

STOTFOLD TOWN COUNCIL

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



1 February 2024

To: Cllrs Bendell, Buck, Headington, Saunders, Talbot, Venneear, Wightwick

You are hereby summoned to attend the **Community Engagement Committee** of Stotfold Town Council meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 7 February 2024 at 7.00pm** 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 are recorded for minute taking purposes, and will be deleted after minutes are approved.

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

AGENDA

1. APPOINTMENT OF POSITIONS

Nominations are requested to fulfil the position of:

- a) Chair of the Community & Engagement Committee
- b) Vice Chair of the Community & Engagement Committee

2. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

3. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

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

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

4. PUBLIC SECTION

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

5. REPORTS TO COMMITTEE

5.1 Christmas Lights Event

To receive feedback on this event, confirm a date for the Christmas Lights Switch on 2024.

5.2 Christmas Lights

To consider the provision of festive lights in Stotfold.

5.3 Stotfold 50

To consider ideas to commemorate the 50th birthday of Stotfold Town Council.

5.4 Youth Engagement

To consider the Town Council's provision of youth services.

5.5 Community Litter Pick

To consider a community litter pick.

5.6 Steam Fair

To consider the Town Council's presence at this event 11/12 May 2024.

5.7 Civic Service

To receive an update on this event.

6. DATE OF NEXT MEETING

6 March 2024.

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

DATE: 7 FEBRUARY 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: CHRISTMAS LIGHTS SWITCH ON 2024

1. SUMMARY

- 1.1 Following a successful inaugural event for the Christmas Lights Switch on in 2023, in its new location in the High Street, consideration should be given to the planning for the next event including setting a date and resolving some of the feedback that was received.

2. RECOMMENDATION

2.1 Members are asked to:

- a) Consider the feedback from the last event when planning the Christmas Lights Switch On Event in 2024
- b) Set a date for the event in 2024.
- c) Consider the points raised in the report and advise the Town Clerk how they wish to proceed.

3. BACKGROUND

3.1 Organising a Christmas lights switch on event requires careful planning and attention to details. Whilst the event in 2023 was successful, it was a very steep learning curve as it was a new location. Members may want to consider the feedback attached when planning 2024's event.

3.2 The following needs to be considered:

- a) The Location – the High Street location was a great success, with the majority of businesses getting involved. Consideration should be given to the exact extent of the road closure in light of the comments about the Brook Street junction.
- b) Permission needs to be sought from CBC to close the road, this requires an event management plan and relevant risk assessments. Concerns were raised about the bus diversion, and this also needs to be addressed.
- c) Date and time. Saturday worked well last year; however, Members may want to consider Sunday as it might bring in a larger crowd. However, it would mean that some businesses, who do not open on a Sunday couldn't participate.
- d) Special guests and comperes – it was noted that there should be a compere for the stage area to link the entertainment. Is there a special guest who could attend? It was hoped that the winner of the Mayor's Christmas Card competition would switch on the lights, but there wasn't any take up from the schools. The new Community Engagement Officer can relaunch that this year.

- e) Promotion and Marketing – a marketing plan for promotion of the event, with posters, local media, websites, and social media needs to be arranged.
- f) Entertainment – School choirs should be approached, as this brings the parents to the event too. The choir singing was well received as it was very festive.
- g) Funfair – James Dean has indicated that he is interested in attending this year’s event.
- h) Safety and Security – measures need to be considered to ensure the safety of visitors to the event. Concerns were raised about the crossing from the event to the Eat Feast food court in the Brook Street car park and additional stewards should be considered if there are not enough volunteers to man this crossing.
- i) Sponsorship and Funding – Satchells very kindly sponsored the Christmas tree, and the local shops pay for the electricity supply for the Christmas lights and are thanked in the programme, which was sponsored by The Rooms.
- j) Further feedback and evaluation from attendees and stake holders after the event would identify areas for improvement and assess the event’s success. This can be used to adjust for future events.
- k) Additional stalls – comments were made in the feedback that the event would have been enhanced with addition stalls. Consideration needs to be given to their location and more importantly, lighting.

