268</b>
<b>Quick client contacts</b>	
<b>Issues</b>	<b>1,228</b>
<b>Activities (2)</b>	<b>556</b>
<b>Cases</b>	<b>284</b>
<b>Outcomes</b>	
Income gain	£109,385
Re-imbursements, services, loans	£355
Debts written off	£52,900
Repayments rescheduled	£16,079
Other	£2,239

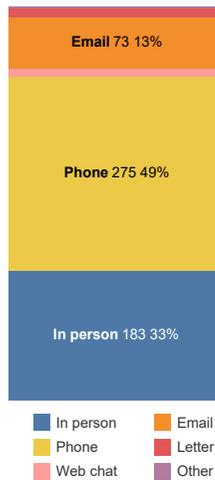
## Issues

Issues	Clients
Benefits & tax credits	81
Benefits Universal Credit	65
Consumer goods & services	17
Debt	35
Discrimination & Hate & GVA	7
Education	1
Employment	45
Financial services & capability	50
Health & community care	4
Housing	33
Immigration & asylum	8
Legal	26
Other	13
Relationships & family	41
Tax	1
Travel & transport	6
Utilities & communications	4
<b>Grand Total</b>	<b>1,228</b>

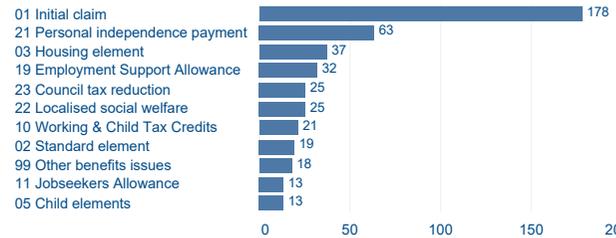
## Age



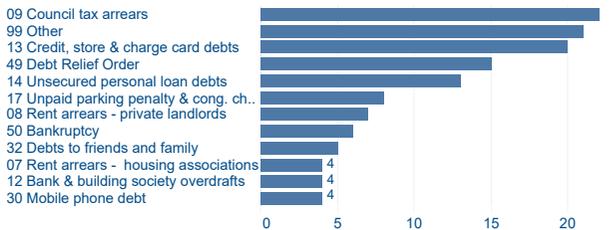
## Channel (2)



## Top benefit issues



## Top debt issues



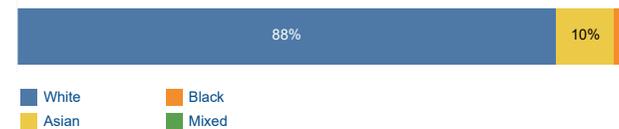
## Gender



## Disability / Long-term health



## Ethnicity



### Notes:

Only Clients with a valid postcode are reported in this Dashboard

(1) Clients: represents the total number of unique clients with one or more casenotes in the period. This is the main "Client Helped" figure we use.

(2) Activities/Channel: this includes multiple activities/channel per client (if applicable)

## St Ives Local Cycling and Walking Infrastructure Plan Proposal

St Ives Town Council are asked to consider the attached letter and proposal for a community-led **Local Cycling and Walking Infrastructure Plan**, with the option of including **bus travel** and **boating**. The geographical scope of the proposal is St Ives, with the option of including surrounding villages within the **old rural district of St Ives**.<sup>1</sup>

- The proposal was prepared by **Richard Lewis** of **ActivePlanning**<sup>2</sup> and is being submitted to the Town Council by **St Ives Eco Action**. ActivePlanning is a strategic planning consultancy based in Hackney, London, and Richard Lewis brings 20 years' experience of working across the public, private and community sectors. Richard was recommended to St Ives EcoAction by Cllr Amy Burbidge of Buckden Parish Council (BPC), further the Local Cycling and Walking Infrastructure Plan (LCWIP)<sup>3</sup> he completed for them in September 2019. The Buckden project was funded by a grant from the A14 Community Fund and forms part of their Neighbourhood Plan.
- The Government's **Cycling and Walking Investment Strategy (CWIS)** depends on local authorities delivering the necessary improvements for pedestrians and cyclists across England. **Local Cycling and Walking Infrastructure Plans**<sup>4</sup> are seen as instrumental in enabling the Government to target investment and are intended to help local authorities to take a long-term approach to identifying and delivering interventions fit for their own local areas and for developing and informing active travel plans.
- While it is the intention that the proposed project be community-led, it will be overseen by a stakeholder **Steering Group**, and it is recommended by ActivePlanning that the Town Council be represented on that group (see page 9, Stage 0). It is the intention that the stakeholder group will be representative of a cross-section of interests within the local community, including residents of all ages and abilities, and representatives of various organisations including other Parish Councils, should they wish to be part of the project, and community groups and businesses.
- Given St Ives' position by the Great River Ouse, it is proposed consideration be given to incorporating **river access** and **boating activity** (see page 9, Stage 1) within the plan. Inclusion of **public transport** i.e. buses is also optional, in the overall scope of the plan.
- Co-created, co-produced community planning initiatives are increasingly being seen as a way to **build community resilience** in the face of climate change and to speed up the changes required to achieve carbon neutrality in our villages, towns and cities by 2030. The St Ives community, including businesses and representatives from local villages, wish to be active in shaping active travel arrangements locally and taking proactive steps towards St Ives becoming the 'green town' of Cambridgeshire.

Town Councillors are asked for their comments, questions, support and ultimately approval of the proposal, and if, in principle, support is granted, they **are not** being asked to fund the proposal in its entirety, although a contribution towards meeting the total project costs would be welcomed.

<sup>1</sup> [https://en.wikipedia.org/wiki/St\\_Ives\\_Rural\\_District](https://en.wikipedia.org/wiki/St_Ives_Rural_District)

<sup>2</sup> <https://www.activeplanning.co.uk>

<sup>3</sup> <https://buckdenpc.org.uk/buckden-parish-council-neighbourhood-plan/> - last item on list.

<sup>4</sup> [https://publications.parliament.uk/pa/cm201719/cmselect/cmtrans/1487/148707.htm?fbclid=IwAR27ajsE2fxLI\\_E0b-jNQDRwKeRRKBPokmcWanujGfv7soGdcg7ehnlhkSM](https://publications.parliament.uk/pa/cm201719/cmselect/cmtrans/1487/148707.htm?fbclid=IwAR27ajsE2fxLI_E0b-jNQDRwKeRRKBPokmcWanujGfv7soGdcg7ehnlhkSM)

Helen Dye  
St Ives Eco-Action co-ordinator  
2 Barley Close,  
St Ives, Cambridgeshire  
PE27 3AJ  
By email only

Your reference	005_2020-21
Project	St Ives LCWBP
Date	<b>DRAFT v2</b> 24 June 2020

Dear Helen,

### **St Ives and surrounding villages: Local Walking, Cycling and Bus Plan (LCWBP)**

Thank you for discussing with me your requirements in respect of a Local Cycling and Walking Infrastructure Plan and Public Transport Plan, which I have combined here into a single project.

I have pleasure in providing a formal **DRAFT** proposal for your review. I estimate that the work will take between 3 and 6 months to complete depending on how quickly it is possible to obtain stakeholder inputs. Estimated project timings are therefore based on how long it will take to complete each chapter, rather than how long the process will take in total.

The total fee for the project as described, excluding optional sub-contractor inputs but including their essential contributions, will be £9,975. ActivePlanning's fees are set at our community rate which is £100.00 less than our current commercial rate of £450 per day. It is our policy to provide reduced rates for community organisations in recognition of their limited finances and also their power to influence positive change. This fee level may or may not be reflected by any sub-contractors I decide to hire. There is certainly room for negotiation, although this will translate into fewer days spent on the project.

I will use the services of two other consultants as and when, or if, required. These consultants are not formally appointed to the project and are therefore subject to availability at the time of my request. I have set aside an indicative 'budget' for their services which may or may not be used up. Any time spent by them will be reflected in either my mid-way or final invoice. The use of the extra consultants depends on what capabilities exist among your volunteers locally. The two additional consultants are:

- Maps4planners, a GIS consultant who can provide all necessary processed mapping outputs using Ordnance Survey MasterMap and online Census data.
- CityInfinity, an engineering consultant who can provide all necessary engineering advice and can also be called upon to assist me at any stakeholder engagement event, covering technical issues.
- Placechangers, an online map-based engagement platform used to gather ideas from the community.

continued/...

Upon finalisation and agreement of the letter-contract, a fee covering 20% of the total amount, not including the additional consultants, will be requested, followed by 50% of the fee halfway through plus any additional consultancy provided, plus 30% payable upon satisfactory completion of the work.

I hope this meets your expectations and, upon your agreement, we look forward to commencing the work at our mutual earliest opportunity. The first stage of the work will be to prepare a task list which will help to identify what skills are available to you among your volunteers and thereby help to give a 'final shape' to the project. However, please note ActivePlanning's requirements in respect of COVID-19, as follows.

Due to the COVID-19 crisis, all progress meetings should be undertaken remotely via telephone, Skype, Microsoft Teams or Zoom until further notice. Participants, including stakeholders, must take all due care to prevent infection between one-another and the general public. Any persons aged over 70 or with any medical conditions including but not limited to any underlying respiratory or heart disease, obesity, diabetes and cancers that would increase risk to life due to the COVID-19 virus **must not participate** in any engagement or other project related activity that involves leaving home or risking close contact with others not from their own household. If in doubt, participants should seek medical advice or err on the side of caution. All stakeholder activities shall be undertaken entirely at participants' own considered risk.

Yours sincerely,

**Richard Lewis** BA(hons)DipTP MTPS  
Founder, ActivePlanning

## Proposal:

# St Ives and Surrounding Villages Local Cycling, Walking and Public Transport Plan.

### About ActivePlanning

ActivePlanning was established by Richard Lewis early in 2018 in response to growing interest in the health impacts of transport and land use planning, which have become progressively more car-oriented (see, for example, Transport for New Homes' recent report [here](#)). Our vision is that we will enable the creation of places where people and active travel are put first, where people naturally choose to walk or cycle rather than driving very short distances.

The service offered by ActivePlanning, working with partners, include:

- Neighbourhood planning, including supplementary local transport strategies
- Funding bid narratives
- Green infrastructure plans
- Masterplanning
- Site surveys and initial concept active travel infrastructure design

To this project, Richard brings almost 20 years of experience across the public, private and community sectors. He has, in addition, travelled extensively by bicycle across northern Europe and into Denmark to observe and understand high quality cycle infrastructure in three countries. This is augmented by his understanding of the positive impacts of active travel infrastructure policies implemented in Seville and Paris.

As 'ActivePlanning', Richard has written a cycling strategy for a London business improvement district and a Local Cycling and Walking Infrastructure Plan for Buckden Parish Council. These projects were completed in partnership with consultants MP Smarter Travel, City Infinity and Maps4Planners.

Importantly, in the context of this project, we have recently completed a share of a contract with the Department for Transport via Cycling UK to strategically review 16 of the first 40 pilot Local Cycling and Walking Infrastructure Plans. This was an opportunity to gather best practice approaches to writing LCWIPs and to learn about future changes to the guidance.

Richard has won funding bids totalling £36.6m for two authorities in his previous roles at Dutch civil engineering company Witteveen+Bos and at the Royal Borough of Kingston, where he was a key member of the mini-Holland funding Board. Both bids were about delivering transformational change and are currently being delivered. He has developed planning policies in a Local Plan and written a Local Transport Plan.

