

CHATTERIS TOWN COUNCIL

Minutes Dated 7th March 2023

2407

1 of 14

Minutes of a meeting of Chatteris Town Council held on Tuesday 7th March 2023 at the Council Chambers, 14 Church Lane, Chatteris.

Present: Councillors L Ashley (Mayor), A Hay (Deputy Mayor), J Carney, A Gowler, W Haggata and P Murphy.

211) To Accept Apologies for Absence

Apologies for absence had been received from Cllrs I Benney, A Charrier, F Newell, J Smith and I Taylor.

212) Declarations of Interest and Dispensations to Speak and Vote on Declarable Pecuniary Interest Items

Cllr Murphy declared an interest in all planning matters as a member of FDC's planning committee.

213) Open Forum

There were two members of the public present observing the meeting but neither wished to speak.

214) Minutes of the Previous Meeting

The minutes of the meeting held on Tuesday 7th February 2023 were agreed and signed by the Mayor as a correct record.

215) Matters Arising from the Minutes

Min 200) Freedom of Information request: The Council received the following answers to the Freedom of Information request made to Fenland District Council:

- 1) *What is the set-up of the Fenland Futures Investment Board?* There is some confusion here, Fenland Future Ltd is a Fenland District Council wholly owned Company and is fully registered with Companies House. The board of directors are Fenland District Council officers who act independently from the Council to carry out their statutory duties. The Investment Board is a sub-committee of Cabinet and is composed entirely of Cabinet members supported in an advisory capacity by the Head of Paid Service, the Monitoring Officer and the Section 151 officer. The Chair of the Overview and Scrutiny Panel attends in an observational capacity only. The Investment Board set the strategic direction for the Company and all operational matters are carried out by the Directors of Fenland Future Ltd.

- 2) *Who are the directors and councillors on the Board?* The directors of Fenland Future Ltd are Dan Horn and Mark Saunders with Anna Goodall fulfilling the role of Company Secretary. An elected member selected by the Leader of the Council can attend all Fenland Future Ltd board meetings in an observational capacity only. There is currently a vacancy on the board of Fenland Future Ltd which we are looking to fill soon. There are no councillors on the Board of Fenland Future Ltd.
- 3) *If the land at The Elms is sold on or developed who will gain?* The land at Elms is being sold to Fenland Future Ltd at open market value as determined by a firm of independent surveyors/valuers adhering to the RICS red book valuation standards. This was fully detailed in the report presented to Cabinet on 12 December 2022. The plan is for Fenland Future Ltd to develop the site in line with any standard commercial development. As Fenland Future Ltd is a wholly owned company it will ultimately be the Council that benefits.
- 4) *With the absence of Section 106 payments how will Chatteris benefit from this?* This is no different to any other site being commercially developed in the area and district overall. Whilst recognising that there is a viability issue common to the district this scheme will be treated as all other schemes in the district, and this will be driven by the planning process.
- 5) *What percentage of any profits that are gained from the sale of land within Chatteris will go to Chatteris?* This is not how the Council sets its budget and percentage allocations are never made. The Council sets a budget every year and sets out its priorities in its Business Plan. As you are aware some services go across the whole district and some specific pockets of funding are bid for when available. These can be specific to villages, towns, areas or general projects or themes.
- 6) *Does the Investment Board have a protocol on how profits will be distributed?* No. Each project is assessed on its merits, viability and a business case is presented for each project. Fenland Future Ltd is set up to provide revenue returns to its only shareholder, Fenland District Council.
- 7) *What other assets within Fenland does FDC plan to sell to Fenland Futures?* The site at the Nene Waterfront in Wisbech has also been transferred to Fenland Future Ltd. At present there are no plans to transfer other assets, but this is kept constantly under review.
- 8) *How will FDC distribute the money it has received from Cambridgeshire Horizons and how will Chatteris benefit from it?* The Horizons money came with strict requirements on how it should be spent and is not specific to areas. Primarily it is about economic growth and sustainable development.