4. FINANCIAL

4.1 A budget of £15,000 has been allocated in next year’s budget.

4.2 Last year’s I&E report is attached to this report.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Reduced risk if the event is well planned
Resources	Staff resource through Community Engagement Officer
Equalities	N/A
Biodiversity	N/A
Financial	Budget in place.

Christmas Light I&E Detail

	<u>Year 2022</u>	<u>Notes</u>	<u>Year 2023</u>	<u>Notes</u>
Income				
Donation from Satchell Estate Agent			£750.00	Payment not received yet
Countywide Christmas Tree Donation			£250.00	Received
James Dean Funfair			£300.00	Received
EAT Feast			£280.00	Received
Event day both mulled wine and Calendar sale			£1,341.67	Received
Calendar			£35.00	On going
Donation from local business, ice skate, calendar sale	<u>£6,383.43</u>		<u>£2,956.67</u>	
Expenditure				
Toolstation - Stanley LED Light			-£182.06	Will be used for future events
OceanCreative - Signs for for car park closure			-£108.00	
OceanCreative - Xmas boards			-£300.00	
80 Calendar	-£293.60		-£283.27	
Road Closure- RenTeq Highway			-£2,480.00	
Real Christmas Tree	-£1,370.00		-£1,620.00	2 Trees - GAC and Town Centre
Mulled Wines	-£434.75	Drinks for Xmas quiz night	-£504.20	50% of cost
Christmas Light	-£303.92		-£83.96	
		Refreshments inc tea,		
Mince Pie	-£682.79	mulled wine, minced pies	-£377.65	
Mulled Wine Heaters			-£247.50	Will be used for future events
				Christmas tree lights for future
Christmas Tree Light + Father Xmas gifts	-£162.02		-£229.64	events
				Replaced broken festoon, will be
Christmas Direct - Christmas light for Brook Street car park			-£148.28	used for future events
Terry Seymour -high street Xmas Light Installation	-£3,207.00		-£2,650.00	All TC lights
Plant Scape - Street Xmas Light	-£4,795.00		-£4,375.00	Invoice hasn't been received
St Johns Ambulance - Event day First Aid Cover	-£200.00		-£105.60	Invoice hasn't been received
HTC - Crowd Control Barriers & Cones			-£600.00	Invoice hasn't been received
SFL Mobile Radio - Rent walkie Talkie			-£124.50	Invoice hasn't been received
J.R.Scaffolding - provide & install stage			-£300.00	
Ice Queen - Hire for the switch on event	-£5,030.00			
	<u>-£16,479.08</u>		<u>-£14,719.66</u>	
Total	<u>-£10,095.65</u>		<u>-£8,806.32</u>	

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT
DATE: 7 FEBRUARY 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: CHRISTMAS LIGHTS

1. SUMMARY

- 1.1 Stotfold Town Council has a small supply of Christmas lights which are erected against shops and other businesses in the town centre. In addition, we hire in solar Christmas trees, which are erected on lamp columns along various.
- 1.2 The stock of lights has come from various sources, include the Baldock Rotary Club. With the development of the Christmas lights switch on event, it is time that the Christmas light provision is re-evaluated.

2. RECOMMENDATION

- 2.1 Members are asked to consider the current Christmas light provision and whether they wish to investigate improving the display.

3. BACKGROUND

- 3.1 The tradition of decorating with lights during the Christmas period dates back centuries, even further then Medieval times to pagan era when a yule log was burnt. The Victorian saw a significant rise in the popularity of Christmas traditions, including Christmas trees adorned with candles. The introduction of electric lights in 19th and 20th centuries has made it safer and more convenient to decorate homes and public spaces.
- 3.2 In the early 20th century public organisations including local government began organising public displays of Christmas lights in town centres and public spaces. These displays are often used to encourage footfall to town/city centres.
- 3.3 There are various types of Christmas lights that can be erected in town centres. These include:
 - Column displays – attached lamp columns
 - Festoons of lights – attached to shop fronts (with their permission) or strung between lamp columns, or decorating trees
 - Cross road – strung between columns or fixings on buildings and stretching across the carriageway.
- 3.4 The current locations for the Christmas lights can be found on the attachments below. Feedback received from residents during the Christmas period mainly featured the solar Christmas trees and their poor performance. The timers on these trees were limited due to the nature of their solar power and ran from 1900-2300. With dusk at 3/330, residents felt that the lights should have been on much earlier, when children were coming home from school or it was rush hour.

