

**HUNTINGDON TOWN COUNCIL**

To; All Members of Huntingdon Town Council.

**YOU ARE HEREBY SUMMONSED TO ATTEND**  
a meeting of the  
**TOWN COUNCIL**  
to be held in  
**THE TOWN HALL, MARKET HILL, HUNTINGDON**  
on  
**THURSDAY, 2<sup>nd</sup> NOVEMBER 2017 at 7.00pm**

27<sup>th</sup> October 2017



**PHILIP PEACOCK**  
**TOWN CLERK**

Town Hall  
Market Hill  
Huntingdon  
PE29 3PJ

**AGENDA**

51. **WELCOME**

Mayor's welcome to the meeting and invitation to Mayor's Chaplain to open proceedings with prayers

52. **APOLOGIES FOR ABSENCE**

To receive and accept any apologies for absence

*Clerk's Note: Any apologies should be received by the Clerk prior to the meeting, with the reasons for absence being accepted by the meeting*

53. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Councillors in any matter included on this agenda

54. **PUBLIC ADDRESS/ADDRESS FROM OTHER COUNCILLORS TO COUNCIL**

To hear any address to the Council from members of the public on matters within the responsibility of the Council

55. **MINUTES**

To receive and approve minutes of the Town Council meeting held on 7<sup>th</sup> September 2017 (attached)

56. **REPORTS FROM COUNTY & DISTRICT COUNCILLORS**

To receive and consider any reports from County & District Councillors

57. **TOWN CLERK'S UPDATE**

To receive a verbal update on current matters not included within this agenda from the Town Clerk

58. **ROLLING PROGRAMME**

- (i) To receive and note Huntingdon Town Council's rolling programme (attached)
- (ii) To receive and note Huntingdon's Town Council's civic events rolling programme (attached)

59. **CCTV**

To receive a presentation regarding the provision of CCTV in Huntingdon

60. **MAYOR'S ANNOUNCEMENTS**

To receive any announcements the Mayor may wish to make, including an update on the recent Twinning Trip to Szentendre

61. **DATE OF NEXT MEETING**

The next meeting of the Town Council will be held on Thursday 4<sup>th</sup> January 2018

This meeting will be serviced by the Town Clerk – Telephone 01480 410383

***COPIES FOR INFORMATION TO: Mayor's Chaplain, Macebearer, The Press; The Police; County Library; Chairman, Cabinet Leader and Chief Executive, Huntingdonshire District Council; District Councillors; County Councillors.***

Notes

A. Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.

- (2) A Member has a disclosable pecuniary interest if it
- (a) relates to you, or
  - (b) is an interest of -

(i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

- (a) any employment or profession carried out for profit or gain;
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
- (c) any current contracts with the Council;
- (d) any beneficial interest in land/property within the Council's area;
- (e) any licence for a month or longer to occupy land in the Council's area;
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

#### B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area, or
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

**HUNTINGDON TOWN COUNCIL**

A meeting of Huntingdon Town Council was held in the Town Hall, Huntingdon, on Thursday 7<sup>th</sup> September 2017 at 7.00pm.

Present: Councillors: A Beevor; A Blackwell; J Dyne (Mayor); T Forster; L George; S Gifford; J Jacobs; P Kadewere; S Mulcahy; T Sanderson and R Valatka.

Absent: Councillors: A Mackender-Lawrence and B Manning.

In Attendance: Reverend Andrew Milton, and 4 members of the public.

**32. WELCOME**

The Mayor welcomed those in attendance and before the commencement of proceedings, invited the Mayor's Chaplain to say a prayer.

**33. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors D Brown, S Dyne, S Hassell, W Hensley, S McAdam and., B Morrell.

**34. BEST KEPT FRONT GARDEN COMPETITION**

The Mayor welcomed Mrs Hinton to the meeting and invited her to receive the Whitney Cup and gardening vouchers for being awarded first prize in the Best Kept Garden competition. Mrs Hinton thanked the Mayor for the award and received the Cup and vouchers with thanks.

