

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
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31 October 2024

## Members of Stotfold Town Council:

**Members of Stotfold Town Council:** Cllr S Buck (Chair), Cllr S Hayes (Vice Chair), Cllr J Bendell, Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr D Matthews, Cllr L Miller, Cllr J Smith, Cllr B Saunders, Cllr J Talbot, Cllr B Woods, Cllr N Venneear

**You are hereby summoned** to attend an **Stotfold Town Council** meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 6 November 2024 at 7.00pm** for the purpose of transacting business detailed in the agenda.

Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold, for information.

**E Payne**  
Town Clerk

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## Members of the public:

In addition to attendance in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#) Please note, our meetings are recorded for minute taking purposes, and will be deleted after Minutes are approved.

Members of the public are invited to observe the meeting and may speak in the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk) or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

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IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

## AGENDA

### **1 / 2024 APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence from Town Council members.

### **2 / 2024 DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS**

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

- a. To receive Member's declarations of interest in items on the agenda.
- b. To consider any requests for dispensations.

### **3 / 2024 PUBLIC SECTION**

Members of the public to speak are entitled to be at this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1, extended by the Local Government Act 1972, Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. Public Participation Policy applies.

### **4 / 2024 MEMBERS ON OTHER AUTHORITIES**

To receive and note the reports of CBC Ward Councillors.

### **5 / 2024 COUNCIL MINUTES**

To approve the minutes of the Council meeting held 9 October 2024 as a true record of the meeting.

### **6 / 2024 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

Civic Attendance report attached for information.

### **7 / 2024 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION**

### **8 / 2024 COMMITTEE MINUTES**

To **receive** the minutes of the following Committee meetings and resolve to adopt any recommendations:

#### **8.1 / 2024 Planning Committee – 2 October 2024**

There were no recommendations.

#### **8.2 / 2024 Public Realm Committee - 16 October 2024**

There were the following recommendations:

- The Open Space Hiring Policy is adopted
- The Memorials Policy is adopted
- The Memorial Tree and Bench Policy is adopted
- The Exhumation Policy and Procedure is adopted
- The Beekeeping Policy for Norton Road Allotments is adopted.

#### **8.3 / 2024 Governance & Resources Committee – 23 October 2024**

There were the following recommendations:

- Code of Conduct is re-adopted
- Member & Officer Protocol is adopted

## **9 / 2024 FINANCE & RISK MANAGEMENT**

- a. To resolve to approve expenditure.
- b. To note the income received.
- c. To review and note the year-to-date income and expenditure report and Earmarked Reserves.

## **10 / 2024 REPORTS**

To note the following reports:

### **10.1 / 2024 S106 vs Community Infrastructure Levy**

To receive a report on this item

### **10.2 / 2024 CBC School Consultation**

To receive a report on this consultation for a Town Council response.

### **10.3 / 2024 Government Consultation on Virtual Meetings**

To receive a report on this consultation for a Town Council response.

## **11 / 2024 REPORTS FROM COUNCILLORS ON OUTSIDE BODIES**

To receive a report from the following:

- BATPC AGM - Cllr Jon Smith
- Stotfold Scouts - Cllr John Talbot
- Police Priority Setting Forum - Cllr John Talbot no copy of police presentation sent on 29th October
- St Mary's Academy - Cllr Liz Anderson

## **12 / 2024 MEMBER'S ITEMS FOR INFORMATION PURPOSES ONLY**

## **13 / 2024 DATE OF NEXT MEETING AND REPORTS**

Wednesday 4 December 2024

## **14 / 2024 Confidential Items**

In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

### **14.1 / 2024 Library Café**

To receive a confidential report on the library café.



## MINUTES OF THE TOWN COUNCIL MEETING HELD ON WEDNESDAY 9 OCTOBER 2024 AT 19:00 AT GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG

### **Present:**

Cllr Steve Buck (Mayor), Cllr Steve Hayes (Deputy Mayor), Cllr Liz Anderson, Cllr Janice Bendell, Cllr Mary Cooper, Cllr Satinderjit Dhaliwal, Cllr Jos Headington, Cllr Jane Hyde, Cllr Danny Matthews, Cllr Lisa Miller, Cllr Brian Saunders, Cllr Jon Smith, Cllr Nigel Venneear, Cllr Bryony Woods.

### **Also Present:**

Cllr Kathryn Woodfine – CBC Ward Councillor  
Cllr Helen Wightwick – CBC Ward Councillor

### **In attendance**

S van der Merwe – Democratic Services Manager

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#### **314/24 APOLOGIES FOR ABSENCE**

Cllr Talbot had offered apologies for absence in order to attend the Police Priority Setting Meeting. It was **RESOLVED** to:

*Accept Cllr Talbot's apologies.*

#### **315/24 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

Members were reminded of their obligations to declare interests in accordance with the Code of Conduct and where a matter arises at a meeting which relates to a Councillor's interest, the Councillor has the responsibility to declare that interest in accordance with the adopted Code of Conduct.

There were no declarations of interest from Members.

#### **316/24 PUBLIC SECTION**

There were no members of the public present.

*Standing Orders were suspended whilst the Public Section was opened.*

#### **317/24 MEMBERS ON OTHER AUTHORITIES**

Cllr Woodfine presented an update on CBC initiatives

*Standing Orders were reinstated.*

#### **318/24 MAYOR'S ANNOUNCEMENTS AND CIVIC ATTENDANCE**

Members noted the Civic Attendance register.

#### **319/24 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS COUNCIL MINUTES, FOR INFORMATION**

There was nothing to report.



## 320/24 COMMITTEE MINUTES

### 320.1/24 Planning Committee – 4 September 2024

Members were advised that Cllr Janice Bendell was listed as being absent without apologies. The Minutes will be hand amended at the next meeting of the Planning Committee.

### 320.2/24 Public Realm Committee – 11 September 2024

The Minutes of this meeting were received.

### 320.3/24 Community Engagement Committee - 18 September 2024

The Minutes of this meeting were received.

### 320.4/24 Building Management Committee – 25 September 2024

The Minutes of this meeting were received.

### 320.5/24 Governance & Resources Committee – 2 October 2024

The Minutes of the meeting were received. It was **RESOLVED** to:

- ***Adopt the Flag Flying Policy 2024***
- ***Adopt the Investment Policy 2024***
- ***Adopt the Scheme of Delegation 2024***

## 321/24 FINANCE & RISK MANAGEMENT

### 321.1/24 Annual Governance and Accountability Statement 2023-24

Members received the Annual Governance and Accountability Statement for year ending 31 March 2024. It was **RESOLVED** to:

***Note the Annual Governance and Accountability Statement 2023/24***

### 321.2/24 Income & Expenditure Report

Members received the income and expenditure report. It was **RESOLVED** to:

***Note the report***

### 321.3/24 Expenditure Report

Members reviewed the expenditure as outlined in the report. It was **RESOLVED** to:

***Approve the expenditure.***

### 321.4/24 Income Received

Members received the income received report. It was **RESOLVED** to:

***Note the report.***

### 321.5/24 Earmarked Reserves

Members received the Earmarked Reserves report. It was **RESOLVED** to:

***Note the report.***



**322/24      REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

**322.1/24** Cllr Nigel Venneear advised Members he had attended the 1<sup>st</sup> Stotfold Scouts Annual General Meeting on 21<sup>st</sup> September 2024. The Scout Group has 70 young people on their register and 20 leader volunteers. This is a very active Scout Group with lots of engagement activities for young people and their accounts are well-managed.

**322.2/24** Cllr Jos Headington passed along the Stotfold Bowls Club’s thanks for the recent grant award towards a lawn green mower.

**322.3/24** Cllr Liz Anderson advised St. Mary’s recent heat pump installation is complete and the school is still waiting for the building contractor to remove the site office from their car park.

**323/24      MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY**

**323.1/24** Various Members debated on the cancellation of the Council’s attendance at The Mill Steam Fair Weekend. Cllr Hayes called for this to be added to the next Community Engagement Committee to discuss how the cancellation process was managed and future engagement. Cllr Hayes requested this be brought to the next Community Engagement Meeting for discussion.

**323.2/24** Cllr Hayes updated Members on a recent discussion related to the Simpson Centre Cafe.

**324/24      DATE OF NEXT MEETING**  
6<sup>th</sup> November 2024

**325/24      CONFIDENTIAL ITEMS**

It was **RESOLVED**:

*That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.*

**325.1/24      Simpson Centre**

Members received a confidential report on the Simpson Centre.

It was **RESOLVED** to:

- a)    Approve that Officers proceed with investigations to verify the ownership of the access rights and land.**
- b)    Depending on the outcome of the investigations into the access rights, to discuss the way forward at a future Town Council meeting.**

**326/24      SUPPORTING DOCUMENTS**

These were noted.

**SIGNED BY CHAIRMAN:** .....

**MINUTES APPROVED (date):** .....

## **Mayors Civic Attendances October 2024**

Saturday 12 October      Labologist's Society – Label of the Year Award

Friday 18 October        Houghton Regis Town Council – An Evening at the Circus

Sunday 20 October        Stotfold Town Council – Civic Service



**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD IN THE STOTFOLD TOWN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, SG5 4HG ON WEDNESDAY 2<sup>ND</sup> OCTOBER 2024 AT 19:00**

**Present:**

Cllr Saunders (Chairperson), Cllr L Anderson (Vice-Chairperson), Cllr M Cooper, Cllr S Dhaliwal, Cllr S Hayes, Cllr J Hyde, Cllr L Miller, Cllr N Venneear.

**In attendance:**

Cllr D Matthews – Non-Committee Member

**Also Present:**

S van der Merwe - Democratic Services Manager

1 Member of the Public

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**1 APOLOGIES FOR ABSENCE**

Cllr J Bendell was noted as absent without apologies.

Apologies were received from Cllr J Headington. It was **RESOLVED** to:

***Accept the apologies.***

**2 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

There were no disclosures from Members of the Committee in relation to items on the agenda.

**2 PUBLIC SECTION (MAX. 15 MINUTES)**

There were no comments from the member of the public present.

**4 MINUTES OF THE PREVIOUS MEETING**

Members received the Minutes of the Planning Committee meeting held on **4th September 2024**. It was **RESOLVED** to:

***Approve them as a true record of the meeting.***

**5 CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**

**6 PLANNING APPLICATIONS**

The following planning applications were considered by the Committee:

**6.1 CB/24/01847/FULL – Land at rear gardens of 7 – 9 Regent Street, Stotfold, SG5 4ED**  
Demolition of the existing garage. Erection of a single storey 2 bed dwelling.

This was a second consideration of this application following a letter from Concept Planning Ltd to the Planning Officer related to biodiversity net gain and self-build qualification.

It was **RESOLVED** that:

***The Planning Committee OBJECTS to this application on the grounds of:***



- **Overdevelopment of the site – there is already a bungalow on the next property.**
- **No. 7 does not have any off-street parking and is a 3-bed house.**
- **Provision of services to this site will need to be installed through the front property’s garden (No. 7).**
- **Regent Place is a private access road only suitable for one vehicle in or out.**
- **The proposal takes up the gardens of two of the front properties and would significantly impact the adjoining properties once sold.**
- **If the proposal is to develop the garden into a home, this will have an impact on neighbouring property and have a significant impact on an already-congested bus route opposite Meadow Way.**
- **The applicant will only have a right of access to Regent Place as there is a gated entrance to the development at the end of the road and just beyond the driveway to the garage which is proposed to be part of this application.**

Members requested that this application be called in to the DMC as per item 7 on this Agenda.

**6.2 CB/24/02135/FULL - 1 Fen End, Stotfold, SG5 4BA**  
Erection of 4 commercial units. It was **RESOLVED** that:

***There are NO OBJECTIONS to this planning application and the Committee expressed its support for the plans.***

**7 CONSIDERATION OF APPLICATIONS BY CENTRAL BEDFORDSHIRE COUNCIL DEVELOPMENT MANAGEMENT COMMITTEE (“DMC”)**

It was **RESOLVED** to:

***Request a call-in of planning application CB/24/01847/FULL – Land at rear gardens of 7 – 9 Regent Street, Stotfold, SG5 4ED by the Central Bedfordshire Ward Councillors to the Development Management Committee for consideration.***

**8 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

**8.1 CB/24/01370/OUT - 24 Rook Tree Lane, Stotfold, SG5 4DQ**  
The outcome of this planning application was noted.

**8.2 CB/24/01696/FULL - Vine Farm, Edworth Road, Astwick**  
The outcome of this planning application was noted.

**8.3 CB/24/01882/FULL - White Barn Farm, Taylors Road, Stotfold, SG5 4AZ**  
The outcome of this planning application was noted.

**9 DATE OF NEXT MEETING**  
To be confirmed.

**10 SUPPORTING DOCUMENTS**  
The supporting documents were noted.

**SIGNED BY CHAIRMAN:** .....

**MINUTES APPROVED (date):** .....



**MINUTES OF THE MEETING OF THE PUBLIC REALM COMMITTEE HELD IN THE STOTFOLD TOWN COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG ON WEDNESDAY 16 OCTOBER 2024 AT 19:00**

**Present:**

Cllr M Cooper (Chair), Cllr L Anderson (Vice Chair), Cllr S Buck, Cllr S Hayes, Cllr J Headington, Cllr J Hyde, Cllr B Saunders, Cllr J Smith, Cllr B Woods, Cllr J Talbot.

**In Attendance:**

Cllr J Bendell  
Cllr L Miller

**Also Present:**

E. Payne – Town Clerk  
A. Leadbeater – Public Realm Manager

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**1. APOLOGIES FOR ABSENCE**

All Members of the Committee were present.

**2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

Item 5.3 - Cllr Saunders declared a personal, non-pecuniary interest as a member of Stotfold Football Club.

**3. PUBLIC SECTION**

There were no members of the public present.

**4. MINUTES OF THE PREVIOUS MEETING**

- 4.1 Item 6.11 noted that the heading referred to “Millennium Green”, but the text referred to “The Green”. The minutes were amended reflect that item a) referred to approved use of Millennium Green and item b referred to delegated future decisions related to use of the Millennium Green **and** The Green. It was **RESOLVED** that:

*The amended Minutes of the Public Realm Committee Meeting held on 11<sup>th</sup> September 2024 were adopted as a true record of the meeting.*

**5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**

**5.1 Tree at Risk: Maple on Hallworth Drive**

The Clerk updated the Committee that he has been informed that the tree longer exists on this site as it has been removed by Grand Union Housing.

**5.2 Antisocial Behaviour: The Memorial Hall**

Two incidents of ASB were reported to the Town Council, including one incident of assault. Additional security patrols have been arranged for evenings between 18 to 20 October and 25 to 27 October 2024 using funding reallocated from a previous security patrol at Riverside.



### 5.3 Football Club request to use the Arlesey Road Recreation Ground

The Football Club submitted a written request to use the Arlesey Road recreation ground as overflow parking for a Fireworks event on 5 November 2024.

Members noted that the Football Club should have a risk assessment submitted with the CBC Safety Advisory Group, which should clarify marshalling requirements for the event. The Clerk has written to the Football Club to advise them of the need for the safety risk assessment related to the use of the ground.

***Cllr Brian Saunders declared an interest in this item.***

### 5.4 Riverside Dog Steps

The Town Council is waiting for approval from the Internal Drainage Board related to installation of the dog steps. The contractor has advised that if they proceed with the car park works and does the dog steps later, this will result in a 15% price increase due to having to hire equipment twice. Officers are progressing the matter.

## 6. REPORTS TO COMMITTEE

### 6.1 Tree Survey

Members considered quotations to undertake a Tree Survey in accordance with the newly adopted Tree Policy. It was **RESOLVED** to:

***Accept the Quote for a Tree Survey from RGS Arboriculture Consultants at a cost of £2,2380 + VAT.***

Cllr Talbot requested a review of the trees at the back of Thatch Cottage towards the Bowls Club.

### 6.2 Parking on verges and pavements

Members received a verbal report from Cllrs Anderson, Bendell & Miller regarding parking on verges & pavements. Cllr Miller noted that there were a number of vehicles parked on verges on The Avenue, Hitchin Road, Common Road, Meadow Way and near Vaughan Road where the verges would benefit from being converted into off-street parking.

It was **RESOLVED** to:

***Write to CBC to inform them of the persistent problem of parking on verges and to ask for remedial action.***

### 6.3 Open Space Hiring Policy

Members reviewed the draft Policy on future bookings of open spaces.

It was **RESOLVED** to **RECOMMEND TO FULL COUNCIL** that:

***The Open Space Hiring Policy is adopted.***



#### 6.4 Ranger Facilities and Relocation

Members reviewed a report for a proposed new location for the Rangers' and Public Realm tools and materials.

Members noted other potential options could be Mill Lane's Ark Development, Wrayfields and Fen End. It was **RESOLVED** that:

***The Public Realm Manager will investigate additional sites and business rates and bring this matter back to another Public Realm Committee Meeting.***

#### 6.5 Memorials Policy

Members reviewed the Policy for memorials including benches, trees and memorial stones. Cllr Hyde asked for the Policy to be updated to note that the Town Council only plants Irish Yew trees (*Taxus Baccata Fastigiata*), at the cemetery, because they grow straight and have a limited crown width which is important to note in the Policy.

Subject to including the name *Taxus Baccata Fastigiata* as the approved Yew tree amendment, it was **RESOLVED** to **RECOMMEND TO FULL COUNCIL** that:

***The Memorials Policy is adopted.***

#### 6.6 Location of Bench in Upper Garden of Rest

Members considered the location of a bench at the Upper Garden of Rest. It was **RESOLVED** that:

***Benches can be installed in the cutout areas in the walled Garden of Rest.***

#### 6.7 Exhumation Document and Costings

Members considered the report and costings for exhumations. It was **RESOLVED TO RECOMMEND TO FULL COUNCIL** that:

- a) The Exhumation Policy and Procedure is adopted by Full Council.***
- b) To implement the charge of £350 for exhumation fees.***

#### 6.8 Allotment Task and Finish Group

Members reviewed the outcomes of the Task & Finish Group meetings. A number of changes were made to the documentation, including the implementation of handbook with regulations for each site. It was **RESOLVED** to:

***Implement the updated allotment documentation.***

#### 6.9 Beekeeping at Norton Road on Allotments

Members considered a request to keep bees at Norton Road allotments and a policy for their management. Cllrs Hayes and Hyde wished to note that the Common Road allotments already have a no-bees policy. It was **RESOLVED to RECOMMEND TO FULL COUNCIL** that:

***The Beekeeping Policy for Norton Road Allotments is adopted.***



**6.10 Allotment Toilets**

The Town Clerk advised the meeting that the funding application had not been successful, and this item will be included in a future Public Realm Committee meeting.

**7. HIGHWAYS REPORT**

Cllr Jon Smith updated Members on highways matters across Stotfold and Fix My Street reports.

**8. WORK PROGRAMME**

The Town Clerk provided a verbal update on the Work Programme.

**9. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

**9.1 Street Lighting**

Members discussed a number of street light issues across Stotfold.

**9.2 Town Centre Planters**

Cllr Hyde complimented the planters on the High Street following the completion of winter planting.

**10. DATE OF NEXT MEETING**

This was corrected to Wednesday 13<sup>th</sup> November 2024.

**11. CONFIDENTIAL ITEMS**

It was **RESOLVED**:

***That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.***

**11.1. Prince Charles Fence**

Members considered a report on the joint liability of fencing. It was **RESOLVED** to:

- a) Note the legal advice;**
- b) Write to affected property owners regarding joint liability.**

The meeting closed at 20:40.

**SIGNED BY CHAIRMAN:** .....

**MINUTES APPROVED (date):** .....



## STOTFOLD TOWN COUNCIL

### POLICY FOR THE USE OF PARKS AND OPEN SPACES FOR EVENTS

#### 1. Purpose

- 1.1 Stotfold Town Council recognises the value and benefit which a culturally diverse and well-designed events programme in its parks and open spaces can bring to both residents of the town but also to draw in visitors, which may also result in extended benefits. This Policy is provided to assist the decision-making process behind building a sustainable and varied programme of events for the town. It also seeks to protect the community and the Council's parks and open space's infrastructure from any negative impacts, which events may cause.
- 1.2 The policy aims to guide:
  - The number of events that can be held in each park and open space
  - The size of events that can be held in each park and open space
  - The nature of events that can be held in each park and open space
- 1.3 This policy also aims to communicate the obligations, responsibilities, and limitations, which all event organisers have in relation to staging an event in any park or open space managed by Stotfold Town Council.
- 1.4 Stotfold Town Council is permitted to hold events under section 145 of the Local Government Act, 1972, which gives power to authorities to allow entertainment events in parks. Section 44 of the Public Health Amendment Act 1890 permits certain entertainments in parks, although subject to a limit on the duration of the event. Both acts provide slightly different, though overlapping, powers, and Stotfold Town Council is entitled to pick which one it wants to use for the purpose.
- 1.5 Local authorities are sometimes challenged by certain stakeholders when a large percentage of the park is used to hold an event, especially when a large percentage of the park being used excludes the public from their everyday use. Section 145 of the Local Government Act, 1972, speaks of "enclosure," and does permit the public to be excluded if the open space has been hired and an event is taking place.

#### 2. Key Objectives

- 2.1 The key objectives of this Policy are to:
  - Ensure all events are run effectively and comply with relevant legislation;
  - Ensure the health and safety for event attendees, the wider public and for those working at the event;
  - Protect the reputation and promote a positive image of Stotfold Town Council;
  - Ensure that events are only approved if organisers can clearly demonstrate they are able to deliver effective planning of an event which is robust and safety-focused;
  - Encourage and initiate events which involve localised community participation and delivery;
  - Ensure protection of the natural environment by communicating clear environmental, biodiversity, and sustainability policies;

- Ensure that every effort is made to avoid damage to the park or open space and its contents and that, should damage occur, this is mitigated at the soonest possible opportunity at the expense of the event provider;
- Ensure that all pre-event communications with key stakeholders are carried out in a timely and considered manner and accounting for local views as far as permissible
- Encourage and support an annual programme of quality, culturally diverse and sustainable events;
- Encourage a culturally diverse range of community and commercial orientated events, which have wide appeal for the residents of Stotfold as well as tourists and visitors;
- Minimise and mitigate disruption to local residents and businesses.

### **3. Event Types**

- 3.1 A community event must always be offered with no entrance fees to the public. They will not provide significant advertising or other commercial benefit opportunities to a profit-making business or organisation. The organiser may be asked to provide proof that they are not profiting from allowing third-party contractors, e.g. commercial stallholders to attend their event. Entrance fees, where levied for community and third-sector stallholders, will be set at an affordable and accessible level, and agreed with the Town Council during the event process.
- 3.2 Charity events should be for the sole benefit of a Registered Charity and not for profit. Applications must be received from the charity themselves or include a signed letter of endorsement from the charity. The charity will be responsible for the event. Not-for-profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that all proceeds (over and above costs) will be for the charity.