### About the additional consultants to be appointed if required

City Infinity was founded by highway engineer Mark Philpotts in March 2017 so that he could follow his desire to explore infrastructure for walking and cycling. He brings 25 years of experience, mainly in a local authority setting, working in diverse areas including bridge management, development management, utility installation, traffic and highway engineering and highways maintenance. Mark is also an active member of the Beyond the Bicycle Coalition set up by Wheels for Wellbeing, a charity dedicated to opening up cycling to Disabled people.

Maps4Planners was founded by GIS specialist Jake Sales. He has 13 years' experience in the public and private sectors. He has worked on mapping for town planners, market researchers, economists, energy planners, local government and NGOs. He is a chartered geographer with the Royal Geographical Society. His experience includes mapping for over 70 Neighbourhood Plans.

Placechangers has been recommended by a contact, Amy Burbidge. More information about their online stakeholder mapping software and confirmation of inputs will be used to update this paragraph in the final proposal.

### St Ives and surrounding villages – first impressions

We have explored St Ives using Streetview and via other readily available information sourced from the web including online data interpretation tools.

Our first impression is that St Ives is a civil parish within the Cambridgeshire Fens consisting of a town council of seventeen Councillors, including a Town Mayor and Deputy Town Mayor. It sits within the District of Huntingdonshire, where the highway authority is Cambridgeshire County Council. The 2011 Census puts the population at 16,384.

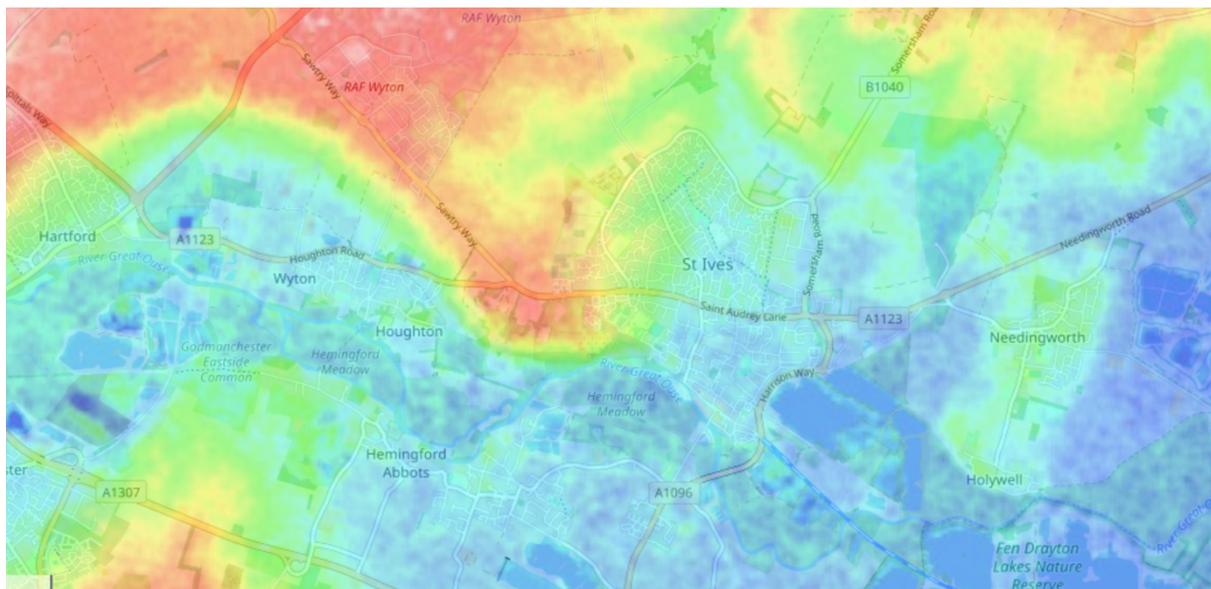
The town was established as a river port on the River Great Ouse. The Domesday Book lists the town as Slepe. Later it was re-named St Ives after the Persian Bishop, St Ivo. The town has plays host to one of the country's largest regular street markets as it has done for over 1,000 years. It offers market days on Mondays and Fridays each week, including an award-winning farmers' market, on Market Hill in the town centre. On bank holidays, the market swells to fill almost the entire town.

Markets are a theme running through the history of St Ives, eventually attracting the Cambridge and Huntingdon Railway from 1847 until 1970 when the railway was closed as part of the 1960s Beeching axe. The former track bed is now used as the headstop for the world's longest busway, which connects the town with Cambridge, approximately 12 miles away to the south east. Standard commercial and subsidised bus routes provide onward connections to Huntingdon. The nearest railway station is at Huntingdon, about seven miles to the west.

### Cycling and walking in St Ives – initial research

This project covers St Ives itself and connections to or through about 15 surrounding villages in the surrounding area (actual number to be confirmed), possibly including Godmanchester. In this section we describe the geography and topography of the town itself, and the potential for cycling (in the absence of similar information about walking).

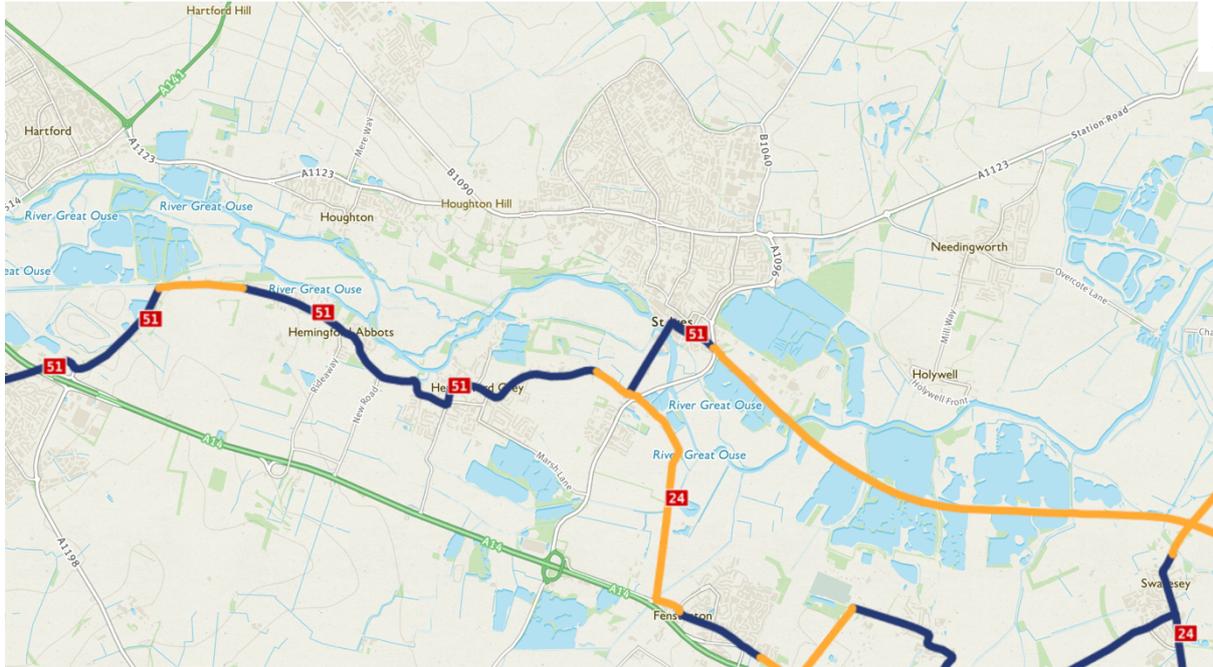
St Ives is situated on the northern bank of the navigable River Great Ouse and at the northern end of the Cambridgeshire Busway, which runs along the trackbed of the former Cambridge to Huntingdon railway. It is bypassed by the heavily trafficked A14 trunk road which, until 2019 ran along the now A1307 through Huntingdon and Fenstanton. The town centre is served by the A1096 and A1123 towards Huntingdon or the A10 south of Ely. The town itself is flat, being on the edge of the Cambridgeshire Fens, with land gently rising to the north. The Great Ouse valley widens out into the fens as it flows westwards.



The town is surrounded by a number of nearby small parishes and settlements concentrated mainly in the flat river basin of the Great Ouse. Development has occurred at the edges of most of the small settlements and the town itself, with layouts characterised by car-based 'loop and cul-de-sac' designs with very limited access to services within walking distance. In some cases, development has resulted in the creation of small new settlements with few or no services. It is probably fair to say that in most of these settlements, there is a high degree of car dependence. The larger of the surrounding villages have a range of services including mini-supermarkets, one or more public houses, primary schools, community halls, places of worship and a smattering of daily buses.

Our initial 'streetview' inspection of the highway network suggests that wider and / or improved footways and public realm are needed in many places, and that cycling can be accommodated within most existing urban carriageways supported by filtered permeability, street design changes and low traffic speeds. Cycle infrastructure would be needed on higher speed roads within and between settlements, and there appear to be potential connections between networks of quieter roads. This would need to be verified, of course. Investing in a better public realm for the market streets would do much to enhance St Ives' historic buildings. We believe that the town and surrounding villages would benefit considerably from a strong network for walking and cycling and an extension of bus priority, connectivity and routes within the town.

This view is strengthened by information in the St Ives Prospectus for Growth report (embargoed) which indicates possibilities for improving existing routes and infrastructure, including making improvements to existing sub-optimal shared use paths along a number of local roads. This useful insight will be taken into account in the LCWBP.



National Cycle Network routes 51 and 24 pass St Ives to the south, with route 51 entering the town via the old bridge and leaving via the busway. The network provides a useful connection between quieter road networks at Hemingford Abbots (source: [Sustrans](#)). The busway itself is a very considerable asset for active travel. If secure cycle parking were provided at each end and at points between, then it might be possible to envisage more people regularly cycling in one direction and using the bus to make the return trip.

Turning to journeys to work starting or finishing in St Ives, we have found that between about 25% and 60% of the town's population travels by car, with a single pocket of relatively low car use (25%) in the town centre. On average, cycling accounts for between 0.5% and 9% of journeys, walking averaging about 10% and bus travel between 2% and 8%, with surprisingly high use (about 4%) in the least accessible outer suburbs. Just over one in ten households in St Ives do not own a car (13%), and 13% and over two in five (43%) of households own just one car or van, where it seems reasonable to suggest that most family members do not have primary access to that vehicle (source: [Datashine](#)). This 'silent majority' includes children, Disabled and elderly people without current driving licences, key workers such as nurses, restaurant workers, and so on, who are often low-paid and working unsocial hours. It is noted that one of the outer areas of the town least served by public transport and local services also has relatively high levels of walking, cycling and public transport compared with neighbouring areas (source: [Nomis](#)).

Potential for cycling in the town and surrounding areas is well-illustrated by [pct.bike](#), an online population profiling application that can be used to show existing and future potential cycling to work levels based on averages across lower super output areas. This provides a decent basis upon which to plan for cycling, however it should be noted that the Census itself only measures journeys to work and therefore 'hides' the myriad of local journeys for all purposes that may be cycled. There is no similar application to measure the potential for walking. For St Ives, pct.bike confirms levels of cycling to work of around 7-9% in the south western half of the town, and 4-6% in the north eastern part. In the surrounding areas, cycling accounts for 1-3% of journeys. In context, applying various targets would yield higher levels of cycling to work, as follows:

Census 2011 ("current")		Between 4% and 9%, with 1-3% in the surrounding areas.
Government target		10-14% across the town, with up to 20% in the core area
"Go Dutch"		20-24% across the town and 15-19% in the surrounding areas.



