

# Sandy Town Council

To: Cllrs P N Aldis, P Blaine, T Cole, A M Hill, W Jackson, T Knagg, G Leach, C Osborne, M Pettitt, M Scott, D Sharman, P Sharman, J Sparrow, S Sutton and N Thompson

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 29 January 2018 commencing at 7.30pm for the purpose of transacting the items of business below

  
Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
23rd January 2018

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**

## **A G E N D A**

**1 Apologies for Absence**

To receive any apologies for absence.

**2 Declarations of interest and requests for dispensations**

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

**3 Public Participation Session**

To receive questions and representations from members of the public.

# Sandy Town Council

## 4 Crime and Policing

- i) To receive the most recent statistics from the CCTV control room covering Sandy.
- ii) To receive the latest crime figures for Sandy.
- iii) To hear from and raise questions to Chief Superintendent Boyle on policing matters in Sandy.

APPENDIX I

APPENDIX II

## 5 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 18<sup>th</sup> December 2017 and to approve them as a correct record of proceedings.

## 6 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Development Scrutiny Committee held on 18 December 2017 and 8 January 2018
- ii) Community Services and Environment Committee held on 8 January 2018
- iii) Policy, Finance and Resources Committee held on 15 January 2018

**RESOLVED to RECOMMEND** that the £3,080 income generated by the Friends of Sandy Christmas Lights be rolled into earmarked reserves for the purpose of supporting future Christmas Lights Switch-On events.

**RESOLVED to RECOMMEND** that the proposed 2018/19 budget and precept be approved.

**RESOLVED to RECOMMEND** that the Council adopt the Unauthorised Encampment Policy and Procedure subject to the agreed amendments.

To be dealt with  
at Agenda  
Item 10

APPENDIX III

## 7 Financial Matters

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 15 January 2018).

# Sandy Town Council

- ii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 15 January 2018)

## **8 Reports from Central Bedfordshire Councillors**

To receive reports from Sandy's Central Bedfordshire Councillors. Members have already received Central Bedfordshire Council's briefing notes.

## **9 Action List**

To receive any updates and note the action report.

APPENDIX IV

## **10 2018/19 Budget and Precept**

To agree the 2018/19 budget and precept request.

APPENDIX V

## **11 Internal Audit**

To receive and consider a copy of the Council's internal audit report.

APPENDIX VI

## **12 Central Bedfordshire Local Plan**

To receive and consider Central Bedfordshire Council's Local Plan documentation.

APPENDIX VII

## **13 The Pinnacle**

i) To receive and consider a proposed renewal lease for The Pinnacle.

APPENDIX VIII

ii) To receive and consider a request for use of The Pinnacle Field.

APPENDIX IX

## **14 Car Park**

To receive and consider a report from the Town Clerk on reported issues surrounding the Sandy Car Park.

APPENDIX X

## **15 Councillor Surgeries**

To receive a report on issues raised by members of the public at the Councillor surgery held on 13<sup>th</sup> January 2018.

APPENDIX XI

## **16 Reports from Representatives**

To receive reports from Council representatives on outside organisations.

i) To receive a joint report from Cllr C Osborne and the Town Clerk on the National Association of Local Councils Conference held on 13<sup>th</sup> December 2017.

APPENDIX XII

ii) To receive a report from Cllr M Hill on recent BATPC training completed.

APPENDIX XIII

# Sandy Town Council

iii) To receive a report from Cllr M Hill on the Talk of The  
Town Minibus

APPENDIX XIV

**17 News Release**

**18 Chairman's Items**

**19 Date of Next Meeting: 12 March 2018**

## SANDY TOWN COUNCIL

**DATE:** 29 January 2018  
**AUTHOR:** Town Clerk  
**SUBJECT:** CCTV Statistics

**1. Summary**

- 1.1 The CCTV Partnership has provided the Clerk with figures on the number of incidents reported and number of requests from the police for downloaded evidence over the course of the last 12 months

**2. CCTV Incident Figures**

- 2.1 The figures below come from client reports available on the Hertfordshire CCTV Partnership website and from an incident report provided by the CCTV operation manager.

The figures are only for monitored incidents on CCTV equipment and do not include non-monitored events and therefore do not show an overall picture of crime or police activity.

Month	Monitored Incidents	Police Attended	Arrests Monitored	2016 Incidents
January 2017	3	1	-	5
February 2017	3	2	1	2
March 2017	2	1	-	2
April 2017	4	2	-	2
May 2017	2	-	-	4
June 2017	1	1	-	1
July 2017	1	1	-	2
August 2017	2	1	-	1
September 2017	0	-	-	3
October 2017	5	2	-	3
November 2017	0	-	-	4
December 2017	3	2	-	6

- 2.2 At the time of writing this report 2 incidents had been monitored during January, with the police attending one of those.
- 2.3 One request for footage has been made by Bedfordshire Police during November – December 2017.

## SANDY TOWN COUNCIL

DATE: 29 January 2018

AUTHOR: Administrator

SUBJECT: Sandy Crime Statistics for December 2017

**Summary**

The following statistics are for Members information. The information is received from Central Bedfordshire Council and can be viewed online at <https://www.police.uk/bedfordshire/68/crime/>. Anti-social behaviour is not included in the data provided.

**December 2017**

The December reporting period is for 32 days from 30th November to 31st December inclusive

December 2017	OFFENCE CLASS DESCRIPTION	COMMITTED	ADDRESS
<b>Sandy Ivel</b>			
	BURGLARY - BUSINESS AND COMMUNITY	02/12/2017 07:10	STATION ROAD SANDY
	CRIMINAL DAMAGE - TO DWELLINGS	03/12/2017 18:16	WESTERN WAY SANDY
	CRIMINAL DAMAGE - TO VEHICLES		WESTERN WAY SANDY
	ATTEMPT BURGLARY RESIDENTIAL - DWELLING	04/12/2017 18:11	NEW ROAD SANDY
	SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	05/12/2017 19:32	UNDISCLOSED
	BURGLARY - BUSINESS AND COMMUNITY	07/12/2017 22:48	GOSFORTH CLOSE SANDY
	BURGLARY - BUSINESS AND COMMUNITY	07/12/2017 23:00	GOSFORTH CLOSE SANDY
	SENDING SEXUAL COMMUNICATIONS	08/12/2017 00:32	UNDISCLOSED
	ATTEMPTED BURGLARY - BUSINESS AND COMMUNITY	08/12/2017 07:30	GOSFORTH CLOSE SANDY
	DOMESTIC DISPUTE/INCIDENT	10/12/2017 12:38	UNDISCLOSED
	DOMESTIC DISPUTE/INCIDENT	12/12/2017 13:00	UNDISCLOSED
	CRIMINAL DAMAGE - TO OTHER BUILDINGS	13/12/2017 15:20	NEW ROAD SANDY
	COMMON ASSAULT	17/12/2017 20:20	PARK ROAD SANDY

DOMESTIC DISPUTE/INCIDENT	18/12/2017 15:12	UNDISCLOSED
DOMESTIC DISPUTE/INCIDENT	18/12/2017 19:32	UNDISCLOSED
CRIMINAL DAMAGE - TO OTHER BUILDINGS	20/12/2017 16:29	BEDFORD ROAD SANDY
CRIMINAL DAMAGE - TO DWELLINGS	20/12/2017 23:26	NEW ROAD SANDY
CRIMINAL DAMAGE - TO VEHICLES	21/12/2017 02:00	QUEENS ROAD SANDY
CRIMINAL DAMAGE - TO VEHICLES	21/12/2017 06:00	QUEENS ROAD SANDY
CRIMINAL DAMAGE - TO DWELLINGS	21/12/2017 08:51	NEW ROAD SANDY
CRIMINAL DAMAGE - TO VEHICLES	21/12/2017 10:00	HIGH ROAD SEDDINGTON SANDY
CRIMINAL DAMAGE - TO OTHER BUILDINGS	21/12/2017 20:20	NEW ROAD SANDY
CRIMINAL DAMAGE - TO VEHICLES	22/12/2017 04:40	HIGH ROAD BEESTON SANDY
PUBLIC ORDER - CAUSE INTENTIONAL HARASSMENT, ALARM OR DISTRESS	23/12/2017 08:45	HIGH STREET SANDY
DOMESTIC DISPUTE/INCIDENT	25/12/2017 08:10	UNDISCLOSED
DOMESTIC DISPUTE/INCIDENT	25/12/2017 20:39	UNDISCLOSED
ATTEMPT BURGLARY RESIDENTIAL - DWELLING	30/11/2017 00:10	BEDFORD ROAD SANDY
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	30/11/2017 05:30	LONDON ROAD SANDY
<b>Sandy Pinnacle</b>		
ARSON NOT ENDANGERING LIFE	01/12/2017 05:20	WINCHESTER ROAD SANDY
INTERFERENCE WITH MOTOR VEHICLE	02/12/2017 11:00	COLLEGE ROAD SANDY
SEXUAL	04/12/2017 01:00	UNDISCLOSED
THEFT FROM SHOPS AND STALLS	04/12/2017 17:47	MARKET SQUARE SANDY
THEFT FROM SHOPS AND STALLS	05/12/2017 18:00	MARKET SQUARE SANDY
SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	06/12/2017 11:00	UNDISCLOSED
ATTEMPT BURGLARY RESIDENTIAL - DWELLING	07/12/2017 08:45	MERLIN DRIVE SANDY
THEFT FROM MOTOR VEHICLE	09/12/2017 13:15	ABBEY GROVE SANDY
OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE	10/12/2017 17:15	ST. NEOTS ROAD SANDY
CRIMINAL DAMAGE - TO DWELLINGS	11/12/2017 07:30	PYMS WAY SANDY
DOMESTIC DISPUTE/INCIDENT	14/12/2017 00:13	UNDISCLOSED
ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)	15/12/2017 20:30	WINCHESTER ROAD SANDY



**AGENDA NO: 4**

**APPENDIX II**

VICTIMLESS CRIME - AWAITING UPDATE	15/12/2017 20:30	UNDISCLOSED
SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY	16/12/2017 09:30	UNDISCLOSED
DOMESTIC DISPUTE/INCIDENT	16/12/2017 11:36	UNDISCLOSED
ROBBERY OF PERSONAL PROPERTY	18/12/2017 14:06	ST. SWITHUNS WAY SANDY
RACIALLY OR RELIGIOUSLY AGGRAVATED INTENTIONAL HARASSMENT	18/12/2017 22:00	UNDISCLOSED
CRIMINAL DAMAGE - TO VEHICLES	21/12/2017 08:11	WINCHESTER ROAD SANDY
CRIMINAL DAMAGE - TO VEHICLES	21/12/2017 08:30	ST. NEOTS ROAD SANDY
CRIMINAL DAMAGE - TO VEHICLES	21/12/2017 17:30	SUNDERLAND ROAD SANDY
CRIMINAL DAMAGE - TO DWELLINGS	21/12/2017 20:55	EVERTON ROAD SANDY
CRIMINAL DAMAGE - TO VEHICLES	24/12/2017 08:30	EAST ROAD SANDY
CRIMINAL DAMAGE - TO VEHICLES	24/12/2017 10:00	ST. NEOTS ROAD SANDY
HARASSMENT - (PFHA SECTION (4)) PUTTING PEOPLE IN FEAR OF VIOLENCE	27/12/2017 21:00	UNDISCLOSED
CRIMINAL DAMAGE - OTHER PROPERTY (NOT BUILDINGS)	29/12/2017 23:48	PYMS WAY SANDY



**SANDY TOWN COUNCIL****Unauthorised Encampment Policy****1. INTRODUCTION**

- 1.1 The purpose of this policy is to better equip Officers and Councillors in deciding how to deal with unauthorised encampments on Sandy Town Council owned or managed land.
- 1.2 This policy is also to reassure Sandy's residents and other interested parties of the Council's position with regards to unauthorised encampments.

**2. DEFINITION**

- 2.1 An unauthorised encampment occurs when two or more people trespass on privately owned land with the intention of residing there with no prior permission from the land owner.

