

STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



4th July 2024

Members of the Community Engagement Committee: Cllr J Headington (Chairperson), Cllr J Bendell, Cllr S Buck, Cllr S Dhaliwal, Cllr B Saunders, Cllr J Smith, Cllr B Woods.

You are hereby summoned to attend the Community Engagement Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 10th July 2024 at 19:00** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

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

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

AGENDA

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

- a) Members to declare interests in respect of any item on the Agenda.
- b) Proper Officer to consider written requests from members for dispensations.

Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

3. PUBLIC SECTION (MAX. 15 MINUTES)

Members of the public may speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. Public Participation Policy applies.

4. MINUTES OF THE PREVIOUS MEETING

Members are asked to resolve that the Minutes of the Community Engagement meeting held on 15th May 2024 are a correct record.

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

Correspondence received and matters arising from previous Minutes, for information.

6. REPORTS TO COMMITTEE

6.1 Stotfest 50

To receive a report on the Anniversary Weekend 29/30 June 2024 including indicative costs.

6.2 Stotfold Mill – Public Consultation

To review the feedback obtained from the Stotfold Mill weekend.

6.3 Engagement with Older Residents

To receive a report on engagement with older residents.

6.4 Engagement with Bedfordshire Police

To consider PCSO outreach using Greenacre Centre.

6.5 Youth Engagement

To consider how the Town Council's engagement with youth is provided.

6.6 2023 – 2024 Residents Survey

To consider the results of the 2023 Community Survey and next steps.

6.7 Events 2024-2026

To consider a proposed calendar of events for 2024/26.

6.8 VE Day – 80th Anniversary

To consider a celebration activity for this anniversary.

6.9 Citizen's Awards

To consider a proposal to issue Citizens Awards for the 2024 – 2025 year.

6.10 Work Programme

To receive this Committee's Work Programme.

7. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

8. DATE OF NEXT MEETING

Wednesday 18th September 2024.

MINUTES OF THE MEETING OF THE COMMUNITY ENAGEMENT COMMITTEE HELD ON WEDNESDAY 15TH MAY 2024, IN THE COUNCIL CHAMBER, GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG AT 19:00

Committee Members present:

Cllr J Headington (Chairperson), Cllr J Smith (Vice-Chairperson), Cllr S Buck, Cllr S Hayes, Cllr S Dhaliwal, Cllr B Saunders, Cllr B Woods.

Also present:

E. Payne – Town Clerk

S. van der Merwe – Democratic Services Manager

S. Hossack – Community Engagement Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Wightwick and Bendell. It was **RESOLVED** to:
Accept the apologies.

2. DISCLOSURE OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATION

There were no declarations made.

3. PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were no members of the public present.

4. MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** that the Minutes of the Community Engagement meeting held on 10th April 2024 are a correct record.

It was **RESOLVED** that the Minutes of the Community Engagement meeting held on 13th March 2024 are a correct record.

5. ELECTION OF VICE-CHAIRMAN

Following nominations by Members, Cllr J Smith was elected Vice-Chairman of the Community Engagement Committee for the forthcoming year.

6. TERMS OF REFERENCE

The Town Clerk drew Members' attention to the items to be removed and the highlighted items, which this Committee was asked to approve.

It was **RESOLVED** to **RECOMMEND TO FULL COUNCIL THAT** the amended Terms of Reference for the Community Engagement Committee are adopted.

7. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FORM PREVIOUS MINUTES, FOR INFORMATION

There were no items under this section.

8. REPORTS TO COMMITTEE

8.1 Strategic Plan Task and Finish Group

It was **RESOLVED** that membership of this Task and Finish group be made up by Cllrs Woods, Headington, Smith and Buck.

It was **RESOLVED** that the Terms of Reference for this Task and Finish Group be **ADOPTED**.

8.2 Stotfest 50 – Anniversary Weekend

The Town Clerk updated Members on the action items from the Community Engagement Working Party Meeting of 22nd April 2024.

The report was **NOTED**.

Members discussed the gin and beer pricing following the Stotfold Steam Fair & Country Show. Gin would be priced at £39 per bottle going forward and £33 per crate of beer.

The Town Clerk asked Members to consider the admissions process, with a nominal contribution as ticket price and proceeds to go in support of the Mayor's Charity. It was **AGREED** that staff would monitor the number of tickets sold online as a means of monitoring numbers of attendees.

8.3 Walking Market

The Walking Market is gaining in popularity and the Town Council is looking to provide support to the community by way of providing copies of maps to stall holders from a Town Council "hub", which should also include an ice cream van and a tea/coffee stand.

It was **RESOLVED** that the Town Council will support Stotfold News with arrangements for the Stotfold Walking Market.

8.4 Community Survey

It was **AGREED** this item be deferred to the next Community Engagement Committee Meeting.

8.5 Christmas Lights Tender

The Town Clerk had circulated the Christmas Light Tender proposal including a list of potential product combinations and locations. Members agreed this proposal should be extended to a five-year period. A visit to the Green highlighted an option to add festoon lights to a catenary wire with which could also be used for future events.

Members requested that the tender specification should list the costs by itemised list, with a schedule of rates to allow the Town Council to determine the financial provision for installation of infrastructure and the cost of the lights across the five-year period.

It was **RESOLVED** that the Town Clerk should publish the Tender with the specification provided, including the need for an itemised list with a schedule of rates.

8.6 D-Day Commemoration

Officers updated Members on the current status of plans for this event.

It was **RESOLVED** that Stotfold Town Council donate £250 for the D-Day Commemoration wreath.

9. WORK PROGRAMME

The report was **NOTED**.

10. PUBLIC REALM WORKS

There were no comments to add.

11. ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

The Democratic Services Manager asked Members to give some thought to items they wish to add to the Work Programme for future and these could be emailed to her.

Cllr Woods suggested engagement with older residents about scams and it was **AGREED** that it would be worth doing a collaborative article with Central Bedfordshire Council's Community Safety Team and getting it into the Stotfold News Magazine.

12. DATE OF NEXT MEETING

Wednesday 10th July 2024.

The meeting closed at 19:37

SIGNED BY CHAIRMAN: _____

MINUTES APPROVED (date): _____

STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

DATE: **10 JULY 2024**

OFFICER RESPONSIBLE: **SARAH HOSSACK**
COMMUNITY ENAGEMENT OFFICER

SUBJECT: **STOTFEST 50**

1. SUMMARY

- 1.1 As part of the Town Council's Stotfest 50th Anniversary Celebration, a two-day event was held on 29/30 June 2024 at Arlesey Road. This report outlines the event and projected costs.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Note the potential costs of the event.
 - b) Consider whether this celebration could be held on an ongoing basis.

