

**Minutes of the Meeting of St Ives Town Council
held on Wednesday 11 October 2023 in the Town Hall, St Ives**

Present:

Town Mayor: Councillor P Pope

Councillors: M King, P Hussain, M Mallol Wright, R Chapman, J Cantwell

In attendance:

Democratic Officer: A Childs

Administration Officer: E Bleazard

PRAYERS

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

COMMUNITY GRANT PRESENTATIONS

Gilly Jackson, the Chair of FESt, was accompanied by her associate Ronnie Roberts. She thanked the Town Council for their support of FESt for many years and stated it was greatly appreciated.

Mrs Jackson provided an overview of this year's events, which included Picnic in the Park and Music on the Waits. The latter is a newly created set of musical concerts held at the Town Bandstand, which has seen audiences of 60 to over 100 people consistently. There is a desire to continue this and to increase the variety of performances on the Waits. With support from the Norris Museum with chairs and help from the Methodist Church, it is a community event.

The Arts Fest is an upcoming event, with a preview evening on 8th December that is invite only. An invitation to councillors was extended. The public opening will take place on the following day, 9th December 2023.

A new event is taking place this year: Santa's Snow Fest. Mrs Jackson stated it was thanks to the Town Council that her organisation has been able to support the snowman festival and book a snowglobe. FESt would like to have a bigger event in the Corn Exchange, with Santa's grotto located in the main hall. If the event is successful it would be held in subsequent years. The concept of children's activities included a trail map, where children visit participating shops in the town and collect stickers for their maps. There will be several snowmen in the town centre, and the group hope that people will visit the local shops.

Forward planning for 2024 includes the usual events (Picnic in the Park, Music on the Waits, Artsfest) and the Snow Festival. FESt vary their events to ensure they appeal to all different ages.

The Mayor thanked Mrs Jackson for her presentation.

Kirsty Fletcher, the St Ives Area Manager of Huntingdonshire Volunteer Centre (HVC), was accompanied by Anthony Clark (trustee and volunteer driver) and Debbie Winslow (General Manager). The organisation actively engage in the community by promoting and encouraging volunteers in a variety of schemes.

One example is the volunteer community car scheme, which helps drive immobile residents to appointments. There are 34 active volunteer drivers, in addition to volunteers based in the office. Over 500 clients have registered for the service. In the past year there have been 3,169 journeys for St Ives residents which spanned 22,203 miles. Over 5,200 miles related to people living outside of St Ives travelling into the town, as public transport is not available for all surrounding villages. Many clients are physically frail and require wheelchair use or canes. Some clients suffer from dementia and require assistance. This service provides a helping hand to local residents who need it. When a client is driven to a hospital appointment, they are instructed where to go and provided

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help finding their way to the appropriate clinic. Some clients with long term illnesses have frequent appointments, and this service helps ease that process by decreasing the stress and worry it may cause. It helps improve mental health as well; drivers have been told they are the only person some clients have spoken to since their last journey. The drivers provide positive social interactions for users of the car scheme. Clients with mobility issues who have no close family are referred to HVC by social prescribers (GP surgery referral).

Ms Fletcher stated that HVC also coordinate the St Ives Christmas Lunch, which was previously delivered during the Covid era. The organisation makes provisions for a sit-down lunch at the Free Church for approximately 80 guests. The hall must be set up, catering arrangements made and drivers are required for the event. A total of 30 volunteers share the various duties. She said it is a large task but makes a big difference to attendees.

Mr Clerk detailed his experiences serving as a volunteer driver for the organisation, providing some very touching examples of the people he has been able to help serve in the local community. He stated that assistance is provided to the elderly, disabled, vulnerable and anyone who requires help. They are grateful for the assistance. HVC maintains the importance of treating people with kindness and respect. He expressed the organisation's gratitude for the support from the Town Council, including financial support and the use of office space in the Town Hall, which serves as a valuable resource with its central location. From a trustee perspective, he stated that funding is a continual concern and staff costs are increasing. HVC are looking for funding from different channels, and one key issue is the covering of running costs. He stated the Town Council is key in helping in this area.

The Mayor thanked them for the presentation. He asked members if there were any questions for the HVC staff.

Councillor J Cantwell thanked them for the presentation and queried the annual running costs. Ms Fletcher stated that the total expenditure and income are included in their application, and if further information was required it could be requested from the treasurer.