### **4. Event Applications**

- 4.1 Event applications must be received no later than 4 weeks prior to the event date to allow officers to complete the required event consultations and full application process. Should applications not be received within these lead times, event proposals may be declined.
- 4.2 No more than one event will normally be approved on the same day in each park or open space (exceptions may be made for smaller/private events which do not adversely impact the daily recreational use of remaining space). Should multiple applications be received for the same park or open space on the same date, one or both of the organisers may be offered an alternative date or park.
- 4.3 Events which would not be granted permission are those which are deemed to be inappropriate, contravene any conditions set out in the Terms and Conditions of Park and Open Space Hire, or are considered to have a detrimental impact on the “normal day-to-day recreational use” of the park or open space. Failure to comply with Terms and Conditions will prejudice future event applications. Specific attention is drawn to the potential for noise nuisance as a result of amplified music.
- 4.4 Further reasons for refusal may include:
- Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site.

- Any event which does not provide adequate documentation or certification and cannot demonstrate through this process that it should progress to the next stage of the application process.
  - Any event which discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation, or disability.
  - Any event that does not agree to and sign the set terms and conditions of hire prior to the event.
  - Any event to which the Council has previously experienced undue, late or non-payment of fees as agreed or where other conditions were not adhered to.
- 4.5 Event organisers will be asked to sign and return their application no later than 14 days prior to the proposed occupation of the site. Failure to return this document prior to this date will mean that the event cannot proceed. Compliance with the conditions (some may contain specific conditions tailored to a specific event) will be monitored, and failure to comply will prejudice future event applications and may result in corresponding legal action.

## **5. Hiring a Park or Open Space Terms and Conditions**

- 5.1 Applications for events will only be considered if submitted within a reasonable time of the proposed event relative to the size of the event i.e. not later than 6 months for major events and 1 month for small events. The Hirer must submit full details of the proposed event for approval. Details to include arrangements for catering, refuse collection and disposal, toilets, general activity to be staged, anticipated attendance figures and health & safety information as appropriate. A booking fee of £250 will be required at the time of submission which will be deducted from any final balance due.
- 5.2 No part of the park is to be used for any other purpose other than the Purpose of the Hire.
- 5.3 The Hirer must conduct their own risk assessment undertaken by competent people, a written copy of which must be lodged with the Stotfold Town Council Clerk at least four weeks before the date of the event. This document will be referred to in the event of any claim arising. The Council may review the risk assessment; however, it cannot be held responsible for any errors or emissions.
- 5.4 The Hirer hires the area indicated on the Hirer's site plan and agreed by the Council. The Hirer does not hire the whole park or site for the Hirer's exclusive use unless requested and agreed by the Town Council.
- 5.5 Where a temporary electrical installation is being used, a temporary electrical installation report by a registered electrician or a certificate of compliance with BS7909 must be available upon request.
- 5.6 The Hirer's attention is drawn to the requirements of the Health & Safety at Work Act 1974 and other health & safety legislation including the Management of Health & Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 1999, and Electricity at Work Regulations 1989. It is the responsibility of the Hirer to comply with all relevant legislation. If appropriate, the Town Council will provide the Hirer with any information required by health & safety legislation.
- 5.7 Bouncy Castles and other inflatables – see HSE safety advice and guidance. It is the responsibility of the Hirer to comply with all guidance and relevant legislation. HSE Inflatable Safety Guidance

- 5.8 The Hirer shall indemnify and keep indemnified the Town Council from and against all actions, claims, suits, costs, expenses, losses, injuries, damage, and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than actions, claims, suits, costs, expenses, losses, injuries, damage, and liability resulting from any negligent act of the Town Council, its servants or agents). The Hirer shall affect a third-party policy of insurance to a minimum of £5,000,000 per event.
- 5.9 The Hirer will be required to produce written evidence of the existence of public liability insurance at such a level as required by the Council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorised to appear at the event.
- 5.10 The Hirer is responsible for adequate fire precautions and for the maintenance of clear exits for emergency vehicles and for ensuring that none of the footpaths are blocked.
- 5.11 The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials, and the removal of all advertising. The clearance must be undertaken within 24 hours after the completion of the event and reinstatement of land within 48 hours after the completion of the event. If the Hirer fails to perform these obligations, the Council reserves the right to perform any such obligations, and any costs incurred shall be borne by the Hirer.
- 5.12 Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer will be liable for cancellation charges. See the separate 'Fees & Charges' guide for current prices. Cancellations must be in writing (email, fax, or letter) or the full hire charge will be payable.
- 5.13 The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Council accepts no responsibility for any property left on the venue before, during, or after the hire period.
- 5.14 The Hirer must ensure that first aid equipment is provided, and all precautions taken against the risk of fire and electric shock, and inform the Town Council of the arrangements intended for an electrical supply to be provided for the event and arrange for the meter to be read and for any other advice which may be necessary.
- 5.15 In the event of a major or long-term injury or a death at the event, the Hirer must comply with RIDDOR (the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013). For more information see the following website link: [HSE RIDDOR Guidance](#) or call the Health and Safety Executives Incident Contact Centre (ICC) on 0845 300 9923.
- 5.16 The Food Safety Act 1990 and a number of regulations and codes of practice govern the sale of food. These are enforced within the County by the Environmental Health & Licensing Services. The regulations require any food outlets to be registered. The Hirer must notify the Environmental Health & Licensing Services at least 2 months before the event.
- 5.17 The Hirer must ensure that adequate parking arrangements are made for vehicles. Parking is restricted to areas set aside within the site plan and with the prior approval of Parks & Leisure Services. Any parking in highway areas is covered by traffic regulations and may result in parking fines as directed by law.
- 5.18 The Hirer is required to comply with the Town and Country Planning (Control of Advertisements) Regulations 1992, whereby unauthorised advertising, including "fly posting", is an offence and therefore strictly forbidden.
- 5.19 No posters, boards, signs, flags, or other emblems or advertisements are to be displayed inside or outside any part of the Park without the previous consent of the Council.
- 5.20 The Hirer is responsible at all times for the organisation and smooth running of the event.

- 5.21 Temporary structures must be constructed of sound materials and be suitable for their purpose and must be approved. See HSE guidance and information to help those organising events manage the safe erection, use, and deconstruction of temporary demountable structures (TDS). HSE TDS Guidance The Hirer will be responsible at all times (day and night) for the security and supervision of these structures. The use of floodlighting, other than for security purposes, may require planning permission; the Hirer must notify Environmental Health and Licensing Services at least 2 months before the event.
- 5.22 The Hirer must ensure that the bylaws applicable to the park or open space in which the event is to be held are complied with at all times.
- 5.23 Hire may be subject to payment of a fee or bond, the amount of which to be determined by Stotfold Town Council. The bond must be received at least one week before the event is due to take place.
- 5.24 No noise is to be made, whether by loudspeakers or musical instruments, etc., after the hour of 10:30 pm unless prior agreement has been obtained.
- 5.25 No public address system is to be used without the approval of Stotfold Town Council.
- 5.26 The Hirer must comply with the direction of Stotfold Town Council at all times.
- 5.27 The Hirer must obtain all necessary clearances from and comply with all requirements of the Civil Aviation Authority and/or any other relevant body.
- 5.28 The Hirer must comply with any supplementary requirements made by the Stotfold Town Council Public Ream Manager in respect of this booking.

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**Revision History**

<b>Date Adopted</b>	November 2024
<b>Date Reviewed</b>	

## HIRING AGREEMENT OUTSIDE SPACES

THIS AGREEMENT is made on the date (8) and between Stotfold Town Council (1) and the Hirer (2) detailed below whereby in consideration of the sums mentioned (7). STOTFOLD TOWN COUNCIL agrees to permit THE HIRER to use the premises and facilities (4) for the purpose (3) and for the period(s) (5) all described below:

1. Stotfold Town Council	Town Clerk: Town Council Offices, The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG Tel: 01462 730064
2. Full name of Hirer:	
Name of Organisation (if applicable)	
Address:	
Telephone number:	
E mail:	
3. Purpose of hire:	
3a. Estimated number of persons attending:	
3b. Will those attending be charged an entry fee?	
4. Outdoor space required (The Green/Hitchin Rd Rec/Arlesey Rd/Riverside Playing Field)	
5. Day(s) and Date(s) of hire/Ongoing	
Hours:	From: To:
6. Hire Fee – Total payable (to be settled no later than 7 days before Hire date)	£

7. AS WITNESS the hands of the parties hereto on the date of:

Signed by THE HIRER the person named at (2) above	Signed by the person named at (1) above on behalf of STOTFOLD TOWN COUNCIL.
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**\*ANY ACCIDENTS, OR NEAR MISSES OCCURRING DURING THE HIRE PERIOD MUST BE REPORTED TO THE TOWN COUNCIL WITHIN 24 HOURS**

### PAYMENT DETAILS

Stotfold Town Council can accept payment via bank transfer, card, cash, or cheque.

#### Bank transfer

If making a payment via bank transfer, please ensure that the name of the hirer and date of hire are given as a reference and inform Stotfold Town Council as soon as you have made the payment.

Account name: Stotfold Town Council  
Account No: 20354862  
Sort Code: 60-83-01

#### Cheque

Cheques should be made payable to STOTFOLD TOWN COUNCIL



## **STOTFOLD TOWN COUNCIL**

### **MEMORIAL BENCH & TREE POLICY**

#### **1. SCOPE OF THE POLICY**

- 1.1 When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. This can initially be within the cemetery as a memorial on the grave space to remember that person but also this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.
- 1.2 Stotfold is fortunate enough to have numerous parks and open spaces, as well as Stotfold Cemetery these are mostly owned and managed by Stotfold Town Council. This policy sets out how we approve memorial benches and trees; who is responsible for their upkeep; and what is expected from the donor and the council.
- 1.3 The Town Council will always endeavour to be respectful, sympathetic, and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

#### **2. WHAT AND WHO IS COVERED BY THE POLICY**

- 2.1 The policy covers any memorial bench, tree, or other lasting item (excluding those sited at Stotfold Cemetery) placed on Stotfold Town Council-owned property and is relevant to anyone who has commissioned, or is thinking of commissioning, a memorial tree or bench.
- 2.2 Stotfold Town Council-owned property includes: The Green, Riverside Playing Field, Hitchin Road Recreation Ground, Centenary Wood, Pix Brook Play Area, Greenacre Park, Arlesey Road and Stotfold Cemetery on Mill Lane.

#### **3. LEGAL FRAMEWORK**

- 3.1 The planting of trees or installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial, and the landowner. As such, the Town Council can only approve memorials and trees on Town Council-owned land. The Town Council may support applications for benches placed on the public highway, but permission is required from the local highways' authority, Central Bedfordshire Council.
- 3.2 Generally speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Town Council is unable to install benches for such reasons.
- 3.3 Under the Crime and Disorder Act 1998, the Town Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

3.4 When the Town Council agrees to install a bench or tree, they are bought by the friends and family and donated to the Town Council. The tree or bench then becomes the property of the Town Council, and the donor does not retain any right to determine its future management. The Town Council will nevertheless endeavour to ensure it is properly maintained and cared for.

#### 4. POLICY STATEMENT

##### 4.1 Determining requests

4.1.1 Enquiries for a memorial bench or tree should be made by emailing [enquiries@stotfoldtowncouncil.gov.uk](mailto:enquiries@stotfoldtowncouncil.gov.uk). The requests will be reviewed and approved by the Public Realm Committee.

4.1.2 The Town Council will endeavour to accommodate any reasonable requests for the planting of memorial trees or installation of memorial benches on Town Council-owned property only. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees or benches, or any other material factors.

4.1.3 Benches are always Brown Countryside seat, with fixings below ground



<https://uk.glasdon.com/countryside-tm-seat>

Memorial Trees are always Irish Yew trees (Taxus Baccata Fastigiata)

- 4.1.4 Bench Plaques are a size 150mm x 50mm and made of stainless steel, Tree plaques in the Cemetery are stainless steel, with a light oak finish back base, and size 200mm x 150mm
- 4.1.5 The exact location of the tree or bench will be agreed during a site visit with Town Council staff. It is the donor's responsibility to ensure that the location (and orientation in the case of a bench) is well-communicated to the Town Council and confirmed in writing, by letter or email, with an accompanying sketch. In the case of the Cemetery, the Town Council reserves the right to choose a location, to maintain layout of the cemetery for future burials.
- 4.1.7 Memorial benches and trees will only be considered from people that can demonstrate a close tie with the person being commemorated. The Town Council reserves the right to refuse a memorial bench, or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

## **4.2. Costs**

- 4.2.1 The cost of the tree or bench will include any plaques/inscription, delivery, and planting/installation costs (e.g. fixings, tree guard, paving or base around the bench).
- 4.2.2 A further one-off surcharge of 20% will be added on top of the cost for the continuing and future maintenance of the tree or bench.

## **4.3 Installing and planting**

- 4.3.1 The arrangements for ordering and installing the bench or tree will be made directly by the Town Council, once a specification has been agreed with the donor, and once the financial donation has been made.
- 4.3.2 Tree planting will usually only be permitted between late autumn and early spring, in line with the tree-planting season.
- 4.3.3 Trees will normally be planted by the Town Council's Contractor. However, donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.
- 4.3.4 The Scattering of Ashes is permitted only around the Central Lime Trees behind the Chapel in the Cemetery and permission should be requested from the Town Council. It is not permitted on a family grave or around a family Memorial Tree. Burial of ashes under a tree will not be permitted. Scattering of Pet Ashes or Internment of these is prohibited on Stotfold Town Council property.

## **4.4 Plaques**

- 4.4.1 Commemorative plaques can be affixed to a memorial bench, subject to agreeing a size, wording and specification with the Town Council and obtaining written permission once agreement has been reached. Plaques for trees are not recommended unless in the Cemetery due to the increased risk of vandalism. No plaque may be affixed to a tree itself.
- 4.4.2 Commemorative plaques may be affixed to existing benches, where there is no other visible sign of it being a memorial bench. The fee for this will be the cost of the plaque and installation,

plus 50% of the estimated cost of a like-for-like replacement bench. Note, only one plaque will be affixed to any one bench.

#### **4.5 Maintenance**

4.5.1 The Town Council will only source high quality/durable benches and will endeavour to maintain and care for the memorial bench or tree. However, it cannot guarantee their condition. If the bench is badly damaged or unusable after ten years, the Town Council can dispose of it and the family will be given the choice of either purchasing another one, as per the council's memorial bench policy, or the space will be made vacant for another family's memorial bench. If the family is not contactable, the council will take appropriate action deemed necessary at the time.

4.5.2 Donors should also be aware that benches or young trees in public areas may be subject to vandalism, and the Town Council will not be held responsible for any costs in replacing them.

4.5.3 The Town Council shall endeavour to maintain and care for a memorial tree and bench for as long as possible and any necessary tree maintenance and monitoring will form part of the Town Council's ongoing schedule of works. However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable, or other reasons.

Should the tree die within the first year then the Town Council will take responsibility for replacement of the tree, should it die after the first year then an application to replace the tree will need to be made to the Town Council.

4.5.4 No placing of flowers or other objects at memorials will be permitted, except with the permission of the Town Council.

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#### **Revision History**

<b>Date Adopted</b>	11 November 2020
<b>Date Reviewed</b>	16 October 2024 Updates relating to scattering/interment of pet ashes, condition and maintenance of benches, location of benches to be installed, tree longevity and update to Committee name.



## STOTFOLD TOWN COUNCIL

### EXHUMATION POLICY

#### 1. Purpose

- 1.1 Exhumation relates to the removal of remains from a grave.
- 1.2 Exhumations are generally rare and can be traumatic for the bereaved family involved. Exhumations occur for several reasons, including:
- removal from the original grave site to a new grave acquired in the same or other cemetery;
  - transfer from a public grave to a family grave;
  - a Coroners instruction that requires further forensic examination of the deceased;
  - removal for cremation;
  - removal for burial in another cemetery.

The current law relating to the removal of individual buried human remains is contained within **Section 25 of the Burial Act 1857** which states that: -

*“Except in the cases where a body is removed from one consecrated place of burial to another by faculty granted by the ordinary for that purpose, it shall not be lawful to remove any body, or the remains of any body, which may have been interred in any place of burial, without licence under the hand of one of Her Majesty's Principal Secretaries of State, and with such precautions as such Secretary of State may prescribe as the condition of such licence.”*

- 1.3 Therefore, any person wishing to exhume buried remain has to apply to the Ministry of Justice ( MoJ) for a licence to permit it.
- 1.4 The MoJ will normally grant exhumation licences to the next of kin, subject to any other necessary consent, where the application is made for private family reasons.

#### 2. The application form

- 2.1 The Exhumation Application Form can be found online on the Government Website at [Apply to exhume human remains - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-to-exhume-human-remains)
- 2.2 This requires details of the applicant, the deceased and place of burial. The applicant should complete Part A and then send the form to Stotfold Town Council as the relevant Burial Authority who own Stotfold Cemetery, for completion of Part B.
- 2.3 Part C only needs to be completed if the death occurred between 1914 and 1947. In this case, the form will need to be sent to the Commonwealth War Grave Commission for their observations.
- 2.4 Stotfold Town Council's cemetery is non-consecrated ground and subsequently, additional consent will not be required from the Church of England.

### **3. Consents required**

- 3.1 The application must be made with the consent of the Owner of the exclusive rights of burial relating to the grave and it is the applicant's responsibility to obtain this. Should unrelated remains be buried (if the grave is a public or common one) then the permission of any surviving relatives is also required.
- 3.2 The consent of all next of kin of the deceased are required. The priority given in accordance with that set out in the Administration of Estates Act 1925 or the Civil Partnerships Act 2004 (which provides civil partners will equal rights to spouses). This means that if the spouse or civil partner is alive, then this person is the next of kin. Thereafter it is defined that the deceased's mother and father, and thirdly, joint status would be given to the deceased's brothers and children, if any. sisters, grandparents and grandchildren.
- 3.3 Licences are unlikely to be issued without all of the required consents.
- 3.4 Applications will also be considered from any person, but it will be important to explain why the application is not being made by a relative.

### **4. Granting of Lawful permission**

- 4.1 On receipt of lawful permission to exhume the body of a deceased person the Burial Authority will notify the Environmental Health Officer so that he/she can be present at the exhumation site. If the exhumation involves ashes only then the Environmental Health Officer is not required, the Cemetery Officer will be present at exhumation to ensure that respect for the deceased person is maintained and that public health, and health and safety regulations, are observed and protected.
- 4.2 The Officer will also ensure that:
- the correct grave is re-opened;
  - the exhumation commences as early as possible in the morning to ensure maximum privacy;
  - the grave is screened as appropriate for privacy;
  - health and safety of all workers is maintained, for example the use of protective clothing including masks and gloves, task lights and all other necessary equipment;
  - everyone present shows due respect to the deceased person and to adjoining grave sites;
  - the new coffin or casket has been approved;
  - all human remains and all the pieces of the original coffin or casket are placed in the new coffin or casket;
  - the new coffin or casket is properly sealed and identified;
  - the area of the exhumation is properly disinfected;
  - satisfactory arrangements are in place for the onward transmission of the remains.
  - If the conditions of the licence or faculty cannot be met, or there are public health or decency concerns, the exhumation will not be proceeded with.

## 5. Contact

Enquiries about licences should be made direct to the Ministry of Justice, information can be found online at <https://www.gov.uk/apply-for-an-exhumation-licence>

### Revision History

<b>Date Adopted</b>	[October 2024]
<b>Date Reviewed</b>	



## STOTFOLD TOWN COUNCIL

### EXHUMATION PROCEDURE NOTE

1. Applicant to complete Ministry of Justice (MoJ) Form Part A and provide to STC.
2. STC will need to discuss with the grave owner their intentions with the grave plot following exhumation. If this is to be forfeited (given back), then see note further on regarding transferring ownership.
3. STC to check information against our systems (Rialtas and paper) and complete Part B and submit to the MoJ. This can be emailed to the address on the form.
4. MoJ can take up to 20 days to provide licence. This will have conditions that need to be met. Licence is typically valid for 12 months, but the expiry date will be provided on the licence. Retain copy Licence to access for filing.
5. Environmental Services Officer will need to be engaged if the exhumation is of a body as opposed to ashes. (Exact steps to do this are not known)
6. Exhumation will need to take place early in the morning and the cemetery closed for the exhumation. Would suggest 6am start.
7. Resident will need to engage a Funeral Director to carry out the Exhumation.
8. Funeral Director to provide a risk assessment and method statement to us for approval.
9. Funeral Director or Resident to pay STC fee for exhumation.
10. Establish if family are to be present. If so, consider limiting time of arrival or access to cemetery. Important to manage family expectations.
11. Grave to be identified and considered in line with the method statement to see if can be complied with. For example, the erection of the privacy screen without impacting surrounding plots.
12. Consider the Memorial in place, Funeral Directors will remove this but if this is a substantial memorial, then time will need to be given and arrangement made for its removal.
13. Chapel Lessee (if applicable) to be contacted to request access to the chapel, if required. If this is required arrange for Chapel to be cleaned prior to the exhumation.
14. Signs to be put up leading up to the exhumation to state the cemetery will be closed on X date. No further information to be provided and signs to be taken down immediately following the exhumation.
15. Arrange for appropriate PPE to be provided to staff present at the exhumation including, correct footwear, masks, gloves and coveralls.
16. Arrange for a minimum of three members of staff to be present for the exhumation:

17. 1 to be at the graveside with the funeral director and grave digger to ensure exhumation is carried out correctly with an interest in protecting the deceased and other plots
18. 1 to be stationed at the vehicular gates to prevent access.
19. 1 to be stationed at the pedestrian gate to prevent access.
20. One of the staff members present to bring paperwork for the exhumation. Included RAMS, map of the plot with it clearly detailed (would suggest obtaining names of deceased in plots surrounding the exhumation to confirm correct plot) and copy licence at a minimum.
21. Perhaps an additional member of staff to deal with family if they are present if considered necessary.
22. Following exhumation this is to be logged on:
23. Rialtas – See “Disinterment Instructions”
24. The electronic exhumation log;
25. The exhumation book;
26. The register of graves, index etc that contains details of the interment.
27. Note on the plot that this is a used grave. In the event the grave is purchased by someone else, they must be informed the grave has previously been used.
28. Transfer of Plot following Exhumation.
29. STC will need to buy this back at the purchase price less any admin fee. If this leads to the owner owing money to us, then do not charge and do not purchase the plot for any consideration. This will be done by way of a Deed of Assignment in the usual way.
30. The plot can then be re-sold but they must be notified that the plot was used previously.



## STOTFOLD TOWN COUNCIL

### BEE KEEPING POLICY

#### 1. Conditions

- 1.1 Any person keeping bees on Norton Road allotment land must be an allotment tenant and bound by the Allotment Tenancy Agreement, and the special rules for beekeeping.
- 1.2 The Council reserves the right to review these conditions as required.
- 1.3 The Council will give notice to the beekeeper before any changes to these conditions are made.
- 1.3 The Tenancy Agreement for Norton Road and the Norton Road Handbook containing rules and regulations can be found online at [Allotments - Stotfold Town Council](#).
- 1.4 Permission must be obtained from Stotfold Town Council to keep bees on an allotment, and this can only be done at Norton Road, permission is based on a specific location of a hive or hives being agreed and the special rules below being followed.