Impressive figures can be seen with widespread availability of e-bikes, showing the potential that this has to encourage active travel, even if most new journeys are extrapolated from walking, buses and regular cycling instead of driving. The remainder, 60% of journeys, may include longer distance car journeys, or car use for purposes including carrying bulky items that cannot reasonably be transported by cycle. With good transport planning, a habit of cycling may be embedded through a mixture of encouragement and restraint measures.

### Buses in St Ives – initial research

Two bus companies currently operate services in St Ives, including town services, inter-urban buses from St Ives to Cambridge and Huntingdon, Hinchingsbrooke Hospital and Alconbury. Frequencies appear to be roughly half-hourly with some additional services interspersed, and all buses operate a 'stopping' pattern with no express buses connecting the main centres.

The (embargoed) draft St Ives Prospectus for Growth provides a comprehensive overview of commuting patterns and bus services, as well as some very useful proposals. Highlights of these include, of course the expansion of the busway towards Alconbury, and also the introduction of bus 'pull-ins' to enable non-stop buses to be introduced, especially since some commuter services are full to capacity on departure from St Ives itself. The growth of the Cambridge economic region is likely to increase pressure for additional bus and rail services, and it is of course rather a shame that the original railway was removed, even though it might have been viable as a passenger route.

Rural and some town buses are, as one might expect, somewhat infrequent and they also finish in the early evening. Taxis tend to fill the gap for late evening 'social' journeys. An approach of car restraint might begin to reverse the fortunes of bus services and it is important to try and secure commercial operation where possible. New developments at Alconbury Weald and on the edges of St Ives and other settlements might begin to build a critical mass to enable a braided system of un-subsidised interurban services calling at more rural villages.

### Why invest in cycling, walking and public transport?

The case for investment in cycling, walking and bus services is very strong for a wide variety of reasons, including access to education and employment, congestion reduction and mental and physical health.

A [report](#) for the Department for Transport by Phil Jones Associates, mainly focused on cycling, makes the case that:

- Annualised infrastructure building and maintenance costs are 33% less in compact, less car-dependent urban situations than in low-density, car-oriented urban sprawl.
- Cyclists visit shops more regularly. Whilst they may spend less than car drivers on each visit they spend more over a month (evidence also in an older study by the British Parking Association)
- Per square metre, cycle parking delivers five times higher retail spend than the same area of car parking.
- A compact town optimised for walking and cycling can have a 'retail density' (spend per square metre) 2.5 times higher than a typical urban centre.
- Public realm improvements for pedestrians and cyclists have been shown to result in increased trade for local businesses (up 49% in the case of New York City).
- Neighbourhoods with cycle-friendly characteristics (low traffic volumes, walkable and close to local services and off-road paths) are more desirable, less polluted and have higher property values (also the experience in Waltham Forest).
- Children who walk or cycle to school tend to be more attentive and achieve better results. It makes sense to suggest that building a culture of walking and cycling to school can improve or maintain Ofsted rankings.
- Walking and cycling to work can reduce staff turnover and sickness absence, boosting productivity and the value derived from each employee.
- Cycling can overcome difficulties in accessing employment opportunities
- Cycle tourism is stimulated in areas that properly cater for cycle tourists. Where local people also feel invited to cycle there is also more propensity for cycle tourism.
- Cycling can increase the reach of public transport, for example by providing secure cycle storage at key bus stops and stations.
- Investing in or creating safe conditions for cycling does result in more people cycling.

This [report](#) by the University of Leeds (Institute of Transport Studies) highlights the national economic benefits of investing in bus services. Its findings will be cited in more detail in this Local Cycling, Walking and Bus Plan.

- Buses open up access to job opportunities. Of the 2.5m regular commuters by bus, around a quarter have no car available and are travelling three miles or more.
- As a result of accessing the bus network, the study estimated that some 400,000 workers are either in employment at all, or in better or more productive jobs as a result of the bus network. The additional economic output associated with this is estimated at £400m per annum.
- Buses improve access to education and training, especially for people living in more deprived areas.

These and other similar reports will be looked at in more detail and will be fully referenced in the LCWBP.

### Local policy context

Policy background is provided by the recently-adopted [Huntingdonshire Local Development Plan](#) to 2036, in which St Ives is defined as a discrete Spatial Planning Area. Housing growth and associated employment and social infrastructure is required in order to meet Government targets overall, of 300,000 new dwellings each year. A number of sites are identified to accommodate the following development: up to 400 dwellings in St Ives west (flood plain?); 30 homes at St Ives Football Club; and approximately 5.6ha of land allocated for employment uses at Gifford's Farm, north of the existing large industrial area in the east of the town. Much larger allocations for housing are made around Huntingdon itself, notably in Huntingdon West and Alconbury Weald. These are likely to require a strengthening of strategic bus services including expansion of the guided busway between St Ives and Alconbury Weald via Huntingdon, as indicated in the [Infrastructure Delivery Plan](#) schedule (2017).

Cambridgeshire and Peterborough Combined Authority Local Transport Plan ([St Ives Market Town Transport Strategy](#)) provides local context which is useful but has not been updated since its publication in 2006. It may be possible to review this document to see whether any progress has been made.

The embargoed St Ives Prospectus for Growth provides a useful baseline for considering additional policies that might be integrated with the mainstream Local Plan and Local Transport Plan.

### Understanding the requirement

Our understanding is that St Ives Eco-Action is working with the Town Council to develop an integrated transport strategy that includes walking, cycling and public transport, incorporating some commentary and proposals relating to the River Great Ouse. The process most relevant to this requirement is a five stage Local Cycling and Walking Infrastructure Plan (LCWIP) with the addition of local buses, making it a LCWBP. To incorporate this requirement, we propose to remove the word "infrastructure" from the title since this is implied in any case. Previous work by Cambridgeshire County Council on the extant St Ives Market Town Transport Plan is old (2006) but still relevant.

### Method

LCWIP preparation follows a clear DfT endorsed but non-compulsory process set out as LCWIP [technical guidance](#). This guidance is due for review and some re-writing, but even so, I think it is good practice to follow the recommended procedure because it will make the document easier to navigate.

The seven key stages are as follows:

1. Establish the scope of the LCWIP, including its geographical extent and policy background, part-described above. The section will also include contextual mapping of local social infrastructure, employment and education, retail, defined walking and cycling networks and bus routes. Bus frequencies will be indicated by colour.

This stage includes initial engagement and setting a 'task and finish' list to mobilise local expertise. Arguably this will be the most important stage of all, leading to a truly community-led LCWBP. ActivePlanning's role in this task will be to facilitate the engagement, including:

- providing a task and finish list in draft, so that local skills can be identified and carried out, a process that has begun in the table below.
  - working with engagement consultants to provide simple interactive mapping for the project where the community can flag up issues and ideas. The map will enable all participants to see everyone else's comments and suggestions.
  - circulating a first draft to the community of the report in which the efforts made by local people are properly referenced and acknowledged.
2. Obtain and present data from which networks can be planned. The guidance suggests that propensity to cycle can be established principally by using pct.bike, but local stakeholder inputs may add further intelligence to include walking and buses. This stage includes an inspection of the network to be carried out by volunteers with guidance, including the optional use of Placechangers online engagement mapping software. For buses, the network will be mapped, and frequencies shown. Stakeholder wishes will guide the proposed interventions.
  3. Plan or confirm a dense network for cycling that would, notionally at least, be suitable for an unaccompanied 12-year-old, including mapping of all potential interventions, with a broad indication of costs provided. These costs can be derived from published tables or more accurate figures can be supplied by City Infinity.

4. Establish an investment plan for walking based on identified 'core walking zones'. The guidance does tend to concentrate these zones in town centres, but this then means suburban areas and outlying villages are neglected. We propose instead a different method that combines investment in walking and cycling on the same core routes.
5. Plan or confirm a community-led network and proposed frequencies for local buses, combined with other measures including:
  - secure cycle storage at key bus stops to allow multi-modal commuting
  - bus gates and other features to restrict or divert general traffic to make bus use a more convenient and attractive option compared with driving. This includes diverting general motor traffic to the appropriate primary road network alongside other measures to reduce car travel demand.
  - means of ensuring that buses properly serve local need rather than being designed so much around operational priorities. Bus quality contracts could be one method of doing this and worth investigating as a proposal to the combined authority.
6. Set all physical infrastructure projects in a justified priority list, following the methodology used in the LCWIP technical guidance or using a locally-decided method. For this, I recommend a community decision based on some suggested considerations and making best use of superior expertise within the community. The aim could be to use a strategy approach to build up a comprehensive combined walking and cycling network and a stronger bus network over time by combining one (relatively) major scheme each year with a number of low-cost, quickly implemented projects that serve that scheme.
7. Ensure integration of the LCWBP with other plans and policies both Cambridge-wide and incorporating the District's more sustainable aspirations.

## Division of tasks

The COVID-19 crisis makes it necessary to pursue a division of tasks between consultant and community. We believe that, far from being a restraint, this is an opportunity provided that the work is carried out safely and with minimal risk of infection. The cover letter makes ActivePlanning's terms of engagement in this regard very clear, but ultimately it is the community's responsibility to manage risks properly at the local level where they have greatest control.

To undertake the work, we propose the following broad division of work, which will be subject to further discussion as the project evolves.

	<b>ActivePlanning (and partners if appointed)</b>	<b>Community</b>
Stage 0: appointment and governance	<p>Slot into the governance framework established by St Ives Eco-Action.</p> <p>Liaise with a small 'client team' comprising the project steering group.</p> <p>Provide reports at each stage.</p>	<p>Establish governance with a steering group or similar to guide the project and manage community inputs. <b>Ideally this should include the town council.</b> The governance should include:</p> <ul style="list-style-type: none"> <li>- Client roles: directing the project and ensuring that it meets requirements; assembling partners and contacts.</li> <li>- Community roles: organising the community engagement and mobilisation, bringing together the skills and knowledge needed to deliver the community side of the project.</li> <li>- Regular project progress updates.</li> </ul>
Stage 1: Scoping	<p>Undertake all policy, governance and geography background research.</p> <p>Provide the steering group with this information as soon as it is ready.</p> <p>Take into account existing ideas for developing walking, cycling and bus networks.</p> <p><b>Incorporate discussion about river access.</b></p>	<p>Provide any useful documents or links besides those identified by the author.</p> <p>Provide information about St Ives Eco-Action and partner organisations, including how they are working together.</p>
Stage 2: Information gathering.	<p>Carry out background propensity to cycle analysis, report on community findings.</p> <p>Provide guidance about "what to look for" with reference to walking, cycling and bus stop accessibility, to reflect the community's role in gathering information.</p> <p>Obtain bus patronage information if it is available and contact the two bus companies to see where they encounter ongoing issues affecting service levels and punctuality. Make use of previous bus user studies.</p> <p>Map existing 'official' walking, cycling and bus networks.</p> <p>Provide the steering group with the assembled information as soon as it is ready.</p>	<p>Carry out baseline research about what local people want:</p> <ul style="list-style-type: none"> <li>- How they travel now</li> <li>- How they would like to travel more often, with the parameter of sustainability.</li> <li>- What concerns they have about walking, cycling and buses in their locality</li> <li>- Where, on a map, they encounter particular problems</li> <li>- Where there are missing connections on foot, cycle or bus.</li> <li>- What level of support there is for reducing motor traffic on residential streets.</li> <li>- How they want their local streets to look and feel, and what they'd like to see in their town or village centre.</li> </ul> <p>The skills needed for this are:</p> <ul style="list-style-type: none"> <li>- Willingness to engage with other residents and businesses</li> <li>- Statistical analysis.</li> </ul> <p>Potential support (at cost) is available from specialist engagement software such as <a href="http://www.placechangers.org">www.placechangers.org</a> or <a href="http://www.commonplace.is">www.commonplace.is</a>.</p> <p>Undertake street-by-street analysis to determine:</p> <ul style="list-style-type: none"> <li>- Cycling skills and confidence required, and whether the street 'feels welcoming' for cycling.</li> <li>- Quality of the walking environment, including personal safety, attractiveness, etc.</li> </ul>