Councillor J Cantwell stated this was helpful and asked if the organisation had alternative sources for funding. Mr Clark responded that there is some support from other Town Councils that they work in. Ms Fletcher described a two pound booking fee, which was previously one pound, to cover increasing costs. The Combined Authority support the organisation at 15 pence per mile.

Councillor P Hussain queried the percentage of driver users who were St Ives residents, queried alternative funding sources and total outgoings. Ms Fletcher stated that all of the figures in the application form are only for journeys to and from St Ives. The 22,203 miles are just in the PE27 post code exclusively. Bluntisham and Needingworth are commonly involved, and they have differentiated between 'St Ives miles' and other miles in the area.

The Mayor stated that all grant decisions would be made in the January 2024 Full Council meeting.

Councillor R Chapman queried if HVC had approached any parish councils that surround St Ives. Ms Fletcher responded that they have done so, although it was not very successful in the past. Her goal before March 2024 is to approach four surrounding parish councils to ask for support. She stated it is a long process, they are examining other options and approaching local businesses.

The Mayor said it is beneficial to know the amounts of numbers to and from St Ives. Ms Fletcher agreed, accounting for who lives in each village and is coming into the town. Many of the villages do not receive bus services, and parish councils should be able to see a good case for supporting HVC financially.

The Mayor thanked the members of FESt and HVC for coming to the Full Council and providing their presentations for the Community Grant applications process.

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C110.00

APOLOGIES

Apologies for absence were received from Councillors J Kerr, N Wells, S Mokbul, M Burke (HDC commitments); also received from Councillors M Gleadow, A Thompson, J Tiddy, L Valla and A Riddell (personal).

C111.00

DECLARATIONS OF INTEREST

None.

C112.00

PUBLIC PARTICIPATION

Mr Nick Dibben spoke regarding **Agenda Item C120.00, ST IVES TOWN NEIGHBOURHOOD PLAN**. He stated that this topic had been discussed in the previous Full Council meeting in September 2023, and has returned to the agenda this evening. He said that a separate meeting regarding the Neighbourhood Plan had been held between the Full Council dates to discuss it further. Activities had been agreed, such as a leaflet distribution to all households. Mr Dibben suggested using funds from The Bridge Magazine budget for the leaflet distribution but that he would leave it to the Council to make this decision.

He noted that he had a meeting with Huntingdonshire District Council (HDC) to discuss their Vision Statement and clarify the stage of progress across Councils. He described the statement as a 'shopping list for the future', ie. ideas but not specific proposals. He stressed that this document is required to be able to define some of the requirements and allow local residents to focus their attention on these key requirements. The Neighbourhood Plan could become a legal document in the next twelve to eighteen months, whilst the District's Vision Statement will not happen for a few years.

Mr Dibben mentioned that a few councillors would be required to join in the review process of the public comments received from the Neighbourhood Plan Consultation process. The review panel must be focused and comprised of members who are aware of the Neighbourhood Plan and have knowledge of all necessary requirements. After the consultation closes and the comments are reviewed, a revised copy will come to Full Council to ratify – it then goes to HDC and becomes a formal document. Mr Dibben expected this revised version would likely come to the Full Council in February 2024.

He stated that, on a personal level, he is leaving St Ives to move to another county but would remain committed to carrying out work on the Neighbourhood Plan.

The Mayor thanked Mr Dibben for his comments.

Mr Mathew Setchell, as a member of the Civic Society, spoke about their group's wish to install a tree and bench on Slepe Playing Field. He posed the question that if the Civic Society were to make the purchase if the Council would be able to install the bench.

The Mayor responded that this item could be added to the next Full Council agenda in November 2023.

Mr Setchell also queried the number of members to reach quorum; the Mayor responded that six members constituted a quorum, including himself as Mayor and a Councillor. He thanked Mr Setchell for his comments.

C113.00

MINUTES

Councillor P Hussain read a statement from Councillor J Kerr who was not present, which expressed concern that the wording in **Agenda Item C106.02.02** required further elaboration, and suggested that the resolved portion of this item include clear text that the line management of the Town Clerk be moved from the Mayor to the Personnel Committee.

Councillor P Hussain proposed the amendment to the minutes, which was seconded by Councillor M King. There was a unanimous vote.

RESOLVED: that the minutes be amended to include the following text [in bold]:

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The line management of the Clerk moves from the Mayor to the Personnel Committee and that two or three members of the Personnel Committee be responsible for performance reviews for the Clerk and that councillors and the Clerk received training on how to carry out performance reviews.

that, subject to this amendment, the minutes were agreed as a correct record and signed by the Town Mayor. These amendments were made to the paper copy in the Chamber, and noted in this evening's minutes (11th October 2023) as a retroactive measure.

