

Sandy Town Council

To: **Cllrs N Aldis (Chairman), J Ali, C Butterfield, T Cole, C Osborne, M Runchman, M Scott, P Sharman, R Smith and S Sutton**

cc: Cllr M Groom, A Jackson, M Pettitt, K Sharp and D Sharman

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 8 December commencing at 7.30 pm

Delia Shephard
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
28 November 2014

1 Apologies for absence

2 Declarations of interest

- i) *Disclosable Pecuniary Interests*
- ii) *Other Interests*

3 Minutes of previous meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 4 August 2014 and to approve them as a correct record of proceedings.

4 Public Participation Session

5 Potential Rural Exception Site

To receive a presentation from Jon Boswell, CEO of BRCC on the process of housing needs analysis and the establishing of Rural Exception Sites in relation to land near Beeston Green

6 Cemetery Complaints

To deal with two complaints from members of the public about cemetery maintenance matters.

- i) Complaint about mole activity and cemetery maintenance
- ii) Complaint about alleged damage to gravestones

7 Communications Strategy

- i) To consider continued advertising in the Biggleswade/Sandy Bulletin by Sandy Town Council and to receive a short presentation from Mr Martin Quince about the development of

Sandy Town Council

the publication.

- ii) To consider development of the Council's Communications Strategy in the light of the new Quality Council Scheme requirements

8 Provision of Public Access Defibrillator

To note the Mayor's charitable fundraising to secure a public access community defibrillator for Sandy under the Central Bedfordshire Partnership Community Defibrillator scheme and to consider location and maintenance implications of the unit if purchased on behalf of Sandy Town Council.

9 Rural Transport Match Fund

To note information about CBC's Rural Match Funding process for the next financial year and to consider potential projects in the parish eg Orchard Road footway.

10 Sandy Cricket Club Licence

To receive an update report with regard to negotiation of a licence for use of Jenkins Pavilion and the cricket square and outfield at Sunderland Road Recreation Ground by Sandy Cricket Club.

11 Christmas Lights

To receive an update report on the Sandy Christmas Lights community switch on event held on 30 November 2014. (Cllr Runchman)

Sandy Town Council

**Community Services and Environment Committee Monday 8 December
7.30 pm**

R E P O R T S

5 Potential Rural Exception Site

Members will remember that the Town Council has been working with Central Bedfordshire Council and residents of Beeston with a view to securing a lease on land to the north of Beeston Green for provision of a community orchard. Despite previous indications from CBC that they agreed this site was not suitable for private residential development, their Planning department and the Assets team have now commissioned housing needs survey to be conducted by Bedfordshire Rural Communities Charity with a view to establishing whether affordable housing should be developed there via a Rural Exception site. Briefing notes from BRCC on their rural housing service are attached. Mr Jon Boswell will be attending the meeting to introduce the process to be followed, to discuss implications and answer questions from members.

Rural Housing Service

Last updated March 2014



Overview

BRCC acts as an independent 'honest broker' working with Parish Councils, Housing Associations, local authorities and land owners to progress opportunities for affordable housing for local people in rural areas. Similar services are offered by Rural Community Councils across the country.

BRCC's principal role is to identify local housing need within rural parishes through carrying out Housing Needs Surveys. This work is usually funded by Housing Associations who are interested in developing Rural Exception Site housing.

What are Housing Needs Surveys?

Housing Needs Surveys have been used for a number of years to ascertain the specific needs of local people for affordable housing, as well as the general views of the community on housing. If sufficient local need for affordable housing is identified, this provides the necessary evidence for a planning application for a Rural Exception Site.

Housing Needs Surveys are also increasingly being used to provide data on open market housing needs within a parish, in order to provide evidence for a Neighbourhood Plan (see Q5). BRCC has developed a new form for this purpose.

What is Affordable Housing?

Affordable housing is for people who cannot afford to buy or rent a home on the open market. It aims to meet not only current need but also future need, with government guidelines that regulate its price, eligibility criteria and resale.

Affordable housing is usually provided by Registered Social Landlords such as Housing Associations. It is offered for either 'affordable rent' or 'shared ownership' (in which people can purchase a share in the property and pay rent on the rest).

Why might we want affordable housing in our village?

House prices have outgrown incomes in recent years. People on low incomes – often undertaking key roles in their community such as teaching assistants, farm workers or shop and pub staff - cannot afford to set up home in their village. This means that young people in particular are moving away with negative impacts on both themselves and their community. Social and family networks are breaking down whilst local services such as schools, public transport, shops and pubs become less viable.

Affordable housing helps to sustain communities by offering local people the chance to stay living in the place where they have strong connections.

Is it really affordable?

The government has introduced a new 'affordable rent', set at up to 80% of the local market rent (inclusive of all service charges). Some rented properties may still be available on a 'social rent' basis, usually equating to 50%-60% of market rents.

Housing benefit may be available to those unable to afford either an 'affordable' or 'social' rent.

What is shared ownership?

Shared ownership offers the opportunity to part purchase a property whilst paying a subsidised rent on the outstanding share. There is no subsidy on the purchased element, but extra shares of the property can be purchased when this can be afforded. The share that can be purchased is capped at 80%, so that the affordable housing is secured for future generations.

What is a Rural Exception Site?

Most affordable housing nowadays is built by private developers required by planning requirements for to allocate a set percentage of new housing development sites (usually around 30%) to affordable housing. Sites go through the usual planning processes, and the housing is allocated on a point-based system to housing applicants from across a local authority area.

However, in rural areas it is possible to gain planning permission for small 100% affordable housing developments to meet local needs (see Q3), through a Rural Exception Site. This site would be an 'exception' to the local planning authority's usual site allocations process, and would usually provide 8-10 units maximum.

Because the land would not gain planning permission for housing under any other circumstances, it can be bought for considerably less than land upon which ordinary development would be permitted, helping to keep the housing affordable. At the same time, landowners are able to get a higher price for their land than its agricultural value alone.

Who is Exception Site Housing for?

Unlike most conventional affordable housing, priority for exception site housing must be given to people with a strong local connection to the parish, including at least one of the following:

- Current residence
- Previous residence for a number of years
- Having an immediate family member in the parish
- Working in the parish

Exception site developments have conditions placed upon them to ensure that the housing remains available for local people in perpetuity. The housing is offered either for affordable rent or shared ownership; under the latter, it is usually stipulated that nobody can ever buy their house outright, but instead is required to sell the house back to the housing association for reallocation.

How are rural exception site properties allocated?

Properties are allocated according to an allocations scheme agreed between the local authority and the Parish Council. Anyone seeking affordable housing in their parish must first register with the relevant housing association or local authority. When a rental property becomes available, the housing association can offer the house to those who qualify from the allocations policy. If there is ever a situation whereby

there are no longer people with a local connection to the parish requiring the houses, the properties are first allocated to people in need from neighbouring parishes.

Do rural exception sites open the floodgates for other development?

No! They are an exception to planning policy and do not set a precedent for other amendments to village boundaries. Planners prefer sites to abut the village boundary to ensure they don't create an in-fill opportunity between the site and the boundary.

How long does it take to build a rural exception site?

It can take several years to develop a rural exception site. Finding an appropriate site is often the biggest stumbling block. With a suitable site lined up and a positive approach from all partners it is possible to be on site within 18 months of initial contact with the Parish Council.

What is a Neighbourhood Plan?

The Localism Act 2011 introduced a statutory right for local communities to draw up a Neighbourhood Plan, intended to give communities more of a say in the development of their local area (within certain limits and parameters). The Neighbourhood Plan must broadly conform with the overall Local Plan for the local authority area, and must be approved both by an independent inspector and a local referendum to be adopted.

For more information on this service please contact:

Jon Boswell
Chief Executive
BRCC
The Old School, Cardington, Bedford MK44 3SX
Tel: 01234 834931
email: jonb@bedsrcc.org.uk

Sandy Town Council

6 Cemetery Complaints Clerk's Report

NB These two complaints have been referred to this committee because it has responsibility for management and maintenance of the cemetery and provision of burial services. It is proposed that all future complaints about the cemetery are dealt with in this way and a formal complaints procedure confirming this will be written up for member approval as soon as possible. It is very unfortunate that these two formal complaints have not been dealt with in a timely manner. This has highlighted deficiencies in the formal complaints process which will now be rectified.

i) Complaint about mole activity and cemetery maintenance

All original correspondence in this matter will be copied to members; it is not published here in order to ensure compliance with the Data Protection Act.

Original Complaint

On 31 July 2014 the complainant wrote to the council expressing concern about moles in the cemetery suggesting that their activity "out of control" and was causing her relative's head stones to tilt. The letter followed previous telephone complaints to the council on the same subject. The letter included complaints that the council showed a lack of care about the cemetery and was not maintaining it as well as in previous years.

Council Response

On 4 August 2014 the Town Clerk responded explaining that moles were a perennial and persistent problem and advising that a pest removal expert had recently reviewed the cemetery and had been due to lay some traps on 1 August 2014.

The complainant sent a further letter on 25 August 2014 reiterating her concerns that more action should have been taken sooner and asserting that now two of three family graves were subsiding due to mole activity. The letter asked for the ground to be re-laid and explained the complainants' distress at the alleged damage to her family graves.

The council's Head Groundsman monitors mole and other pest activity in the cemetery. Pest control contractors were instructed in July because it was agreed mole activity was at a high level and advice received was that this was because it had been especially wet. Other local landowners reported a higher than usual proportion of moles eg RSPB. Trapping took place from 1 August 2014 to 13 August 2014. Twelve animals were removed and trapping continued until there was no sign of new activity. Shortly after trapping stopped mole activity resumed becoming excessive so fumigation was undertaken during November.

Sandy Town Council

It is not clear that subsidence to any headstones in the Sandy cemetery has been directly caused by mole activity. The site is sandy, the ground takes a considerable period to settle and mole tunnels are not large.

Members are asked to consider the complaint and determine any outcome.

ii) Complaint about gravestones

All original correspondence in this matter is available to members and can be viewed in the Town Council Office, it is not published here in order to ensure compliance with the Data Protection Act and because of its voluminous nature. Photographs of the headstone concerned are attached.

Original Complaint

In a letter of 6 August 2014 the complainant wrote to the council noting that the angled stone marking the interment of his parents' ashes (which is placed on his grandparents' graves) had been marked. The letter stated: "*I'd be grateful if you would investigate how this damage could have occurred and to arrange for the score marks to be obliterated.*"

Council Response

On 11 August 2014 the Town Clerk wrote to the complainant confirming that an internal investigation had determined that the angled tablet was not damaged but the residue of dirt on top of the tablet had been marked by strimmer cord during routine maintenance by STC staff.

