To: All Members of Huntingdon Town Council.

YOU ARE HEREBY SUMMONSED TO ATTEND a meeting of the LEISURE AND COMMUNITY SERVICES COMMITTEE to be held in THE TOWN HALL, MARKET HILL, HUNTINGDON on THURSDAY, 4th FEBRUARY 2016 at approximately 7.30pm when the following business will be transacted.

AGENDA

57. APOLOGIES FOR ABSENCE

To receive any apologies for absence

58. DECLARATIONS OF INTEREST

To receive declarations of interest in items on the agenda (see notes below)

59. PUBLIC ADDRESS

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

60. MINUTES

To receive and approve the minutes of the meeting of the Leisure & Community Services Committee held on 12th November 2015 (M4) (attached)

61. RECOMMENDATIONS OF SUB COMMITTEES

To receive and approve recommendations in the attached minutes of the:

(i) Newsletter Sub Committee meeting held on 18th November 2015 (M6) and 5th January 2016 (M7)

(ii) Events Sub Committee meeting held on 5th January 2016 (M5)

(iii) Neighbourhood Plan Sub Committee meeting held on 14th December 2015 (M3) and 20th January 2016 (M4)

(iv) Play Area Sub Committee meeting held on 21st January 2016 (M2)

62. TOWN CLERK’S UPDATE

To receive a verbal report from the Town Clerk; to include ongoing items, not included within this agenda
63. **CROMWELL MUSEUM**

(i) To approve the transfer of the property and official handover of the Cromwell Museum
(ii) To approve the lease and Service Level Agreement for the Cromwell Museum (copies attached)

64. **HUNTINGDON'S CREST**

To discuss and make recommendations for the emblems to be included within the new Huntingdon Crest (report attached)

65. **MEMORIAL SAFETY POLICY**

To receive and adopt Huntingdon Town Council's Memorial Safety Policy (attached)

66. **EVENTS**

To receive a report regarding Huntingdon Town Council's forthcoming events (attached)

67. **HUNTINGDON IN BLOOM**

To receive a report on the activities of Huntingdon In Bloom (attached)

68. **NEIGHBOURHOOD PLAN**

To receive a report on Huntingdon's Neighbourhood Plan and the Main Questionnaire (attached)

69. **PLAY AREAS**

To receive a report regarding Huntingdon Town Council's play area provision and new design schemes (attached)

70. **NEIGHBOURHOOD GREENS**

To receive a verbal report concerning projects required for Neighbourhood Green funding

71. **TWINNING**

To discuss a number of matters relating to forthcoming twinning topics:

(i) The forthcoming visit to Huntingdon of the Mayor of Szentendre from 31st March to the 4th April 2016 to mark the 20th anniversary of twinning between the two towns.
(ii) The return visit of Huntingdon to Szentendre from 22nd to 25th July 2016
(iii) The visit of the Gubbio Flag Throwers to Huntingdon between 23rd to 26th September 2016
(iv) The upgrade of the town signs in Huntingdon to include Gubbio as the latest twin town (report attached)

72. **HEADS GROUNDSMAN**

To receive and consider a verbal report from the Heads Groundsman
73. **MEDWAY COMMUNITY CENTRE & CONEYGEAR PARK**

(i) To receive a report from the Medway Centre Manager (attached)
(ii) To consider Field In Trust protection for Coneygear Park

74. **DATE & AGENDA OF THE NEXT MEETING**

31st March 2016, at 7.00pm, Town Hall, Market Hill, Huntingdon

28th January 2016

Town Hall
Market Hill
Huntingdon
PE29 3PJ

PHILIP PEACOCK
TOWN CLERK

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

Copies for information to:

District Councillors; County Councillors; The Chairman and Chief Executive of Huntingdonshire District Council; The Press; Huntingdon Public Library and the Police.

Notes

(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.
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A meeting of the Leisure & Community Services Committee was held in the Town Hall, Market Hill, Huntingdon on Thursday 12th November 2015.

Present: Councillors: A Beevor; A Blackwell; T Forster; L George; S Gifford; P Kadewere; B Morrell; S Mulcahy; T Sanderson (Chairman); and R Valatka.

In Attendance: District and County Councillor Shellens; Peter Haynes (Head Groundsman).

Absent: Councillor A Mackender-Lawrence.

43. APOLOGIES FOR ABSENCE
Apologies were received from Councillors D Brown; A Dovans; J Dyne; S Hassell; W Hensley; J Jacobs; B Manning; and S McAdam.

44. DECALRATIONS OF INTEREST
There was none.

45. PUBLIC ADDRESS/ADDRESS BY OTHER COUNCILLORS TO COMMITTEE
There was none.

46. MINUTES
Copies of the minutes of the Leisure and Community Services Committee meeting held on 10th September 2015 (M3) had been circulated to Members before the meeting, the draft having received informal approval by the Chairman.

It was therefore proposed, seconded and

RESOLVED to approve the minutes, which were duly signed by the Chairman.

47. RECOMMENDATIONS OF SUB COMMITTEES
Members had before them copies of the minutes of the
i. Newsletter Sub Committee meeting held on 6th October 2015 (M5)
ii. Events Sub Committee meeting held on 3rd September 2015 (M3) and 6th October 2015 (M4)
iii. Neighbourhood Plan Sub Committee meeting held on 15th October 2015 (M1)

It was proposed, seconded and

**RESOLVED** to receive and approve the recommendations in the minutes.

48. **TOWN CLERKS UPDATE**

The Town Clerk gave a verbal update on the following:

- The Town Clerk had been contacted by Almaren Homes (a Local developer) who had been working on the old Anglian Water Building in Huntingdon. Almaren wished to advertise on the railings surrounding the Bloomfield Park (formerly Town Park) (facing the road). The Town Clerk and Almaren had sought advertising consent from Huntingdonshire District Council. The Town Clerk recommended a proposed charge of £1,000 per month to advertise in Bloomfield Park. Members questioned where the signage would be placed. It was clarified that boards would be placed, freestanding in Bloomfield Park, facing the Ring Road against the railings. Members agreed that if there was a demand to use Bloomfield Park for advertising, the Council should use the opportunity.

- The Town Clerk had spoken with Bill Tilhah, Estates Manager at Huntingdonshire District Council, and Mr Tilhah was happy to propose to renew the terms of lease for One Leisure, and to propose renewal of the Medway Centre lease. It was hoped that the renewal of the Medway Centre Lease would be bought forward so that WREN funding could be applied for. Members were reminded that WREN could not accept an application from the Medway Centre until the Centre’s lease had been renewed or confirmed. A meeting had been scheduled for November, however this had been delayed until Thursday 10th December 2015, so that Councillor Abellwhite could attend and would include a discussion on devolution. The Town Clerk informed Members that all buildings were now being valued and that the Town Council was ready to negotiate.

- The Town Clerk wished to ensure that all Members were aware of an incident on the allotments. It was confirmed that all Members had received an email regarding the incident and subsequent court case. Members were reminded that at this time, the Town Council would not be taking any action until a verdict was reached.

49. **CROMWELL MUSEUM**

i. Members were advised that the draft lease had been presented to the Lettings Sub Committee, and was currently with the Cromwell Trustees and Cambridgeshire County Council for comment. The Town Clerk advised that Leeds Day solicitors would finalise the Lease once the draft
was returned. It would cost between £2000-£3150 to engage a solicitor to undertake the property transfer and reading of the draft lease.

Members questioned what would be included within the transfer of the leasehold. The Town Clerk advised that a sum of £20,000 and the Wayleave (granting access to Pizza Express), which would generate approximately £1250 per annum.

ii. Members were asked to approve the following requests:

a. Computer System Support. The Town Clerk reported that CNS who was responsible for supporting the Town Council’s computer system, had agreed to offer computer support via the Town Council system, to the Cromwell Museum Trust, free of charge as a good will gesture.

b. Payroll Support. The Town Clerk had spoken with the RFO to clarify what would be needed. It was suggested that the RFO generate the payslip, NI, PAYE and pension sum monthly and this would be sent to the Trustees, who would pay the employee directly. This would be a simpler alternative to adding the employee to payroll, paying and then invoicing the amount back to the Cromwell Museum Trust.

c. Key Holder Support. Trustees had requested that the Town Council Caretaker on duty unlock the external door to the museum daily to allow the volunteers to access the internal door and museum. This would eliminate the need to issue a key to every volunteer. The inner door would be unlocked by the volunteer using a key code. The unlocking and locking of the property would take the caretaker approximately 5 minutes a day.

It was proposed, seconded and

RESOLVED to approve the requests as listed above.

50. HUNTINGDON IN BLOOM

Members were informed that two Officers of Huntingdon In Bloom (Natasha Pierson and David Jameson) had attended an Anglia in Bloom Judges Seminar in Colchester. The Officers were able to report the following feedback and recommendations:

- The Officers found the event useful and informative.
- Judges would like to have the presentation first on judging day
- Judges wanted to see finished projects, rather than in progress ones
- Judges wanted to see more interaction and involvement from BID
- New awards would be added to Anglia in Bloom 2016
- a new grant of up to £15,000 for pocket parks was available to apply for
- Huntingdon fell just shy of a Silver Gilt award for 2015

Members asked if there were examples of In Bloom projects working well with BID, which could be used as a suggestion. The Town Clerk stated that there
were and that the In Bloom team would be looking into this.

51. **NEIGHBOURHOOD PLAN**

The Chairman gave an update on how the Neighbourhood Plan was progressing. He explained that recent meetings had gone well and had been informative and productive, and it was planned to hold a soft launch at the upcoming Christmas Light Switch On event. Hayley Williams had been engaged to produce the relevant artwork, and it was hoped that key chains would be ready to distribute (with questionnaires) at the event.

The Chairman welcomed involvement from other Members and explained that a recent meeting with Huntingdonshire District Council and St Neots Town Council had highlighted complications with the process. It was proposed, seconded and

**RESOLVED** to note the report.

52. **PLAY AREAS**

Members welcomed the Head Groundsman to the meeting. The Chairman informed Members that approximately £200,000 of Section 106 money had been uncovered and that Members should consider where this money could be spent. It was made clear that the money was to be allocated for multi use games areas and play areas.

Some areas being considered were:

- Frenches Field (by Gymnastics Club)
- Devoke Close
- KGV Field Sapley Road
- Stukeley Meadow Primary School (land to rear)
- Land between Kent and Surrey Road

The Head Groundsman had visited the sites, clarifying that Devoke Close was considered a flood risk, and that Stukeley Meadow Primary School had expressed an interest in working with the Town Council on play areas, so that the school children could use the area.

Members considered that Frenches Field would be a good area to invest in, as would Sapley Road (KGV Hartford) as it was in need of a ball element (such as basketball/football).

Members discussed a variety of play areas throughout Huntingdon (including Sallowbush Road, Maryland Avenue and Coneygear Park). It was recommended to Members that the Head Groundsman would look into costs for equipment on the land behind Stukeley Meadows Primary School, Frenches Field, Sallowbush Road and KGV Hartford. It was proposed, seconded and

**RESOLVED** to approve the recommendation (3.1) that the Play Area options with costs be collated for the various locations, by the Head Groundsman.
53. **STREET LIGHTING**

Members had before them a report regarding the changes to the provision of street lighting in Huntingdon. Members discussed whether the Town Council could (and should) fund a proportion of Street Lighting in Huntingdon. Members argued whether the public benefit from lights being left on or being dimmed. A Member noted that in the report it stated 'if the need arises' which would give Council the option to consider each request for lighting or dimming individually, whilst outright refusal at this time would mean that the Council had no choice in future lighting options.

It was proposed, seconded and

RESOLVED to adopt the (2.5ii) policy to provide additional columns, heritage lighting and replacement columns on request and that the Finance Committee proved suitable budget from Precept.

54. **HEAD GROUNDSMAN**

The Head Groundsman informed members that Ground Staff were still grass cutting due to the mild weather. Notice boards had been installed at Coneygear Park, and signage was now in all play areas. A new notice board for Primrose Lane Cemetery had been ordered. A fire risk assessment had been undertaken at both the Depot and the Priory Road Cemetery Chapel, and it had highlighted the need for equipment and chemical stores, as liquids such as petrol were highly flammable and needed to be kept in a separate containment unit.

There had been recent criminal activity at the Indoor Bowls Club and the Cricket Club, who had experienced break-ins and arson attacks. Concern had been raised by the Head Groundsman and the Property and Estates Manager regarding the safety and security of the depot. Therefore they were looking into security measures such as cameras. A special safe would also be required by law for the chemicals stored at the Depot.

Christmas trees were ordered and due to be delivered Friday 13th November. Planting and hedging had been ordered for Snowdonia Way and was due to be delivered in the coming weeks. New rose bushes for Hartford Road Churchyard had been ordered to replace those which were stolen or damaged. Ground Staff would be visiting Hinchingbrooke Country Park to check that signage showed appropriate ownership (Huntingdon Town Council owned the fenced children’s play area) and also dog fouling signs were displayed clearly.

The Head Groundsman concluded that designs were still being looked at for forthcoming plant/floral display to mark the Queens 90th Birthday, and the Lancaster Bomber for summer 2016. The use of pallets would be used to construct the frame of the Lancaster.

Members questioned whether the Depot had experienced vandalism. The Head Groundsman advised that in the past the Depot had experienced stones being thrown at the greenhouses causing damage. Members asked about litter in play areas and parks. The Head Groundsman explained that Sunday litter picks (which were trialled by groundstaff) had been successful and that there had been a definite improvement.
55. **MEDWAY COMMUNITY CENTRE**

Members had received a written report submitted by the Medway Centre manager. Members were asked to consider a recommendation contained within the report 2.5 regarding Celestina Rowley of 'Celestina's Breakfast and Afterschool Club' hiring the meeting room at the back of the stage on a sole usage basis. It was recommended that an occupational licence would be appropriate as prepared previously for HCR. It was proposed, seconded and

**RESOLVED** to accept the recommendation and request for sole hire for Celestina Rowley and to note the report.

56. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting of the Leisure & Community Services Committee was noted as 4th February 2016, in the Town Hall, Huntingdon at 7.00pm

CHAIRMAN
A meeting of the Newsletter Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Wednesday 18th November 2015 at 4.00pm.

Present: Councillors J Dyne; T Forster; S McAdam; S Mulcahy and Co-opted member Doug McIlwain (Chairman)

Absent: Councillor J Jacobs

35. APOLOGIES FOR ABSENCE

Apologies were received from Councillor L George.

Clerk's Note: Cllr George’s apologies were received during the meeting

36. MINUTES

Members had before them copies of the minutes of the Newsletter Sub Committee meeting held on 6th October 2015 (M5), following their informal approval by the Chairman in advance of the meeting. It was

RESOLVED that these minutes were a correct record and they were duly signed by the Chairman.

37. DECLARATIONS OF INTEREST

There were none.

24. HUNTINGDON ISSUE 1

The Chairman advised that following the brief set in the initial meeting for Issue 1, the Senior Administrator had worked with the designer to create a progressive draft. Members were informed that the draft in front of them was the final draft with the exception of the front cover image, which would be changed to one from the forthcoming Christmas Lights Switch On event, taking place on Sunday 22nd November.

The Chairman invited Members to go around the table with comments about the draft, suggesting any changes or additions. In total, the following changes were requested:

Front Cover – Image to be changed as discussed

Page 2 – Circles on Huntingdonshire Regional College advert to be checked
Clerk's Note: The artwork in the draft reflects the exact artwork provided by Huntingdonshire Regional College

Page 2 - New Look, New Name article – typographical change: 1st to first

Page 3 – Change page 17 in contents list to Pancake Flipathon and Clean for the Queen

Page 5 – Add in ‘for 2015/16’ to the end of the Commemoration Hall grant sentence (Finance Committee overview)

Page 6 – Different image for the Medway Centre to show people using the space.

Page 7 – Town Seal cut off page – design thing or error?

Page 11 – Credit given to Lucy Forster for the photographs www.cherishedmemoriesphotography.co.uk

Page 13 – Stay well this winter article – typographical change: In the past year, as many as one in four...

Page 15 – Mayor’s forthcoming charity events – small typographical changes and query on photographs being cut off the page

Page 16 – Change photograph caption to ‘Deputy Mayor, Councillor Daryl Brown receiving a cheque for Magpas from…’

Page 19 – The Chairman asked Members to take a vote and it was unanimously

RESOLVED to remove ‘Mackender’ from Alan’s Mackender Lawrence’s surname

It was further

RESOLVED that the Senior Administrator would request the above changes be made to the draft and that Members would be emailed across three new front cover images to choose from, with the deadline for responses being 5pm on Monday 23rd November.

30. HUNTINGDON TOWN GUIDE

The Chairman advised Members that the Huntingdon Town Guide was due for renewal in 2016. The Senior Administrator gave an overview as to how the publication was created and indicated that the Guide was funded solely through local advertising, which was sourced through Local Authority Publishing. Members were advised that Local Authority Publishing were responsible for the creation and distribution of the Guide, with Huntingdon Town Council providing all editorial content. The Chairman requested that moving forward, the name of the Mayor and the name of the Town Clerk should be excluded from the publication in order to avoid having an outdated publication.

The Senior Administrator advised that Jerry Hills from Artworks (the newsletter designer and distributor) had expressed an interest in taking over the creation of the Town Guide, based on confirmation that it was feasible to do so. Members were
informed that Artworks had been made aware that the publication was funded solely via advertising and that this, along with distribution would all need to be managed by them. Members were in agreement that Artworks should be invited to the next meeting of the Newsletter Sub Committee and give a presentation as to how they could take over the production and distribution of Huntingdon's Town Guide and it was

RESOLVED to invite Jerry Hills to the next Newsletter Sub Committee meeting.

34. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next scheduled meeting of the Newsletter Sub Committee was agreed as Tuesday 5th January at 10.00am.

*Clerk's Note: The Chairman requested an agenda item for the next meeting to be allowing members of the public to attend meetings of the Newsletter Sub Committee moving forward.*

CHAIRMAN
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A meeting of the Newsletter Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Tuesday 5th January 2016 at 10.00am.

Present: Councillors J Dyne; L George; S McAdam; S Mulcahy and Co-opted member Doug Mcllwain (Chairman)

Absent: Councillors T Forster and J Jacobs

In Attendance: Jerry Hills, Artworks

41. APOLOGIES FOR ABSENCE

There were none.

42. MINUTES

Members had before them copies of the minutes of the Newsletter Sub Committee meeting held on 18th November 2015 (M6), following their informal approval by the Chairman in advance of the meeting. It was

RESOLVED that these minutes were a correct record and they were duly signed by the Chairman.

43. DECLARATIONS OF INTEREST

There were none.

44. COMMITTEE TERMS OF REFERENCE

The Chairman explained to Members that at present, the Newsletter Sub Committee excluded members of the public and press attending meetings. There had been comments received about this arrangement and Members were asked by the Chairman whether they wished to revoke the Terms of Reference to allow members of the public and press to attend all future meetings.

A Member asked if this was legal in accordance with Standing Orders and the Chairman advised that following guidance from the Town Clerk, an individual Sub Committee could decide to suspend the Standing Order, allowing members of the public and press to attend. This also meant that Councillors from outside the Sub Committee could attend meetings but that they would need to speak under the Public Address section of the meeting unless invited to speak by the Chairman during the meeting. These Councillors would not be able to vote during the meeting. Members were all in agreement that members of the public and press should be
invited to attend any future meeting of the Newsletter Sub Committee meeting and it was

**Resolved** to suspend the Standing Order, permitting members of the public and press to attend any future meeting of the Newsletter Sub Committee.

One Member questioned whether there was a limit on the number of members of the public permitted to attend an open meeting at any one time. The Chairman advised that there was no limit as long as fire safety limits weren’t exceeded.

Finally, the Chairman indicated that there had been enquiries into meetings of the Newsletter Sub Committee and Events Sub Committee taking place during the day. Following guidance from the Town Clerk, at least one meeting out of three of the Sub Committees had to take place in an evening to accommodate Members who worked during the day. In light of this another Member requested that the evening meetings take place at 6.00pm rather than 7.00pm and not on Thursday evenings.

45. **Huntingdon Issue 1**

The Chairman requested feedback from Members about the first issue of the rebranded Huntingdon newsletter, making the following comments:

i) The front cover photograph for the issue had been taken by local resident and photographer, David King. Credit had not been acknowledged in the issue and Members agreed that belated thanks should be given in the forthcoming March 2016 issue. The Chairman suggested that all future front cover credits should be displayed on the inside front cover and it was

**Resolved** to do so.

ii) There was a legal requirement to contain the publisher details of the publication within the newsletter. The Chairman asked Jerry Hills of Artworks to clarify this, which he did. It was agreed by all Members that printer and publisher details should be contained on page three of the publication and

**Resolved** to do so from Issue 2.

The Chairman welcomed any further comments or feedback following the launch of the new publication and the following observations were highlighted:

- The Remembrance Sunday double page spread received high volume of praise from members of the public
- That the publication focussed too heavily on Council business and that it should incorporate more community news
- That the ‘What’s On’ events page should be expanded
- That the new layout of the publication was clear and easy to read
- That ongoing articles should appear in the same location each issue for continuity
- That a letters page could be included

The Chairman advised that a letters page would prove difficult due to the advanced lead times in producing the newsletter, the letters submitted would be out of date by the time the publication was delivered. It would also be a very time consuming
exercise in responding to the letters dependent on the volume received. Finally, the Chairman thanked Jerry Hills for his work on the new design, agreeing that the new layout was very clear and in line with the brief set by the Sub Committee.

46. **FRONT COVERS**

Members discussed front cover ideas for the forthcoming issues of Huntingdon. The Chairman expressed the need to forward plan in order to avoid last minute panics. Discussions took place surrounding various milestones, events and occasions during the months that the newsletter was issued and it was agreed in principal to have the following themes for the forthcoming issues:

March 2016: The winning design from the Queen’s 90th Birthday card school competition

June 2016: The Lancaster Bomber floral display to mark the centenary of RAF Wyton

September 2016: TBC

December 2016: Christmas Lights theme

47. **HUNTINGDON ISSUE 2**

i) The Chairman asked Members to consider the content for the March 2016 issue of Huntingdon and it was agreed page by page to adopt the following layout:

- Front cover – Image of the Queen’s 90th Birthday Card design
- Page 2 – Adverts and credit to front cover photographer
- Page 3 – Contents page, News from the Town Clerk and publisher/committee details
- Page 4 – Councillor Profile (Armands Dovans) and Finance Committee overview
- Page 5 – Leisure and Planning Committee overviews
- Page 6 – News from the Medway Centre and Coneygear Park, along with forthcoming events for the venues
- Page 7 – News from the Town Hall
- Pages 8, 9, 10, 11, 12 and 13 – available for advert spaces and community news articles
- Page 14 – Forthcoming Council Meetings and Events
- Page 15 – Mayor’s Charity News and Forthcoming Events
- Pages 16, 17 and 18 – available for advert spaces and community news articles
- Page 19 – Councillor information and Local Government services breakdown
- Page 20 – available for advert space or community news articles

Additional items to be included within the available pages were listed as:

- Pensioner’s Summer Tea/Queen’s 90th Birthday Tea Party Slip
- Mayor Making and Mayor of Huntingdon’s Community Shield
ii) The Chairman advised that since the decision was made to source external advertising, there had been issues with local businesses advising that their advertising budget had all been allocated at the beginning of the last financial year. Members were informed that at present, the Newsletter was over budget and that it was crucial to start boosting advertising sales. Prior to the Newsletter Sub Committee meeting, discussions had taken place between Officers and Jerry Hills from Artworks about the possibility of Artworks supporting the selling of advertising space.

The Chairman asked whether Artworks could assist with the selling of adverts and Jerry Hills advised that there was a possibility for support but that it was too much of a risk to commit to being solely responsible for selling advert space in order to pay for the production of the publication. One option was suggested as commission based selling, whereby Artworks would sell advert spaces for a 25% share of the overall fee. It was agreed that Jerry would investigate this option and send across information via email as to how the agreement could work. It was further agreed that Officers would calculate the amount of advertising revenue required per issue to remain within budget and send the information to Artworks. Finally, it was discussed that there should be a balance between the amount of advertising vs. editorial and the Chairman asked whether Jerry could put together a quote for an additional four pages in the publication, should there become a high demand for advertising space.

48. **HUNTINGDON TOWN GUIDE**

Members were given an overview as to the previous set up of the Huntingdon Town Guide. It was advised that previous versions of the Guide had been produced and managed by a company called Local Authority Publishing (LAP), with Huntingdon Town Council supplying and submitting all editorial and images to LAP for inclusion. There were no production costs incurred by Huntingdon Town Council for the creation of the Guide as all advertising costs were received by LAP to cover the cost of the publication. The last Guide created had 3000 copies printed, along with 3000 separate town maps, which were distributed by Local Authority Publishing, with all remaining issues being delivered to the Town Hall. It was indicated that Local Authority Publishing had been contacted to enquire where they had delivered to, but that no answer had yet been obtained.

The Chairman asked Jerry Hills from Artworks whether he would be interested in taking on the running of the Town Guide, to which Members were informed that it was a very welcomed offer. Jerry explained that a few details would need to be investigated but that he would inform the office as to whether creating the Guide would be viable in the coming week. Members were in agreement that moving forward, the design of the Guide and the layout of adverts needed to be different. It was also agreed that the name of the Mayor and Town Clerk should be omitted from the publication to avoid obsolete information. Members were in agreement that at present, the editorial content was extremely wordy and uninviting to read. Members discussed with Jerry that if Artworks was to take on the creation of the Town Guide, it would need to be a joint partnership effort, which Jerry was in agreement with. The Chairman thanked Jerry for his input and it was
RESOLVED to await the decision of Artworks before progressing with the 2016 Guide.

49. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next scheduled meeting of the Newsletter Sub Committee was agreed as Wednesday 10\textsuperscript{th} February 2016 at 6.00pm.

CHAIRMAN
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A meeting of the Events Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Tuesday 5th January 2016 at 11.30am.

Present: Councillors J Dyne; S Gifford; S McAdam; S Mulcahy and Co-opted member Doug McIlwain (Chairman)

Absent: Councillors T Forster and J Jacobs

24. APOLOGIES FOR ABSENCE

Apologies were received from Councillor P Kadewere.

25. MINUTES

Members had before them copies of the minutes of the Events Sub Committee meeting held on 6th October 2015 (M4), following their informal approval by the Chairman in advance of the meeting. It was

RESOLVED to accept the minutes as a true record of the meeting and they were duly signed by the Chairman.

26. DECLARATIONS OF INTEREST

There were none.

27. HER MAJESTY THE QUEEN’S 90TH BIRTHDAY CARD COMPETITION

The Chairman informed Members that as previously discussed, Frankie and Benny’s had agreed to partner with Huntingdon Town Council in running a Huntingdon School wide competition to design a Birthday Card for the Queen’s 90th Birthday. The prize for the competition would be a free pizza party meal for the winner and their School class. In addition to this, Frankie and Benny’s would also cover the cost of printing 1000 replica Birthday cards to be distributed to all entering Schools.

Members were informed by an Officer that an email had been sent out to all nursery, primary and secondary schools (including Huntingdonshire Regional College) ahead of the Christmas break, to provide an overview of the competition. The email advised that the competition would be officially launched on Wednesday 13th January and that the deadline for entries would be Wednesday 10th February at 3.00pm.

Schools had been informed that the winning design would be chosen via public vote, with all entries being displayed in the Town Hall between Monday 15th
February and Friday 19th February. Votes would be counted after 4pm on Friday 19th February and the winner would be announced the following week.

Members discussed the logistics of the competition ahead of the official brief being issued on Wednesday 13th January and agreed the following terms:

- That there should be four categories of entry – nursery, infant, junior and senior
- That the Girl Guides and Scout groups should be invited to submit entries for the competition as well as Schools
- That all submissions needed to be portrait, fitting onto an A5 piece of paper
- That each school should shortlist their top 50 designs to submit for the public vote
- That voting slips should include a vote per age category and then an overall winner from the four chosen designs
- That the overall winning image should appear on the front of the Birthday card with the three runner up images being printed on the back
- That voting in the Town Hall would run between 9am and 4pm each day
- That the overall winning design would be displayed on the front cover of Huntingdon Town Council's March 2016 newsletter
- That the three runners up would receive a smaller prize
- That at least four Members of the Events Sub Committee would carry out the counting of votes

The Chairman asked whether there were any further questions surrounding the competition and it was

**RESOLVED** that the competition would be officially launched on Wednesday 13th January 2016.

Further events to celebrate Her Majesty’s 90th Birthday were discussed by the Committee:

i) Clean for the Queen Litter Picking Campaign – 4th, 5th and 6th March 2016

Members were informed that a meeting had taken place with the Huntingdon Branch of the WI, who was looking into carrying out a town centre litter pick as part of the national Clean for the Queen weekend. The WI was looking to carry out their litter pick on Friday 4th March. Additional discussions had taken place with Huntingdonshire District Council and the St Peters Road Industrial Estate, with meetings scheduled to talk about involvement with the Clean for the Queen weekend. Members were advised that it was hoped for numerous community groups to be involved with the campaign, covering different areas of Huntingdon. The Medway Centre would be contacted regarding any groups being able to take part with the litter pick at Coneygear Park.

Members were keen for as many local groups as possible to take part in the campaign and asked that Officers contacted more groups to encourage participation.
ii) National Beacon Lighting – Thursday 21st April 2016

Members were informed that confirmation had been received regarding a national beacon lighting across Britain to celebrate the Queen’s official Birthday. The time was yet to be confirmed, but all beacons across the country would be lighting their beacons in the early evening. Members were asked whether they wanted to light Huntingdon’s official beacon at Castle Hills or the VE Day beacon, which had been lit on the Market Square back in 2015. Members were all in agreement that the official beacon should be lit and it was

RESOLVED to do so.

The Chairman asked Members whether they wished to robe and have a formal procession from the Town Hall to Castle Hills and it was

RESOLVED to do so. It was further

RESOLVED to allow processing Members’ families to follow the procession should they wish to.

The Chairman requested that a banner be produced and displayed on the gate at Castle Hill to publicise the event as soon as the timings had been confirmed in early March. Members were in agreement that this would be a valuable way of promoting the event and encouraging members of the public to attend.

Members were asked about the issuing of invitations and it was

RESOLVED to invite all Civic Dignitaries, Councillors and Community Groups in Huntingdon to the beacon lighting, but that members of the public should be informed of the event and be encouraged to attend.

The Chairman moved on to ask Members whether they wanted to hold a reception at the Town Hall after the beacon lighting, but all were in agreement that it was too far for everyone to travel back for. Instead, it was

RESOLVED to arrange for on-site catering at Castle Hills, should anyone wish to purchase light refreshments.

A Member asked whether the National Anthem would be sung at the event. It was advised that this wasn’t part of the national plans but that Huntingdon could look into doing it. It was agreed and

RESOLVED to contact the RAF Wyton and Brampton Voluntary Band to see whether they could attend the event and play the National Anthem and whether the Military Wives Choir could attend to lead the singing of the National Anthem.

Finally, the Chairman suggested that the Old Bridge Hotel could be contacted to see whether they would be willing to provide free of charge refreshments for Civic Dignitaries after the beacon lighting.
iii) Church Service and Meal with the Royal Society of Saint George – Friday 22nd April 2016

Members were informed that after the last meeting of the Events Sub Committee, there had been the suggestion of holding the Church Service and meal on Saturday 23rd April 2016. From a logistical point of view, the Town Clerk had confirmed that it would be preferable to hold the event on Friday 22nd April. Members were in agreement with the date and it was

**RESOLVED** to inform the Royal Society of Saint George that the date of the event would remain as Friday 22nd April 2016.

Members asked whether the Church Service would come before the meal and it was advised that this was the usual format. After discussions surrounding the logistics of the meal, it was

**RESOLVED** to arrange a meeting with the Royal Society of Saint George and Reverend Andrew Milton to implement plans for the evening.

iv) Pensioner’s Summer Street Party – Thursday 9th June 2016

Members discussed how it had been previously agreed to merge the annual Pensioner’s Summer Tea with a Summer Street Party on the Market Square. Dates had been suggested as either Thursday 2nd or Thursday 9th June and it was

**RESOLVED** to set the date as Thursday 9th June 2016.

Members discussed the need for shelter in the case of good or bad weather and it was

**RESOLVED** to acquire quotes for marquee structures to be situated around the exterior of the Market Square.

It was agreed that a separate meeting of the Events Sub Committee should be scheduled to start planning the event.

28. **RAF WYTON FREEDOM MARCH 2016**

Members were advised that following the previous Events Sub Committee meeting, a meeting had taken place with the Wing Commander and Warrant Officer from RAF Wyton to run through the set-up of the Freedom event. It had been confirmed that the date of the event would be taking place on Sunday 26th June 2016. RAF Wyton was going to be looking into the arrangement of a fly past and another planning meeting was to be scheduled at the end of January 2016.

Members were provided with an update on the progress status of the new Huntingdon crest, with advice that payment had been made to the College of Arms for the crest to be created. There had been an initial request from the Earl Marshall to confirm the split between Huntingdon and Godmanchester Borough Council in 1981, but this had been clarified and the crest was now at the stage of being formed.
Members were further informed that the remaining budget for the event was £500. This had to cover the cost of a scroll being created and provide light refreshments for after the March. Members were presented with two estimates of costs for a scroll to be produced, one including framing costs, the other without. Members agreed to obtain quotes from both companies for the creation of an A3 framed scroll and it was

RESOLVED to discuss the phrasing of the scroll in partnership with RAF Wyton.

29. DATE & AGENDA OF THE NEXT MEETING

The dates of the next Events Sub Committee meetings were confirmed as; Wednesday 10th February at 7.00pm and Wednesday 2nd March at 11.00am.

CHAIRMAN
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A meeting of the Neighbourhood Plan Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Monday 14th December 2015 at 6.00pm.

Present: Councillors A Blackwell; S Hassell; B Manning and T Sanderson (Chairman). Co-opted Members Celia Barden; Jay Dyne; James Fell; Angela Owen Smith; Jill Watkin Tavener and Bob Winter.

District & County Cllr Mike Shellens.

Absent: Councillors L George and P Kadewere.

17. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr T Forster.

18. **MINUTES**

Members had before them minutes of the Neighbourhood Plan Committee meeting held on 5th November 2015 (M2). It was proposed, seconded and

**RESOLVED** to approve the minutes and these were duly signed as a correct record by the Chairman.

19. **MEMBER CO-OPTION**

It was proposed, seconded and

**RESOLVED** to co-opt Bob Winter and Cllr Jay Dyne on to the Neighbourhood Plan Committee.

20. **PUBLIC ADDRESS**

There was none.