C114.00 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor's engagement list was presented to the Council Members.

RESOLVED: that the Town Mayor's engagement list be received.

C115.00 COMMITTEE AND GROUP REPORTS

Members were presented with the Minutes of the following meetings, which were received and noted:

C115.01 Planning Committee – held on 13 September 2023.

C115.02 Facilities Committee – held on 27 September 2023.

C115.03 Property Committee – held on 27 September 2023.

C116.00 PERSONNEL COMMITTEE MEMBERSHIP

No nominations were presented.

RESOLVED: that Personnel Committee Membership be deferred to the next Full Council Meeting in November 2023.

C117.00 PLANNING COMMITTEE MEMBERSHIP

No nominations were presented.

RESOLVED: that Planning Committee Membership be deferred to the next Full Council Meeting in November 2023.

C118.00 FACILITIES COMMITTEE MEMBERSHIP

Councillor P Hussain expressed interest in joining the Facilities Committee. No other nominations were presented.

RESOLVED: that Councillor P Hussain be appointed as a member of the Facilities Committee.

C119.00 PROPERTY COMMITTEE MEMBERSHIP

No nominations were presented.

RESOLVED: that Property Committee Membership be deferred to the next Full Council Meeting in November 2023.

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C120.01 Neighbourhood Plan Update

Members were in receipt of an update from Mr N Dibben which included several recommendations to members.

Councillor M King proposed the recommendation that approval be granted to the Neighbourhood Plan for the Pre-Submission 14 Consultation, which was seconded by Councillor P Pope (the Mayor). There was a unanimous vote.

Mr N Dibben had recommended the printing of 7,000 A4 double-sided and coloured leaflets be issued and distributed to all households in St Ives.

The Mayor stated it would be useful to have a rough idea of the printing cost. Councillors provided examples of printing quotes which helped estimate an anticipated approximate cost. The Mayor estimated that printing costs would likely fall between £300-£1,000 and proposed an upper limit be placed on the printing.

Councillor J Cantwell queried if distribution would also add to this cost. The Mayor stated that free or affordable options could be explored first.

Councillor J Cantwell asked if the cost needed to be agreed now; the Mayor stated it would be sensible to agree an upper limit in order to have a strict guideline.

Councillor R Chapman proposed an upper limit of £2,000 for leaflet printing and distribution, with any excess spend being relayed to the Mayor for delegated authority purposes and signing off anything over the £2,000 limit.

Councillor M Mallol Wright proposed a limit of £1,000 for printing and distribution.

Councillor P Hussain stated that he was happy with either proposal, but stated that the proposed amount of £2,000 may ensure that all fees would be covered. He seconded Councillor R Chapman's proposal. There was a unanimous vote.

The Mayor referenced the update's recommendation to appoint councillors to assist with the comment review process of the consultation. He welcomed any volunteers from the present members. No present councillors expressed an interest. The Mayor suggested other councillors who were not present could be approached to determine their interest in taking part.

RESOLVED: approval was granted to continue to the Pre-Submission 14 Consultation phase.

that an upper limit of £2,000 be placed on the printing and distribution costs of the Neighbourhood Plan A4 leaflets.

that councillors be invited to express interest in joining a Neighbourhood Plan Consultation Review Panel.

C120.02 Pre-Submission Plan (2019-2036)

Members had been provided with a link to the draft Neighbourhood Plan document.

The Mayor stated that he was happy with the updated version, and welcomed members' views.

Councillor M King proposed that the Pre-Submission Plan be approved, which was seconded by Councillor P Hussain. There was a unanimous vote.

The Mayor thanked Mr Dibben and the Neighbourhood Planning Team for their hard work.

RESOLVED: the Pre-Submission Plan document was approved by Council members.

C121.00

ST IVES 20MPH ZONING SURVEY

Members were in receipt of a report from Councillor M Gleadow detailing the results of the recent 20mph zoning surveys. Councillor J Cantwell read the findings of the report on Councillor M Gleadow's behalf, due to his absence from this evening's meeting.

He presented the outcomes from the public consultation in St Ives and informed members of the results. Cambridgeshire County Council (CCC) created a 20mph funding programme to assist with road safety, due to evidence of traffic incidents in the county. Funding stems from the Transforming Cities Fund held by CCC and received from central government and the Combined Authority. No charges would fall to the Town Council.