The Mayor also invited Mrs Collins to receive gardening vouchers for being awarded seconded prize in the Best Kept Garden competition. Mrs Collins thanked the Mayor and accepted the vouchers with thanks.

**35.. DECLARATIONS OF INTEREST**

The Mayor declared an interest under Item 47. Szentendre Twinning Trip.

**36. PUBLIC ADDRESS/ADDRESS FROM OTHER COUNCILLORS TO COUNCIL**

The Mayor asked Members and members of the public whether they would like to address the meeting. Having received indication that several Members wished to speak, it was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Cllr Kadewere addressed the meeting regarding the recent racist graffiti on the Oxmoor estate. Cllr Kadewere called for the Town Council to condemn hate crimes in the town. The Town Clerk explained that the Town Council had been

liaising with Police regarding hate crimes in the area and were looking to work on a project during Hate Crime Awareness Week in October.

Members also praised HDC's quick response in getting the graffiti removed.

Cllr Gifford addressed the meeting regarding the phone boxes in the Town Centre. Cllr Gifford suggested that the Town Council contacted BT to arrange cleaning of the phone boxes in the Town Centre, specifically those near the Cromwell Museum and the Town Hall, as they were eyesores in the area and would not help to promote visitors in the area.

The Mayor also addressed the meeting to thank HDC for their quick response to the graffiti.

With no further comments, it was proposed, seconded and

**RESOLVED** to reconvene.

37. **MINUTES**

Members had before them copies of the minutes of the Town Council meeting held on 13<sup>th</sup> June 2017 (M2) and 15<sup>th</sup> June 2017 (M3). It was proposed, seconded and

**RESOLVED** to approve and adopt these minutes and they were duly signed by the Deputy Mayor.

38. **REPORTS FROM COUNTY & DISTRICT COUNCILLORS**

Cllr Sanderson updated Members on proceedings at both CCC and HDC. It was explained that CCC were currently running a consultation on the closure of children's' homes in the area, and noted that a petition against the closures was being produced. Cllr Sanderson also noted that he had attended a meeting at Huntingdon Library, along with the Mayor and Town Clerk, on the future of library services in the area.

Cllr Sanderson then explained that the Town Council had been working alongside the HDC Planning Team on the Huntingdon Neighbourhood Plan, and noted that it was hoped the plan would be ready to go to referendum by Summer 2018.

39. **TOWN CLERK'S UPDATE**

The Town Clerk reported that a member of the Estates Team, Chris Cowles, had reached 30 years of service. It was noted that this would be marked later in the month.

The Town Clerk also reported that Cambs ACRE were looking to improve awareness of the role of the clerk, and planned to introduce an apprentice scheme. It was noted that information on this scheme had been requested, and would be presented to the Staffing Sub Committee for consideration.

40. **ROLLING PROGRAMME**

- (i) Members had before them copies of the rolling programme of work. One Member questioned how the Christmas Market was progressing. The Town Clerk explained that the market was progressing well. Publicity for the event had started and a layout plan was being drawn up. Local charities had been contacting regarding having stalls at the event. It was explained that charity stalls would be spread across the 3 days of the event. Members then noted the rolling programme of work.
- (ii) Members had before them copies of the civic events rolling programme. Members noted the rolling programme of work.

41. **OUTDOOR BOWLS CLUB INDEMNITY AGREEMENT**

Members were asked to approve and sign an Indemnity Agreement with Huntingdonshire District Council to release the funds from the Churchill Retirement Living Spending Plan for the Outdoor Bowls Club. The Town Clerk explained that the funds were to be paid to the Outdoor Bowls Club for improvements, including a ramp for disabled access. It was then proposed, seconded and

**RESOLVED** to approve the Indemnity Agreement and it was signed by the Mayor and Chairman of the Leisure & Community Services Committee.