#### 2. Beekeeper

- 2.1 The beekeeper must have current registration and membership of a beekeeper's association affiliated to the British Beekeeper's Association (BBKA).
- 2.2 The beekeeper must have a BBKS Basic assessment certificate or must be mentored by a beekeeper who holds this certificate and be working towards their own assessment. The certificate or letter of support must be presented to the Council before permission can be given.
- 2.3 If being mentored at time of application, the beekeeper must pass the assessment within 24 months of application.
- 2.4 The beekeeper must provide the Council with details (name, telephone number and mobile telephone number) of standby arrangements to deal with emergencies such as swarming during any absence or unavailability of the beekeeper.
- 2.5 The back-up beekeeper must have passed certification as above.
- 2.6 A notice giving contact details of the beekeeper and a backup 24H contact in case of absence should be clearly displayed on the hive for use by Council officers, emergency service, RSPCA, or others, this should state.
  - Name of plot holder (beekeeper)
  - Phone number
  - Back up keeper
  - Phone number
- 2.7 The beekeeper is required to hold a current insurance policy providing specifically for beekeeping risks and Public Liability insurance of £5,000,000, which should be provided to the Council.

### **3. Management of Bees and Hives**

- 3.1 Hives must be a suitable distance from any public road or path, or a jointly used path/road within the allotment site.
- 3.2 A notice should be put in place to discourage members of the public from approaching the hives.
- 3.3 The plot must have simple screening, such as is used for windbreaks, of fine mesh netting, dust screening, willow, hazel or maintained hedges of a minimum of 2M height to encourage the bees to fly high over neighbouring plots and to protect the hive from wind.
- 3.4 No more than 1 permanent hive and 1 temporary hive may be located on one designated plot. Temporary increase to control swarming is permitted but the number should be reduced by the end of summer at the latest.
- 3.5 The beekeeper should ensure only gentle strains of bees are kept and if they become aggressive or exhibit excessive 'following' tendency, then they should arrange to re-queen the colony or remove the colony until undesirable traits have been resolved.
- 3.6 Management and manipulations must be timed to minimise disturbance to other plot holders, and the beekeeper should liaise with neighbouring tenants about planned actions.
- 3.7 The hives should be registered with Beebase and open to inspection by the Regional Bee Inspector.

### **4. Consultation**

The Council will carry out consultation with other plot holders on site before giving permission.

### **5. Risk Assessment**

- 5.1 This will include and is not limited to:
  - Bee swarm in public;
  - Bee sting first aid advice;
  - Accidental or intentional intrusion by animals or humans;
  - Arrangements in times of temporary absence by plot holder.
- 5.2 The beekeeper must sign this and alert the Council and Committee if anything further should be added (medical conditions, allergies etc).

### **6. Duty of Care**

- 6.1 The beekeeper owes a duty of care to:
  - The public in the vicinity of the hives;
  - Other allotment tenants working nearby;
  - Intruders (even if their intention is clear to disturb the colony).
- 6.2 A sign must be displayed on the apiary area stating that honey bees are kept there.

## 7. Inspections

- 7.1 The Council will investigate any complaints, in particular, those with health and nuisance elements, and the site will be inspected annually as part of the annual plot inspection. If necessary, permission to keep bees can be withdrawn by the issue of 40 days' notice to remove the bees.

### Revision History

<b>Date Adopted</b>	November 2024
<b>Date Reviewed</b>	



**MINUTES OF THE MEETING OF GOVERNANCE & RESOURCES HELD ON  
WEDNESDAY 23 OCTOBER 2024 AT 19:15 STOTFOLD TOWN COUNCIL,  
GREENACRE CENTRE, STOTFOLD SG5 4HG**

**Present:** Cllr S Buck (Chair), J Smith (Vice-Chair), M Cooper, S Dhaliwal, S Hayes, D Matthews, B Saunders, and J Talbot.

**Also present:**

E. Payne – Town Clerk

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**1 APOLOGIES FOR ABSENCE**

All Members were present.

**2 DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS**

There were no disclosures of interest.

**3 PUBLIC SECTION**

There were no Members of the Public present.

**4 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 2 October 2024 were received. It was **RESOLVED** to:

*Adopt the minutes of the meeting as a true record.*

**5 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FROM PREVIOUS MINUTES, FOR INFORMATION**

The Clerk presented a verbal update on the submitted written report, including advising the Committee that the NJC salary negotiations had been completed, which will be reported to the next meeting.

**6 REPORTS TO COMMITTEE**

**6.1 Code of Conduct**

Members received a report with a review of the Code of Conduct. It was **RESOLVED to recommend to Full Council** that the:

*Code of Conduct is re-adopted.*

**6.2 Member & Officer Protocol**

Members received a proposed Member and Officer Protocol. It was **RESOLVED to recommend to Full Council** that the:

*The Member & Officer Protocol is adopted.*

**6.3 Budget 2025 - 2026**



Members received a proposed budget for 2025 - 2026. Members were advised that the relevant committees had considered these figures. CBC have not yet advised the Town Clerk what the council tax base will be. There is also an unknown matter of employer's NI contribution with the budget on 30 October 2024. After some discussion and amendments, it was **RESOLVED**:

- a) *That any unspent budget for tree works to be moved into EMR.*
- b) *To defer budget approval until CBC provides the council tax base.*
- c) *To submit the budget to Full Council on 4 December 2024 after receiving this information.*

**7 MEMBERS' ITEMS FOR INFORMATION PURPOSES ONLY**

There were no items for information only.

**8 WORK PROGRAMME**

Members received the work programme for this committee. It was **RESOLVED** to:

*Note the work programme.*

**9 DATE OF NEXT MEETING**

18th December 2024.

**10 CONFIDENTIAL ITEMS**

It was **RESOLVED** that:

*In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.*

**10.1 VAT Liability**

Members received a confidential report on opting to tax for the Greenacre Centre. It was **RESOLVED** to:

*Register the Greenacre Centre to levy VAT on hall hire invoices.*

The meeting closed at 19:53

**SIGNED BY CHAIR:** .....

**MINUTES APPROVED (date):** .....



## STOTFOLD TOWN COUNCIL

### CODE OF CONDUCT

#### 1.0 Introduction

- 1.1 This Code of Conduct (“the Code”) has been adopted by Stotfold Town Council as required by Section 27 of the Localism Act 2011 (“the Act”), to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.
- 1.2 The Code is not intended to be an exhaustive list of all the obligations that are placed on members. It is the responsibility of individual members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time.
- 1.3 The Code is consistent with the following principles (the “Nolan” principles of standards in public life):
- Selflessness
  - Integrity
  - Objectivity
  - Accountability
  - Openness
  - Honesty
  - Leadership

#### 2.0 Definitions

- 2.1 For the purposes of this Code, a ‘co-opted member’ is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee, joint sub-committee or working group/party of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
- 2.2 For the purposes of this Code, a ‘meeting’ is a meeting of the Council, any of its committees, sub-committees, joint committees, joint sub-committees or working group/party.
- 2.3 For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

#### 3.0 What standards of Conduct are members expected to observe?

##### **Selflessness:**

- 3.1 Members must always act in the public interest.

- 3.2 Members must never use their position as a member of Council improperly to secure for themselves or any other person, an advantage or disadvantage.
- 3.3 Members must not use the Council's resources improperly for personal or party-political purposes.
- 3.4 Members shall behave in such a way that a reasonable person would regard as respectful.

### **Integrity**

- 3.5 Members shall not act in a way which a reasonable person would regard as bullying or intimidatory.
- 3.6 Members must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- 3.7 Members must not disclose information given to them in confidence, or where disclosure is prohibited by law.

### **Objectivity**

- 3.8 When making decisions on behalf of the Council, including awarding contracts or making appointments, members must do so on merit.
- 3.9 Members must have regard to any relevant advice provided to them by the Clerk to the Council and the Responsible Financial Officer. Accountability:

### **Accountability**

- 3.10 Members must act in accordance with their legal obligations, including the following Acts of Parliament that confer special obligations on elected Councillors:
  - Local Government Act 1972
  - Employment Rights Act 1996
  - Data Protection Act 1998
  - Freedom of Information Act 2000
  - Bribery Act 2010 Equality Act 2010
  - Localism Act 2011
- 3.11 Members must act in accordance with the Council's policies and reasonable requirements, including any protocols and codes of practice that may apply.

### **Openness:**

- 3.12 Members must give reasons for any decisions taken on behalf of the Council in accordance with any statutory requirements and the Council's Standing Orders.
- 3.13 Members must not prevent another person from gaining access to information to which that person is entitled by law.

### **Honesty:**

- 3.14 Members must declare any disclosable (pecuniary and non-pecuniary) interests or conflicts of interest that may arise in respect of their responsibilities as a member of the Council.
- 3.15 Members must at all times ensure that their claims for expenses, allowances, and their use of facilities and services provided by the Council are strictly in accordance with the rules laid down on these matters.

### **Leadership:**

- 3.16 Members must set an example by their behaviour and shall act in a way that enhances public trust and confidence in the integrity of the Council and its members.
- 3.17 Members must show respect and courtesy to others.
- 3.18 Members should value the Council's officers and work alongside them to achieve the Council's objectives. Members must on no account behave in a manner that might constitute bullying.

## **4.0 Interests**

### **Registration of interests**

- 4.1 Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer at Central Bedfordshire Council, via the Town Clerk, the interests which fall within the categories set out in Schedules 1 and 2.
- 4.2 Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Schedules 1 and 2.
- 4.3 A member shall register with the Monitoring Officer any change to interests or new interests in Schedules 1 and 2 within 28 days of becoming aware of it.
- 4.4 A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest.' A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

### **Declaration of interests at meetings**

- 4.5 Where a matter arises at a meeting which relates to an interest in Schedule 1 the member shall not participate in a discussion or vote on the matter and shall withdraw from the meeting. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 4.6 Where a matter arises at a meeting which relates to an interest in Schedule 1 which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the

Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

- 4.7 Where a matter arises at a meeting which relates to an interest in Schedule 2, the member shall not vote on the matter and shall withdraw from the meeting. He/she may speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting.
- 4.8 A member only has to declare his/her interest in Schedule 2 if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Schedule 2 which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
- 4.9 Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than interests in Schedule 1), the member shall disclose the nature of the interest and withdraw from the meeting. He/she may also speak on the matter before withdrawing only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the Member shall declare the interest but not the nature of the interest.
- 4.10 On a written request made to the Council's proper officer (Town Clerk), the Council may grant a member a dispensation to participation in a discussion and vote on a matter at a meeting even if he/she has an interest in Schedules 1 and 2 if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation. The Town Council has adopted a Dispensation Policy which can be found on our website: [Dispensation Procedure 2024](#)

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#### Revision History

Date Adopted:	July 2012
Date Reviewed:	October 2024 Link to Dispensation Procedure included

## SCHEDULE 1

### Disclosable Pecuniary Interests

Within 28 days of becoming a Member or co-opted Member of Stotfold Town Council, Members must notify the Monitoring Officer, via the Town Clerk, of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means a spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

Subject	Description
Employment, office, trade, profession, or vocation	Any employment, office, trade, profession, or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12-month period ending on the latest date referred to in paragraph 4.1 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities*) and the Council – (a) Under which goods or services are to be provided or works are to be executed; and (b) Which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge) – (a) The landlord is the Council; and (b) The tenant is a body in which the member, or his/her spouse or civil partner/the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where – (a) That body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) Either – (i) The total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **SCHEDULE 2**

An interest which relates to or is likely to affect:

- (i) anybody of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) anybody –
  - (a) exercising functions of a public nature;
  - (b) directed to charitable purposes; or
  - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the Member has received by virtue of his or her office



## **STOTFOLD TOWN COUNCIL**

### **MEMBER OFFICER PROTOCOL**

#### **BACKGROUND**

This Protocol is intended as guidance to Councillors, the Town Clerk and Officers of Stotfold Town Council, when addressing some of the sensitive circumstances which arise in a challenging working environment. The reputation and integrity of the Town Council is significantly influenced by the effectiveness of Councillors, the Town Clerk and Officers working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect, and courtesy. Close personal familiarity should be avoided.

#### **ROLES OF COUNCILLORS AND OFFICERS**

The respective roles of Councillors and Officers can be summarised as follows:

- Councillors and Officers are servants of the public and they are indispensable to one another but have distinct responsibilities.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the Town Council. Their job is to give advice to Councillors and to the Town Council, and to carry out the Town Council's work under the direction and control of the Town Council and relevant committees.

#### **Councillors**

Councillors are responsible for:

- Determining Council policy and providing community leadership;
- Monitoring and reviewing Council performance in implementing policies and delivering services;
- To represent the Council externally; and
- To act as advocates for their constituents.

All Councillors have the same rights and obligations in their relationship with the Town Clerk and Officers, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the Council. This is the Officer's responsibility, and the Officer will be acting on instructions from the Council or its committees, within an agreed job description.

In line with the Town Council's adopted Code of Conduct, a Councillor must treat others with respect, must not bully, exert undue influence or interference with people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.

### **Officers can expect Councillors:**

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that Councillors have the right to take the final decision on issues based on advice;
- to act within the policies, practices, processes, and conventions established by the Council;
- to work constructively in partnership with Officers acknowledging their separate and distinct roles and responsibilities;
- to understand and support the respective roles and responsibilities of Officers and their associated workloads, pressures, and reporting lines;
- to treat them fairly and with respect, dignity, and courtesy;
- to act with integrity, to give support and to respect appropriate confidentiality;
- to recognise that Officers do not work under the instruction of individual Councillors or groups;
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure;
- to treat all Officers, partners (those external people with whom the Council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability, or religion;
- not to request Officers to exercise discretion which involves acting outside the Council's policies and procedures;
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the Council or in their role as a Councillor without proper and lawful authority;
- not to use their position or relationship with Officers to advance their personal interest or those of others or to influence decisions improperly;
- to comply at all times with the Councillors' Code of Conduct, the law, and such other policies, procedures, protocols, and conventions agreed by the Council;
- respect the impartiality of Officers and do not undermine their role in carrying out their duties;
- do not ask Officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an Officer being criticised for operating in a party-political manner;
- do not ask Officers to exceed their authority where that authority is given or delegated.

### **The Mayor and Vice Mayor or Chair and Vice-Chair of the Council and its Committees:**

Chairpersons and Vice-chairpersons have additional responsibilities as delegated by the Council. These responsibilities mean that they may have to have a closer working relationship with employees than other Councillors do. However, they must still respect the impartiality of Officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

### **Officers:**

The primary role of Officers is to advise, inform and support all members and to implement the agreed policies of the Council.

Officers are responsible for day-to-day managerial and operational decisions within the Council, including directing and overseeing the work of any more junior Officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role, the Officers will act professionally, impartially and with neutrality. Whilst Officers will respect a Councillor's view on an issue, the Officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the Council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the Council or whether the decision differs from the Officer's view;
- work in partnership with Councillors in an impartial and professional manner;
- treat Councillors fairly and with respect, dignity, and courtesy;
- treat all Councillors, partners, and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability, or religion;
- assist and advise all parts of the Council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the Council's formal decisions;
- respond to enquiries and complaints in accordance with the Council's standards;

### **Protocol**

- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Councillors, the media, or other sections of the public;
- act with honesty, respect, dignity, and courtesy at all times;
- provide support and learning and development opportunities for Councillors to help them in performing their various roles in line with the Council's training and development policy;
- not seek to use their relationship with Councillors to advance their personal interests or to influence decisions improperly;
- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the Council.

Officers have the right not to support Councillors in any role other than that of Councillor, and not to engage in actions incompatible with this protocol.

In giving advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view, they should not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimise an Officer for discharging his/her responsibilities.

There are exceptional circumstances where a Councillor can fulfil the role of Officer, for example where there is a vacancy. This can only be done if the Councillor is not paid for the role and should only ever be short-term while the Council seeks to fill a vacancy. There will need to be a particular clear understanding of when the Councillor is acting as a Councillor and when acting as the Proper Officer.

### **The Relationship: General**

Councillors and Officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas Officers are accountable to the Council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Councillors and Officers should observe standards of

courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual Councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with Officers who have been charged with promoting and implementing the Council's collectively determined course of action.

Councillors should not raise matters relating to the conduct or capability of an Officer, or of Officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An Officer has no means of responding to criticisms like this in public.

A Councillor who is unhappy about the actions taken by, or conduct of, an Officer should:

- avoid personal attacks on, or abuse of, the Officer at all times;
- ensure that any criticism is well founded and constructive;
- ensure that any criticism is made in private;
- take up the concern with the Chairperson.

Neither should an Officer raise with a Councillor matter relating to the conduct or capability of another Councillor or Officer or to the internal management of the Council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

## **EXPECTATIONS**

### **All Councillors can expect:**

- A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads, and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers and other Councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by Officers outside the Council's agreed procedures;
- That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly.

### **Officers can expect from Councillors:**

- A working partnership;
- An understanding of, and support for, respective roles, workloads, and pressures;
- Leadership and direction;

- Respect, courtesy, integrity, and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Councillors will at all times comply with the Council's adopted Code of Conduct.

## **General Principles**

Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that Councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other Officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

## **COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS**

Councillors are free to approach Officers to provide them with such information, explanation, and advice as they may need in order to assist them in discharging their role as Members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of Councillors to inspect Council documents are covered partly by statute and partly by the common law.

The common law right of Councillors is based on the principle that any member has prima facie right to inspect Council documents as far as their access to the documents is necessary to enable the member properly to perform their duties as a member of the Council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the Councillor's ability to demonstrate that they have the necessary "need to know." In this respect a Member has no right to "a roving commission" to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know."

The Officer must determine this question.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a Councillor's "need to know" will normally be presumed. In other circumstances (e.g. a Councillor wishing to inspect documents which contain personal information about third parties) a Councillor will normally be expected to justify the request in specific terms. Any Council information provided to a Councillor must only be used by the Councillor for the purpose for which it was provided i.e. in connection with the proper performance of the Councillor's duties as a member of the Council.

For completeness, Councillors do, of course, have the same right as any other member of

the public to make requests for information under the Freedom of Information Act 2000.

## **CORRESPONDENCE**

Correspondence between an individual Councillor and an Officer should not normally be copied (by the Officer) to any other Councillor. Where exceptionally it is necessary to copy the correspondence to another Councillor, this should be made clear to the original Councillor. In other words, a system of “silent copies” should not be employed.

Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another Councillor has received an e-mail by adding “CC Councillor X.”

Official letters or emails on behalf of the Council should normally be sent out under the name of the Officer, rather than under the name of a Councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Councillor.

Correspondence to individual Councillors from Officers should not be sent or copied to complainants or other third parties if they are marked “confidential.” In doing so, the relevant Officer should seek to make clear what is to be treated as being shared with the Councillor in confidence only and why that is so.

## **PRESS AND MEDIA**

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the Council, explaining its objectives and policies to the electors and customers. Councils use publicity and social media to keep the public informed and to encourage public participation. The Council needs to tell the public about the services it provides. Effective publicity should aim to improve public awareness of the Council’s activities.

Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the Council’s Media Protocol.

The Officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an Officer expressly or impliedly make any political opinion, comment, or statement.

Any press release that may be necessary to clarify the Council’s position in relation to disputes, major planning developments, the Officer should approve court issues or individuals’ complaints.

The chair (or chair of a committee) may act as spokespersons for the Council in responding to the press and media and making public statements on behalf of the Council but should liaise with the Officer on all forms of contact with the press and media. The Council may also appoint individual Councillors as spokespeople where there is an area of particular expertise, but this should only be done with the agreement of the Council.

The Council must comply with the provisions of the Local Government Act 1986 (“the Act”) regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance, and the Council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of Councillors in connection with the use of social media, reference should be made to the Council's Social Media Protocol where there is one in place.

## **IF THINGS GO WRONG**

### **Procedure for Officers:**

From time to time the relationship between Councillors and the Officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the Council adopts a formal grievance protocol or procedure.

In the first instance, where a Member has a concern about the performance of an Officer, they should raise this with the Town Clerk. If however, the concern is regarding the Town Clerk, then this should be reported to the Mayor and/or Vice Mayor.

Central Bedfordshire Council's Monitoring Officer will be asked to conduct mediation/conciliation to resolve the issue. Alternatively, independent advice will be sought. The Mayor of the Council should not attempt to deal with grievances or work-related performance or line management issues on their own. The Council will delegate authority to a small group of Councillors to deal with personnel matters.

The Town Council has adopted a grievance procedure and policy which individual employees should follow to raise concerns, problems, or complaints about their employment in an open and fair way. This can be found in the Staff Handbook.

Where the matter relates to a formal written complaint alleging a breach of the Councillors' Code of Conduct the matter must be referred to the principal Council's Monitoring Officer in the first instance in line with the Localism Act 2011. The Town Council may, however, try to resolve any concerns raised informally before they become a formal written allegation.

### **Procedure for Councillors:**

If a Councillor is dissatisfied with the conduct, behaviour or performance of the Officer or another employee, the matter should be reported to the Chairperson and then raised with the Officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the Town Council's disciplinary procedure.