- 3.5 Christmas lights can be expensive, especially if purchasing, however, there are lots of companies available who now offer a rental service. However, there are other considerations other than price.
- 3.6 There is the fixing of the column displays to the lamp columns. Firstly, if there are owned by CBC, then permission would need to be sought. They would probably need the columns to be structurally tested, to see if the column can cope with the additional weight of the column display, and any windage calculations. Then there needs to be an attachment added to the column to take the electrical supply. That's before the column display can be installed. Following that there will probably be a need to have the display PAT tested once it's installed.
- 3.7 Anything attached to buildings should be by the permission of the building owner, in writing and reimbursement for the electricity used made to the owner. The fixings would need to comply with the relevant Construction Fixings Association (CFA) standards.
- 3.8 Any contractor undertaking works on the Highways is required to have the relevant qualifications e.g. HERS and include Public Liability Insurance and relevant risk assessments and method statements.

4. FINANCIAL

- 4.1 Fixing of the existing festoons around Brook Street car park, the shops, relevant private and community buildings are undertaken by a local contractor. This costs £3207.
- 4.2 The solar Christmas trees are rented and cost £4795.
- 4.3 The budget for this project also include the Christmas lights switch on event.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Various hazards have been identified by the Town Clerk, and these need to be resolved by the present contractor before they can be engaged for the lights in future
Resources	There is a staff resource implication
Equalities	N/A
Biodiversity	N/A
Financial	Funding needs to be identified.

Plantscape Solar Powered Christmas Tree Stotfold Locations

Grange Drive

X8 half trees display is half trees only, facing street

Outside nos. 32, 19,26, 5, 16, 10, outside nursery and outside vacant plot at junction with Valerian Way – all have double brackets fitted already but will need one removing from each column, and remaining bracket adjusted to face the street. As per plan

High Street

X24 half trees display is double trees

Column nos. 15, 16, 17, 18, 19, 20, 21, 22, on traffic lights crossroads no's 23, 24, and opposite corner on Arlesey Road and outside Country Properties. All have double brackets existing. As per plan