An independent stonemason had been asked to inspect the memorial stone to check for damage to the fabric of the stone. This inspection took place 8 August 2014 and confirmed that the damage was to the deposits on the stone not the stone itself. When asked how the marks could be obliterated the stonemason advised adding to the deposits on the stone to even up the surface residue. An alternative was full cleaning of the stone at the time it was said that that this could be done by chemical means.

Cleaning was not offered because the stone was not damaged in the view of the officer concerned. The maintenance of stones in a clean condition is the responsibility of owners, not the council. There were strimmer marks on very many other graves and to pay for cleaning of one grave would set a precedent which could result in very substantial costs to council even though it was accepted that the strimmer mark was caused by STC. Therefore obliteration by means of camouflage was proposed.

Further Complaint

On 19 August 2014 the complainant responded expressing distress at the wording of the council's letter which he found very offensive and asking for all

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three stones on the graves to be chemically cleaned by way of apology. This remains the complainant's preferred outcome. (However it is now clear that chemical cleaning would be unsuitable because of the lead letters on the stones.)

Council Response

Three quotations for cleaning the stones were obtained and are attached. All three stone masons indicated that they did not regard the stones as damaged but that the score marks were in the deposits on top of the stone. All three confirmed that camouflage as described above was an alternative to cleaning.

At a meeting on 7 November 2014 the Town Clerk, Town Mayor, Deputy Mayor and Cllr Runchman took oral advice from the council's legal advisers on the council's obligations under the burial regulations in this matter. Members at the meeting were satisfied that the Council does not have any legal obligation to clean any of the stones in this case.

Members are asked to consider the complaint and determine the outcome.

NB It is accepted that this matter has been delayed an inordinate amount of time which must be of concern to all involved including the complainant. The reasons for the delays are known to members.



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Carol Baker- Smith
Sandy Town Council
10 Cambridge Road
Sandy
SG19 1JE

16th September 2014

ESTIMATE

Dear Carol

I have now been to Sandy cemetery to look at the angled tablet of Phyllis and Albery Gurney and detail below my quote.

To clean angled tablet of Phyllis and Albert Gurney, marble tablet with lead letters
£145.00 + vat

Mr Gurney has called and requested that a copy of the above quote also be sent to him along with a quote for his grandparents memorials that on the same plot as his parents. I therefore detail the quote for the cleaning of the grand parents memorials below as well should you require it. I have sent the whole quote to Mr Gurney as well.

To clean upright memorials of Emma and Albert Brown and Arthur and Minnie Gurney
White marble memorial with lead letters, cleaning at £210 + vat each
£420.00 + vat

Both memorials have lead letters which are beginning to come out of the memorial. Over time the lead perishes and becomes brittle causing it to lose contact with the marble. We have to clean very carefully over these areas so as not to cause any more lead to fall out. Therefore please bear this in mind when you see the finished clean.

There are already approx. four missing lead letters on the memorial of Arthur and Minnie Gurney which we can replace at a cost of
£65.00 + vat

Yours sincerely
A L Quince

Please check the above Estimate or Confirmation of Order, for any spelling, punctuation, grammar or any inaccuracy before ordering the above work.
Please confirm in writing acceptance of order or any corrections required, quoting the Ref. No.
As once the work is started, any correction there after may be liable to a correction charge.

Registered Company Address: Northway House, Great North Road, Hinxworth, Herts, SG7 5EX

Opening Hours: Mon - Fri 9.00am - 5.00pm. Sat 10.00am - 1.00pm. Other times by appointment.

GOODS REMAIN THE PROPERTY OF I. R. QUINCE, MONUMENTAL MASON, UNTIL PAID FOR IN FULL.

RECEIVED
15 OCT 2014

**Wrighton & Barker
Quotation**

Mr Gurney Council Offices 10 Cambridge Road Sandy Beds	24a Foster Hill Road Bedford MK40 2EN Tel: 01234 352023 Fax: 01234 352983 Email: office@wrightonandbarker.co.uk
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Post Code: SG19 1JE Tel: 01767683868	Vat Reg no 695039014
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DATE: 12/10/2014	DECEASED NAME: Brown & Gurney	QUOTE No. 2001515
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Location: Sandy cemetery	Grave no:
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QUOTATION DETAILS

Emma & Albert Brown headstone Clean marble headstone, carving down both sides. Lead letters	£150.00
Arthur & Minnie Gurney Clean marble headstone with lead letters	£110.00
Phyllis & Albert Gurney Clean marble plaque, Rests & Base	£95.00
Replace missing lead letters at the same time as cleaning the headstones	£25.00
Strimmer marks The stones have not been damaged where the strimmer has caught them. The marks have no depth, they have just taken the surface grime of the stones.	£0.00

Special Instructions: clean headstones & lead letters coming away	Nett Cost:	£380.00
	VAT:	£76.00
	Total Cost:	£456.00

PLEASE SEE INSCRIPTION DETAILS ON ADDITIONAL PAGE

Please proceed with the work. I have enclosed the required deposit.

Signed..... Date.....

IF THE QUOTATION IS SATISFACTORY AND YOU WISH TO PROCEED, PLEASE SIGN THE QUOTATION AND RETURN WITH A 50% DEPOSIT. THANK YOU







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Sandy Town Council
c/o Stratford Road
Sandy
Beds SG19 1JE

19th October 2014

Attention; Mr Dave Sharman

E mail;- admin@sandytowncouncil.gov.uk

Dear Sir

Re; Proposed work to three memorials - Brown & Gurney in Cemetery

Following the writers meeting at the Cemetery on Tuesday 14th inst at 10.00am we submit herewith our estimate to carry out the following work.

To remove two memorials complete size 35" x 32" and one tablet memorial size 27" x 12" x 3" complete with rest and base.

To clean complete memorials as best possible (bearing in mind the age placed)

To replace five missing lead letters.

To refix all three memorials back into the Cemetery to Namm approved standard

Related VAT included

All the above items for the sum of £1562.00

The reason for removing the memorials to clean is to provide a firm base on which to place the them and lessen vibration and loosen more letters. Only five lead letters have been included, any additional lead letters needed resulting from the cleaning will be charged at £11.03 each inclusive of VAT.

Trusting the above meets with your approval for you to submit to the meeting Monday evening.

Yours faithfully

Peter W Hardy

Shires Memorial Manager

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7 i) **Communications Strategy**

At a meeting of Town Council on 3 November 2014 it was resolved to invite the Editor of the Bulletin to attend this meeting in order to answer questions about the future of his publication. The 12 month contract with Rosetta publishing whereby STC purchased a page in the publication each month expired in November 2014. A single insertion for the December 2014 edition has been purchased. The annual cost of a full page advertisement for 12 months is £238.00 per month. Members should note that this is the only publication in Sandy which aims to deliver to every residence on a monthly basis.

Members are invited to consider whether they wish to retain this advertising.

ii) **Clerk's Report on Communications Strategy**

At a meeting of Town Council on 3 November 2014 it was resolved that the council's communications strategy should be considered on every Community Services agenda and that the committee should consider ways to enhance its communications and engagement with the community.

Guidance from the Quality Council scheme is relevant. As members have previously been advised NALC's Quality Council scheme is to be replaced with the Local Council Award Scheme which will be launched in January 2015. The final criteria of the new scheme are due to be published in December 2014; meanwhile the draft criteria are available. The new scheme will consist of three levels: the Foundation Award, the Quality Award and the Quality Gold Award. There is no reason why Sandy Town Council should not or could not secure the Quality Gold Award.

The draft criteria for **community engagement only** are shown below.
Council must publish on line

Foundation Level:

- Council contact details and councillor information in line with the transparency code
- Its action plan for the current year
- Evidence of consulting the community
- Publicity advertising council activities

Quality Level:

As above plus:

Sandy Town Council

- An annual report, online material and at least four news bulletins a year with evidence of engaging with diverse groups in the community using a variety of methods
- community engagement leading to positive outcomes for the community
- a broad range of council activities including innovative projects
- co-operating constructively with other organisations

- at least two-thirds of its councillors who stood for election
- a printed annual report that is distributed at locations across the community

Gold Quality Level

As both above plus

- Councillor profiles
- A community engagement policy involving two-way communication between council and community
- A grant awarding policy
- Evidence showing how electors contribute to the Annual Parish or Town Meeting
- An action plan and related budget responding to community engagement and setting out a timetable for action and review
- Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and at least four news bulletins a year
- Evidence of helping the community plan for its future

- Evidence of participating in town and country planning

- Provides leadership in planning for the future of the community

On the basis of these draft criteria it is clear that work on community engagement and communications is necessary. Once the final criteria for the whole scheme are published a report will go to full council proposing how to achieve full compliance with all criteria but **meanwhile members are asked to note this report and make any relevant proposals to begin the review of community engagement.**

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8 **Provision of Public Access Defibrillator**

The Town Mayor's has been fundraising to secure a public access community defibrillator for Sandy under a partnership scheme between Bedfordshire Fire and Rescue Service, Central Bedfordshire Council and the Heartbeat Trust Charity which is making equipment available to rural communities.

Public access defibrillators are very easy to use, training is not needed and they can make a critical contribution to the chances of members of the community who suffer heart failure and are waiting for an ambulance. As long as a 999 call has been made members of the public who use them are insured by the NHS Litigation Authority until the ambulance team arrives and stands the member of the public down.

Full details of the scheme are attached but in summary if one or more defibrillators are secured under the scheme the liabilities to the Town Council would be :

- To pay for installation of the unit (by a trained electrician), its energy costs and provide maintenance including weekly and monthly checks of the equipment (could be conducted by council staff or members)
- To fund signage
- To contribute £150 to community awareness training, these sessions will be arranged by STC direct with Community Heartbeat Trust (CHT)
- To accept the defibrillator as a TC asset and insure the unit
- To enter into a service support agreement minimum cost £126 per annum
- To pay for any STC logos on the unit (if required)
- To publicise the scheme and promote the partnership in line with the publicity guidelines in the MOU
- To check with CBC's planning team and conservation officer about the siting of the equipment, planning permission is not usually needed.
- To agree on a site for the location of each unit.

It is not known how much Cllr Jackson will raise towards meeting the costs above (which cannot be exact at this stage) but members of council will need to consider the long term financial implications of taking on this equipment and weigh this against the benefits to the community of Sandy.

Location of the defibrillators should also be considered. If placed on a council building there is less concern about the electrical supply. Possible locations include:10 Cambridge Road, Bedford Road Football Pavilion and Jenkins or Banks Pavilion.