21. **REVIEW OF CHRISTMAS LIGHTS SWITCH ON STAND**

Members discussed the Neighbourhood Plan stand at the Christmas lights switch on. It was explained that there had been some interest in the stand, but interest died down throughout the day. One member noted that the stall was hard to see as the event got busier. 7 questionnaires were completed on the day, and around 50 were handed out for people to complete at home.
22. **QUESTIONNAIRE ALTERATIONS**

   i) Members had before them copies of the Neighbourhood Plan questionnaire. Following the launch of the questionnaire, it a number of improvements were suggested:

   - Add an image to the top to make the questionnaire look more appealing
   - Ward map is unclear – add link to larger version on website
   - Q3b – replace 'campsites' with 'historical attractions’
   - Q4b – remove ‘please tick all that apply’ as question already specifies 3 answers should be ticked.
   - Extend deadline for returning questionnaires
   - Check legalities of collecting email addresses – potentially add disclaimer about use of personal information.

   One Member noted that there was not much in the questionnaire to target young people. It was explained that there would potentially be a separate questionnaire targeted at young people, as well as working with local schools/youth groups on Neighbourhood Plan projects.

   ii) Members were presented with a quote for professional printing of the questionnaire. It was noted that 2 further quotes would follow. Members agreed that questionnaires should be distributed to each household in Huntingdon, and it was proposed, seconded and

   **RESOLVED** to get updated quotes for 10,000 copies of the questionnaire.

   Members discussed other ideas for distributing the questionnaire, and it was suggested that as many venues as possible should be contacted to take copies of the questionnaire.

23. **GRANT APPLICATION**

   Members had before them a report on the Neighbourhood Plan grant, outlining the available funding. Members were informed that any funding received would have to be spent before the end of the financial year. Therefore, it was suggested that an application should be submitted at the beginning of the next financial year, and it was proposed, seconded and

   **RESOLVED** to do so.

24. **NEXT STEPS**

   Members noted that this had already been covered in previous agenda items.

25. **DATE & AGENDA OF THE NEXT MEETING**

   It was agreed to meet again in January 2016. The date of this meeting was TBC.

   **CHAIRMAN**
A meeting of the Neighbourhood Plan Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Wednesday 20th January at 6.00pm.

Present: Councillors A Blackwell; L George; S Hassell; P Kadewere; B Manning and T Sanderson (Chairman). Co-opted Members Celia Barden; Jay Dyne; James Fell; Angela Owen Smith and Bob Winter. District & County Cllr Mike Shellens.

Absent: Councillor T Forster

26. APOLOGIES FOR ABSENCE

There were none.

27. MINUTES

Members had before them minutes of the Neighbourhood Plan Committee meeting held on 14th December 2015 (M3). It was proposed, seconded and

RESOLVED to approve the minutes and these were duly signed as a correct record by the Chairman.

28. PUBLIC ADDRESS

There was none.

29. CLLR DOUG DEW

Members received a verbal report on Neighbourhood Planning from District Councillor Doug Dew, Executive Member for Planning at Huntingdonshire District Council. Cllr Dew advised that the Neighbourhood Plan should work alongside the existing Local Plan, and must comply with planning law. It was noted that some Neighbourhood Plans had included a separate section for non-planning issues that could not be covered with a planning policy.

Cllr Dew explained that Huntingdonshire District Council had adopted a policy for Neighbourhood Planning, and advised that a guide was available, laying out the different stages of producing a successful Neighbourhood Plan.

One Member commented on the problems that had arisen with the St Neots Neighbourhood Plan, and questioned how to avoid repeating them. Cllr Dew explained that the introduction of the HDC Neighbourhood Planning Policy would help to avoid these problems.
Cllr Dew noted the importance of properly publicizing the Neighbourhood Plan project, and ensuring as many members of the local community as possible were involved. One Member noted that some of the issues raised in the initial public consultation were not the responsibility of the Town Council. Cllr Dew noted that all suggested policies could be included initially, as anything considered unnecessary would be removed during reviews of the plan.

Members thanked Cllr Dew for his time.

30. **QUESTIONNAIRE**

i) Members had before them copies of the Neighbourhood Plan questionnaire, including the suggested changes from the previous meeting. It was noted that in order for the questionnaire to be included in the next issue of Huntingdon magazine, the completed questionnaire would need to be approved as soon as possible.

Members had previously requested that pictures should be included on the questionnaire to make it look more appealing. The layout of the pictures was discussed, and it was noted the introduction text looked cramped, and the size of the text was too small.

Alternatives were suggested, such as moving the town seal to make more space, and using a large image as a background to the introduction section. Members also commented that they'd prefer pictures that represented the whole town instead of just the Town Centre.

Members also suggested a number of additional changes to the content of the questionnaire, and it was **RESOLVED**

- to send the proposed changes to the designer to be completed as soon as possible.

ii) Members discussed options for the distribution of the Neighbourhood Plan questionnaire. It was noted that if the questionnaire was included in the newsletter, it would be distributed to most homes in Huntingdon, so mailing another copy to each household would not be necessary at this point.

iii) Members had before them a quote from HDC for the printing of the questionnaires. Members agreed that the numbers to be printed were too high as the questionnaire would be distributed with the newsletter, so it was **RESOLVED**

- to alter the number of questionnaires to be printed to 2000, and to request that these be printed alongside the next issue of Huntingdon.

31. **NEIGHBOURHOOD PLAN LOGO COMPETITION**

Members had before them copies of the poster for the Neighbourhood Plan logo competition. Members discussed the terms for the logo competition, and agreed that the competition should be open to all Huntingdon primary schools. One Member questioned whether the competition should also be opened to secondary
school students, and it was noted that there would be other opportunities for older students to get involved with the Neighbourhood Plan.

Members also discussed options for prizes, and it was suggested that first prize would be an art set for the student and a book voucher for the winning school. It was also suggested that book vouchers could be awarded for second and third place.

32. KEYSSTONE MARKETING

Members were asked to review the basis on which Keystone Marketing would be involved in the Huntingdon Neighbourhood Plan. It was RESOLVED that the Committee should continue to work with Keystone on an 'as and when' basis. It was noted that this would be reviewed again further into the community engagement stage of the project.

33. DATE & AGENDA OF THE NEXT MEETING

The date of the next meeting of the Neighbourhood Plan Committee was noted as 24th February 2016, in the Town Hall, Huntingdon at 6.00pm

CHAIRMAN
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A meeting of the Play Area Sub Committee was held in the Town Hall, Market Hill, Huntingdon on Thursday 21st January 2016 at 6 pm.

Present: Councillors; J Dyne; A Mackender–Lawrence; S McAdam and T Sanderson (Chairman).

Absent: Cllr A Beevor

7. APOLOGIES FOR ABSENCE

There were none.

8. DECLARATIONS OF INTEREST

There were none.

9. PUBLIC ADDRESS

There were none

10. MINUTES

Copies of the minutes of the Play Area Sub Committee meeting held on 20th August 2015 (PLAY/M1) had been circulated to Members before the meeting, the draft having received informal approval by the Chairman.

It was therefore proposed, seconded and

RESOLVED to approve the minutes, which were duly signed by the Chairman.

11. PLAY AREA PROVISION

The Chairman referred to the Play Area Provision report and asked the Property Manager to talk through the Play Area designs which were displayed at the meeting.

The Property Manager advised the schemes presented were based on the outcome of the Play Area Needs Analysis which was assessed by Huntingdonshire District Council (HDC). The Play Area Analysis highlighted the need for Ball Provision in three locations and Play Equipment in one location with potential sites being identified. It was advised the schemes presented were still at feasibility stage as they would require detailed development with the preferred supplier and discussion with HDC planners.
The Property Manager advised three companies, namely Fenland Leisure, Wicksteed Leisure and Sutcliffe Play had submitted the visual images which were displayed in addition to accompanying budget quotation.

The Members were talked through the display boards for each location which showed:

- French Field- 2 x Ball End Units on open field with existing goal relocated on field.
- KGV Sapley Road- 2 x Ball End Units on the open field with existing goal relocated on field.
- Sallowbush Road, adjacent to existing MUGA- Play Equipment to suit age ranges from toddler to small children.
- Stukeley Meadows, adjacent to School- Installation of MUGA, which was advised to be smaller than the MUGA at Sallowbush by a few metres on the width and length.

The Property Manager advised the Members that the Sutcliffe Play Proposal was the most competitive, followed by Fenland Leisure then Wicksteed Leisure. The Sutcliffe Play cost showed the MUGA was approximately £13K less than Fenland and £7K less on the Play Equipment. The costs were marginal for the Ball End units between Fenland and Wicksteed. The cost were in line with the HDC identified available S106 monies for the capital expenditure but the costs received excluded some site costs such as set up/ making good, professional fees, delivery, Planning fees and items such as benches, bins etc.

The Chairman thanked the Property Manager and Head Groundsman for their work and asked for comments from the Members.

Members asked about the difference in Construction between the Timber and Steel products and the variation in warranties. The Members asked about the accessibility of the Play Equipment for less able users and the Property Manager advised the cradle swing was an accessible item of play equipment and in addition the back to back roundabout and springer indicated on the Sutcliffe Play scheme was listed as accessible equipment. The Chairman advised a Cradle Swing was installed at Bloomfield Park and this was a popular item of equipment for all ages and user abilities.

A Member asked about the manufacturers and the Head Groundsman advised that Fenland Leisure had visited the site independently, was not aware of any visits by Wicksteed and Sutcliffe Play had attended the site locations with the Head Groundsman and had returned to Stukeley Meadows independently with his Tarmac sub-Contractor.

A Member asked about the warranty terms for the Tarmac and Play Equipment and the Head Groundsman advised this would be in the order of 23-30 years but would need to be checked.

A Member indicated that he had safety concerns about the location of the Sallowbush Play Area as Anti-Social behaviour had been identified in this location and that there was no houses overlooking the area. The Member also advised that he was in favour of protecting the green open spaces.
The Member commented that he felt the Kent Road green open space would be a preferable site as he had been asked about play area in this location by residents who he advised were mainly young families.

A Member commented that the grass below and around the Ball End units would become worn and would require maintenance.

A discussion took place regarding the manufacturers and the Members agreed that Sutcliffe Play were their preferred supplier to progress the design. The Members advised they were happy with the content of the Play Equipment and Ball Provision shown.

The Members agreed with the locations shown but also required the Kent/ Surrey Road location be included as a possible options for the Play Equipment as an alternative to the Sallowbush Road scheme.

It was RESOLVED that the Play Provision based on the Sutcliffe Scheme be progressed with the Supplier, Planners and HDC at the locations presented in addition to the Kent/ Surrey Road option.

12. DATE & AGENDA OF THE NEXT MEETING

It was noted that the next meeting would be called as and when required.

CHAIRMAN
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DATED 1st April 2016

HUNTINGDON TOWN COUNCIL

and

CROMWELL MUSEUM TRUST

LEASE

Relating to

The Cromwell Museum and land lying to the east of

High Street Huntingdon, Cambridgeshire
## Prescribed Clauses

<table>
<thead>
<tr>
<th>LR1. Date of Lease</th>
<th>1st April 2016</th>
</tr>
</thead>
</table>
| LR2. Title number(s) | LR2.1 Landlord's title number(s)  
Title number(s) out of which this lease is granted. Leave blank if not registered.  
xxxxxxx |
|                     | LR2.2 Other title numbers  
Existing title number(s) against which entries of matters referred to in LR9, LR10, LR11 and LR13 are to be made. |
| LR3. Parties to this lease | Landlord  
HUNTINGDON TOWN COUNCIL of Town Hall, Market Hill, Huntingdon PE29 3PJ. |
|                     | Tenant  
Cromwell Museum Trust unincorporated and registered in England with Charity Commission number xxxx and whose registered office is at Cromwell Museum, High Street, Huntingdon, Cambridgeshire PE29 |
|                     | Other Parties  
Specify capacity of each party, for example "management company", "guarantor", etc. |
| LR4. Property | In the case of a conflict between this clause and the remainder of this lease then, for the purposes of registration, this clause shall prevail.  
See the definition of 'Demised Premises' in clause 1.1 of this Lease. |

Insert a full description of the land being leased or  
Refer to the clause, schedule or paragraph of a schedule in this lease in which the land being leased is more fully described.  
Where there is a letting of part of a registered title, a plan must be attached to this lease and any floor levels must be specified.
<table>
<thead>
<tr>
<th>LR5. Prescribed statements etc.</th>
<th>LR5.1 Statements prescribed under rules 179 (dispositions in favour of a charity), 180 (dispositions by a charity) or 196 (leases under the Leasehold Reform, Housing and Urban Development Act 1993) of the Land Registration Rules 2003.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If this lease includes a statement falling within LR5.1, insert under that sub-clause the relevant statement or refer to the clause, schedule or paragraph of a schedule in this lease which contains the statement.</td>
<td>See clause 12.1 of this Lease</td>
</tr>
<tr>
<td>In LR5.2, omit or delete those Acts which do not apply to this lease.</td>
<td>LR5.2 This lease is made under, or by reference to, the provisions of: None</td>
</tr>
<tr>
<td>LR6. Term for which the Property is leased</td>
<td>From and including 1st April 2016 To and including 31st March 2115</td>
</tr>
<tr>
<td>Include only the appropriate statement (duly completed) from the three options. NOTE: The information you provide, or refer to, here will be used as part of the particulars to identify the lease under rule 6 of the Land Registration Rules 2003.</td>
<td></td>
</tr>
<tr>
<td>LR7. Premium</td>
<td>None</td>
</tr>
<tr>
<td>Specify the total premium, inclusive of any VAT where payable.</td>
<td></td>
</tr>
<tr>
<td>LR8. Prohibitions or restrictions on disposing of this lease</td>
<td>This lease contains a provision that prohibits or restricts dispositions.</td>
</tr>
<tr>
<td>Include whichever of the two statements is appropriate. Do not set out here the wording of the provision.</td>
<td></td>
</tr>
<tr>
<td>LR9. Rights of acquisition etc.</td>
<td>LR9.1 Tenant’s contractual rights to renew this lease, to acquire the reversion or another lease of the Property, or to acquire an interest in other land</td>
</tr>
<tr>
<td>Insert the relevant provisions in the sub-clauses or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.</td>
<td>None</td>
</tr>
<tr>
<td>LR9.2 Tenant’s covenant to (or offer to) surrender this lease.</td>
<td>None</td>
</tr>
<tr>
<td>LR9.3 Landlord’s contractual rights to acquire this lease</td>
<td>None</td>
</tr>
</tbody>
</table>
| LR10. Restrictive covenants given in this lease by the Landlord in respect of land other than the Property
|---|
| Insert the relevant provisions or refer to the clause, schedule or paragraph of a schedule in this lease which contains the provisions.
| None |

| LR11. Easements
|---|
| Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the easements.
| LR11.1 Easements granted by this lease for the benefit of the Property
| See Schedule 1 to this Lease. |
| LR11.2 Easements granted or reserved by this lease over the Property for the benefit of other property
| See Schedule 2 to this Lease. |

| LR12. Estate rent charge burdening the Property
|---|
| Refer here only to the clause, schedule or paragraph of a schedule in this lease which sets out the rent charge.
| None |

| LR13. Application for standard form or restriction
|---|
| Set out the full text of the standard form of restriction and the title against which it is to be entered. If you wish to apply for more than one standard form of restriction use this clause to apply for each of them, tell us who is applying against which title and set out the full text of the restriction you are applying for. Standard forms of restriction are set out in Schedule 4 to the Land Registration Rules 2003.
| The Parties to this lease apply to enter the following standard form of restriction [against the title of the Property] or [against title number ]
| [Restriction in full] |

| LR14. Declaration of trust where there is more than one person comprising the Tenant
|---|
| If the Tenant is one person, omit or delete all the alternative statements.
| If the Tenant is more than one person, complete this clause by omitting or deleting all inapplicable alternative statements.
| Not applicable
| Complete as necessary. |
**THIS LEASE** is made the first day of April 2016

**BETWEEN** the party whose name and address is firstly specified in prescribed clause LR3 above as being the Landlord (the “Landlord”) of the first part and the party whose name and address is secondly specified in prescribed clause LR3 above as being the Tenant (the “Tenant”) of the second part.

Operative provisions:

1. **DEFINITIONS** and **INTERPRETATION**

1.1 In this deed the following words and expressions shall, unless the context otherwise requires, have the following meanings:

- **“Access Way”** the access way and land shown coloured blue and red on the attached plan; (Plan to be supplied)
- **“Adjoining Land”** the land comprised (as at the date of this Lease) in title number xxxxxxx excluding the Demised Premises;
- **“CDM Regulations”** Construction (Design and Management) Regulations 2007;
- **“Commencement Date”** the date of this Lease;
- **“Demised Premises”** the land (shown edged red on the attached plan) together with any building or buildings from time to time erected on part or parts thereof and which land is situate to the east of High Street, Huntingdon, Cambridgeshire (being part of the land comprised in title number xxxxxxx);
- **“Lease”** this lease;
- **“Tenant’s Share”** has the meaning given in clause 6.4;
- **“Term”** the term of 99 years commencing on the Commencement Date and ending on 31st March 2115 and any period of holding over or extension thereof whether by statute or common law.
1.2 In this Lease references to ‘Landlord’ includes all persons from time to time entitled to the immediate reversion to this Lease.

1.3 In this Lease references to ‘Tenant’ includes the Tenant's successors in title and assigns in whom this Lease may for the time being be vested.