**Expenditure To be Approved At Nov 2024 Council meeting**

BACS	Supplier	Bldgs	Public Realm	Governance & Resources	Other		Net	Vat	Total
BACS	M J Ryall -repair material for the open space		91.84				91.84	18.37	110.21
BACS	M J Ryall -repair material for the open space		10.15				10.15	2.03	12.18
BACS	Refund 3 Burial plots		108.00				108.00	0.00	108.00
BACS	Window Cleaner - The GAC Window Cleaning Fee	155.00					155.00	0.00	155.00
BACS	Cemetery Officer mileage Claim		41.40				41.40	0.00	41.40
BACS	Katie Digital Illustrator - outstanding cost linked with Stotfest			220.00			220.00	0.00	220.00
BACS	Countrywide - Grounds Maintenance August monthly fee		5882.91				5882.91	1176.58	7059.49
BACS	Bug 'n' Things Pest Control Ltd - Routine pest control @ Norton Rd Allot		520.00				520.00	104.00	624.00
BACS	Reimbursement - Town clerk expense			50.70			50.70	0.00	50.70
BACS	Herts Fullstop - Stationery			174.27			174.27	34.86	209.13
BACS	Buntingford Brewery Ltd - 50 cases bottles of Stotfold Gold			1125.00			1125.00	225.00	1350.00
BACS	Flitwick Town Council- 1 day training course @ the Rufus Centre			108.33			108.33	21.67	130.00
BACS	Cascade Water Service - reapiir leak below tap1 @ NR allot		300.00				300.00	60.00	360.00
BACS	Charles Wilson Engineers - Road cone & crowd barrier for the Stotfest			1053.60			1053.60	210.72	1264.32
BACS	The Mayor's Appeal Fund - circus ticket			20.00			20.00	0.00	20.00
BACS	Imperative Training / Defibshop - Defib for Mossman centre +case	1790.00					1790.00	358.00	2148.00
BACS	ElanCity - Connect option for Evolis vision 4g Europe & webplatform			480.00			480.00	96.00	576.00
BACS	Andrew Allen - Demolition & reconstruction @ cemetery toilet		135.00				135.00	0.00	135.00
BACS	Griggs Electrical Ltd - electrical work @ Riverside MUGA		4737.57				4737.57	947.51	5685.08
BACS	Griggs Electrical Ltd - portable appliance test @ tractor shed and	200.00	115.93				315.93	63.19	379.12
BACS	SMG Business Solutions - professional service to destroy disks			90.00			90.00	18.00	108.00
BACS	SMG Business Solutions - 1 IPAD for cllr			583.00			583.00	116.60	699.60
BACS	SMG Business Solutions - monthly IT support fee			1117.90			1117.90	223.58	1341.48
BACS	SMG Business Solutions - Keyboard & mouse			65.00			65.00	13.00	78.00
BACS	Net World Sports - Tennis net headline wire & basketball backboards		117.03				117.03	23.40	140.43
BACS	DCK Accounting Solutions- prepare, review & submit vat partial exemption			465.00			465.00	93.00	558.00
BACS	Woods Precision Engineering Ltd - Memo bench with backplate		1520.00				1520.00	304.00	1824.00
BACS	Minster Cleaning - Both Memo hall & GAC daily clean	2381.93					2381.93	476.39	2858.32

BACS	Stotfold & Arlesey Magazines -full page news campaign			3293.10		3293.10	658.62	3951.72
BACS	BATPC - online training course			210.00		210.00	0.00	210.00
BACS	SparkX - Attend reported streetlight fault		460			460.00	92.00	552.00
BACS	SparkX - repair streetlight fault @ s6 Coppice Mead		326			326.00	65.20	391.20
BACS	Reimbursement - Town ranger expense travel fridge & storage bins		104.95			104.95	0.00	104.95
BACS	Cloudy IT - 2 Bluetooth headset			285.54		285.54	57.11	342.65
BACS	Cloudy IT -MS Teams phone setup, phone headsets and training			2212.16		2212.16	442.43	2654.59
BACS	Wilstead Haulage - Skip hire on 4/9/24		300.00			300.00	60.00	360.00
BACS	Wilstead Haulage - Skip hire on 20/09/2024		300.00			300.00	60.00	360.00
BACS	Ocean Creative - Opening Hours Graphics Sign	286.00				286.00	57.20	343.20
BACS	Danfo - remedial Work @ the Brook St Toilet		430.00			430.00	86.00	516.00
BACS	W Fuller & son Ltd - Riverside Security Patrol from WF2/9		145.00			145.00	29.00	174.00
BACS	W Fuller & son Ltd - Riverside Security Patrol on WF9/9		105.00			105.00	21.00	126.00
BACS	Grant payment - The Need Project			1500.00		1500.00	0.00	1500.00
BACS	Grant payment - Stotfold Bowls Club			1500.00		1500.00	0.00	1500.00
BACS	Grant payment - Friends of Roecroft School			1500.00		1500.00	0.00	1500.00
BACS	Grant payment - Stotfold Scouts			1500.00		1500.00	0.00	1500.00
BACS	Saunder Garage damage deposit return			100.00		100.00	0.00	100.00
BACS	Griggs Electrical Ltd - Electrical work @ A Rd MUGA		245.00			245.00	49.00	294.00
BACS	Public Realm Officer mileage claim		54.00			54.00	0.00	54.00
BACS	Seton - AED Projectioning Sign for the Rooms			38.34		38.34	7.67	46.01
BACS	Music Performance - Brook William Charles			65.00		65.00	0.00	65.00
BACS	Culligan Ltd - water orded for office			52.30		52.30	10.46	62.76
BACS	J D Heating & Plumbing Service - replace kitchen taps	240.00				240.00	48.00	288.00
BACS	Reimbursement - Town mayor refreshment for the Macmillan coffee morning			117.36		117.36	0.00	117.36
BACS	Reimbursement - cllrs plants for community garden			51.94		51.94	0.00	51.94
BACS	Reimbursement - Town Ranger material to repair HRR wall		37.05			37.05	0.00	37.05
BACS	Herts Fullstop - Stationery			115.70		115.70	23.14	138.84
BACS	Herts Fullstop - Clearing material for toilets & Stationery		55.30	63.13		118.43	23.69	142.12
BACS	Charles Wilson Engineers - pressure washer with bowser		98.00			98.00	19.60	117.60
BACS	SMG Thinkpad Laptop for the new apprentice			925.00		925.00	185.00	1110.00
BACS	Woods Precision Engineering Ltd - Steel backing for AED sign	44.25				44.25	8.85	53.10
BACS	Ocean Creative - Opening Hours Graphics Sign	610.00				610.00	122.00	732.00

BACS	Countrywide - Grounds Maintenance Sept monthly fee		5882.91			5882.91	1176.58	7059.49
BACS	The Shutter Repair & Maintenance Ltd - repair shutter @ Simpsons	180.00				180.00	36.00	216.00
BACS	The Shutter Repair & Maintenance Ltd - repair Maple room shutt	160				160.00	32.00	192.00
BACS	Toolstation - Papper Plasterboard Joint Tape		25.50			25.50	5.10	30.60
BACS	Toolstation - Security Shear Nut		12.76			12.76	2.55	15.31
BACS	Toolstation - Safety Helmet		13.38			13.38	-0.12	13.26
BACS	Toolstation - Gutter		21.53			21.53	4.31	25.84
BACS	Newsquest - Christmas Event Public Notes			350.81		350.81	70.16	420.97
BACS	M J Ryall - material for cemetery and open space		124.75			124.75	24.95	149.70
DD	Pitney Bowes - Postage Franking machine quarterly rent			72.16		72.16	14.43	86.59
DD	Pitney Bowes - Top up Franking machine postage			37.63		37.63	0.00	37.63
DD	SAGE - monthly fee			26.25		26.25	5.25	31.50
DD	Cawleys - Memo hall EURO CART rental	88.48				88.48	17.70	106.18
DD	Cawleys - GAC EURO CART rental	232.2				232.20	46.44	278.64
DD	Cawleys - Cemetery EURO CART rental		21.97			21.97	4.39	26.36
DD	PHS Group - The GAC sanitary bin collection annual duty care fee	52.53				52.53	10.51	63.04
DD	Allstar - Monthly Fuel Card Fee			17.96		17.96	3.59	21.55
DD	Allstar -Diesel for YK22HPC			81.51		81.51	16.30	97.81
DD	Allstar -Diesel for YK22HPC			51.23		51.23	10.25	61.48
DD	Crown GAS & Power - GAC Gas	272.40				272.40	13.62	286.02
DD	Crown GAS & Power - memo hall gas	77.19				77.19	3.86	81.05
DD	SSE - MUGA Electricity		51.76			51.76	2.59	54.35
DD	SSE- A Rd Electricity		226.28			226.28	11.31	237.59
DD	SSE- Memorial hall Electricity	178.81				178.81	8.94	187.75
DD	SSE - REC @ Brook street		299.01			299.01	14.95	313.96
DD	NFU Mutual -vehicle insurance			444.10		444.10	0.00	444.10
DD	Wave (Anglian Water )- Simpson Centre water bill meter 1	89.04				89.04	0.00	89.04
DD	Wave ( Anglian Water ) - High street		45.69			45.69	0.00	45.69
DD	Wave (Anglian Water ) - Norton Rd Allotment		181.90			181.90	0.00	181.90
DD	Wave ( Anglian Water) - The Green		17.56			17.56	0.00	17.56
DD	Wave (Anglian Water) - Memorial hall	124.50				124.50	0.00	124.50
DD	Wave (Anglian Water )- Simpson Centre water bill meter 2	104.82				104.82	0.00	104.82
DD	Wave ( Anglian Water ) - cemetery		34.97			34.97	0.00	34.97

DD	DVLA - Road Tax YK22HPC			29.31			29.31	0.00	29.31
DD	TradeUK - Material ordered for public realm		113.38				113.38	22.66	136.04
DD	Worldpat - Monthly Card transaction Fee			18.27			18.27	2.09	20.36
DD	Barclay credit card			1157.69			1157.69	231.53	1389.22
DD	EE - monthly work mobile charge			281.63			281.63	56.33	337.96
DD	IBT - Monthly Phone Bill			181.04			181.04	36.21	217.25
Payflow	Sept Staff Salary			24463.52			24463.52	0.00	24463.52
	<b>Total</b>	<b>7267.15</b>	<b>23313.48</b>	<b>46295.48</b>	<b>0.00</b>		<b>76876.11</b>	<b>8596.35</b>	<b>85472.46</b>

\* Please note that, in accordance with the council's financial regulation and to prevent the possibility of errors, omissions and even fraudulent activity, these purchase invoices are only paid and entered into the accounting system after being authorised by this monthly full council meeting. This means that the figures in the monthly committee report do not include the aforementioned invoices.

**Income received in Sept 24 - report for Oct 24 council meeting**

Date	Receipt No	Amount	Details	Simpson Centre	Memorial Hall	Greenacre Centre	Cemetery	Open space/ Allotments	Xmas Lights/ Other
29/08/2024	16038	600.00	Dignity Funeral Director - Interment fee DL				600.00		
29/08/2024	16039	30.00	Bradley Gumble - Hiring fee for 8th April					30.00	
03/09/2024	16040	35.00	NR13B allotment fee					35.00	
03/09/2024	16041	70.00	NR19B allotment fee					70.00	
04/09/2024	16042	445.50	Gumbles the Green booking 9/9- 22/9					445.50	
04/09/2024	16043	35.00	NR33B allotment fee					35.00	
05/09/2024	16044	35.00	NR31B allotment fee					35.00	
05/09/2024	16045	35.00	NR18A allotment fee					35.00	
06/09/2024	16046	70.00	CR 11B +17C allotment Fee					70.00	
06/09/2024	16047	35.00	NR4B allotment fee					35.00	
06/09/2024	16048	52.50	NR7A + NR30 A allotment fee					52.50	
06/09/2024	16049	52.50	NR7B + C allotments fee					52.50	
10/09/2024	16050	70.00	NR12 allotment Fee					70.00	
11/09/2024	16051	35.00	NR 10A allotment Fee					35.00	
12/09/2024	16052	100.00	Football pitch Hire					100.00	
13/09/2024	16053	17.50	NR 25C allotment Fee					17.50	
16/09/2024	16054	70.00	CR43B allotment rent & deposit					70.00	
17/09/2024	16055	35.00	CR10B allotment fee					35.00	
17/09/2024	16056	35.00	NR32A allotment fee					35.00	
17/09/2024	16057	70.00	NR09 allotment fee					70.00	
17/09/2024	16058	35.00	NR31A allotment fee					35.00	
17/09/2024	16059	70.00	NR50A & 51A allotment fee					70.00	
17/09/2024	16060	35.00	NR16A allotment fee					35.00	
17/09/2024	16061	70.00	CR44A & CR44B allotment fee					70.00	
17/09/2024	16062	70.00	NR11A & 11B allotment fee					70.00	
19/09/2024	16063	45.75	Memo hall booking 29/09/2024		45.75				
24/09/2024	16064	70.00	NR28 allotment fee					70.00	
25/09/2024	16065	35.00	NR18B allotment fee					35.00	

25/09/2024	16066	17.50	NR26B allotment fee					17.50	
26/09/2024	16067	70.00	CR1B &22B allotment fee					70.00	
26/09/2024	16068	17.50	NR 25A allotment fee					17.50	
27/09/2024	16069	35.00	CR 35A allotment fee					35.00	
27/09/2024	16070	100.00	Burial Permit				100.00		
27/09/2024	16071	400.00	E H Crouch - Interment Fee				400.00		
30/09/2024	16072	39.00	High Sheriff of Bedfordshire - Bottle of Gin						39.00
29/08/2024	BACS	6.00	BT refund						6.00
30/08/2024	BACS	33.00	Eat Feast 6/09 hire					33.00	
02/09/2024	BACS	286.90	Slimming World invoice			286.90			
02/09/2024	BACS	214.20	Karate class invoice inv a6600			214.20			
02/09/2024	BACS	234.00	Tanya Vardy class inv			234.00			
02/09/2024	BACS	35.00	NR3B allotment fee					35.00	
02/09/2024	BACS	35.00	CR17B allotment fee					35.00	
02/09/2024	BACS	70.00	CR45B + 46B allotment fee					70.00	
02/09/2024	BACS	70.00	CR14 allotment fee					70.00	
02/09/2024	BACS	35.00	CR19A allotment fee					35.00	
02/09/2024	BACS	35.00	NR5B allotment fee					35.00	
02/09/2024	BACS	35.00	CR52A allotment fee					35.00	
02/09/2024	BACS	306.00	RPATT inv a 6610			306.00			
02/09/2024	BACS	35.00	NR38 allotment fee					35.00	
02/09/2024	BACS	70.00	CR09 allotment fee					70.00	
03/09/2024	BACS	153.00	Line dancing inv			153.00			
03/09/2024	BACS	35.00	NR17B allotment fee					35.00	
03/09/2024	BACS	35.00	NR10B allotment fee					35.00	
03/09/2024	BACS	35.00	CR08B allotment fee					35.00	
03/09/2024	BACS	70.00	CR32A allotment fee					70.00	
03/09/2024	BACS	138.76	Inv a6596			138.76			
03/09/2024	BACS	35.00	CR48A allotment fee					35.00	
03/09/2024	BACS	70.00	NR35 allotment fee					70.00	
04/09/2024	BACS	35.00	CR10A allotment fee					35.00	
04/09/2024	BACS	70.00	CR42A & 43A allotment fee					70.00	
04/09/2024	BACS	400.00	Benedict Funeral Directors - Burial fee				400.00		

04/09/2024	BACS	35.00	NR 1A Allotment fee					35.00	
04/09/2024	BACS	35.00	CR7B allotment fee					35.00	
04/09/2024	BACS	35.00	CR22A allotment fee					35.00	
04/09/2024	BACS	44.62	Memorial Hall Hire 14/09			44.62			
05/09/2024	BACS	35.00	CR11 allotment fee					35.00	
05/09/2024	BACS	35.00	CR37 allotment fee					35.00	
05/09/2024	BACS	17.00	Memo hall booking 30/11/2024			17.00			
05/09/2024	BACS	35.00	CR50B allotment fee					35.00	
06/09/2024	BACS	35.00	NR17A allotment fee					35.00	
06/09/2024	BACS	35.00	CR24B allotment fee					35.00	
09/09/2024	BACS	105.00	CR18 ABC allotment fee					105.00	
09/09/2024	BACS	35.00	CR17A allotment fee					35.00	
09/09/2024	BACS	35.00	CR21A allotment fee					35.00	
09/09/2024	BACS	166.66	Chapel Lease -Austin &son				166.66		
09/09/2024	BACS	35.00	CR54B allotment fee					35.00	
09/09/2024	BACS	78.43	Stotfold Football Club- Insurance repayment					78.43	
10/09/2024	BACS	51.00	30/10 memo hall booking fee			51.00			
10/09/2024	BACS	35.00	NR05A allotment fee					35.00	
10/09/2024	BACS	450.00	James Pepper A6220 payment				450.00		
12/09/2024	BACS	35.00	NR26A allotment fee					35.00	
12/09/2024	BACS	70.00	CR47AB allotment fee					70.00	
12/09/2024	BACS	462.00	Show Product Ltd 17-21 the Green Hire					462.00	
12/09/2024	BACS	105.00	CR24A,25A+B allotment fee					105.00	
13/09/2024	BACS	70.00	NR19A allotment fee					70.00	
13/09/2024	BACS	76.50	Pippin Preschool 02/11/24hall hire			76.50			
13/09/2024	BACS	183.60	Intelligent Comfort Inv a6593				183.60		
16/09/2024	BACS	35.00	NR36 allot fee					35.00	
16/09/2024	BACS	70.00	NR8 allot fee					70.00	
16/09/2024	BACS	35.00	CR32B allot fee					35.00	
16/09/2024	BACS	35.00	CR19B allot fee					35.00	
17/09/2024	BACS	35.00	CR24B allotment fee					35.00	
17/09/2024	BACS	70.00	NR27 allot fee					70.00	

17/09/2024	BACS	35.00	NR29A allot fee					35.00	
17/09/2024	BACS	35.00	CR33B allot fee					35.00	
17/09/2024	BACS	35.00	CR53B allot fee					35.00	
17/09/2024	BACS	450.00	Benedict Funeral Directors inv a6621				450.00		
17/09/2024	BACS	70.00	CR20A & 53A allot fee					70.00	
17/09/2024	BACS	35.00	NR32B allot fee					35.00	
17/09/2024	BACS	35.00	CR15B allot fee					35.00	
19/09/2024	BACS	625.00	CBC inv a 6619		625.00				
19/09/2024	BACS	138.00	Coffee & Pink Inv a 6622 - Gin & beer sale						138.00
20/09/2024	BACS	35.00	CR38B allot fee					35.00	
20/09/2024	BACS	35.00	CR42B allot fee					35.00	
23/09/2024	BACS	70.00	CR40B + 39B allot fee					70.00	
23/09/2024	BACS	350.00	Box of cake rent inv		350.00				
23/09/2024	BACS	70.00	NR 34 allot fee					70.00	
24/09/2024	BACS	70.00	NR3 allot fee					70.00	
24/09/2024	BACS	95.60	Pilates class inv a 6611			95.60			
25/09/2024	BACS	35.00	CR8A allot deposit					35.00	
25/09/2024	BACS	35.00	NR4A allot fee					35.00	
25/09/2024	BACS	17.50	NR25B allot fee					17.50	
25/09/2024	BACS	35.00	CR11A allot fee					35.00	
25/09/2024	BACS	35.00	CR12C allot fee					35.00	
25/09/2024	BACS	70.00	CR48B & 49B allot fee					70.00	
26/09/2024	BACS	19.00	Memo hall hire 10/11/24			19.00			
26/09/2024	BACS	70.00	CR54A allot fee					70.00	
26/09/2024	BACS	17.00	Memo hall hire 11/1/25			17.00			
26/09/2024	BACS	35.00	CR11A allot fee					35.00	
26/09/2024	BACS	70.00	NR15 allot fee					70.00	
26/09/2024	BACS	35.00	NR25 allot fee					35.00	
26/09/2024	BACS	59.50	Memo hall 19/10 hire			59.50			
26/09/2024	BACS	70.00	NR1B allot fee					70.00	
26/09/2024	BACS	70.00	CR15A & 16B allot fee					70.00	
27/09/2024	BACS	10.00	Memo hall 8/12/24 hire			10.00			
27/09/2024	BACS	70.00	NR39 allot fee					70.00	

27/09/2024	BACS	35.00	CR41A allot fee						35.00	
27/09/2024	BACS	35.00	CR35B allot fee						35.00	
30/09/2024	BACS	35.00	CR34A allot fee						35.00	
30/09/2024	BACS	70.00	CR13 allot fee						70.00	
30/09/2024	BACS	35.00	CR41B allot fee						35.00	
30/09/2024	BACS	70.00	CR51 allot fee + deposit						70.00	
30/09/2024	BACS	290.72	Slimming World invoice			290.72				
30/09/2024	BACS	35.00	CR33A allot fee						35.00	
30/09/2024	BACS	35.00	NR29B allot fee						35.00	
<b>Total</b>		<b>11806.74</b>			<b>975.00</b>	<b>2059.55</b>	<b>183.60</b>	<b>2566.66</b>	<b>5838.93</b>	<b>183.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 24/10/2024

Month No: 7

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Public Realm</b>								
<u>21 MUGA</u>								
203 Electricity	1,194	1,206	2,250	1,044		1,044	53.6%	
206 Maintenance and Repairs	1,425	0	5,000	5,000		5,000	0.0%	
MUGA :- Indirect Expenditure	<b>2,620</b>	<b>1,206</b>	<b>7,250</b>	<b>6,044</b>	<b>0</b>	<b>6,044</b>	<b>16.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,620)</b>	<b>(1,206)</b>	<b>(7,250)</b>	<b>(6,044)</b>				
<u>22 Street Light</u>								
203 Electricity	6,534	3,786	30,000	26,214		26,214	12.6%	
206 Maintenance and Repairs	12,821	4,712	20,000	15,288		15,288	23.6%	
Street Light :- Indirect Expenditure	<b>19,355</b>	<b>8,498</b>	<b>50,000</b>	<b>41,502</b>	<b>0</b>	<b>41,502</b>	<b>17.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(19,355)</b>	<b>(8,498)</b>	<b>(50,000)</b>	<b>(41,502)</b>				
<u>23 Allotments</u>								
2002 Income - CR Service Charge	0	0	600	600			0.0%	
2003 Income - Allotments Norton Rd	2,502	2,217	2,000	(217)			110.9%	
2009 Income- Allotments Common Rd	759	3,093	0	(3,093)			0.0%	
Allotments :- Income	<b>3,261</b>	<b>5,310</b>	<b>2,600</b>	<b>(2,710)</b>			<b>204.2%</b>	<b>0</b>
202 Water Rates	506	393	1,000	607		607	39.3%	
206 Maintenance and Repairs	6,100	331	1,000	669		669	33.1%	
226 Pest Control - Allotments	617	520	750	230		230	69.3%	
236 RBS Support Allotment	318	359	600	241		241	59.8%	
Allotments :- Indirect Expenditure	<b>7,541</b>	<b>1,603</b>	<b>3,350</b>	<b>1,747</b>	<b>0</b>	<b>1,747</b>	<b>47.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,280)</b>	<b>3,706</b>	<b>(750)</b>	<b>(4,456)</b>				
<u>25 Hitchin Road Rec</u>								
202 Water Rates	319	19	500	481		481	3.9%	
203 Electricity	705	592	1,450	858		858	40.8%	
231 Bowls Club Grant	1,074	379	3,650	3,271		3,271	10.4%	
Hitchin Road Rec :- Indirect Expenditure	<b>2,097</b>	<b>990</b>	<b>5,600</b>	<b>4,610</b>	<b>0</b>	<b>4,610</b>	<b>17.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,097)</b>	<b>(990)</b>	<b>(5,600)</b>	<b>(4,610)</b>				
<u>26 Brook Street Car Park/Toilets</u>								
201 Rates	1,060	1,060	1,500	440		440	70.7%	
202 Water Rates	278	133	500	367		367	26.6%	