Members are asked to approve participation in the scheme and to agree a suitable location for the equipment.

Dated:2014



MEMORANDUM OF UNDERSTANDING (MOU)

for the provision of community based Public Access Defibrillators (cPAD)

This Memorandum of Understanding (MOU) is made between:

Bedfordshire Fire and Rescue Service (BFRS) of
Southfields Road, Kempston, Bedford, Bedfordshire MK42 7NR

and

Central Bedfordshire Council (CBC) of
Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

and

The Community Heartbeat Trust Charity (CHT) (National Registered
Charity Number 1132824) of
78 Loughborough Road, Quorn, Leics LE12 8DX

and

Sandy Town Council

The above are collectively known as the 'Parties' and each a 'Party'

A definition of terms used in this MOU can be found at the end of this document.



Basis of this MOU

This MOU forms the basis of the working framework between BFRS, CBC, CHT and T/PCs to provide the placement of AEDs (hereafter referred to as 'units') into the Central Bedfordshire community.

All Parties agree that working together is an essential element of the success of community defibrillation.

No Party has any contractual or managerial rights over the others, or has the right to set policy for the others, or adversely affect the daily running of each others' organisations.

This MOU respects the rights and positions of all of the Parties.

SECTION A: THE SCHEME

1. Responsibilities of BFRS / CBC / CHT

- CBC will approach T/PCs for Expressions of Interest to ascertain numbers of AEDs to be purchased.
- BFRS and CBC will be jointly responsible for the initial purchase of the units.
- Units will be purchased from CHT by BFRS / CBC.
- T/PCs will be advised of date and time of collection of their unit by either BFRS or CBC.
- CHT will notify the Ambulance Service once each unit has been mobilised on the WebNos Governance system. Each T/PC will be required to report regularly through WebNos.

2. Responsibilities of T/PCs

T/PCs will:

- identify a suitable location to site the unit. This must be on a sturdy wall, that is centrally located, in plain sight and always accessible;
- obtain permission from the owner of the building where the unit is to be sited (if applicable);
- identify and engage a qualified installing electrician who will provide relevant safety / fitting certification;
- fund the installation of the unit (plus sundry items e.g. trunking etc.), after having carried out the necessary risk assessments, so as to ensure the installation is carried out to the correct certification, including compliance with disability legislation;
- reach an agreement re: energy costs with the building owner. If T/PC owned building, the T/PC will cover the energy costs of the unit;
- ensure appropriate additional signage is put in place;
- maintain the unit, ensuring it is appropriately registered and fit for purpose, including carrying out regular weekly and monthly checks on the unit, and reporting the results of these checks to the appropriate body via the WebNos online database;
- contribute £150 to CBC towards the cost of community awareness training. T/PCs will arrange these sessions directly with CHT, and will also ensure that they take place;
- acknowledge that a scheme without a signed MOU will not proceed;
- acknowledge that the unit will become the asset of the T/PC, and as such will be added to T/PC asset register;
- add the unit to T/PC insurance. The T/PC will assume responsibility for equipment that has been installed, including theft, vandalism etc;
- budget for support service consumables c. a minimum of £126 p/a – replacement of electrics, pads (whether through use or expiry), replacement batteries, and annual servicing. We will arrange a service contract directly with CHT; additional levels of service agreement is available and will be sent to you by CHT as optional. If you opt for an enhanced level, this will be with CHT direct;
- decide whether or not to replace the unit at the end of the warranty period if the T/PC so wishes and at its cost. If a T/PC opts to remove the unit from an identified site, this will be done at its cost;
- If a T/PC wishes to add its logo to the unit, this must be done after delivery, at the cost of the T/PC, and be situated alongside the CBC and BFRS logos; and
- Once unit has been delivered to BFRS, ensure prompt collection of unit at agreed time / date.

SECTION B: EQUIPMENT SUPPLIED

Equipment supplied by BFRS / CBC / CHT

1. The Defibrillator

BFRS / CBC / CHT will:

- only provide equipment that meets the reliability and serviceability requirements of the ambulance service, and be of a make and quality that ensures serviceability.
- choose the make of defibrillator, however they will not provide or support a defibrillator make that it feels will adversely impact on the community, or on themselves. Makes of defibrillator that have not been independently tested, or which does not have a support offering from the manufacturer will not be supported.
- The AED equipment that will be provided to T/PCs under this scheme is the **Cardiac Science G5 Automatic External Defibrillator (AED)**. The G5 has a 7 year warranty, 4 year battery life and self testing of component parts. Its rugged, durable design is tested to military standards, has comprehensive voice prompts to guide the user and escalating energy and fast shock times.

2: The Storage Cabinet

The CHT mild steel heated and IP65 rated defibrillator cabinet provided will meet and exceed the minimum standards detailed below.

- Constructed of mild steel and to be vandal resistant and manufactured to ISO9002 standard
- Size 500 x 400 x 200mm
- Suitable for wall mounting and to come with all fittings supplied (except wall bolts and electrical trunking if required as these will be determined by the wall substrate locally)
- Includes 230 volt AC mains power for heating and lighting
- Includes an internal thermostat and heater to keep the defibrillator within the safe operating temperature specified by the manufacturer. The heater is away from the defibrillator to prevent overheating and is mounted on a removable plate mounting to aid maintenance
- Includes a heavy duty door interlock switch to switch on an internal fluorescent / LED light fitting when the door is opened to allow for illumination during night time operation
- Will be provided having been screen printed with the BFRS / CBC / CHT logos by the supplier
- Includes a combination, stainless steel, waterproof key marine grade lock
- 12 month warranty on all other components
- Includes signage to conform to the ERC/UK(RC) required defibrillator markings
- Suitable for installation outside and in all weather conditions
- Dust and waterproof to rating IP65
- Includes markings to comply with ease of use by visually impaired people, and to comply with HSE guidance
- Additional space allowed inside for rescue kits to be safely stored
- Painted in high visibility traffic yellow RAL 1023 for easy identification in emergency situations, and low light / poor visibility conditions to comply with HSE (disability) guidance and highways requirements.
- Cabinet comes fully installed with the electrical components by the manufacturer with the appropriate warranties. Each cabinet contains clearly marked electrical warning symbols complying to relevant health and safety legislation
- Cabinet is serial numbered for ongoing support
- 3D overhead defibrillator locator sign to be supplied
- Screen printing complies with disability legislation as well as ESL, and visual impairment guidelines
- Fitting instructions give guidance to correct fitting to comply with HSE / electrical safety and disability rules.

SECTION C: TOWN AND PARISH COUNCIL RESPONSIBILITIES

Town and Parish Councils are responsible for ensuring the following:

1. Installation
<ul style="list-style-type: none">• Box must be installed by a registered competent electrician and certified for use. Fitting instructions will be provided and must be followed.• An RCD unit and isolator must be provided for safety reasons.• No alterations to the cabinet must be made otherwise all warranties will be relinquished
2. Maintenance, registration and support
<ul style="list-style-type: none">• In order to support and maintain the defibrillator at the installation site, T/PCs will appoint 'scheme co-ordinators' responsible for weekly, monthly and annual checks on the equipment, and report back the readiness of the equipment via the WebNos system to BFRS, CHT and EEAST. It is advisable to have more than one person undertaking checks on a regular basis in case of holiday or illness.• Should a defibrillator become inoperable for any reasons, notification of this should be made by the scheme co-ordinator(s) direct to the CHT via the WebNos system using the instant notification report. CHT will then advise the appropriate person at the EEAST who will record this on their CAD system. Similarly the return to operational readiness will also be notified by the same route. All co-ordinators will receive a user name and password for undertaking these reports.• On installation and notification of the location, GPS box codes etc will be sent to the appropriate person at CHT by the scheme co-ordinator. CHT will notify the EEAST with copies also going to other relevant interested parties. <p>Longer term support</p> <ul style="list-style-type: none">• The units will be owned by the T/PC, and once delivered are their responsibility. Both the AED and associated AED storage cabinet may be guaranteed by the manufacturers.• Replacement consumables can be obtained from CHT. T/PCs should budget for a minimum of c. £126 per annum to cover these costs. A service contract with CHT (of <i>at least</i> the basic service level) must be taken out, and should be arranged by T/PCs directly with CHT. Additional services levels are available and can be taken out at the T/PCs discretion. Please contact the CHT for details.• After the initial warranty period it is the responsibility of the T/PC to replace or remove the unit.
3. Public and Personal Liability
<ul style="list-style-type: none">• Public and personal liability for clinical negligence in relation to direct patient care will be covered by the NHS Litigation Authority (NHSLA) for the period from when a 999 call is received by the ambulance service. Further information is available direct from CHT.• This cover also extends to a member of the public during the period following this 999 call to the point when an ambulance resource is in attendance at the incident and takes responsibility for the patient, and/or the member of the public is stood down from the scene of the incident.• The T/PC will assume responsibility for the equipment that has been installed, including theft, vandalism damage to AEDs at identified sites or the associated storage cabinets, or for any other property howsoever caused. The T/PC must address any liability and equipment insurance as required. Insurance is also available via CHT if required.• For the avoidance of doubt, BFRS / CBC and CHT accept no liability in respect of the above.
4. Planning permission
<ul style="list-style-type: none">• Although planning permission is not normally required it would be advisable for the T/PC to liaise with CBC's Planning Team and Conservation Officer to ensure that an AED is sited in a suitable location, and acquire any necessary Planning Permission prior to installation.

5. Awareness and Familiarisation

- As defibrillator equipment is very easy to use, the Government guidelines say that you do not need training to use one. However, all Parties agree that it is essential to conduct some community awareness and familiarisation sessions.
- Each T/PCs £150 financial contribution to CBC will go towards covering the cost of providing community awareness and familiarisation sessions. T/PCs must liaise directly with CHT to arrange these sessions, and must ensure that they take place.
- The 'Heartbeat' awareness courses have been designed with the EEASt to help create awareness and address any fears, concerns, liability issues, usage of equipment, best practice, and governance. Courses are interactive, and are held in an informal and relaxing seminar style, led by a CHT certified trainer. Lasting around 2 hours, the suggested maximum number of delegates per session is 50. Topics covered include:
 - Understanding SCA
 - Understanding how the heart works
 - Recognising an SCA and their causes (and how it differs from a heart attack)
 - Chest compressions (bystander CPR as well as 30:2)
 - Use of their AED, including demonstrations
 - Recovery position
 - Handover to paramedics
 - Recommissioning the equipment
 - Governance
 - Putting into practice = DRsABCD
 - How the ambulance service 999 system works, and how they activate your cPAD
 - Lone rescuer situations
 - Village Emergency Telephone Systems (if subscribed to)
 - Care and maintenance of equipment
 - Survival examples
 - Q&A
- All CHT trainers are AED instructor level trainers, and carry Public Liability and Professional Indemnity Insurance.
- CHT also run a responder scheme called VETS. A VETS programme is the responsibility of the T/PC to undertake and fund direct with CHT if required.
- Some areas have Community Emergency Response Teams (CERTs) that can be called upon at short notice to help in an emergency. To find out more about CERTs in your area, or to find out how to set one up, visit the [Bedfordshire & Luton Local Resilience Forum \(BLLRF\) website](#).