The Mayor said she was concerned about the statement that the land at The Elms, which was sold for £200,000, was sold at market value as a single building plot in Church Walk had been up for sale at £150,000.

She also queried the statement that the Cambridgeshire Horizons money was primarily about economic development and sustainable growth as East Cambs District Council had pledged a significant amount of their Horizons money to a new village hall at Stretham.

Cllr Haggata asked if Chatteris was due any of the funding set aside for economic development and sustainable growth and he asked for details of the amount in the fund and if the money was already being distributed in the Fenland area. He was also upset that the land at The Elms, which had been allocated for development in the local plan, was sold for just £200,000. Members also queried the continued absence of Section 106 payments and the Mayor pointed out these sums were paid out in East Cambs, Huntingdonshire and South Cambs. The Mayor also pointed out houses on the Womb Farm development were selling for between £223,000 and £350,000 so were not going cheap,

Cllr Haggata said it was a false argument to claim that it was not viable to make Section 106 payments from developments as house prices might be a little higher in other areas but land prices were cheaper in the Fens so the ratio of profit would be the same.

Cllr Hay argued that Fenland District Councillors did go through viability reports (as they were required to) but developers had to be allowed to make a certain percentage profit. She did admit there was frustration when Section 106 payments were not forthcoming.

The Mayor pointed out in the past all developers had to make Section 106 payments but that just stopped. House prices in Chatteris were almost on a par with villages in East Cambs and Hunts where Section 106 payments were always collected.

Min 202) Walking Map: The final draft of the new walking and cycling map for Chatteris was tabled and members were asked to pass any comments to the FDC officer responsible for the map by the end of the week.

Cllr Haggata thought it was an excellent production and was keen to see it published and distributed. Members were impressed by how quickly the project had been turned round.

Cllr Haggata said the map was as a result of TAG meetings which he had attended representing the Town Council. He urged the new council to ensure it appointed a representative to attend the TAG meetings to ensure Chatteris did not miss out.

216) Police Matters

Members had received the following report based on information received from the police in the past month:

‘Local Police

The Mayor has received a letter of introduction from the new Neighbourhood Policing Sergeant for Chatteris and March who has taken over from Sgt Joe Punton. Acting Police Sergeant Chris Arnold said he planned to continue with the monthly meetings with Chairmen

and Mayors and apologised about the delay in responding to emails in the SF Mailbox following an access issue. He also supplied the Mayor with a contact number.

The Mayor has sent two messages to the SF Mailbox, one concerning repeated shoplifting offences at Nisa and the other about anti-social behaviour targeting Southampton Place residents.

The Clerk has received an email from a resident saying he had seen a report that the police station would be re-opening 2 days a week and asking if there were any plans to reopen the station permanently due to the rise in anti-social behaviour. The Clerk has explained that the Council was not privy to the plans of the police. The idea of re-opening the enquiry office was muted when a planning application was made to extend the police firearms museum and although the plan was passed the work had yet to begin. She did promise to pass on to Councillors the resident's concerns about the lack of police challenge to anti-social behaviour.

Neighbourhood Alert

10/2/23: Following a surge of calls to 101 and 999, a request for the public to consider other ways to report crime such as online reports through the force's website and live web chats.

13/2/23: A warning for the public to be aware and vigilant after victims in Cambridgeshire lost nearly £1m to romance scams in 2022.

14/2/23: Notification that the priorities for the neighbourhood policing team were: i) drug use and dealing across Chatteris, March and Whittlesey; ii) illegal parking in Whittlesey; iii) speeding in rural parishes.

14, 20 & 28/2/23: Court updates.

14/2/23: Notification that Inspector Andy Morris was on BBC Radio Cambridgeshire's breakfast show and answered questions about speeding in Chatteris.

24/2/23: Request to look out for a stolen vehicle which could be used in further crimes.