1.4 The clause and schedule headings in this Lease are for ease of reference only and are not to be taken into account in the construction or interpretation of any covenant condition or proviso to which they refer.

1.5 Unless the context otherwise requires, references to numbered clauses and Schedules are references to the relevant clause in or Schedule to this Lease, and references in any Schedule to a numbered paragraph are references to the relevant paragraph in that Schedule.

1.6 Words in this Lease importing the singular meaning, where the context so allows, include the plural meaning and vice versa.

1.7 References in this Lease to any statutes or statutory instruments include and refer to any statute or statutory instrument amending consolidating or replacing them respectively from time to time in force, and references to a statute include statutory instruments and regulations made pursuant to them.

1.8 Words in this Lease importing any one gender include both other genders and may be used interchangeably, and words denoting natural persons where the context so allows include corporations and vice versa.

1.9 At any time that the parties of the first or second parts to this Lease are two or more persons the expression the “Landlord” or the “Tenant” include the plural number, and obligations in this Lease expressed or implied to be made with the Landlord or the Tenant or by the Tenant or by the Landlord are to be treated as made with or by such individuals jointly and severally.
2. **THE DEMISE**

The Landlord hereby demises with full title guarantee to the Tenant **ALL THAT** the Demised Premises **TOGETHER** with the rights described in Schedule 1 **EXCEPTING AND RESERVING** unto the Landlord and all others thereto entitled as described in Schedule 2 **TO HOLD** the same to the Tenant for the Term **YIELDING AND PAYING** therefor:

2.1 the yearly rent of a ‘Peppercorn’ (subject to revision under clause 9) to be paid on the Commencement Date in respect of the period commencing on the Commencement Date and ending on 31st March 2115

2.2 as additional rent such sum equal to the amount that the Landlord shall from time to time pay or be requested to pay by its insurers in respect of premiums for insuring the Demised Premises during the Term for the reinstatement value as properly assessed from time to time by the Landlord’s surveyor or, if greater, such value as the Tenant may reasonably require (as provided in clause 5.2) such sum to be paid within 14 days of demand and to be recoverable in case of non-payment as rent in arrear;

2.3 interest at the rate of 4% per annum above the base rate from time to time of the Governor and the Company of the Bank of England, both before and after judgment, as from the date that the same becomes due, on any yearly rent or other amounts payable to the Landlord under the provisions of this Lease which the Tenant fails to pay within seven days upon which such amount becomes properly due and payable.

3. **THE PERMITTED USER**

It is hereby agreed and declared between the parties hereto that the Landlord makes no representation and gives no warranty as to the permitted user of the Demised Premises under the Town and Country Planning Act 1990.
4. TENANT’S COVENANTS

The Tenant hereby covenants with the Landlord to perform and observe during the Term the following covenants in this clause 4:

4.1 Rent

4.1.1 To pay the reserved rents on the days and in manner aforesaid

4.1.2 Not to exercise or seek to exercise any right or claim to withhold rent or any right or claim to legal or equitable set off

4.2 Outgoings and VAT

To pay on demand and to indemnify the Landlord against:

4.2.1 all rates taxes assessments charges impositions and outgoings which during the Term shall be charged assessed or imposed upon the Demised Premises or upon the owner or occupier of them (excluding any payable by the Landlord occasioned by receipt of the rents or by any disposition or dealing with or ownership of any interest reversionary to the interest created by this Lease);

4.2.2 VAT (or any tax of a similar nature that may be substituted for it or levied in addition to it) chargeable in respect of any payment made by the Tenant under any of the terms of or in connection with this Lease or in respect of any payment made by the Landlord where the Tenant agrees in this Lease to reimburse the Landlord for such payment;

4.2.3 the Tenant’s Share of the Landlord’s Access Way Expenditure;

Provided Always that the aggregate of the amount payable by the Tenant to the Landlord pursuant to clause 4.2.3 and the amount payable by the tenant parties (to the Other Leases) to the landlord parties (to the Other Leases) in respect of the work carried out by the Landlord to the Access Way shall not exceed such sum as equals the Tenant’s Share of the Landlord’s Access Way Expenditure.

4.3 Repair and Decoration

4.3.1 To well and substantially repair and keep in good repair and condition internally the building erected on the Demised Premises and to keep that part of the Demised Premises which is not
at any time built upon (including the exterior of any buildings from time to time thereon) in a clean, tidy and well presented condition so as not to detract from the visual amenity of their surroundings.

4.3.2 To decorate the interior of the building on the Demised Premises in a good and workmanlike manner and with appropriate materials of good quality to the reasonable satisfaction of the surveyor to the Landlord as often as is reasonably necessary required to comply with clause 4.3.1 (but not more often than once every 4 years during the Term) to maintain a good state of decoration and in the last three months of the Term (however determined).

4.3.3 At the Tenant's own expense to execute all interior works and provide and maintain all arrangements upon or in respect of the Demised Premises or the use to which the Demised Premises are being put that are required in order to comply with the requirements of any statute (already or in the future to be passed) or any government department local authority other public or competent authority or court of competent jurisdiction regardless of whether such requirements are imposed on the Landlord the Tenant or an occupier of the Demised Premises.

4.4 Waste and alterations

4.4.1 Not to do in or near the Demised Premises any act or thing by reason of which the Landlord may under any statute incur have imposed upon it or become liable to pay any penalty damages compensation costs charges or expenses.

4.4.2 Not to make any alterations or additions to or affecting the structure or exterior of the Demised Premises without the consent of the Landlord (such consent not to be unreasonably withheld or delayed).

4.4.3 In carrying out any Permitted Works the Tenant shall comply with all laws and the terms of all relevant licenses and consents and the Tenant shall carry out the same:

4.4.3.1 using good quality, new materials which are fit for the purpose for which they shall be used;
4.4.3.2 in a good and workmanlike manner and in accordance with good building and other relevant practices, codes and guidance; and

4.4.3.3 to the reasonable satisfaction of the Landlord.

4.4 The Tenant shall, in relation to the Permitted Works, comply with its obligations under the CDM Regulations, including (without limitation) all requirements in relation to the provision and maintenance of a health and safety file.

4.4.5 The Tenant shall, in relation to the Permitted Works supply all information to the Landlord that the Landlord reasonably requires from time to time to comply with the Landlord's obligations under the CDM Regulations.

4.5 Access of Landlord and notice to repair

4.5.1 To permit the Landlord and their duly authorised agents with or without workmen and others at reasonable times and on reasonable notice to enter upon the Demised Premises and examine the condition thereof and thereupon the Landlord may serve upon the Tenant a notice in writing specifying any repairs necessary to be done and for which the Tenant is liable as hereinbefore provided and require the Tenant forthwith to execute the same and if the Tenant shall not within thirty days after service of such notice (or, if any planning consents or other consents are lawfully requisite before such repairs may be carried out, and the Tenant notifies the Landlord of this requirement and does not delay in submitting such application for consent or consents within thirty days of such consents being granted) commence to proceed diligently with the execution of such repairs then to permit the Landlord to enter upon the Demised Premises and execute such repairs and thereupon the cost shall be a debt due from the Tenant to the Landlord together with all expenses properly incurred by the Landlord in connection therewith.

4.5.2 To permit the Landlord and their agents with workmen and appliances at all reasonable times and on reasonable prior written notice and only to the extent reasonably necessary to enter upon the Demised Premises:
4.5.2.1 to execute works repairs or alterations on the Non-Trust Adjoining Land and any other premises (outside the Adjoining Land) now or hereafter belonging to the Landlord or to the services thereof (all damage thereby occasioned to the Tenant being made good by the Landlord without delay and to the satisfaction of the Tenant) and causing as little interference to the Tenant as possible;

4.5.2.2 to construct alter maintain repair fix anything or additional thing serving the Non-Trust Adjoining Land and running through the Demised Premises;

4.5.2.3 in exercise of a right or to comply with any obligation of repair maintenance or renewal under this Lease;

4.5.2.4 in connection with the development of the Non-Trust Adjoining Land and any other adjoining or neighbouring land or premises (other than the Adjoining Land);

Provided Always that in exercising any of the rights contained in this clause 4.5.2, the Landlord shall cause as little interference to the Tenant as possible and make good all damage occasioned to the Tenant without delay and to the satisfaction of the Tenant.

4.6 Alienation

4.6.1 Not, save as permitted pursuant to clause 4.6.2, to underlet or part with possession or grant to third parties any rights to occupy the whole or any part of the Demised Premises.

4.6.2 Not to assign this Lease unless (if any of the Other Leases are then subsisting) at the same time as completing such assignment the tenant party to the Other Leases is completing an assignment of the Other Leases to the same assignee, or (if the First Other Lease is no longer subsisting) the tenant party to the Second Other Lease, is completing an assignment of the Second Other Lease to the same assignee, or to underlet the Demised Premises without the previous written consent of the Landlord such consent not to be unreasonably withheld or delayed in the case of an assignment or underletting to an organisation which is a charity.

4.6.3 Upon making an application for any written consent which is required pursuant to clause 4.6.2 to disclose to the Landlord such information as the Landlord may reasonably and
properly require.

4.6.4 Within twenty one days after the date of any permitted assignment of this Lease to produce or cause to be produced (without any demand upon any person) to the Landlord for registration a certified copy of the original deed or document effecting such assignment and to pay a reasonable fee (being not less than Forty pounds) together with Value Added Tax at the rate then currently in force in respect of each deed or document for the registration thereof.

4.7 Landlord's Costs

4.7.1 To pay all costs charges and expenses (including Solicitor's costs Bailiff’s fees and Surveyor's fees) properly incurred by the Landlord on a full indemnity basis of and incidental to or in contemplation of:-

4.7.1.1 the recovery or attempted recovery of arrears of rent or other payments due from the Tenant to the Landlord under the terms of this Lease;

4.7.1.2 the preparation and service of a notice under Section 146 of the Law of Property Act 1925 whether or not the notice is actually served or notwithstanding that forfeiture is avoided otherwise than by relief granted by the Court;

4.7.1.3 the enforcement of the Tenant's covenants herein contained;

4.7.1.4 the preparation and service of any schedule of dilapidations prepared on behalf of the Landlord on the Tenant and the Landlord's surveyor's charges for compiling the same and supervising the work detailed therein.

4.8 User

4.8.1 Not at any time to use or permit or suffer to be used the Demised Premises for any immoral or illegal purposes or suffer to be done in the Demised Premises any act or thing which is an actionable nuisance or (the Landlord acting reasonably) annoyance to the Landlord or their tenants or the neighbourhood or which may make void or voidable any policy for such insurance or result in its insurers declining to renew any such insurance.
4.8.2 To use the Demised Premises (whether united with the premises demised by any of the Other Leases or otherwise) as a museum &/or heritage centre &/or activities reasonably ancillary thereto or for such other or additional purposes and/or activities as the Landlord may (acting reasonably) approve in writing

4.9 Statutory Notices

4.9.1 Within seven days of the receipt of any order or notice by any Government Department Local or Public Authority to produce the same to the Landlord and without delay to take all reasonable steps to comply with such notice at the Tenant’s cost so far as it relates to the Demised Premises or to join with the Landlord in making such representations in respect of such notice as the Landlord shall reasonably deem expedient.

4.9.2 Without prejudice to the generality of clause 4.9.1 to comply in all respects with the provisions of any statutes and any other obligations imposed by law or by any bye-laws applicable to the Demised Premises or in regard to carrying on of the permitted use.

4.10 The Planning Acts and Environmental Law

4.10.1 Not to do or omit or to permit or suffer to be done or omitted any act matter or thing in on or respecting the Demised Premises which shall contravene the provisions of the Town and Country Planning Act 1990 or the Environmental Protection Act 1990 AND at all times during the Term to indemnify and keep indemnified the Landlord against all actions proceedings costs expenses claims and demands in respect of any such act matter or thing contravening the said provisions of the said Acts as aforesaid.

4.10.2 Not to serve any purchase notice under the Town and Country Planning Act 1990 requiring any Local Authority to purchase the Tenant’s interest in the Term without first offering to surrender the Lease to the Landlord without compensation and if the Tenant shall receive any compensation with respect to its interest hereunder because of any restriction placed upon the user of the Demised Premises under or by virtue of the Town and Country Planning Act 1990 then forthwith to make provision for the Landlord to receive such compensation.
4.10.3 To pay and satisfy any charge that may during the Term be imposed under the Town and Country Planning Act 1990 or the Environmental Protection Act 1990 upon the Landlord or the Tenant in respect of the Demised Premises on an act or omission on the part of the Tenant that occurs during the Term or results from the activities of the Tenant or their invitees during the Term.

4.11 Yielding Up

To yield up the Demised Premises with the fixtures and additions thereto (other than such tenant's fixtures as shall belong to the Tenant) at the determination of the Lease in the condition required by the terms of this Lease.

4.12 Indemnities

4.12.1 To be responsible for and to keep the Landlord fully indemnified against all damage, losses, costs, expenses, actions, demands, proceedings, claims and liabilities made against or suffered or incurred by the Landlord during the Term arising directly or indirectly out of:

4.12.1.1 any act, omission or negligence of the Tenant or any persons at the Demised Premises expressly or impliedly with the Tenant's authority and under the Tenant's control;

4.12.1.2 any breach or non-observance by the Tenant of the covenants, conditions or other provisions of this Lease or any of the matters to which the demise made by this Lease is subject.

4.12.1.3 the use by the Tenant, and all others authorised by them or visiting the Demised Premises

4.12.2 To give notice to the Landlord of any defect in the Demised Premises which may give rise to an obligation on the Landlord to do or refrain from doing any act or thing in order to comply with the provisions of this Lease or the duty of care imposed on the Landlord pursuant to the Defective Premises Act 1972 or otherwise and at all times to display and maintain all notices
which the Landlord may from time to time reasonably and properly require to be displayed at the Demised Premises where such notices are legally requisite by reason of the Landlord’s interest in the Demised Premises.

5. **THE LANDLORD’S COVENANTS**

The Landlord hereby covenants with the Tenant as follows:

5.1 **Quiet Enjoyment**

5.1.1 The Tenant paying the rent hereby reserved and observing and performing the covenants on its part hereinbefore contained shall lawfully and peaceably hold and enjoy the Demised Premises during the Term without any interruption by the Landlord or by any person rightfully claiming through, under or in trust for the Landlord.

5.2 **Insurance**

5.2.1 To keep the Demised Premises insured in the full reinstatement value against loss or damage by fire, lightning, explosion, aircraft (other than hostile aircraft) and other aerial devices or articles dropped therefrom, earthquake, riot and civil commotion and malicious damage, storm or tempest, bursting or overflowing of water tanks, apparatus or pipes, flood, impact by road vehicles, subsidence, landslip, settlement and heave, architects, surveyors and other professional fees, demolition and site clearance and related costs (including, without limitation, any VAT or similar tax which the Landlord is unable to itself recover from HM Revenue & Customs or other authority) incurred in shoring up and land or building damage to or breakage of plate glass, property owners’ liability and public and third party liabilities and insurance against personal injury and damage to property under the Defective Premises Act 1972 and any other similar statute for the time being in force loss and such other risks of insurance as may from time to time be reasonably required by any of the Landlord and the Tenant.

5.2.2 To provide the Tenant with a copy of its policy or policies of insurance on the Demised
Premises (so that at all times the Tenant has a full and complete copy of all the terms and conditions on which such insurance is for the time being effected by the Landlord) and at the request of the Tenant with a receipt for the payment of the last premium or other evidence of renewal and up-to-date details of the amount of cover.

5.2.3 The Landlord shall notify its insurers of the interest of the Tenant in the Demised Premises and have it noted on the policies of insurance or by a general noting under the conditions of the policies.

5.2.4 The Landlord will promptly notify the Tenant of any changes in its insurance cover or of the terms on which cover has been effected.

5.2.5 Following the occurrence of damage to or destruction of the Demised Premises or any part or parts thereof by any of the risks against which the Landlord is obliged to insure (under the terms of this Lease) (the ‘Insured Risks’) the Landlord will diligently apply, or procure the application of, the proceeds of the insurance covering reinstatement and rebuilding costs for those purposes, and will make good any deficiency in the proceeds of the insurance out of its own resources.

5.2.6 If the Demised Premises are at any time during the Term so damaged by any of the Insured Risks as to render the Demised Premises or any part of them unfit for occupation use or enjoyment, the yearly rent and additional rent reserved by this Lease, or a fair proportion of them according to the nature and extent of the damage sustained, is to be suspended and cease to be payable until the Demised Premises have been reinstated and made fit for occupation use and enjoyment or, if earlier, until the expiry of three years from the occurrence of the damage.

5.2.7 A dispute as to the amount of the abatement of the rent or the duration of the period of abatement is to be submitted to a single arbitrator, by whose decision the parties are to be bound, who is to be appointed by the parties jointly if they can agree on one, but if they do not agree, then by the President for the time being of the Royal Institution of Chartered
Surveyors at the request of either party, and the arbitration is to be conducted under the Arbitration Act 1996.

5.2.8 If the Demised Premises or a substantial part of them is destroyed or damaged by any of the Insured Risks so as to make continued use of the Demised Premises impracticable, the Tenant may terminate this Lease by giving to the Landlord not less than one month’s notice to that effect at any time within 12 months after the occurrence of the damage.

5.2.9 If the rebuilding or reinstatement of the Demised Premises has not been commenced 12 months after the occurrence of the damage by any of the Insured Risks, the Tenant may give not less than six months' notice to the Landlord to terminate this Lease, and if the rebuilding or reinstatement work has not commenced in earnest within six months of the giving of the notice, this Lease is to terminate at the expiry of the notice.