42. **NEIGHBOURHOOD GREENS FUNDING**

Members had before them a report regarding the retrospective funding of the Stukeley Meadows Neighbourhood Greens project. It was proposed, seconded and

**RESOLVED** to approve the funding of the Stukeley Meadows project ahead of the remaining Neighbourhood Greens funding becoming available.

43. **LOCAL HIGHWAY IMPROVEMENTS**

Members were asked to consider and agree local highway improvements to be submitted to CCC. It was explained that the Town Council could put forward 3 bids to CCC for highway improvements. Members suggested a number of areas in the town that would benefit from parking restrictions, including Avenue Road, Cowper Road, American Lane and Hinchingbrooke Park. It was also suggested that a 'give way' feature could combat speeding on California Road.

Members also noted that District Cllr Shellens had reported that the 'give way' feature at the Desborough Road junction of Sapley Road was not suitable, and it was suggested that the 'give way' feature could be replaced with something more appropriate.

Another Member suggested a give way or stop sign was needed in Robertson Way.

The Town Clerk explained that multiple areas around the town could be covered by one bid for yellow lines.

It was proposed, seconded and

**RESOLVED** to cost up these suggestions to report to the Finance Committee

44. **STREET LIGHTING**

Members discussed funding four replacement street lights at Coronation Avenue, Grasmere, Norfolk Road and Wertheim Way. One Member reported several incidents on Coronation Avenue that they believed would be prevented by better lighting in the area.

Another Member also commented that residents of Norfolk Road were not happy with the removal of the street light in their area.

Members questioned why CCC could not provide the extra lights. The Town Clerk explained that CCC deemed the lighting sufficient, and any additional lights would have to be funded and maintained by the Town Council. It was noted that maintenance would cost £30 per year and between £1000 and £1500 per column to install. £6000-£8000 would need to be budgeted in the 2018/19 budget. It was then proposed, seconded and

**RESOLVED** to approve the funding of the four replacement street lights.

45. **MAYOR'S ANNOUNCEMENTS**

The Mayor reported that they had held a number of fund raising events, including a stall at the carnival and the first of three bingo nights. It was also reported that a cheese and wine night would be held on 10<sup>th</sup> September and the Mayor encouraged Members to attend.

The Mayor also expressed his disappointment at the racist graffiti in Huntingdon, but again praised HDC for acting quickly to remove it.

46. **EXCLUSION OF THE PUBLIC AND PRESS**

The Mayor asked Members whether it was their wish to move that the public and the press be excluded from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and it was

**RESOLVED** to do so.

47. **SZENTENDRE TWINNING TRIP**

The minutes of this item are continued in a Private and Confidential appendix.

48. **CODE OF CONDUCT**

The minutes of this item are continued in a Private and Confidential appendix.

49. **READMISSION OF THE PUBLIC AND PRESS**

The Mayor asked Members whether it was their wish to readmit members of the public and the press to the meeting and it was

**RESOLVED** to do so.

50. **DATE AND AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as Thursday 2<sup>nd</sup> November 2017, Town Hall, Market Hill, Huntingdon.

**MAYOR**



HUNTINGDON TOWN COUNCIL – ROLLING PROGRAMME OF WORK –2<sup>nd</sup> November 2017– AGENDA ITEM 58(i)