3. BACKGROUND

- 3.1 It was resolved to hold a two-day event celebrating the Town Council's 50th anniversary and a budget was identified for 2024/25 which could cover all of the celebratory activities including the two-day event, new town entrance signs, mayoral insignia and a website.
- 3.2 The 2-day event was held on Arlesey Road Recreation Ground and was well received by residents.

4. FINANCIAL

- 4.1 Indicative costs for expenditure to date are listed below.
- 4.2 A reconciliation of costs versus income will be distributed separately to the next meeting when all the income has been reconciled.

5. IMPLICATIONS

Strategic plan	n/a
Risk Management:	Full risk assessments were undertaken as part of the event.
Legals:	General Power of Competence
Resources/Stakeholders:	Officer, community organisations.
Contracts/Financial:	Budget for Anniversary in situ.
Crime & Disorder:	Security on site as part of premises licence
Equalities:	Allows access to all, is inclusive.
Biodiversity:	N/A
Privacy Impact:	N/A

What	Cost exc VAT
Saturday Performance	
The Souled Organisation	£240.00
The Scallywags	£250.00
Press Play	£800.00
Grace George	£180.00
Brook and the Backbeats	£300.00
Mixology	£0.00
Fabulous Lounge Swingers	£1,650.00
Compere (Daniel Allen)	£250.00
Sunday Performance	
Stotfold Twirlers	£0.00
Salvation Army Band	£0.00
St Mary's School Choir	£0.00
We Are Highlands	£200.00
Gifford Dance Academy	£0.00
Hitchin Rock Choir	£0.00
Compere (Daniel Allen)	£250.00
Marquees with Pryde	£960.00
Toilets	£3,341.00
First Aid	£2,256.00
Security	£3,360.00
Inflatables	£4,050.00
Photographer (Paddy Allen)	£150.00
Climbing wall	£1,630.00
Stage	£3,750.00
Generator / Fencing / Cones	£918.69
Festival cups	£2,450.00
TOTAL	£26,985.69

STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

DATE: **10 JULY 2024**

OFFICER RESPONSIBLE: **SIAN VAN DER MERWE**
DEMOCRATIC SERVICES MANAGER

SUBJECT: **STOTFOLD MILL STEAM & COUNTRY FAIR –**
COMMUNITY CONSULTATION

1. SUMMARY

The Town Council implemented a community survey at the Stotfold Mill Steam & Country Fair on 11th and 12th May 2024.

2. RECOMMENDATION

2.1 Members are asked to note the feedback from the community survey.

3. BACKGROUND

3.1 Community surveys are conducted for various important reasons, each aimed at benefiting the community and informing decision-making processes. Overall, community surveys are a vital tool for ensuring that the voices of community members are heard and that their needs are met in a thoughtful, data-driven manner.

3.2 A survey was implemented to get feedback from residents and visitors to the fair. The cabin stall at the event was manned by Councillors who encouraged residents to access the survey via a QR Code on their personal mobiles and a laptop for those who may have preferred to do the survey another way.

4. FINANCIAL

4.1 There were no costs to setting up the survey or collating the results.

5. IMPLICATIONS

Strategic Plan:	n/a
Risk Management:	n/a
Legals:	n/a
Resources/Stakeholders:	Officer and Councillor
Contracts/Financial:	Consideration at future meeting of costs for ideas proposed
Crime & Disorder:	n/a
Equalities:	n/a
Biodiversity:	n/a
Privacy Impact:	n/a

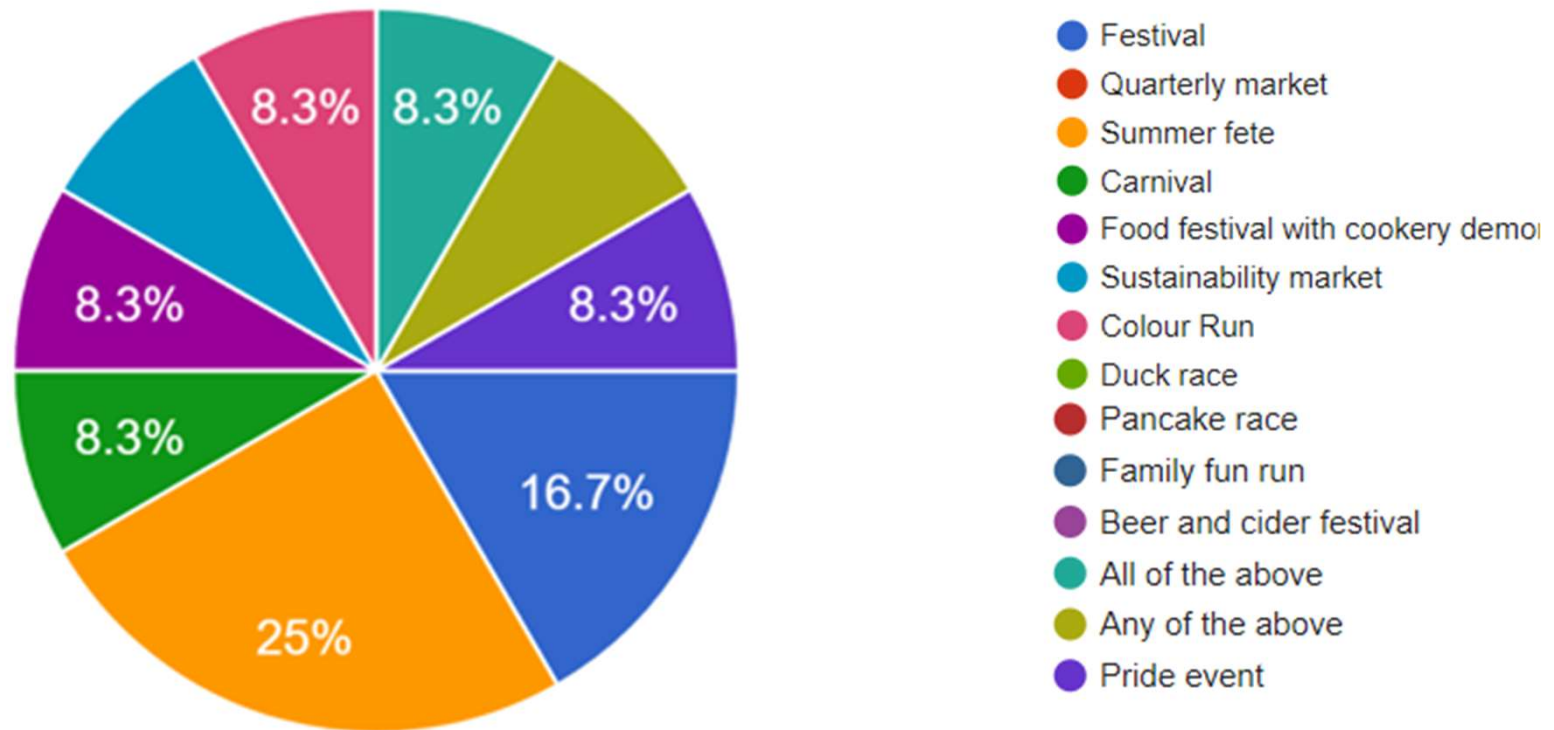
With regards to our parks and open spaces, what would you like to see changed or added?