## Detailed Income &amp; Expenditure by Budget Heading 24/10/2024

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Electricity	197	146	600	454		454	24.4%	
206 Maintenance and Repairs	2,879	1,212	2,000	788		788	60.6%	
Brook Street Car Park/Toilets :- Indirect Expenditure	<b>4,415</b>	<b>2,551</b>	<b>4,600</b>	<b>2,049</b>	<b>0</b>	<b>2,049</b>	<b>55.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,415)</b>	<b>(2,551)</b>	<b>(4,600)</b>	<b>(2,049)</b>				
<b>27 Open Spaces</b>								
2005 Income - Open Space Other	7,307	7,828	7,000	(828)			111.8%	
2012 Income - Football Pitch Grant	0	11,784	0	(11,784)			0.0%	
Open Spaces :- Income	<b>7,307</b>	<b>19,612</b>	<b>7,000</b>	<b>(12,612)</b>			<b>280.2%</b>	<b>0</b>
203 Electricity	57	0	0	0		0	0.0%	
205 Legal Fees / ROSPA	440	600	3,500	2,900		2,900	17.1%	
206 Maintenance and Repairs	34,353	17,319	30,000	12,681		12,681	57.7%	
207 Grass Cutting Contract	42,674	0	5,000	5,000		5,000	0.0%	
209 Lease Costs	0	0	300	300		300	0.0%	
211 River Ivel Drainage	50	10	20	10		10	50.0%	
212 Skip Hire	6,940	3,450	7,000	3,550		3,550	49.3%	
213 Subscriptions/Licences	0	36	250	214		214	14.4%	
223 Teasel /Centenery Wood	1,789	0	1,500	1,500		1,500	0.0%	
225 Water Meter - The Green	77	35	70	35		35	49.7%	
237 Floral Planting	0	0	3,000	3,000		3,000	0.0%	
238 Pitchpower Expense	0	23,754	0	(23,754)		(23,754)	0.0%	
Open Spaces :- Indirect Expenditure	<b>86,379</b>	<b>45,205</b>	<b>50,640</b>	<b>5,435</b>	<b>0</b>	<b>5,435</b>	<b>89.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(79,072)</b>	<b>(25,592)</b>	<b>(43,640)</b>	<b>(18,048)</b>				
<b>28 Agency</b>								
2006 Income - Agency Grants	4,371	0	0	0			0.0%	
Agency :- Income	<b>4,371</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
<b>Net Income</b>	<b>4,371</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>32 Verges</b>								
2006 Income - Agency Grants	0	0	4,015	4,015			0.0%	
Verges :- Income	<b>0</b>	<b>0</b>	<b>4,015</b>	<b>4,015</b>				<b>0</b>
207 Grass Cutting Contract	14,772	0	5,000	5,000		5,000	0.0%	
Verges :- Indirect Expenditure	<b>14,772</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,772)</b>	<b>0</b>	<b>(985)</b>	<b>(985)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 24/10/2024

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>33 Arlesey Rd Playing Field</b>								
201 Rates	0	0	1,000	1,000		1,000	0.0%	
232 Utilities	2,622	1,929	3,500	1,571		1,571	55.1%	
235 Pitch Maintenance	0	0	8,000	8,000		8,000	0.0%	
Arlesey Rd Playing Field :- Indirect Expenditure	<b>2,622</b>	<b>1,929</b>	<b>12,500</b>	<b>10,571</b>	<b>0</b>	<b>10,571</b>	<b>15.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,622)</b>	<b>(1,929)</b>	<b>(12,500)</b>	<b>(10,571)</b>				
<b>34 Green Wheel</b>								
233 Green Wheel Expenditure	1,500	1,500	1,500	0		0	100.0%	
Green Wheel :- Indirect Expenditure	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>0</b>				
Public Realm :- Income	<b>14,939</b>	<b>24,922</b>	<b>13,615</b>	<b>(11,307)</b>			<b>183.0%</b>	
Expenditure	<b>141,300</b>	<b>63,482</b>	<b>140,440</b>	<b>76,958</b>	<b>0</b>	<b>76,958</b>	<b>45.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(126,361)</b>	<b>(38,560)</b>	<b>(126,825)</b>	<b>(88,265)</b>				
<b>Cemetery</b>								
<b>41 Cemetery</b>								
4001 Income - Burials	17,410	6,820	15,000	8,180			45.5%	
4002 Income - Memorials & Plaques	6,595	3,645	4,000	355			91.1%	
4003 Income - Chapel lease	2,000	1,167	2,000	833			58.3%	
4004 Income -Keys	100	0	0	0			0.0%	
4005 Income - Plot Purchase	6,385	3,672	10,000	6,328			36.7%	
Cemetery :- Income	<b>32,490</b>	<b>15,304</b>	<b>31,000</b>	<b>15,696</b>			<b>49.4%</b>	<b>0</b>
401 Rates	3,144	3,144	5,800	2,656		2,656	54.2%	
402 Water Rates	103	66	300	234		234	21.8%	
404 Maintenance/Repairs & Ex Cuts	3,447	3,750	4,500	750		750	83.3%	
405 Grounds Maintenance Contract	18,750	0	5,000	5,000		5,000	0.0%	
408 Pest Control	539	0	650	650		650	0.0%	
409 Tree Surgery	2,000	400	10,000	9,600		9,600	4.0%	
411 RBS Annual Support Cem Package	377	580	600	20		20	96.7%	
Cemetery :- Indirect Expenditure	<b>28,359</b>	<b>7,940</b>	<b>26,850</b>	<b>18,910</b>	<b>0</b>	<b>18,910</b>	<b>29.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,131</b>	<b>7,364</b>	<b>4,150</b>	<b>(3,214)</b>				
Cemetery :- Income	<b>32,490</b>	<b>15,304</b>	<b>31,000</b>	<b>15,696</b>			<b>49.4%</b>	
Expenditure	<b>28,359</b>	<b>7,940</b>	<b>26,850</b>	<b>18,910</b>	<b>0</b>	<b>18,910</b>	<b>29.6%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>4,131</b>	<b>7,364</b>	<b>4,150</b>	<b>(3,214)</b>				

**Buildings Management**

## Detailed Income &amp; Expenditure by Budget Heading 24/10/2024

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>51 Simpson Centre</b>								
5002 Income - Simpson Hall Hire	345	0	0	0			0.0%	
5003 Income - The Simpson Centre	6,295	2,440	4,570	2,130			53.4%	
5004 Income - Library Utilities	1,781	0	2,000	2,000			0.0%	
5005 Income - Library Lease	1,312	625	2,565	1,940			24.4%	
Simpson Centre :- Income	<b>9,733</b>	<b>3,065</b>	<b>9,135</b>	<b>6,070</b>			<b>33.6%</b>	<b>0</b>
505 Rates - Simpson	8,907	9,798	9,100	(698)		(698)	107.7%	
507 Water Charges - Simpson	772	404	400	(4)		(4)	101.0%	
510 Electricity - Simpson	3,025	1,819	4,500	2,681		2,681	40.4%	
Simpson Centre :- Indirect Expenditure	<b>12,704</b>	<b>12,021</b>	<b>14,000</b>	<b>1,979</b>	<b>0</b>	<b>1,979</b>	<b>85.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,972)</b>	<b>(8,956)</b>	<b>(4,865)</b>	<b>4,091</b>				
<b>52 Memorial Hall</b>								
5001 Income - Mem Hall	27,129	13,861	16,000	2,139			86.6%	
Memorial Hall :- Income	<b>27,129</b>	<b>13,861</b>	<b>16,000</b>	<b>2,139</b>			<b>86.6%</b>	<b>0</b>
504 Rate	4,491	4,491	5,100	609		609	88.1%	
506 Water Charges	490	243	1,600	1,357		1,357	15.2%	
508 Gas	2,916	1,246	4,000	2,754		2,754	31.1%	
509 Electricity	1,198	998	2,300	1,302		1,302	43.4%	
Memorial Hall :- Indirect Expenditure	<b>9,095</b>	<b>6,977</b>	<b>13,000</b>	<b>6,023</b>	<b>0</b>	<b>6,023</b>	<b>53.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>18,034</b>	<b>6,884</b>	<b>3,000</b>	<b>(3,884)</b>				
<b>53 Building - General</b>								
512 Maintenance	16,349	11,797	12,000	203		203	98.3%	
518 Bin Hire	2,775	1,390	5,250	3,860		3,860	26.5%	
538 Service Contracts	17,062	10,710	16,000	5,290		5,290	66.9%	
Building - General :- Indirect Expenditure	<b>36,186</b>	<b>23,897</b>	<b>33,250</b>	<b>9,353</b>	<b>0</b>	<b>9,353</b>	<b>71.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(36,186)</b>	<b>(23,897)</b>	<b>(33,250)</b>	<b>(9,353)</b>				
<b>55 Greenacre Centre</b>								
5008 Income -GAC	217	642	15,000	14,358			4.3%	
5009 Income - Solar Panels FIT	369	0	400	400			0.0%	
Greenacre Centre :- Income	<b>586</b>	<b>642</b>	<b>15,400</b>	<b>14,758</b>			<b>4.2%</b>	<b>0</b>
504 Rate	15,207	15,968	15,400	(568)		(568)	103.7%	
506 Water Charges	399	200	4,000	3,800		3,800	5.0%	
508 Gas	6,544	3,768	7,500	3,732		3,732	50.2%	

## Detailed Income &amp; Expenditure by Budget Heading 24/10/2024

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
509 Electricity	11,056	5,558	18,500	12,942		12,942	30.0%	
537 Cleaning Contract	14,271	7,842	13,500	5,658		5,658	58.1%	
538 Service Contracts	(2,140)	0	0	0		0	0.0%	
Greenacre Centre :- Indirect Expenditure	<b>45,336</b>	<b>33,337</b>	<b>58,900</b>	<b>25,563</b>	<b>0</b>	<b>25,563</b>	<b>56.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(44,751)</b>	<b>(32,695)</b>	<b>(43,500)</b>	<b>(10,805)</b>				
Buildings Management :- Income	<b>37,448</b>	<b>17,568</b>	<b>40,535</b>	<b>22,967</b>			<b>43.3%</b>	
Expenditure	<b>103,321</b>	<b>76,232</b>	<b>119,150</b>	<b>42,918</b>	<b>0</b>	<b>42,918</b>	<b>64.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(65,873)</b>	<b>(58,663)</b>	<b>(78,615)</b>	<b>(19,952)</b>				

**Governance & Resources**

61 Governance & Resources								
6003 Income - Miscellaneous	41	388	50	(338)			775.8%	
6004 Income - Interest Received	53,283	35,511	25,000	(10,511)			142.0%	
6008 Income - Mayor Event	647	40	300	260			13.3%	
6009 Stotfest 50	0	6,093	0	(6,093)			0.0%	
Governance & Resources :- Income	<b>53,971</b>	<b>42,033</b>	<b>25,350</b>	<b>(16,683)</b>			<b>165.8%</b>	<b>0</b>
601 Staff Salaries	246,857	163,911	344,691	180,780		180,780	47.6%	
602 Employers NI	19,482	13,929	24,428	10,499		10,499	57.0%	
603 Ers Pension Contrib	39,748	19,656	51,063	31,407		31,407	38.5%	
604 Staff Training	7,773	4,180	5,000	820		820	83.6%	
605 Clerk's Expenses	905	197	500	303		303	39.5%	
607 Photocopier Costs	654	1,794	750	(1,044)		(1,044)	239.2%	
608 Telephone/Fax/ISDN	4,560	2,582	4,000	1,418		1,418	64.5%	
609 Postage	478	267	600	333		333	44.5%	
610 Stationery	3,464	2,086	2,750	664		664	75.9%	
611 Insurances	8,773	10,732	12,000	1,268		1,268	89.4%	
612 Audit Fees	2,400	150	3,000	2,850		2,850	5.0%	
613 Legal Fees	18	58	5,000	4,942		4,942	1.2%	
614 Advertising	4,676	4,452	6,000	1,548		1,548	74.2%	
615 IT Services	15,697	19,107	15,000	(4,107)		(4,107)	127.4%	
616 Service Contracts	371	0	0	0		0	0.0%	
618 Subscription/Licence	13,789	13,931	10,000	(3,931)		(3,931)	139.3%	
619 PWLB Loan Repayments	16,731	8,366	20,000	11,634		11,634	41.8%	
620 Civic Allowance	1,629	398	1,500	1,102		1,102	26.6%	
621 Bank Charges	471	344	600	256		256	57.4%	
627 Travel Expenses	338	297	250	(47)		(47)	119.0%	
630 Grants	15,173	8,500	15,000	6,500		6,500	56.7%	
631 Councillor Training/Mileage	301	347	1,000	653		653	34.7%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
632 Professional Support	0	1,790	2,000	210		210	89.5%	
633 Vehicle Repayments (s106)	0	0	2,410	2,410		2,410	0.0%	
634 Vehicle Insurance	0	2,585	5,000	2,415		2,415	51.7%	
635 Vehicle Fuel	0	1,164	5,000	3,836		3,836	23.3%	
636 Vehicle Maintenance	0	1,717	5,000	3,283		3,283	34.3%	
637 Christmas Event	0	630	15,000	14,370		14,370	4.2%	
638 Stotfold 50	0	42,114	50,000	7,886		7,886	84.2%	
639 Com Engagment	0	6,674	15,000	8,326		8,326	44.5%	
641 Arlesey Rd Repayment (s106)	0	0	4,000	4,000		4,000	0.0%	
Governance & Resources :- Indirect Expenditure	<b>404,290</b>	<b>331,957</b>	<b>626,542</b>	<b>294,585</b>	<b>0</b>	<b>294,585</b>	<b>53.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(350,319)</b>	<b>(289,924)</b>	<b>(601,192)</b>	<b>(311,268)</b>				
9000 plus Transfer from EMR	7,775	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(342,543)</b>	<b>(289,924)</b>	<b>(601,192)</b>	<b>(311,268)</b>				
<u>62 Precept</u>								
6005 Precept	913,926	913,482	913,482	0			100.0%	
Precept :- Income	<b>913,926</b>	<b>913,482</b>	<b>913,482</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>913,926</b>	<b>913,482</b>	<b>913,482</b>	<b>0</b>				
Governance & Resources :- Income	<b>967,897</b>	<b>955,515</b>	<b>938,832</b>	<b>(16,683)</b>			<b>101.8%</b>	
Expenditure	<b>404,290</b>	<b>331,957</b>	<b>626,542</b>	<b>294,585</b>	<b>0</b>	<b>294,585</b>	<b>53.0%</b>	
<b>Net Income over Expenditure</b>	<b>563,607</b>	<b>623,558</b>	<b>312,290</b>	<b>(311,268)</b>				
plus Transfer from EMR	7,775	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>571,383</b>	<b>623,558</b>	<b>312,290</b>	<b>(311,268)</b>				
<b><u>Town Strategy</u></b>								
<u>71 Town Strategy</u>								
701 Town Strategy	0	0	4,000	4,000		4,000	0.0%	
Town Strategy :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(4,000)</b>	<b>(4,000)</b>				
Town Strategy :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
Expenditure	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>4,000</b>	<b>0.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>(4,000)</b>	<b>(4,000)</b>				
<b><u>Managed Funds</u></b>								

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>85 Earmarked Reserves</b>								
8001 Xmas Lights donations	3,334	250	0	(250)			0.0%	
8002 Income EMR - Cemetery	10,068	2,000	0	(2,000)			0.0%	2,000
8006 S106 Income	4,795	0	0	0			0.0%	
8008 Pitch Power Football Pitch Gra	11,784	0	0	0			0.0%	
<b>Earmarked Reserves :- Income</b>	<b>29,981</b>	<b>2,250</b>	<b>0</b>	<b>(2,250)</b>				<b>2,000</b>
802 EMR-Working Capital	4,217	0	0	0		0	0.0%	
804 Mossman	4,457	0	0	0		0	0.0%	
808 Pitch Power Football Pitch Gra	11,784	0	0	0		0	0.0%	
809 EMR - PCemetery Projects/Paths	17,428	4,721	0	(4,721)		(4,721)	0.0%	4,721
815 EMR-Rec Ground Rolling Improve	80,051	2,987	0	(2,987)		(2,987)	0.0%	2,987
818 EMR Riverside MUGA	26,787	0	0	0		0	0.0%	
820 EMR-Estab Office Equipment	7,583	5,126	0	(5,126)		(5,126)	0.0%	4,253
821 EMR-Estab election Fund	220	0	0	0		0	0.0%	
823 Handyman set up	364	0	0	0		0	0.0%	
824 Christmas Lights	16,304	60	0	(60)		(60)	0.0%	60
826 EMR Youth Work	6,860	4,950	0	(4,950)		(4,950)	0.0%	4,950
833 EMR- S106 Greenacre Park	39,536	4,950	0	(4,950)		(4,950)	0.0%	4,950
836 EMR- Facilities Team Setup	1,400	0	0	0		0	0.0%	
838 EMR - Car Park Reserve	(429)	0	0	0		0	0.0%	
839 EMR - Ground Main Contract	0	38,497	0	(38,497)		(38,497)	0.0%	25,931
<b>Earmarked Reserves :- Indirect Expenditure</b>	<b>216,562</b>	<b>61,292</b>	<b>0</b>	<b>(61,292)</b>	<b>0</b>	<b>(61,292)</b>		<b>47,853</b>
<b>Net Income over Expenditure</b>	<b>(186,581)</b>	<b>(59,042)</b>	<b>0</b>	<b>59,042</b>				
9000 plus Transfer from EMR	216,991	60,419	0	(60,419)				
9001 less Transfer to EMR	25,187	2,000	0	(2,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>5,224</b>	<b>(623)</b>	<b>0</b>	<b>623</b>				
<b>Managed Funds :- Income</b>	<b>29,981</b>	<b>2,250</b>	<b>0</b>	<b>(2,250)</b>			<b>0.0%</b>	
<b>Expenditure</b>	<b>216,562</b>	<b>61,292</b>	<b>0</b>	<b>(61,292)</b>	<b>0</b>	<b>(61,292)</b>	<b>0.0%</b>	
<b>Net Income over Expenditure</b>	<b>(186,581)</b>	<b>(59,042)</b>	<b>0</b>	<b>59,042</b>				
plus Transfer from EMR	216,991	60,419	0	(60,419)				
less Transfer to EMR	25,187	2,000	0	(2,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>5,224</b>	<b>(623)</b>	<b>0</b>	<b>623</b>				
<b>Grand Totals:- Income</b>	<b>1,082,755</b>	<b>1,015,558</b>	<b>1,023,982</b>	<b>8,424</b>			<b>99.2%</b>	
<b>Expenditure</b>	<b>893,832</b>	<b>540,902</b>	<b>916,982</b>	<b>376,080</b>	<b>0</b>	<b>376,080</b>	<b>59.0%</b>	
<b>Net Income over Expenditure</b>	<b>188,923</b>	<b>474,656</b>	<b>107,000</b>	<b>(367,656)</b>				
plus Transfer from EMR	224,766	60,419	0	(60,419)				
less Transfer to EMR	25,187	2,000	0	(2,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>388,502</b>	<b>533,075</b>	<b>107,000</b>	<b>(426,075)</b>				

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
9002 EMR - Working Capital	1,632.59		1,632.59
9006 EMR - Building Fund	130,428.00	20,000.00	150,428.00
9009 EMR - Cemetery Projects	235,553.21	-2,721.25	232,831.96
9010 EMR - Teasel	450.00		450.00
9015 EMR - Rec Rolling Imprv.	53,410.06	-2,987.00	50,423.06
9017 EMR - Street Lights	44,890.00	10,000.00	54,890.00
9018 EMR - Riverside MUGA	1,148.34	10,000.00	11,148.34
9020 EMR - Estab Office Equip	262.45	746.51	1,008.96
9021 EMR - Estab Election	15,637.95	5,000.00	20,637.95
9024 EMR - Christmas Lights	0.00	9,940.00	9,940.00
9025 EMR - GAC Sinking Fund	122,735.00	20,000.00	142,735.00
9026 EMR - Youth Work	10,578.00	-4,950.00	5,628.00
9027 EMR - S106 GAC	203,510.00		203,510.00
9028 EMR - S106 Pix Brook PA	434,385.00		434,385.00
9030 EMR - Riverside Cpk Ext.	40,000.00		40,000.00
9031 EMR - S106 PC Ave	135,000.00		135,000.00
9032 EMR - Tree Work	11,257.00	10,000.00	21,257.00
9033 EMR - S106 Greenacre Park	788,336.50	-4,950.00	783,386.50
9036 EMR - Facilities Team Set Up	13,600.21		13,600.21
9037 EMR- A Rd MUGA Sinking Fund	0.00	10,000.00	10,000.00
9038 EMR- Car Park Reserve	0.00	428.74	428.74
9039 EMR-Ground Main Contract	225,000.00	-38,497.46	186,502.54
	<b>2,467,814.31</b>	<b>42,009.54</b>	<b>2,509,823.85</b>

## **STOTFOLD TOWN COUNCIL**

**COMMITTEE:** FULL COUNCIL

**DATE:** 6 NOVEMBER 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE

**SUBJECT:** S106 VS COMMUNITY INFRASTRUCTURE LEVY

### **1. SUMMARY**

- 1.1 This report provides an overview of two key mechanisms used in England to secure developer contributions towards local infrastructure: Section 106 (S106) agreements and the Community Infrastructure Levy (CIL). Both tools are instrumental in supporting sustainable growth, though they differ in structure, application, and impact on local development projects.
- 1.2 At a Chair's Briefing held on Monday 28 October, it was suggested that the Town Council asks CBC to introduce CIL.

### **2. RECOMMENDATION**

- 2.1 Members are asked to:
- a) Note the report regarding the mechanism for S106 vs CIL
  - b) Consider the suggestion that the Town Council requests CBC to introduce CIL
  - c) Actively engage with CBC in advance of planning applications to ensure that the Town Council's needs are considered when S106 arrangements are being agreed.

### **3. BACKGROUND**

- 3.1 As urban areas expand and new developments are introduced, the demand for infrastructure support grows. This includes essential facilities like transportation, schools, health services, and recreational spaces, which are crucial to sustainable growth. Historically, local planning authorities in the United Kingdom relied on Section 106 (S106) agreements—negotiated legal obligations attached to specific planning permissions—to secure developer contributions for infrastructure improvements. However, in 2010, the Community Infrastructure Levy (CIL) was introduced as an alternative method to fund infrastructure.
- 3.2 Under S106 of the Town and Country Planning Act 1990, local authorities can enter into agreements with developers to secure contributions toward specific infrastructure or affordable housing needs arising directly from a development. S106 obligations are generally negotiated on a case-by-case basis and are often complex and time-consuming.
- 3.3 CIL, established under the Planning Act 2008, is a fixed charge levied on new development. Local authorities set CIL rates based on the type and location of the development, aiming to provide a predictable and transparent source of funding for broad infrastructure needs. Unlike S106 agreements, CIL funds are pooled and can be used for wider infrastructure projects across an area, rather than tied to specific developments.
- 3.4 **Key Benefits of CIL Over S106**

a) **Predictability and Consistency**

One of the significant benefits of CIL is the predictability it provides to developers and local authorities. CIL rates are predetermined, typically set by charging schedules based on evidence of local needs and development viability. This contrasts with S106 agreements, which are negotiated individually and often result in inconsistent contributions.

- **Consistency for Developers:** CIL's fixed-rate system provides clear expectations regarding financial obligations, making it easier for developers to assess costs and streamline the planning process.
- **Reduced Complexity:** Negotiating S106 contributions can be challenging, especially for smaller developers. CIL removes the need for protracted negotiations, reducing development delays.

b) **Transparency and Accountability**

CIL enhances transparency compared to S106, where negotiations are often complex and may not always provide a clear picture of how funds are allocated.