<b>Service</b>	<b>Project</b>	<b>Comments</b>
Capital Projects	<ul style="list-style-type: none"> <li>• Town Hall</li> </ul>	<p>Court Rooms 1 + 2 to be made DDA compliant. Architect's proposal has been submitted to HDC Conservation Officer for review.</p> <p>Architect has made initial contact with Historic England their response is favourable. Referred to HDC Conservation officer for final approval.</p> <p>Architect has also sent proposal to HDC's Conservation Officer for many schemes, including two AV Systems to be relocated from Court Room One to Council Chamber and Court Room Two to former CAB room. First floor balcony doors and balcony to be replaced/repaired, all are currently being reviewed.</p> <p>Specification of work and quotes being obtained for stairs to be carpeted, roof insulation, flat roof and tiles to be repaired and windows to be repaired.</p>
Capital Projects	<ul style="list-style-type: none"> <li>• Repairs &amp; renewals, Huntingdon Olympic Gym Club (£85k+)</li> </ul>	<p>Car Park resurfacing project recently approved for D Watts Ltd to be appointed. Olympic Gym management has been informed and a meeting is being arranged to make plans for the work to be undertaken.</p>
Capital Projects	<ul style="list-style-type: none"> <li>• Priory Road Cemetery Walls (£100k+)</li> </ul>	<p>Mortuary currently being valued by Barfords, investigations into whether building is listed. Architects have completed an initial design which has been sent to HDC for Planning and Listed building consent. A decision on planning is expected by 13 November 17.</p>

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		Due to the size of the project it has been split into three phases for long term planning. Initial costings have been requested against the proposed design to enable future budgeting.
Capital Projects	<ul style="list-style-type: none"> <li>St Mary's Churchyard Wall (£100k+)</li> </ul>	All appropriate planning consents, and faculty permissions have now been received. Architects are currently working on producing the tender documents ready for circulation to local contractors.
Capital Projects	<ul style="list-style-type: none"> <li>All Saints Churchyard Wall</li> </ul>	Obtained fee proposal for repairs, currently under review.
Capital Projects	<ul style="list-style-type: none"> <li>Medway/New Community Centre</li> </ul>	<p>A working party has been formed to assist with moving the project forward. Last met on 27.2.17</p> <p>Architects have submitted initial design drawings for a Pre-planning application to HDC.</p> <p>A public consultation period of two weeks was completed on the 29<sup>th</sup> September 17, with good public response.</p>
Cromwell Museum	<ul style="list-style-type: none"> <li>Transfer of building ownership</li> </ul>	Awaiting paperwork from CCC and HTC Solicitors, ahead of formal transfer.
Grants & Donations	<ul style="list-style-type: none"> <li>Monitoring of compliance with conditions of award</li> </ul>	<p>Latest round of grant applications considered 5<sup>th</sup> October 2017. 9 successful applications with total funding of £4,395.99 awarded.</p> <p>Next round of applications to be considered 29<sup>th</sup> March 2018. Deadline for applications 16<sup>th</sup> March 2018.</p>
Partnership Schemes	<ul style="list-style-type: none"> <li>BID development and support for Christmas Lights</li> </ul>	Christmas Lights Contract 2017-2019 awarded to Merlin Lighting by HTC on 16 <sup>th</sup> February 2017. HTC working in partnership with

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HUNTINGDON TOWN COUNCIL – ROLLING PROGRAMME OF WORK –2<sup>nd</sup> November 2017 – AGENDA ITEM 58(i)

	<ul style="list-style-type: none"> <li>• CCTV</li> </ul>	<p>Churchmanor Estates Ltd to provide an additional scheme for the new town centre retail development.</p> <p>Reinstated budget to continue service for 2017/18.</p>
<p>Huntingdon In Bloom</p>		<p>Annual Anglia In Bloom results 2017 resulted in a Gold Award under the Large Town category and Overall Winner for the Best Local Authority Floral Display – Pericles Shipwreck, Desert Island Discs and the Corn Drill display at Castle Hill House.</p> <p>Work on 2018 campaign already underway.</p> <p>Anglia In Bloom Autumn Seminar taking place 9<sup>th</sup> November 2017 where feedback from Judge’s Visit will be given.</p> <p>Ongoing committee meetings and projects and grant applications undertaken.</p> <p>Neighbourhood Green projects ongoing.</p>
<p>Twinning</p>	<ul style="list-style-type: none"> <li>• Twinning activity</li> </ul>	<p>Mayor and Mayoress went on recent twinning trip to Szentendre to mark 20<sup>th</sup> anniversary of twinning with Salon de Provence, and for the annual Youth Festival. Students from Huntingdon and Godmanchester unable to attend due to Ryanair flights cancellation.</p> <p>SLA between HTC and Huntingdon and Godmanchester Twinning Association approved</p>