SECTION D: ALL PARTIES

All Parties will ensure the following:




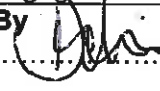

1. Press, publicity and correspondence

- All Parties will publicise their scheme and its achievements, and will promote this partnership cPAD scheme.
- All press releases and statements in letters from either party must reflect quantifiable policy and not personal opinions, and must contain accurate and independently verifiable statements.
- On signing this MOU all Parties agree a joint press statement announcing plans to work together under this scheme.

2. Other matters

- Any disputes or misunderstandings between individuals will be reviewed and decided upon by independent parties.
- Any misunderstandings or disagreements between the Parties will be discussed and reviewed before engaging any third party to mitigate.
- The choice of third party must be an organisation or person not connected with any of the Parties.
- In the event of a third party mitigation, the outcome of this mitigation will be accepted by all Parties.

Signed and agreed on this day:2014

<p>By Bedfordshire Fire and Rescue Service</p> <p style="text-align: center;"></p> <p>Signature:</p> <p>Name: Dave Fothergill</p> <p>Position: Assistant Chief Fire Officer</p>	<p>By Central Bedfordshire Council</p> <p style="text-align: center;"></p> <p>Signature:</p> <p>Name: Peter Fraser</p> <p>Position: Head of Partnerships and Community Engagement</p>
<p>By Community Heartbeat Trust</p> <p style="text-align: center;"></p> <p>Signature:</p> <p>Name: Martin Fagan</p> <p>Position: National Secretary, The Community Heartbeat Trust</p>	<p>By </p> <p>.....</p> <p>Sandy Town Council</p> <p>Signature: </p> <p>Name: DELIA M SHEPHARD</p> <p>Position: TOWN CLERK</p>

Definitions

Term	Definition
AED	Automated External Defibrillator
CAD	Computer Aided Despatch
CERT	Community Emergency Response Team
cPAD	Community based public access AED scheme where this may be static, on an outside wall of a building.
CPR	Cardiopulmonary Resuscitation
EEAST	East of England Ambulance Service Trust
ERC /UK (RC)	The UK and European Resuscitation Councils – Governing bodies
GPS	Global Positioning Satellite
HSE	Health and Safety Executive
LED	Light Emitting Diode
NHSLA	NHS Litigation Authority
PAT	Portable Appliance Test
RAL 1023	Colour of paint
RC (UK)	Resuscitation Council UK
SCA	Sudden Cardiac Arrest
T/PC	Town / Parish Council
Unit	Defibrillator, secure locking cabinet, signage and 'rescue kit' (containing scissors, small towel, razors and one way breathing mask).
WebNos	Web Based Notification System – the online Governance system used to monitor community defibrillator schemes

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HEARTBEAT**

The Community HeartBeat Trust



INFORMATION PACK



Information

Community Public Access Defibrillators cPAD

The Community Heartbeat Trust village defibrillator offering (cPAD) is designed as a 'keep it simple' service and yet meets all the needs of the local ambulance services for community defibrillation projects. Remember, the local ambulance service needs to be involved in your project as it is they that attend following the 999 call.

The 'keep it simple' package on offer from the CHT takes into account the advice of your local ambulance service and we will only provide equipment that meets their specification for this type of project. This does not necessarily mean the cheapest, but will be the best suited, and has been researched to give the lowest lifetime costs available. The cabinets used are to our own design, and meet all the health and safety needs, as well as the legal requirements and liability issues. These UK made cabinets can be locked and secure, or unlocked depending upon need. Internal or external solutions are available.

In addition CHT works closely with other charities to support community defibrillation, and also BT for adoption of telephone kiosks as cPAD sites.

A typical external 24/7/365 cPAD package available may include:

- Support for fund raising (leaflets, information, presentation materials)
- A CHT steel IP65 heated vandal resistant cabinet in high visibility yellow
- Cardiac Science G3 or G5 defibrillator (automatic or semi-automatic)
- Spare electrodes
- Hi-Visibility jacket for the rescuer
- Torch
- Ready Kits
- AED wall signage
- Community awareness programme



Cabinet fitting is not included as this will depend upon local needs.

As a charity we aim to encourage the uptake of life saving defibrillation equipment in a community. Every community is different so please do contact us and discuss your needs before you commit to any particular route. No other organisation offers the service CHT can provide.

For more information please contact the Charity via the web site below.

www.communityheartbeat.org.uk

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Registered charity number: 1122024

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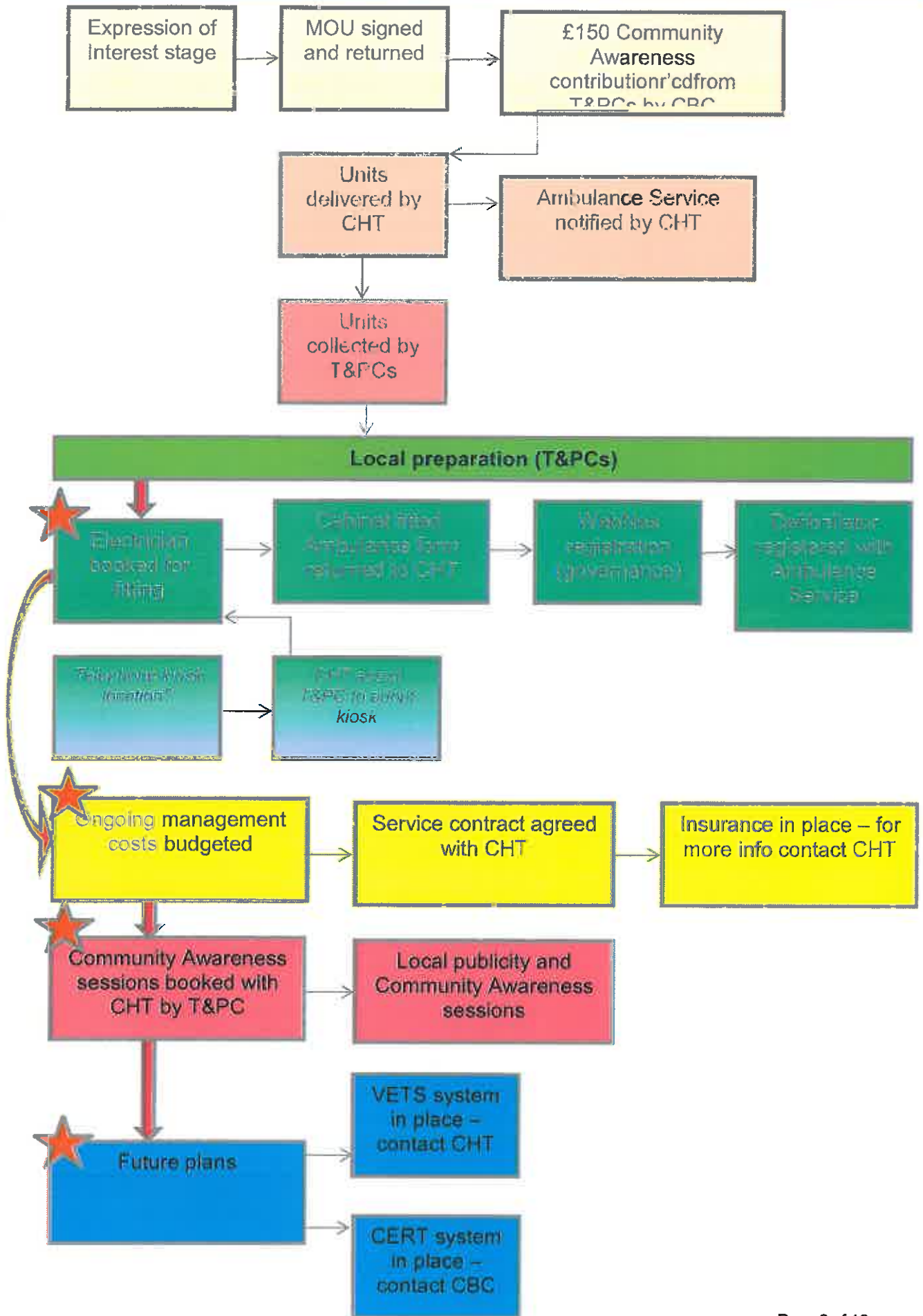
CHT is the leading charity involved in cPAD schemes, and works in association with your local ambulance service



400+ projects to date



Process Chart for Town and Parish Councils



Planning
 T&PCs / CBC / CHT
 Implementation
 T&PCs / CHT

Information

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Defibrillator awareness

The UK Resuscitation Council guidelines indicate that community defibrillators (AEDs) should be able to be used by members of the public with or without formal training. This is because the equipment is very easy to be used, and when you have called 999, the ambulance service operator will stay on the telephone to assist you. The modern AED equipment is also designed to talk to you and tell you what to do. You cannot make a mistake when using an AED – just follow the instructions being given.

CHT works with the ambulance service to provide community awareness sessions, or can offer an inclusive full training programme if required through training partners. Annual retraining may be required on formally trained people.

The CHT community awareness 'Heartbeat' programme has been recognised as being ideal for a rural community to create awareness of the issues surrounding treating a patient in the community. It is not a formal training course, but designed to answer questions, give basic instruction, and create confidence. The 2 hour session covers:



What is Sudden Cardiac Arrest –
"5 minutes to save a life"
"Physiology of the heart"

How to recognise SCA

How to dial 999 –

what to expect
questions you will be asked

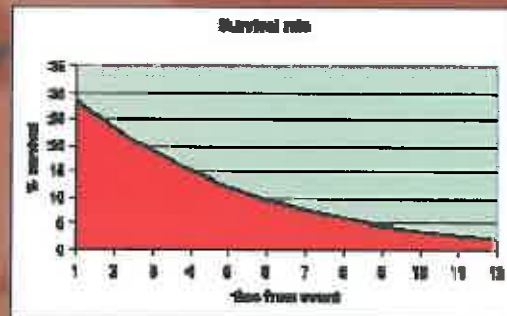
How to do CPR and why

How to use your AED

Recovery position/turning a patient

Handover to the Paramedics

Post event stress and relaxation



© Resuscitation Council (UK) 2005. *Journal of Intensive Care Medicine* 20(1): 242

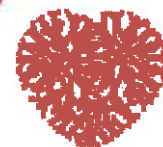
The first awareness session for a community is free when the community uses the CHT full CPAD programme. Additional sessions may incur a small charge. Full training sessions are chargeable to the training organisation involved.