- **Public Accountability:** Local authorities must publish CIL spending and receipts, increasing public understanding of how funds are used for infrastructure.
- **Clarity in Allocation:** Since CIL is applied broadly to infrastructure, funds are allocated in a way that addresses regional needs rather than being restricted to the immediate development site, as is often the case with S106.

c) **Flexibility in Funding Allocation**

CIL funds are more flexible in terms of how they can be spent. While S106 is often tied to specific developments and restricted in scope, CIL allows local authorities to allocate funds more broadly, covering a range of infrastructure projects that benefit the entire community.

- **Broad Infrastructure Scope:** CIL can be used to fund essential infrastructure, such as schools, health centres, and transportation networks, which may not be directly tied to individual developments but are vital for sustainable growth.
- **Strategic Development Goals:** CIL enables local authorities to focus on long-term infrastructure plans rather than being restricted to immediate, site-specific needs as with S106 agreements.

d) **Administrative Efficiency**

Negotiating and implementing S106 agreements can be time-consuming and resource-intensive, requiring complex legal discussions between local authorities and developers. CIL, however, simplifies the process by implementing a fixed-rate system.

- **Reduced Administrative Burden:** CIL streamlines the planning process by reducing the time and resources needed to negotiate individual agreements.
- **Efficient Collection Mechanism:** CIL is collected at specific stages in the development process, reducing the need for lengthy negotiations and paperwork.

3.5 Increased Revenue Generation Potential

By setting predetermined rates, CIL has the potential to raise more consistent revenue for local authorities. S106, being negotiation-based, can vary widely in terms of contributions, and some smaller projects might not contribute at all.

- **Broader Funding Base:** Since CIL is levied on most types of new developments, it can generate funds from a larger pool of projects.
- **Reliable Funding for Larger Projects:** The pooling of CIL funds allows for more comprehensive projects that address community-wide infrastructure needs, which may not be feasible with individual S106 agreements.

3.6 While CIL offers several benefits, it also has certain limitations that should be acknowledged.

- Rate-Setting Complexity:** Determining the correct CIL rate can be challenging, as it must balance infrastructure funding needs with development viability.
- Possible Shortfall in Affordable Housing Contributions:** S106 is still critical for securing affordable housing, as CIL may not always provide targeted support in this area.
- Not Universally Adopted:** Some authorities have chosen to retain S106 for specific types of developments or in areas where a CIL charging schedule is not viable.

Criteria	S106 Agreements	CIL
<b>Applicability</b>	Site-specific and large developments	Broad application across most developments
<b>Flexibility</b>	Highly flexible, based on negotiation	Standardized rate set by the council
<b>Purpose</b>	Targeted towards specific community needs	Supports a range of larger infrastructure projects
<b>Collection</b>	Negotiated during planning application approval	Charged per square meter of development
<b>Usage Constraints</b>	Must be allocated to specific, agreed-upon projects	More flexible use across council projects
<b>Administrative Burden</b>	Higher due to negotiation	Lower due to standardization

### 3.7 Conclusion

The Community Infrastructure Levy (CIL) offers a range of benefits over traditional S106 agreements, including enhanced predictability, transparency, administrative efficiency, flexibility, and a more reliable funding mechanism. CIL enables local authorities to plan and fund infrastructure projects more strategically and transparently, ensuring that new developments contribute to the overall sustainability of the community. While S106 remains valuable, especially for affordable housing, CIL represents a more effective and fair approach to addressing the infrastructure needs of growing communities, enhancing the ability of local authorities to provide essential services and facilities for residents.

3.7 Central Bedfordshire Council's decision not to implement the Community Infrastructure Levy (CIL) was primarily influenced by concerns over the impact of CIL on development viability and the availability of alternative funding options. Although they initially explored implementing CIL, the council determined that maintaining a flexible approach with Section 106 (S106) agreements would better suit their needs. They

found that CIL, with its rigid fee structure, could deter certain types of development, especially those with lower profitability margins, by adding fixed costs that S106 agreements can adjust based on specific project conditions.

- 3.8 This decision was also influenced by the extensive infrastructure funding gap identified during their planning assessments, where they realized that the projected CIL revenues might not sufficiently cover the costs of infrastructure demands in the area. Instead, the council opted to continue leveraging S106, which could be customized per development and ensure targeted contributions for essential infrastructure, thereby addressing funding needs more effectively without compromising economic viability

#### **4. FINANCIAL**

- 4.1 In normal circumstances, the Town Council has to apply for S106 funding to be released from CBC. Stotfold Town Council are in receipt of S106 funding for the Greenacre Park and Greenacre Centre, which has been invested to earn income.
- 4.2 S106 agreements specify the conditions and timing for payments. They are designated to specific projects or purposes tied to the development and are managed by the planning authority. The Town Council has to 'apply' to CBC to have funds released and often has to incur expenditure in advance before fund are released.
- 4.2 CIL is collected by the local planning authority, and once collected, is then distributed to town councils.
- 15% of CIL revenue is allocated to town councils where there is no neighbourhood plan, capped at £100 per existing council tax dwelling per year.
  - 25% of CIL revenue is allocated where there is an adopted neighbourhood plan, with no cap, allowing more flexibility for infrastructure spending.

#### **5. IMPLICATIONS**

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	Risk of S106 funds time expiring and being handed back to developer.
<b>Legals</b>	S106 of the Town and Country Planning Act 1990
<b>Resources/Stakeholders</b>	Ward Councillors, Members and Officers
<b>Contracts/Financials</b>	S106 can be used for capital expenditure
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	N/A
<b>Biodiversity</b>	N/A

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** FULL COUNCIL

**DATE:** 6 NOVEMBER 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** PROPOSED CHANGES TO THE PRINCIPLES USED FOR PLANNING FOR MAINSTREAM SCHOOL PLACES

### 1. SUMMARY

- 1.1 CBC are consulting on a new School Organisation Plan, as the previous plan, covering 2017-2022 needs refreshing to address current and future educational demands. The proposed new plan includes principles that will help inform the School Organisation plan for the next five years from 2025-3030.
- 1.2 The consultation email was received on 7 October (after the agenda for October's Full Council had been issue), with the closing date of 10 November 2024.

### 2. RECOMMENDATION

- 2.1 Members are asked to consider a response to this consultation either by using the attached form or a free form letter.

### 3. BACKGROUND

The consultation document outlines proposed updates to school organization policies for Central Bedfordshire. Key areas addressed include:

- a) **Local Schools for Local Children:** Emphasizes creating schools close to communities to foster a sense of belonging, reduce travel needs, and enhance community cohesion.
- b) **School Size and Viability:** Updates criteria on school sizes for financial and educational viability, recommending minimum class sizes and noting the importance of headteacher roles in larger schools.
- c) **Primary and Secondary School Models:** Aligns with a shift from the three-tier system (lower, middle, upper) to a primary and secondary structure, favouring schools that meet a local demand radius.
- d) **Surplus Places Management:** Proposes maintaining a 5% surplus in school capacity to allow parental choice, with options to reduce capacity if pupil numbers decline.
- e) **Expansion of Successful Schools:** Focuses on expanding high-quality schools (rated good or outstanding) to meet parental demand, including a required business case for proposed expansions.
- f) **School Partnerships and Learning Communities:** Encourages collaborative partnerships between schools for improved education quality, professional development, and self-improvement.
- g) **Community Use and Inspirational Environments:** Aims to create accessible, well-designed learning spaces that also serve as community resources, with potential pooled funding for school facilities.

- h) **Diversity and Parental Choice:** Supports varied school types and faith-based options to align with parental preferences while also promoting educational standards and equity.
- i) **Support for Vulnerable Learners:** Reinforces commitments to integrate special educational needs (SEN) provisions within mainstream schools and maintain specialized facilities for vulnerable students.

3.2 Overall, the document's principles emphasize community alignment, strategic school sizing, resource efficiency, and support for diverse educational needs.

## 5. IMPLICATIONS

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	No risk to the Town Council
<b>Legals</b>	N/A
<b>Resources/Stakeholders</b>	Residents
<b>Contracts/Financials</b>	N/A
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	Equality Act
<b>Biodiversity</b>	N/A



We're consulting on a new School Organisation Plan, as the previous Plan covered 2017-2022 and needs refreshing to address current and future educational demands. The proposed new plan includes principles that will help inform the School Organisation Plan for the next five years, from 2025-2030.

Please submit your response by Sunday 10 November 2024.

1. Which of the below are you responding as? (please select all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Pupil at a school in Central Bedfordshire                   | <input type="checkbox"/> Governor at a school in Central Bedfordshire         |
| <input type="checkbox"/> Pupil at a school outside of Central Bedfordshire           | <input type="checkbox"/> Governor at a school outside of Central Bedfordshire |
| <input type="checkbox"/> Parent of a child not yet at school (under 4 years old)     | <input type="checkbox"/> Resident of Central Bedfordshire                     |
| <input type="checkbox"/> Parent of a child at school in Central Bedfordshire         | <input type="checkbox"/> Town or Parish Council                               |
| <input type="checkbox"/> Parent of a child at school outside of Central Bedfordshire | <input type="checkbox"/> Local Business                                       |
| <input type="checkbox"/> Member of staff at a school in Central Bedfordshire         | <input type="checkbox"/> Voluntary or community organisation                  |
| <input type="checkbox"/> Member of staff at a school outside of Central Bedfordshire | <input type="checkbox"/> Other  |
|  | <input type="checkbox"/> Prefer not to say                                    |

If a pupil/parent of a child at school, please name the school(s):

If member of staff or governor at a school, please name the school:

If Town or Parish Council, please specify:

If voluntary or community organisation, please specify:

If other, please specify:

2. How many children of...

pre-school age are there in your household?

school age are there in your household?

The previous Plan, which covered 2017-2022, needs refreshing to address current and future educational demands.

Population data shows there will be a more primary school places than we need during the life of the plan (2025-2030), due to a population bulge created by the 2000s baby boom, which will increase by up to 140 per cent in some areas of England. Those pupils will be moving into secondary schools during the life of the plan (2025-2030). We will have to take action to reduce the number of empty classrooms, because it can affect whether a school remains financially viable. Some of the classrooms will be repurposed into new SEND provision to help meet the increasing demand for specialist school places.

The last Plan was based on nine principles that were adopted in 2013 and these need to be updated because some no longer reflect changes in national legislation, changes in provision with new types of academies, the decision to move to two-tier education and other Council priorities.

### **Principle 1 - The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel**

There has been no change to the current principle proposed.

3. How far do you agree or disagree with principle 1? (please select one)

Strongly agree

Agree

Neither agree or disagree

Disagree

Strongly disagree

4. If you have any comments about principle 1, please provide them below:

### **Principle 2 - The need to create schools that are of sufficient size to be financially and educationally viable**

The proposed approach:

- Removed the reference to optimal school size as this relates to a secondary schools with six classes in each year group, which is now considered at the smaller end of the scale
- No longer looking to recommend that smaller sized schools may be preferable in areas of deprivation
- Working towards primary schools having 2 to 3 classes per year group
- Removed references to research that claims secondary schools tend to reach their peak performance when a headteacher has been leading the school for around 6 or 7 years, or that a headteacher with experience of leading more than one school is generally held to be likely to be successful in a second or third school as the research is no longer available
- Proposing that Sixth forms will be considered on a case-by-case basis
- Added a section about surplus school places, which is designed to provide steps to address the population boom of the 2000s baby boom and more recent decline in birth rates.

5. How far do you agree or disagree with principle 2? (please select one)

Strongly agree

Agree

Neither agree or disagree

Disagree

Strongly disagree

6. Which of the following do you think are the most appropriate actions to adopt in terms of addressing surplus places across all schools? (please select all that apply)

- Capping admissions in year - in exceptional circumstances, and following the closure of the normal admissions round, a 'cap' can be implemented. For example where a three-form entry school is only operating two classes in a particular year group it is possible to cap the admission number for that year group at 60.
- Reductions in published admission numbers - this needs to be done in advance of applications for places being made.
- Review of building use / capacity - whether some accommodation could be used for other purposes or even removed altogether. It could be appropriate to remove poorer assets where possible or reconfigure space to provide specialist provisions
- School organisation changes such as schools amalgamating or ultimately closing

7. If you have any comments about principle 2, please provide them below:

### Principle 3 - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools

The proposed approach:

- We have removed a section about supporting the expansion of oversubscribed schools and Academies in order to provide the Council with greater flexibility to meet pupil demand

8. How far do you agree or disagree with the proposal to continue to support popular and successful schools? (please select one)

- Strongly agree       Agree       Neither agree or disagree       Disagree       Strongly disagree

9. If you have any comments about principle 3, please provide them below:

### Principle 4 - The potential to further promote and support robust partnerships and learning communities

The proposed approach:

- References to joint work with the Central Bedfordshire Teaching School Partnership (CBTSP) and the development of a strategy of school community engagement have been removed as they are now covered by the council's Skills for All strategy.

10. How far do you agree or disagree with principle 4? (please select one)

- Strongly agree       Agree       Neither agree or disagree       Disagree       Strongly disagree

11. If you have any comments about principle 4, please provide them below:

## Principle 5 – To seek opportunities to create inspirational learning environments for the school and to maximise community use

The proposed approach:

- A requirement to assess the suitability of existing school buildings to ensure pre-existing deficiencies in provision can be considered has been removed as it has been superseded by the principles in the Council's Three-to-Two-Tier Programme

12. How far do you agree or disagree with principle 5? (please select one)

- Strongly agree       Agree       Neither agree or disagree       Disagree       Strongly disagree

13. If you have any comments about principle 5, please provide them below:

## Principle 6 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice

The proposed approach:

- The section about the three-tier status of most schools in Central Bedfordshire has been removed as a firmer commitment to a two-tier model of education has been included instead
- The section on the annual appraisal of the impact of the principles has been removed as there has been no annual appraisal of the original principles carried out. In the future, this will be reviewed and repeated for the next cycle of development of the plan

14. How far do you agree or disagree with principle 6? (please select one)

- Strongly agree       Agree       Neither agree or disagree       Disagree       Strongly disagree

15. If you have any comments about principle 6, please provide them below:

## Principle 7 – To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools

The proposed approach:

- The section about continuing to maintain and support specialist provisions in some lower, middle and upper schools for children who require a more specialist approach to meeting their special educational needs has been removed, as they are captured in the Council's Specialist School Places Plan.
- The section about supporting the establishment of alternative provision for pupils who are excluded or at risk of exclusion and for whom an alternative curriculum is more appropriate has been removed because this is also addressed in the Specialist School Places Plan

16. How far do you agree or disagree with principle 7? (please select one)

- Strongly agree       Agree       Neither agree or disagree       Disagree       Strongly disagree

17. If you have any comments about principle 7, please provide them below:

**Removed principles**

18. We have removed the principle of the ambition to achieve a single phase of education 0-19 and reduce school transfer points because:
- There are a lack of opportunities that exist to develop 0-19 in a single phase of education for school place planning.
  - The single phase of education would apply to a select few in the primary school phase, and many other children would still require a transfer at secondary age as that school serves a wider community
  - This principle could result in increased transport costs for children to a single location
  - There is a lack of diversity and opportunity by having a large-scale provision in one Academy Trust
  - Schools can work together and forge partnerships without having to be geographically close to each other

How far do you agree or disagree with the removal of this principle? (please select one)

- Strongly agree       Agree       Neither agree or disagree       Disagree       Strongly disagree

19. We have removed the principle of the need to support the Raising of the Participation Age (RPA) because it is no longer a requirement for the School Organisation Plan to factor in as it is now the law that young people must stay in education (either at a school or college) until they are 18.

How far do you agree or disagree with the removal of this principle? (please select one)

- Strongly agree       Agree       Neither agree or disagree       Disagree       Strongly disagree

20. If you have any comments about the removed principles, please provide them below:

**Overall**

21. When thinking about the principles, please put them in order of priority, with the most important as 1, and least important as 7.

	1	2	3	4	5	6	7
The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel	<input type="checkbox"/>						
The need to create schools that are of sufficient size to be financially and educationally viable	<input type="checkbox"/>						
The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools	<input type="checkbox"/>						
The potential to further promote and support robust partnerships and learning communities	<input type="checkbox"/>						
To seek opportunities to create inspirational learning environments for the school and to maximise community use	<input type="checkbox"/>						
To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice	<input type="checkbox"/>						
To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools	<input type="checkbox"/>						

22. If you have any final comments about the proposed principles that you have not provided elsewhere in the questionnaire, please provide them below:

23. Is there anything else we should consider when thinking about school place planning?

**Finally...**

24. How did you hear about this consultation? (please select all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Central Bedfordshire Council website     | <input type="checkbox"/> Poster   |
| <input type="checkbox"/> E-mail from Central Bedfordshire Council | <input type="checkbox"/> Radio  |
| <input type="checkbox"/> Local councillor surgery                 | <input type="checkbox"/> Social media from Central Bedfordshire Council |
| <input type="checkbox"/> Local MP surgery                         | <input type="checkbox"/> Word of mouth                                  |
| <input type="checkbox"/> Newspaper                                | <input type="checkbox"/> Other  |

If other, please tell us:

25. If social media, please tell us which one:

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Facebook  | <input type="checkbox"/> Twitter/X          |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Youtube            |
| <input type="checkbox"/> LinkedIn  | <input type="checkbox"/> Other social media |

If other social media, please specify:

## About You

This section is about you and is entirely optional. The reason we ask these questions is to understand if we are getting views from a cross-section of the community, and if different parts of the community have different views. We will never force you to provide information about yourself that you are not comfortable in giving, and the answers will not be used to identify any individual. You can read more about why we ask these questions on our website .

26. Are you: (please select one)

- Male  
 Female

- Other  
 Prefer not to say

If other, please specify:

27. What is your age? (please select one)

- Under 16 years old  
 16-17 years old  
 18-24 years old  
 25-34 years old  
 35-44 years old

- 45-54 years old  
 55- 64 years old  
 65-74 years old  
 75+ years old  
 Prefer not to say

28. Do you consider yourself disabled? (please select one)

Under the Equality Act 2010 a person is considered to have a disability if they have a physical or mental impairment which has a sustained and long-term adverse effect on their ability to carry out normal day to day activities.

- Yes  
 No  
 Prefer not to say

29. To which of these groups do you consider you belong? (please select one)

- Arab  
 Asian or Asian British Bangladeshi  
 Asian or Asian British Indian  
 Asian or Asian British Pakistani  
 Asian or Asian British Chinese  
 Asian Other  
 Black or Black British African  
 Black or Black British Caribbean  
 Black Other  
 Mixed White and Asian

- Mixed White and Black African  
 Mixed White and Black Caribbean  
 Mixed Other  
 White British  
 White Irish  
 White Gypsy or Irish Traveller  
 White Roma  
 White Other  
 Any other group  
 Prefer not to say

If other, please specify:

30. What is your religion? (please select one)

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim

- Sikh
- No religion
- Prefer not to say
- Other religion

31. What is your home or organisation's postcode?

This will only be used for analysis purposes and will not be used to identify you in any way.

32. If you would like to receive alerts for any consultations or surveys, please provide your email address below to be added to our database, this will not be used or shared for any other reason:

Thank you.

Please return your completed form by Sunday 10 November 2024 to:  
Freepost RSJS GBBZ SRZT (you do not need a stamp)  
Principles of the School Organisation Plan 2025-30 consultation  
Central Bedfordshire Council  
Priory House, Monks Walk  
Chicksands, Shefford  
SG17 5TQ

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**Central  
Bedfordshire**

**“Your  
voice  
matters”**

# **Appendix showing in full the change in the principles used for planning for mainstream school places**

**Help inform the draft School  
Organisation Plan 2025-2030**



**Find out more at  
[www.centralbedfordshire.gov.uk/your-voice-matters](http://www.centralbedfordshire.gov.uk/your-voice-matters)**

## Appendix

### Comparison of current and proposed school organisation principles

Current Principles	Proposed Principles
<p><b>Principle 1 - The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.</b></p> <p>Section 76 of the Education and Inspections Act 2006 places a duty on local education authorities to promote the use of sustainable modes of travel to meet the school travel needs of their area. Ensuring the sufficiency of provision local to the areas of demographic demand supports this duty by reducing the need for car journeys and also limits potential growth in the cost of providing school transport on distance criteria to qualifying pupils to meet the Council’s statutory responsibilities.</p> <p>Section 38 of the Education and Inspections Act 2006 also places a duty on governing bodies of maintained schools in England to promote community cohesion. Promoting local schools enables children living in the same local community to attend the same school fostering a coherent community identity and enabling community ownership to build around a range of extracurricular activities.</p>	<p><i>This principle remains the same</i></p>
Current Principles	Proposed Principles

<p><b>Principle 2 - The need to create schools that are of sufficient size to be financially and educationally viable</b></p> <p>There are three sources of evidence that it is important to consider when determining the optimum size of a school. These relate to</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: (i) international evidence on the effect of school size on pupil outcome measures),</b></li> </ul> <p>(ii) the minimum size needed to provide a rich curriculum offer and (iii) the effect of school size on leadership.</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: (i) The optimal school roll in terms of pupil outcomes is around 900 in a non-deprived area. (This is based on all ages not only secondary or upper but excludes Post 16 provision). This number can increase in areas of greater affluence and might drop to around 800 in areas of hardship and deprivation (in global terms)</b></li> </ul> <p>(ii) In terms of supporting a broad curriculum offer, six forms of entry would be what most research and professional bodies consider to be the minimum year group size to support the kind of offer to meet the range of needs typical in a Central Bedfordshire context.</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: It is acknowledged that research has taken place on provision that is historic and that there has been a considerable shift in the</b></li> </ul>	<p><b><i>Principle 2 - The need to create schools that are of sufficient size to be financially and educationally viable</i></b></p> <p>There are two sources of evidence that it is important to consider when determining the optimum size of a school. These relate to the minimum size needed to provide a rich curriculum offer and the effect of school size on leadership.</p> <p>In terms of supporting a broad curriculum offer for the secondary school age groups, six classes per year group would be what most research and professional bodies consider to be the minimum year group size to support the kind of offer to meet the range of needs typical in a Central Bedfordshire context.</p> <p>The larger the school the more a governing body can pay a headteacher according to scales that reflect pupil numbers. This may have an impact on the calibre of leader available to schools. The larger the school the more options an experienced leader has available in shaping an excellent school to meet the needs of students.</p> <p>Therefore, schools need to be big enough to attract and retain experienced headteachers for these periods if they are to be well-placed to perform optimally.</p> <p>Establishing or expanding schools of an appropriate size, therefore, is likely to contribute towards the likelihood of their success.</p> <p>Comments on school size relate to single schools that occupy a single site. The minimum or maximum size of a school may be outside of the range of these proposals if it is part of a non-traditional governance and leadership structure as is the case in multi-site schools, school trusts, federations, academy chains and multi-academy trusts where a broad curricular</p>
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**nature and offer of different types of schools in recent years.)**

(iii) The larger the school the more a governing body can pay a Headteacher according to scales that reflect pupil numbers. This may have an impact on the calibre of leader available to schools. The larger the school the more options an experienced leader has available in shaping an excellent school to meet the needs of students.