5.2.10 The termination of this Lease under this clause 5.2 does not affect any liability which has occurred before the time of termination.

5.2.11 On the expiry of a notice of termination given under this clause 5.2, this Lease will terminate unless provided otherwise, but without affecting any liability arising from a breach of covenant or condition which has occurred before then.

5.2.12 On the termination of this Lease under clause 5.2, or if this Lease is terminated by the operation of the doctrine of frustration, the proceeds of insurance shall be distributed between the Landlord and the Tenant according to the extent of their respective interests in the Demised Premises. A dispute as to the amount of those respective interests is to be submitted to a single arbitrator, by whose decision the parties are to be bound, who is to be appointed by the parties jointly if they can agree on one, but if they do not agree, then by the President for the time being of the Royal Institution of Chartered Surveyors at the request of either party, and the arbitration is to be conducted under the Arbitration Act 1996.

5.2.13 References to the Demised Premises in this clause 5.2 include all alterations, additions and improvements thereto including (without limitation) all of the works carried out by the
Tenant under clause 4.4.3 and (to the extent requested by the Tenant) tenants' fixtures and fittings.

5.2.14 The Tenant may, if it has carried out any of the works referred to in clause 4.4.3 or constructed any other building or buildings on the Demised Premises, require the Landlord to increase the sums insured under clause 5.2.1 to such amount as the Tenant shall reasonably and properly require.

5.3 The Accessway

5.3.1 The Landlord must, when from time to time agreed by the Landlord and the Tenant or, in default of agreement, when it is determined (pursuant to this Lease) as being reasonably and properly requisite but not otherwise, promptly carry out such work to the Access Way as shall be reasonably necessary in order that following completion of such work the Access Way shall be in such a reasonable state of repair and condition that it can continue to be safely and properly used by the Tenant in accordance with the rights granted to the Tenant by this Lease. Any dispute as to whether such work to the Access Way is requisite shall be referred to an expert for determination in accordance with clause 13.

5.3.2 The Landlord's Access Way Expenditure shall include the cost to the Landlord of regular inspections of the Access Way to ascertain its stage and condition and the cost of any public liability insurance which the Landlord deems necessary. Provided that the Landlord may request a payment from the Tenant on account of the work to be carried out on production to the Tenant of an estimate of the cost to be incurred and such sum, or such other sum as shall be agreed between the Landlord and the Tenant shall then become due and payable.

5.3.3 The Landlord reserves the right to use the car parking spaces for the use of the Town Council at all times. The use by the Trust to be agreed with the Landlord.

6. PROVISOS (including provisions to determine the Tenant's Share)

It is hereby agreed and declared as follows:
6.1 If the yearly rents hereby reserved or if any other monies which may become payable hereunder by the Tenant to the Landlord or any part of such rent or other monies shall at any time or times remain unpaid for twenty one days after becoming due and payable (whether such rent or other monies have been formally or legally demanded or not) or if any of the material covenants or agreements on the part of the Tenant or any of the stipulations or conditions herein contained and on the Tenant's part to be performed and observed shall not be substantially performed and observed as required hereunder or if the Tenant (if more than one person any one of them) being a company has an order made for its winding up or enters into liquidation whether voluntarily (except for reconstruction or amalgamation of a solvent company) or compulsory or has a provisional liquidator or a receiver (including an administration receiver) appointed or is the subject of an administration order or a petition for one or more of a voluntary arrangement or a proposal for one under Part I Insolvency Act 1986 or is unable to pay its debts within the meaning of Section 123 Insolvency Act 1986 or is otherwise insolvent or having been registered with unlimited liability it acquires limited liability or the Tenant (if more than one person any one of them being an individual) is the subject of a bankruptcy order or of any application or order or appointment under Section 253 or Section 273 or Section 286 Insolvency Act 1986 or otherwise becomes bankrupt or insolvent or the Tenant enters into or makes any proposal to enter into any arrangements or composition for the benefit of his creditors then and in every such case it shall be lawful for the Landlord at any time thereafter to re-enter upon the Demised Premises or any part thereof in the name of the whole and thereupon this demise and the Term and everything herein contained shall immediately cease and determine but without prejudice to any right of action or remedy of the Landlord in respect of rent or other monies due or any antecedent breach or non-performance or non-observance of any of the covenants or agreements on the part of the Tenant or the stipulations or conditions herein contained.

6.2 The Tenant shall not be entitled to any right of light or air or otherwise which would in any way interfere with the use by the Landlord or any other person deriving title under them of their adjoining or adjacent land or building or for any other purpose and in particular (but without
prejudice to the generality of the foregoing) the Tenant shall not be entitled to the benefit of any quasi-easement right or privilege now or formerly used or enjoyed by the Landlord over any adjoining or neighbouring property owned by them.

6.3 If the Landlord fails to insure the Demised Premises in accordance with the terms of clause 5.2, or if the Tenant, acting reasonably, apprehends that the Landlord has failed to effect such insurance, the Tenant may (but shall not be under any obligation to do so) insure the Demised Premises for such reinstatement sum as it reasonably requires and otherwise on the terms set out in clause 5.2.1 in which event the Tenant shall cease to have any liability to pay the rent referred to in clause 2.2.

6.4 The Tenant’s Share shall:

6.4.1 in respect of the Landlord’s Access Way Expenditure incurred during the period commencing on the date of this Lease and ending on the third anniversary of the date of this Lease, equal fifty per cent (50%);

6.4.2 in respect of the Landlord’s Access Way Expenditure incurred after the third anniversary of the date of this Lease (and subject as provided in clauses 6.5 and 6.6) be 50% or such other percentage as is agreed from time to time by the Landlord and the Tenant.

6.5 The Landlord and the Tenant shall, for the purposes of clause 6.4.2, consult together in good faith with a view to agreeing the amount of the said proportion and only in default of agreement, following such consultation, shall either party have the right (but not the obligation) for the matter be referred for determination in accordance with clause 13.

6.6 The Tenant’s Share shall not, unless the Landlord and the Tenant so agree, be reviewed (in accordance with clause 6.4.2) more than once every three years during the Term.

7. COMPENSATION

If the Term shall be determined before the expiration of five years from the date hereof the Tenant shall not be entitled to any compensation under the Landlord and Tenant Act 1954.
8. STATUS OF LEASE

8.1 It is declared that this lease is a new lease within the meaning of the Landlord and Tenant (Covenant) Act 1995.

8.2 Unless the right of enforcement is expressly provided, it is not intended that a third party should have the right to enforce a provision of this Lease pursuant to the Contracts (Rights of Third Parties) Act 1999.

8.3 The parties may, by agreement, rescind or vary this Lease without the consent of a third party to whom the right of enforcement of any of its terms has been expressly provided.

9. RENT REVIEW

9.1 The yearly rent payable under this Lease is to be reviewed on the expiry of each consecutive period of five years of the Term (referred to in this clause 9 as the “review dates” and “relevant review date” and “review date” is to be construed accordingly) and with effect on and from the relevant review date the reviewed rent (as agreed or determined in accordance with this clause 9) is to become payable as the yearly rent reserved by this Lease.

9.2 In this clause 9, the following words and expressions shall, unless the context otherwise requires, have the following meanings:

**Base Rent**: rent of £1,500 per annum.

**Base RPI Month**: March 2016.

**President**: the President for the time being of the Royal Institution of Chartered Surveyors or a person acting on his behalf.

**RPI**: the Retail Prices Index or any official index replacing it.

**Surveyor**: the independent valuer appointed pursuant to clause 9.10.

9.3 The amount of yearly rent shall be reviewed on each review date to equal:

9.3.1 the yearly rent payable immediately before the relevant review date or, if greater

9.3.2 the indexed rent determined pursuant to this clause 9.
9.4 The indexed rent shall be determined at the relevant review date by multiplying the Base Rent by the All Items index value of the RPI for the month two months before the month in which the relevant review date falls, then dividing the product by the All Items index value of the RPI for the Base RPI Month.

9.5 The Landlord shall calculate the indexed rent as soon as reasonably practicable and shall give the Tenant written notice of the indexed rent as soon as it has been calculated.

9.6 If the revised yearly rent has not been calculated by the Landlord and notified to the Tenant at least 10 working days before the relevant review date, the yearly rent payable from that review date shall continue at the rate payable immediately before that review date. No later than ten working days after the revised yearly rent is notified by the Landlord to the Tenant, the Tenant shall pay the shortfall (if any) between the amount that it has paid for the period from the review date until the next rent payment date following the date of notification of the revised yearly rent and the amount that would have been payable had the revised yearly rent been notified at least 10 working days before that review date.

9.7 Subject to clause 9.8, if there is any change to the methods used to compile the RPI, including any change to the items from which the All Items index of the RPI is compiled, or if the reference base used to compile the RPI changes, the calculation of the indexed rent shall be made taking into account the effect of any such change.

9.8 If either the Landlord or the Tenant reasonably believes that any change referred to in clause 9.7 would fundamentally alter the calculation of the indexed rent in accordance with this clause 9 and has given notice to the other party of this belief, or if it becomes impossible or impracticable to calculate the indexed rent in accordance with this clause 9, then the Landlord and the Tenant shall endeavour within a reasonable time to agree an alternative mechanism for setting the yearly rent, which may (where reasonable) include, or consist of, substituting an alternative index for the RPI. In default of such agreement, an alternative mechanism shall be determined by the Surveyor in accordance with clause 9.9.
9.9 If any question or dispute arises between the parties as to the amount of the yearly rent payable or as to the interpretation, application or effect of any part of this clause 9, or if the Landlord and the Tenant fail to reach agreement under clause 9.8, the question, dispute or disagreement is to be determined by the Surveyor. The Surveyor shall have full power to determine the question, dispute or disagreement, and shall have power to determine any issue involving the interpretation of any provision of this lease, his jurisdiction to determine the question, dispute or disagreement referred to him or his terms of reference. When determining such a question, dispute or disagreement, the Surveyor may, if he considers it appropriate, specify that an alternative mechanism for setting the Annual Rent should apply to this lease, and this includes (but is not limited to) substituting an alternative index for the RPI.

9.10 The Surveyor shall be an independent valuer who is a Member or Fellow of the Royal Institution of Chartered Surveyors. The Landlord and the Tenant may, by agreement, appoint the Surveyor at any time before either of them applies to the President for the Surveyor to be appointed.

9.11 The Surveyor shall act as an expert and not as an arbitrator. The Surveyor's decision shall be given in writing, and the Surveyor shall provide reasons for any determination. The Surveyor's written decision on the matters referred to him shall be final and binding in the absence of manifest error or fraud.

9.12 The Surveyor shall give the Landlord and the Tenant an opportunity to make written representations to the Surveyor and to make written counter-representations commenting on the representations of the other party to the Surveyor. The parties will provide (or procure that others provide) the Surveyor with such assistance and documents as the Surveyor reasonably requires for the purpose of reaching a decision.

9.13 If the Surveyor dies, or becomes unwilling or incapable of acting, or unreasonably delays in making any determination, then either the Landlord or the Tenant may apply to the President
to discharge the Surveyor and clause 9.10 shall then apply in relation to the appointment of a replacement.

9.14 The fees and expenses of the Surveyor and the cost of the Surveyor's appointment and any counsel's fees, or other fees, reasonably incurred by the Surveyor shall be payable by the Landlord and the Tenant in the proportions that the Surveyor directs (or if the Surveyor makes no direction, then equally). If either party does not pay its part of the Surveyor's fees and expenses within ten working days after demand by the Surveyor, the other party may pay that part and the amount it pays shall be a debt of the other party due and payable on demand. The Landlord and the Tenant shall otherwise each bear their own costs in connection with the rent review.

10. EARLY DETERMINATION

10.1 If the Tenant shall at any time during the Term cease to be a charity then the Landlord shall be entitled to give not less than three months' written notice to the Tenant of their wish to terminate this Lease. Any such notice must specify the date on which the Landlord intends the Lease to determine and on such specified date the Term shall cease and determine without prejudice to any claim that either party has against the other.

10.2 The Landlord may terminate this Lease by re-entering the Demised Premises (or a part of them) itself or by an authorised agent if at any time during the Term the landlord party to any of the Other Leases lawfully re-enters the premises demised by the relevant one or more of the Other Leases and during the period of 21 days following such re-entry neither the tenant party to the relevant one or more of the Other Leases nor any other person makes application to obtain relief from that forfeiture or, if such application is made, the application does not result in relief being obtained.

10.3 If at any time during the Term either of the Other Leases is terminated (other than, in the case of the First Other Lease, by effluxion of time) then the Tenant may terminate this Lease
by giving written notice (to the Landlord) of not more than three months to terminate this Lease, Upon the expiry of such notice the Term shall cease and determine without prejudice to any claim that either party has against the other.

11. **NOTICES**

Any notice served under or in connection with this Lease is to be in writing and be treated as properly served if compliance is made with either the provisions of section 196 of the Law of Property Act 1925 (as amended by the Recorded Delivery Service Act 1962) or section 23 of the Landlord and Tenant Act 1927.

12. **CHARITY STATEMENT**

12.1 The Demised Premises will, as a result of this Lease, be held by the said Cromwell Museum Trust, a non-exempt charity (registered with the Charity Commission for England and Wales with registered number xxxxxxx), and the restrictions on disposition imposed by section 36 of the Charities Act 1993 will apply to the Demised Premises (subject to section 36(9) of that Act).

12.2 The Landlord to have the right to nominate one Trustees to serve on the Cromwell Museum Trust Board as equal trustees. The nominated Trustee to be an elected Member or Officer of Huntingdon Town Council

13. **EXPERT DETERMINATION**

13.1 Any dispute (arising under any of clauses 5.3.1 and 6.4.2) as to whether work is required to be carried out to the Access Way or as to the amount of the Tenant’s Share is to be submitted for the determination of, an independent expert in accordance with the provisions of this clause 13.
13.2 The expert is to be appointed by the parties jointly, or if they cannot or do not agree on the appointment, appointed by the President for the time being of the Royal Institution of Chartered Surveyors.

13.3 The person so appointed is to act as an expert, and not as an arbitrator.

13.4 The expert so appointed must afford the parties opportunity within such a reasonable time limit as he may stipulate to make representations to him (accompanied by appropriate evidence in the relevant circumstances) and permit each party to make submissions on the representations of the other.

13.5 Neither the Landlord nor the Tenant may without the consent of the other disclose to the expert correspondence or other evidence to which the privilege of non-production ("without prejudice") properly attaches.

13.6 The fees and expenses of the expert, including the cost of his nomination, and the costs of the parties are to be borne as the expert shall direct.

13.7 One party may pay the costs required to be borne by another party if they remain unpaid for more than 14 days after they become due and then recover these and any incidental expenses incurred from that other party on demand.

13.8 If the expert refuses to act, becomes incapable of acting, or dies, the Landlord or the Tenant may require the appointment of another expert in his stead under clause 13.2;

13.9 The determination of the independent expert, except in case of manifest error, is to be binding on the Landlord and the Tenant.

IN WITNESS of which the parties have executed and delivered this deed on the day and year set out in clause LR1 above.

THE Common Seal of HUNTINGDON TOWN COUNCIL was hereunto affixed
in the presence of :-

........................................
Town Mayor

........................................
Deputy Town Mayor

Counterpart/

EXECUTED as a deed by Cromwell Museum Trust
in the presence of :-

........................................
Clerk to Trustees

........................................
(Trustee 1)

........................................
(Trustee 2)
SCHEDULE 1
(Rights Granted)

The following are the rights granted for the benefit of the Tenant, any lawful sub-tenants of the Tenant, all occupiers of the Demised Premises and all those authorised by any of them and any of the Tenant and its lawful sub-tenants including (without limitation) their respective visitors and invitees:

1. Subject to the Tenant complying with its covenant at clause 4.2.3 the right, in common with the Landlord and all others so entitled, to pass and repass with or without vehicles (at all times and for the purposes of access to and egress from the Demised Premises) over and along the Access Way.

2. The right of entry upon the Access Way, together with such parts of the Adjoining Land as immediately adjoin the Access Way as are reasonably necessary, for the purpose of repairing, maintaining, renewing or replacing of any other infrastructure from time to time constructed on the Access Way or any part or parts thereof.

3. The right to subjacent and lateral support for the Demised Premises and to shelter and protection from the other parts of the Adjoining Land.

4. The free and uninterrupted passage of running water, steam, soil, air, gas, electricity and telephone and other electronic communications from and to the Demised Premises through the sewers, drains, watercourses, cables, pipes and wires which are now or may at any time during the Term be in under or passing through the Adjoining Land or any part or parts thereof and do serve or are capable of serving the Demised Premises (the ‘Conducting Media’).

5. The right with or without servants workmen and others at all reasonable times upon giving three days notice in writing (or in the case of emergency without notice) to enter into and upon the Adjoining Land for the purpose of:
5.1.1 connecting to, laying, repairing, cleansing, maintaining or renewing any of the Conducting Media; or

5.1.2 repairing and maintaining and carrying out permitted alterations or other building works to the Demised Premises or any part of the Adjoining Land giving subjacent or lateral support shelter or protection to the Demised Premises in either case causing as little disturbance as reasonably possible and making good any damage caused to the reasonable satisfaction of the Landlord.
SCHEDULE 2

(Rights Reserved)

1. The free passage and running of water soil gas and electricity and other services by and through the sewers pipes wires and drains now in under or upon the Demised Premises.