27/2/23: Notification of three arrests for drink driving over one weekend in Fenland.

1/3/23: Free workshop to stop suicide talk by giving information on warning signs and asking directly about suicide.

6/3/23: Big recruitment drive by Neighbourhood Watch called Better Place to Live.'

The Mayor said Mayors and Chairmen would be meeting Sgt Arnold on the 29th March. She had also asked if he and Pc Harry would be willing to attend a Town Council meeting and suggested they should be invited to the June meeting. Cllr Murphy was keen to see the police attend meetings on a permanent basis.

217) FDC, Street Scene and CCTV Updates

Members had a copy of the latest reports which were noted (**copy attached**).

It was reported the roundabout area at Tesco's had been cleaned but the Mayor reported problems with dogs faeces on many of the town's pavements. Cllr Murphy advised her to report the problems to the street cleaners who would arrange for areas to be cleaned promptly. He said the normal contact number for FDC could be used.

On the CCTV update, Cllr Gowler asked why there were considerably less patrols in February.

Cllr Murphy said the In Bloom planters on the railings at Jubilee Gardens had been taken down after the railings had been damaged when traffic was sent through the town as a result of the accident on the bypass. However he had been unable to establish who had taken down the planters. It was agreed In Bloom should be informed that they could put back the planters. Cllr Hay said she would chase up repairs to the bent railings.

218) Financial Officer's Report

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 28th February 2023 showing expenditure of £761,518.88 and income of £340,169.65 (includes a full year's precept income) compared with budgets, along with a bank reconciliation statement and a summary statement of reserves and funds balances.

Members were advised that the Financial Officer had received the 2023/24 quotation for the garden maintenance and Little Acre maintenance services. The cost for both had remained the same as last year therefore Members were advised that the quotations be noted.

It was **RESOLVED** that the report be noted and approved.

219) Financial Review

[1] Members were advised that the purpose of the report was to review the Council's financial activities, as required to be undertaken annually under the Financial Regulations Clause 1.5, prior to approving the Annual Governance Statement and in preparation for the 2022/23 audit.

[2] Financial Regulations

The Financial Regulations were reviewed and approved by resolution at the February 2019 meeting and revised regulations were published. (Min 221). The Town Council adopted Capalc/Nalc's Model Financial Regulations – (The England updated version May 2016). Since then, Capalc/Nalc had revised and published a 2019 Model with minor changes and are now in the process of revising that model.

The Financial Officer advised Members that she would be updating the Town Council's Financial Regulations as soon as Capalc/Nalc released the updated model for Town & Parish Councils to adopt.

[3] Risk Management

The Council approved a Risk Management Policy in August 2002 and revised wording was approved in February 2014 (Appendix A).

[4] Insurances

The Financial Officer advised Members that the current long-term agreement policy of 3 years was due for renewal as at the 31st March 2023.

Members were reminded that they approved a new 3-year long term policy with Zurich Municipal at the February 2023 Council meeting. (min. 198).

The new insurance policy would commence on the 1st April 2023 and would cost £1,988.60 per annum, this cost was based on the discounted 3-year long-term agreement.

The insurance policy would be automatically renewed on the 1st April 2024 & 2025 and would remain active until 01st April 2026 whereby the long-term agreement would expire.

[5] Protection of Assets

A copy of the Council's Register of Assets was attached (Appendix B).

Members were reminded that the value of assets were not contained in the balance sheet they were just listed as a memorandum item in the supporting information, it was discussed and previously agreed with the internal auditor that it was not necessary to pay a District Valuer for a re-valuation of any assets unless the Council intended to sell the assets.

Since then, the insurance company had advised that they would require a professional valuation on both properties once the refurbishment works had been completed.

The notional value of the street furniture, office equipment, fixtures, fittings, and contents were updated annually for insurance purposes and this would suffice.