- **(THIS SECTION IS NO LONGER INCLUDED: Research shows that secondary schools tend to reach their peak performance when a headteacher has been leading the school for around 6 or 7 years and furthermore, a headteacher with experience of leading more than one school is generally held to be likely to be successful in a second or third school.)**

Schools therefore need to be big enough to attract and retain experienced Headteachers for these periods if they are to be well placed to perform optimally.

Establishing or expanding schools of an appropriate size therefore is likely to contribute towards the likelihood of their success.

(THE WORDS IN BOLD IN THIS PARAGRAPH ARE NO LONGER INCLUDED) Comments on school size relate to single schools that occupy a single site. The minimum or maximum size of a school may be outside of the range of **capacities implicit** in these proposals if it is part of a non-traditional governance and leadership structure as is the

offer, for example, may be achieved as a result of the collaborative arrangements.

Lower and Primary Schools

*Minimum Size*

Small rural schools across England have shown themselves capable of delivering the National Curriculum and of providing a high standard of education. In determining a minimum school size, it is not just quality that needs to be considered but also organisational, social and community issues.

- **(THIS SECTION IS NEW: However, there is also evidence that pupil numbers of less than one class for each key stage can prove to be a contributory factor to poor school management due to related funding pressures limiting options for teaching staff.**

Therefore, schools at or below the minimum size outlined below should be encouraged to consider options for federating, merging, or joining an academy chain.

Problems in delivering and monitoring standards in very small schools can occur. There may also be difficulties in recruiting enough able governors from such a small constituency of parents and supporters of the school. Finally, very small year groups may not provide sufficient peers of the same age for children to mix with although there may be some benefits of vertical grouping where younger children can learn from older peers.

As a minimum, it is preferable that there should be one class for each of Key Stage 1 (Years 1 and 2 for ages 5-7) and Key Stage 2 (Years 3, 4, 5 and 6, for ages 7-11), plus discrete part-time provision for children under five. In this way, there are no more than two-year groups in each class. In total, this equates to 2.5 classes. With a class size of 25-30 this means a minimum school size of 60-75 pupils for a lower school.

For a primary school also with Years 5 and 6 in Key Stage 2 this equates to 3.5 classes. With a

<p>case in multi-site schools, school trusts, federations, academy chains and multi academy trusts where a broad curricular offer, for example, may be achieved as a result of the collaborative arrangements.</p> <p><u>Lower and Primary Schools</u></p> <p>Minimum Size</p> <p>Small rural schools have nationally shown themselves capable of delivering the National Curriculum and of providing a high standard of education. In determining a minimum school size, it is, however, not simply issues of quality that need to be considered but also but also organisational, social and community issues.</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: For example, where small numbers are nationally judged to operate against successful school management is where there are too few children to form at least one class for each key stage. Under present funding arrangements, this puts particular pressure on teachers and forthcoming changes to the local funding formula, as a result of national school funding reform, will increase the pressure to operate more efficiently.)</b></li> </ul> <p>Therefore, schools at or below the minimum size outlined below must consider options for federating, merging, or joining an academy chain.</p> <p>As a minimum, it is preferable that there should be one class for each of Key Stage 1 and Key Stage 2, plus discrete part-time</p>	<p>class size of 25-30 this means a minimum school size of 85 -105 pupils</p> <p>If three age groups need to be taught together, school organisation becomes much more difficult. There are also organisational difficulties if the headteacher is the only full-time teacher. If the headteacher is absent or leaves, there may be no-one left to manage where the other member of staff has no aspirations to lead or is not employed full-time.</p> <p><i>Maximum Size</i></p> <p><b>(THE WORDS IN BOLD IN THIS PARAGRAPH ARE NEW):</b> Ideally, lower schools should have two <b>to three</b> classes per year group, leading to a school size of 300 <b>to 450 pupils</b>. For primary schools this leads to a school size of 420 <b>to 630 pupils</b>. This gives headteachers a balance of some teaching, as well as time to manage and monitor, with the ability to employ appropriate non-teaching support in the school.</p> <p>The larger the school, the more likely it is that the headteacher and senior staff will spend most of their time managing resources, rather than on education. If this time is spent on key issues known to promote school improvement in driving the ethos of the school towards raising attainment by a focus on pupil level data management, engagement with the teaching and learning process etc, their offer outside that of classroom input can accelerate school improvement and outcomes</p> <p><u>Middle Schools</u></p> <p><i>Minimum Size</i></p> <p>All middle schools are considered to need to have sufficient staff expertise to cover the curriculum and the teaching of basic skills at both Key Stages 2 and 3 (Years 3 to 9 and ages 7-14). The budget must also be sufficient to support the curriculum and an appropriate management structure.</p>
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<p>provision for children under five. In this way, there are no more than two-year groups in each class. In total this equates to 2.5 classes. With a class size of 25-30 this means a minimum school size of 60-75 pupils for a Lower School.</p> <p>For a Primary School also with years 5 and 6 in Key Stage 2 this equates to 3.5 classes. With a class size of 25-30 this means a minimum school size of 85 -105 pupils.</p> <p>If three age groups need to be taught together school organisation becomes much more difficult, however there are some known mitigating factors. There are also organisational difficulties if the headteacher is the only full-time teacher. If the Headteacher is absent or leaves, there may be no one left to manage where the other member of staff has no aspirations to lead or is not employed full-time.</p> <p>Problems in delivering and monitoring standards in very small schools can occur. There may also be difficulties in recruiting enough able governors from such a small constituency of parents and supporters of the school. Finally, very small year groups may not provide sufficient peers of the same age for children to mix with although there may be some benefits of vertical grouping where younger children can learn from older peers.</p> <p>Maximum Size</p> <p>Ideally lower schools should have 2 forms of entry (i.e., two classes per year group), leading to a school size of 300. For Primary Schools this leads to a school size of 420. This gives headteachers a balance of some teaching, as well as time to manage and</p>	<p>It is proposed that as a minimum, a middle school should have 4 classes per year group (480 pupils in total) in order to deliver the National Curriculum. Below this figure, a middle school's ability to retain sufficient staff with the appropriate range of expertise is questioned.</p> <p>The Council has made a commitment to move towards a 2-tier education system. Therefore, new schools and expansion of places should be in the primary and secondary phases of education unless in exceptional circumstances.</p> <p><i>Maximum Size</i></p> <p>Ideally, middle schools should have 6 classes per year group (720 pupils in total). Beyond 7 classes per year group (840 pupils in total) it can be argued that the school becomes increasingly difficult to manage and to maintain an appropriate middle school ethos, and it may be more impersonal, particularly for the younger children.</p> <p><u>Upper and secondary schools</u></p> <p><i>Minimum Size</i></p> <p>For an upper or secondary school, there must be enough pupils in each year group to support the full range of the curriculum.</p> <ul style="list-style-type: none"> <li>● <b>(THIS SECTION IS NEW: The DfE (Department for Education) through the Free School Programme have identified a minimum viable school number at 600 pupils (4 classes per year group). However, based on more local experiences, a move towards 6 classes per year group, as a minimum secondary school size, would be preferable to allow for a broad range of options in exam subjects. New schools, or changes below 6 classes per year group would only be supported in exceptional circumstances.</b></li> </ul> <p><i>Maximum Size</i></p> <p>Larger schools have economies of scale which make for more flexible curriculum options and</p>
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monitor, with the ability to employ appropriate non-teaching support in the school.

- **(THIS SECTION IS NO LONGER INCLUDED: Above 3 forms of entry (450 pupils for lowers, 630 pupils for Primary Schools) it becomes increasingly difficult to maintain consistency, coherence and a ‘whole school’ ethos appropriate to pupils of this school age. The Council acting as the Local Authority consider it preferable to promote the expansion and creation of new lower/primary school provision at or above 3 forms of entry only in exceptional circumstances.)**

The larger the school, the more likely it is that the Headteacher and senior staff will spend most of their time managing resources rather than on education. If this time is spent on key issues known to promote school improvement in driving the ethos of the school towards raising attainment by a focus on pupil level data management, engagement with the teaching and learning process etc. their offer outside that of classroom input can accelerate school improvement and outcomes.

### Middle Schools

#### Minimum Size

All middle schools are considered to need to have sufficient staff expertise to cover the curriculum and the teaching of basic skills at both Key Stages 2 and 3. The budget must

more specialist staffing but can encounter organisational difficulties in accommodating large year groups.

In schools which were originally designed for a smaller number, there may also be a lack of specialist accommodation, both teaching and non-teaching, inadequate library and study space, social areas incapable of meeting staff and student needs and congestion in corridors.

A commonly held historical belief in principles nationally for education provision is that once numbers rise above 10 classes per year group (1,500 pupils in total) including sixth form, the disadvantages of size may start to outweigh the benefits of economies of scale, however there are now known to be many larger schools nationally that provide a high quality of education and generally have the benefits of larger sixth forms. These schools, if successful, have been invited to provide the cornerstone of some large academy chains, particularly in the London area.

- **(THE REMAINDER OF THE WORDING IN THIS PRINCIPLE IS NEW: Therefore, the Council would consider larger schools, but this will be subject to wider considerations including radius of demand to ensure we still achieve a ‘local’ education network wherever possible.**

### Surplus Places

**Alongside the planning for increasing demand on school places above capacity in some areas of Central Bedfordshire, there is the national context of falling birth rates, we have to be aware of the need to plan for when there is an excess of capacity in an individual school or geographical cluster area. The National Audit Office recommends maintaining 5 per cent surplus places across a planning area for operational sufficiency and to allow parental choice.**

**The development of a new School Organisation Plan will provide clarity on how we will maintain the 5 per cent surplus -**

also be sufficient to support the curriculum and an appropriate management structure.

It is proposed that as a minimum, a middle school should have 4 forms of entry (480 pupils in all) in order to deliver the National Curriculum. Below this figure the ability of a middle school to retain sufficient staff with the appropriate range of expertise comes under question

- **(THIS SECTION IS NO LONGER INCLUDED: 3 forms of entry (360 pupils) can be manageable in certain circumstances where there is an appropriate range of staff expertise, but below this number the costs of supporting even a minimum staff complement become disproportionate)**

#### Maximum Size

Ideally middle schools should have 6 forms of entry (720 pupils). Beyond 7 forms of entry (840 pupils) it can be argued that the school becomes increasingly difficult to manage and to maintain an appropriate middle school ethos, and it may be more impersonal, particularly for the younger children.

- **(THIS SECTION IS NO LONGER INCLUDED: Large middle schools face similar management challenges to any large school but community and parent views of the provision of a large middle school which pupils attend from age 9 are likely to be less positive than is the case for Upper schools where pupils start school at 13. Schools which were originally designed for a smaller number of**

**Through the application of the adopted principles and planning appropriately - and any measures needed to increase or decrease capacity to stakeholders (headteachers, principals, governors, academy and foundation trusts, local elected members, dioceses and early education providers). These measures could be short term to manage pressures, such as pressure on school places, or longer term that require organisational change.**

**The consequences of having too many surplus places can be severe. The main impact of surplus places on schools is the resulting reduction in school finances. Since finances are driven by numbers of pupils on roll, a reduction in pupils will lead directly to a drop in income for affected schools. This will reduce the amount of money available to pay staff, purchase resources and meet pupils' needs.**

**The results are wide and far-reaching and have a direct impact on the ability of schools to provide education in an effective and efficient way. They can lead to serious questions being asked about a school's ability to remain open and cause particular challenges for schools on an improvement journey.**

**Falling numbers of pupils on roll also make planning and staffing decisions difficult with schools potentially having to make year-on-year redundancies. There is a particular problem for schools affected by infant class size legislation, which limits the number of 5, 6 and 7 year olds to class sizes of a maximum 30 pupils. They may have limited ability to make savings by changing staffing structures or changing the use of physical space.**

**It is also important to understand that not all schools are affected equally by falling pupil numbers. In reality, popular schools remain full or close to full and this may mean that a large drop in numbers could significantly affect a small number of less popular schools. When schools are disproportionately affected by falling numbers of pupils on roll, those schools are at risk of spiraling decline and potentially**

pupils may lack specialist accommodation, both teaching and non-teaching, possess inadequate library facilities and study space, and may have social areas that are not capable of meeting staff or student needs and have congestion in corridors.)

### Upper and Secondary Schools

#### Minimum Size

38. For an upper or secondary school there need to be enough pupils in each year group to support the full range of the curriculum

- **(THIS SECTION IS NO LONGER INCLUDED:** and generate a viable sixth form. Notwithstanding the potential for governance and leadership models outlined above, this suggests a proposed total minimum school size of around 900+ pupils for a single school. For schools engaged in collaborative and partnership arrangements this figure may be reduced to a minimum of 720 pupils where the schools in the federation or trust can demonstrate that a good, coherent educational offer is provided as a result of their sustainable collaborative arrangements. It should be noted that the Audit Commission takes the view that a sixth form of fewer than 160 students constitutes a small sixth form, with associated questions over viability)

#### Maximum Size

closure. This means that we need to consider removing places.

When demand for places drops, the only way to remove the surplus is to reduce the supply of places. This could be done in a variety of ways, such as:

*'Capping' admissions in-year (Capped Pupil Numbers)* Published Admission Numbers (which is the number of pupils that a school can admit into each relevant age group) are set for the normal point of entry and there is an expectation that this number will follow that year group as they move through the school. However, in exceptional circumstances and following the closure of the normal admissions round (when admissions become in-year), a 'cap' can be implemented. For example, where a 3-form entry school is only operating 2 classes in a particular year group, it is possible to cap the admission number for that year group at 60 rather than 90. Therefore, the operating model for the school closely matches the demand for pupils.

*Reduction in Published Admission Number (PAN):* One option is to reduce the PAN at the point of entry: this must be done before applications for places are made. PANs (which is the number of pupils that a school can admit into each relevant age group) are set around 18 months in advance, so a level of forward planning is required. A change in PAN will not address excess physical capacity, so this must be addressed if the change in PAN is long term (this involves a change to net capacity calculation or funding agreement). It may be opportune to remove PANs that are 0.5 classes per year group, which can be difficult to manage.

*Review of building capacity or use:* To address the issue of a school having too much physical capacity it may be possible to look at whether some of its accommodation could be used for other purposes or even removed altogether. Doing this at the same time as reducing the Published Admissions Number (PAN - which is

- **(THIS SECTION IS NO LONGER INCLUDED: This is difficult to determine on curricular or organisational grounds.)**

Larger schools have economies of scale which make for more flexible curricula and more specialist staffing but encounter organisational difficulties in accommodating large year groups.

In schools which were originally designed for a smaller number, there may also be a lack of specialist accommodation, both teaching and non-teaching, inadequate library and study space, social areas incapable of meeting staff and student needs and congestion in corridors.

A commonly held historical belief in historical principles nationally for education provision is that once numbers rise above 1500 including sixth form, the disadvantages of size may start to outweigh the benefits of economies of scale, however there are now known to be many larger schools nationally that provide a high quality of education and generally have the benefits of larger sixth forms

- **(THIS SECTION IS NO LONGER INCLUDED: and have overcome the potential disadvantages of large schools through internal organisation ie schools within schools and the house system.)**

These schools, if successful have been invited to provide the cornerstone of some large Academy chains , particularly in the London area

the number of pupils that a school can admit into each relevant age group) can lead to the school being run more efficiently. It could be opportune to remove poorer assets where possible or reconfigure space to provide specialist provisions.

***School organisational changes:*** Where there are high numbers of surplus places, combined with standards, financial or building issues and no sign of increasing demand, it may be necessary to look at school organisation changes. This could mean 2 or more schools amalgamating or, ultimately, the closure of a school.

**We will continue to review school forecast information. This is necessary because of the recent national demographic changes outlined above. Taking decisive action on removing surplus places can have a number of benefits such as:**

- **Keeping schools financially viable**
  - **Reducing waste (keeping spend per pupil up)**
  - **Increasing the proportion of pupils in good or outstanding provision**
  - **Better targeting of funding**
  - **Improving the overall condition of the building stock and our school estate**
- Options for removing excess surplus places. The first step in deciding what action to take is to determine whether it needs to be temporary or permanent: that will inform thinking around which of the options available might be appropriate. Determining the longevity of the proposal is complex because birth rates are only known a few years in advance.**

	<ul style="list-style-type: none"> <li>• Location of a school in relation to demand for places and future forecasts (will children need to travel further if we remove places?)</li> <li>• Size of a school (both in terms of physical and resourced capacity)</li> <li>• Opportunities around buildings (including condition, compliance and limitations around PFI (Private Finance Initiatives) obligations)</li> <li>• Popularity (what impact would removing places have on parental preference?)</li> <li>• Standards (decommissioning, closure or reorganisation of schools that are operating at less than 'good' by Ofsted)</li> <li>• Current financial status (how viable is the school now and in the future?)</li> </ul>
Current Principles	Proposed Principles
<p><b>Principle 3 - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools</b></p> <p>The Council is unlikely to support the expansion of an existing school or Academy unless it is at least rated as good and preferably outstanding by Ofsted or is in a Trust or Multi Academy Trust that includes good and outstanding schools that have the capacity to support the expanded school in terms of standards and quality</p> <ul style="list-style-type: none"> <li>• <b>(THE REMAINDER OF THE WORDING IN THIS PRINCIPLE IS NO LONGER INCLUDED IN THE REFRESHED</b></li> </ul>	<p><b><i>Principle 3 - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools</i></b></p> <p>The Council is unlikely to support the expansion of an existing school or academy unless it is at least rated as good and preferably outstanding by Ofsted or is in a trust or multi-academy trust that includes good and outstanding schools that have the capacity to support the expanded school in terms of standards and quality.</p>

**PRINCIPLE: in order that it can become outstanding itself.**

**The Council is committed to ensuring that every parent can choose an excellent school for their child and that new places should therefore be allocated where parents want them. The Council will therefore seek to support the expansion of oversubscribed schools and Academies.**

**In every case the Council will require a business case to be provided by the school or Academy that is subject to the expansion proposal to guarantee the quality of the places being added into the system, based on the school's vision and educational plan. In addition to its Ofsted rating, the business case will also require the school to outline its performance in terms of results and improvement over time in key stage assessments, in terms of value added and in comparison with other schools in similar circumstances. The business case will require the school to establish its improvement targets and will be judged by evaluation criteria.**

**Where the school or Academy that is subject to an expansion proposal is also intended to procure and deliver the capital project with the support of the Council, the business case will require assurances of the capability and capacity of the school to deliver the proposal to time and on budget, based on their expertise and experience.**

**Where new schools are to be established and proposals are received in response to the Council's invitation, an initial assessment will be undertaken of each proposal against**

<p>the criteria set out above to ensure that proposers with track records in successful and popular provision are also promoted to the DfE. The proposers’ abilities to prove value for money in delivering the new provision within the financial envelope available will also be assessed in these circumstances.)</p>	
<p style="text-align: center;">Current Principles</p>	<p style="text-align: center;">Proposed Principles</p>
<p><b>Principle 4 - The potential to further promote and support robust partnerships and learning communities</b></p> <p>The education ‘offer’ can be significantly enhanced from schools that collaborate effectively when compared with those that do not and the capacity for those schools to self-improve and to recruit, train and develop their own staff and leaders is enhanced by well-designed school to school support systems.</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: The Council has strongly supported such approaches including its joint work with the Central Bedfordshire Teaching School Partnership (CBTSP) designed to help both the council and the CBTSP discharge their statutory duties in relation to school improvement and in relation to teacher education, qualification, induction and development and to leadership development and succession planning and also in relation to identification and transfer of successful practice. The growing success of this partnership is also evident in the</b></li> </ul>	<p><b><i>Principle 4 - The potential to further promote and support robust partnerships and learning communities</i></b></p> <p>The education ‘offer’ can be significantly enhanced from schools that collaborate effectively when compared with those that do not and the capacity for those schools to self-improve and to recruit, train and develop their own staff and leaders is enhanced by a well-designed school to school support systems</p>

<p>successful joint bid for an alternative provision Free School, aimed at eliminating permanent exclusions and increasing the pathways from education to employment.</p> <p>The Council is developing a strategy of school community engagement in order to facilitate parental and school-led system development and as funding reforms are rolled out, so affecting the viability of some school budgets, this policy will continue in order to ensure small school settings serving rural communities can reconfigure the way they are run in order to continue to provide education close to home.)</p>	
<p><b>Current Principles</b></p>	<p><b>Proposed Principles</b></p>
<p><b>THIS SECTION IS NO LONGER INCLUDED:</b></p> <p>Principle 5 - The ambition to achieve a single phase of education 0 -19 and reduce school transfer points</p> <p>There is evidence that learning can be lost at points of transfer between schools and also transition within schools from one phase or key stage to another. There are two ways in which this can be addressed</p> <p>The first is to design systems that limit the number of points at which a child transfers from one school to another. The second is to promote collaboration amongst schools through which a cohort of children will pass on such issues as continuity of pedagogy,</p>	<p>This principle is no longer included in this draft plan</p>

<p>curriculum, expectations, progress, behaviour and ethos.</p> <p>A federation or trust with close agreement between its constituent schools and with the knowledge of the community it serves could mitigate some of these effects. Reducing transfer and transition or the effects of transfer and transition is therefore suggested that this is a consideration that should be evaluated in the context of school place planning.</p> <p>The Council will continue to develop integrated early years provision in a variety of settings, wrapping childcare around nursery education provision to ensure that all parents that require it have access to an extended and flexible early years offer so that they can access training or work.</p> <p>Where new early years provision is needed as a result of demographic growth or changes in entitlement and is forecast to be required in a similar timeframe and location as proposed new lower or primary places, the Council will seek to develop both new provisions on the school site and under its leadership.)</p>	
Current Principles	Proposed Principles
<p><b>THIS SECTION IS NO LONGER INCLUDED:</b></p> <p>Principle 6 - The need to support the Raising of the Participation Age (RPA)</p> <p>Coalition Government policy is to ensure that all young people are in either education, training or work-related education / training full time up to the age of 18 by September 2015. The Council will therefore need to consider the way in which proposals for new</p>	<p>This principle is no longer included in this draft plan</p>

<p>or expanded schools and Academies will support it in meeting this raised participation age and support educational establishments and employers in delivering this.</p> <p>56. The Council will also support the maintenance of a diverse range of post-16 provision, enabling students to choose between remaining at upper school, transferring to an FE college, or taking advantage of vocational routes of study. The Council will continue to support and strengthen the 14-19 strategic partnership subgroup of the Children’s Trust so that it can work together to improve outcomes, and it will support providers to access post 16 funding from the Education Funding Agency)</p>	
Current Principles	Proposed Principles
<p><b>Principle 7 – To seek opportunities to create inspirational learning environments for the school and to maximise community use</b></p> <p>The Council will adopt a high standard of design and community engagement as part of its evaluation of the proposals for major new and expanding school provision in Central Bedfordshire. This will define the basis for calculation of planning obligations that will be required from housing developers where additional infrastructure is required.</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: The briefing of projects to expand existing provision will include an assessment of the suitability of the premises to ensure pre existing deficiencies in provision can be considered in order to provide</b></li> </ul>	<p><b><i>Principle 5 – To seek opportunities to create inspirational learning environments for the school and to maximise community use</i></b></p> <p>The Council will adopt a high standard of design and community engagement as part of its evaluation of the proposals for major new and expanding school provision in Central Bedfordshire. This defines the basis for the calculation of planning obligations required from housing developers where a new school is required.</p> <p>The Council will support opportunities to pool funding from other sources, such as an academy trust or the Department for Education, in any planned, expanded or new provision and will seek guarantees for sustainable, enhanced, community use of the school’s facilities where capital investment (Council funds) is to be spent.</p>