December 2011 - over 5000 people have attended these sessions.

For more information please contact the Charity via the web site below.

www.communityheartbeat.org.uk

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Registered Charity Number 1122228



Guide

Understanding how to implement a Community Public Access Defibrillator site is daunting. We hope the following will be of use to you.

Equipment choice – only choose defibrillator equipment the local ambulance service can support and download data from. It is important the equipment is the right equipment for the community – reliable, robust, cheap to run, easy to use. If external, store in an appropriately designed cabinet made for the purpose. The cabinet must be IP65 rated in its *end user configuration* and must comply to all relevant health and safety, electrical, and other legislation – eg disability and electrical safety. The cabinet must be easy to see, so visible from the road, and bright yellow or white for low light conditions, and also to comply with disability rules. It must carry the international AED sign, which has to stand out from the background colour of the cabinet. Avoid red, blue, black, striped, logo'd or other dark colours for the cabinet. High vandal resistance is essential. Choose mechanical locks, where fitted, not electronic. Avoid gimmicks.

Placement – choose a site easy to find – village hall, telephone kiosk, church, pub, shop. Assume the site has to be found by a complete stranger to the locality. If using a telephone kiosk, this has to be a decommissioned kiosk.

To meet various disability rules, the base of the cabinet must be placed at a height of 1.10m from the ground, and must not exceed 1.30m. The cabinet must be accessible, ie not having restricted access, or behind gates etc. It should be clearly visible in an emergency, so not hidden around corners, etc. There must be wall signage to indicate the presence of the defib site, and ideally additional signage nearby telling people of its location.

Registration of the site will be done by CHT. The registration will be with the ambulance service direct and not a commercial web based site. These web based sites are NOT registering with the ambulance services and do not guarantee that the defib will be available in an emergency. The only publicly accessible web based site that you should register with is Defibfinder.co.uk, which is owned by the NHS and represents the only publicly accessible national database of defibrillator sites. Data on this site is verified as being correct and so avoids any liability issues.

Maintenance checks are always done through WebNoS at www.defibcheck.org which links to the ambulance service. At least one person in your community needs to be assigned to weekly checks on your defibrillator.

VETS – you may like to consider adding a Village Emergency Telephone system to your village. This is an add on service that helps in getting assistance to an emergency quickly after calling 999. CHT runs VETS for many communities for a fixed annual fee.

Insurance of your equipment is best done by getting the project adopted by your local Parish Council, and having the equipment added to the Council asset register. Few insurance companies will insure defibrillator equipment directly, unless it is in a secure environment, eg locked CHT cabinet.

For more information contact us.



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www.communityheartbeat.org.uk

0845 86 CPR EZ

Governance

You are implementing a project involving medical equipment which is designed to save a life, if used correctly. Most Ambulance services will insist on proof of some form of Governance to ensure that the equipment is maintained correctly; is ready for action 99.99% of the time; meets the various liability and other requirements; and will protect the end users.

Defibrillator - Is this a make of defibrillator that can be supported by the local ambulance service? The reason for this is to be able to download clinical data after the rescue in order to complete the duty of care.

Cabinet - Does your cabinet, or other storage facility, meet Health and Safety requirements? Does it meet disability requirements? Does it meet other requirements for public use? Does it carry the internationally recognised defibrillator symbology? Is the storage water and dirt resistant in its end user state (ie in its place of use) – thus it must be IP65 and certified. Have you appropriate mechanisms to direct rescuers to the defibrillator site? Is it highly visible (ie Hi Visibility colour and location)? Are all components serial numbered in case of a Coroner enquiry?

Data protection – in a community or office situation, your defib will hold clinical data that can be identified to the patient. What process have you in place for data protection, or to meet Caldecott protocols? How will you transfer this data to the hospital to fulfil your 'duty of care' and yet remain data compliant?

Have you a regular checking and management system in place that is Ambulance service agreed (eg WebNos)? ie can the Service see the records at any time to ensure them that the defibrillator is ready for use, and available in a rescue? Failure to have this in place may mean that it cannot be activated by the ambulance service.

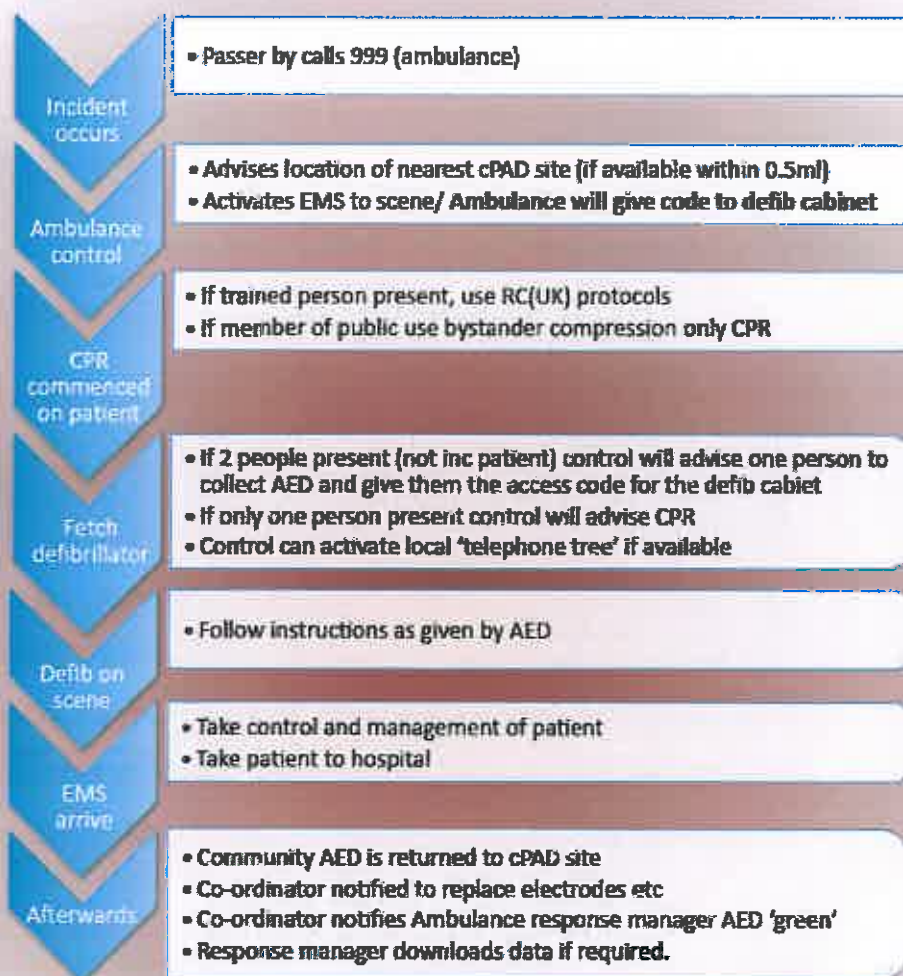
Do you have full and comprehensive records of the defibrillator and its storage solution, where all work, maintenance, supplies and servicing is stored and available on request? This must include initial fitting of the defibrillator cabinet, records of any electrical work, safety requirements, confirmation it has been registered, and who are the staff responsible to manage the equipment, with their contact details. Can this system supply regular reports? This is stored onto the WebNos system if a CHT project.

If a locked cabinet, do the key codes match the local ambulance service requirements for standardisation? Are the locks used marine grade Stainless Steel to reduce possibility of jamming? Is the cabinet ISO9002 manufactured?

What is the activation protocol for the defibrillator? Is this recorded and process agreed with all stakeholders? Is there a mechanism in place to notify the scheme coordinators that the defib has been used? What 'downtime' has been agreed before re-commissioning? Do you have an MoU in place with the local ambulance service?



cPAD activation process – community scheme



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Services

WebNos

Web based Notification system

As part of maintaining the ready state of defibrillators in the community, the ambulance services require notification of this ready state and also notification of any issues arising that may affect this ready state.

With the large increase in numbers of defibrillators in the community, the Charity has elected to try to simplify this process by adopting a standardized and simplified system of notifications that can be made by the community coordinator, and also where the ready state can be viewed by the respective ambulance service at any time.

This service is called the Web based weekly Notification System, or WebNos for short.

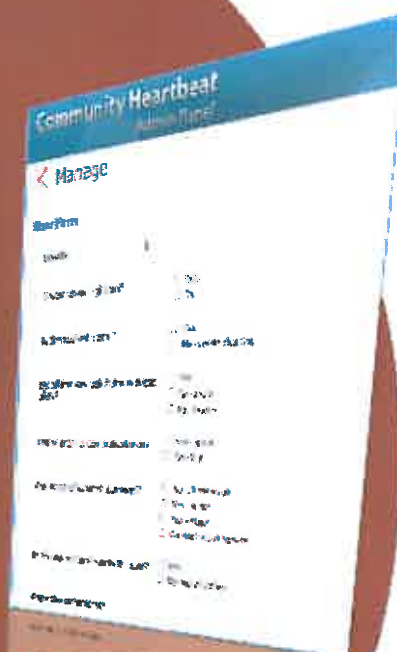
WebNos is available for any CHT delivered or supported defibrillator location, but also other suppliers can also subscribe to the service.

The basis behind WebNos is that all defibrillator sites can be registered across the country with the responsible person identified for the routine maintenance of these. By using a simple check list approach, the ready state for defibrillator can be determined along with an audit trail of checks and issues. This therefore simplifies the routine management of the defibrillators, and also addresses the potential vicarious liability issues.

The WebNos system has a database of all community defibrillators along with the scheme coordinators and their respective ambulance service responder managers stored within. This is a unique service offered by the Community heartbeat Trust, the specialists in community based defibrillation.

www.communityheartbeat.org.uk

The Community HeartBeat Trust is a registered charity of the Community HeartBeat Trust.
Registered charity number 112224. No. 3845 M. CHT. CC.



IP Explanation and Ratings

EN 60529 outlines an international classification system for the sealing effectiveness of enclosures of electrical equipment against the intrusion into the equipment of foreign bodies (i.e. tools, dust, fingers) and moisture. This classification system utilizes the letters "IP" ("Ingress Protection") followed by two or three digits. (A third digit is sometimes used. An "x" is used for one of the digits if there is only one class of protection, i.e. IPX4 which addresses moisture resistance only.)