HUNTINGDON TOWN COUNCIL – ROLLING PROGRAMME OF WORK –2<sup>nd</sup> November 2017– AGENDA ITEM 58(i)

		for 2018/19.
Play Facilities	<ul style="list-style-type: none"> <li>• Play area strategy</li> </ul>	A review and schedule of repairs are currently being compiled. Many of the play areas are posing H&S risks due to the shrinkage of tarmac safety surfaces coming away from edging stones, increasing the risk of trips and falls. Minor repairs are being undertaken with a longer-term strategy and budget being put together.
Civic and Community Events	<ul style="list-style-type: none"> <li>• A separate rolling programme exists for this activity</li> </ul>	
Community Newsletter	<ul style="list-style-type: none"> <li>• 'Huntingdon'</li> </ul>	December issue of Huntingdon magazine currently being worked on ahead of distribution during first two weeks of December 2017.  Securing advertising ongoing.
Town Guide	<ul style="list-style-type: none"> <li>• Huntingdon's Town Guide</li> </ul>	The Artworks to produce the new Huntingdon Town Guide. Media Sub Committee to work on editorial content.
Community Halls	<ul style="list-style-type: none"> <li>• Town Hall Heritage/Tourist Information Centre</li> </ul>	Sourcing of grant funding for Heritage Programme underway. HTC working with consultants to research and prepare Heritage Lottery Fund bid. Grant funding towards project received from Huntingdonshire Local History Society.  Stage 2 of Heritage Programme proposal approved by Finance Committee on 26 <sup>th</sup> October 2017. Stakeholder meeting taking place 7 <sup>th</sup> December 2017.
Community Halls	<ul style="list-style-type: none"> <li>• Develop a strategy for marketing and hire of the Town Hall (general hire, ceremony venue</li> </ul>	Promotional booklets under development.

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	and TV & Film)	<p>Wedding Fair took place at the Town Hall on Sunday 15<sup>th</sup> October with approximately 100 guests.</p> <p>Next Wedding Fair to take place Sunday 15<sup>th</sup> April 2018.</p> <p>Total number of ceremonies for 2017 was 8, the last to take place on Friday 22<sup>nd</sup> December.</p> <p>Three ceremonies booked for 2018 with ongoing enquiries.</p>
Allotments		<p>Funding through Huntingdon In Bloom has been obtained to provide a water butt and compost bin on each allotment plot.</p> <p>Allocation of vacant plots recently undertaken.</p>
Cemeteries	<ul style="list-style-type: none"> <li>• Development of new cemetery and crematorium</li> </ul>	<p>Plans submitted to HDC, awaiting outcome of HDC Planning Meeting on 18<sup>th</sup> December 2017.</p>
Sports Facility	<ul style="list-style-type: none"> <li>• Development of a Sports Hub</li> </ul>	
War Memorials	<ul style="list-style-type: none"> <li>• South African War Memorial</li> </ul>	<p>Memorial Trust, Grant application submitted end September 17 to carry out repair and restoration works. Awaiting a decision.</p>
Democratic Representation & Management (DR&M)	<ul style="list-style-type: none"> <li>• Use of the General Power of Competence</li> </ul>	<p>General Power of Competence adopted.</p>
DR&M	<ul style="list-style-type: none"> <li>• HTC's Vision and Strategy</li> </ul>	<p>Draft 2017-2021 strategy document produced and adopted by HTC. Chairman's meetings ongoing – last meeting to take place 30<sup>th</sup> August 2017.</p>
DR&M	<ul style="list-style-type: none"> <li>• Huntingdon Neighbourhood Plan</li> </ul>	<p>Community Engagement/Public Consultation phase completed. HDC reviewed draft and HTC making changes. Referendum date to take place</p>

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Corporate Management	<ul style="list-style-type: none"><li>• Arrange a group insurance policy for the Council's vehicles</li></ul>	2018.	All Council vehicles as of 13 <sup>th</sup> October 17 are now all insured under one fleet insurance policy.