- More benches
- Splash park!
- More seating
- Outdoor gym would be great
- I would just like to see the open spaces and countryside preserved. (No more new estates)
- Covered open space
- The parks are adequate so we would not change anything.
- Add a splash park
- More areas for kids
- Implement the improvements to Riverside. Get Taylor Wimpey to finish building the footpath to connect Riverside with the new part.

What facilities do you and/or your family use in Stotfold?

- Most of them
- Parks for dog walking
- Green, Greenway walk,
- Parks, shops and takeaways.
- Parks and open spaces, traffic lights, memorial hall, alleyways, school,
- Stotfold Park, Mill for walks.
- Parks, library, cafes, hairdresser, barber
- Parks green
- Mainly the play parks at Riverside and The Green

What events would you like to see take place in Stotfold?



STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

DATE: **10 JULY 2024**

OFFICER RESPONSIBLE: **SARAH HOSSACK**
COMMUNITY ENGAGEMENT OFFICER

SUBJECT: **ENGAGEMENT WITH OLDER RESIDENTS**

1. SUMMARY

- 1.1 This committee has previously commented on better engagement with older residents. This report outlines two proposals to meet this engagement need.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Consider if the Town Council should investigate provision of engagement activities, for example, seated exercise classes, walking football.
 - b) Consider if the Town Council should investigate provision of an information session to highlight social welfare issues on an ongoing basis.

3. BACKGROUND

- 3.1 Exercise and social interaction are key factors in maintaining physical health, mental well-being, independence, and quality of life for older adults. Regular physical activity tailored to individual capabilities and health conditions can lead to significant benefits and improve the overall aging experience.
- 3.2 Age UK runs a number of exercise and social engagement events, the closest to Stotfold being in North Herts and Stevenage. Stotfold Good Neighbour Group also runs a session on Fridays in the Memorial Hall with a seated exercise class, followed by activities. This is also an opportunity to engage with residents.
- 3.3 Central Bedfordshire Council runs five day centres for older people. There are eligibility criteria, and an assessment will be required to use this service. If the person meets this criteria, then transport may be provided to get them to the day centres.
- 3.4 The Ramblers Organisation in conjunction with Central Bedfordshire Council run Well-being Walks in various nearby places, aimed at people who do little or no exercise. If Members agree to investigate provision of engagement activities, Officers will look the possibility of one that starts in Stotfold.

4. FINANCIAL

Costs to be sourced if Members wish to proceed with the proposal.

5. IMPLICATIONS

Strategic Plan:	n/a
Risk Management:	Risk Assessment to be compiled
Legals:	Contract with Service providers
Resources/Stakeholders:	Officer time to investigate service providers
Contracts/Financial:	Investigate service providers & determine their terms and conditions.
Crime & Disorder:	n/a
Equalities:	Provision for older residents
Biodiversity:	n/a
Privacy Impact:	n/a

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

DATE: 10 JULY 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: ENGAGEMENT WITH BEDFORDSHIRE POLICE

1. SUMMARY

- 1.1 Members are asked to consider the PCSO holding outreach events at the Greenacre Centre.

2. RECOMMENDATION

- 2.1 Members are asked to consider the report and advise the Clerk if they wish to offer the Greenacre Centre for PCSO outreach.

3. BACKGROUND

- 3.1 PCSO Tasha Healey has recently started working in Stotfold and Shefford and would like to engage more with residents. The proposal is that the town council makes a room at the Greenacre Centre available for residents to drop in and discuss community safety concerns. This would then be publicised by the Town Council and Bedfordshire Constabulary.

4. FINANCIAL

- 4.1 There is a financial implication in relation to the hire rate for the room, which would be waived.

5. IMPLICATIONS

Strategic Plan:	n/a
Risk Management:	n/a
Legals:	n/a
Resources/Stakeholders:	Limited officer resource to book the facility and promote the sessions
Contracts/Financial:	Loss of income if another hirer wants to use the facility
Crime & Disorder:	n/a
Equalities:	Open to all residents but depending on the time of day may preclude some residents attending.
Biodiversity:	n/a
Privacy Impact:	Would need to be a separate room in the event that a sensitive matter is being considered.

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT
DATE: 10 JULY 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: YOUTH ENGAGEMENT

1. SUMMARY

- 1.1 Dan Gaze Support Services currently undertake youth engagement services at Pixbrook Academy.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Consider whether the Town Council would like to continue with youth provision at Pixbrook Academy.
 - b) Consider whether the Town Council would like to extend the youth provision to Etonbury Academy.
 - c) If provision is to continue, to sign Dan Gaze up to a formal Service Level Agreement for provision of services.
 - d) To agree the budget to support this service for 2024/25 and then going forward.

3. BACKGROUND

- 3.1 Grand Union Housing Group initiated the engagement project and the Town Council agreed informally to pay for this service from April 2018. There is no formal Service Level Agreement ("SLA") in place with Dan Gaze Support Service and, if the Town Council would like to continue this service, there should be an SLA detailing the terms of the provision. A draft SLA is attached for consideration by Members.

4. FINANCIAL

- 4.1 In the 2023-24 financial year, the Town Council paid £6860 excluding VAT toward youth work. For the year 2024-25, invoices for April and May total £720. The charge is £30 per hour and the provision is set at 4 hours per week.
- 4.2 To extend the provision to Etonbury Academy, the Town Council could set aside a similar amount for 2024-2025 to come from the Community Engagement Budget.