[6] Internal Controls

Members were advised that the new Financial Regulations 2019, approved under resolution by Members at the February Council meeting (Min 221), included everything that was appended in the Internal Controls (Appendix C). It was therefore no longer necessary for it to be included as a separate appendix in the Financial Regulations. The Internal Controls were reviewed every year under the financial review.

Appendix C had been revised due to the renewed approval of the use of Bacs, Chaps, variable direct debits & standing orders for process of payments. Under the Financial Regulations this approval should be renewed by resolution of the council at least every two years. This renewal was approved at the 5th April 2022 council meeting (min 251).

This renewed approval was not due until April 2024, however it would be included in the updated version of the Financial Regulations, once Nalc/Capalc released the new model template. In the meantime, Members were advised that any payments made by Bacs, Chaps, variable direct debits & standing orders were approved by resolution at the full Council meetings on the monthly schedule of payments.

[7] Internal Audit

Under current regulations, an annual review of effectiveness of internal audit was no longer required. It was, however, still necessary to re-appoint an Internal Auditor

annually. The current Auditor, Mark Saunders, had confirmed he was willing to carry out the internal audit for 2022/23.

[8] Investments

The Council's Register of Investments, including yields, was attached at Appendix D. At the full council meeting held on 7th June 2022 (Min 32) Members of the Council considered and **approved** reinvestment of £85,000 with Nationwide Building Society at 0.80% fixed for 1 year.

[9] Risk Assessment

Risk assessments were carried out by the Clerk on a needs basis for all events organised by the Town Council.

[10] It was RESOLVED that: -

- [i]** the Council's Risk Management Policy (Appendix A) be approved;
- [ii]** the Register of Assets (Appendix B) be approved;
- [iii]** the Internal Controls (Appendix C) be noted & approved;
- [iv]** Mark Saunders be offered re-engagement as Internal Auditor for the 2022/23 audit;
- [v]** the updated Register of Investments (Appendix D) be approved.

220) Payment of Accounts

It was **RESOLVED** that the payment of the following accounts be noted and approved: -

I Mason	Reim sundries for FLAPP	31.48
Barclays	Bank Charges	11.50
British Gas	Elec Bill	112.78
Clerk	Reim Zoom, Mileage, spectacles' lenses	92.39
J T Chambers	Valuation 5 works to 2 Park Street	35,910.00
Youths of Fenland	Wellbeing drop in Café Sept22-Mar 23	2,085.05
Youths of Fenland	Junior Youth Club Jan23-Mar23	1,601.60
British Gas Services Commercial	New gas meter at 2 Park Street	178.32
Zen Internet	Mar-Apr Website	13.79
British Gas	Gas Bill	157.75
Onecom	February phone bill	76.30
Payroll	March Payroll	6,394.89

RFO	Reim Well Medical Defib consumables re Mayors Charity	2414 8 of 14 607.14
Noticeboard Company	Allotments noticeboard	840.57
Fact	Renewal of membership	15.00
Cash	Petty cash	32.51
Total		48,161.07

Members were advised that the payment to the Noticeboard Company for £840.57 would be partly refunded by the Allotments association once they received their grant from Metalcraft Community Fund. The Town Council granted £250, from its Voluntary Organisations budget, towards the cost of the noticeboard, and the remaining cost would be met by the Allotments Association.

221) To Consider Grants for STEM and Read to Succeed Schemes

1) STEM (Science, Technology, Engineering and Mathematics) Learning Experiences

Members were reminded that they asked for more information about the STEM project at the last council meeting. The Clerk had sought the information about the charity and the services it would provide. Cambridgeshire Science Centre said they were proposing to bring an inspirational programme of touring educational pop-up science centres to families and schools in the Fenland Towns, focusing on Chatteris from Saturday 24th June to Saturday 19th August. The Charity had asked if the Town Council could provide any funding towards this project for the Chatteris Community.