		<ul style="list-style-type: none"> <li>- Quality and accessibility of bus stops, shelters and information.</li> </ul> <p>Present this information as 'lines on a map', with something like a simple red / orange / green system.</p> <p>Skills needed for this are:</p> <ul style="list-style-type: none"> <li>- Ability to cycle safely yet with a full understanding of what it is like for someone who finds traffic intimidating.</li> <li>- Understanding of the national Bikeability curriculum, so, ideally, a professional cycle-trainer.</li> <li>- Some awareness or understanding of street design.</li> </ul> <p>Optionally, GIS can be used to record this information and do other things, such as measure road danger.</p> <p>Ask some 12-year olds where they (would) feel safe cycling!</p> <p><b>If possible:</b></p> <p>Ensure that some of this work and engagement involves people who are disproportionately excluded from cycling, i.e. women, older people, final-year primary school children, and Disabled people.</p>
<p>Stage 3: Cycling infrastructure</p>	<p>Write and agree headline design guidance that takes into account 'tight spots'. This guidance would demonstrate:</p> <ul style="list-style-type: none"> <li>- An overall traffic plan or vision that integrates investment in cycling with wider transport objectives, including diverting 'through' motor traffic away from residential areas towards the outer ring and other 'main' roads. This could be done by creating 'segments' that are bounded by modal filters.</li> <li>- Logical staging of investment in a network based on various criteria including car ownership.</li> <li>- Different treatments for each type of street, based on traffic levels suggested in the London Cycling Strategy as a basis, and also road width / environmental quality.</li> </ul> <p>Use community inputs and findings to develop a cycling and walking network that should be comprehensive.</p> <p>Derive initial priority 'routes' to guide investment and consider a five-year plan that would deliver a decent core network in stages.</p> <p>Develop a longer-term plan to deliver the rest of the dense cycling network.</p> <p>Provide the steering group with the outputs from this stage as soon as they are ready.</p>	<p>Using the headline design guidance, begin to collaboratively plan a cycling network that people want, and suggest prioritisation for individual routes over the coming five years and beyond.</p> <p>For social distancing purposes, a printed map could be displayed in the Market Square, with controlled access, allowing people to participate safely.</p> <p>Optionally, this could be augmented by interactive online mapping by Placechangers or Commonplace.</p> <p><b>If possible:</b></p> <p>Ensure that some of this engagement involves people who are disproportionately excluded from cycling, i.e. women, older people, final-year primary school children, and Disabled people.</p> <p>Bear in mind that many Disabled people, often with invisible impairments, use cycles as mobility aids. So, selective bans on cycling can act as a real barrier to accessibility. See <a href="http://www.wheelsforwellbeing.org.uk">www.wheelsforwellbeing.org.uk</a> for more information.</p>
<p>Stage 4: Walking</p>	<p>Write and agree headline design guidance that provides a simple, repeatable set of principles for designing space for pedestrians. This guidance would cover:</p> <ul style="list-style-type: none"> <li>- An overall traffic plan or vision that integrates investment in walking with wider transport objectives, including</li> </ul>	<p>Using the headline design guidance, begin to collaboratively plan a walking network that people want, and suggest prioritisation for individual routes over the coming five years and beyond.</p> <p>For social distancing purposes, a printed map could be displayed in the Market Square, with</p>

	<p>diverting 'through' motor traffic away from residential areas towards the outer ring and other 'main' roads. This could be done by creating 'segments' that are bounded by modal filters.</p> <ul style="list-style-type: none"> <li>- Near-level surfaces that feel flat but allow water to run off.</li> <li>- Minimum footway widths.</li> <li>- Crossings.</li> <li>- Tactile paving and slightly raised or flush dropped kerbs.</li> <li>- Sense of pedestrian priority at junctions</li> <li>- Pleasantness.</li> <li>- Natural surveillance and lighting.</li> </ul> <p>Use community inputs and findings to develop a combined walking and cycling network that should be comprehensive. Many elements of this will be "walking only".</p> <p>Derive initial priority 'routes' to guide investment and consider a five-year plan that would deliver a decent core network in stages. Greatest priority might be given to making accessible routes that lead to local shops and services.</p> <p>Develop a longer-term plan to deliver the rest of the dense walking network.</p> <p>Provide the steering group with the outputs from this stage as soon as they are ready.</p>	<p>controlled access, allowing people to participate safely.</p> <p>Optionally, this could be augmented by interactive online mapping by Placechangers or Commonplace. Our GIS contractor can provide A0 printouts provided that he is given access to public sector use of Ordnance Survey Data via the Public Sector Mapping Agreement.</p> <p><b>If possible:</b></p> <p>Ensure that some of this engagement involves people who are disproportionately disadvantaged by poor quality walking environments including places where a lack of natural surveillance adversely impacts social safety.</p> <p>We recommend that some of the routes are surveyed with one or more Disabled people. Observe rather than intervene, and talk about how they plan their routes on a daily basis to avoid obstructions such as large puddles, parked cars, missing dropped kerbs and roadworks. Doing this really helps to build a proper understanding of the different needs and experiences of people with physical and sensory impairments, enabling effective solutions to be delivered.</p> <p>Optionally we can appoint a specialist accredited access consultant to provide online engagement with Disabled residents.</p>
<p>Stage 5: Buses</p>	<p>Map the bus network as it exists, including showing all routes, stops and frequencies.</p> <p>Obtain and supply Transport for London's Accessible Bus Stop design guidance, and also provide summary guidance that is useful for the community.</p> <p>Map all accessible and non-accessible bus stops based on the network appraisal findings.</p> <p>Identify bus stops with space for building secure cycle storage facilities that will widen the 'catchment' of local bus services.</p> <p>Obtain information, if possible, about bus patronage and ongoing issues dealt with on a day to day basis by bus operators. This includes regular obstructions, tight spots, and so on.</p> <p>Develop bus network proposals based on community feedback. This may include additional routes and stops and add weight to the need to extend the busway and incorporate 'non-stop' services. Prioritisation will need to be considered and developed.</p> <p>Provide the steering group with the outputs from this stage as soon as they are ready.</p>	<p>Using the accessible bus stop design guidance (summary), observe each bus stop to see whether it meets the required standards.</p> <p>Observe whether routes to the bus stop are accessible, properly lit, with good natural surveillance, and unobstructed. Record any issues.</p> <p>Indicate whether or not bus information is present at each stop and easy to read (i.e. large contrasting lettering).</p> <p>Optionally we can appoint a GIS specialist to record this information.</p> <p><b>If possible</b></p> <p>Talk with local Disabled people about issues they find with accessing buses. This includes whether or not the buses themselves are reliably accessible, and whether the buses can draw up fully alongside a kerb of suitable height.</p>
<p>Stage 6: prioritisation</p>	<p>Prepare a list of schemes from information that has emerged in the preceding stages, together with at least some prioritisation. In this stage, cost estimates will be applied.</p> <p>Cost estimation for individual schemes can be provided by City Infinity using typical contractor pricing.</p>	<p>Review and comment on the proposed prioritisation, helping to bring it to a point the community broadly agrees with.</p>

Stage 7: integration	The LCWBP can be used as supporting evidence, as inputs to the next Huntingdonshire Infrastructure Development Plan and Local Plan, the next St Ives Market Town Transport Plan and the next combined authority Local Transport Plan. A broad-brush county-wide LCWIP has been prepared by Sustrans.	
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### Online mapping software

To assist the community in collecting data, I have spoken at length with a company called PlaceChangers. They provide online mapping software that offers the following options:

- Basic 'entry level' service that enables stakeholders to write comments in response to prompts such as key words, questions, likes / dislikes, etc. This service includes mapping and data collection and processing. The total cost is about £1,500.
- More complex mapping that enables participants to survey networks and enter data using iPads or other tablets. To use this, good 4G connectivity is required as all data is recorded online. It will enable participants to carry out quite detailed surveys, take site photos, etc. The total cost for this is about £2,100
- Facebook adverts etc so that online participation is maximised. This extends the cost to either £2,200 or £2,800 depending on which of the above options are selected.

Placechangers will be happy to discuss their product in more detail with you should you be interested in this option.

### Timescales and fees

We suggest that this project will take about six months to complete. At this stage it will be quite difficult to determine timescales as a lot relies on the availability of community time. So, besides indicative start and finish dates, the project plan below focuses **only** on production of the LCWBP itself and not on the overall time taken.

- Indicative start date: early to mid-July 2020, once decisions have been reached
- Indicative finish date: early to mid-February 2021.

Revised variable fees are in operation because they are based on the highest rate being paid by clients at any given time. Nonetheless, for community organisations fees are £350 per day, £100 per day lower than ActivePlanning's current highest rate of £450 per day. We believe this represents excellent value for money, reflecting the low overheads enjoyed by a sole trader business. Fees for other consultants involved may vary.

Stage	List of tasks	Main contractor	Optional sub-contractors. <i>Alternatives may be used if those listed here are not available or decline the work.</i>		
		Active Planning	City Infinity	Maps4 Planners	Place Changers
Stage 0 Governance and administration, preparation	Administration Prepare and manage online mapping for community engagement. Arrange PSMA agreement	1			
Stage 1 Context	Policy, governance, geography Report and respond to feedback	2			
Stage 2 Gather information	Propensity to cycle, predicting demand Bus network map, bus use data where available. Review published research including local information Community liaison: baseline evidence gathering Bus operator liaison: feedback on 'tight spots' and other network issues. Produce "what to look for" guidance for walked street surveys. Report on findings and respond to feedback	4			1
Stage 3 Cycling (some elements combined with walking)	Headline design guidance: networks and infrastructure Indicative map of streets by type, to guide interventions Gather community ideas about cycling network Develop initial list of 'priority routes' to be delivered over five years, including broad description of measures. Develop list of indicative longer-term routes Report on findings and proposals and respond to feedback.	3	0.5	0.5	1.5

Stage 4 Walking	Headline design guidance: add walking elements to cycling advice Gather community ideas about walking network List of strategic priority routes will be “as cycling” in most cases. Add local interventions and non-cycling routes Develop initial list of ‘priority strategic and local routes’ to be delivered over five years, including broad descriptions of measures. Develop list of indicative longer-term routes and aspirations Report on findings and proposals and respond to feedback.	5	0.5	0.5	1.5
Stage 5 Buses	Develop or confirm bus network and route improvements such as facilitating non-stop services. Develop summary accessible bus stop guidance Identify priority bus stops to be amended in first five years Identify bus stops to receive secure cycle storage and e-bike charging points. Provide longer-term list of bus stops to be amended. Report findings and proposals and respond to feedback.	4		0.5	1
Stage 6	Project prioritisation table, all schemes Costings broadly estimated (per unit, e.g. distance or area)	2	2		
Stage 7	Integration with other policies and programmes	1			
Submission	Submit draft LCWBP and appendices Receive and respond to one set of consolidated comments. Final editing and quality check. Submit final documents.	2	0.5 (quality check)		
<b>Sub-total days</b>	<b>Including optional use of sub-contractors</b>	<b>24</b>	<b>3.5</b>	<b>1.5</b>	<b>4</b>
<b>Sub-total fees</b>	<b>Including optional use of sub-contractors</b>	<b>£8,400*</b>	<b>£1225</b>	<b>£525</b>	<b>£1,200</b>
	Days definitely allocated to sub-contractors for: - Preparation and supply of base maps, including printing and posting - Sense and quality checks - Arrange PSMA agreement (use of town council’s Ordnance Survey mapping licence) These are not optional elements.		1	1.5	0
Sub-total days	Definite (not optional) sub-contractors	-	1	1.5	0
<b>Total days</b>	<b>Including definite (not optional) use of sub-contractors</b>	<b>24</b>	<b>4.5</b>	<b>3</b>	<b>0</b>
Fees (day rate)	<b>FINAL RATES FOR SUB-CONTRACTORS MAY DIFFER</b>	£350	£350	£350	£300
<b>Total fees payable (option 1)</b>	<b>Including definite use of sub-contractors only</b>	<b>£9,275</b>	Price shown for <b>PlaceChangers</b> refers to the company’s ‘entry level’ service. This or additional work can be procured separately.		
<b>Total fees payable (option 2)</b>	<b>Including both definite and optional use of sub-contractors. Other options are also available, e.g. omit one optional sub-contractor.</b>	<b>£12,225</b>			

\*Fee would reduce with transfer of some work to optional sub-contractors.