5. IMPLICATIONS

Risk Management:	Relevant risk assessment, PLI and child protection documentation
Legals:	Contractual
Resources/Stakeholders:	Officer resource
Contracts/Financial:	Budget to be agreed as part of Community Engagement Budget
Crime & Disorder:	Potential reduction in antisocial behaviour
Equalities:	Accessible to all
Biodiversity:	n/a
Privacy Impact:	GDPR provision to be included in SLA



Since working at Pix Brook I have mentored girls and boys between the ages of 10-14, I have built trusting relationships throughout my time there one to one.

As I have worked at Pix Brook I have been able to help some YP settle back into their day to day life at school, I have always had an open door policy, where just because the sessions have come to a natural end doesn't mean they can't come and speak to me.

I am currently working with a YP, who needs help and support with consistency of sessions, she had some very sad news last week, her Dad died after a long battle with Cancer, she suffers from high levels of anxiety I would like to keep the routine the same after speaking with her prior to her Dad dying she did say she wanted day to day life at school to stay relatively the same.

This term has seen the year 6 do their SATS, I helped one young person who I see on a regular basis with her worries and concerns over them, over the weeks leading up to them, on the last morning of her SATS I went and had a little chat sat with her and a friends while they were having breakfast, they were very chatty and appeared calm which was a fantastic thing to see.

The Year 8's went on PGL the last week of term, I spoke to one YP, I see regularly she was worried about being away from home, we talked about how she felt and told her that is was a normal feeling to feel the way she was feeling, I gave her the opportunity to talk over the weeks leading up to her trip I could see she was very excited about going and can't wait to hear all about it when she gets back from her trip.

Being at Pix Brook school has helped bridge some gaps for the young people to engage with their worries, friendships issues, mental health, self-esteem and sexuality - this has in turn helped build communication between teacher and pupil to be able to help with issues they might not have been aware of.

In a typical week I see at least 12 girls and boys with the view to adding to my list if and when needed, I have good working relationships with the staff so I can speak to them of my concerns to help put support in for individual students that I mentor. I also pass on any safeguarding concerns to the DSP'S at the school, I have written individual reports of any conversations of concern to the deputy (who is a DSP), which they have acted on straight away and put support in that was needed.

At breaktimes and lunchtimes, I walk around and have individual chats with different young people, to continue to build repour and relationships around the school.

Dan has also secured funding from the VERU for sports participation program which he is putting 10 months' worth for funding to run the football program Get of the street and use your feet in Stotfold starting the 5th of June.



Since working at Pix Brook I have mentored girls and boys between the ages of 10-14, I have built trusting relationships throughout my time there one to one.

As I have worked at Pix Brook I have been able to help some YP settle back into their day to day life at school, I have always had an open door policy, where just because the sessions have come to a natural end doesn't mean they can't come and speak to me.

I am currently working with a YP, who needs help and support with consistency of sessions, she had some very sad news last week, her Dad died after a long battle with Cancer, she suffers from high levels of anxiety I would like to keep the routine the same after speaking with her prior to her Dad dying she did say she wanted day to day life at school to stay relatively the same.

This term has seen the year 6 do their SATS, I helped one young person who I see on a regular basis with her worries and concerns over them, over the weeks leading up to them, on the last morning of her SATS I went and had a little chat sat with her and a friends while they were having breakfast, they were very chatty and appeared calm which was a fantastic thing to see.

The Year 8's went on PGL the last week of term, I spoke to one YP, I see regularly she was worried about being away from home, we talked about how she felt and told her that is was a normal feeling to feel the way she was feeling, I gave her the opportunity to talk over the weeks leading up to her trip I could see she was very excited about going and can't wait to hear all about it when she gets back from her trip.

Being at Pix Brook school has helped bridge some gaps for the young people to engage with their worries, friendships issues, mental health, self-esteem and sexuality - this has in turn helped build communication between teacher and pupil to be able to help with issues they might not have been aware of.

In a typical week I see at least 12 girls and boys with the view to adding to my list if and when needed, I have good working relationships with the staff so I can speak to them of my concerns to help put support in for individual students that I mentor. I also pass on any safeguarding concerns to the DSP'S at the school, I have written individual reports of any conversations of concern to the deputy (who is a DSP), which they have acted on straight away and put support in that was needed.

At breaktimes and lunchtimes, I walk around and have individual chats with different young people, to continue to build repour and relationships around the school.

Dan has also secured funding from the VERU for sports participation program which he is putting 10 months' worth for funding to run the football program Get of the street and use your feet in Stotfold starting the 5th of June.

FEEDBACK FROM PIXBROOK ACADEMY

FROM: VICE PRINCIPAL & DESIGNATED SAFEGUARDING LEAD

DATE: 3RD JULY 2024

Dan Gaze Youth Engagement Project worker has provided our students with invaluable youth mentoring support. The work she does with our students is engaging and very supportive. Students feel they can open up to her about their worries and concerns and she in turn offers them personalised support / advice. The work she has done with some of our vulnerable students has resulted in them becoming more resilient, self-aware and confident. We have a large waiting list of students that could benefit from her work and input and we have parents regularly asking for her services in supporting their child. We would welcome for the support to continue as we (and more so the students) have seen the benefits it brings.

**SERVICE LEVEL AGREEMENT
Between**

STOTFOLD TOWN COUNCIL

and

DAN GAZE SUPPORT SERVICE

1. INTRODUCTION

- 1.1 This Service Level Agreement runs from **xxx to xxx.**
- 1.2 This agreement is intended to provide a basis for the relationship between Stotfold Town Council (known as the Council) and Dan Gaze Support Service (known as the Provider).
- 1.3 The Council's financial support is granted under the General Power of Competence, its approved Annual Budget for the programme and in line with the Objectives of the Town Council's Community Engagement Strategy.
- 1.4 The Council agrees to support the youth engagement programme in order to:
- **Enhance Academic Achievement**
Fosters a greater connection to the school and the learning process, which would more likely result in better academic performance and improved attendance.
 - **Building Life Skills**
Such programs often include activities that teach essential life skills, such as leadership, communication, teamwork, problem-solving, and critical thinking. These skills are crucial for students' future success in both their personal and professional lives.
 - **Promoting Emotional and Social Development**
Engagement programs provide students with opportunities to build self-esteem, resilience, and emotional intelligence. They can offer a safe space for students to express themselves, share their concerns, and develop healthy relationships with peers and adults.
 - **Reducing Behavioural Problems**
When students are engaged in meaningful activities, they are less likely to engage in negative and antisocial behaviours. Youth engagement programs can reduce incidents of bullying, vandalism, substance abuse, and other disciplinary issues by providing positive outlets and fostering a sense of belonging and purpose.
 - **Supporting Mental Health**
Youth engagement programs can be instrumental in supporting students' mental health by providing access to counselling, mentorship, and peer support. Activities that promote physical health and well-being are also often included, contributing to overall mental wellness.
 - **Creating a Positive School Culture**
Engagement programs can help create a more inclusive, supportive, and positive school culture. When students feel valued and involved, it enhances the overall school climate, making it a more welcoming and productive environment for everyone.
 - **Addressing Diverse Needs**
These programs can be tailored to meet the diverse needs of the student population, including those who might be at risk or marginalized. By offering various activities and support services, schools can ensure that all students have opportunities to thrive.