**3. POLICY**

- 3.1 Responsibility for following this policy is with the Town Clerk and the Mayor/Deputy Mayor. Due to the nature and speed at which actions unfold, liaison with the Council is not always possible so this policy is therefore in place to ensure that unauthorised encampments can be dealt with in a fair and humane manner balancing the rights and needs of the town and the unauthorised persons themselves.
- 3.2 The Council will, in dealing with unauthorised encampments, act, at all times fairly and equitably. The Council will consider carefully whether unauthorised encampments can be tolerated for a period of time and when and how to instigate eviction procedures.
- 3.3 Instigating procedures to evict will be taken if the **Town Clerk** and **Mayor/Deputy Mayor** feels that this course of action is necessary. Individual consideration will be taken on each case and special circumstances will also be taken into account. Any decision will balance the needs of the unauthorised persons with the impact on Council services and undue nuisance to neighbours and members of the public, including damage to land and property.
- 3.4 The Council will also take into account the Human Rights Act 1998 and any other good practice guidance from Central Government such as the 'Guide to effective use of enforcement powers' published by the ODPM and Home Office. Formal repossession procedures will normally be undertaken where encampments occupy land owned or managed by the Council and the **Town Clerk/Mayor/Deputy Mayor** is of the opinion that the encampment cannot continue because: -

- It creates a hazard in health and safety terms for other users;
  - It creates an intolerable nuisance to the general public;
  - It creates an intolerable impact on the enjoyment, use or habitation of adjoining or nearby property or interferes with the effective management of that property;
  - It causes damage or is likely to cause damage to the land/property or prejudices the use by the Council's members, officers, staff, or the general public;
  - It is too large for the location and is causing an unacceptable impact on the immediate environment.
- 3.5 The Town Council will liaise with Central Bedfordshire Council where it is deemed eviction proceedings are necessary. Central Bedfordshire Council has responsibility for assessing:
- Housing circumstances;
  - Health needs; and
  - Education and general welfare.
- 3.6 The Council will liaise with the Central Bedfordshire Council's Liaison Officer, the Police and other relevant public or voluntary agencies in order to facilitate better joint working and a better understanding of the problems and issues related to unauthorised encampments generally.
- 3.7 The Council will begin clean up of waste immediately and endeavour to remove waste from the site as soon as possible (72 hours), clear up will be dependent on weather conditions and access to the site.
- 4. POLICE POWERS**
- 4.1 Bedfordshire Police will visit all sites reported to them, but trespass is a civil offence and not a criminal offence. Prevention of trespass and the removal of trespassers are the responsibilities of the landowner and not the Police.
- 4.2 The Police have powers to move unauthorised persons off land where criminal activity by them can be established but this has to be proven. The Council can ask that the Police use their powers to evict, but the decision to do so rests with the Police and their assessment of the situation.
- 4.3 The police also have discretionary powers under section 61 – 62 of the Criminal Justice and Public Order Act 1994 to direct trespassers to leave and remove any property or vehicles they have with them where group behaviour goes against the Act. The power applies where the senior police officer reasonably believes that people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following:
1. That any of the trespassers have caused damage to land or property;

2. That any of the trespassers have used threatening abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or employee or agent of the occupier; or
3. That the trespassers have between them six or more vehicles on the land.
- 4.4 The mere fact of an encampment without any aggravating factors will not normally enable Police to use this power. In order to do so, there must be an evidenced and severe impact on the local community i.e. nuisance caused to residents, community events inhibited, residents' health and safety put at risk.
- 4.5 The police are bound by the Human Rights Act and may be constrained to avoid using Section 61 of the Criminal Justice and Public Order Act 1994 in circumstances where it would preclude welfare considerations from being applied by the civil courts.
- 4.6 The most efficient way for this impact to be proven is through each individual case of nuisance and criminal behaviour or damage being reported to the Police on their non-emergency number of 101.

**SANDY TOWN COUNCIL****Unauthorised Encampment Procedure**

1. Upon becoming aware of an unauthorised encampment on any Council owned or managed land the Town Clerk and Outdoor Team Leader will establish the number of unauthorised persons on the site.
2. The Town Clerk will immediately report the matter to the Police and ask that they carry out a site visit.
3. The Town Clerk will immediately report the matter to CBC's Liaison Officer and ask that they visit the site and liaise with the unauthorised persons.
4. The Town Clerk (or nominated deputy) in consultation with the Mayor/Deputy Mayor will decide on the need for eviction in accordance with the Council's Unauthorised Encampment Policy.
5. **If the decision is to evict, the following procedure will apply:**
  - 5.1 The Town Clerk will issue written notice requesting the unauthorised persons to leave by a specified date/time. The Town Clerk will be accompanied by the Grounds Team Foreman when attending the site and will not attend alone. If this proves to be unsuccessful, the Town Clerk will liaise with the Police, requesting action be taken under Section 61 of the Criminal Justice Act and Public Order Act (CJPOA) 1994 in accordance with the 'Guide to effect use of enforcement powers – Part 1 Unauthorised encampments', published by ODPM and Home Office.
  - 5.2 Before a request can be made to the police, one or more of the following criteria must apply:
    - there has to be six or more vehicles present, which includes caravans
    - damage has to be caused to the land or property thereon
    - threatening, abusive or insulting words or behaviour to the occupier, a member of his family or his employee or agent;
  - 5.3 If these criteria are fulfilled, the senior police officer present must decide whether to evict under Section 61 or not. The decision made must be necessary and proportionate, taking into account the rights of the unauthorised persons, as well as their personal circumstances.
6. **If the police decision is NOT to evict;**
  - 6.1 The Town Clerk will request the CBC's Liaison Officer act on the Town Council's behalf using its powers under the Criminal Justice and Public Order Act.

- 6.2 The Town Clerk must send a formal request to act, identifying the location, the ownership/management of the land and request CBC to take eviction action on the Council's behalf.
- 6.3 CBC's Enforcement Officer will serve a Section 77 CJPOA Direction Notice on all the occupants of the encampment, which gives 24 hours for them to leave, taking all their possessions with them.
- 6.4 In order to apply for a court order Central Bedfordshire Council must have completed the necessary welfare assessment of the travellers before eviction proceedings are sought.
- 6.5 Once a Section 77 notice has been issued, the individuals and vehicles are prohibited by law from returning within three months. Return within three months is an offence and the assistance from the police may be sought.

**AGENDA ITEM 9**

**APPENDIX IV**

**Town Council - Action list**

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
Surgery relocation to Shannon Court	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	Surgery has relocated to Shannon Court.  Line marking work part of MTMF project to be completed pre-March 2018. Report from Highways received. Awaiting start date.
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	No further information. Clerk wrote to NIC following Councils review of the NIC report. Supported NIC recommendations.
<b>Meeting 7/3/16</b>			
Road Investment Strategy A1	(130-15/16)	To respond to Cllr M Russell and write to the local Member of Parliament and the Under Secretary for Department of Transport outlining the points made.	Report from the most recent stakeholder meeting has been circulated to Members and is on the agenda.  A Burt's office investigating meeting with the DfT. No update at time of issuing agenda. Chaser sent.
<b>CSE Meeting 20/11/2017</b>			
Barclays Bank Closure	(CSE 56-2017/18)	The Council demonstrate its objection to the closure via; •Issuing a strongly worded objection to Barclays at the highest possible level  •Seek a meeting with representatives of the bank  •Arrange and host a petition against the closure	Meeting held with Barclays on 9 <sup>th</sup> January 2018. Points put forward by Council and petition presented. Barclays reaffirmed closure.

**Sandy Town Council**

(Amended 09.01.18)

**Budget Summary****Year Ended 31st March 2019**

	2017-18		2018-19 Proposed	Budget Incr/Decr	
	Projected	Budgeted (Revised)			
<b>REVENUE EXPENDITURE</b>					
Staffing & Admin	374088	403134	409268	6134	
Services	123229	121975	125657	3682	
	<u>497317</u>	<u>525109</u>	<u>534925</u>	<u>9816</u>	
<b>INCOME</b>					
Staffing & Admin	14235	8200	2550	-5650	
Services	27729	33114	27370	-5744	
	<u>41964</u>	<u>41314</u>	<u>29920</u>	<u>-11394</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>455353</u>	<u>483795</u>	<u>505005</u>	<u>21210</u>	
<b>Capital Expenditure (Net)</b>					
Rolling Capital Fund Allocation	45304	45304	48500	3196	
Capital & Projects (net)	0	0	0	0	
Loans	0	608	0	-608	
Loan - Internal Repayment	0	9102	9102	0	
	<u>45304</u>	<u>55014</u>	<u>57602</u>	<u>2588</u>	
<b>TOTAL NET EXPENDITURE</b>	<u>500657</u>	<u>538809</u>	<u>562607</u>	<u>22421</u>	
Financed as follows					
Reserves at 1st April	185664	179530	223816		
Reserves at 31st March	<u>223816</u>	<u>179530</u>	<u>223816</u>	**	
Used to Fund Expenditure	-38152	0	0	***	
<b>PRECEPT FUNDING REQUIRED</b>	<u>538809</u>	<u>538809</u>	<u>562607</u>	<u>23798</u>	4.42%
	<u>500657</u>	<u>538809</u>	<u>562607</u>		

**Precept information****ADJUSTED BASIS**

Band D Equivalents		<u>3963</u>	<u>4000</u>	(NYA)	0.93%
Precept per Band D Equivalent (£/annum)		<u>£ 135.96</u>	<u>£140.65</u>	£4.69	3.45%
Precept per Band D Equivalent (p/week)		<u>260.74</u>	<u>269.74</u>	9.00 p	

**\*\*Note:** Recommended **minimum** reserve equal to

3 months net revenue expenditure	113838	120949	126251
General Reserve Shortfall/Surplus	109978	58581	97565

<b>Earmarked Reserve</b>	31/03/2017 (Actual)	31/03/2018 (Projected)	31/03/2019 (Available)
Rolling Capital Fund	34120	47746	96246
Earmarked Reserves	39028	42028	45028
Fallowfield	332532	312530	56632
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	405680	402304	438804
Capital Receipts Reserve	57712	55932	12712
<b>TOTAL Earmarked Funds</b>	<u>463392</u>	<u>458236</u>	<u>451516</u>
General Reserve (see above)	185664	223816	223816
<b>Total Reserves</b>	<u>649056</u>	<u>682052</u>	<u>675332</u>



**Sandy Town Council**

(Updated 18-1-16)

**Budget Summary****Year Ended 31st March 2019**

		<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<i>Budget</i>
		<b>Budgeted</b>	<b>Proposed</b>	<i>Incr/Decr</i>
<b><u>Income Budgets</u></b>				
<b><u>Staffing &amp; Admin</u></b>				
Staff	401	0	0	0
Admin - Office	402	4700	1750	-2950
Admin - Works	403	0	0	0
Precept and Interest	601	3500	800	-2700
Democratic & Civic	602	0	0	0
		<u>8200</u>	<u>2550</u>	<u>-5650</u>
<b><u>Services</u></b>				
Footway Lighting	405	0	0	0
Cemetery & Churchyard	406	25000	20000	-5000
Town Centre (incl Market	408	620	135	-485
Public Toilets - Car Park	409	0	0	0
Play Areas & Open Spaces	500	1115	1550	435
Sunderland Rd Rec Ground	501	679	685	6
Nature Reserves	502	3700	2500	-1200
Grass Cutting	505	0	0	0
Litter Bins Seats and Shelters	506	0	0	0
S.E.G (not in use 14/15)	508	0	0	0
Christmas Lights	509	2000	2500	500
		<u>33114</u>	<u>27370</u>	<u>-5744</u>
<b><u>TOTAL INCOME</u></b>		<u>41314</u>	<u>29920</u>	<u>-11394</u>

**Sandy Town Council***(Amended 09.01.18)***Budget Summary****Year Ended 31st March 2019**

		<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<i>Budget</i>
		<b>Budgeted</b>	<b>Proposed</b>	<i>Incr/Decr</i>
<b><u>Expenditure Budgets</u></b>				
<b><u>Staffing &amp; Admin</u></b>				
Staff	401	276450	274250	-2200
Admin - Office	402	81455	81000	-455
Admin - Works	403	31429	39968	8539
Precept and Interest	601	0	0	0
Democratic & Civic	602	13800	14050	250
		<u>403134</u>	<u>409268</u>	<u>6134</u>
<b><u>Services</u></b>				
Footway Lighting	405	9500	13300	3800
Cemetery & Churchyard	406	11129	9810	-1319
Town Centre (incl Market) (excl Loans)	408	33905	32918	-987
Public Toilets - Car Park	409	4131	4200	69
Play Areas & Open Spaces	500	-5700 A	-5700	0
Sunderland Rd Rec Ground	501	27510	28129	619
Nature Reserves	502	13000	13350	350
Grass Cutting	505	10000	10000	0
Litter Bins Seats and Shelters	506	500	650	150
Christmas Lights	509	18000	19000	1000
		<u>121975</u>	<u>125657</u>	<u>3682</u>
<b><u>TOTAL EXPENDITURE</u></b>		<u>525109</u>	<u>534925</u>	<u>9816</u>

**NOTES**

A Funding from Fallowfield EMR £15K p.a.