<h2>Huntingdon Town Council</h2>	Date: 2 <sup>nd</sup> November 2017	
Rolling Programme of Community & Civic Events	Report to full Town Council	

Event	Date	Status
St George's Day Flag Raising	21 <sup>st</sup> April 2017	<b>Completed</b>
St George's Day	23 <sup>rd</sup> April 2017	<b>Completed</b>
Bingo at the Medway Centre	22 <sup>nd</sup> April 2017	<b>Completed</b>
Annual Town Meeting	27 <sup>th</sup> April 2017	<b>Completed</b>
The Annual BRJ Tri & Run Charity Run	1 <sup>st</sup> May 2017	<b>Completed</b>
Norfolk Road Memorial	3 <sup>rd</sup> May 2017	<b>Completed</b>
Mayor's Outdoor Bowling Event	8 <sup>th</sup> May 2017	<b>Completed</b>
Huntingdon Town Hall Spring Wedding Fayre	14 <sup>th</sup> May 2017	<b>Postponed</b>
Mayor Making	11 <sup>th</sup> May 2017	<b>Completed</b>
Huntingdon Riverside Gala	10 <sup>th</sup> June 2017	<b>Completed</b>
Huntingdon In Bloom Launch 2017	2 <sup>nd</sup> June 2017	<b>Completed</b>
Pensioner's Summer Tea	8 <sup>th</sup> or 9 <sup>th</sup> June 2017	<b>Completed</b>
Armed Forces Day	24 <sup>th</sup> June 2017	<b>Completed</b>
Huntingdon In Bloom Judging Day	7 <sup>th</sup> July 2017	<b>Completed</b>
Sea Sunday	9 <sup>th</sup> July 2017	<b>Completed</b>
Unity in the Community	15 <sup>th</sup> July 2017	<b>Completed</b>
Huntingdon Beach Party	16 <sup>th</sup> July 2017	<b>Completed</b>

Riverside Park Bubble Rush	16 <sup>th</sup> July 2017	<b>Completed</b>
Huntingdon Carnival	12 <sup>th</sup> & 13 <sup>th</sup> August 2017	<b>Completed</b>
Huntingdon Racecourse Music Festival	27 <sup>th</sup> August 2017	<b>Postponed</b>
Coneygear Park Summer Gala	3 <sup>rd</sup> September 2017	<b>Completed</b>
Merchant Navy Day	3 <sup>rd</sup> September 2017	<b>Completed</b>
Battle of Britain	17 <sup>th</sup> September 2017	<b>Completed</b>
Huntingdon Town Hall Autumn Wedding Fayre	15 <sup>th</sup> October 2017	<b>Completed</b>
Annual Civic Service	29 <sup>th</sup> October 2017	Will be completed
Remembrance Day	11 <sup>th</sup> November 2017	Short Service
Remembrance Sunday	12 <sup>th</sup> November 2017	Main Service in conjunction with RAF Wyton
Christmas Market	1 <sup>st</sup> – 3 <sup>rd</sup> December	Christmas Market with Christmas Switch On 1 <sup>st</sup> December
Civic Carol Service	5 <sup>th</sup> December 2017	At St Mary's Church, Refreshments in Town Hall
Pensioners Christmas Lunch	8 <sup>th</sup> December 2017	At the Medway Centre
Christmas Gala	10 <sup>th</sup> December 2017	At the Medway Centre
Grub Hub Christmas Lunch	14 <sup>th</sup> December 2017	At the Medway Centre
Pancake Day Flipathon	13 <sup>th</sup> February 2018	On the Market Square – during half term