2. All the rights of entry upon the Demised Premises referred to in Clause 4.5.
Huntingdon Town Council and Cromwell Museum Trust

SERVICE LEVEL AGREEMENT

Introduction

This service level agreement (SLA) describes the levels of service that the Cromwell Museum Trust (CMT) (Client/Tenant) will receive from Huntingdon Town Council (HTC) (Supplier/Landlord).

This SLA should be read alongside the Lease issued by HTC to CMT on 31st March 2016, although the SLA covers key areas of the support which will be supplied by the HTC to the CMT.

Purpose

The CMT, being a small registered Charity dependant on public support and grants to successful run and manage the Cromwell Museum, Huntingdon. Items of critical importance to enable the trust to carry out its legal functions to which HTC can support are set out in this SLA, including the levels of support in specific areas.

This SLA forms an important part of the contract between HTC and CMT and aims to enable the two parties to work together effectively.

Scope

Parties

This SLA is between;

<table>
<thead>
<tr>
<th>HUNTINGDON TOWN COUNCIL</th>
<th>CROMWELL MUSEUM TRUST</th>
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<tbody>
<tr>
<td>Town Hall</td>
<td>The Cromwell Museum</td>
</tr>
<tr>
<td>Market Hill</td>
<td>Grammar School Walk</td>
</tr>
<tr>
<td>Huntingdon</td>
<td>Huntingdon</td>
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<tr>
<td>PE29 3PJ</td>
<td>PE29 3LF</td>
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Dates and Reviews

This SLC begins on 1st April 2016 and will run for an initial trial period of three months, to 30th June 2016.

It may be reviewed at any point, by mutual agreement and changes made at any time during the initial three months.

Following the initial trial, by mutual agreement the SLA can be renewed for a further period the period being agreed by mutual agreement.
Services and Support

1 - Security

1.1 - The day to day security of the staff, volunteers, collection and building will be the responsibility of the CMT.

1.2 - HTC will, on a daily basis, before opening hours, unlock the outer door, deactivate the alarm system, and on leaving lock the outer door, to enable the museum staff / volunteers to access the building without having to deactivate the alarm.

1.3 - HTC will, on a daily basis, after the museum is closed, unlock the outer door, reactivate the alarm system, and on leaving lock the outer door, to enable the museum staff / volunteers to leave the building without having to deactivate the alarm.

The current museum opening hours being:

<table>
<thead>
<tr>
<th>Summer (1st April to 31st October)</th>
<th>Winter (1st November to 31st March)</th>
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<tr>
<td>Tuesday to Sunday</td>
<td>Tuesday to Friday and Sunday</td>
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<tr>
<td>10:30 a.m. to 3:30 p.m.</td>
<td>12:30 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:30 a.m. to 3:30 p.m.</td>
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1.4 – The HTC staff member will undertake the unlocking / lock within 1 hour of the opening hours shown in 1.3 above.

1.5 – All other areas of security remain the responsibility of CMT

2 – Payroll Service

2.1 – HTC will via its Finance Manager cover the Pay Roll service on behalf of CMT, for up to three employees FOC. If employee numbers increase to four or more employees this SLA will need to be reviewed and costed with the future payroll service and fees mutually agreed.

2.2 – Employee(s) of CMT will not be employed by or deemed to be employed by HTC. All CMT staff will be employed by CMT, who will be responsible for all employer/employee liabilities.

2.3 – CMT will undertake to supply HTC with all relevant information to undertake the payroll; e.g. Employees name, address, NI number, P45 / Tax Code etc.

2.4 – CMT will undertake to set up and provide relevant pension scheme for its employee(s)

2.5 – HTC will provide to CMT all information with regards to HMRC Tax and NI contributions and Employee / Employer pension contributions.

2.6 – HTC cannot be held responsible for any overpayments / underpayments made to CMT employees when the critical factor is the lack of or delayed information being received from CMT.

2.7 – HTC will run the payroll and invoice CMT for the salary, tax, NI and Pension contributions only, there will not be a fee for running the pay roll.
3 - I/T Support

3.1 – HTC will allow CMT to ‘pig-back’ computer / telephony services off of HTC server via wireless connection at no cost to HTC

3.2 - HTC will include the I/T support from CNS Huntingdon within the existing contract

3.3 – HTC will not be responsible for the provision or maintenance of any telephones or computer system (PC, Screen, keyboard, printer etc.). These are all to be provided by CMT

4 – Internal Maintenance

4.1 – HTC is not responsible for any internal maintenance etc. (see Lease document for full details), however HTC will assist CMT in certain areas.

4.1.1 – HTC will at a mutually agreed time, exchange high level light bulbs, via use of scaffold tower and qualified working at heights staff member

4.1.2 – HTC will undertake monthly emergency light test and fire alarm test, at mutually agreed time

4.2 – Where possible CMT will use the same contractors as HTC for; PAT Testing; Emergency Call Out; Fire Extinguisher tests; etc. for an economy of scale for CMT.

........................................................................................................................................................................

Cllr Tom Sanderson
Chairman Lettings Sub-Committee
Huntingdon Town Council

........................................................................................................................................................................

xxxxxx

on behalf Cromwell Museum Trust
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AGENDA ITEM NO.64

To: Leisure & Community Services Committee

Date: 4th February 2016

Huntingdon Town Crest

(Report by the Town Clerk)

1. BACKGROUND INFORMATION

1.1 In September 2014 the Town Council, under the powers of the Local Democracy, Economic Development & Construction Act 2009 (which effectively amended the provisions of the Local Government Act 1972, came into force on 12th January 2010), Resolved that the Town Council could offer the Freedom of the Town and appoint Honorary Freemen/Women to the Town.

1.2 Part of bestowing Freedoms, is the presentation of the Freedom Scroll, which bears the Town Crest and Town Seal.

1.3 Huntingdon has a Town Seal in its own right, however the Town Crest is that of the former Borough of Huntingdon & Godmanchester, which ceased to be functional under the Huntingdon (Parishes) Order 1982, which legally separated the towns of Huntingdon and Godmanchester, to have Town Councils’ in their own right.

2. DETAILED CONSIDERATION

2.1 College of Arm – initial contact was made with the College of Arms asking if a Town Coat of Arms already existed for Huntingdon, as the Memorial fountain on the west wall of the Town Hall has such an emblem.

The College of Arms, advised that the emblem on the fountain were a badge and not Official Registered Arms, and no other Arms for Huntingdon had been registered, therefore a new Petitioning for Arms would need to be made to the Kings of Arms, the Senior Herald, who grants letters patent.

Initially the application is submitted to the Earl Marshal, who if approves the petition, invites an Officer of Arms to draft Arms. In Huntingdon’s case, the Earl Marshal was not satisfied that Huntingdon and Godmanchester were in fact two separate towns. This resulted in a search for the legal documents of separation, with a copy issued to the Earl Marshal.

2.2 The Earl Marshal, has now issued a Warrant to an Officer of Arms to draft the new Crest. The College of Arm Portcullis has invited thoughts to the colours, symbols and motifs which might be included in the coat of arms.
2.3 To assist Members through the complications of heraldry and links to Huntingdon, Appendix A; attached to this report are the Arms with relevance to the town. Members need to note that they cannot adopt any existing Arms.

2.4 Key points with regards to emblems to note;

**Lion Rampant** (*Courage*) – Originally the Arms of William I, who founded Huntingdon Castle, it also appears on the Arms of Samuel Pepys, Oliver Cromwell and the old Huntingdonshire CC. In addition the USA Huntingdon Family Arms also.

**Hunting Horn** (*High & Noble Pursuits*) – Found on the Arms of old Huntingdonshire CC, Huntingdon & Godmanchester Borough Council, along with Ville de Huntingdon (Quebec, Canada) and Huntington (USA).

**Stag** (*Peace & Harmony. A Person of Policy*) – Not only included within the Town Seal, but also the Arms of Huntingdon & Godmanchester Borough Council and Sir John Major. **Antlers** only – (*Strength and Fortitude*)

**Castle** (*Strength, Vigilance, Home & Safety*) – Is part of old Huntingdonshire CC, Huntingdon & Godmanchester Borough Council, along with Ville de Huntingdon (Quebec, Canada). **Castle Tower** only (*Grandeur of Society, Defence and Fortitude*)

**Huntsman with Bow** – Not only depicts Hunting, as seen in the Town Seal and Arms of Huntingdon & Godmanchester Borough Council, but also the Earl of Huntingdon, who was reputed to be Robin Hood.

**Tree** (*Strength*) - As shown in the Town Seal, also represents the Huntingdon Elm

3. **RECOMMENDATION**

3.1 That Members note the report and agree the basic style and outline of the colours, symbols and motifs to be presented to the College of Arms for initial interpretation

**Contact Officer:**

Philip Peacock  
Town Clerk  
☎ 01480 410383
Huntingdon & Gom anchester Borough Arms

Huntingdonshire Arms

LABORE - OMNIA - FLORENT
Pepys Arms

Oliver Cromwell Arms
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Huntingdon Town Council

Memorial Safety Policy

Huntingdon Town Council
Town Hall
Market Hill
Huntingdon
Cambridgeshire
PE29 3PJ

Date: February 2015
Revision: 0
Memorial Safety Policy

Introduction

This policy has been produced to set out Huntingdon Town Council's (HTC) position with regard to memorial safety, the responsibilities of the Council, its Contractors, Memorial Masons and Deed Holders. The policy provides an overview of the actions that will be taken to minimize risk to users of:

- St Johns Closed Churchyard
- St Marys Closed Churchyard
- All Saints Closed Churchyard
- Hartford Churchyard
- Priory Road Cemetery
- North Street Cemetery
- Primrose Lane Cemetery

Since Georgian time's memorials have been erected at the head of graves as a permanent reminder of those buried within. It is often wrongly assumed that memorials are permanent structures, installed to the highest standards, and will last forever without need for repair.

Unfortunately, this assumption has cost the lives of people nationally in recent years, most of whom have been children, and there have been countless accidents ranging from bruising to severe crush injuries and bone breakages. Local authorities now have to tackle years of neglect and in some cases poor workmanship. The memorials do not belong to the Council; they remain the property and the responsibility of the Deed Holder to the Exclusive Rights of Burial.

Responsibilities required

The following parties have responsibility for memorial safety in Council cemeteries:

Huntingdon Town Council

Huntingdon Town Council has health and safety responsibilities to its employees, contractors and visitors to Cemeteries. HTC has a responsibility to staff (Section 2 Health and Safety at Work Act 1974) and a responsibility to visitors (Section 3 Health and Safety at Work Act 1974). The Management of Health and Safety at Work Regulations 1999 places a legal duty on the council to assess the risks from cemetery structures and work activities and ensure that the risks are controlled.

Monumental Mason

A monumental mason has the responsibility to work in accordance with the Council's conditions and specifications for memorials as described in the Cemeteries' Rules. The Council adheres to BS8415 and the National Association of Memorial Mason Standards (NAMM) for the fixing of memorials. All memorials must be installed to these standards. Memorial masons are legally liable for the work they undertake in accordance with the Consumer Protection Act 1987, Sale of Goods Act 1979 (Amended 1994), The General Product Safety Regulations 2005 and the Directive on Liability for Defective Products (85/374/EEC)

The Monumental Mason will be required to complete a Certificate of Compliance for each memorial.
The Deed Holder

The Deed Holder or successor in title, of a memorial has the ultimate responsibility to maintain it so as not to present a hazard to themselves, members of the public or cemetery staff, and as such are therefore responsible and liable for all expenditure incurred to make their memorial in the event that their memorial is found to be unsafe or dangerous condition. This is not the responsibility of the Council.

Notice of intent

Prior to any memorials being inspected, reasonable steps will be taken by the Council to inform grave owners, War Commission, Deed Holders, Local Incumbents and PCC’s or successors in title, and members of the public, of the intention to inspect memorials and reducing the risk posed by unsafe memorials.

This will involve:

Giving advanced notice of an inspection regime. Placing public notices on the cemetery gates, HTC noticeboards, publicise two successive weeks in local newspaper and in prominent locations elsewhere in the cemetery affected by the assessment regime.

Where practicable, to notify the owner, Deed Holder or successor in title as per Local Authorities Cemeteries Order 1977.

Formal inspection programme

All individuals carrying out memorial safety inspections at the above listed locations must have attended a training course on the subject and obtained certificates of competence which will be held on their personnel file. A memorial is only considered as unsafe if it moves and will continue to move until it falls to the floor, under an initial firm but reasonable force approximating 25kg.

All memorials will be assessed in accordance with the Ministry of Guidance 2009/ Institute of Cemetery and Crematorium Management (ICCM) and a profile of risk will be developed for memorials within the cemetery. The profile will provide a focus for subsequent inspection work as follows:

Low risk

Visual inspection only. If individual memorials within a low risk area are considered a higher risk, then these will be inspected using a visual inspection followed by a hand test. Where a memorial is found to be unstable, is considered an immediate danger and could cause a serious injury, then suitable make safe methods will be considered and implemented.

Medium Risk

Every memorial will receive an initial visual and hand test using experienced/trained staff.

High Risk Areas

Will need a visual and hand test on every memorial using experienced/trained staff. Some memorials may need specialist inspections.
A full inspection will take place on a minimum frequency of once every 5 years. All action must be based on the likelihood of injury and should be proportionate to a medium risk area.

**Memorial Make-safe, Repair or Re-fixing**

Where a memorial is found to be unstable, is considered an immediate danger and could cause a serious injury, then suitable make safe methods will be considered and implemented. Such memorials will have notices placed on them and may be either:

- set in the ground
- cordoned off
- temporarily supported
- re-fixed using jointing compound
- repaired to BS8415 or NAMM Code
- laid down

Decisions of how each memorial is treated will be dependent on the type of memorial and an Individual assessment. The laying down of memorials shall only be undertaken when other methods are not deemed appropriate.

All repairs or re-fixing that requires the work to be carried out by a NAMM registered stonemason, shall be carried out in accordance with BS8415 and/or the NAMM Code of Working Practice.

Where a semi-permanent re-fix is required, using an approved jointing compound, this shall be carried out by Contractors who have been trained to carry out such work.

Any requirement to make-safe, repair or re-fix a memorial shall be notified to the grave owner, where they can be identified. Any temporary supports shall be left in place only whilst attempts are made to contact the owner of the rights of burial in the grave. Memorials which fail the test and are temporarily made safe, will be inspected again one year from the make safe date to ascertain whether they have been repaired by a NAMM registered stonemason instructed by the grave deed owner.

Informal visual inspections will also be carried out by council staff during their normal working days i.e. locally to where graves are being dug and grass cutting operations are taking place; should any memorials fail these random visual tests the employee or contractor will report their findings to the Town Clerk.

**Communication**

Huntingdon Town Council is aware that memorial testing is a sensitive issue for those involved.

Regular communication will be maintained so that the general public, staff and members are aware and understand each stage of the testing process. Communication will take place through:

- Local newspaper.
- The Council's website
- Signage within the cemetery
- Huntingdon Magazine
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AGENDA ITEM NO.66

To: Leisure & Community Services Committee

Date: 4th February 2016

Huntingdon Town Council Events

(Report by the Senior Administrator)

1. BACKGROUND INFORMATION

1.1 Huntingdon Town Council (HTC) runs a number of annual events in the town, with additional events being scheduled as and when required.

1.2 There are a number of events planned for 2016 which fall outside of the Town Council's usual calendar. A number of upcoming HTC events are detailed below.

2. DETAILED CONSIDERATION

2.1 PANCAKE FLIPATHON – TUESDAY 9TH FEBRUARY

The next event in Huntingdon Town Council's calendar is the Pancake Flipathon, taking place on Tuesday 9th February 2016. This is a free annual event for the community to come together and enjoy a morning of fun.

The event entails different groups of the community taking part in flipping pancakes in frying pans around the boundary of the Market Square. The event is not a race and the winner is judged on flipping their pancake rather than their speed.

Confirmation is awaited from Waitrose that they will donate the pancakes and Huntingdon Tesco Extra has donated the crème eggs as prizes for each contestant. Entrants taking first and second place are awarded with a medal.

Teams of entrants are welcomed from all local Schools, Businesses and Organisations. The event always starts with local Mayors competing against one another. This year, Huntingdon, Godmanchester and St Ives are in the line-up.

Three teams of guide dog puppies and their trainers are entering again this year, along with other local charities and organisations such as Leonard Cheshire and the Papworth Trust.

Hartford School has confirmed that a group from each class will be entering and it is hoped that other Schools will be putting their names down too.
Town Councillors, Former Mayors and Officers have been nominated as judges in the past with other Officers and Members of the Grounds Team helping on the morning.

The event has been advertised in the local press and on Huntingdon Town Council’s social media platforms, with posters being displayed in HTC’s eight notice boards. Communication via email and letter has been sent out to all schools and town centre businesses. The local press usually attends the event on the day as one of Huntingdon’s most looked forward to events in the calendar!

2.2 HER MAJESTY THE QUEEN’S BIRTHDAY CARD COMPETITION

The Events Sub Committee has been working on a competition, which went live on Wednesday 13th January 2016. All Schools and youth groups in Huntingdon have been invited to take part in a competition to design a 90th Birthday Card for The Queen, which will be sent to Her Majesty from the Mayor of Huntingdon on behalf of the town.

Each School has been invited to submit up to 50 Birthday card designs, which will be put to a public vote, displayed in Huntingdon’s Town Hall between the 15th and 19th February. The winner of the competition will be notified during w/c 22nd February ahead of the card being produced and sent to The Queen for her Birthday on 21st April.