ActivePlanning is not VAT registered.

Payment schedule will be as follows:

- Opening invoice 20% prior to project commencement but upon agreement of proposal
- Halfway invoice (on completion of stage 3) 50%
- Completion invoice, upon submission of satisfactory final document: 30%

Payment terms except for the first invoice are 28 days. The first invoice should be paid prior to commencement.

*I refer to our correspondence back in the autumn of last year about this one.*

*As you will appreciate we approached Towns on the basis of one per District area ( where the District involved has rural areas). I know St Ives expressed a wish for a meeting and reluctance to be involved without it. Certainly in terms of physical meetings that is not a possibility at the moment but perhaps because of the pandemic and the resulting situation there is another option available which I seek to detail here.*

*There is now an opportunity given the current situation that allows you to try us and evaluate without any fee. We remain really keen for St Ives to join the RMTG initially on that basis.*

*We feel the phrase Rural Market Town has current relevance and importance across England. It is a term that collectively identifies a series of Towns that have evolved in a historic way across the Country and it allows those Towns who still on a day to day basis continue to inter react with their surrounding rural area to argue their important collective case. We attach the article about the Group.*

*Currently we have formed a Group of 80 Town Council members. We do need to look to double that. We have no Town representative from the Huntingdonshire area at this time.*

*We appreciate the work and difficulties that Town Councils have as a result of the COVID crisis. The towns deserve every congratulation for doing all they have done for their communities and the people who live in them, during these dreadful times.*

*We are however also aware of the economic consequences that are already occurring and that further and yet more threatening situations are inevitable. It is really vital that at this time Market Towns across England establish and present their particular collective view and case. This group is uniquely equipped as the vehicle to do this as we are a special Interest Group of the Local Government Association and are individually arguing the rural case across England.*

We feel:-

- The COVID situation has proved that people in rural areas can become very isolated very quickly. The last material consideration of any overall focus on Rural Towns and Areas was twenty years ago in the year 2000. We are pressing the Government for action for social and economic reasons.
- The Lockdown situation proved the obvious - that broadband is now as essential as Electricity and Fuel. We will continue to press the rural case very hard. All rural areas and rural towns need to have current broadband connection otherwise the consequences will be severe. It is over simplistic for Government and the industry to say all towns now have good broadband and mobile phone coverage – there are areas that clearly still do not.
- Stronger sustainable transport Links to Market Towns from surrounding locations are absolutely key for rural areas as the rural population average age is increasing at a faster rate than with the population in other areas of the country and services to Market Towns are the lifeline for many people.
- We feel the government underplays the potential of the rural economy in a rapidly changing era. Specific focus on rural towns and rural areas could be potentially a win- win situation both for rurally based residents and the national economy. We want to see rural England

receiving specific thought and attention through a Rural Strategy rather than just being rolled up into overall national consideration, which as we all know is too often is city centric.

*You may recall that there was a small subscription ( £150 p.a.) involved for clearly there is a need for the group to have continuity. We appreciate at this time however that may not be particularly appetising given the unforeseen expenditure that the COVID based work has occasioned councils.*

*The larger the Grouping the more respect it will undoubtedly receive through the coming choppy waters. Please could your Council therefore please consider the following:-*

- *We are happy for St Ives T.C. to come into Rural Market Towns Group until Thursday 1<sup>st</sup> of April 2021 without charge.*
- *The Council will consider before that date whether it wishes to continue (or not) its membership on a paid basis referred to for the 21/22 financial year based on its assessment of the value of membership in 2020 and notify us of its decision around the time of the New Year.*

*Can you please let us know by the 14<sup>th</sup> August whether or not St Ives are prepared to proceed on such a basis. If not could we arrange a session by Zoom if you could give me the dates your council plan to meet presumably in that way? Please come back with whatever the decision. We do however need your support at this time and we do think it is in your Town's interest to be involved so that a strong collective voice can emerge at a critical time. We hope an arrangement is possible.*

*We look forward to hearing from you,*

*Yours Sincerely,*

**David Inman**  
Director of [Rural Services Network](#)



## A RURAL/MARKET TOWN GROUPING OF THE RSN.

### **Why do we need a rural market town grouping?**

The RSN believes that Rural Communities are frequently overlooked in a policy environment dominated by urban thinking and policy concerns. This often means communities either miss out on the benefits or experience unintended consequences from policies which are poorly thought through from a rural perspective. This means that government policy currently neglects the many hundreds of important rural towns across England.

We believe these towns play a vital role not only in the lives of their inhabitants but also in both the local and national economy. That is why we want them to receive more focus.

Rural areas and their intricate network of rural communities should be able to realise their potential within the national economy and need to be appropriately recognised and supported in government thinking and actions.

### **What is the Rural/ Market Town Group?**

To underline the importance of these English towns, the role they play and their potential going forward, The Rural Services Network have developed a new initiative to develop a Rural/Market Town Grouping within the Rural Services Network. This new Grouping will work to add to our Call on Government for a Rural Strategy.

We have begun this initiative by approaching one town or the largest village in each of the 200+ rural areas across England which has been identified by Defra for their distinctive characteristic. This process will be expanded in time to ensure that all those that wish to be involved are fully engaged.

Whilst we appreciate and celebrate the diversity of our rural areas, we seek to create a universal voice to represent all different types of rural areas across England ensuring that no form of rural area is excluded.

Up to until now 80 Towns and large Parishes have already agreed to commence the group and we look forward to hearing from the remainder of the councils currently being approached. We are currently on target for the 120 + members we seek.

The group currently comprises: -



Ackworth, (Wakefield), Alcester (Stratford on Avon), Alvechurch (Bromsgrove), Atherstone ( North Warwickshire), Alnwick) (Northumberland) , Ampthill (Bedfordshire), Arundel Town (Arundel District)) Balsall (Solihull) Belper (Amber Valley), Brampton (Carlisle), Bourne(South Kesteven), Bovey Tracey (Teignbridge) Buckingham (Aylesbury Vale), Burnham on Sea (Sedgemoor) Burscough (West Lancs), Caistor (West Lindsey), Carnforth ( Lancaster), Chalfont St Giles (Chiltern) Cirencester (Cotswolds) Cleator Moor (Copeland), Clitheroe (Ribble Valley), Cranleigh (Waverley) , (Crediton (Mid Devon) Dalton in Furness (Barrow in Furness) , Downham Market (Kings Lynn), Earl Shilton (Hinckley and Bosworth), Faversham (Swale), Finedon (Wellingborough),Frodsham (Chester and Cheshire West, Great Torrington (Torrige), Hadleigh, (Babergh), Hartley Witney (Hart),Hexham (Northumberland), Kendal (South Lakeland) Launceston (Cornwall), Ledbury (Herefordshire) Leominster (Herefordshire), Longridge (Ribble Valley), Lutterworth (Harborough),Lymm (Warrington), Mablethorpe and Sutton (East Lindsey),Marlborough (Wiltshire),Market Rasen (West Lindsey), Midsomer Norton (Bath and NE Somerset) Minster (Thanet) ,Normandy( Guildford D.), Olney(tbc) (Milton Keynes) Penwith (Eden) Penzance (Cornwall) City of Ripon (Harrogate),Petersfield (East Hants) (tbc), Rothwell (Kettering), Saffron Walden (Uttlesford), Sandy, (Central Bedfordshire) Saxmundham East Suffolk, Seaton (East Devon), Skipton (Craven), Sleaford (North Kesteven),Sodbury (South Gloucestershire ), Solam (East Cambridgeshire), Stowmarket ( Mid Suffolk) Tavistock (West Devon), Tenbury (Malvern Hills), Tenterden (Ashford), Thetford (Breckland), Thornbury (South Gloucestershire), Uckfield (Wealden), Uppingham (Rutland) Uttoxeter (East Staffs) Verwood (Dorset), Wallingford (South Oxfordshire) Wells City of tbc (Mendip) West Chiltington (Horsham) Wheathampstead (St Albans) Whitby( Scarborough), and Wotton-under-Edge (Stroud).

Services provided to the group will include:

- Engagement in Rural Strategy campaign to ensure feedback from Rural/Market Group is included within consultation
- Development of some good practice and learning material related to the key policy areas and delivery challenges or opportunities for rural/market towns
- Receiving the Rural Bulletin, a weekly newsletter provided by the Rural Services Network highlighting rural news, issues affecting rural communities, and highlighting the work of the Rural Services Network
- Provision of a dedicated newsletter highlighting relevant latest policy developments, showcasing interesting member practice and flagging relevant initiatives or funding opportunities
- Periodic online surveys of the members of rural/market towns, to gather comparative information about topics of interest to this grouping