- **Fostering Long-Term Success**

By providing students with the tools, resources, and support they need to succeed, youth engagement programs help prepare them for future challenges, whether in higher education, the workforce, or other endeavours.

- **Parental and Community Involvement**

Youth engagement programs often encourage parental and community involvement, which can strengthen the relationship between the school and the wider community. This collaboration can lead to more resources, support, and opportunities for students.

In summary, a youth engagement program can play a crucial role in fostering a supportive, inclusive, and dynamic learning environment, benefiting students' academic, social, and emotional development while also contributing to a positive school culture.

2. TOWN COUNCIL – CORE AND PROJECT FUNDING

2.1 Funding: The Council will provide core revenue funding of £xxx per annum to meet the general running costs of the Programme. This level of funding has been agreed in response to the immediate needs of the Programme and to safeguard the current progress of the programme. The level of the funding will be subject to agreement and review by the Town Council each September for the subsequent Financial Year.

2.2 Invoicing: The funding will be provided following submission of invoices for hourly attendance as reported to the Town Council, verified by the school participating in the scheme.

3.0 DAN GAZE SUPPORT SERVICE (THE PROVIDER)

3.1 The provider agrees to provide a set number of youth engagement and support sessions per week at Pixbrook Academy and/or Etonbury School.

4.0 TOWN COUNCIL OVERVIEW

The Town Council will appoint an Officer, supported by a Councillor to oversee a youth engagement program helps ensure that the program is well-managed, sustainable, and effectively meets the needs of the community's youth as a result of:

4.1 Expertise and Experience: Officers and Councillors may have specific expertise and experience that can benefit the programme. They may have backgrounds in education, youth services, community development, or related fields that can enhance the program's effectiveness.

4.2 Accountability and Governance: The Town Council will ensure that the program is managed properly, funds are used responsibly, and goals are met, provide oversight and hold the program accountable to its objectives and to the community it serves. This will necessitate input from the schools where the services are being delivered.

4.3 Strategic Guidance: The Town Council may offer strategic guidance and long-term planning. They help in setting the vision, mission, and goals of the program, ensuring that it aligns with the broader objectives of the Town Council which addresses the needs of the youth in the community.

4.4 Community Representation: Appointing an Officer and Town Councillor can ensure that the program reflects the community's interests and values. Town Councillors can represent the views and needs of different community groups, making the program more inclusive and effective.

- 4.5 Transparency and Trust:** Having a Town Councillor can enhance transparency and build trust with the community. It shows that the Town Council is committed to oversight and that the program is being managed in an open and accountable manner.

5.0 MONITORING AND ASSESSMENT

5.1 Reviews

The Town Council's nominated Councillor and relevant Officers will meet with the Provider quarterly to monitor Key Performance Indicators. All parties will then meet in August, to review and evaluate all matters contained in this Agreement. At the meeting, the Provider will present its Forward Plan and annual budget.

5.2 Accounts

The Provider will provide a copy of its accounts to the Town Council's nominated representative each year and shall also, if requested, make a presentation to the Annual Town Meeting.

5.3 Changes in Circumstances

The Provider agrees that any substantial changes in its circumstances shall be notified to the Town Council as soon as possible, this includes changes in personnel delivering the service.

5.4 Changes to Agreement

Any changes to this agreement must be agreed jointly by the Town Council and the Provider. The Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement, should it become apparent that such monies have been applied to purposes other than those specified in this agreement.

In addition, in such circumstances, the Town Council may withhold any further instalments payable under this agreement.

6. SAFEGUARDING

- 6.1 The Provider will provide copies of the following to the Town Council before commencement of any activities, which will be updated when applicable:

- a) Child Protection Policy
- b) Relevant DBS for **ALL** staff delivering the service
- c) Public Liability Insurance for a minimum of £5 million
- d) Relevant Risk Assessments
- e) Equality & Diversity Policy
- f) Data Protection Policy

7. PUBLICITY AND ACKNOWLEDGEMENT OF SUPPORT

- 7.1 Appropriate acknowledgement of the financial support received from the Town Council shall be included on relevant promotional literature.

8. DISPUTES AND TERMINATION

- 8.1 The parties shall use their best endeavours to resolve by agreement any dispute as to the working of this agreement. In the unlikely event of failure to agree, the issue shall be referred to a third party, to be mutually agreed by both parties for arbitration.
- 8.2 Either party may terminate this Agreement forthwith by notice in writing to the other if the other party commits a material breach of this Agreement which either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this Agreement.

9. SIGNATURES

We, the undersigned agree with the conditions outlined in this document.

Signature..... Date.....
Town Clerk on behalf of Stotfold Town Council

Signature..... Date.....
Dan Gaze Support Service

DRAFT

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

DATE: 10 JULY 2024

OFFICER RESPONSIBLE: SIAN VAN DER MERWE
DEMOCRATIC SERVICES MANAGER

SUBJECT: 2024 – 2025 RESIDENTS SURVEY

1. SUMMARY

The Town Council has conducted Residents Surveys in 2021, 2022 and October 2023. The results from the 2023 survey were presented to the Town Council at the Annual Town Meeting of 7 March 2024.