The Financial Officer proposed that a grant of £1,000 should be considered towards a project that offered support for residents of all ages, giving each of them the chance to enjoy and participate in stimulating and educational learning experiences. Members were advised that it was a free to enter, fun, hands on workshop that brought children, families, and teachers together in a safe and comfortable environment creating opportunities for families to learn together. Members were advised that there was an underspend in the Senior Youth Club's Wellbeing Café budget of £1,828.71 and this could provide a grant for the project.

2) Read to Succeed Campaign

Members were advised that MP Mr Steve Barclay's Read to Succeed literacy campaign would be going ahead in Chatteris and would feed in to the Summer Reading Challenge. The Town Council had been approached to support the campaign, as previous years, by funding a grant towards the purchase of the books. There were currently 113 Year 4 pupils in Chatteris (57 at Glebelands and 56 at Kingsfield) eligible for the scheme.

The cost of the books varied as the organisers were trying to get a mixture of different levels so each child received a book appropriate to their reading level. Books specifically designed for dyslexic children were included.

The average cost of the books was about £5 each. The total cost for Chatteris Read to Succeed would be about £565. The Financial Officer proposed that Members should consider

a grant of £500 towards the purchase of the books for the Read to Succeed Campaign. Members were advised that a grant for the project could be sourced from the £1,248.40 underspend in the Junior Youth Club budget.

It was **RESOLVED** that: -

Members approved a grant of £1,000 towards the STEM project to be taken from the underspend in the Senior Youths Wellbeing Café budget and, a grant of £500 towards the Read to Succeed literacy campaign to be taken from the underspend in the Junior Youth Club budget.

222) To Consider Quotations for Flooring to 2 Park Street & Decide on Contractor

Members had received the following report from the Clerk:

‘Background

Members are aware that works are well underway to convert 2 Park Street from a bank to a new home for the museum and to refurbish the first floor of the building prior to the return of the tenants.

All floorings in the building have been torn up to allow the various contractors to take up floorboards, replace wiring and pipes and rectify any problems caused by damp. As a result the whole building needs new flooring.

The Clerk has approached and shown around four contractors and asked them to quote on providing heavy duty vinyl and safety surfacing throughout the ground floor of the building along with carpet tiles at the mezzanine floor level. In the other part of the building she has again asked for quotes for carpet tiles and safety flooring (where necessary). All the contractors are local and most come recommended.

The Clerk has been informed by all contractors that the main costs will be associated with the floor preparation along with the fitting costs. Many of the floors need to be re-boarded to make a smooth surface before floorings are fitted.

After an initial examination of the costs, the Clerk concluded there were two contractors with very similar quotes but they had quoted on different qualities of carpet tiles. She, therefore, asked them both to come back with a quote for a heavy duty commercial carpet tile and a slightly less robust tile. Company B quoted for carpets. All quotations are exclusive of VAT.

<u>Quotations (better quality carpet tiles):</u>	Museum	Offices	Total
Company A:	10,903.34	8,385.15	19,288.49
Company B:	10,146.27	8,640.93	18,787.20
Company C:	10,328.00	10,285.00	20,613.00
Company D:	19,161.00	9,500.00	28,661.00

Lesser quality carpet tiles:

Company A	10,866.07	8,131.07	18,997.14
Company C	9,995.00	9,250.00	19,245.00

Conclusion:

The Clerk is confident all four companies are capable of delivering the job to a high standard. The final decision depends upon members preferences for the flooring to the offices and the store rooms in the museum. Company A recommended a slightly better carpet tile than those suggested by Company C and Company B quoted for carpets. Members are asked to decide on which company to engage.’

Members **resolved** to accept Company A’s quotation for the better quality carpet tiles. The total cost of the contract would be £19,288.49 plus VAT.

223) Planning

Cllr Haggata (Chairman) presented the minutes of the Planning Working Group meeting held on the 28th February 2023 (**copy attached**).