**Sandy Town Council 2017-18  
Budget Summary - By Centre**

*Note: (-) Net Expenditure means Income is greater than Expenditure*

**Note : Sandy Town Council Preliminary Budget 2018/19**

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
<b>401 Staff</b>					
<b>OverHead Expenditure</b>	264,650	276,450	187,343	247,750	274,250
<b>401 Net Expenditure</b>	264,650	276,450	187,343	247,750	274,250
<b>402 Administration-Office</b>					
<b>OverHead Expenditure</b>	80,950	81,455	56,793	78,691	81,000
<b>Total Income</b>	6,500	4,700	2,151	4,345	1,750
<b>402 Net Expenditure</b>	74,450	76,755	54,642	74,346	79,250
<b>403 Administration-Works</b>					
<b>OverHead Expenditure</b>	28,300	31,429	27,900	33,784	39,968
<b>Total Income</b>	0	0	10,540	10,540	0
<b>403 Net Expenditure</b>	28,300	31,429	17,361	23,244	39,968
<b>405 Footway Lighting</b>					
<b>OverHead Expenditure</b>	7,800	9,500	17,433	21,059	13,300
<b>405 Net Expenditure</b>	7,800	9,500	17,433	21,059	13,300
<b>406 Cemetery &amp; Churchyard</b>					
<b>OverHead Expenditure</b>	10,800	11,129	5,119	9,734	9,810
<b>Total Income</b>	20,000	25,000	13,231	20,000	20,000
<b>406 Net Expenditure</b>	-9,200	-13,871	-8,112	-10,266	-10,190

## Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>408</b>						
<b><u>Town Centre (Including Market)</u></b>						
<b>OverHead Expenditure</b>	34,958	34,513	16,264	32,487	32,918	
<b>Total Income</b>	2,253	620	0	120	135	
<b>408 Net Expenditure</b>	32,705	33,893	16,264	32,367	32,783	
<b>409</b>						
<b><u>Public Toilets - Car Park</u></b>						
<b>OverHead Expenditure</b>	3,650	4,131	3,395	4,135	4,200	
<b>409 Net Expenditure</b>	3,650	4,131	3,395	4,135	4,200	
<b>500</b>						
<b><u>Play Areas and Open Spaces</u></b>						
<b>OverHead Expenditure</b>	-4,800	-5,700	2,347	-5,700	-5,700	
<b>Total Income</b>	1,530	1,115	1,003	1,550	1,550	
<b>500 Net Expenditure</b>	-6,330	-6,815	1,343	-7,250	-7,250	
<b>501</b>						
<b><u>Sunderland Road Rec Ground</u></b>						
<b>OverHead Expenditure</b>	27,493	27,510	21,457	27,381	28,129	
<b>Total Income</b>	400	679	787	1,059	685	
<b>501 Net Expenditure</b>	27,093	26,831	20,670	26,322	27,444	
<b>502</b>						
<b><u>Nature Reserves</u></b>						
<b>OverHead Expenditure</b>	11,000	13,000	5,335	13,000	13,350	



Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>	
	Budget		Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
<b><u>602</u></b> <b><u>Democratic and Civic Costs</u></b>						
<b>OverHead Expenditure</b>	11,750		13,800	7,900	13,873	14,050
<b>602 Net Expenditure</b>	11,750		13,800	7,900	13,873	14,050
<b><u>700</u></b> <b><u>Capital and Projects</u></b>						
<b>OverHead Expenditure</b>	316,107		321,411	53,137	48,277	324,607
<b>Total Income</b>	267,005		267,005	4,973	2,973	267,005
<b>700 Net Expenditure</b>	49,102		54,406	48,164	45,304	57,602
<b>Total Budget Expenditure</b>	821,158		847,128	420,218	553,971	859,532
<b>Income</b>	828,535		847,128	581,254	585,196	859,532
<b>Net Expenditure</b>	-7,377		0	-161,036	-31,225	-1

## Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>401 Staff</b>						
4001 Gross Salaries - Admin	114,000	114,000	78,523	104,000	114,000	
4002 Gross Salaries - Works	97,700	97,700	68,912	90,000	97,250	
4003 Employers NIC	22,100	22,100	10,592	14,000	16,900	
4004 Employers Superannuation	29,850	41,450	27,749	38,000	44,350	
4006 H&S Costs/Consultancy	0	0	0	500	500	
4010 Miscellaneous Staff Costs	1,000	1,000	1,338	1,000	1,000	
4030 Recruitment Advertising	0	200	229	250	250	
		<u>276,450</u>	<u>187,343</u>	<u>247,750</u>	<u>274,250</u>	
<b>OverHead Expenditure</b>	<b>264,650</b>					
<b>401 Net Expenditure</b>	<b>264,650</b>	<b>276,450</b>	<b>187,343</b>	<b>247,750</b>	<b>274,250</b>	
<b>402 Administration-Office</b>						
4001 Gross Salaries - Admin	0	0	395	0	0	
4008 Training	2,500	2,500	555	2,000	2,000	
4009 Travel & Subsistence	250	250	13	50	50	
4010 Miscellaneous Staff Costs	0	0	85	0	0	
4011 General Rates	6,250	6,305	6,291	6,291	6,500	
4012 Water Rates	400	400	891	600	600	
4014 Electricity	2,500	3,500	1,017	2,500	2,500	
4015 Gas	1,200	1,800	462	1,500	1,500	



## Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

## Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>		
	Budget	Agreed Budget	Actual YTD		
4016	Cleaning Materials etc	1,500	802	1,250	1,250
4018	General Data Protection Regs	0	0	0	2,000
4020	Misc Establishment Costs	2,000	2,000	1,210	2,000
4021	Telephone & Fax	2,500	2,500	1,175	2,500
4022	Postage	1,700	1,700	480	1,200
4023	Printing & Stationery	3,500	3,000	2,237	3,000
4024	Subscriptions	2,700	2,700	2,592	2,700
4025	Insurance (excl vehicles)	22,250	22,250	15,777	21,500
4026	Photocopy Costs	3,000	3,500	3,250	3,500
4027	IT Costs incl Support	6,000	6,000	4,019	6,000
4028	Service Agreements (Other)	5,500	6,000	6,226	6,500
4035	Publications	100	100	40	100
4036	Property Maintenance/Security	3,000	3,000	2,739	3,000
4040	Equipment Purchases (Minor)	2,000	2,000	1,675	2,000
4050	Tourism Expenditure	2,000	750	0	250
4051	Bank Charges	100	100	16	100
4056	Legal Expenses	1,000	1,000	403	1,500
4057	Audit Fees - External	1,300	1,300	0	1,300
4058	Audit Fees - Internal	1,000	850	400	750
4059	Accountancy Fees	6,500	6,500	3,932	6,500
4070	Refreshments	200	200	110	200
	<b>OverHead Expenditure</b>	<b>80,950</b>	<b>56,793</b>	<b>78,691</b>	<b>81,000</b>

**Sandy Town Council 2017-18  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Sandy Town Council Preliminary Budget 2018/19**

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
1003 Tourism Income	5,000	2,000	143	2,000	200
1201 Rent Received Etc	1,500	2,500	932	1,500	1,500
1202 Photocopying Income	0	0	80	50	50
1205 Miscellaneous Income	0	0	13	13	0
1206 Wayleaves	0	0	24	24	0
1245 Grants Received	0	0	958	758	0
1360 Ticket Sales Commission	0	200	0	0	0
<b>Total Income</b>	<b>6,500</b>	<b>4,700</b>	<b>2,151</b>	<b>4,345</b>	<b>1,750</b>
<b>402 Net Expenditure</b>	<b>74,450</b>	<b>76,755</b>	<b>54,642</b>	<b>74,346</b>	<b>79,250</b>
<b>403 Administration-Works</b>					
4005 Protective Clothing	1,000	1,000	1,207	1,000	1,150
4008 Training	500	500	228	1,000	1,000
4011 General Rates	2,050	2,279	1,724	1,724	1,800
4012 Water Rates	400	200	117	200	200
4014 Electricity	500	1,000	-1,116	1,000	1,000
4016 Cleaning Materials etc	100	0	0	0	0
4017 Refuse Disposal	3,500	3,500	3,198	5,500	5,500
4036 Property Maintenance/Security	1,000	2,000	2,010	2,010	2,000
4038 Consumables/Small Tools	2,500	2,500	1,626	2,500	2,500

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
4039 Planting/Trees/Horticulture	5,000	6,500	4,461	6,500	6,250	
4040 Equipment Purchases (Minor)	2,000	2,000	7,826	2,000	2,000	
4042 Equipment/Vehicle Maintenance	5,500	5,500	1,796	5,000	5,000	
4043 Equipment/Vehicle Fuel	2,000	2,200	2,518	3,000	3,000	
4044 Vehicle Tax & Insurance	2,250	2,250	2,306	2,350	2,500	
4045 Arboriculture	0	0	0	0	6,068	
<b>OverHead Expenditure</b>	<b>28,300</b>	<b>31,429</b>	<b>27,900</b>	<b>33,784</b>	<b>39,968</b>	
1212 Miscellaneous Works Income	0	0	0	0	0	
1258 Insurance Claims Repayment	0	0	10,540	10,540	0	
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>10,540</b>	<b>10,540</b>	<b>0</b>	
<b>403 Net Expenditure</b>	<b>28,300</b>	<b>31,429</b>	<b>17,361</b>	<b>23,244</b>	<b>39,968</b>	
<b>405 Footway Lighting</b>						
4014 Electricity	5,500	5,500	1,874	5,500	5,500	
4042 Equipment/Vehicle Maintenance	2,300	4,000	15,559	15,559	7,800	
<b>OverHead Expenditure</b>	<b>7,800</b>	<b>9,500</b>	<b>17,433</b>	<b>21,059</b>	<b>13,300</b>	
<b>405 Net Expenditure</b>	<b>7,800</b>	<b>9,500</b>	<b>17,433</b>	<b>21,059</b>	<b>13,300</b>	

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>406 Cemetery &amp; Churchyard</b>						
4011 General Rates	2,250	2,579	2,384	2,384	2,460	
4012 Water Rates	100	100	30	100	100	
4036 Property Maintenance/Security	1,000	1,000	272	1,000	1,000	
4037 Grounds Maintenance	900	900	0	900	900	
4039 Planting/Trees/Horticulture	350	350	13	350	350	
4101 Grave Digging Costs	6,200	6,200	2,420	5,000	5,000	
<b>OverHead Expenditure</b>	<b>10,800</b>	<b>11,129</b>	<b>5,119</b>	<b>9,734</b>	<b>9,810</b>	
1226 Burials/Memorials Income	20,000	25,000	13,231	20,000	20,000	
<b>Total Income</b>	<b>20,000</b>	<b>25,000</b>	<b>13,231</b>	<b>20,000</b>	<b>20,000</b>	
<b>406 Net Expenditure</b>	<b>-9,200</b>	<b>-13,871</b>	<b>-8,112</b>	<b>-10,266</b>	<b>-10,190</b>	
<b>408 Town Centre (Including Market)</b>						
4007 Health & Safety	0	150	0	150	150	
4011 General Rates	15,500	14,255	14,229	14,229	14,660	
4036 Property Maintenance/Security	850	1,500	311	1,500	1,500	
4053 Loan Interest	313	293	149	293	273	
4054 Loan Capital Repaid	295	315	155	315	335	
4100 CCTV Fees	18,000	18,000	1,420	16,000	16,000	
<b>OverHead Expenditure</b>	<b>34,958</b>	<b>34,513</b>	<b>16,264</b>	<b>32,487</b>	<b>32,918</b>	

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
1235 CCTV Monitoring	833	0	0	0	0	
1236 Market Fees	1,000	500	0	0	0	
1237 Saturday Market Fees	300	0	0	0	0	
1238 Other Income Car Park	120	120	0	120	135	
1258 Insurance Claims Repayment	0	0	0	0	0	
1309 Misc Contributions	0	0	0	0	0	
<b>Total Income</b>	<b>2,253</b>	<b>620</b>	<b>0</b>	<b>120</b>	<b>135</b>	
<b>408 Net Expenditure</b>	<b>32,705</b>	<b>33,893</b>	<b>16,264</b>	<b>32,367</b>	<b>32,783</b>	
<b>409 Public Toilets - Car Park</b>						
4011 General Rates	2,400	1,931	1,935	1,935	2,000	
4012 Water Rates	500	1,000	495	1,000	1,000	
4014 Electricity	200	200	63	200	200	
4036 Property Maintenance/Security	550	1,000	902	1,000	1,000	
<b>OverHead Expenditure</b>	<b>3,650</b>	<b>4,131</b>	<b>3,395</b>	<b>4,135</b>	<b>4,200</b>	
<b>409 Net Expenditure</b>	<b>3,650</b>	<b>4,131</b>	<b>3,395</b>	<b>4,135</b>	<b>4,200</b>	
<b>500 Play Areas and Open Spaces</b>						
4007 Health & Safety	400	400	399	400	400	
4012 Water Rates	1,600	700	579	700	700	