2. RECOMMENDATION

2.1 Members are asked to:

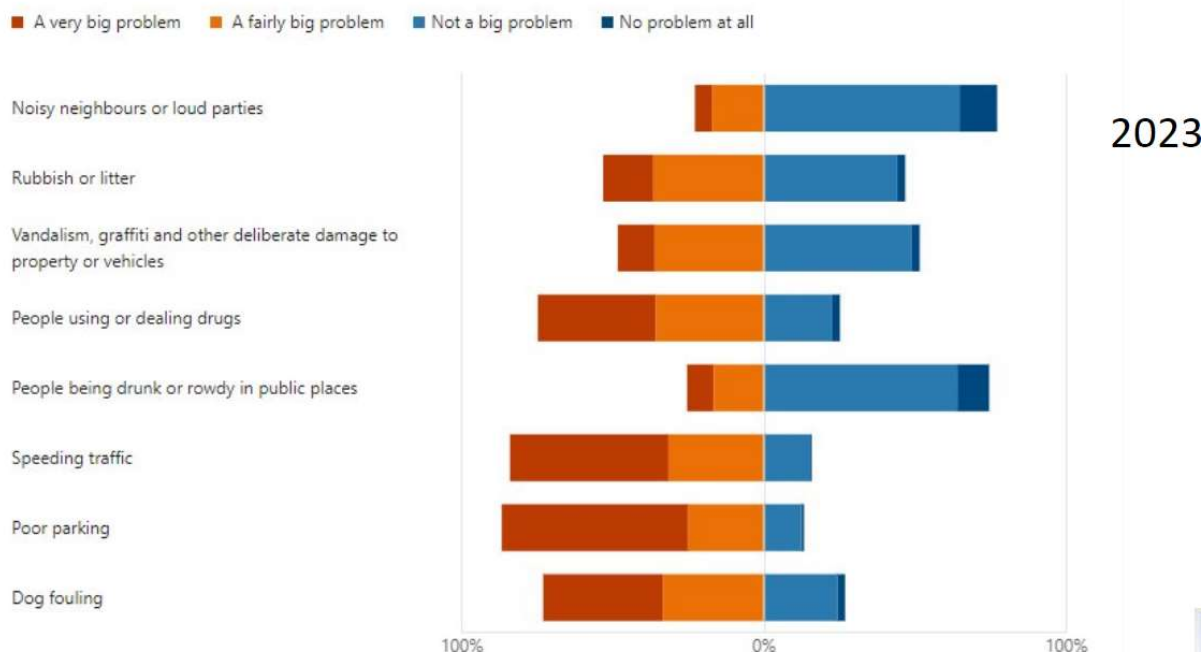
- a) Consider the questions that should be included in the 2024/2025 survey - specific to Community Engagement.

3. BACKGROUND

The Town Council undertook to conduct a resident's survey for several key reasons:

- **Gather Public Opinion:** Surveys help the Town Council understand residents' views on various issues, priorities, and satisfaction levels with municipal services.
- **Informed Decision-Making:** By collecting data directly from the community, the Town Council can make more informed decisions that reflect the needs and preferences of the residents.
- **Identify Needs and Concerns:** Surveys can highlight areas where the community feels there are gaps or issues that need to be addressed, such as safety, infrastructure, or public services.
- **Increase Transparency and Trust:** Engaging the community through surveys demonstrates a commitment to transparency and can help build trust between the Town Council and residents.
- **Improve Services:** Feedback from surveys can identify areas for improvement in municipal services and operations, leading to more efficient and effective service delivery.
- **Set Priorities and Goals:** Understanding the community's priorities helps the Town Council set goals and allocate resources effectively, ensuring that the most pressing needs are addressed first.
- **Measure Satisfaction and Performance:** Regular surveys can track changes in public satisfaction over time and measure the performance of the Town Council and its initiatives.
- **Encourage Community Involvement:** Surveys can engage residents and encourage them to participate more actively in local governance and community activities.
- **Support Funding and Grants:** Data from surveys can be used to support applications for funding and grants by demonstrating community need and support for specific projects.
- **Plan for the Future:** Insights from community surveys can inform long-term strategic planning and development, helping the town prepare for future challenges and opportunities.

3.2 The previous survey sought to gain understanding of the Community's opinions on a variety of issues, the outcomes were:



A copy of Cllr Jon Smith's synopsis of the changes to the Residents Survey over time is attached.

The questions included into the 2023 Residents Survey were:

- When asked about Stotfold, what is the first thing you think of?
- Overall, how satisfied or dissatisfied are you with Stotfold as a place to live?
- To what extent do you think Stotfold Town Council acts on the concerns of residents?
- Overall, how well informed do you think Stotfold Town Council keeps residents about the services and benefits it provides?
- On balance, which of the following is closest to how you feel about Stotfold Town Council?
- How safe or unsafe do you feel when outside in Stotfold after dark?
- How safe or unsafe do you feel when outside in Stotfold during the day?
- How easy is it for you to contact a Stotfold Town Councillor? Councillor details can be found on the Town Council Website.
- Have you used any of the following, provided by Stotfold Town Council, in the last 12 mths
- How satisfied or dissatisfied are you overall with Stotfold Town Council's...
 - Play parks / green areas
 - Services and support for young people
 - Council Community events
 - Support for local organisations
 - Support for local businesses
- Would you like more or less time spent on the following...
 - Play parks / green areas
 - Services and support for young people
 - Council Community events
 - Support for local organisations
 - Support for local businesses
- To what extent do you agree or disagree that Stotfold is a place where people from different ethnic backgrounds get on well together?

- To what extent would you agree or disagree that people in Stotfold pull together to improve the local area?
- Thinking about Stotfold, how much of a problem do you think each of the following are....
 - Noisy neighbours or loud parties
 - Rubbish or litter
 - Vandalism, graffiti and other deliberate damage to property or vehicles
 - People using or dealing drugs
 - People being drunk or rowdy in public places
 - Speeding traffic
 - Poor parking
 - Dog fouling

4. FINANCIAL

There are no financial implications for conducting a Residents Survey, remedial actions may incur costs.

5. IMPLICATIONS

Strategic Plan:	Community Engagement
Risk Management:	Low, Risk to reputation
Legals:	n/a
Resources/Stakeholders:	STC and CBC as service providers for the public
Contracts/Financial:	Contractors for STC
Crime & Disorder:	n/a
Equalities:	Community feedback from all demographics
Biodiversity:	n/a
Privacy Impact:	n/a

STOTFOLD TOWN COUNCIL

RESIDENTS SURVEY 2023

Our 2nd Annual Resident's Survey highlights an improvement in the Stotfold Town Council's engagement with residents. The survey received 227 responses, up from 165 in 2022.

Key Survey Findings

Improvement in Resident Awareness:

- In 2023, 57% of residents felt the council kept them "Extremely Well" or "Fairly Well" informed, compared to only 30% in 2022.