Members ratified the group’s recommendations on applications a) to g) (as shown on the **appended list**) and the comments on the appeal against enforcement action (as documented in the planning minutes). It was agreed to return the planning applications to Fenland District Council marked as follows:

- a) Support but the road must be wider than the roadway through the existing development. Request Section 106 payments for the health authority, education and amenities for Chatteris.
- b) Support
- c) Support
- d) Noted
- e) Support
- f) Support
- g) Support but as this is a new application request substantial Section 106 payments for the health authority, education and amenities for the town. Houses on the sister estate are selling for between £223,000 and £350,000 so Section 106 payments are viable. The developers must also honour the condition to put in the missing footpath link along Fenland Way from the caravan site to the Tesco’s roundabout.
- h) Support

224) Growing Fenland Project Update

The Clerk updated members on progress at 2 Park Street. She said work was continuing apace with the carpenter, electrician, decorator, builders and security system installers all currently undertaking works.

According to a report from the architect first fix electrics, plumbing and heating had all been set and plastering works had been carried out, together with decoration works. Infograph paint (fire retardant) had been applied to the ceiling. Around the perimeter of the building the gravel strip had been set - the only damp proof works agreed by conservation and planning.

The Clerk assured members it was really starting to take shape now and the new heating system was certainly effective! Among the additional costs which would have to be met was electrical works to the first floor as the electrical wiring, etc, was in such a poor state that it was fortunate there had not been a fire. Fortunately money had been saved following a decision that the second safe door could be left on site because if it was pinned back access could be gained to the new toilet.

Permission had been granted for the electrical works in the museum and the new door at the rear so the Council was just waiting for permission for the external cctv cameras (which conservation had approved), insulation to the outside store (which was proving to be slow and likely to hold up works) and the roof insulation. The permissions were continually being chased.

225) Leisure and General Purposes Working Group Report and Recommendations

Members had received a copy of the minutes of the Leisure and General Purposes Working Group meeting held on Tuesday 21st February 2023 (**copy attached**).

L55) Cllr Carney reported that he had found a contact for the Tesco's funding application and had made enquiries about progress. He had been told the application would be included in the next round of voting due to take place in April and May.

226) King's Coronation Event

The Council had received a request from the Royal British Legion asking for help towards the cost of organising a Coronation Afternoon Tea Celebration on Monday May 8th. The event would include two entertainers who were performing free of charge. The cost of tickets would be £5 to cover the catering expenses and the event would be open to members of the public as well as Legion members. The capacity was about 80.

Members voted on whether they should give a grant to cover the cost of booking the King Edward Centre for 4 hours (£48). Members voted three in favour, three against and the Mayor used her casting vote to **resolve** that a grant of £50 should be offered from the Council's Coronation fund.

227) Elections Timetable

Members had received a list of the relevant dates leading up to the local council elections on May 4th. The Clerk had attended a briefing on the elections for town and parish clerks and had a briefing pack if anyone had any questions. The notice of election would be issued

on the 20th March and nominations would start the following day and close on the 4th April at 4pm.

The Clerk said the two major changes were that voters would have to show an approved form of photo ID before voting in a polling station and instead of voting for one district councillor in each of four wards in Chatteris there would be two wards with three votes for each ward. The Town Council would remain largely the same but the Slade Lode ward would be split into two with one councillor for Slade Lode south and two for Slade Lode north. This was to ensure the wards were coterminous with the new District Council wards.

228) Proposed 20mph Zones in Chatteris

The Council had been approached by Mr Simon Manville, a project manager at Cambridgeshire County Council Highways, asking if members would be interested in a 20mph zone throughout Chatteris. The aim was to improve road safety, encourage more active travel and reduce noise and pollution.

Funding would come from the Department of Transport. County Councillor Anne Hay had rejected the idea of a 20mph speed limit throughout the whole of Chatteris but was in favour of zones outside schools at school start and finish times. However Mr Manville had confirmed that the proposal was for a town wide zone approach and there were no resources to deal with implementing 20mph zones in separate locations in each of the 14 towns which had been approached.