## Budget Detail - By Centre

## Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
4014 Electricity	200	200	116	200	200	
4036 Property Maintenance/Security	500	500	19	500	500	
4037 Grounds Maintenance	2,500	2,500	1,233	2,500	2,500	
4042 Equipment/Vehicle Maintenance	5,000	5,000	0	5,000	5,000	
4972 Transfer from EMR Fallowfield	-15,000	-15,000	0	-15,000	-15,000	
<b>OverHead Expenditure</b>	<b>-4,800</b>	<b>-5,700</b>	<b>2,347</b>	<b>-5,700</b>	<b>-5,700</b>	
1201 Rent Received Etc	0	0	500	500	500	
1241 Sandy FC Rent	600	565	0	500	500	
1242 Ice cream rent	330	0	0	0	0	
1251 Pitch Rental	600	550	503	550	550	
<b>Total Income</b>	<b>1,530</b>	<b>1,115</b>	<b>1,003</b>	<b>1,550</b>	<b>1,550</b>	
<b>500 Net Expenditure</b>	<b>-6,330</b>	<b>-6,815</b>	<b>1,343</b>	<b>-7,250</b>	<b>-7,250</b>	
<b>501 Sunderland Road Rec Ground</b>						
4012 Water Rates	800	800	240	800	800	
4014 Electricity	100	200	123	200	200	
4036 Property Maintenance/Security	1,000	1,000	972	1,000	1,250	
4046 Bowling Green - SBC	2,894	2,952	3,381	2,952	3,058	
4047 Equipment Maintenance - SBC	2,352	2,399	2,035	2,399	2,485	
4048 Cricket Square - SCC	2,328	2,370	2,234	2,370	2,455	

Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
4049	Equipment Maintenance - SCC	2,519	2,564	1,148	2,564	2,656
4060	Other Professional Fees	15,500	15,225	11,323	15,096	15,225
	<b>OverHead Expenditure</b>	<b>27,493</b>	<b>27,510</b>	<b>21,457</b>	<b>27,381</b>	<b>28,129</b>
1201	Rent Received Etc	0	0	380	380	0
1250	Grants Received - Bowls Club	0	0	0	0	0
1253	Bowls Club Rental	400	407	407	407	410
1254	Grants Received - Cricket Club	0	0	0	0	0
1255	Cricket Club Rental	0	267	0	267	270
1256	Scouts ,ACF and SSLA	0	5	0	5	5
	<b>Total Income</b>	<b>400</b>	<b>679</b>	<b>787</b>	<b>1,059</b>	<b>685</b>
	<b>501 Net Expenditure</b>	<b>27,093</b>	<b>26,831</b>	<b>20,670</b>	<b>26,322</b>	<b>27,444</b>
<b>502</b>	<b>Nature Reserves</b>					
4037	Grounds Maintenance	1,500	1,500	39	1,500	1,500
4060	Other Professional Fees	9,500	9,500	3,296	9,500	9,850
4703	Sandy Green Wheel	0	2,000	2,000	2,000	2,000
4965	Funded from Rolling Capital	0	0	0	0	0
	<b>OverHead Expenditure</b>	<b>11,000</b>	<b>13,000</b>	<b>5,335</b>	<b>13,000</b>	<b>13,350</b>
1306	Countryside Stewardship Grant	3,200	3,200	2,865	2,000	2,000



Sandy Town Council 2017-18  
Budget Detail - By Centre

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>	
	Budget		Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
1307 Angling Licence Rent	500		500	509	500	500
<b>Total Income</b>	3,700		3,700	3,374	2,500	2,500
<b>502 Net Expenditure</b>	7,300		9,300	1,960	10,500	10,850
<b>505 Grass Cutting</b>						
4102 Grass Cutting	10,000		10,000	0	10,000	10,000
<b>OverHead Expenditure</b>	10,000		10,000	0	10,000	10,000
<b>505 Net Expenditure</b>	10,000		10,000	0	10,000	10,000
<b>506 Litter Bins, Seats &amp; Shelters</b>						
4042 Equipment/Vehicle Maintenance	500		500	0	500	650
<b>OverHead Expenditure</b>	500		500	0	500	650
<b>506 Net Expenditure</b>	500		500	0	500	650
<b>509 Christmas Lights</b>						
4401 Christmas Illuminations	11,000		13,000	11,561	14,000	14,000
4402 Community Christmas Event	7,000		5,000	4,234	5,000	5,000
<b>OverHead Expenditure</b>	18,000		18,000	15,795	19,000	19,000
1365 Christmas Lights	5,500		2,000	5,080	2,500	2,500
<b>Total Income</b>	5,500		2,000	5,080	2,500	2,500
<b>509 Net Expenditure</b>	12,500		16,000	10,715	16,500	16,500

Note : Sandy Town Council Preliminary Budget 2018/19

	2016/17		2017/18		2018/19	
	Budget		Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
<b>601 Precept and Interest</b>						
<b>OverHead Expenditure</b>	0		0	0	0	0
1101 Precept	517,647		538,809	538,809	538,809	562,607
1228 Interest on Investment	1,000		1,000	0	0	0
1320 Interest Received - All account	3,000		2,500	1,305	800	800
<b>Total Income</b>	521,647		542,309	540,114	539,609	563,407
<b>601 Net Expenditure</b>	-521,647		-542,309	-540,114	-539,609	-563,407
<b>602 Democratic and Civic Costs</b>						
4007 Health & Safety	0		0	73	73	0
4020 Misc Establishment Costs	100		100	0	100	100
4033 Annual Report & Newsletter	3,000		3,000	2,381	3,000	3,000
4042 Equipment/Vehicle Maintenance	250		250	170	250	250
4200 Mayor's Allowance	1,900		1,950	1,505	1,950	2,200
4202 Members' Expenses (Conf etc)	500		500	270	500	500
4210 Election Costs	3,000		3,000	0	3,000	3,000
4701 Grants/Donations Paid	3,000		3,000	2,501	3,000	3,000
4702 Community Events Support	0		2,000	1,000	2,000	2,000
4921 Transfer to EMR	0		0	0	0	0
<b>OverHead Expenditure</b>	11,750		13,800	7,900	13,873	14,050
<b>602 Net Expenditure</b>	11,750		13,800	7,900	13,873	14,050

**Sandy Town Council 2017-18  
Budget Detail - By Centre**

Note: (-) Net Expenditure means Income is greater than Expenditure

**Note : Sandy Town Council Preliminary Budget 2018/19**

	2016/17		2017/18		2018/19	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
<b>700 Capital and Projects</b>						
4153 Loan Interest - INTERNAL	7,903	7,903	0	0	7,903	
4154 Loan Capital - INTERNAL	9,102	9,102	0	0	9,102	
4802 CAP - Cemetary Extension	295,000	295,000	4,389	1,780	293,220	
4810 CAP - Goal Posts	0	0	2,841	2,841	0	
4811 CAP - Village Hall Roof	0	0	0	0	0	
4814 CAP - IT Equipment	0	0	0	0	0	
4815 CAP - Tree Works	0	0	2,860	0	0	
4816 CAP - Benchmarking	0	0	150	150	0	
4817 CAP - War Memorial	0	0	3,440	3,440	0	
4818 CAP - Fallowfield	0	0	5,002	5,002	0	
4819 CAP - Vehicle	0	0	29,500	0	0	
4820 CAP - Bandstand	0	0	920	0	0	
4915 Transfer to Rolling Capital Fd	40,000	45,304	48,277	48,277	48,500	
4921 Transfer to EMR	0	0	0	0	0	
4923 Internal Loan repaid to F'fld	9,102	9,102	0	0	9,102	
4965 Funded from Rolling Capital	0	0	-34,851	-6,431	0	
4970 Transfer from C R R	-45,000	-45,000	-4,389	-1,780	-43,220	
4971 Transfer from EMR	0	0	0	0	0	
4972 Transfer from EMR Fallowfield	0	0	-5,002	-5,002	0	
<b>OverHead Expenditure</b>	<b>316,107</b>	<b>321,411</b>	<b>53,137</b>	<b>48,277</b>	<b>324,607</b>	

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Sandy Town Council Preliminary Budget 2018/19

	<u>2016/17</u>		<u>2017/18</u>		<u>2018/19</u>	
	Budget	Agreed Budget	Actual YTD	Projected Actual	Next Year Budget	
1103 Internal Loan from F'fild EMR	250,000	250,000	0	0	250,000	
1153 Loan Interest Rec'd - INTERNAL	7,903	7,903	0	0	7,903	
1154 Loan Capital Rec'd - INTERNAL	9,102	9,102	0	0	9,102	
1210 Sale of Assets	0	0	2,000	0	0	
1309 Misc Contributions	0	0	0	0	0	
1364 S106 Money Received	0	0	2,973	2,973	0	
<b>Total Income</b>	<b>267,005</b>	<b>267,005</b>	<b>4,973</b>	<b>2,973</b>	<b>267,005</b>	
<b>700 Net Expenditure</b>	<b>49,102</b>	<b>54,406</b>	<b>48,164</b>	<b>45,304</b>	<b>57,602</b>	
<b>Total Budget Expenditure</b>	<b>821,158</b>	<b>847,128</b>	<b>420,218</b>	<b>553,971</b>	<b>859,532</b>	
<b>Income</b>	<b>828,535</b>	<b>847,128</b>	<b>581,254</b>	<b>585,196</b>	<b>859,532</b>	
<b>Net Expenditure</b>	<b>-7,377</b>	<b>0</b>	<b>-161,036</b>	<b>-31,225</b>	<b>-1</b>	



## SANDY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT

The interim internal audit was carried out on 23<sup>rd</sup> November 2017 at the offices of Sandy Town Council.

### Work Done

#### **External audit report review**

- The external auditor's report for year ending 31<sup>st</sup> March 2017 was reviewed.

#### **Minutes of meetings**

- The minutes of meetings were reviewed and any relevant information was noted.

#### **Payroll**

- Bedford Borough Council prepares the payroll externally. Reliance can be placed on the work of this third party in respect of the wages preparation.
- For the month of August 2017 the gross pay for five employees was verified to the contract files and SLCC 2016-2018 pay scale.

#### **Bank Reconciliations**

- The bank reconciliation file was reviewed to ensure that regular reconciliations are being prepared.
- The bank reconciliations for September 2017 were tested to ensure that they were being prepared correctly.
- Clearance of outstanding items was viewed.

#### **Petty Cash**

- For the month of September 2017 petty cash was reviewed to ensure procedures are being followed and expenses are reasonable.

#### **Trade Debtors**

- Trade debtors were reviewed for reasonableness and to ensure that they agreed in total to the financial statements.

#### **Trade Creditors**

- The balance for trade creditors was reviewed to ensure that it was reasonable and to ensure that they agreed in total to the financial statements.

### **Income**

- A sample of two sales invoices were selected at random from the sales invoices file. They were traced back through the system to ensure that income had been recorded correctly and accounted for.
- A sample of two bookings were selected at random from the bookings diary. They were traced through the system to ensure that income had been recorded, invoices issued and payment received.

### **Payments**

- A sample of two purchase invoices were selected at random from the purchase invoices file. For each invoice it was ensured that they were correctly posted, the details were correct, the payment was authorised and the payment was agreed to the bank statements.
- A sample of two purchases were selected from the purchase day book and traced through the system to invoice to ensure that they were correctly recorded and accounted for.

### **Results**

#### **External audit report review**

- The external auditor, BDO, provided an unqualified opinion on the accounts for the year ending 31st March 2017.
- There were no issues to note.

#### **Minutes of Meetings**

The full Council meets on a monthly basis with various committees including the finance and resources committee meeting less regularly. All payments are agreed by the Council meeting prior to payment being made to suppliers (although some regular direct debits will be taken before the meeting date).

Points of interest from meetings held since the last internal audit include:

- The tender procurement requirement value was lowered to £60,000.
- Purchase of a Roberine F3 Triple Flail Mower was approved at a cost of £27,500.

#### **Payroll**

- Reliance has been placed on the work of third parties in respect of the calculation of net wages, PAYE & national insurance liabilities and pension contributions.

- Wages are being paid at the correct pay scale rates which have been approved by the Council.

#### **Bank Reconciliations**

- Bank reconciliations are being prepared on a monthly basis. The current reconciliation was reviewed and found to be prepared correctly.
- All outstanding items related to unrepresented cheques. All of these cheques had cleared by the date of our visit on 23 November 2017 (100% clearance).

#### **Petty Cash**

- Petty cash transactions are posted on to Omega monthly from the petty cash spreadsheet and therefore the balance on Omega continuously remains at the float balance of £250. This will differ from the balance held in the petty cash tin, but can be reconciled using the spreadsheet.
- The procedures were considered adequate for controlling petty cash and the expenses reviewed were reasonable

#### **Trade Debtors**

- A file with all sales invoices is kept & regularly checked for unpaid items which are effectively chased by office staff. Any bad debts must be agreed by the Council, but this is very rare.
- It is recommended that an aged debtors summary is produced from Omega each month to provide detail behind the figure on the balance sheet.

#### **Trade Creditors**

- Unpaid invoices are collected & taken to the Council for approval & payment on a monthly basis.
- It is recommended that an aged creditors summary is produced from Omega each month to provide detail behind the figure on the balance sheet.