Change in Resident Sentiment:

- Positive sentiment towards the council has increased. In 2023, 49% of residents felt "Very Positive" or "Positive" about the council, up from 19% in 2022.
- Negative sentiment has decreased significantly. In 2023, 49% of residents felt "Negative" or "Very Negative," compared to 79% in 2022, indicating an improvement in the council's reputation among residents.

Initiatives and Actions

Speeding:

- The introduction of Speed Indicator Devices (SIDs) in the town has significantly improved the council's ability to collect accurate traffic data. These have provided detailed insights into traffic patterns, such as maximum speeds, average speeds, and weekly traffic levels, data the Council will use to work with local authorities to manage traffic in the Town. As is shown whilst average speeds remain low, some recorded speeds are unacceptable.

Addressing Anti-Social Behaviour:

- The council is focusing on issues related to anti-social behaviour (ASB). We work closely with other local Councils and the Police to prioritise issue and there is a strong emphasis on the need for a police presence in our Town.

Community Engagement:

- The Council has increased efforts to engage more with the Town, especially with residents previously uninvolved with council activities. This includes the creation of a Community Engagement Committee which, amongst other responsibilities, is busy celebrating Stotfold turning 50 this year.

The survey results from 2023 reflect a positive shift in resident engagement and perception compared to 2022, showcasing the Council's successful efforts to connect more effectively with the community. We have gone through a lot of change as we adapt to the size of Town Stotfold now is and we will continue to work hard for all residents.

Cllr Jonathan Smith

STOTFOLD TOWN COUNCIL

COMMITTEE: **COMMUNITY ENGAGEMENT**

DATE: **10 JULY 2024**

OFFICER RESPONSIBLE: **SARAH HOSSACK**
COMMUNITY ENGAGEMENT OFFICER

SUBJECT: **EVENTS 2025-2026**

1. SUMMARY

- 1.1 Stotfold has a limited events schedule, and residents suggested a number of additional events at the Steam Fair weekend to add to the Town Council's offer.
- 1.2 Incorporating an events programme within the Town Council's responsibilities brings benefits, from economic growth and cultural enrichment to community engagement and enhanced well-being. A Town Council's events programme not only enhances the quality of life for its residents but also positions the town as a thriving and attractive place to live, work, and visit.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Consider the list of suggested events
 - b) Suggest other events that may be of interest to the residents of Stotfold

3. BACKGROUND

- 3.1 A Town Council having an events program can significantly benefit the community in various ways.
- Community Engagement and Social Cohesion
 - Economic Benefits
 - Health and Well-being
 - Civic Pride and Identity
 - Community Safety and Unity
 - Feedback and Engagement Mechanism
 - Engaging Citizens in Decision
 - Strategic Vision and Growth
- 3.2 Suggested events could include:
- a) VE Day celebration (May 2025)
 - b) Citizens Awards Ceremony
 - c) MacMillan Coffee Morning
 - d) Great British Litter Pick (Keep Britain Tidy campaign)
 - e) Stotfest – the Town Council have received a lot of positive feedback from the event and many requests to make this an annual event.
 - f) Love Parks Week – July/August – run a series of events within our parks during the week
 - i. Teddy Bears Picnic
 - ii. Story tellers in the parks
 - iii. Litter Angels

- g) Urban Beach – Hitchin Town Centre have run this in the Market Square for a number of years sponsored by local businesses.
- h) Walking Market
- i) Outdoor cinema
- j) Food and drink festival
- k) Beer and cider festival
- l) Duck race
- m) Pancake race
- n) Market
- o) Stand at the Steam Fair – May and October
- p) Remembrance Sunday (10 November 2024)
- q) Christmas lights switch on (Saturday 30 November 2024)

3.3 Then there are mayoral events including any fundraising events the Mayor would like to host to raise funds for their charity and the annual Civic Service.

4. FINANCIAL

4.1 Costs for events to be sourced on an individual basis for any that Members wish to consider.

4.2 Mayoral events should be self-financing with any proceeds being donated to charity.

5. IMPLICATIONS

Risk Management:	Risk Assessment to be compiled
Legals:	Contract with Service providers
Resources/Stakeholders:	Officer time to investigate service providers
Contracts/Financial:	Investigate service providers & determine their terms and conditions.
Crime & Disorder:	n/a
Equalities:	Open to all residents of Stotfold
Biodiversity:	n/a
Privacy Impact:	n/a

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

DATE: 10 JULY 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: VE DAY 2025

1. SUMMARY

- 1.1 Members are asked to consider how to commemorate the 80th anniversary of VE Day which is 8th May 2025.

2. RECOMMENDATION

- 2.1 Members are asked to consider the suggestions outlined in this report and advise the Clerk which they would like to implement.

3. BACKGROUND

- 3.1 8 May 1945 – VE (Victory in Europe) Day – was one that remained in the memory of all those who witnessed it. It meant an end to nearly six years of a war that had cost the lives of millions; had destroyed homes, families, and cities; and had brought huge suffering and privations to the populations of entire countries.
- 3.2 Millions of people rejoiced in the news that Germany had surrendered, relieved that the intense strain of total war was finally over. In towns and cities across the world, people marked the victory with street parties, dancing and singing. But it was not the end of the conflict, nor was it an end to the impact the war had on people. The war against Japan did not end until August 1945, and the political, social and economic repercussions of the Second World War were felt long after Germany and Japan surrendered.
- 3.3 2025 see's the 80th anniversary of VE Day and communities are being asked to join in in celebrating this event. The suggestions are:
- Charity tea party or Fish & Chip supper in either the Con Club or Memorial Hall (NB Fish and chips were not rationed hence the significance)
 - Beacon lighting (9.30pm) and reading of proclamation
 - Banner decorations in the High Street on the tested columns (Christmas lights)
 - Flagpole in The Haven to raise the VE Day Flag (9am)
 - Encourage residents to hold their own street parties on the preceding weekend. Perhaps issue street party packs including bunting, children's activities etc.
- 3.4 It has not been recognised as a Bank Holiday. It is also the day after the Annual Town Meeting when the Mayor is elected.

4. FINANCIAL

- 4.1 It is recommended that the tea party/fish & chip supper is self-financing with any proceeds to the Mayor's Charity for 2025-26.
- 4.2 There are likely to be costs relating to the beacon which will be considered by the Public Realm Committee.