The prize for the competition has been kindly donated by the Huntingdon branch of Frankie and Benny’s with the winner being able to take their whole class to the restaurant for a free party meal. The winning design will also be featured on the front cover Huntingdon Town Council’s March 2016 newsletter.

Members of the Events Sub Committee and Town Council Officers will be responsible for the running and management of the public voting week in the Town Hall where all designs will be exhibited.

The local press has already featured the competition and will be publicising the public voting period nearer to the time.

2.3 CLEAN FOR THE QUEEN – 4th, 5th and 6th MARCH 2016

Huntingdon Town Council via Huntingdon In Bloom has been coordinating the planning of a three day national litter pick, which Huntingdon will be a part of. The dates of this campaign fall across the 4th 5th and 6th March.

Clean for the Queen is a national campaign as part of Keep Britain Tidy and has been arranged to mark Her Majesty’s 90th Birthday.

Meetings have taken place with groups such as the Huntingdon branch of the WI and Friends of Coneygear Park, local schools namely Thongsley Fields Primary and Hinchingbrooke and businesses such as
Dart Europe Ltd, all of whom are taking part in Huntingdon’s huge litter pick.

Huntingdon Town Council will be working in conjunction with Huntingdonshire District Council, who has kindly offered to dispose of all rubbish collected via designated collection points. HDC has also been in touch with local church groups and the Hartford Conservation Group, who will be litter picking across the town on HDC land. BID Huntingdon has also committed to taking part in the big clean.

Any group, business, school, charity or individual is more than welcome to take part in the litter pick. HTC and HDC will be working on a joint press release to promote the campaign, which will also encourage others to take part. Nearer to the time of the weekend, a push will also be made via social media platforms to encourage as much participation as possible.

2.4 NATIONAL BEACON LIGHTING – THURSDAY 21ST APRIL 2016

To celebrate Her Majesty The Queen’s 90th Birthday, villages, towns and cities across the nation have been invited to light their beacons on the evening of 21st April 2016. The principle beacon will be lit by The Queen followed by all others being lit at exactly the same time. Timings are yet to be confirmed by the Pageantmaster, but it is anticipated that beacons will be lit at approximately 8.00pm.

Huntingdon Town Council has issued formal invitations to Councillors, Former Mayors and Staff of Huntingdon Town Council along with local Civic Dignitaries and community groups.

The beacon lighting is open for all members of the public to attend, with the event being publicised on Huntingdon Town Council’s social media platforms. Once a time has been confirmed for the event, a banner will be created and displayed on the gate at Castle Hills. The local press will also be encouraged to publicise and attend the event.

With the exception of the civic procession from the Town Hall, all attendees will be advised to gather directly at the Castle Hills site. All attendees will then disperse from the site at the conclusion of the lighting. The end of the lighting will be concluded with the singing of the national anthem, which the Wyton and Brampton Military Wives will be leading. It is hoped that the RAF Wyton Voluntary Band will be able to join the event too.

2.5 CHURCH SERVICE AND MEAL – ROYAL SOCIETY OF SAINT GEORGE – FRIDAY 22ND APRIL 2016

In partnership with the Royal Society of Saint George (RSSG), Huntingdon Town Council (HTC) will be holding a joint celebration to mark both St George’s Day and the Queen’s 90th Birthday.
Traditionally, the RSSG and HTC have held a joint Church Service early evening, followed by a meal in the Town Hall. It is anticipated that this will be the case for 2016, with the additional celebration of the Queen's 90th Birthday.

A planning meeting is set to take place between Reverend Andrew Milton and Colonel Derek Bristow OBE DL RTD to make plans for the service and the meal.

It is anticipated that the meal will be structured similarly to previous years with invitations being issued offering either individual tickets or a table ticket. Ticket proceeds cover the cost of catering with any remaining revenue going to the Mayor's Charities.

3. **RECOMMENDATION**

3.1 That Members note the report and try to attend Huntingdon Town Council events where schedules allow.

**Contact Officer:**

Natasha Pierson  
Senior Administrator  
☎ 01480 410384
AGENDA ITEM NO. 67

To: Leisure & Community Services Committee

Date: 4th February 2016

Huntingdon In Bloom

(Report by the Senior Administrator)

1. BACKGROUND INFORMATION

1.1 Huntingdon In Bloom was reformed in 2015 after a three year absence from the regional Anglia In Bloom competition, run in conjunction with the Royal Horticultural Society.

1.2 Huntingdon's 2015 entry to Anglia In Bloom saw the town awarded with overall Silver. Two commendations were also given for the floral display at the Corn Drill site and for the work at Hinchingbrooke Country Park.

1.3 The Huntingdon In Bloom Committee is made up of Town Council Officers, Town Councillors, BID Huntingdon representatives, Huntingdonshire District Council representatives and Huntingdon Tesco Extra Community Champions.

1.4 Since reforming the campaign in 2015, the team has worked with over 40 local businesses, service providers, schools and organisations.

1.5 Work commenced on the 2016 campaign back in August 2015. A portfolio of work will be submitted in June 2016 followed by a visit from two Anglia In Bloom judges during early July 2016. Results are announced in September 2016.

2. DETAILED CONSIDERATION

2.1 Since work on the 2016 campaign begun, a number of meetings, projects and activities have been undertaken. These include:

- Working with the WI, Newtown Centre and the Huntingdon Grafham Water Lions Club to initiate the refurbishment of the patient's courtyard garden. It is anticipated that this will be completed by summer 2016.
- The successful grant application to The Big Lottery for the provision of a waterless toilet at a designated Huntingdon allotment site.
- A community litter pick in Bloomfield Park during October 2015.
- Discussions with Domino's Pizza about sponsorship of two litter bins in Bloomfield Park.
- The running and completion of the Huntingdon In Bloom Logo Competition. Huntingdon In Bloom now has a corporate logo to be used for all future 'In Bloom' campaigns.
• Support given to Hunters Down Care Home for the installation of a sun shade in the residents’ community garden.
• A community bulb planting activity at Hunters Down Care Home.
• The sponsorship and installation of two raised planters at Thongsley Fields Primary School for pupils to grow their own produce.
• Work on the creation of a 3D Lancaster Bomber floral display to mark the centenary of RAF Wyton in 2016 and a 3D Crown to celebrate Her Majesty The Queen’s 90th Birthday.
• The submission of an application to Sainsbury’s for their Save More Waste Less campaign. This was worked on in conjunction with Hinchingbrooke School and Luminus.
• Working with GroundWorks and their Green Aiders project to find both gardens and volunteers in the North Ward of Huntingdon.
• Offering help to senior citizens in Huntingdon with their front gardens. This was offered at the annual Pensioner’s Christmas Lunch. 10 residents requested support, with three gardens being referred onto the Green Aiders project.
• The creation of ceramic poppies at Stukeley Meadows School to mark Remembrance Day.
• A meeting with Aspen Development and Frank Shaw Associates regarding the development between Ermine Street and Brampton Road to discuss how Huntingdon In Bloom could have some input into the green spaces for the development.
• A meeting with the District Leader of the Huntingdon Rainbows to arrange a series of activities for the Rainbows to earn a ‘Huntingdon In Bloom’ badge.
• The creation of a Huntingdon In Bloom Business Network. To date, 25 letters have been issued to town centre businesses, offering the chance of sponsoring a summer hanging basket or tower planter.
• Providing the Huntingdon Tesco Extra Community Champions with an allotment plot to work with local groups and schools, educating the community about where our food comes from.
• Providing Ringshill Carehome with an allotment plot to provide fresh produce for residents, along with free range eggs from their new brood of chickens.
• Setting up a town-wide litter pick in Huntingdon as part of ‘Clean for the Queen’. The litter pick will take place across the 3rd, 4th and 5th March with over 20 local businesses, schools and organisations taking part and tackling different areas in the town.
• The installation of a new notice board on Sapley Road following a request from ‘Working Towards a Vibrant Huntingdon’.
• Working with Cornerstone Pregnancy Advice Centre to help brighten up the Centre at Trinity Place.
• Working with Ringshill Carehome to help rejuvenate their residents’ community garden.
• Working with Hinchingbrooke School to plant 50 donated tree saplings around the school grounds and to rejuvenate the floral display bed at the front of the school.
• Planning for a raised rose garden to be planted at Coneygear Park, marking Her Majesty The Queen’s 90th Birthday on 21st April 2016. It is hoped that the bed will be sponsored by a local group or organisation and act as Huntingdon In Bloom’s 2016 Launch Event.

2.2 The Huntingdon In Bloom Committee will continue to work with local community groups, businesses and schools to help enhance Huntingdon’s local environment.

2.3 Huntingdon In Bloom will submit the 2016 portfolio of work in June ahead of the judges’ visit in July.

3. RECOMMENDATION

3.1 That Members note the report and continue to spread knowledge of the Huntingdon In Bloom campaign across the town.

Contact Officer:

Natasha Pierson
Senior Administrator
☎ 01480 410384
AGENDA ITEM NO: 68

To: Leisure & Community Services Committee

Date: 4th February 2016

NEIGHBOURHOOD PLAN UPDATE

(Report by the Administration Assistant)

1. BACKGROUND INFORMATION

1.1 The Neighbourhood Plan Committee has now met 4 times since being formed in September 2015.

1.2 The Committee is currently working on the final draft of the main Neighbourhood Plan questionnaire.

2 DETAILED CONSIDERATION

2.1 The new Neighbourhood Plan questionnaire is a more in-depth questionnaire that covers a broad range of topics relating to the Neighbourhood Plan. Members of the Committee have discussed different design options for the questionnaire – and were given 2 designs (Appendix 1) to choose from at the last meeting held on 20th January 2016. Members suggested some additional changes to the design and content which have now been sent to the designer.

2.2 The questionnaire is planned to be distributed as a double page in the Huntingdon newsletter, and extra copies will be printed to be distributed from the Town Hall/Medway Centre etc. Collection boxes will also be arranged in various locations around Huntingdon for residents to return their completed questionnaires. In order for the questionnaire to be included in the upcoming issue of Huntingdon, the design will need to be approved by 8th February 2016 to be included in the draft presented to the Newsletter Sub Committee on 10th February 2016.

2.3 The questionnaire will also be promoted on social media once the final design is approved. A copy of the questionnaire is currently on the Town Council website, which can be completed online or printed.

2.4 The Committee has also planned to launch a Neighbourhood Plan logo design competition, open to students from all Huntingdon primary schools, with the winner receiving an art set. Additionally, the winner's school will win a book voucher.

2.4 District Councillor Doug Dew, Executive Member for Planning at Huntingdonshire District Council, attended the last Neighbourhood Plan Committee meeting to provide some guidance on Neighbourhood Planning. Cllr Dew explained that Huntingdonshire District Council has adopted a policy for Neighbourhood Planning, and advised that a guide was available, laying out the different stages of producing a successful Neighbourhood Plan. Cllr Dew also noted the importance of properly publicizing the Neighbourhood Plan project, and ensuring as many members of the local community as possible are involved.
2.5 The Neighbourhood Plan Committee is currently working with Keystone Marketing on an 'as-and-when' basis, and will review this again later on in the community engagement stage of the project.

3. RECOMMENDATION

3.1 That Members note the report.

Contact Officer: Hayley Burns
☎ 01480 410380
Huntingdon Town Council is developing a Neighbourhood Plan for Huntingdon to highlight what will make our town a better place to live and work in. A Neighbourhood Plan gives local people a say in the future of the town.

We need to hear from you. Capturing views from across the local community is essential – so that we can develop a plan that represents everyone.

All we need is a few minutes of your time – by filling in our short questionnaire below. This is just one stage in the process - there will be further opportunities to comment on our Neighbourhood Plan work in the future. We look forward to hearing from you.

I. ABOUT YOU

a) Your name:__________________________

b) Email address (optional):______________

c) Area of Huntingdon you live: (tick your area)

- [ ] NORTH WARD (Daxton
- [ ] EAST WARD (Hartford
- [ ] WEST WARD (Hinchinbrooke/ Stukeley Meadows
- [ ] HUNTINGDON

- [ ] 12-17
- [ ] 18-24
- [ ] 25-34
- [ ] 35-44
- [ ] 45-54
- [ ] 55-64
- [ ] 65-74
- [ ] 75 +

e) How many people live in your household: (circle as appropriate)

- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5+

f) Do you: (tick all that apply)

- [ ] live in Huntingdon
- [ ] work in Huntingdon
- [ ] shop in Huntingdon
- [ ] visit Huntingdon for other reasons

2. Views on Leisure and Community

a) Do you use the following: (please tick all that apply)

- [ ] Shops
- [ ] Sports/ social clubs
- [ ] Pubs and restaurants
- [ ] Leisure Centre
- [ ] Cinema
- [ ] Library
- [ ] Allotments

b) What would you most like to see more of: (tick the 3 you feel most strongly about)

- [ ] Shops
- [ ] Sports clubs
- [ ] Allotments
- [ ] Pubs and restaurants
- [ ] Leisure facilities
- [ ] Other: (please specify)

- [ ] Young people
- [ ] Yes
- [ ] No
- [ ] Unsure

- [ ] Couples
- [ ] Yes
- [ ] No
- [ ] Unsure

- [ ] Families
- [ ] Yes
- [ ] No
- [ ] Unsure

- [ ] Older residents
- [ ] Yes
- [ ] No
- [ ] Unsure

d) In your opinion, how strong is the sense of community where you live in Huntingdon:

- [ ] Excellent
- [ ] Good
- [ ] Satisfactory
- [ ] Poor
3. Views on Business and Retail
a) How would you describe the variety of retail outlets both in and outside the town centre (shops and supermarkets etc)?
   - Excellent
   - Good
   - Satisfactory
   - Poor
b) What would you most like to see more of: (please tick all that apply)
   - Pubs and restaurants
   - Offices
   - Shops
   - Tourism (i.e.; hotels and camp sites)
   - Factories/Manufacturing
   - Other: (please specify)
c) Do you travel outside of Huntingdon for business and retail facilities?
   - Yes
   - No
   If yes, what facilities do you use and where:
   
d) Are there sufficient job opportunities in the town:
   - Yes
   - No
   - Unsure

4. Views on Transport & Infrastructure
a) How do you predominantly travel?
   - By car
   - By bus
   - On foot
   - By cycle
   - By motorcycle
b) What do you think are the three biggest transport issues for Huntingdon: (please tick all that apply)
   - Traffic congestion
   - Number of cycle routes
   - Frequency/route of buses
   - Safe pedestrian routes
   - Town centre parking
   - Residential parking
   - Condition of current infrastructure
   - Other: (please specify)
c) Do you feel that there is sufficient housing in Huntingdon?
   - Yes
   - No
   - Unsure
d) Do you think future housing developments should be located within the current boundaries of Huntingdon or in the surrounding areas?
   - Inside
   - Surrounding areas
   - Unsure

5. Views on Green Spaces
a) Tick if you use the following green spaces/parks: (please tick all that apply)
   - Castle Hill
   - Coneygear Park
   - Hinchingbrooke Park
   - Riverside
   - Sapley Road Park
   - KGV Field (St Peter’s)
   - Bloomfield Park
   - Other: (please specify)
b) How would you rate the current green spaces in Huntingdon?
   - Excellent
   - Good
   - Satisfactory
   - Poor
   How would you like the current green spaces in Huntingdon enhanced?
   
c) What would you like to see more of: (please tick all that apply)
   - Structured play areas
   - Parks
   - Dog walking
   - Sports areas
   - Wildlife
   - Conservation Areas
   - Cycle trials
   - Exercise areas
   - Other: (please specify)

6. TELL US MORE
a) What are the three best things about Huntingdon?
   1.
   2.
   3.
b) Which three things could be better in Huntingdon?
   1.
   2.
   3.

Thank you for completing our questionnaire.
Please return to Huntingdon Town Council by Friday 22nd April 2016 in order for your comments to be taken into account.

Post to: Hayley Burns, Town Hall, Market Hill, Huntingdon, PE29 3PJ
Email to: hayley.burns@huntingdontown.gov.uk

Tick here to be kept up to date with further Neighbourhood Plan activities

www.huntingdontown.gov.uk/Neighbourhood-plan
Huntingdon Town Council is developing a Neighbourhood Plan for Huntingdon to highlight what will make our town a better place to live and work in. A Neighbourhood Plan gives local people a say in the future of the town.

We need to hear from you. Capturing views from across the local community is essential - so that we can develop a plan that represents everyone.

All we need is a few minutes of your time - by filling in our short questionnaire below. This is just one stage in the process - there will be further opportunities to comment on our Neighbourhood Plan work in the future. We look forward to hearing from you.