## Purchase Ledger for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/06/2020	1294	008219	YORKE GRAPHIC	YOR0001	1,077.00	0.00	1,077.00	5978	170	1,077.00	Covid leaflets no 3
01/06/2020	SI176255	008220	UK FIRE	UKF0001	233.75	46.75	280.50	7037	400	233.75	TH quaterley service
01/06/2020	121748814	008221	MISC	MIS0001	51.93	0.00	51.93	5979	170	51.93	Covid grant for toys
01/06/2020	20061432A	008222	ANDREWS ARNOLD	AND0002	8.54	1.71	10.25	5008	100	8.54	CCTV data
01/06/2020	121748868	008223	MISC	MIS0001	35.98	0.00	35.98	5979	170	35.98	Covid grant for Toys
01/06/2020	2905	008224	MISC	MIS0001	23.98	0.00	23.98	5979	170	23.98	Covid grant for toys
01/06/2020	310734795	008225	LLOYDS BANK	LLOO	12.66	0.00	12.66	5560	130	12.66	Bank charges
01/06/2020	310774639	008226	LLOYDS BANK	LLOO	8.08	0.00	8.08	5560	130	8.08	Bank charges
01/06/2020	140653	008227	IBBETTS	IBB0001	60.79	12.16	72.95	5019	300	60.79	Cutting disc, rat bait & hooks
01/06/2020	4635455	008228	DICKIES	DIC0001	157.32	31.46	188.78	5021	300	157.32	Work wear
01/06/2020	100451294	008230	MISC	MIS0001	157.42	31.48	188.90	9286	330	157.42	Angle grinder Dewalt
09/06/2020	3411001	008231	E-ON	EON002	207.18	41.44	248.62	6032	310	207.18	Street lighting
09/06/2020	1104457222	008232	HAVEN HALDO	HAV0005	19.37	0.97	20.34	6932	300	19.37	Haldo electricity May 20
09/06/2020	1104457219	008233	HAVEN OLD MORT	HAV0002	8.06	0.40	8.46	6932	300	8.06	Old Mortuary electricity May 2
09/06/2020	1104457218	008234	HAVEN WEST STREET	HAV0009	12.08	0.60	12.68	6456	300	12.08	West street electricity May 20
09/06/2020	1104457221	008235	HAVEN OUTSIDE	HAV0001	28.30	1.41	29.71	6983	300	28.30	FM electricity May 20
09/06/2020	1104457224	008236	HAVEN WARNERS	HAV0004	8.51	0.42	8.93	6932	300	8.51	Warners electricity May 20
09/06/2020	1104457223	008237	HAVEN TH	HAV0003	102.86	5.14	108.00	7032	400	102.86	TH electricity May 20
09/06/2020	06070361	008238	PITNEY EQUIP	PIT0002	60.54	12.11	72.65	5011	100	60.54	Franking machine rental
09/06/2020	2006672	008239	JOLA CLOUD SOL	JOLA001	244.43	48.89	293.32	5008	100	122.22	Phone bill May 20
								1110	0	122.21	Phone bill May 20
09/06/2020	339125	008240	BOOTH	BOO0001	151.23	30.25	181.48	7035	400	151.23	Cleaning materials
09/06/2020	2012611148	008241	ALLSTAR	ALL0001	231.83	46.37	278.20	6256	330	231.83	Fuel for pick up & machinery
09/06/2020	2020104525	008242	AMAZON	AMA0001	34.95	0.00	34.95	5012	100	34.95	Printer cartridge
09/06/2020	152917176	008243	AMAZON	AMA0001	17.49	3.50	20.99	5012	100	17.49	Copy paper
12/06/2020	150	008244	ROZ SCOTT	ROZ0001	256.05	0.00	256.05	6983	300	256.05	FM co ordination May
12/06/2020	47465	008245	ATKINS GREGORY	ATK001	2,127.20	425.44	2,552.64	7035	400	373.71	Cleaning June 20 TH
								6456	300	1,753.49	Cleaning June 20 Bus station

## Purchase Ledger for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/06/2020	162076821	008246	AMAZON	AMA0001	8.73	1.75	10.48	5979	170	8.73	Foam numbers
12/06/2020	222716	008247	MICK GEORGE	MIC0002	168.00	33.60	201.60	5019	300	168.00	GM skip exchange
12/06/2020	5602	008248	SCAMBLER	SCA0001	320.18	64.04	384.22	5019	300	320.18	Repairs ro lseki tractor
12/06/2020	2101909	008249	AMAZON	AMA0001	24.51	4.90	29.41	5979	170	24.51	Covid Mayors grant toys
12/06/2020	7596360	008250	AMAZON	AMA0001	419.47	85.13	504.60	5979	170	419.47	Mayors grants tablets x 4
12/06/2020	32869	008251	AMAZON	AMA0001	4.99	1.00	5.99	5979	170	4.99	Mayors grant toys
12/06/2020	816946	008252	MISC	MIS0001	23.98	0.00	23.98	5979	170	23.98	Garden toys
12/06/2020	168392	008253	MISC	MIS0001	13.99	0.00	13.99	5979	170	13.99	Mayors grant toys
12/06/2020	68355	008254	BAYMED	000BAY	240.00	48.00	288.00	5978	170	240.00	Bacoban spray
12/06/2020	520	008255	PAYROLL	PAYROLL	6,214.39	0.00	6,214.39	5301	200	1,457.17	June Pension E's
								5303	200	4,757.22	June Pension E'r
15/06/2020	519	008256	PAYROLL	PAYROLL	22,653.97	0.00	22,653.97	5301	200	22,653.97	June Salaries
18/06/2020	521	008257	PAYROLL	PAYROLL	6,506.10	0.00	6,506.10	5301	200	4,231.72	May Paye
								5304	200	2,274.38	May Paye
12/06/2020	83089491	008258	ARCHANT	ARC0001	75.00	15.00	90.00	5665	140	75.00	Ceilidh
12/06/2020	589007059941	008259	GIFFGAFF	GIFF001	5.00	1.00	6.00	5008	100	5.00	Sim monthly
12/06/2020	1591677525848	008260	GIFFGAFF	GIFF001	5.00	1.00	6.00	5008	100	5.00	Sim mnthly GM
12/06/2020	1590641738074	008261	GIFFGAFF	GIFF001	5.00	1.00	6.00	5008	100	5.00	Sim monthly GM
12/06/2020	1589950066120	008262	GIFFGAFF	GIFF001	5.00	1.00	6.00	5008	100	5.00	Sim CCTV
12/06/2020	1589860108464	008263	GIFFGAFF	GIFF001	8.33	1.67	10.00	5008	100	8.33	Sim monthly GM
12/06/2020	1589962213248	008264	GIFFGAFF	GIFF001	8.33	1.67	10.00	5008	100	8.33	Sim monthly GM
22/06/2020	6624317	008265	AMAZON	AMA0001	114.98	23.00	137.98	5978	170	114.98	Office chair
22/06/2020	5205103	008266	AMAZON	AMA0001	4.99	1.00	5.99	5979	170	4.99	Mayors grant family games
22/06/2020	7990732	008267	AMAZON	AMA0001	44.15	0.00	44.15	5978	170	44.15	2 x computer mouse
22/06/2020	213984822	008268	AMAZON	AMA0001	104.97	21.00	125.97	5978	170	104.97	Keyboards x 3
22/06/2020	6147552	008269	AMAZON	AMA0001	166.64	33.32	199.96	5978	170	166.64	4 x key boards
22/06/2020	8075	008270	FIELDS IN TRUST	FIE0001	250.00	50.00	300.00	5019	430	250.00	Field change request Warners
22/06/2020	Y6	008271	BT INTERNET	BTE0001	41.54	8.30	49.84	5008	100	41.54	Internet connection
22/06/2020	311888706	008272	LLOYDS BANK	LLOOO	0.80	0.00	0.80	5560	130	0.80	Bank charges

## Purchase Ledger for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/06/2020	004020	008273	CNG LTD	CNG0001	113.04	5.65	118.69	7032	400	113.04	TH gas May
22/06/2020	141869	008274	IBBETTS	IBB0001	289.88	57.98	347.86	5019	300	289.88	Tripod ladder, spray grease
22/06/2020	3044	008275	CAMBS GLASS	CAM00018	352.50	70.50	423.00	5978	170	352.50	Hatch screen
22/06/2020	0620	008276	AMAZON	AMA0001	574.79	114.96	689.75	5978	170	574.79	Monitors x 6
22/06/2020	123224404	008277	MISC	MIS0001	13.99	0.00	13.99	5979	170	13.99	Mayors grants toys
22/06/2020	2012662944	008278	ALLSTAR	ALL0001	241.60	48.33	289.93	6256	330	241.60	Fuel for pick ups & machinery
22/06/2020	19323	008279	MILTONS	MIL0001	0.51	0.09	0.60	5019	300	0.51	Car fuses
22/06/2020	19097	008280	MILTONS	MIL0001	8.30	1.60	9.90	5012	100	8.30	CR2016 batteries
22/06/2020	18583	008281	MILTONS	MIL0001	8.49	1.70	10.19	5019	300	8.49	MDF wood primer
22/06/2020	18465	008282	MILTONS	MIL0001	11.28	2.20	13.48	5019	300	11.28	Tap connectors & batteries
22/06/2020	18218	008283	MILTONS	MIL0001	8.54	1.71	10.25	5019	400	8.54	AA batteries De sol remover
22/06/2020	5652	008284	SCAMBLER	SCA0001	179.80	35.96	215.76	5019	300	179.80	Wheel gauge and strimmer line
22/06/2020	0420	008285	CRANBROOK	CRA0001	724.80	144.96	869.76	6490	340	724.80	Plants & compost for planters
22/06/2020	1906	008286	HDC	HUN0001	21.00	0.00	21.00	6983	300	21.00	Tens licence
22/06/2020	66CR	008196CR	MISC	MIS0001	-584.85	0.00	-584.85	5979	170	-284.85	Reversla for VAT inv now rec
								5979	170	-300.00	Reversla for VAT inv now rec
22/06/2020	66A	008196	MISC	MIS0001	487.38	97.47	584.85	5979	170	487.38	5 x tablets
30/06/2020	1797335	008287	GLASDON UK LTD	GLA0001	138.33	27.67	166.00	5019	300	138.33	Bin liners
30/06/2020	01214406	008288	GIBBS	GIB0001	14.20	2.84	17.04	5019	300	14.20	Sharp sand
30/06/2020	2020003672952	008289	ADOBE SYSTEMS	ADO0001	12.64	0.00	12.64	5012	100	12.64	Adobe Jun
30/06/2020	7370389	008290	ANGLIAN WATER	ANG00006	51.46	0.00	51.46	6934	400	51.46	TH water bill Mar-Jun
30/06/2020	01213988	008291	GIBBS	GIB0001	18.00	3.60	21.60	5021	300	18.00	knitsall gloves
30/06/2020	704154	008292	QVS	QVS0001	71.96	14.39	86.35	5019	400	71.96	Led lamp
30/06/2020	142556	008293	IBBETTS	IBB0001	83.86	16.77	100.63	5019	300	83.86	Hose clip,hedge sledge,pliers
30/06/2020	142859	008294	IBBETTS	IBB0001	361.00	72.20	433.20	9286	300	361.00	Brush cutter and harness
30/06/2020	313404386	008295	LLOYDS BANK	LLOO	3.58	0.00	3.58	5560	130	3.58	Bank charges
30/06/2020	313158695	008296	LLOYDS BANK	LLOO	4.23	0.00	4.23	5560	130	4.23	Bank charges
30/06/2020	313463632	008297	LLOYDS BANK	LLOO	5.50	0.00	5.50	5560	130	5.50	Bank charges
30/06/2020	2151	008298	GCL	GCL0001	338.00	67.60	405.60	5978	170	338.00	Masks

## Purchase Ledger for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2020	0520	008299	CRANBROOK	CRA0001	4,473.22	894.64	5,367.86	6490	340	4,473.22	Summer plants
30/06/2020	61564794	008300	02	00002	181.50	36.30	217.80	5978	170	181.50	4 x hotspots huawei
<b>TOTAL INVOICES</b>					<u>50,984.10</u>	<u>2,857.00</u>	<u>53,841.10</u>			<u>50,984.10</u>	

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St Ives Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2020

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Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2020	Current Account	20,293.92
30/06/2020	Business Call Account	290,807.73
31/05/2020	Public Sector Deposit Fund	177,835.64

488,937.29

Other Cash & Bank Balances

170.00

489,107.29

Unpresented Payments

1,100.00

488,007.29

Receipts not on Bank Statement

0.00

Closing Balance

488,007.29

All Cash & Bank Accounts

1	Bank Current Account	19,193.92
2	Business Call Account	290,807.73
3	CCLA	177,835.64
	Other Cash & Bank Balances	<u>170.00</u>
	Total Cash & Bank Balances	<u>488,007.29</u>