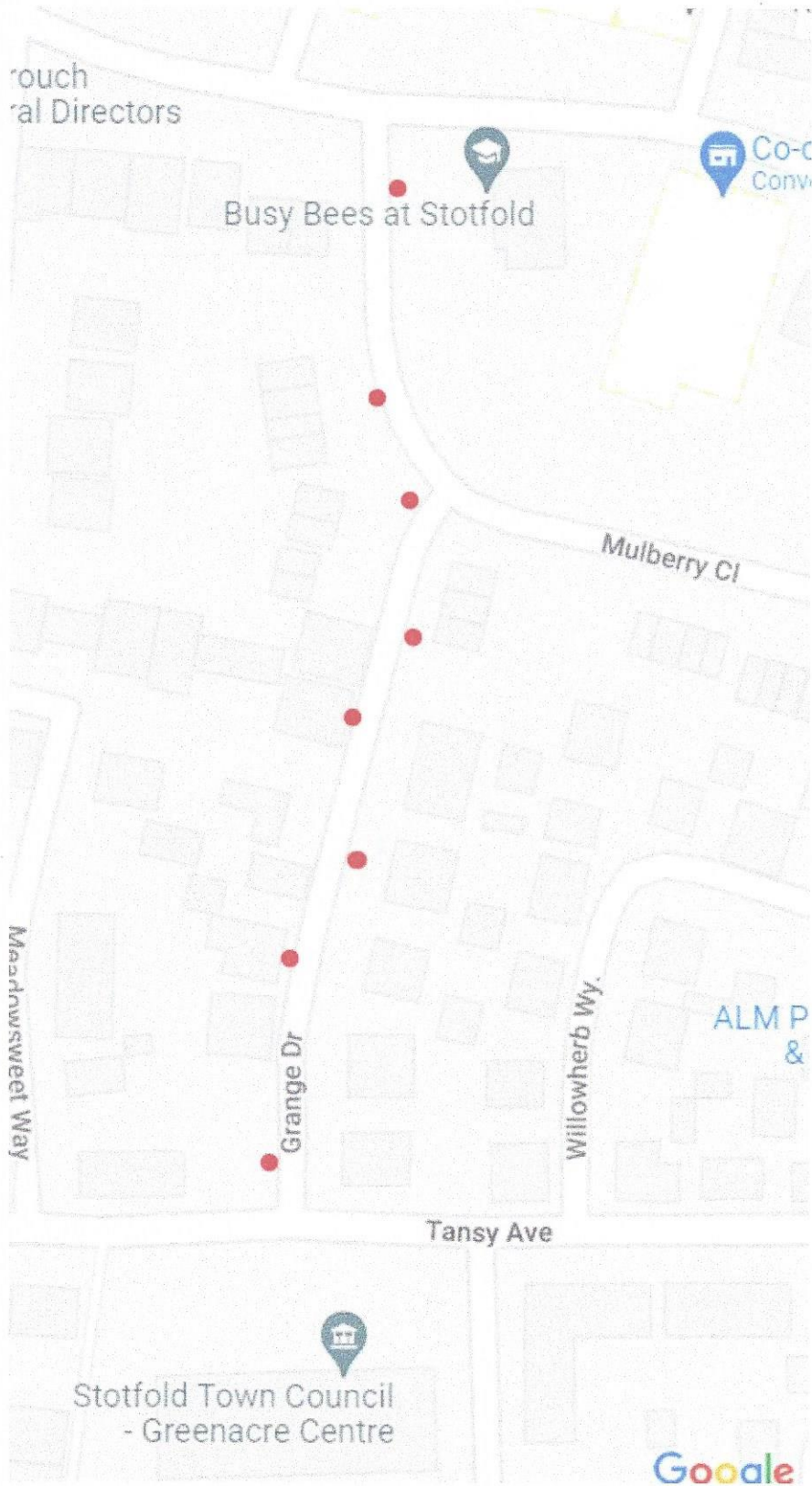
Regent Street

X12 half trees display is half trees only, facing street

Column nos. 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 14. All need new brackets to be fitted to columns, tree to face street

Total number of half trees 44

GRANGE DRIVE



HIGH STREET

Stotfold Town Council, Bedfordshire

Tel. 01462.730064

e-mail enquiries@stotfoldtowncouncil.gov.uk

Problems? Contact Alan Cooper on 01462.733106

'Plantscape' solar powered Christmas trees for 2021. White twinkling versions.

Placing of 12 full trees at crossroads and along High Street.

BRACKETS
ALREADY FITTED
AT CROSSROADS.
(4 LAMPS).