#### **Income**

- Income receipts tested were agreed to supporting documentation and had been correctly recorded.

#### **Payments**

- The payments tested were agreed to supporting documentation. They had all been correctly recorded and approved by the Finance Committee.



**Conclusion**

In our opinion, the Council are keeping their books and records in order and are following internal control procedures that they have set up.

*Haines Watts.*

R Hammond – Partner  
Haines Watts Chartered Accountants  
First Floor, Woburn Court, 2 Railton Road,  
Woburn Road Industrial Estate,  
Kempston, MK42 7PN

Haines Watts  
Chartered Accountants  
First Floor, Woburn Court  
2 Railton Road  
Woburn Road Industrial Estate  
Kempston, Beds, MK42 7PN  
Tel: 01234 841842  
Fax: 01234 841843

*RA*

1st Dec 2017

**SANDY TOWN COUNCIL**

**DATE:** 29<sup>th</sup> January 2018  
**AUTHOR:** Provided by Central Bedfordshire Council  
**SUBJECT:** Central Bedfordshire Council Local Plan

**Summary**

Central Bedfordshire Council's (CBC) Local Plan is open for consultation between the 11 January and 22 February 2018. CBC have forwarded briefing documents to the Council which have previously been circulated to Members. The documents included;

- a briefing which summarises the Local Plan;
- a map showing the locations for growth; and
- some frequently asked questions.

The following information is provided by CBC;

**Pre-submission Local Plan - summary****1. Why we need a plan****What is the Draft Local Plan?**

The Local Plan sets out how Central Bedfordshire will develop over the next 20 years. It outlines the strategy for ensuring the growth that we need is delivered in the right place, and is of the right character and quality. It also ensures that growth is delivered with the supporting roads, schools and services such as health, as well as retail, leisure and community facilities.

**Why is the Local Plan important?**

Our prime location and excellent connectivity means that we have high growth pressures, and this is the reason we need to plan for it. We need more homes and in particular, homes that you and your families can afford to buy and to rent. It means that we need to continue to create more jobs to grow the local economy, and that we need to keep improving our transport networks. It also means that we need to protect and enhance what you love about where you live.

Producing a Local Plan is a priority for us for a number of reasons. The government is clear that local authorities are expected to have up-to-date plans in place to guide development within their area and to plan for the infrastructure, homes and jobs that our residents need.

Failure to have an up-to-date plan would risk government intervention and a resulting loss of control of the process, as well as potentially more new homes than we are currently planning for. Having an up-to-date plan in place also means that we retain control over where development should be located, rather than it being delivered in

an ad hoc way as a result of speculative development, sometimes without sufficient benefit to local communities.

**How we've been developing our Local Plan**

The Local Plan has been informed by a number of new evidence studies. These look at issues such as population, housing, employment, retail and flooding.

We've also considered existing, potential and new transport infrastructure (e.g. roads and railways), so that growth and transport infrastructure go hand-in-hand.

We've developed the Local Plan with residents' input – through Community Planning events; the Shaping Central Bedfordshire consultation; and consultation on the draft Local Plan in the summer of 2017.

**Listening to the community**

From the consultations and community engagement events, we know that local communities want us to:

- make sure our roads and other transport networks can cope
- limit the impact on the countryside
- keep the character of Central Bedfordshire
- plan for homes for the older generation and affordable homes to help people get on the housing ladder
- plan for local jobs and services
- use brownfield sites.

Thousands of people had their say on our draft Local Plan that we published for consultation in the summer of 2017. In this draft Local Plan, we consulted on seven strategic options for growth, which is more than we would need.

You told us that you were concerned that the local services and roads and transport infrastructure wouldn't be able to cope with some of the proposed locations. We've listened to this.

**2. The Local Plan (pre-submission)**

Our aim is to deliver the growth in a way that respects and maintains the character of Central Bedfordshire, and delivers infrastructure and services to support it.

Alongside the growth, we will plan for jobs, services, transport infrastructure and enhancing access to the countryside.

**Homes**

The number of homes we need to plan for is calculated using a standard national approach. The government recently consulted on changes to this approach that, if implemented in March 2018, would see an increase in the number of homes we need to deliver in Central Bedfordshire.

We are planning for **up to 20,000 homes**. In the draft Local Plan that we consulted on last summer we were proposing between 20,000 – 30,000 new homes. We know from the feedback that there was a lot of concern about delivering the higher end of

this range.

We believe we can deliver up to 20,000 new homes over the next 20 years and that this level of growth is sustainable. This is in addition to the approximately 23,000 homes that are already allocated or have planning permission.

We are planning to deliver this housing growth through:

- creating new villages
- extensions to some existing larger towns; and
- small to medium growth in existing towns and villages, but only where services can support it.

A new village will be created to the east of Biggleswade and up to four new villages created in Marston Vale.

There will be sustainable new extensions to the north of Luton and to the east of Arlesey. A number of towns and villages will see some small to medium growth, but only where services can support it.

In the draft Local Plan that we consulted on last summer we also proposed more new villages in Biggleswade, new villages at Aspley Guise, a new market town in Tempsford, and expanding Luton to the west. These are not included in this Local Plan. We believe these locations do have potential for growth but, as we said in the previous consultation, they are dependent on critical infrastructure (e.g. East-West Rail) to support them and you agreed with us in your feedback. They are however shown in the Local Plan as Identified Locations for Future Growth, which means that we will look at them further as part of any review of this Local Plan.

The Plan includes a range of different homes to rent and buy, with a mixture of sizes including family homes, two bedroom homes, apartments and bungalows. And, to help people get on the housing ladder, this will include 30% to be provided as lower cost options, such as affordable rent and shared ownership.

### **Jobs**

The Plan includes **24,000 jobs**. These will be delivered through a range of jobs in the growth locations and through the following strategic employment sites:

- RAF Henlow – mixed use
- J11a of M1
- J13 of M1
- Biggleswade south roundabout on A1.

### **Transport**

Existing and potential new roads and rail have already informed the plan, such as the M1-A6 link road and the Ridgmont Station upgrade.

We will continue to engage with central government to seek improvements to the A1 and A421 to support growth. The proposed East-West Railway and the Oxford to Cambridge Expressway are also key to further sustainable development in our area.

**Services**

Larger developments include requirements for road improvements, new shops, community facilities, leisure facilities, schools, and Integrated Health and Care Hubs where the NHS can provide GP surgeries.

Small and medium developments in and around towns and villages are only included where this can be supported by existing services, or where the development will enhance these services and where there is good accessibility.

**Countryside**

We know how important the countryside and rural character of Central Bedfordshire is. Whilst we recognise that the number of homes we're required to build is significant, in total these homes, together with those that already have planning permission, would equate to new development on only 3% of Central Bedfordshire land.

88% of Central Bedfordshire is currently countryside and 85% of it still would be countryside if the planned number of homes that are proposed and planned are delivered.

One of the options proposed in the Plan uses brownfield land (this is land that has previously been developed). We're seeking to use as much brownfield as we can but unfortunately supply of brownfield land in Central Bedfordshire is very limited and there isn't enough to deliver all of the growth that we require.

The Plan proposes to increase public access to the countryside by creating more rights of way and country parks, as well as play areas and open spaces within the proposed developments.

The Plan includes protecting and enhancing the Greensand Ridge, the Forest of Marston Vale, the Ivel Valley and the Chilterns Area of Outstanding Natural Beauty (AONB), and increasing access where possible.

Planting, landscaping and creating green space between developments and existing areas of countryside will limit the impact of development on these important areas.

In the consultation, you told us how important it is to keep places distinct and separate. We will use green open space to prevent existing settlements merging with planned new development. To keep the identity of existing towns and villages and the rural character of the area, we have also designated 19 areas as 'Important Countryside Gaps' which will restrict development in these areas.

**3. New villages at Marston Vale**

Up to 5,000 new homes, community facilities and services, plus a minimum of 40 hectares of employment land.

**Where will this development be?**

The plan is to develop a series of up to four villages and a business park west of Marston Moretaine, north of Lidlington and east of Brogborough. The site's boundary is the new A421 in the north, and the Marston Vale railway line in the south. You can

view a map on our website [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

**What will be included in the development?**

The proposed villages would deliver part of the Bedford to Milton Keynes Waterway Park and a waterway linking Brogborough and Stewartby lakes. This would bring opportunities for leisure, tourism and wildlife. The proposals include green open space within the new villages and tree planting for the Forest of Marston Vale.

The villages will include:

- homes for everyone, including affordable housing, starter homes, self/custom build plots and homes to meet all identified needs for older people
- an Integrated Health and Care Hub that includes space for a GP surgery\*
- a mix of retail, a library and at least one drinking establishment
- day nurseries, early years, school and sixth form facilities
- indoor sport and leisure facilities
- outdoor sport, leisure and open space, including pavilions and allotments
- improvements at J13 of the M1 and the Marsh Leys roundabout
- public transport routes through the development that link with key destinations including Ridgmont Train Station and employment areas
- improvements at Ridgmont Railway Station, including public transport interchange facilities and car parking
- pedestrian and cycle links from the new and existing villages
- country parks
- a waterway connecting Brogborough and Stewartby Lakes
- a cycleway from Stewartby Lake to Ridgmont Railway Station which shall include appropriately designed crossings over the waterway
- 30% tree cover across the villages.

\*The council can provide land and a building for GP surgeries, however the provision of GPs and other medical services is the responsibility of the NHS.

The new high-tech business park will include:

- research and development
- office
- distribution
- manufacturing
- services and tourism

**How will the development be progressed?**

There will be further engagement and consultation with the local community to develop a Masterplan for the development in the future. This will be an opportunity to discuss specific facilities and details.

The actual build will be phased: not all of the homes will be built in one go, it is likely to take many years. The timing will be aligned with the supporting infrastructure and community facilities.

We will continue to engage with central government to seek improvements to the



A421 to support growth. The proposed East-West Railway and the Oxford to Cambridge Expressway will also benefit this development.

#### **Small and medium sites**

In addition to this strategic development, the Local Plan also includes a site in Marston Moretaine for 63 new homes. You can view a map of the site online [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

#### **4. One new village east of Biggleswade**

Around 1,500 homes, community facilities and services.

#### **Where will this development be?**

The plan is to develop a new village east of Baden Powell Way. The development will form a well-designed, sustainable village that will be visibly and physically separate from Biggleswade. You can view a map on our website [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

#### **What will be included in the development?**

The village will include:

- homes for everyone, including affordable housing, starter homes, self/custom build plots and homes to meet all identified needs for older people
- the development will also make a financial contribution towards the planned Integrated Health and Care Hub on the former Hospital site, that includes space for a GP surgery\*
- a mix of retail and at least one drinking establishment
- day nurseries, early years, school and sixth form facilities
- indoor sport and leisure facilities
- outdoor sport, leisure and open space, including pavilions and allotments
- public transport routes and contribution towards public transport services through the development that link with key destinations including Biggleswade Train Station and Biggleswade town centre
- pedestrian and cycle links from the new and existing neighbourhoods
- parkland to the west of the site as an extension to the Biggleswade Common. This green space will be of a scale equivalent to the Biggleswade Common with substantial wet woodland planting, rough grassland and scrub, complementary to Biggleswade Common
- landscaping and habitat linkages following the northern boundary of the site, extending from the boundary of the site, adjoining Biggleswade Common and towards Dunton Fen, as well as substantial soft landscaping along the eastern and southern boundaries of the site.

\*The council can provide land and a building for GP surgeries, however the provision of GPs and other medical services is the responsibility of the NHS.

**How will the development be progressed?**

There will be further engagement and consultation with the local community to develop a Masterplan for the development in the future. This will be an opportunity to discuss specific facilities and details.

The actual build will be phased: not all of the homes will be built in one go, it is likely to take a number of years. The timing will be aligned with the supporting infrastructure and community facilities.

We will continue to engage with central government to seek improvements to the A1. The proposed East-West Railway and the Oxford to Cambridge Expressway will also support this development.

**Small and medium sites**

In addition to this strategic development, the Local Plan also includes a site to the north of Biggleswade for 401 new homes. You can view a map of the site online [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

**5. North of Luton**

Around 4,000 homes, community facilities and services plus 20 hectares of employment land.