Degrees of Protection - First Digit

The first digit of the IP code indicates the degree that persons are protected against contact with moving parts (other than smooth rotating shafts, etc.) and the degree that equipment is protected against solid foreign bodies intruding into an enclosure.

0	No special protection
1	Protection from a large part of the body such as a hand (but no protection from deliberate access); from solid objects greater than 50mm in diameter.
2	Protection against fingers or other object not greater than 80mm in length and 12mm in diameter.
3	Protection from entry by tools, wires, etc., with a diameter or thickness greater than 1.0mm.
4	Protection from entry by solid objects with a diameter or thickness greater than 1.0mm.
5	Protection from the amount of dust that would interfere with the operation of the equipment.
6	Dust tight.

Degrees of Protection - Second Digit

The second digit indicates the degree of protection of the equipment inside the enclosure against the harmful entry of various forms of moisture (e.g. dripping, spraying, submersion, etc.)

0	No special protection
1	Protection from dripping water.
2	Protection from vertically dripping water.
3	Protection from sprayed water.
4	Protection from splashed water.
5	Protection from water projected from a nozzle.
6	Protection against heavy seas, or powerful jets of water.
7	Protection against immersion.
8	Protection against complete, continuous submersion in water.

Submersion depth and time must be specified by the end-user. The requirement must be more onerous than IP67.

Electrical safety and you

A brief guide



This is a web-friendly version of leaflet INDG231 (rev 7), published 04/12

Introduction

Electricity can kill or severely injure people and cause damage to property. Every year many accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Most of the fatal incidents are caused by contact with overhead power lines.

Even non-fatal shocks can cause severe and permanent injury. For example, shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms.

Those using or working with electricity may not be the only ones at risk – poor electrical installations and faulty electrical appliances can lead to fire, which may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

This leaflet provides some basic measures to help you control the risks from your use of electricity at work. Further guidance for particular industries or subjects can be found on HSE's website (www.hse.gov.uk).

What are the hazards?

The main hazards are:

- contact with live parts causing shock and burns – normal mains voltage, 230 volts AC, can kill;
- faults which could cause fire; and
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere.

Assessing the risk

Your health and safety risk assessment should take into account the risks associated with electricity. It will help you decide what action you need to take to use and maintain your electrical installations and equipment and also how often maintenance is needed. See HSE's website for further guidance (www.hse.gov.uk/ehs/ehs.htm).

The risk of injury from electricity is strongly linked to where and how it is used. The risks are greatest in harsh conditions, for example:

- in wet surroundings – unsuitable equipment can easily become live and can make its surroundings live;
- outdoors – equipment may not only become wet but may be at greater risk of damage; and
- in cramped spaces with a lot of earthed metalwork such as inside a tank – if an electrical fault developed it could be very difficult to avoid a shock.

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Information

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ADOPT A TELEPHONE BOX Using an adopted Phone Box to become an emergency medical centre

The famous Gilbert Scott designed K6 or Jubilee kiosk was launched in 1936 to celebrate King George V's silver jubilee. By the 1960's almost 70,000 kiosks could be found across the countryside, and while the public payphone service has undergone enormous changes since then, the traditional red kiosk had already forged itself as an iconic symbol of British life.

People use the public payphone service less and less these days. In order to maintain a social service where it is needed most, it has, in recent years, been necessary to reduce the overall number of public payphones on our high streets. Understanding that the red telephone box plays a significant part in our national heritage and in many cases forms a local point for communities across the country BT is pleased to now be able to offer communities the opportunity to keep these kiosks.

In this regard BT and The Community Heartbeat Trust, are working together to help communities turn their adopted telephone boxes into local medical centers, by using them as homes for Public Access Defibrillators, storing the defibrillator in a well recognized, safe, weather protected location.

In order to effect this change of use you will need to consider the following:

1. Adoption of the telephone box for £1 from BT. Documentation for this is available from CHT or from the BT website. BT will provide electricity for the first 7 years of the project for all CHT projects.
2. Fitting of the cPAD box within the telephone box.

If you wish to convert your telephone box into a defibrillator location, please contact us for an information pack. More information can be found on the BT and CHT websites. In particular please refer to the FAQ section on the websites.

Free renovation
kit from BCF
worth £75 for all
CHT projects



For more information please contact the Charity via the web site below.

www.communityheartbeat.org.uk

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Registered charity number 1132824



Frequently Asked Questions

What is a defibrillator or AED? A defibrillator is a computerised medical device delivers an electrical current through the chest which aims to shock the heart back into a normal rhythm allowing it to pump again. Rapid response using automated technology can significantly improve the quality of life of a survivor, as the longer the brain is starved of oxygen, the more damage that can occur. An AED is a portable defibrillator especially designed for people with little or no medical background. When applied to the victim, voice commands and screen messages will guide the user step-by-step through the process and its intelligent technology will only allow it to shock a 'shockable' heart rhythm. AED technology opens a window for the public to take on a key role to support emergency services who would otherwise be hindered by the time it takes to reach the victim. It is argued that AEDs should be as broadly deployed as fire extinguishers and first aid kits.

Is there a need? – Sudden Cardiac Arrest happens around 140,000 times a year in the UK, making it one of the UK's largest killers – equivalent to a jumbo jet crashing every day! The potential for saving a life is dependent upon time, the faster medical help can be obtained, the better the chance of survival. Clinical studies suggest you have less than 5 minutes from the event to save the life, this decreasing by up to 25% per minute. In rural areas it takes time to get medical help, so Community Public Access Defibrillators (cPAD) have a very important part to play in helping save lives in rural communities. cPAD schemes are reckoned to be about 10x more effective in saving life post hospital than other community schemes alone. Your community needs to decide if you want one, but as SCA can happen to anyone at any time, and is not age related, better safe than sorry! Try timing yourself from your nearest Ambulance station.

The UK resuscitation Council guidance on having an AED in a community is whether an AED can be at the patient within 5 minutes of the SCA event happening, regardless of whether it is a cPAD scheme or a community responder scheme. If this cannot be achieved then your community may require a cPAD box and AED in addition to anything else you have available.

Is my community signed up and supportive? Need is driven by local communities who by definition of request for the cPAD project have indicated their support. Around country these projects are driven by local groups like first aid, community responders, parish councils or Lions and Round Table who engage the support of the local communities, and co-ordinate fund raising and placement with the support of organisations like the Community HeartBeat Trust (CHT). Many ambulance services have active programmes too, and most work closely with the CHT.

Is there a minimum number of people needed to have a cPAD scheme? No. So long as there is one person supporting this, then this justifies the effort. There are already local unstructured schemes being established by householders individually in your community, and your village hall may already have a defibrillator hidden in a cupboard, or someone's house. Your local doctor surgery will have one too, but it is only available when the surgery is open. This project is about utilising these resources better to save more lives.

How many people do we need to be trained? The UK RC guidelines suggest AED equipment is available to be used by everyone, trained or untrained. The awareness programme we have designed allows for this. However training of the local community is always desirable. Actual numbers are in reality unlimited. Training is sometimes done by your local ambulance service but can also be done through CHT with a local training organisation.

Who delivers the training, to what specification and is the training free of charge? Training is provided by a local CHT approved training company, or the local ambulance service, or by CHT ourselves. The CHT scheme has a package designed with the ambulance service to meet the needs of community defibrillation schemes, and we can also arrange an HSE certified training packages as well. If a community opts to take extra training beyond that offered, then the local training organisation is always at liberty to charge for that extra service in agreement with their local community project. The CHT training package is nationally set and meets HSE and Royal College of Surgeons, as well as the

MEMBERS - phone 01529 450 111 | www.communityheartbeat.org.uk | 01529 450 222

Registered office: 28 Loughborough Road, Quorn, Leicestershire, LE12 8BX Registered Charity No. 1132124.

For more information:

Visit the Community Heartbeat Trust website at www.communityheartbeat.org.uk

Contact Martin Fagan on 0845 8627739 (ext 3), or email secretary@communityheartbeat.org.uk

The following is a template Hosting Agreement produced by CHT which can adapted by T&PCs / asset owners to fit local needs. For more information contact CHT.

cPADHosting Agreement

This Hosting Agreement is made on

.....**2014 between:**

..... (the "Host"); and
..... (Town / Parish Council),

who wish to establish a defibrillator available for public use at the location of :

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

This location is owned and/or managed by the Host, who has given unrestricted permissions for the establishment of the cPAD device for an unlimited period/period(delete as applicable), of or until such time as external factors will require a change in the hosting site.

The Host will require assurances that the equipment being provided will meet minimum specifications, and an indemnity from the Town / Parish Council named above to protect the Host from any claims from whatever source.

Responsibilities of the Host:

- The Host will provide a rent free location for the cPAD box and contents for as long as this agreement is in place.
- The Host will provide unlimited public access to the cPAD equipment.
- The Host will provide an unmetered electricity supply to the cPAD equipment via a Residual Current device (RCD) or similar fused source.
- The Host will not restrict the electricity supply to the cabinet in any way.
- The Host will provide access to the emergency services and their representatives to the cPAD device on request.

Responsibilities of the Town / Parish Council scheme:

- The Town / Parish Council named above will pay the Host a reasonable sum to cover the costs of any electricity used, the actual value to be agreed with the Host. The Host may choose to waive any charges.
- The Town / Parish Council named above will be responsible for the maintenance of the cPAD site and be responsible for any damages caused by this device to the location, and will compensate the Host in the event of damage being caused in the locating or use of the cPAD.
- The Town / Parish Council named above is responsible for arranging any insurances on the cPAD equipment.

Notice and conditions

In order for the Host to make this agreement, the Town / Parish Council named above will ensure, guarantee and indemnify the Host in ensuring the defibrillator sites meet the following minimum specifications:

Defibrillator

The make of the defibrillator being used is one that can be supported by the local ambulance service, and that the ambulance service has an MoU in place with the Town / Parish Council named above for the registration and running of the cPAD, including data downloads.

The defibrillator is being acquired through the Community Heartbeat Trust Charity (CHT), and not through a second hand supply.

The defibrillator purchase will be a new device and not second hand or reconditioned, and have a full warranty from the manufacturer.

There must be evidence of a community training or awareness programme available with the purchase.

The Host requires evidence of a maintenance and management programme to support the purchase (e.g. through WebNos), and also a service contract with CHT.

The Host will require evidence that the defibrillator has been registered with the ambulance service CAD system, and not just onto a public web access mapping service.