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## Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Council</u>											
<u>100 Administration</u>											
4350 Photocopying	0	150	0	0	100	0	100	0	0	0	0
Total Income	0	150	0	0	100	0	100	0	0	0	0
5008 Phone & Internet	2,000	2,322	0	0	2,000	0	2,000	406	3,060	0	0
5011 Postage	1,200	751	0	0	1,200	0	1,200	61	1,683	0	0
5012 Office Stationery	2,000	1,729	0	0	2,000	0	2,000	329	3,060	0	0
5013 Photocopier	2,500	2,078	0	0	2,500	0	2,500	2,078	3,162	0	0
5014 Office Equipment	500	324	0	0	500	0	500	36	510	0	0
5017 Computer Equip. & Support	4,500	3,683	0	0	4,500	0	4,500	6,396	3,570	0	0
5018 Data Protection	35	35	0	0	40	0	40	35	36	0	0
5019 Repairs & Renewals	250	0	0	0	250	0	250	0	510	0	0
5020 Office Library	20	5	0	0	20	0	20	0	51	0	0
5021 Health & Safety	250	35	0	0	250	0	250	0	510	0	0
5024 Misc Admin Costs	50	52	0	0	50	0	50	0	51	0	0
5025 Subscriptions	2,140	2,890	0	0	2,315	0	2,315	2,337	1,989	0	0
5061 Election costs (EMR)	2,500	0	0	0	2,500	0	2,500	0	0	0	0
5160 Legal Fees	2,000	-293	0	0	2,000	0	2,000	0	0	0	0
9014 Provision for PC (EMR)	11,000	1,459	0	0	0	0	0	0	0	0	0
Overhead Expenditure	30,945	15,069	0	0	20,125	0	20,125	11,677	18,193	0	0
100 Net Income over Expenditure	-30,945	-14,919	0	0	-20,025	0	-20,025	-11,677	-18,193	0	0
6000 plus Transfer from EMR	0	1,288	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(30,945)</u>	<u>(13,631)</u>			<u>(20,025)</u>		<u>(20,025)</u>	<u>(11,677)</u>	<u>(18,193)</u>		

Continued on next page

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## Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<u>130</u> <u>Finance</u>												
4030	Bank Interest Received	11,750	18,632	0	0	14,000	0	14,000	4,234	0	0	0
4077	Council Photo Sales	0	10	0	0	0	0	0	0	0	0	0
4080	CIL Income (EMR)	0	9,898	0	0	0	0	0	28,206	0	0	0
4998	Other Income	0	40	0	0	0	0	0	73	0	0	0
	<b>Total Income</b>	<b>11,750</b>	<b>28,580</b>	<b>0</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>14,000</b>	<b>32,512</b>	<b>0</b>	<b>0</b>	<b>0</b>
5227	Operational Insurance	8,500	6,616	0	0	8,000	0	8,000	9,366	0	0	0
5517	Finance software cover	1,800	1,443	0	0	1,800	0	1,800	661	1,620	0	0
5530	Loan Repayments	55,288	54,861	0	0	53,235	0	53,235	0	67,741	0	0
5558	Audit Fees	3,000	2,700	0	0	3,000	0	3,000	-2,850	3,225	0	0
5559	Accountancy Services	1,000	656	0	0	1,000	0	1,000	560	1,500	0	0
5560	Bank Charges	360	327	0	0	360	0	360	73	0	0	0
	<b>Overhead Expenditure</b>	<b>69,948</b>	<b>66,602</b>	<b>0</b>	<b>0</b>	<b>67,395</b>	<b>0</b>	<b>67,395</b>	<b>7,809</b>	<b>74,086</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(58,198)</b>	<b>(38,023)</b>			<b>(53,395)</b>		<b>(53,395)</b>	<b>24,703</b>	<b>(74,086)</b>		
<u>140</u> <u>Advertising &amp; Publicity</u>												
5610	Website Hosting	285	370	0	0	370	0	370	0	500	0	0
5665	Advertising	0	0	0	0	0	0	0	75	0	0	0
5666	Promotion & Publicity	2,000	575	0	0	2,000	0	2,000	0	2,000	0	0
5668	The Bridge/Annual Report	18,500	14,000	0	0	18,500	0	18,500	0	8,400	0	0
	<b>Overhead Expenditure</b>	<b>20,785</b>	<b>14,945</b>	<b>0</b>	<b>0</b>	<b>20,870</b>	<b>0</b>	<b>20,870</b>	<b>75</b>	<b>10,900</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(20,785)</b>	<b>(14,945)</b>			<b>(20,870)</b>		<b>(20,870)</b>	<b>(75)</b>	<b>(10,900)</b>		
<u>150</u> <u>Civic</u>												

Continued on next page

## Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5723 Mayor's Travel	283	0	283	0	288	0	571	283	280	0	0
5771 Civic Events	2,225	2,060	0	0	2,225	0	2,225	0	2,320	0	0
5772 Michaelmas Fair	20	20	0	0	20	0	20	0	20	0	0
5773 Civic Regalia	500	94	0	0	500	0	500	0	400	0	0
5774 Mayors' Charity	0	0	0	0	0	0	0	0	100	0	0
5775 Mace Bearer	758	758	0	0	771	0	771	-67	704	0	0
5776 Mayors' Allowance	4,065	1,823	2,442	0	4,135	0	6,577	2,177	3,870	0	0
5777 Council Photos/Christmas Cards	365	205	0	0	350	0	350	0	260	0	0
5852 Twinning Fund	1,000	2,833	0	0	1,000	0	1,000	0	0	0	0
9094 Town Celebrations (EMR)	10,000	4,497	0	0	10,000	0	10,000	-430	0	0	0
Overhead Expenditure	19,216	12,290	2,725	0	19,289	0	22,014	1,963	7,954	0	0
6000 plus Transfer from EMR	0	2,866	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(19,216)</u>	<u>(9,424)</u>			<u>(19,289)</u>		<u>(22,014)</u>	<u>(1,963)</u>	<u>(7,954)</u>		
<u>160</u> <u>Grants</u>											
5847 Community Grants	2,500	2,100	0	0	2,500	0	2,500	2,000	5,000	0	0
5848 Christmas Lights	10,000	10,000	0	0	10,170	0	10,170	0	8,000	0	0
5849 Carnival	9,000	9,000	0	0	9,153	0	9,153	0	5,000	0	0
5850 Town Team	0	0	0	0	9,390	0	9,390	0	0	0	0
5851 FEST	7,150	7,150	0	0	7,271	0	7,271	0	3,500	0	0
5853 Volunteer Grants	7,500	7,435	0	0	7,628	0	7,628	6,500	1,000	0	0
5954 HVC	12,500	12,500	0	0	12,712	0	12,712	12,713	0	0	0
5955 Norris Grant	36,000	36,000	0	0	35,500	0	35,500	35,500	0	0	0
6700 St Ives in Bloom	3,000	3,000	0	0	3,152	0	3,152	0	2,000	0	0

Continued on next page

## Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	87,650	87,185	0	0	97,476	0	97,476	56,713	24,500	0	0
Movement to/(from) Gen Reserve	(87,650)	(87,185)			(97,476)		(97,476)	(56,713)	(24,500)		
<b>170 Council General</b>											
4050 COVID Fund income Mayors	0	0	0	0	0	0	0	4,512	0	0	0
4080 CIL Income (EMR)	0	88,343	0	0	0	0	0	0	0	0	0
4997 Neighbourhood Plan Inc (EMR)	0	8,850	0	0	0	0	0	0	0	0	0
Total Income	0	97,193	0	0	0	0	0	4,512	0	0	0
5978 COVID Fund Expenditure	0	0	0	0	0	0	0	5,555	0	0	0
5979 COVID Mayors Fund Exp	0	0	0	0	0	0	0	1,388	0	0	0
5980 CCTV	15,600	15,569	0	0	15,569	0	15,569	0	20,000	0	0
5985 Tourist Information (EMR)	0	2,486	0	0	10,000	0	10,000	0	0	0	0
5999 Neighbourhood Plan Exp.(EMR)	0	6,828	0	0	11,500	0	11,500	0	0	0	0
Overhead Expenditure	15,600	24,884	0	0	37,069	0	37,069	6,943	20,000	0	0
170 Net Income over Expenditure	-15,600	72,309	0	0	-37,069	0	-37,069	-2,431	-20,000	0	0
6000 plus Transfer from EMR	0	4,337	0	0	0	0	0	0	0	0	0
6001 less Transfer to EMR	0	97,193	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(15,600)	(20,546)			(37,069)		(37,069)	(2,431)	(20,000)		
Council - Income	11,750	125,922	0	0	14,100	0	14,100	37,024	0	0	0
Expenditure	244,144	220,975	2,725	0	262,224	0	264,949	85,180	155,633	0	0
Net Income over Expenditure	-232,394	-95,052	-2,725	0	-248,124	0	-250,849	-48,156	-155,633	0	0
plus Transfer from EMR	0	8,491	0	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
less Transfer to EMR	0	97,193	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(232,394)</u>	<u>(183,754)</u>			<u>(248,124)</u>		<u>(250,849)</u>	<u>(48,156)</u>	<u>(155,633)</u>		

## Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Personnel</u>												
<u>200</u>	<u>Staff</u>											
5021	Health & Safety	500	363	0	0	500	0	500	-190	500	0	0
5063	Training/Conferences	10,000	9,229	0	0	5,000	0	5,000	20	5,000	0	0
5301	Salaries	305,137	305,137	0	0	328,707	0	328,707	78,955	268,000	0	0
5303	LGPS Pension	94,061	94,061	0	0	58,000	0	58,000	13,233	58,492	0	0
5304	Inland Revenue PAYE Ees NICs	26,840	26,840	0	0	28,503	0	28,503	9,053	20,000	0	0
5306	HR support	0	0	0	0	3,780	0	3,780	0	0	0	0
5307	Staff Contingencies	38,000	35,355	0	0	16,220	0	16,220	0	20,000	0	0
	Overhead Expenditure	474,538	470,985	0	0	440,710	0	440,710	101,070	371,992	0	0
	Movement to/(from) Gen Reserve	<u>(474,538)</u>	<u>(470,985)</u>			<u>(440,710)</u>		<u>(440,710)</u>	<u>(101,070)</u>	<u>(371,992)</u>		
	Personnel - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	474,538	470,985	0	0	440,710	0	440,710	101,070	371,992	0	0
	Movement to/(from) Gen Reserve	<u>(474,538)</u>	<u>(470,985)</u>			<u>(440,710)</u>		<u>(440,710)</u>	<u>(101,070)</u>	<u>(371,992)</u>		

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## Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Amenities</u>												
<u>300</u>	<u>Amenities General</u>											
4100	Farmers' Markets	13,500	15,088	0	0	13,800	0	13,800	867	12,540	0	0
	Total Income	13,500	15,088	0	0	13,800	0	13,800	867	12,540	0	0
5019	Repairs & Renewals	3,000	3,459	0	0	3,000	0	3,000	1,497	3,000	0	0
5021	Health & Safety	500	500	0	0	500	0	500	175	500	0	0
6456	Toilet Provision	33,600	33,205	0	0	33,600	0	33,600	12,832	32,000	0	0
6927	Street Cleaning	0	0	0	0	0	0	0	0	250	0	0
6932	Electricity	500	502	0	0	600	0	600	112	1,152	0	0
6934	Water Rates	1,000	1,051	0	0	1,000	0	1,000	0	1,615	0	0
6937	Fire Extinguishers	250	41	0	0	250	0	250	0	90	0	0
6945	Clock Maintenance	420	936	0	0	420	0	420	0	340	0	0
6983	Farmer's Markets	10,000	10,280	0	0	13,000	0	13,000	2,173	11,500	0	0
9136	Jointly Funded Imp Scheme(EMR)	0	362	0	0	5,000	0	5,000	0	0	0	0
9157	New Vehicle (EMR)	1,000	0	0	0	1,000	0	1,000	0	0	0	0
9187	Parish Church Wall (EMR)	0	350	0	0	5,000	0	5,000	0	0	0	0
9195	Play Equipment (EMR)	0	233,514	0	0	5,000	0	5,000	0	0	0	0
9286	Equip & Tools-Amenities (EMR)	2,000	4,813	0	0	5,000	0	5,000	361	0	0	0
9436	War Memorial Renovation (EMR)	250	0	0	0	0	0	0	0	0	0	0
9496	Westwood Road Memorial (EMR)	1,000	0	0	0	1,000	0	1,000	0	0	0	0
	Overhead Expenditure	53,520	289,013	0	0	74,370	0	74,370	17,149	50,447	0	0
	300 Net Income over Expenditure	-40,020	-273,926	0	0	-60,570	0	-60,570	-16,282	-37,907	0	0
6000	plus Transfer from EMR	0	101,878	0	0	0	0	0	0	0	0	0