**Where will this development be?**

The plan is to expand Luton to the north. This urban extension would lie to the north edge of Luton, between the M1 to the west and the A6 to the east. The villages of Lower Sundon, Upper Sundon and Streatley lie north of the site. You can view a map on our website [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

**What will be included in the development?**

The plan includes:

- homes for everyone, including affordable housing, starter homes, self/custom build plots and homes to meet all identified needs for older people
- an Integrated Health and Care Hub that includes space for a GP surgery\*
- a mix of retail and at least one drinking establishment
- day nurseries, early years, school and sixth form facilities
- indoor sport and leisure facilities
- outdoor sport, leisure and open space, including pavilions and allotments
- public transport routes through the development that link with Leagrave Train Station and Luton town centre
- pedestrian and cycle links from the new and existing neighbourhoods
- green space linking Bramingham Park and George Wood and green space linking Bramingham Wood and Sundon Wood, beneath the current alignment of the pylon lines



- green space along key routes including the Theedway and appropriately designed natural areas to reduce the visual impact upon the Area of Outstanding Natural Beauty (AONB)
- connection to existing public rights of way and adjoining the site to provide routes to the wider countryside and neighbouring settlements
- a cycleway connection to route 6 of the national cycleway network, new crossings on the A6 and crossings over the new link road
- landscaping will be used to reduce the impact on the AONB and this will create a long term defensible Green Belt boundary
- noise reduction fencing will be used to reduce noise from the new M1-A6 link road.

The future M1-A6 link road is critical for this development.

\*The council can provide land and a building for GP surgeries, however the provision of GPs and other medical services is the responsibility of the NHS.

The 20 hectares of employment land will be to the west of the site centred around the new 11a junction on the M1 and will include:

- offices
- general industrial businesses
- storage and distribution.

#### **How will the development be progressed?**

There will be further engagement and consultation with the local community to develop a Masterplan for the development in the future. This will be an opportunity to discuss specific facilities and details.

The actual build will be phased: not all of the homes will be built in one go, it is likely to take a number of years. The timing will be aligned with the supporting infrastructure, community facilities and new M1-A6 link road.

#### **6. East of Arlesey**

Around 2,000 new homes, community facilities and services.

#### **Where will this development be?**

This location is situated between Arlesey in the east, the A507 road and Fairfield in the west. The site borders Arlesey Cross in the north and extends south of Arlesey beyond the Blue Lagoon. The layout of Arlesey Cross will be taken into consideration. You can view a map on our website

[www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

**What will be included in the development?**

The plan includes:

- homes for everyone, including affordable housing, starter homes, self/custom build plots and homes to meet all identified needs for older people
- a healthcare facility that includes space for a GP surgery\*
- a community centre
- a mix of retail and at least one drinking establishment
- day nurseries, early years, school and sixth form facilities
- indoor sport and leisure facilities
- outdoor sport, leisure and open space, including pavilions and allotments
- a new relief road to connect the area from the south of Hitchin Road to the A507/High Street link road in the north, which is being proposed as part of Arlesey Cross. This will allow for access directly onto the A507, relieving congestion along the High Street in Arlesey
- public transport routes through the development that link with key destinations including Arlesey Train Station
- pedestrian and cycle links from the new and existing neighbourhoods
- a new country park will provide a permanent separation between Arlesey and Fairfield, which will also benefit biodiversity and give access to leisure and recreation facilities
- green space linking the new country park with existing green areas in Arlesey and Fairfield Park, including a link with Etonbury Woods
- facilities and improved public access to the Blue Lagoon; and improving ecology and biodiversity at Green Lagoon
- upgraded existing rights of way within the site
- new public access routes will be created to Arlesey Train Station in the north
- improved rights of way between the site and the emerging Arlesey Cross development.

**How will the development be progressed?**

There will be further engagement and consultation with the local community to develop a masterplan for the development in the future. This will be an opportunity to discuss specific facilities and details.

The actual build will be phased: not all of the homes will be built in one go, it is likely to take a number of years. The timing will be aligned with the supporting infrastructure, community facilities and new relief road.

**Small and medium sites**

In addition to this strategic development, the Local Plan also includes two sites for 67 new homes at Land adjoining Lewis Lane, and for 20 at Land to the rear of 214-216 High Street. You can view a map of the sites online [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

## 7. Growth in towns and villages

Small and medium growth in and around existing towns and villages is also included in our Local Plan. These are listed below and linked to maps showing the sites are available on our website [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

It is considered that growth in these towns and villages is sustainable, with good access to services and limited constraints to development.

Parish	Site name	Number of homes
Arlesey	Land adjoining Lewis Lane	67
Arlesey	Land to rear of 214-216 High Street	20
Aspley Guise	Land off Meadow View, Aspley Guise	37
Barton le Clay	Land at Luton Road	168
Barton le Clay	Land to the east of Barton le Clay	498
Biggleswade	Land north of Biggleswade	401
Caddington	Caddington Park	66
Campton and Chicksands	Land on the south east of the Greenway	66
Chalton	Chapel Farm	54
Clifton	New Road	54
Cranfield	East End Farm	48
Cranfield	Land west off Lodge Road Cranfield	15
Dunton	Land north of Greenfield Way	37
Eaton Bray	Land off Eaton Park	49
Everton	Green Lane	23
Everton	Land at Manor Farm	19
Flitwick	Steppingley Road	216
Flitwick	Land adjacent to Flitwick Garden Allotments, off Steppingley Road	35
Gravenhurst	Land at Upper Gravenhurst	39
Harlington	Land to the west of Midland Mainline Railway	435
Harlington	Land west of Sundon Road	154
Haynes	Land south of Northwood End Road	29
Henlow	Land adjacent to Derwent Lower School	101
Hockliffe	Land to the south west of the A5	77
Hockliffe	Land at Leighton Road, Hockcliffe	23
Hockliffe	A5 Watling Street	41
Houghton Conquest	Wixams Southern Extension	650
Houghton Regis	Bidwell Gospel Hall (Dell Mount)	25
Houghton Regis	Land to the east of Houghton Regis	355
Langford	Thistle Hill Field	70

Langford	Bridge Field	67
Leighton Linlade	Northern Chamberlains Barn	175
Leighton Linlade	Land north of Soulbury Rd	55
Leighton Linlade	The Chiltern-Hunt Land	138
Marston Moretaine	Wood End Lane	63
Maulden	Land north of Clophill Road	25
Maulden	Land between 129A and 131 Clophill Road	21
Maulden	Land fronting Silsoe Road	39
Meppershall	Land at 32 Shefford Road (Bandland Nursery)	55
Moggerhanger	Land adj to Park Road /Bedford Road (A603)	30
Northill	Land at Thorncote Road (Close Field)	21
Northill	The Pound, Upper Caldecote	33
Potton	One Acre Field, Sandy Road	12
Shefford	Line Field	72
Shillington	Land to the south and east of High Road	42
Stondon	Land rear of Station Road (Lower Stondon Northern Expansion)	244
Stondon	Land off the Pastures Lower Stondon	33
Sutton	Land south of High Street	37
Toddington	Land to the east of Leighton Road	92
Toddington	Alma Farm	159
Westoning	Land off Flitwick Road	135
Westoning	West View Farm	85

## 8. Have your say

The consultation on the Local Plan is open between **11 January (10am) and 22 February 2018 (5pm)**.

You can download the full copy of the Local Plan and view maps on the website at [www.centralbedfordshire.gov.uk/localplan](http://www.centralbedfordshire.gov.uk/localplan)

Once the consultation is open, you can comment on any part of the Local Plan or the supporting technical documents online.

Even if you had your say in the summer, it's important you have your say now – only the comments (representations) submitted during this consultation will go forward to the independent Planning Inspector to review before the Public Examination on the Local Plan. Also, only those who have made a comment can speak at any public hearings the Planning Inspector holds.

During the consultation, we will be holding four drop-in events where you can speak to council officers and ask questions.

All of the events are open to the public to drop in anytime between 3pm - 7.30pm.

- Thursday 18 January – Barton Rovers Football Club
- Thursday 25th January - Lidlington Village Hall
- Tuesday 30th January - Arlesey Village Hall
- Thursday 8th February - Biggleswade Orchard Centre

You can also, write to us with your feedback. Please send your views to Local Plan, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ.

**Next steps**

We will review all of the comments (representations) submitted during this consultation and consider what changes it would like to recommend. Any changes will be recommended to an independent Planning Inspector to review before deciding on the Local Plan.

The Planning Inspector will hold a Public Examination of the Plan. If you want to speak at these meetings you must comment on the Local Plan during this consultation.

**Community Planning**

We will continue to hold Community Planning events across the area. These events are ongoing opportunities for the community to engage with us about what your community needs.

Future dates will be confirmed and publicised.

**Pre-submission Local Plan –FAQS****How can we prevent settlements merging (coalescence)?**

You told us that protecting the rural character of the area and the distinct identities of our villages and towns is important.

In the south of our area, the Green Belt provides some of this protection. The Green Belt prevents Luton/Dunstable/Houghton Regis, Leighton Buzzard, Ampthill and Flitwick from merging with other towns and limits unrestricted urban sprawl.

For some areas, outside of the Green Belt, which are under pressure from development (e.g. areas for growth around the A1 corridor and the Marston Vale) there is a need for specific protection. So, we have been looking at other policies we can include in the Local Plan to help with this.

The Local Plan defines the following areas as 'Important Countryside Gaps':

- CG1 Land between Wixams Gap and Houghton Conquest
- CG2 Land south of Sutton
- CG3 Land north west of Dunton
- CG4 Land north of Sandy
- CG5 Land north and south of Cranfield
- CG6 Land west of Salford Road, Aspley Guise
- CG7 Land south of Stotfold
- CG8 Land between Maulden Main Village and Maulden Green End
- CG9 Land between Maulden Green End and Maulden Hall End
- CG10 Land East of Woodmer End, Shillington
- CG11 Land between Upper Shelton and Lower Shelton
- CG12 Land between Astwick and Stotfold
- CG13 Land between Clifton and Henlow
- CG14 Land between Shefford and Clifton
- CG15 Land between Northill and Ickwell
- CG16 Land between Flitton and Greenfield
- CG17 Land between Flitton and Wardhedges
- CG18 Land North of Biggleswade
- CG19 Land at Tempsford

The council will protect these Important Countryside Gaps to help retain the separate identity and character of settlements.

The council will not grant permission for unallocated development that would promote the visual or physical merging (coalescence) of settlements.

**What is Green Belt land?**

Green Belts are areas around certain towns, cities and large built-up areas, where the aim is to prevent urban sprawl by keeping the land permanently undeveloped. Development is restricted in the Green Belt.

Land is not included in the Green Belts due to its landscape or ecological value.

Green Belt serves five purposes, it is designed to:

- check the unrestricted sprawl of large built-up areas
- prevent neighbouring towns merging into one another
- safeguard the countryside from encroachment
- preserve the setting and special character of historic towns
- assist in urban regeneration, by encouraging the recycling of derelict and other urban land

You can read more about green belt on the Government website

<https://www.gov.uk/guidance/national-planning-policy-framework/9-protecting-green-belt-land>

**Growth isn't allowed in the Green Belt**

This isn't strictly true. Development is restricted but not ruled out completely under national planning policy.

There are exceptions where development can occur in the Green Belt which include development for agriculture or forestry and limited infilling in villages.

The government tells us that Green Belt boundaries can be redrawn through Local Plans in 'exceptional circumstances'. We need to build close to where the housing need is arising, which is in the Green Belt and where growth would be most sustainable. We believe this is strong enough reason to develop in the Green Belt.

**Why is growth proposed in the Green Belt?**

Almost half (40%) of Central Bedfordshire is Green Belt, this is the southern part of Central Bedfordshire. We need to provide homes close to where there is need which is across Central Bedfordshire including the south.

We have considered putting all of the growth in the north of Central Bedfordshire but our evidence has shown that services and infrastructure couldn't support it. In addition, this wouldn't fit with the character of Central Bedfordshire.



**Does the Local Plan include provision for Gypsies and Travellers?**

Yes, this is a requirement. We need to plan for all sections of the community including Gypsies and Travellers and Travelling Show People.

The Local Plan sets out the need for provision in terms of number of new pitches (Gypsy and Travellers) and plots (Travelling Show People) require over the next 20 years. We need to plan for 71 Gypsy and Traveller pitches and 31 Travelling Show People plots over the next 20 years.

The locations for these are not defined in the Local Plan because they will be delivered through planning applications.