5. IMPLICATIONS

Strategic Plan	n/a
Risk Management	Relevant event risk assessments
Legals	N/A
Resources/Stakeholders	Officer resource
Contracts/Financials	Budget to be agreed as part of Community Engagement Budget
Crime & Disorder	n/a
Equalities	Accessible events
Biodiversity	n/a

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT
DATE: 10 JULY 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: CITIZEN'S AWARDS 2024-25

1. SUMMARY

- 1.1 Traditionally, an article has been published in the Stotfold News seeking nominations from residents for Citizen of the Year award, which has then been determined by Town Councillors and then been presented at the Annual Town Meeting.
- 1.2 There was no engagement in 2023/24 and the Town Clerk recommends a refresh of the approach to acknowledging the work that notable residents undertake in the town.

2. RECOMMENDATION

- 2.1 Members are asked to consider this report and advise the Clerk if they wish to proceed with a different method of choosing Citizen of the Year award or retain the same format as previously.

3. BACKGROUND

- 3.1 Previously, the Town Council has sought nominations from residents for Citizen of the Year awards and then Town Councillors have decided who to award it to. This has been promoted via an article in the Stotfold News.
- 3.2 Members may want to consider a refresh of this and seek nominations for Citizen of the Year but then the final decision is made by public vote either via social media or a paper ballot, collected from the Greenacre Centre.
- 3.3 Transitioning the decision-making process for Citizen of the Year awards to a public vote, rather than leaving it in the hands of Town Councillors, brings several pros and cons. Here's a breakdown of both:

3.4 Pros:

a) Enhanced Community Engagement:

- Active Participation: Allowing the public to vote increases community involvement, making people feel more connected to the process and the award itself.
- Sense of Ownership: The community might feel a stronger sense of ownership over the award, leading to increased respect and value placed on the recognition.

b) Democratic Process:

- Reflects Popular Opinion: Public voting ensures that the recipient reflects the choice of the majority, potentially aligning the award more closely with the public's view of deserving individuals.
- Transparency: A public vote can be perceived as more transparent and fairer, reducing the perception of bias or favouritism that might exist with a council-only decision.

- c) **Increased Visibility:**
 - Awareness: Publicizing the voting process can raise awareness about the award and the contributions of the nominees, highlighting positive role models within the community.
 - Engagement Opportunities: The voting period can be a time to celebrate and recognise all nominees, providing a platform to share their stories and contributions widely.
- d) **Inclusivity:**
 - Broader Perspectives: Public voting can incorporate a wider range of perspectives and values, potentially recognizing contributions that might be overlooked by a smaller group of councillors.

3.5 Cons:

- a) **Popularity Contest:**
 - Bias Towards Popularity: Public voting can sometimes favour more popular or well-known individuals rather than those who have made the most significant or meaningful contributions.
 - Campaigning Concerns: The process could become competitive or political, with nominees campaigning for votes, which might undermine the spirit of the award.
- b) **Voter Apathy or Manipulation:**
 - Low Participation: There might be low voter turnout, leading to questions about the representativeness of the result.
 - Manipulation Risks: Public votes are susceptible to manipulation, such as coordinated voting efforts by special interest groups.
- c) **Complexity:**
 - Organizational Complexity: Implementing a public voting system requires more organization, resources, and possibly technology, increasing the complexity and cost of the process.
- d) **Decision-Making Expertise:**
 - Lack of Informed Decision-Making: Councillors might have a better understanding of the nominees' contributions and the criteria for the award, leading to more informed and balanced decision-making.
 - Potential for Dispute: Public voting outcomes might lead to disputes or dissatisfaction, especially if the results are close or controversial.

3.6 Balancing the Process:

If a community decides to shift to public voting, here are a few strategies to mitigate the cons:

- Hybrid Approach: Combining public voting with councillor input can balance public opinion with informed decision-making. This could be Councillors creating a short list of candidates based on the nominated citizen reaching certain criteria.
- Clear Criteria: Establishing and communicating clear criteria for the award can guide public voters to consider the merits of each nominee beyond just popularity.
- Awareness Campaigns: Running campaigns to inform and encourage broad community participation, highlighting the importance of voting based on contributions rather than popularity.

- 3.7 The award could then be presented at the Annual Town Meeting on Wednesday 30th April 2024.

4. FINANCIAL

- 4.1 Limited financial implications, which would be met from the Community Engagement Budget.

5. IMPLICATIONS

Strategic Plan:	n/a
Risk Management:	Pros and cons of public voting outlined in the report.
Legals:	n/a
Resources/Stakeholders:	Officer resource
Contracts/Financial:	Budget in place
Crime & Disorder:	n/a
Equalities:	Open to all
Biodiversity:	n/a
Privacy Impact:	GDPR would need to be considered when nominating and voting

COMMUNITY ENAGEMENT COMMITTEE - WORK PROGRAMME 2024-25

Meeting Date	Agenda Item	Description	Responsible Officer
10/07/2024	Stotfest 50th		
	Stotfold Mill - Public Consultation	To review the feedback obtained from the Stotfold Mill Steam & Country Fair	Democratic Services Manager
	Exercise Classes for Residents	To consider the provision of exercise classes for residents	Community Engagement Officer
	Information session for older residents re topical issues	To consider a campaign to highlight topical social welfare issues.	Community Engagement Officer
	Engagement with PCSO	Outreach using Greenacres to host a once a week/month clinic	Town Clerk
	Youth engagement	To consider how the Town Council's engagement with youth is provided	Town Clerk
	Residents Survey	To receive the results of the residents survey and consider next steps	Democratic Services Manager
	Ideas for 2024-2026 events	To consider proposals for 2024 - 2026 events for the Community	Community Engagement Officer
	VE Day - 80th anniversary	To consider a commemorative activity for this anniversary	Town Clerk
	Citizens Awards	To consider a proposal to issue Citizens Awards for the 2023-2024 year	Community Engagement Officer
18/09/2024	Budget 2025-26	To do a preliminary review of the proposed budget for 2025 - 2026	Town Clerk
	Citizens Advice Bureau	Outreach using Greenacres to host a once a week clinic	Community Engagement Officer
	Social Media Campaign for Community Initiatives	To consider a proposal for a social media campaign to highlight Community interest initiatives - litter picking, Scouting/Girlguiding,	Community Engagement Officer
	Website Accessibility & New Website proposal	To receive a report regarding website accessibility audit and specification for proposed new website.	Community Engagement Officer & Democratic Services Manager
	Town Council website	To consider a specification for a new town council website	Town Clerk and Democratic Services Manager
	Fees & Charges Review - 2025 - 2026	To review fees and charges for CE events	Democratic Services Manager