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## Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(40,020)</u>	<u>(172,048)</u>			<u>(60,570)</u>		<u>(60,570)</u>	<u>(16,282)</u>	<u>(37,907)</u>		
<b>310</b>	<b><u>Street Lighting</u></b>											
5019	Repairs & Renewals	1,000	2,630	0	0	2,000	0	2,000	0	1,000	0	0
6032	CCC Electric Energy	2,100	609	0	0	2,100	0	2,100	615	1,685	0	0
	Overhead Expenditure	3,100	3,239	0	0	4,100	0	4,100	615	2,685	0	0
	Movement to/(from) Gen Reserve	<u>(3,100)</u>	<u>(3,239)</u>			<u>(4,100)</u>		<u>(4,100)</u>	<u>(615)</u>	<u>(2,685)</u>		
<b>320</b>	<b><u>Street Furniture</u></b>											
4998	Other Income	0	1,200	0	0	0	0	0	0	0	0	0
	Total Income	0	1,200	0	0	0	0	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	250	0	0	0	0	0	0	0	250	0	0
6186	Seats- Installation	500	896	0	0	0	0	0	0	1,500	0	0
	Overhead Expenditure	750	896	0	0	0	0	0	0	1,750	0	0
	Movement to/(from) Gen Reserve	<u>(750)</u>	<u>304</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(1,750)</u>		
<b>330</b>	<b><u>Machinery</u></b>											
6255	Road Fund Licence	380	357	0	0	400	0	400	265	365	0	0
6256	Fuel	4,000	5,239	0	0	4,500	0	4,500	947	5,100	0	0
6257	Maintenance & MOT	4,000	3,984	0	0	4,000	0	4,000	0	1,600	0	0
9286	Equip & Tools-Amenities (EMR)	0	0	0	0	0	0	0	157	0	0	0
	Overhead Expenditure	8,380	9,580	0	0	8,900	0	8,900	1,370	7,065	0	0
6000	plus Transfer from EMR	0	695	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,380)</u>	<u>(8,884)</u>			<u>(8,900)</u>		<u>(8,900)</u>	<u>(1,370)</u>	<u>(7,065)</u>		

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## Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<u>340</u> <u>Playground/Open Spaces/Cem.</u>												
4052 Ashes Plots Digging	1,000	853	0	0	800	0	800	124	1,080	0	0	
4140 Mausoleum Income	0	30,000	0	0	0	0	0	0	0	0	0	
4150 Burial Fees	22,000	26,046	0	0	22,000	0	22,000	5,522	12,105	0	0	
Total Income	23,000	56,899	0	0	22,800	0	22,800	5,646	13,185	0	0	
6289 Mausoleum expenditure	0	72,267	0	0	0	0	0	0	0	0	0	
6391 Inspections & Repair & Renewal	1,600	625	0	0	1,600	0	1,600	611	640	0	0	
6488 Tree Work	8,000	14,141	3,858	0	3,000	0	6,858	0	3,000	0	0	
6490 Annual Planting	8,000	9,434	0	0	9,000	0	9,000	5,998	8,475	0	0	
6492 Christmas Tree & Decorations	700	960	0	0	1,000	0	1,000	0	700	0	0	
6593 Cemetery Maintenance	7,500	11,915	5,585	0	2,500	0	8,085	510	2,500	0	0	
Overhead Expenditure	25,800	109,342	9,443	0	17,100	0	26,543	7,119	15,315	0	0	
340 Net Income over Expenditure	-2,800	-52,444	-9,443	0	5,700	0	-3,743	-1,473	-2,130	0	0	
6000 plus Transfer from EMR	0	144,474	0	0	0	0	0	0	0	0	0	
Movement to/(from) Gen Reserve	<u>(2,800)</u>	<u>92,030</u>			<u>5,700</u>		<u>(3,743)</u>	<u>(1,473)</u>	<u>(2,130)</u>			
<u>350</u> <u>Allotments</u>												
4160 Allotment Rents	6,270	6,317	0	0	6,377	0	6,377	6,391	5,964	0	0	
Total Income	6,270	6,317	0	0	6,377	0	6,377	6,391	5,964	0	0	
6636 Allotment Maintenance	1,000	1,000	0	0	1,000	0	1,000	388	800	0	0	
6644 Rent for the Meadow	200	200	0	0	200	0	200	0	200	0	0	
Overhead Expenditure	1,200	1,200	0	0	1,200	0	1,200	388	1,000	0	0	

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## Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	5,070	5,116			5,177		5,177	6,002	4,964		
Amenities - Income	42,770	79,503	0	0	42,977	0	42,977	12,904	31,689	0	0
Expenditure	92,750	413,270	9,443	0	105,670	0	115,113	26,641	78,262	0	0
Net Income over Expenditure	<u>-49,980</u>	<u>-333,767</u>	<u>-9,443</u>	<u>0</u>	<u>-62,693</u>	<u>0</u>	<u>-72,136</u>	<u>-13,737</u>	<u>-46,573</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	247,047	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(49,980)</u>	<u>(86,721)</u>			<u>(62,693)</u>		<u>(72,136)</u>	<u>(13,737)</u>	<u>(46,573)</u>		

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## Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Property</u>												
<u>400</u>	<u>Town Hall</u>											
4201	Tenants' Rent	18,000	30,377	0	0	26,000	0	26,000	20,326	20,843	0	0
4202	Tenants' Rechargeable Exps	7,400	6,241	0	0	7,500	0	7,500	7,741	8,630	0	0
4203	Hire of Council Chamber	100	192	0	0	100	0	100	0	100	0	0
	Total Income	25,500	36,810	0	0	33,600	0	33,600	28,067	29,573	0	0
5019	Repairs & Renewals	10,000	8,382	0	0	10,000	0	10,000	81	10,000	0	0
5033	Business Rates	8,000	7,598	0	0	8,000	0	8,000	7,722	9,395	0	0
6934	Water Rates	400	276	0	0	400	0	400	51	473	0	0
7032	Heating & Lighting	7,000	5,154	0	0	5,000	0	5,000	1,111	9,475	0	0
7035	Cleaning	9,500	7,809	0	0	9,500	0	9,500	1,419	6,000	0	0
7037	Maintenance - Contracts	2,000	1,914	0	0	2,000	0	2,000	234	2,000	0	0
7044	Trade Refuse	2,000	1,996	0	0	2,050	0	2,050	495	1,380	0	0
9246	TH Refurbishments (EMR)	5,000	0	0	0	11,000	0	11,000	0	0	0	0
	Overhead Expenditure	43,900	33,129	0	0	47,950	0	47,950	11,113	38,723	0	0
	Movement to/(from) Gen Reserve	(18,400)	3,681			(14,350)		(14,350)	16,954	(9,150)		
<u>410</u>	<u>Corn Exchange</u>											
7232	Maintenance Contracts	2,000	1,633	0	0	0	0	0	0	2,688	0	0
7233	Repairs & Renewals	10,000	2,977	0	0	0	0	0	1,915	0	0	0
7237	CIC Grant	0	0	0	0	10,000	0	10,000	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	144	0	0	0	0	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	0	0	0	0	5,000	0	5,000	0	0	0	0

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## Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	17,000	4,754	0	0	15,000	0	15,000	1,915	2,688	0	0
Movement to/(from) Gen Reserve	(17,000)	(4,754)			(15,000)		(15,000)	(1,915)	(2,688)		
<b>430</b> <u>Warners Park Pavilion</u>											
4110 Warner's Park Pavilion	70	0	0	0	0	0	0	0	120	0	0
Total Income	70	0	0	0	0	0	0	0	120	0	0
5019 Repairs & Renewals	17,421	130	17,291	0	0	0	17,291	250	0	0	0
Overhead Expenditure	17,421	130	17,291	0	0	0	17,291	250	0	0	0
Movement to/(from) Gen Reserve	(17,351)	(130)			0		(17,291)	(250)	120		
<b>440</b> <u>Ground Maintenance Depot</u>											
4400 Rental of Old Depot	3,050	933	0	0	1,050	0	1,050	700	2,350	0	0
Total Income	3,050	933	0	0	1,050	0	1,050	700	2,350	0	0
5033 Business Rates	4,000	0	0	0	2,000	0	2,000	0	0	0	0
Overhead Expenditure	4,000	0	0	0	2,000	0	2,000	0	0	0	0
Movement to/(from) Gen Reserve	(950)	933			(950)		(950)	700	2,350		
<b>450</b> <u>Community Centre</u>											
5019 Repairs & Renewals	1,000	1,584	0	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure	1,000	1,584	0	0	1,000	0	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve	(1,000)	(1,584)			(1,000)		(1,000)	0	(1,000)		

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## Annual Budget - By Committee

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Brought Forward</u>	<u>Net Virement</u>	<u>Agreed</u>	<u>EMR</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Property - Income	28,620	37,743	0	0	34,650	0	34,650	28,767	32,043	0	0
Expenditure	83,321	39,598	17,291	0	65,950	0	83,241	13,278	42,411	0	0
Movement to/(from) Gen Reserve	<u>(54,701)</u>	<u>(1,854)</u>			<u>(31,300)</u>		<u>(48,591)</u>	<u>15,489</u>	<u>(10,368)</u>		

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## Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Other Income</u>												
<u>500</u>	<u>Other Income</u>											
4000	Precept	757,358	757,358	0	0	782,827	0	782,827	391,414	0	0	0
4031	PWLB Loan	0	0	0	0	0	0	0	-26,821	0	0	0
	Total Income	<u>757,358</u>	<u>757,358</u>	<u>0</u>	<u>0</u>	<u>782,827</u>	<u>0</u>	<u>782,827</u>	<u>364,593</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>757,358</u>	<u>757,358</u>			<u>782,827</u>		<u>782,827</u>	<u>364,593</u>	<u>0</u>		
	Other Income - Income	757,358	757,358	0	0	782,827	0	782,827	364,593	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>757,358</u>	<u>757,358</u>			<u>782,827</u>		<u>782,827</u>	<u>364,593</u>	<u>0</u>		
	Total Budget Income	840,498	1,000,526	0	0	874,554	0	874,554	443,288	63,732	0	0
	Expenditure	894,753	1,144,827	29,459	0	874,554	0	904,013	226,169	648,298	0	0
	Movement to/(from) Gen Reserve	<u>(54,255)</u>	<u>(144,302)</u>			<u>0</u>		<u>(29,459)</u>	<u>217,119</u>	<u>(584,566)</u>		
	plus Transfer from EMR	0	255,538	0	0	0	0	0	0	0	0	0
	less Transfer to EMR	0	97,193	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(54,255)</u>	<u>14,044</u>			<u>0</u>		<u>(29,459)</u>	<u>217,119</u>	<u>(584,566)</u>		