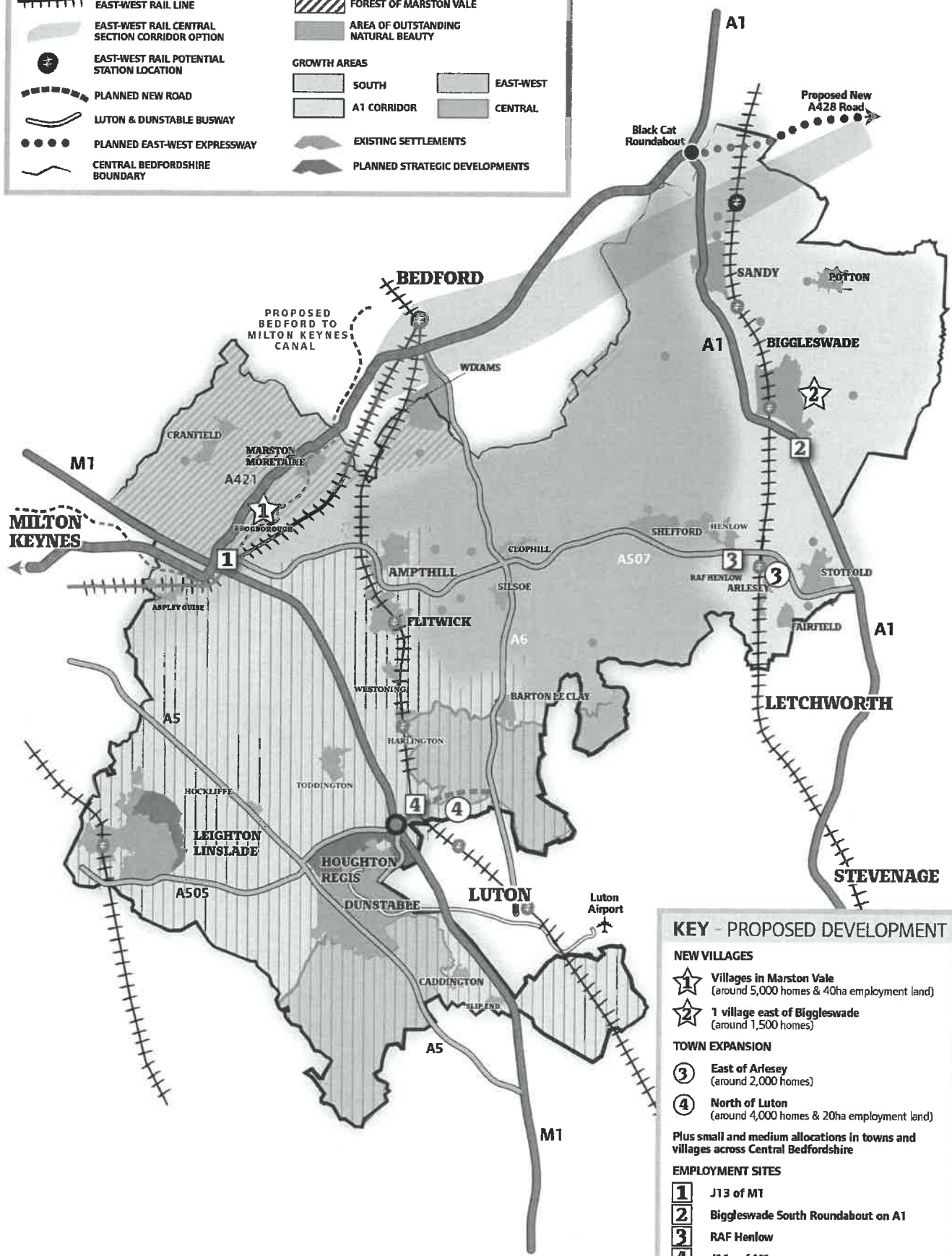
**Why is Central Bedfordshire including homes for Luton?**

We are required to consider housing need from surrounding areas under the Duty to Co-operate. This is legislation that governs how local authorities and other bodies co-operate on cross boundary issues in the preparation of Local Plans. This means that in order for our Plan to be 'sound' we must consider any housing need that cannot sustainably be met in neighbouring authority areas; this is a standard approach.



# KEY - INFRASTRUCTURE

- ROADS
- RAILWAY LINE AND STATION
- PLANNED SECTION OF EAST-WEST RAIL LINE
- EAST-WEST RAIL CENTRAL SECTION CORRIDOR OPTION
- EAST-WEST RAIL POTENTIAL STATION LOCATION
- PLANNED NEW ROAD
- LUTON & DUNSTABLE BUSWAY
- PLANNED EAST-WEST EXPRESSWAY
- CENTRAL BEDFORDSHIRE BOUNDARY
- IMPORTANT COUNTRYSIDE GAPS  
Full details of locations online
- GREEN BELT
- FOREST OF MARSTON VALE
- AREA OF OUTSTANDING NATURAL BEAUTY
- GROWTH AREAS**
- SOUTH
- EAST-WEST
- A1 CORRIDOR
- CENTRAL
- EXISTING SETTLEMENTS
- PLANNED STRATEGIC DEVELOPMENTS



# KEY - PROPOSED DEVELOPMENT

- NEW VILLAGES**
- Villages in Marston Vale (around 5,000 homes & 40ha employment land)
- 1 village east of Biggleswade (around 1,500 homes)
- TOWN EXPANSION**
- East of Arlesey (around 2,000 homes)
- North of Luton (around 4,000 homes & 20ha employment land)
- Plus small and medium allocations in towns and villages across Central Bedfordshire
- EMPLOYMENT SITES**
- J13 of M1
- Biggleswade South Roundabout on A1
- RAF Henlow
- J11a of M1

Printed 23/01/2018 1:56 PM

**Knights**  
1759

**DATED**

**2018**

**(1) FRANCIS JONATHAN PYM**

and

**(2) SANDY TOWN COUNCIL**

**LEASE**

of the Pinnacle Sand Lane Sandy

**Knights 1759  
The Brampton  
Newcastle-under-Lyme  
Staffordshire  
ST5 0QW**

## AGENDA ITEM 13

### CONTENTS

---

#### CLAUSE

1.	Interpretation.....	1
2.	Grant.....	2
3.	The Annual Rent.....	3
4.	Exclusion of sections 24-28 of the LTA 1954.....	3
5.	Entire agreement.....	3
6.	Contracts (Rights of Third Parties) Act 1999.....	3
7.	Governing law.....	4
8.	Jurisdiction.....	4

## AGENDA ITEM 13

**THIS LEASE** is dated

### **PARTIES**

- (1) **FRANCIS JONATHAN PYM** of 53 Ridgway Place, London SW19 4SP (**Landlord**); and
- (2) **SANDY TOWN COUNCIL** of 10 Cambridge Road, Sandy SG19 1JE (**Tenant**).

### **BACKGROUND**

- (A) The Landlord is the freehold owner of the Property.
- (B) The residue of the term of the Existing Lease is vested in the Tenant.
- (C) The Landlord has agreed to grant a new lease of the Property to the Tenant on the terms set out in this lease.

### **1. INTERPRETATION**

The following definitions and rules of interpretation apply in this lease.

#### **1.1 Definitions:**

- Annual Rent:** rent at the rate of One pound £1.00 per annum
- Term:** a term of one year commencing on and including 25 March 2018 and continuing thereafter on a yearly basis unless and until written notice is served by one party on the other of the desire to terminate this lease, such notice to expire on an anniversary of the Term commencement date and to be served no less than Six months prior to its expiry.
- Excluded Terms:** any terms, requirements, covenants or conditions contained in the Existing Lease to the extent that they are inconsistent with, specifically excluded or substituted by, the terms of this lease.
- Existing Lease:** the leases by virtue of which the Tenant holds the Property, being:
- (a) Lease dated 2 August 1919 and made between Francis Pym (1) Sandy Parish Council (2); and
  - (b) Lease dated 28 September 1973 and made between Francis Leslie Pym (1) Sandy Urban District Council (2).
- Incorporated Terms:** with the exception of the Excluded Terms, all of the terms, requirements, covenants and conditions contained

## AGENDA ITEM 13

in the Existing Lease with such modifications as are necessary to make them applicable to this lease and the parties to this lease including:

- (a) the definitions and rules of interpretation in the Existing Lease;
- (b) the agreements and declarations contained in the Existing Lease;
- (c) the rights granted and reserved by the Existing Lease (including the right of re-entry and forfeiture); and
- (d) the third party rights, restrictions and covenants affecting the Property.

**Landlord's Covenants:**

the obligations in this lease, which include the obligations contained in the Incorporated Terms, to be observed by the Landlord.

**LTA 1954:**

Landlord and Tenant Act 1954.

**Property:**

the property known as 'The Pinnacle' comprising land at Sand Lane, Sandy, Bedfordshire as described in the Existing Lease.

**Tenant's Covenants:**

the obligations in this lease, which include the obligations contained in the Incorporated Terms, to be observed by the Tenant.

**VAT:**

value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement and any similar additional tax.

1.2 References to the landlord and tenant (or 'Lessor' and 'Council') in the Existing Lease shall be read as references to the Landlord and Tenant in this lease.

## 2. GRANT

2.1 The Landlord lets with full title guarantee the Property to the Tenant for the Term at the rents reserved.

2.2 This grant is made on the terms of this lease which include the Incorporated Terms as if they were set out in full in this lease.

2.3 The Tenant covenants with the Landlord that it will comply with the Tenant's Covenants.

## **AGENDA ITEM 13**

2.4 The Landlord covenants with the Tenant that it will comply with the Landlord's Covenants.

2.5 The grant is made with the Tenant paying the following as rent to the Landlord:

- (a) the Annual Rent and all VAT in respect of it; and
- (b) any other sums due under this lease.

### **3. THE ANNUAL RENT**

3.1 The Tenant shall pay the Annual Rent and any VAT in respect of it in advance on the Term commencement date and upon each anniversary thereof arising during the Term

### **4. EXCLUSION OF SECTIONS 24-28 OF THE LTA 1954**

4.1 The parties confirm that:

(a) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, [not less than 14 days] before this lease was entered into;

(b) [ ] who was duly authorised by the Tenant to do so made a [statutory] declaration dated [ ] in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and

(c) there is no agreement for lease to which this lease gives effect.

4.2 The parties agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

### **5. ENTIRE AGREEMENT**

5.1 This lease and the documents annexed to it constitute the whole agreement between the parties and supersede all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to their subject matter.

5.2 Each party acknowledges that in entering into this lease it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently).

5.3 Nothing in this lease constitutes or shall constitute a representation or warranty that the Property or any common parts over which the Tenant has rights under this lease may lawfully be used for any purpose allowed by this lease.

### **6. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

A person who is not a party to this lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

## **AGENDA ITEM 13**

### **7. GOVERNING LAW**

This lease and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

### **8. JURISDICTION**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this lease or its subject matter or formation (including non-contractual disputes or claims).

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

**AGENDA ITEM 13**

**SIGNED** as a **DEED** by **FRANCIS JONATHAN** )  
**PYM** in the presence of: ) .....

Witness:

Signature .....

Name .....

Address .....

.....

Occupation .....

**EXECUTED** as a **DEED** by **SANDY TOWN** )  
**COUNCIL** by the signatures of its duly )  
appointed officers ) **Authorised Signatory**

.....  
**Authorised Signatory**



**SANDY TOWN COUNCIL**

**DATE:** 29<sup>th</sup> January 2018

**AUTHOR:** Town Clerk

**SUBJECT:** The Pinnacle Field

**1. Summary**

- 1.1 The Council has received a request from H Harris and Sons to hold its annual fair on The Pinnacle, Sandy. As Members are aware the Pinnacle Field was recently subject to unauthorised occupation which resulted in damage to the field and trees. Members are asked to consider the request and advise accordingly.

**2. Information**

- 2.1 H Harris and Sons hold an annual fair on the Pinnacle Field in spring. The dates requested for 2018 are Tuesday 3<sup>rd</sup> April to Monday 9<sup>th</sup> April, with actual operational times from Thursday 5<sup>th</sup> April to Sunday 8<sup>th</sup> April.
- 2.2 In previous years the fair has paid a rent of £125 per operational day to hold the fair on the land.

**3. The Pinnacle Site**

- 3.1 The Pinnacle site has now been cleared of waste left after the recent unauthorised access. The Town Council's outdoor team cleared smaller waste from the site but larger waste was cleared by Central Bedfordshire Council's contractors. The Council is awaiting an invoice from CBC for clearing the site but this is anticipated to cost approximately £2,500.
- 3.2 The Bedfordshire Rural Communities Charity (BRCC) carried out work to make the ground good again and have made excellent progress. There is still some concern over a large area of burnt land.
- 3.3 The field is certainly not suitable for vehicles at present due to the poor weather conditions. The suitability of the field by the dates requested is very much dependant on an improvement in the weather and any agreement with the fair would need to reflect this.
- 3.4 The entrance to the fair is currently blocked by a Council skip (locked). This is seen as a short term solution to securing the access to the field and could be removed to allow access by the fair at an agreed time.
- 3.5 **Members are asked to consider approval of the request and the fee to be charged if approved.**

**SANDY TOWN COUNCIL**

**DATE:** 29 January 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Sandy Car Park

**1. Summary**

- 1.1 The following report is meant as a brief summary for Members following the relocation of the surgery and some reported issues related to the car park.
- 1.2 The figures put forward are purely a snapshot of the most recent two-week period and should be treated with some caution as to extrapolating out across a longer time scale.