Storage cabinets

These must be specifically manufactured for defibrillators, and if possible registered as a medical device in its own right. They must conform to the

following minimum requirements:

High visibility colour (Yellow or white)

MUST carry the international defibrillator symbol in green on a white background, where this stands out from the background colour of the cabinet.

The cabinet must be IP65 in the end user configuration (some manufacturers claim IP65 for the base bought in carcass but cannot certify after adaption, others are only IPx4, and some have no IP rating) - ie must be certified water and dust resistant to protect the defibrillator. The IP rating of the cabinet must be supportable through a certificate from a testing agency or certificated authorisation for the manufacturer.

Electrical safety certification and compliance to relevant BS standards must be available if powered or heated.

The serial number of the cabinet must be recorded on a formal national register

Internal components of the cabinet should also be serial numbered for audit purposes.

If locked, cabinet must have marine grade stainless steel locks, to reduce possibility of failure in a rescue.

Cabinet must be compliant to basic disability rules– i.e. instructions and markings suitable for reduced visibility people, SEN and colour blind users.

Cabinets should carry essential instructions in logo format for non-English speakers.

Host will require evidence of a management and maintenance regimen in place, with at least one local person responsible for the defibrillator and cabinet management.

Where electrical components have been used, Host will required electrical safety and warning labelling on the outside of the cabinet (i.e. visible).

Host will require the cabinet to be manufactured by an ISO certified company, and willing to offer a warranty. Manufacturer of cabinet (not retailer) must have a minimum 5 years trading history and be financially sound.

Host will require the cabinet to be fitted by a registered electrical contractor, and adhere to the fitting instructions supplied. Electrician must supply fitting certificate. Fitting must be recorded on a central database (e.g. WebNos).

Signage

Host will require cPAD site to invest in defibrillator signage to tell people the location to the nearest defibrillator. This signage must carry the international



defibrillator symbol. A minimum three signs should be installed, one showing the location of the defibrillator, and at least two others directing people to the defibrillator from a distance.

Management and maintenance

Host will require evidence that the defibrillator sites has been registered with the ambulance service, and not just on a public access mapping site.

Host will require the cPAD scheme to undertake minimum monthly maintenance checks and these recorded for audit purposes in a recognised format (e.g. WebNos). Host will require access to these maintenance records at all times.

Training

Evidence should be provided by the community of a public awareness session/training for as many people as possible in the community.

Signed by The Host:	
Date:	

<p>Signed by</p> <p>.....</p> <p>.....</p> <p>Town / Parish Council</p>	
Date:	
<p>Town / Parish Council Contact Details:</p> <p>Address:</p> <p>Telephone number:</p> <p>e-mail:</p>	

Sandy Town Council

9 Rural Transport Match Fund

Information about CBC's LTP Rural Match Funding process for the next financial year is attached.

Members are asked to recommend any projects for inclusion in the scheme. It should be noted that no provision has yet been made in the budget for such schemes and any proposals made will be referred to the Town Council meeting scheduled for 15 December 2014.



Title: Central Bedfordshire Local Transport Plan
Date: 7 November 2014
Subject: LTP Rural Match Fund & Bidding Guidelines
Summary: This note provides guidance to town and parish councils on the submission of bids for funding from the Local Transport Plan Rural Match Funding pot.

Overview

1. This note forms a guide to town and parish councils seeking to secure a contribution from Central Bedfordshire Council towards small scale transport schemes. It contains a summary of the nature of the funding available, the process through which councils can bid for the funding, and an application form to be completed and returned to Central Bedfordshire Council by **15 January 2015**.

What is the Local Transport Plan?

2. The Local Transport Plan (LTP) sets out a long term framework for investment in transport across Central Bedfordshire. It establishes a strategic approach through which to deal with key transport issues, a series of objectives, and broad areas of intervention through which schemes will be identified and improvements made to the transport network.

How does it relate to Town and Parish Councils?

3. The long term approach of the Plan is supported by a series of Local Area Transport Plans (LATPs) produced in partnership with local communities, including town and parish councils, which apply the strategic approach established within the LTP at a local level. These highlight local problems and issues, and the specific schemes which will be funded to address them.
4. The LATPs support the localism agenda of Central Government and enable local people to have greater ownership and involvement in transport provision.

What is the “rural match fund”?

5. The rural match fund is a way through which local town and parish councils can fund transport schemes in their areas with the assistance of match funding from Central Bedfordshire Council.

6. Where schemes have not been prioritised for delivery through the Local Area Transport Plans, towns and parishes may choose to submit a request for a particular scheme to be partly funded by the authority, provided that the town or parish themselves also **meet at least half of the cost of the scheme**.

What are the benefits of the fund?

7. The funding benefits Central Bedfordshire Council and the individual town and parish councils by:
 - Being able to deliver local priority schemes which may not otherwise benefit from funding when considered against other schemes in a LAMP area.
 - Making schemes more affordable to town and parishes.
 - Ensuring an increased amount of investment in local transport infrastructure.

How much is in the fund?

8. The rural match fund forms a significant percentage of Central Bedfordshire Council's allocation of the Integrated Transport Budget for the 2015/16 financial year. This is the budget which underpins the Local Transport Plan of which over £200,000 is being made available to match fund schemes.

What types of schemes are eligible for funding?

9. The match fund relates to the delivery of integrated transport schemes. These are capital schemes and so do not include maintenance works or the financial support of bus services for example, which are funded from the authority's revenue budgets.
10. The total cost of individual schemes town and parishes can bid for is not restricted, however the contribution which can be sought from the fund is limited to a **maximum of £25,000 per initiative**, with the ethos of the process on providing support towards small scale local improvements which would not otherwise be funded through the LAMP Scheme Prioritisation Process.
11. Town and parish councils will be expected to **at least match fund the value of the application submitted**. For example, if a scheme with a total cost of £40,000 is submitted then the town or parish will be expected to contribute at least £20,000 to that figure.
12. Examples of the types of schemes which town and parish councils may wish to consider for inclusion in a bid are detailed in *Appendix A* together with very broad estimations as to the cost of such schemes. In essence the fund will help to provide small scale walking or cycling schemes, public transport improvements information provision, signage or other traffic management measures.

How will schemes be assessed and prioritised?

13. If the total value of requests for match funding is greater than the total pot of funding available then schemes will have to be prioritised.

14. This process will take into account the level of local contributions and the level of local support, but also consider the policy compliance, deliverability and value for money of individual schemes. Town and Parish Councils also **need to clearly demonstrate the issues the application is seeking to address** and what evidence there is to support this. Those projects which more clearly demonstrate need will be prioritised.
15. Notably, **the proportion of funding for a particular scheme provided by the town or parish council and will have a significant weighting in terms of the prioritisation of the bids**, and the authority will need to receive clear evidence that funding will be forthcoming.
16. Demonstration of local support would comprise the inclusion of a scheme in a town or parish plan or a petition to accompany an application for example.
17. Specifically, the focus of the fund is to help to deliver small scale local improvements which are unlikely to be prioritised through the Local Area Transport Plans in the near future.

How much do different schemes cost?

18. It is not possible to give precise costs of individual schemes prior to a detailed design being produced. Furthermore the same type of scheme can incur different costs in different locations due to a whole host of factors.
19. However in order to offer town and parish councils an indication of the cost of various types of works and thus indicate the level of funding they may need to raise locally, *Appendix A* lists some commonly requested types of works and very broad outline costings.
20. It should also be noted that the costs of schemes can increase sharply once detailed design of the proposals is undertaken and your council will be expected to increase its contribution pro-rata to reflect this.

What authorities can submit a bid?

21. The match funding pot is open to all town and parish councils in Central Bedfordshire. However as previously stated the emphasis of the fund is on the more rural communities of Central Bedfordshire and so the larger centres of Dunstable / Houghton Regis, Leighton Linlade and Biggleswade are not included within this process.
22. The authority will also consider joint bids for schemes, in cases where an initiative would cover more than one particular town or parish.

Why is there a focus on rural areas?

23. The fund focuses on the delivery of schemes in the more rural parts of Central Bedfordshire because:
 - The majority of funding through the Local Area Transport Plans goes to the largest urban areas.

- The small scale nature of requirements in rural areas often means the schemes do not score highly through the scheme prioritisation process included within the LATPs and so are unlikely to secure funding through the typical mainstream allocations.

How can towns and parishes bid for a share of the fund?

24. The authority will welcome bids from town and parishes up until **15 January 2015**. Bids should be made using the application form available in Appendix B and **emailed to the relevant contact listed in Table 1.**

What forms of contribution can the town and parish councils utilise?

25. Town and parish councils may wish to consider funding generated by their precept as a source of the local contribution to deliver a scheme. Guaranteed receipt of private investment may also be utilised, whilst other forms of income such as from community grants, lottery funding or landfill tax should be considered.
26. Town and parish councils may also seek to utilise the resources of transport related charities as further financial support for a scheme.
27. The town or parish must be in actual receipt of the match funding prior to a scheme commencing.

Can Section 106 money be used as part of the local contribution?

28. In most cases money for transport improvements secured through S106 agreements are for the delivery of a specific scheme, generally in relation to a particular development. Where such restrictions are not in place or where the desired scheme also relates the development from which funding was secured, it is possible that the S106 contribution could be used as match funding as part of any bid submitted by a town or parish council. This will be addressed on a scheme by scheme basis.
29. In addition, if the town or parish has its own S106 funding at its disposal then this is something which could be utilised as part of the match funding provided.
30. The use of S106 funding would require discussion with the relevant 'spend officer' at Central Bedfordshire Council. The authority should be contacted in advance of the inclusion of these funds in any bid to ensure that the scheme being promoted is compliant with the conditions of the agreement.

Will there be any assistance provided in helping authorities understand what schemes would work well and where?

31. Advice will be provided to town and parish councils on request and prior to submitting an application for match funding. The table below details the contact point for your enquiries. Please be aware that officers will be dealing with a large number of requests and so enquires should be made as soon as possible.