Cllr Gowler spoke against the proposal pointing out it was not enforceable, slower speeds led to more pollution and he was worried it was a step towards pedestrianisation which would destroy Chatteris town centre. Cllr Carney also spoke against the scheme pointing out there was a 20mph zone already outside Cromwell Community College at school times but a blanket zone would be unenforceable. In many parts of the town it was already impossible to get above 20mph due to parked cars. Cllr Murphy said it was impossible to travel at 30mph through the middle of Chatteris and he was not in favour of spending a colossal amount of money on the scheme.

Cllr Haggata spoke in favour of the proposal pointing out the difference between 20mph and 30mph could be the life of a young child. He suggested consulting with the people of Chatteris and warned there could be implications for the council if the public was not consulted. Whilst recognising it would be difficult to enforce a 20mph limit, Cllr Haggata said it would act as a deterrent as the penalty would be higher for speeding in a 20mph zone, especially if there was an accident. Cllr Haggata was in favour of expressing an interest in the scheme. He did accept the timescale for making a decision (by the end of March) was ridiculous.

The Mayor also favoured consulting the public. Cllr Gowler said he had put the idea out on Facebook and about 80% of those who responded were against it.

Councillors were asked to vote on rejecting the scheme. Five were in favour of rejecting the scheme and one was against, It was therefore **resolved** not to express an interest in the introduction of a 20mph zone throughout Chatteris.

229) Bridge Street LHI Scheme

Highways engineer Mr Jacob Hobbs had submitted two suggested schemes for a crossing in Bridge Street after admitting he had struggled to find a location where a crossing could be installed due to the high number of accesses and junctions in the area. It would be possible to install a zebra crossing but it was likely to cost £65,000 and the Town Council would have to fund £40,000 of the costs.

It was also possible to install a central crossing reservation but this would require carriageway re-aligning and the removal of parking bays and part of the block paved build out. The cost would be about £25,000.

Before deciding whether to continue with the LHI application it was agreed the Clerk and Cllr Hay should try and determine if highways were still planning to install two crossings in Chatteris and if one would be in Bridge Street. It was agreed that the second crossing would be better in East Park Street, rather than Park Street where there was already a pedestrian refuge.

230) Traffic Issues

LHI: Members were reminded that the proposed LHI works in Doddington Road had been delayed as the plans had not been advertised. The Clerk was waiting for notification about when the works would begin.

Temporary Traffic Order: Notification had been received of a temporary traffic order stopping pedestrians from proceeding along Market Hill to Church Lane between the 8th and 14th February.

Events: Notification had been received of road works and events which would affect roads in Chatteris, a large number were planned for the beginning of March, along with the TMC incident report for February 2023 and the highways events diary for March 2023.

Surface Treatment: Notification had been received that surface treatment works to roads were due to take place to roads in Windsor Close, Green Park and Burnsfield Street in the middle of May.

231) Correspondence

Members had a list of correspondence received since the last meeting (**copy attached**).

232) Reports

The Mayor reported that she had attended a Chatteris Rotary Club meeting and had spoken about being Mayor and the work of the Council. She had answered all questions posed to her,

She had also signed the Armed Forces Covenant along with Royal British Legion Chairman Miss Anne Wells and on the 11th February she had met with the Deputy Mayor of the Combined Authority Cllr Anna Smith, to look at the works funded by the Town Council and the Growing Fenland Renaissance Fund. Cllr Smith had been shown round the Christmas Lights store room by the Lights committee and had visited 2 Park Street to view the works being undertaken to convert the building to the new museum. She had been impressed by the work, clearly thought it was money well spent and congratulated the Town Council on delivering the project. The Mayor had invited Cllr Smith to return when the project was complete.

233) Items for the Next Agenda

No items were put forward for the next agenda.