<p><b>premises that are fit for purpose for the increased capacity of the school.)</b></p> <p>The Council will support opportunities to pool funding from other sources in any planned expanded or new provision and it will seek guarantees for sustainable, enhanced community use of the school’s facilities where capital investment is being committed.</p>	
<p><b>Current Principles</b></p>	<p><b>Proposed Principles</b></p>
<p>Principle 8 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice</p> <p>Central Bedfordshire has a comprehensive system of education providing educational opportunities for all its pupils and the Council recognises, supports and encourages the need for a diverse range and ethos within the schools in the area to provide opportunities for parental choice.</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: The Central Bedfordshire geographical area comprises only co-educational schools and the majority of schools are based on a three-tier system of education although schools are encouraged to consider alternative models of leadership, governance and school organisation to achieve the Council’s overarching aim of raising standards)</b></li> </ul> <p>The Council’s aim is to create a more diverse school system offering excellence and choice, where each school has a strong ethos and sense of mission and may act as a centre of excellence in particular areas or offer</p>	<p><b><i>Principle 6 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice</i></b></p> <p>Central Bedfordshire has a comprehensive system of education providing educational opportunities for all its pupils and the Council recognises, supports and encourages the need for a diverse range of individual characters within the schools in the area to provide opportunities for parental choice.</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NEW: The Council has given a firm commitment to change from the 3-tier education system to a primary and secondary model</b></li> </ul> <p>The Council’s aim is to create a more diverse school system offering excellence and choice, where each school has a strong ethos and sense of mission, and may act as a centre of excellence in particular geographical areas, or offer specialist provision to meet the aspirations of parents, help raise local standards and narrow attainment gaps.</p> <p>While a good supply of non-denominational provision is essential, parents have a right to select a denominational education for their children if they wish. Within Central Bedfordshire, there are Church of England lower, primary, middle, secondary (THIS WORD IS NEW) and upper schools although Roman</p>

<p>specialist provision in order to meet the aspirations of parents, help raise local standards and narrow attainment gaps.</p> <p>While a good supply of non-denominational provision is essential, parents have a right to select a denominational education for their children if they wish. Within Central Bedfordshire, there are Church of England lower, middle and upper schools although Roman Catholic provision is only represented at lower and primary school. No other faiths are currently provided for in Central Bedfordshire.</p> <p>Some faith-based provision is below national rates of representation in some phases in Central Bedfordshire. Where there is a need for new school places and there is unmet parental demand for particular faith provision, the Council will consider supporting an increase in such provision where it will bring the area closer to national averages for each individual faith based provision and where other factors such as an evaluation against the potential of the school to raise education standards will not be compromised.</p> <ul style="list-style-type: none"> <li>● <b>(THIS SECTION IS NO LONGER INCLUDED: As part of the annual appraisal of the impact of the principles there will be an equalities impact assessment to ensure that there are no unintended consequences of promoting faith-based provision on those who have minority or no faiths on access to school places.</b></li> </ul> <p>The Council will continue to support the establishment of Trusts, Federations and Multi Academy Trusts who share the ambition</p>	<p>Catholic provision is only represented at lower and primary school. No other faiths are currently provided for in Central Bedfordshire.</p> <p>Some faith-based provision is below national rates of representation in some phases of education (i.e. primary/secondary, lower/middle and upper) in Central Bedfordshire. Where there is a need for new school places and there is unmet parental demand for particular faith provision, the Council will consider supporting an increase in such provision where it will bring the area closer to national averages for each individual faith-based provision and where other factors, such as an evaluation against the potential of the school to raise education standards, will not be compromised.</p> <p>The Council will support the establishment of trusts, federations and multi-academy trusts who share the ambition of the Council's Education Vision and its principles.</p>
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<p>of the Council’s Education Vision and its principles</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: which are now seen in the context of the enhanced complexity created by increased numbers of academies, academy chain partners and school self-determination. The Council will welcome the parent or other promoter of any free school in Central Bedfordshire and will consider the allocation of financial support where the proposal is approved by the DfE, and it meets a demand identified as a result of demographic growth in the area)</b></li> </ul>	
Current Principles	Proposed Principles
<p><b>Principle 9 – To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools</b></p> <p>The Council will continue to support close links between mainstream and special school sectors, building better partnerships and improving co-ordination of services. While most children with special educational needs attend their local mainstream schools we will continue to support the model of area special schools.</p> <ul style="list-style-type: none"> <li>• <b>(THIS SECTION IS NO LONGER INCLUDED: The Council will also continue to maintain and support specialist provisions in some lower, middle and upper schools for children who require a more specialist</b></li> </ul>	<p><b>Principle 7 – To support vulnerable learners in area special schools and integrate appropriate Special Educational Needs provision within mainstream schools</b></p> <p>The Council will continue to support close links between mainstream and special school sectors, building better partnerships, increasing places and improving co-ordination of services. While most children with special educational needs attend their local mainstream schools, we will continue to support the model of area special schools.</p>

**approach to meeting their special educational needs.  
The Council will also support the establishment of alternative provision for pupils who are excluded or at risk of exclusion and for whom an alternative curriculum is more appropriate.)**

**Central  
Bedfordshire**

**Central  
Bedfordshire  
in contact**

## STOTFOLD TOWN COUNCIL

**COMMITTEE:** FULL COUNCIL

**DATE:** 6 NOVEMBER 2024

**OFFICER RESPONSIBLE:** EMMA PAYNE, TOWN CLERK

**SUBJECT:** CONSULTATION ON VIRTUAL MEETINGS

### 1. SUMMARY

1.1 The Government announced a consultation on virtual meetings and proxy voting, which launched on 24 October 2024 and closes on 19 December 2024.

1.2 Members are free to respond directly to the consultation on an individual basis

[Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings)

### 2. RECOMMENDATION

2.1 Members are asked to:

a) Consider the questions contained within the consultation document (see below) so that the Town Council can respond as a corporate body either by using the questionnaire or responding in free form as a letter.

### 3. BACKGROUND

3.1 The Local Government Act 1972, Sch 12, para (39)1 says:

*“Every decision, save to appoint an honorary freeman, must be made by a majority of the members present and voting.”*

Therefore, the current statutes, do not allow virtual attendance at meetings.

3.2 Under the Coronavirus Act 2020, regulations were made which applied to all local authorities including town and parish council which allowed members to attend remotely. This power was rescinded on 6 May 2021.

3.3 In June 2023, the LGA (Local Government Association) surveyed its members and reported that 1 in 10 councils surveyed had a councillor who had stepped down in their authority since May 2021 due to the requirement for them to attend council meetings in person. The LGA represents the tier above parish and town councils.

[LGA: Overwhelming majority of councils want hybrid meeting powers | Local Government Association](https://www.local.gov.uk/news/lga-overwhelming-majority-of-councils-want-hybrid-meeting-powers)

3.4 Since 2021, national bodies representing local government, including LGA, NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) have been campaigning government to allow local government to meet remotely. Whilst there is no empirical evidence on increased engagement during virtual meetings, there is anecdotal evidence that virtual meetings are more inclusive with better councillor attendance; benefiting carers and disabled councillors; better engagement with residents and greater transparency in the decision making process.

- 3.5 The Government announced a consultation on virtual meetings and proxy voting, the questions of which are below:

**The proposal for remote attendance**

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

**Question 2**

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

**Question 3**

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.
- d) [Free text box]

**Question 4**

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

**Question 4a**

If you answered No please use the free text below  
[Free text box]

**Question 4b**

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

#### Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

#### Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- [Free text box]

#### Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.
- Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.
- Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.
- Other [Free text box]

#### Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

#### Should be considered because

#### Should not be considered because

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It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

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**Should be considered because****Should not be considered because**

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It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

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Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

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Free text box – please state any other reasons

Free text box – please state any other reasons

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**Question 9**

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

**Proxy voting**

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

**Question 10**

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

**Question 11**

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions

- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

**Question 12**

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

**Question 13**

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

**5. IMPLICATIONS**

<b>Strategic Plan</b>	N/A
<b>Risk Management</b>	Increase in transparency in decision making.
<b>Legals</b>	No current statute
<b>Resources/Stakeholders</b>	Members, Officers
<b>Contracts/Financials</b>	IT provision required to support councillors.
<b>Crime &amp; Disorder</b>	N/A
<b>Equalities</b>	Equality Act
<b>Biodiversity</b>	N/A

BATPC AGM 24<sup>th</sup> October 2024

Last Thursday was the BATPC AGM, Emma and I attended on behalf of the council. We heard about the development of both Bedford Borough's and CBC's local plans from Jon Shortland and Caroline Danby respectively.

Whilst Bedford Borough are further along in the process there were interesting points to note across both presentations.

All local authorities have annual house building targets, including the demonstration of a 5 year buffer of land to meet their housing requirements.

Bedford Borough's target is up to 1355 per annum, depending on the calculation used, whilst CBC's is 2099.

Caroline presented some early results from the recent local plan consultation including the top responses on what makes a great place to live.

**The three top answers were:**

1. access to services and facilities
2. green spaces for nature
3. green spaces for leisure

**The options selected as least important were:**

1. proximity to major transport infrastructure
2. wide range of jobs locally
3. accessibility and inclusive design

Both presentations are attached for members.

Cliff Andrews from Bedfordshire Rural Communities Charity also presented the services they offer including supporting local community groups and providing bus services for those who would otherwise be without transport. A link to their website and a video providing information on their services are below:

<https://bedsrcc.org.uk/>

Cllr Jon Smith

# Update on the Bedford Local Plan 2040

**Jon Shortland**

Chief Officer for Planning, Infrastructure  
and Economic Growth

# The Story to Date

- Local Plan 2030 adopted in January 2020.
- Policy 1 mandated a three-year review.
- Despite Covid, we submitted Local Plan 2040 for Examination in January 2023 – with five days to spare.
- Inspector not yet able to find it “sound”
- Concerns about infrastructure and delivery.
- Inspector paused Examination until Jan 25.

# The Pause

- This was to allow:
  - Further work with NH on transport infrastructure
  - Identification of additional site allocations to fill the “gaps” created at
    - Kempston Hardwick,
    - Little Barford and
    - Elstow.
- Subsequent emergence of proposals for Europe’s biggest theme park on KH site.

# New Government – New Rules

- Government announcement on 30<sup>th</sup> July
- Large number of proposed changes to the planning rules in the NPPF.
- Consultation has concluded.
- The government will now make any changes to the proposals they may wish to.
- New rules in force “in the New Year”.

# Headline Proposals – positive

- Housing targets become “mandatory” again
- New method for calculating targets
- For 90% of authorities’ targets increase
- For Bedford, the target **decreases**
  - Target in draft Local Plan – 1,355 per year
  - Target as at March 2024 – 1,310 per year
  - New target – 1,217 per year
  - Difference over a 20-year Plan – 2,760 less

# Headline Proposals – negative

- Five-year land supply (plus 5% buffer) must be available at all times
  - previously only four years needed if a Plan was at Examination
- Previous over-performance no longer counts going forward
  - A big issue for Bedford as our performance has beaten targets in recent years

# Other Proposals – negative

- The Planning Minister has written to PINS saying that Examinations are taking too long as Plans are being submitted before they are ready, and pauses should be restricted to six months
- We have already been granted a nine-month pause and may need longer for a decision on Universal and for us to incorporate its effects.

# Other Proposals – negative

- We wrote to our Inspector to say we were planning to reduce our target from the submitted Plan's 1,355 to the current 1,310.
  - He has written back to say he is not happy with that approach as he has already found our submitted target to be sound.
  - Our KC says the Inspector's reasoning is valid
  - This is likely to mean that we can't persuade him to use the even newer 1,217 target either

# Our response

- We could argue that we don't need a 5% buffer on our plan supply.
- This is currently not required by policy or legislation but is generally expected.
- This would be because by using 1,355 rather than 1,217 we have a built-in buffer.
- 5% would be 2,710 over a 20-year period – almost the same as 2,760.

# Requirements – Universal

- A decision on Universal is key
- Land in Local Plan policy HOU14
  - Originally 4,000 houses and 70 ha employment
  - Do we have to reallocate it or not? If so, how much?
    - Some housing still possible on O&H and AWE land
    - Jobs on offer – are they the same quality?
- Will Universal deliver the already necessary highway (and rail) improvements?

# Requirements – National Highways

- NH object that necessary work isn't funded
- Improvements required to
  - M1 junction 13
  - A421 / A6 at Marsh Leys and Elstow
  - A421 junctions with A600, A603 and A4280
- First three may be dealt with by Universal
- Working on cheaper solutions for the rest

# Allocation of additional sites

- Still uncertainty on scope of what's needed
  - Size of allocation at HOU14 / Universal?
  - Target to be achieved (with / without buffer)?
- What new infrastructure can be provided?
- Potential allocations are being assessed using the existing LP40 strategy:
  - Additional delivery at allocated sites
  - New sites in and on the edge of the urban area

# Five-Year Land Supply

- A five-year land supply is a supply of specific deliverable sites sufficient to provide five years' worth of housing (and a buffer) against a housing requirement set out in adopted strategic policies, or against a local housing need figure, using the standard method.
  - Currently our target is 970 per year, and we have a demonstrable supply of **6.93** years.

# Five-Year Land Supply

- Our five-year land supply is at risk.
  - If we chose to withdraw the Plan, we would immediately lose our five-year land supply protection.
  - If the Inspector refused to grant us a further extension and found the Plan unsound, we would immediately lose our five-year land supply protection.

# Five-Year Land Supply

- Our five-year land supply is at risk.
  - When our current Local Plan becomes five years old (**in January 2025**), we have to stop using its target number of 970 per year and will use 1,310 (or the new 1,217 number, if approved)
  - Current indications are that we would only have a circa 3½-year supply at that point.

# Neighbourhood Plans

- For parishes with a Neighbourhood Plan, these give added protection where:
  - The NP was “made” five years or less before the date on which a decision on housing development is made, and
  - The NP contains policies and **allocated sites** to meet its identified housing requirement.
- In these circumstances, the “tilted balance” is **not** engaged.

# Neighbourhood Plans

- NPs don't have an end-date as such – but they do become increasingly out-of-date with the passage of time.
- Your NP monitoring should tell PCs when they need to review your plans, and how extensive that review needs to be.
- We are discussing running some workshops with the BRCC next year.

# Next Steps

- Need clarity on:
  - The NPPF consultation response from gov't
  - A decision about Universal
    - Changes to HOU14? New infrastructure?
  - Restart the Examination
    - Consult on new material
    - Additional hearings
    - Agree Modifications with the Inspector
    - Re-consultation on revised proposals

# Central Bedfordshire Council Local Plan

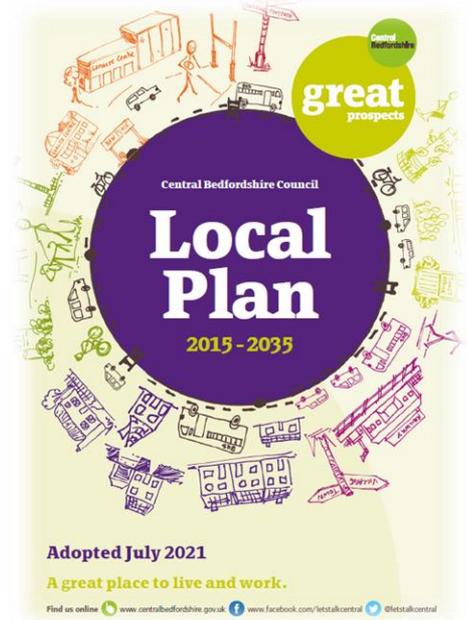


24<sup>th</sup> October 2024

Caroline Danby  
Head of Strategic Growth

# Introduction to the Local Plan

- Sets the vision and framework for the area
- Strategy for growth - homes, jobs, community facilities and infrastructure, as well as safeguarding the environment and enabling adaptation to climate change

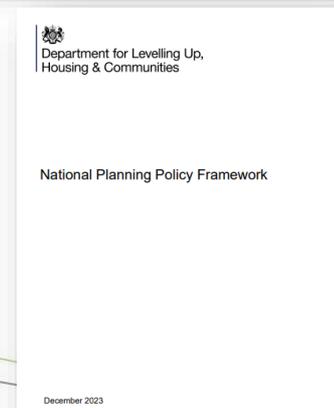


# Why do we need a new Local Plan?

- National policy requirement to review every 5 years
- Commitment in the adopted Local Plan to commence a review within 6 months (Policy SP1a)
- The review process commenced in January 2022

# Outcome of the Local Plan Review process

- Policy and monitoring review
- Local – new strategies
- Housing need
- National – new policies and impact of planning reforms



# Outcome of the Local Plan Review process

- Plan-making reforms means significant change
- Requirement to prepare plans against the new National Planning Policy Framework (NPPF)
- New style plan is required = whole new plan for CBC
- Partial update is not a realistic option

# Local Plan Timetable

- New Local Development Scheme (LDS) approved by Council in November 2023
- Timetable allows for:
  - enhanced public engagement
  - time to consider responses and resolve objections
  - ability to react to further changes to national policy and legislation



# Local Plan Timetable – Key milestones

**Nov 23 –  
June 24:**

Launch  
and start  
evidence  
studies

**End 24:**

Call for  
sites

**Feb – April  
26:**

Reg 18  
consultation  
(issues and  
options)

**Feb 28:**  
Submission

**Dec 28:**  
Adoption

**June – Sept  
24:**

Informal  
public  
engagement

**Jan – Dec 25:**

Outcomes of  
evidence, site  
assessment,  
drafting of  
plan

**Sept – Oct  
27:**

Reg 19  
consultation  
(Pre-  
Submission)

**Mar – Aug  
28:**

Examination  
period

# Progress so far

- Early engagement with Councillors – clear steer that increased engagement is a key objective
- Project governance
- Commissioned initial evidence studies
- Engagement and Communications Strategy produced
- Initial public engagement undertaken



# Evidence studies

- Landscape Character Assessment
- Settlement Audits
- Strategic Flood Risk Assessment (SFRA)
- Housing and Economic Development Needs Assessment (HEDNA)
- Green Belt
- Grid Capacity
- Sustainability Appraisal
- More to come.....

# Initial engagement feedback

**What makes a great place to live?**

**THERE ARE LOTS OF WAYS TO HAVE YOUR SAY ON THE LOCAL PLAN**

**Your voice matters**

The infographic features six circular icons with corresponding labels: a house for 'Homes', a church tower for 'Unique character', a park with a bench and cyclists for 'Green space & nature', people including one in a wheelchair for 'Jobs and Business', a school sign for 'Local facilities', and a bus with people for 'Transport'. The background is light green with a central white speech bubble containing the main question.

# What makes a great place to live?

The three top answers were:

1. access to services and facilities
2. green spaces for nature
3. green spaces for leisure

The options selected as least important were:

1. proximity to major transport infrastructure
2. wide range of jobs locally
3. accessibility and inclusive design

## Where should new homes go?

We asked where new homes and businesses in Central Bedfordshire should go and the top answers were:

- fill in vacant spaces within existing towns and villages
- create new towns/villages

## Access to new and improved green space and nature

72% of people felt they had access to enough (and good quality) green spaces.

## **A range of jobs that are easy to get to**

- most people wanted to see more high innovation and service industry jobs
- there was strong support for prioritising more green businesses and low carbon jobs

## **High-quality, well-designed homes for every stage of life**

78% support the need for more affordable housing for local people

In terms of the design of new homes, the most important features for people were:

- parking provision
- space inside homes and the garden
- access to facilities and services

## **Excellent transport options, including walking and cycling**

67% thought it was important to provide more walking routes to local facilities.

### **Local facilities and infrastructure**

The most important services and facilities to have within a 20-minute walk from your home were considered to be:

- healthcare facilities
- local shops
- green spaces

## **Respecting and enhancing the unique character of our towns and villages**

87% of people thought it was important to maintain gaps between towns and villages.

63% of people supported the delivery of large-scale renewable energy schemes, such as solar and wind farms.

# What will we do with the information?

- Some responses will feed into the call for sites - weighting of assessment findings
- Will feed into overarching objectives
- Will feed into strategy options
  
- We will feedback full results once available

# Next steps.....

- Youth Survey open until 15<sup>th</sup> November
- Full analysis of responses to public engagement
- Continue to progress evidence studies
- Undertake call for sites
- Committee to decide plan period
- Site assessment

# Any questions?



Consultation database [LocalPlan@centralbedfordshire.gov.uk](mailto:LocalPlan@centralbedfordshire.gov.uk)

Report to Stotfold Town Council by Cllr. John Talbot reference Stotfold Scouts Executive meeting held on 28<sup>th</sup> October 2024.

I attended the 1<sup>st</sup> Stotfold Scout Group meeting held on 28<sup>th</sup> October 2024 where updates on the following items were discussed:

- The removal of the sheds
- Future works, such as rewiring the hut, repairs to the ceiling, the outside of the Hut and its current state.
- Website and social media – impact on more adults helping out.
- Fundraising
- Events where the Scouts had been represented such as STC's Civic Service now that the date had been changed, and other events where Scouts would be attending.
- Finally thanks were given to STC for their generous grant of £1500 towards the removal of the sheds, taking into account Asbestos had been found in the sheds

Date of next Scouts Exec meeting 25<sup>th</sup> November 2024 at 19:00 at the Scout Hut.

Cllr John Talbot

Report to Stotfold Town Council by Cllr. John Talbot on Police matters in the last month.

I attendee the Bedfordshire Police Priority Settings Meeting held on 9<sup>th</sup> October 2024 at Police Headquarters.

We were all welcomed to the meeting by Insp. Grant Maxstead, who apologised that there would not be any specific presentations that evening as he couldn't find anyone to give a presentation. However, that said we still had an Area by Area report on what was happening in those areas.

E-mail sent to Grant asking for a copy of the area-by-area presentations

.....

Stotfold Town Council hosted an Area 5 meeting on Monday 4<sup>th</sup> November where it was decided that instead of just discussing "police" matters it would be preferable to have a wider discussion on ALL the aspects of the issues arising in our Area.

A Committee was formed, and a verbal report will be given at tonight's meeting on the outcome of that Committee.

.....

I also attended the Police Visit to the Co-op on Saturday 26<sup>th</sup> October alongside PCSO Tash Healey, where we spoke to several Co-op customers and gave out Beds Connected information leaflets and other freebies such as personal alarms, Marker Pens etc to those who were prepared to stop and talk with us.

Cllr John Talbot

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