Table 1: Contact Officers for Enquiries

LATP	Town / Parish Councils		Contact
Ampthill & Flitwick	<ul style="list-style-type: none"> • Ampthill • Flitwick • Maulden • Westoning • Clophill 	<ul style="list-style-type: none"> • Flitton & Greenfield • Pulloxhill • Steppingley • Tingrith 	Stuart Harrison (stuart.harrison@centralbedfordshire.gov.uk) Tel: 0300 300 6226
Arlesey & Stotfold	<ul style="list-style-type: none"> • Arlesey • Stotfold • Clifton • Langford 	<ul style="list-style-type: none"> • Henlow • Astwick • Stondon • Fairfield 	Stuart Harrison (stuart.harrison@centralbedfordshire.gov.uk) Tel: 0300 300 6226
Biggleswade and Sandy	<ul style="list-style-type: none"> • Sandy 	<ul style="list-style-type: none"> • Blunham 	Ben King (ben.king@centralbedfordshire.gov.uk) Tel: 0300 300 4824
Chiltern	<ul style="list-style-type: none"> • Caddinton • Kensworth • Slip End • Totternhoe 	<ul style="list-style-type: none"> • Eaton Bray • Billington • Whipsnade • Studham 	Geraldine Davis (Geraldine.davis@centralbedfordshire.gov.uk) Tel: 0300 300 4854
Dunstable & Houghton Regis	<ul style="list-style-type: none"> • No eligible councils 		Geraldine Davis (Geraldine.davis@centralbedfordshire.gov.uk) Tel: 0300 300 4854
Haynes and Old Warden	<ul style="list-style-type: none"> • Houghton Conquest • Haynes • Old Warden 	<ul style="list-style-type: none"> • Northill • Southill • Moggerhanger 	Steve Brewer (steve.brewer@centralbedfordshire.gov.uk) Tel: 0300 300 5359
Heath and Reach, Toddington and Barton le Clay	<ul style="list-style-type: none"> • Heath and Reach • Toddington • Barton le Clay • Harlington • Chalgrave • Chalton 	<ul style="list-style-type: none"> • Sundon • Streatley • Stanbridge • Hockcliffe • Tilsworth • Eggington 	Geraldine Davis (Geraldine.davis@centralbedfordshire.gov.uk) Tel: 0300 300 4854
Leighton Linlade	<ul style="list-style-type: none"> • No eligible councils 		Geraldine Davis (Geraldine.davis@centralbedfordshire.gov.uk) Tel: 0300 300 4854
Marston Vale	<ul style="list-style-type: none"> • Cranfield • Marston • Millbrook • Lidlington • Ridgmont • Woburn 	<ul style="list-style-type: none"> • Husborne Crawley • Eversholt • Hulcot and Salford • Postgrove 	Stuart Harrison (stuart.harrison@centralbedfordshire.gov.uk) Tel: 0300 300 6226

LATP	Town / Parish Councils		Contact
	<ul style="list-style-type: none"> Aspley Guise Aspley Heath Brogborough 	<ul style="list-style-type: none"> Milton Bryan Battlesden 	
Potton	<ul style="list-style-type: none"> Potton Tempsford Everton Sutton 	<ul style="list-style-type: none"> Eyeworth Dunton Wrestlingworth and Cockayne Hatley 	Steve Brewer steve.brewer@centralbedfordshire.gov.uk Tel: 0300 300 5359
Shefford, Silsoe & Shillington	<ul style="list-style-type: none"> Shefford Silsoe Shillington 	<ul style="list-style-type: none"> Meppershall Gravenhurst Campton & Chicksands 	Steve Brewer steve.brewer@centralbedfordshire.gov.uk Tel: 0300 300 5359

What is the maximum amount a parish can bid for?

32. The maximum amount a parish can bid for is £25,000 and this must be at least matched by the parish themselves.
33. If a town or parish submits more than one scheme then they must be in a position to provide the match funding for each one if they prove to be successful through the prioritisation process. Entries are limited to a maximum of two per town or parish.

Notification of Successful Bids

34. Every town or parish council which submits a bid will be notified of the outcome of their application in March 2015. The decision of Central Bedfordshire Council is final.
35. Completed application forms should also be sent to the relevant officer detailed in Table 1.

Appendix A: High Level Costs of Selected Transport Improvement Works

The table below details high level costs of selected transport improvement works. ***This is not an exhaustive list*** and applications will be given equal consideration for schemes not listed.

It should be noted that applications should not be submitted for maintenance schemes, including new lighting, which is provided through a different budget and funding allocation process.

Type of Feature	Cost	Comments
Speed Management Schemes		
Flat top speed table for two way road of average width (6m - 7.3m)	C.£8-10,000	Assumes that two new road gullies will be required on 'high' side of each table. Includes design and statutory consultation element.
Zebra crossing without raised table for two way road of average width (6m - 7.3m)	C.£25,000	Include beacon poles and lighting, design, consultation and statutory noticing.
Zebra crossing on raised table for two way road of average width (6m - 7.3m)	C.£35,000	As above items but assumes some saving on overall design and consultation. (Where possible this is the preferred approach of the authority)
Single round top tapered edge road hump for two way road of average width (6m - 7.3m)	C.£4,000	No gullies required. Include design and consultation element.
Additional cost per hump for series of round top tapered edge road hump for two way road of average width (6m - 7.3m)	C.£1,500 per extra hump	Additional humps in a series included in original consultation.
Single half width chicane	C.£6,000	Single island with road markings drainage bypass at kerb and associated illuminated signage. Local consultation with frontages only.
Double chicane	C.£12,000	As above but with a pair of islands for two way deflections.
Mini roundabout	C.£10,000	Mini roundabout implemented within existing junction. 50mm domed spot, markings and illuminated signage. Does not include resurfacing of junction area.
Speed cushions per initial pair	C.£5,000	Pair of speed cushions in standard width two way road with consultation and design element.
Cost per additional pair of speed cushions.	C.£2,500	Additional pairs of cushions included in original consultation.
Speed limit order - 40mph buffer zone	C.£3,000	Consultation, signs and simple white roundel only.
30 mph Speed limit order - gateway 1	C.£6,500	As above with roundel on red patch with dragons teeth.
30mph Speed limit order - gateway 2	C.£8,000	As above but with timber gates in verge.

Type of Feature	Cost	Comments
20mph Order (zone)	C.£20,000 (C.£30,000 with feature)	Will depend entirely on the size of the area and number of roads to be included. Base order costs will be as other orders but will require a design and consultation. Example based on a small village or estate with 20 roads and 8 entry points. Assumptions made that one feature i.e. roundel etc will be placed in each street and one physical traffic calming feature is present within the zone i.e. table or similar.
20mph Order (Speed limited Streets)	C.£20,000	Will depend entirely on the size of the area and number of roads to be included. Base order costs will be as other orders but will require a design and consultation. Example based on a small village or estate with 20 roads and 8 entry points. Assumptions made that there will be one set of repeaters per street.
Parking Improvements		
Traffic Regulation Order - Limited Waiting or Parking Restrictions	C.£3,000	Consultation and a design element where required. Implementation costs will depend on signage requirements. N.B. no inclusion of residents parking as this usually requires a great deal of public consultation.
Traffic Regulation Order - No Waiting At Any Time	C.£2,000	As above but no signage required.
Pedestrian Improvements		
Standard footway Construction per linear metre run at 1.8m wide	C.£80	Assumes soft dig and road kerbs already in situ. No allowance made for drainage requirements.
Standard footway Construction per linear metre run at 1.8m wide	C.£100	As above but assumes road kerb required. No allowance made for drainage requirements.
Cycling Improvements		
Cycle track – unsealed surface across countryside	£27.5 per square m	Guide price. Costs will increase depending upon surface materials and whether sub base / edging / bridging works / drainage works/ legal permissions and / or agreements are required.
Cycle track – sealed surface	£100 per square m	Guide price. Costs will increase depending whether sub base / edging / bridging works / drainage works / legal permissions and / or agreements are required.
Upgrade existing footway to allow shared use	£5 - 150 per linear m	Costs will vary significantly depending upon extend of any widening into the highway verge or into the carriageway. The costs of relocating an existing lighting column is circa £1,000.
Cycle parking - Sheffield stands - installation	£160 - £250	Assumes ground works required including provision of concrete anchors. Higher costs relate to reinstatement of non-standards

Type of Feature	Cost	Comments
		surfaces such as block pavings. CBC will centrally procure stands and provide these to parishes free of charge.
Cycle parking - post-mounted cycle hoops - installation	£75	CBC will centrally procure stands and provide these to parishes free of charge. Costs excludes provision of posts / bollards.
Cycle parking – shelter	£2,500 – £5,000	Costs are for the provision of standard 5m shelter with a cantilever roof. Lower price assumes shelter is erected on existing hard standing with minimal ground works.
Cycle route and directional sign	£75-£275	Lower price assumes fixing to existing post. Higher price assumes the provision of a new post and concrete base. Both prices exclude any charges for traffic management.
Cycle crossing ahead – loop-activated flashing signs	£7,000	Cost is for sign only and assumes power supply available. Actual charges will depend upon the relative proximity of a suitable power feed and whether traffic management is required during installation.
Advisory cycle lane on- carriageway markings	£25 per m	Price includes 1 x metre of lining and 1 x cycle symbol but doesn't include any charges for Traffic Management, which is likely to be required.
Siding out and Patching of existing path	£2.20 per metre £65 per m2	Cost of patching will be variable depending upon footway condition, requirement for edging, etc.
Landscaping and tree works	Time-based charges apply	Amey hourly rate is £60 and would cover trimming of hedges / general tidying up etc. Tree work would normally be priced separately depending on what was required.
Public Transport Improvements		
Bus stop flag and timetable	C.£500	
Bus shelter with raised kerb, flag, timetable and seating	C.£12,000	
Real time information display	C.£5,000	Assumes local power supply

Central Bedfordshire Council are happy to work with the town and parish councils prior to the submission of any bid to help scope out the broad cost of works of their particular scheme.

Appendix B: Application Form

Council: Insert name of town or parish

Title of bid: Insert name of scheme and location
e.g. *new raised zebra crossing on XXXX Road, XXXXX.*

Summary: Insert a summary of the nature of the proposal and the issue it will address
e.g. *provide a safe crossing point for school children between the middle school and the shops.*

Contact: Insert name
Email address
Contact phone number

Estimated scheme cost e.g. £50,000

Local contribution	Actual amount:	Percentage of total cost:
	e.g. £25,000	e.g. 50%

Source of local contribution e.g.
Parish precept = £25,000.

Match Funding sought e.g. £25,000

Supporting statement (Not more than 150 words in length)

Evidence of local support e.g. petition submitted with 100 names / scheme included within the Parish Plan

Sandy Town Council

¹⁰ Sandy Cricket Club Licence

Progress with negotiation of a licence for use of Jenkins Pavilion and the cricket square and outfield at Sunderland Road Recreation Ground between STC and Sandy Cricket Club has been slow due to unavoidable delays by both parties. The Town Council is currently awaiting a full list of the proposed revisions to the licence from the Cricket Club. The matter was discussed at an officer meeting with the Town Council's legal advisers on 7 November 2014, the Town Mayor and Deputy Mayor were also present.