**2. Issues Reported**

- 2.1 Over the last three weeks a number of issues have either been reported to the Council offices or have emerged on social media.
- A resident reported vehicles queuing at the entrance to the car park from 8:30am as they await the barrier to go up.
  - Reported a lack of parking spaces throughout the day
  - Residents feel commuters still use the car park as an alternative to parking at the station.
  - Vehicles parked overnight or for several days.
  - An Ambulance visiting Shannon court blocked a vehicle in.
  - Possible dangerous driving due to lack of directional markings.
  - A pedestrian reported tripping over the raised concrete barrier near Shannon Court. The incident occurred late in the afternoon when it was dark.

**3. Car Park Barrier**

- 3.1 The barrier to the car park currently opens at 8:45am to grant general access. Those who have purchased a pass can get access prior to this.
- 3.2 Over the Christmas period the barrier's controller failed resulting in the barrier remaining permanently open. During this time there was a marked increase in how full the car park became by 9:30am. Several businesses contacted the Council, concerned that the situation would continue permanently.
- 3.3 A Member of the public sent pictures of cars queuing at the barrier and the situation has been monitored over the past two weeks. The situation varies day to day, with several cars queuing between 8:30am and 8:45am on a number of days. On a couple of occasions it was reported that someone with a pass had let cars through the barrier to alleviate the queue. On average 4

cars were waiting at the barrier by 8:45 on any given day. There is 'No Waiting' signage on the barrier.

- 3.4 Opening the barrier earlier could reduce the cars queuing. However, this would potentially result in further use of the car park by commuters, which was previously a concern of the Council.

**4. Vacant Space Count**

- 4.1 The office carried out a daily count of available parking spaces at various points during the morning for a period of two weeks. The following results are a snapshot of a relatively brief period and conclusions are therefore limited.

\* S = Standard bay \*\* D = Disabled bay

Week 8/1/18	Monday		Tuesday		Wednesday		Thursday		Friday	
	S	D	S	D	S	D	S	D	S	D
8:30	96	3	84	3	93	3	71	2	78	3
9:00	61	2	36	2	52	2	33	2	35	2
9:30	46	1	13	2	7	1	16	1	19	2
10:00	11	1	4	1	0	0	5	0	3	1
11:00	5	1	3	1	1	0	4	0	1	0

Week 15/1/18	Monday		Tuesday		Wednesday		Thursday		Friday	
	S	D	S	D	S	D	S	D	S	D
8:30	65	3	89	3	91	2	98	3	74	3
9:00	46	3	27	0	44	2	46	2	67	2
9:30	28	3	4	1	8	0	25	2	16	1
10:00	6	2	2	2	3	1	11	1	1	0
11:00	2	2	2	1	0	0	0	1	0	1

Week 22/1/18	Monday		Tuesday	
	S	D	S	D
8:30	84	3	79	3
9:00	56	2	33	1
9:30	14	2	6	0
10:00	17	2	1	0
11:00	8	3	0	1

- Mondays appear quieter than other days of the week
- By 10am the car park is full or almost full
- Counts were not formally carried out during the afternoon. On average the car park remained full with a fairly regular changeover of vehicles in a few spaces.
- The progressive reduction in available spaces suggests vehicles are staying in the car park for the majority of the day.
- The car park regularly has vehicles parked overnight which may belong to nearby residents of businesses. There are currently no restrictions as to how long a vehicle can remain parked.

**5. Line Marking Work**

- 5.1 Ringway Jacobs have completed the Market Town Match Fund report which includes the line marking of the car park to amend the bays as previously agreed by Council and refresh directional arrows/text. Part of the work includes the creation of a designated ambulance bay which will avoid future incidents of vehicles becoming blocked in.
- 5.2 The work is dependent on Ringway Jacobs' schedule but has been ordered by CBC Highways department and is due for completion within this financial year.

**6. Raised Concrete Divider**

- 6.1 The outdoor team will paint the raised concrete divider to make it more visible to pedestrians. The divider was originally put in place to separate the area of the car park used by the market. Members may wish to consider a more permanent solution such as seeking quotes for the removal of the divider.

**SANDY TOWN COUNCIL**

**DATE:** 29<sup>th</sup> January 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Councillors Surgery 13<sup>th</sup> January 2018

**1. Summary**

1.1 Cllrs Hill and Sutton attended the Councillors surgery held in the Council Chamber on 13<sup>th</sup> January 2018.

1.2 The Surgery was attended by 3 members of the public. A summary of matters raised at the surgery is detailed below.

**2. Matters Raised**

2.1 The recent unauthorised access and encampment on The Pinnacle Field Sandy;

- Concerns over threatening behaviour towards residents and dog walkers using the area.
- Council need to take action to ensure that an unauthorised encampment does not occur again on this site.
- The matter should be raised with the Police and Crime Commissioner.
- Impressed with the clean up of the site by the Council/s.

2.2 Pot holes on Western Way;

- Reported to CBC and some holes have been fixed
- Cars parked over some pot holes when the patcher machine has carried out the work. Therefore holes not filled and work is still outstanding.
- When will the patcher be coming back and how will it deal with parked cars?

2.3 St Swithuns Crossing Guard or Crossing; (*Matter raised by two people*)

- CBC previously stated lollipop lady was to be reinstated.
- Push for lollipop lady to now be reinstated or a zebra crossing installed.
- Cllrs advised that members of the public contact the governors of St Swithuns asking that they write to CBC.

**Date of next Councillor Surgery: 10<sup>th</sup> March 2018**

**SANDY TOWN COUNCIL**

**DATE:** 29<sup>th</sup> January 2018

**AUTHOR:** Cllr C Osborne/Town Clerk

**SUBJECT:** National Association of Local Councils Conference

**1. Summary**

1.1 Cllr C Osborne and the Town Clerk attended NALC's Larger Councils Conference on 13<sup>th</sup> December 2017. NALC's definition of a larger council is a council which represents 6,000 or more residents.

1.2 The following report is a summary of topics covered and any particularly relevant points of interest raised.

**2. The Role of Local Councils within Future Britain**

2.1 Andrew Gwynee MP, Shadow Secretary of State for Communities and Local Government addressed the conference.

2.2 Mr Gwynee MP spoke about both the current approach by government towards the Town and Parish sector and about Labour's approach. The following points were covered:

- Town and Parish Councils should lead on Neighbourhood Plans.
- Labour Party started its own review of local government funding.
- Replacement of previous Standards Board required.
- Labour Party supports devolution to empower T & PCs, including power to spend Sc 106 funds.

**3. Workshops**

**3.1 Accessing Funds and Grants (Attended by Town Clerk)**

The Chief Executive of the Hampshire Association of Local Councils led a workshop on accessing grant funding. The workshop consisted of round the table talks about successful grant applications made by attendees/councils.

Summary of the workshop:

- In comparison to some other Councils, including neighbouring areas such as Milton Keynes, Sandy has had relatively more success in drawing down on Sc106 funds from the larger authority.
- The recent Match Fund Schemes run by Central Bedfordshire Council appear relatively unique and were seen by some other town and parish councils as potential opportunities.

- Councils must consider financial position and long terms plans and needs, including identifying community assets which the Council may need to one day take on.
- Be opportunistic and keep an eye on grants available and what projects/improvements grant money could be spent on for preparation if grant funding should arise.
- Funding is very competitive and you should 'tell a story' in the application. Clearly state who will benefit from the project to which the funding applies.
- Grants are based on successful outcomes and it is important to include measurable statistics where possible.
- The Big Lottery fund was highlighted as a key scheme to investigate, along with Landfill grant schemes.

### **3.2 Local Economic Development (Attended by Town Clerk)**

The Clerk and Mayor of Beverley Town Council detailed how they had started and developed an annual food festival. The Clerk and Mayor summarised the success of the festival but highlighted the challenging work and hours that were involved.

- The Council do not carry out services such as playgrounds and planting, so instead they concentrate on civic and events.
- Due to the variety of produce and food companies in the area the Council focused on a food festival as their core event. Grew from 35 stalls to over 70. Included live cooking demonstrations and competitions by local chefs. All stalls are local to the area.
- Event relies on funding from local businesses and volunteers who are willing to help on the day. All entertainment is done for free by local groups.
- A magazine accompanies the event and generates income from advertising space. The articles in the magazine are written by the Clerk. A local printer offers discounted rates on producing.
- Advised that Councils think of a core theme that would work for them, i.e jazz, walking, dance. Shape festival around that one theme.
- Main message was reliance on volunteers and other organisations. Team work and volunteers essential. Unitary authority sets up and clears stalls, also clears rubbish.

- The Council are hoping to pass the event on to another group to take on now it is up and running. This will allow the Council to focus time on something new.

### 3.3 Sustainability (Attended by Cllr Osborne)

Steve Nash, Town Clerk of Swanley Town Council described experiences from his current Council and advised ways in which Councils could save and generate funds to help support the precept. The formulation of a Business Plan was essential.

Ten Top Tips were covered:

- Review contracts regularly (every two years) and by shopping around can generate savings
- Buy good secondhand vehicles and equipment rather than new
- Obtain grants where you can
- Consider buying to rent (potential use of PWLB and rental at commercial rates)
- Consider investing reserves in assets which can generate rent
- Use markets and regular events as a source of income
- Use outsiders to provide your events and charge a fee (Circus, Fairs, Wedding fairs etc)
- Use sponsors to generate income (fences, lampposts, vehicles etc)
- If you don't know how to do something, then ask another Council who might have experience and will be willing to provide paperwork and examples
- Employ a fundraiser

### 3.4 Health and Well-being (Attended by Cllr Osborne)

This session looked at the efforts of Alcester Town Council to help people remain independent, active to reduce social isolation and loneliness, and help increase social integration. Alcester is a small town of 6,000 population six miles from Stratford-on-Avon. It had a higher proportion of elderly residents which was growing.

The main points covered were:

- Health and Wellbeing Board formed meeting quarterly and involving Principal Authority and voluntary organisations.
- Board shares ideas, services and events to maintain and improve quality of life of town's residents.
- Existing groups identified and new groups explored.
- Funding provided to take a new venture forward.

## 4. Housing and Planning

Chris Mountain from DCLG briefed the conference on Local and Neighbourhood Plans:

- 470 plans currently in force. 20% of authorities do not have a Local Plan



- Government see plans as a positive with the design of developments now becoming a key part of plans.
- Government will continue to provide funding for support in producing leaflets and carrying out consultations.
- Conformity of Local Plans with Neighbourhood Plans currently being tested.
- A Local Plan decides how many houses, a Neighbourhood Plan says where they go.

**5. GDPR**

A representative from the Information Commissioners office spoke briefly on the GDPR role out and confirmed that it applied to the sector. The practicalities of how the sector would respond to GDPR were still under review and further updates would be provided. The main points put forward were supplied to Members in a written report presented at the last meeting of the Full Council.

**6. Federation of Small Businesses**

Mike Cherry, Chairman of the Federation of Small Business closed the conference and discussed opportunities for businesses and local councils to exploit common ground to improve economic development.

**SANDY TOWN COUNCIL**

**DATE:** 29<sup>th</sup> January 2018  
**AUTHOR:** Cllr M. Hill  
**SUBJECT:** Appraisal Training

The Clerk and Cllr M Hill attended an evening seminar at Biggleswade on staff appraisal in the setting of town and parish councils. The training was provided by the Bedfordshire Association of Town and Parish Councils.

The workshop focused on:

- Employer's responsibilities. The town council collectively is the employer. Needs to follow good employment practice for the well-being of staff and council, and to avoid expensive mistakes. Appropriate to have a sub-committee to manage issues such as recruitment, appraisal, discipline and grievance
- An appraisal system is an essential feature of staff management but is not statutory. It is an opportunity to focus on an individual's performance, in confidence, and review achievements and experiences over a period, to look ahead and agree objectives.
- Preparation for an appraisal. Need for proper documentation to include self-review. Appraisers also make report in advance of the meeting.
- Conducting the appraisal. Ideally done by a small committee of 2-3. A formal exercise but should be conducted in a friendly fashion with an emphasis on positives.
- Follow-up. Completion of documentation. Clerk to keep signed copy. Half-yearly review advisable.

The good news is that we seem to be doing everything right in the eyes of the tutor.

**SANDY TOWN COUNCIL**

**DATE:** 29<sup>th</sup> January 2018  
**AUTHOR:** Cllr M Hill  
**SUBJECT:** Talk of The Town Minibus

The last meeting of the Talk of the Town Community Transport Group was held on Tuesday January 23<sup>rd</sup>. Main points of the meeting:

- New bus drives very well, though the position of the handbrake is awkward.
- Decals completed and attached to minibus.
- Publicity. No need to increase. This year already heavily booked. Averaging 550 miles every month (around 20 journeys). In profit every month. New drivers always welcomed.
- Local servicing and MOT in Upper Caldecote (BM servicing). Six-monthly statutory tail-lift checks.
- Renewal of blue badge for September.
- Accounts very healthy; Premium account currently £8,384 and community account £4,443. Total assets £12,678.20. Insurance due in May and will be around £1,500. No need to raise hiring charges this year.
- AGM to be held on Tuesday April 24<sup>th</sup> 2018.