1. ABOUT YOU
   a) Your name: 
   b) Email address (optional): 
   c) Area of Huntingdon you live: (tick your area)

2. Views on Leisure and Community
   a) Do you use the following: (please tick all that apply)
      - Shops
      - Sports/ social clubs
      - Pubs and restaurants
      - Leisure Centre
      - Cinema
      - Library
      - Allotments
   b) What would you most like to see more of: (tick the 3 you feel most strongly about)
      - Shops
      - Sports clubs
      - Allotments
      - Pubs and restaurants
      - Leisure facilities
      - Other: (please specify)
   c) Do you think Huntingdon has good leisure and community facilities for:
      - Young people
      - Couples
      - Families
      - Older residents
      - Unsure
   d) In your opinion, how strong is the sense of community where you live in Huntingdon:
      - Excellent
      - Good
      - Satisfactory
      - Poor


d) Your age: 
   - 12-17
   - 18-24
   - 25-34
   - 35-44
   - 45-54
   - 55-64
   - 65-74
   - 75+

e) How many people live in your household: (circle as appropriate)
   - 1
   - 2
   - 3
   - 4
   - 5+

f) Do you: (tick all that apply)
   - live in Huntingdon
   - work in Huntingdon
   - shop in Huntingdon
   - visit Huntingdon for other reasons
3. Views on Business and Retail
   a) How would you describe the variety of retail outlets both in and outside the town centre (shops and supermarkets etc)?
      Excellent  Good  Satisfactory  Poor
   b) What would you most like to see more of:
      (please tick all that apply)
      Pubs and restaurants  Offices  Shops
      Tourism (i.e.; hotels and historical attractions)
      Factories/Manufacturing
      Other: (please specify)
   c) Do you travel outside of Huntingdon for business and retail facilities?
      Yes  No
      If yes, what facilities do you use and where:
   d) Are there sufficient job opportunities in the town?
      Yes  No  Unsure

4. Views on Transport & Infrastructure
   a) How do you predominantly travel?
      By car  By bus  On foot
      By cycle  By motorcycle
   b) What do you think are the three biggest transport issues for Huntingdon:
      Traffic congestion  Number of cycle routes
      Frequency/route of buses
      Safe pedestrian routes  Town centre parking
      Residential parking
      Condition of current infrastructure
      Other: (please specify)
   c) Do you feel that there is sufficient housing in Huntingdon?
      Yes  No  Unsure
   d) Do you think future housing developments should be located within the current boundaries of Huntingdon or in the surrounding areas?
      Inside  Surrounding areas  Unsure

5. Views on Green Spaces
   a) Tick if you use the following green spaces/parks:
      (please tick all that apply)
      Castle Hill  Coneygear Park
      Hinchingbrooke Park  Riverside
      Sapley Road Park  KGV Field (St Peter’s)
      Bloomfield Park  Other: (please specify)
   b) How would you rate the current green spaces in Huntingdon?
      Excellent  Good  Satisfactory  Poor
      How would you like the current green spaces in Huntingdon enhanced?
   c) What would you like to see more of:
      (please tick all that apply)
      Structured play areas  Parks
      Dog walking  Sports areas  Wildlife
      Conservation Areas  Cycle trials
      Exercise areas  Other: (please specify)

6. TELL US MORE
   a) What are the three best things about Huntingdon?
      1.
      2.
      3.
   b) Which three things could be better in Huntingdon?
      1.
      2.
      3.

Thank you for completing our questionnaire. Please return to Huntingdon Town Council by Wednesday 1st June 2016 in order for your comments to be taken into account.

Post to: Hayley Burns, Town Hall, Market Hill, Huntingdon, PE29 3PJ
Email to: hayley.burns@huntingdonthtown.gov.uk

Tick here to be kept up to date with further Neighbourhood Plan activities. Your personal details will not be passed on to any third parties, and will only be used to contact you with Neighbourhood Plan updates if this box is ticked.

www.huntingdonthtown.gov.uk/neighbourhood-plan
AGENDA ITEM NO. 69

To: Leisure & Community Services Committee

Date: 4th February 2016

Play Area Provision

(Report by the Property Manager/ Deputy Town Clerk)

1. BACKGROUND INFORMATION

1.1 A Play Area Sub Committee meeting took place with Huntingdon Town Council (HTC) Committee Members on 20th August 2015 where the members reviewed the spreadsheet from Huntingdon District Council (HDC) of Section 106 money allocations and discussed preliminary options on where this could be used across the town, namely North Ward - Kent/Surrey Road, West Ward - Stukeley Meadows and East Ward - field by Olympic Gym.

1.2 It was agreed that HTC Officers would raise these locations with HDC at the Play Area Strategy meeting on 24th August.

1.3 A Play Area Strategy meeting took place with HTC Officers, HDC Officers and Cllr Sanderson on 24th August 2015.

Play Area provision in terms of “needs analysis” by Ward had been undertaken by HDC. The analysis and availability of section 106 funding was discussed. The “needs analysis” highlighted deficiencies in mainly ball play provision and some play equipment provision across the town.

1.4 It was agreed that on-site meetings would take place to review the site locations identified following the HTC Play Area subcommittee meeting and HTC/HDC meeting of 24th August.

2. DETAILED CONSIDERATION

2.1 Site meetings took place on 22nd October and reviewed the following locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devoke Close and Stukeley Meadows</td>
<td>Devoke Close Play Area subject to flooding. Stukeley Meadows identified as more suitable location for some type of ball provision.</td>
</tr>
<tr>
<td>Riverside or field by Olympic Gym</td>
<td>Field by Olympic Gym identified as more suitable location for some type of ball provision.</td>
</tr>
<tr>
<td>KGV Sapley Road</td>
<td>Identified as suitable location for some type of ball provision</td>
</tr>
</tbody>
</table>
Kent/Surrey Road or Sallowbush Road | HDC preference is to develop the Sallowbush Road existing MUGA site with some additional play equipment provision

2.2 Following the site visit, HTC has been requested to present play provision schemes with associated costings, which will be reviewed by HDC as part of the needs analysis. The schemes put forward by HTC will need to be in line with the Play Area "needs analysis" to be supported by HDC.

2.3 A Play Area Sub Committee meeting took place on 21st January 2016 which reviewed preliminary visual schemes and preliminary costs from three suppliers namely Wicksteed Leisure, Fenland Leisure and Sutcliffe Play.
The Ball Provision/ Play Equipment schemes were based on:

- 2 x Ball End Units on Field by Olympic Gym
- 2 x Ball End Units on KGV Sapley Road
- Multi Use Games Area (MUGA) at Stukeley Meadows, adjacent to school
- Play Area Equipment- Sallowbush Road adjacent to existing MUGA or Kent/ Surrey Road. Exact Location to be confirmed subject to detailed development of Proposal and liaison with HDC.

The Sutcliffe Play Proposals were the most financially competitive from those received.
The Sub Committee preferred Supplier was Sutcliffe Play.

2.4 The presented Schemes will require Planning Consent and Preliminary Consultation with the Planning Authority is required as part of the detailed development in addition to satisfying the requirements of HDC Play Area Analysis.

3. RECOMMENDATION

3.1 That Members approve the detailed development of the Scheme Proposals with the selected Supplier, Planning Authority and Huntingdonshire District Council to enable a finalised scheme to be presented to Members.

Contact Officer:

David Jameson,
Property Manager/ Deputy Town Clerk
☎ 01480 410386
AGENDA ITEM NO.71 (iv)

To: Leisure & Community Services Committee

Date: 4\textsuperscript{th} February 2016

Huntingdon Town Signs

(Report by the Senior Administrator)

1. **BACKGROUND INFORMATION**

1.1 Huntingdon has four town boundary signs located on Hartford Road, on the Ring Road opposite the Old Bridge Hotel, on Houghton Road and on Stukeley Road.

1.2 These signs were cast in 2005 by Malcolm Lane & Son Ltd and since their installation; little to no maintenance has been undertaken on any of the signs.

1.3 At a meeting of the Finance Committee on 17\textsuperscript{th} October 2013, Members resolved to approve expenditure totalling £5625 to refurbish Huntingdon's town signage, to purchase matching planters and to delegate approval of the final design for the signage to the Leisure Development Working Party.

1.4 The reason for initiating discussions to amend the town signs came as a result of Huntingdon and Godmanchester twinning with Gubbio in Italy, which to date isn't detailed on the town signs.

1.5 With Huntingdon looking into the creation of a new crest for the town, the refurbishment was deferred until all elements and additions for the new town signs were ready.
2. DETAILED CONSIDERATION

2.1 The proposal for the new signage and matching planters came from Malcolm Lane & Son Ltd (MLS) where the recommendation had been that the signs should be removed and stripped back to bare metal so that the additional text of ‘Gubbio’ could be added. This detail would then be sealed, etch primed and re-painted in the original colours as requested. Finally an additional ‘graffiti’ coating would be applied. The proposal also recommended that the sign columns could be refurbished/repainted on site to match the new signs. Finally, Members had approved the purchase of matching planters to match and fit the existing signage. Members had agreed that the funding for this (£5625) should come from the repairs and renewals fund.

2.2 An example of the proposed new sign/planter design from MLS can be seen below:

![Example of proposed new sign/planter design](image)

2.3 In light of Huntingdon now at the stage of creating its new crest, Members are asked to reconsider the refurbishment of the signs as detailed in 2.1 but consider whether melting the existing signs and completely re-casting them would look more effective.

2.4 At a meeting of the Leisure Development Working Party on the 27th August 2014, the following design and phrasing was recommended to the Leisure and Community Services Committee, which was unanimously approved on 16th September 2014:

Design:

- A similar shape to that seen in item 2.2 where the new Huntingdon crest would be contained in a heightened half-moon crescent in the centre at the top of the sign.
• The removal of the Town Charter seal from the sign.

• The removal of all references to Huntingdon In Bloom, which could then be housed on a separate banner below the main sign (similar to that in item 2.2)

Phrasing:

Welcome to
HUNTINGDON
Birthplace of Oliver Cromwell
Chartered A.D. 1205

Twinned with

Salon de Provence  Wertheim am Main
Szentendre  Gubbio

2.5 In light of the Leisure Development Working Party recommending such vast change to the original signs, the most feasible way to do this would be to have the signs melted and re-cast to suit the new design requirements.

2.6 Huntingdon is set to host the Gubbio Flag Throwers in September 2016 which makes the refurbishment of the town signs a timely consideration.

3. RECOMMENDATION

3.1 That Members consider the refurbishment of the town signs and pursue costings from Malcolm Lane & Son for the melting and recasting of the signs.

Contact Officer:

Natasha Pierson
Senior Administrator
☎ 01480 410384
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AGENDA ITEM 73 (i)

TO: The Leisure & Community Services Committee

Date: 4 February 2016

MEDWAY COMMUNITY CENTRE & CONEYGEAR PARK

(Report by Shilpa Desai-Sakaldip, Centre Manager)

1. BACKGROUND INFORMATION

1.1 The Medway Centre continues to provide value for money accommodating individuals, groups and associations from the community, greater Huntingdon and surrounding areas.

2. DETAILED CONSIDERATION

2.1 The Committee is presented with a bookings report (Appendix A) which details the current availability of the centre as of February 2016. It should be noted that the greyed out areas prove very useful in securing social bookings or one-off hires.

2.2 Also attached (Appendix B) is a list of hirers that hire the Medway Centre on a regular basis. This has been produced to demonstrate the variety of groups that regularly hire the Medway Centre.

2.3 There have been no further incidents of anti social behaviour since the last reported one on 10 October 2015.

2.4 The Medway Centre held a Christmas Gala on 6 December 2015. The decision was made to hold the event indoors rather than at Coneygear Park, due to the likely risk of bad weather. The event, in partnership with the Snack Shack and the Medway Christian Fellowship, proved to be very popular with a lot of positive feedback received.

2.5 The Medway User Group had a recent meeting in January 2016 with the majority of committee members attending. The group decided against holding a Valentines Ball and will instead focus on organising a Quiz Night in April/May 2016.

3. CONEYGEAR PARK

3.1 No further incidents of anti-social behaviour have been reported since November 2015.

3.2 The Snack Shack is in the process of arranging seven separate events at Coneygear Park from 31 March 2016 to 25 August 2016. The Easter event on 31 March 2016 will be supported by the Medway Centre.
3.3 The Friends of Coneygear Park Committee met again on 25 January 2016. The group would like to organise a litter campaign for the park and have asked the Medway Centre Manager to start promoting this. The group have also agreed to partake in the 'Clean for the Queen' campaign and as such, will carry out a litter pick on Thursday 3 March 2016 at Coneygear Park. Thongsley Fields Primary and Nursery School have been approached by the Senior Administrator, to see if they would like to be involved in the litter pick at Coneygear Park also.

4. RECOMMENDATION

That Members note the contents of the report.

Contact Officer: Shilpa Desai-Sakaldip, Centre Manager
📞 01480 388677
## Appendix A - Medway Centre Current Availability as of February 2016

<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Hall</th>
<th>Coffee Bar</th>
<th>Lounge</th>
<th>Meeting Room</th>
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<tbody>
<tr>
<td>Morning</td>
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<td></td>
</tr>
</tbody>
</table>

* B denotes booked (with no space for other bookings in that area)

* SB denotes a small booking (scope to take another booking in that area)
### Appendix B – List of hirers that hire the Medway Centre regularly

<table>
<thead>
<tr>
<th>Hirer/Group</th>
<th>Room Hired</th>
<th>Quantity of Bookings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medway Christian Fellowship</td>
<td>Club Room</td>
<td>Sole usage - all year</td>
</tr>
<tr>
<td>Celestina’s Kids Club</td>
<td>Lounge &amp; Meeting Room</td>
<td>20 hours per week for Lounge Room and 5 hours per week for Meeting Room - term time</td>
</tr>
<tr>
<td>Oxmoor Friendship Group - Mondays</td>
<td>Hall &amp; Coffee Bar</td>
<td>4 hours every week</td>
</tr>
<tr>
<td>U3A - Mondays</td>
<td>Lounge</td>
<td>2 hours every week</td>
</tr>
<tr>
<td>Banana Drama - Mondays</td>
<td>Lounge</td>
<td>2 hours every week during term time</td>
</tr>
<tr>
<td>Labour Party - Mondays</td>
<td>Lounge</td>
<td>2 hours every month</td>
</tr>
<tr>
<td>Boxing - Mondays</td>
<td>Hall</td>
<td>2 hours every week</td>
</tr>
<tr>
<td>Alan Doyle - Mondays (Ballroom Dancing)</td>
<td>Hall</td>
<td>1.5 hours every week</td>
</tr>
<tr>
<td>Speakability - Tuesdays</td>
<td>Hall</td>
<td>2.5 hours every month</td>
</tr>
<tr>
<td>Michelle Gauci - Tuesdays (Dance classes)</td>
<td>Hall</td>
<td>3.25 hours every week during term time</td>
</tr>
<tr>
<td>Debs Zumba - Tuesdays</td>
<td>Hall</td>
<td>1 hour every week</td>
</tr>
<tr>
<td>JuJiSu - Tuesdays</td>
<td>Lounge</td>
<td>2 hours every week</td>
</tr>
<tr>
<td>Oxmoor Friendship Group - Wednesdays</td>
<td>Hall &amp; Coffee Bar</td>
<td>4.5 hours every week (except last Wednesday of every month)</td>
</tr>
<tr>
<td>Hartford Darby &amp; Joan</td>
<td>Hall &amp; Coffee Bar</td>
<td>2.5 hours every month</td>
</tr>
<tr>
<td>Debs Zumba - Wednesdays</td>
<td>Hall</td>
<td>1 hour every week</td>
</tr>
<tr>
<td>Bootscooterz - Wednesdays</td>
<td>Hall &amp; Coffee Bar</td>
<td>1.5 hours every week</td>
</tr>
<tr>
<td>Amazing Grace - Wednesdays</td>
<td>Lounge</td>
<td>2.5 hours every week</td>
</tr>
<tr>
<td>Slimming World - Thursdays</td>
<td>Hall &amp; Coffee Bar</td>
<td>3 hours every week</td>
</tr>
<tr>
<td>Debs Zumba - Thursdays</td>
<td>Hall</td>
<td>2 hours every week</td>
</tr>
<tr>
<td>U3A - Thursdays</td>
<td>Hall &amp; Coffee Bar</td>
<td>2 hours, twice a month</td>
</tr>
<tr>
<td>Medway Christian Fellowship - Thursdays</td>
<td>Coffee Bar &amp; Kitchen</td>
<td>2.5 hours every week during term time</td>
</tr>
<tr>
<td>Kanazawa Judo - Thursdays</td>
<td>Hall</td>
<td>3 hours every week during term time</td>
</tr>
<tr>
<td>Medway Christian Fellowship - Fridays</td>
<td>Lounge</td>
<td>3 hours every week during term time</td>
</tr>
<tr>
<td>Slimming World - Fridays</td>
<td>Lounge &amp; Coffee Bar</td>
<td>2.5 hours every month</td>
</tr>
<tr>
<td>Amazing Grace - Fridays</td>
<td>Hall &amp; Coffee Bar</td>
<td>5 hours every month</td>
</tr>
<tr>
<td>Rugbytots - Saturdays</td>
<td>Hall</td>
<td>2 hours every week</td>
</tr>
<tr>
<td>WeightWatchers - Saturdays</td>
<td>Lounge</td>
<td>2 hours every week</td>
</tr>
<tr>
<td>Bootscooterz - Saturdays</td>
<td>Hall &amp; Coffee Bar</td>
<td>4 hours, 5 times a year</td>
</tr>
<tr>
<td>Oxmoor Friendship Group - Saturdays</td>
<td>Hall &amp; Coffee Bar</td>
<td>3 hours every month</td>
</tr>
<tr>
<td>Medway Christian Fellowship - Sundays</td>
<td>Hall, Coffee Bar &amp; Lounge</td>
<td>3.5 hour every week</td>
</tr>
<tr>
<td>Huntingdon Community Group</td>
<td>Hall &amp; Coffee Bar</td>
<td>5 hours every week</td>
</tr>
<tr>
<td>Debs Zumba - Sundays</td>
<td>Hall</td>
<td>1.5 hours every month</td>
</tr>
</tbody>
</table>