The original St Ives consultation showed a majority support for 20mph zones; CCC offered a whole town approach which was focused on in the second survey to local residents in St Ives. Residents were thus consulted on the following options:

1. The whole of St Ives
2. South of St Audrey's Lane

There was noticeable support for introducing 20mph zones south of St Audrey's Lane. This area has many interconnecting roads and busy traffic due to the closeness to the town centre.

Arterial roads would not be included, as stated in consultation questionnaire. There were 364 responses received, 68 were paper responses and 296 were made online via the Survey Monkey platform.

The results of the Whole Town Zone were:

Yes – 41.9%

Not Sure – 14.1%

No – 44%

The results of a south of St Audrey's Lane Zone were:

Yes – 61.6%

Not Sure – 8.8%

No – 29.6%

In conclusion, strong support was shown for the implementation of 20mph zones south of St Audrey's Lane and not to the whole town approach. This is being presented to the Town Council as a matter of action. The delivery would not be completed until 2024-25, possibly earlier by the winter/spring period of 2023/24. The 20mph zones would be applied through signage rather than speed cameras. The CCC Highways team would take this forward, including a statutory consultation.

The report recommended that CCC be informed that St Ives Town Council wishes to progress with all roads south of St Audrey's Lane.

The Mayor welcomed comments from members. Councillor R Chapman asked if the zones were implemented if there would be any detriment to the future road improvements (eg. crossings). This would not be anticipated as a result of slower traffic in the area. Councillor J Cantwell stated in response, that if the Town Council agreed, it would be for the Town Council to liaise with CCC and statutory consultation would be administered by the County Council.

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The Mayor posed a query about the map in the report; Cromwell Place was not highlighted as one of the roads south of St Audrey's Lane. Councillor J Cantwell queried if this road was an existing 20mph zone, to which members confirmed that it was not currently a 20mph zone.

The Mayor offered to share this observation with Councillor M Gleadow, or invited Councillor J Cantwell to mention it if he wished.

Councillor M King stated her disappointment with the consultation results, specifically noting that speeding concerns are high north of St Audrey's Lane. She suggested a review of this system once it's been in place for twelve to eighteen months.

The Mayor agreed that this was a sensible suggestion, to examine how traffic management would be affected along with speeding in these areas.

RESOLVED: that report from Councillor M Gleadow be received and noted.

that Councillor M Gleadow be informed of the map-related query regarding Cromwell Place.

that Cambridgeshire County Council be informed of the Town Council's consultation results and the desired implementation of 20mph zones south of St Audrey's Lane.

C122.00 ROLLING PROGRAMME

Members were in receipt of the rolling programme. No queries were raised.

RESOLVED: that the programme be received and noted.

C123.00 ORDERS FOR PAYMENT

Members were in receipt of the schedule of paid accounts.

Councillor M King queried the expenditure on budget line 2382, which referenced a snow globe and the Corn Exchange. The Mayor responded, stating that he understood that the Town Council had purchased the snow globe for the Snow Festival, run by FESSt. Councillor R Chapman added that the funds had come from the Vibrant Towns Fund, which originally stemmed from an HDC grant.

Councillor J Cantwell queried invoice number 55558 which detailed a jumbo roll at a cost of 160 pounds. The Mayor clarified that this was a bulk toilet roll purchase.

Members were happy to receive.

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

C124.00 BANK RECONCILIATION STATEMENT

Members were in receipt of the Bank Reconciliation statement. No queries were raised.

RESOLVED: that the Bank Reconciliation statement be received and noted.

C125.00 BUDGET REPORT

Members were in receipt of the budget report. No queries were raised.

RESOLVED: that the budget report be received and noted.

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C126.00 CONCLUSION OF AUDIT
Members were in receipt of the audit results for the 2022/23 financial year from external auditors PK Littlejohns. No queries were raised, and members were happy to receive.

RESOLVED: that the report be received and noted.

C127.00 CORN EXCHANGE MATTERS
None.

C128.00 POLICE MATTERS
None.

C129.00 REPORTS FROM OTHER BODIES
None.

C130.00 COUNTY COUNCIL MATTERS
None.

C131.00 DISTRICT COUNCIL MATTERS
None.

C132.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

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

C133.00 COUNCILLOR PROTOCOL
The Mayor suggested that, due to number of councillors absent from the meeting, this item be deferred to the following Full Council Meeting.

RESOLVED: that Councillor Protocol be deferred to the next Full Council Meeting in November 2023.

C134.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

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

The meeting concluded at 9:29 pm.

Town Mayor:

Dated: 08 November 2023

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