REGENT
STREET

ALSEY ROAD

23	22	21	20	19	18	17	16	15
X	X	X	X	X	X	X	X	X

HIGH STREET

X

24

COUNTY
PROPERTIES

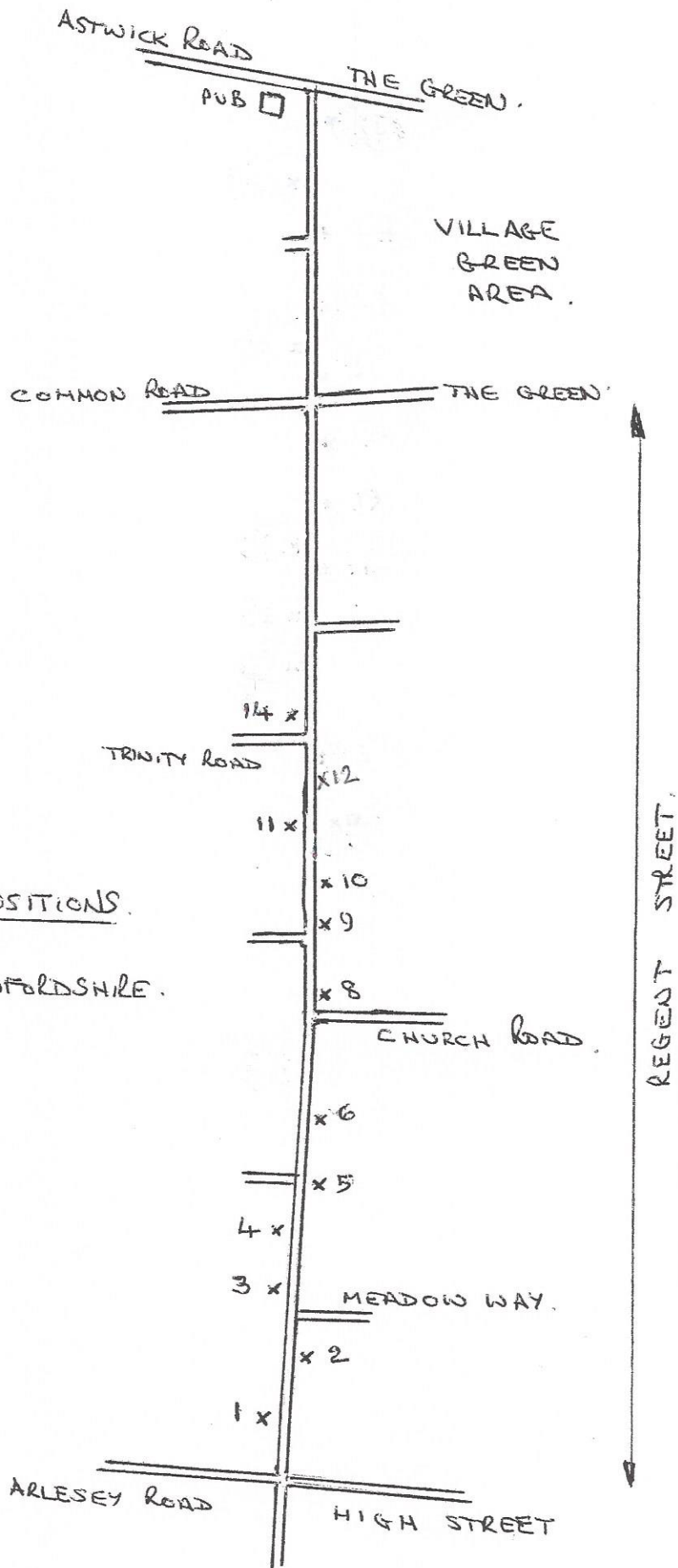
THE
AVENUE

CAR
PARK

BROOK
STREET

TO CO-OP &
GRANGE
DRIVE

REGENT STREET



STREET LAMP POSITIONS.
 REGENT STREET,
 STOTFOLD, BEDFORDSHIRE.

Steve Buck
RBKC M&E PM

CHRISTMAS LIGHTING LOCATIONS

Christmas lights

Monday, 8 January 2024

15 Observations Identified



MEMORIAL HALL

Details Above Front Door

MK master seal socket with timer.



STOTFOLD DENTIST

Details Front Elevation

Socket in front elevation above door.

MK socket with timer



BROOK ST CAR PARK

Details Multi Coloured Festoon

Socket to the rear of toilets.



DAYS BAKERY

Details Side Elevation

Socket on front elevation above signage.

MK socket with timer



PHARMACY

Details Festoon

Socket on side elevation.

MK socket with timer.



E H CROUCH UNDERTAKERS

Details Side Elevation.

Socket on front elevation, above signage.

MK socket with timer



SATCHELL / REGENCY FLOWERS

Details Front Elevation

Socket on wall above Satchell's signage.

MK master seal socket with timer.



INDIA LODGE

Details Front Elevation

Festoon

Socket on side elevation by stairs.

MK master seal socket with timer.



PARADE

Details Front Elevation

Festoon

On canopy front feed from hair by Phillip. MK socket with timer under canopy.



REAR OF CO OP

Details Festoon And Display Card

MK master seal socket with timer.



COCKNEY REBEL BARBER

Details Festoon

MK socket with timer above front window.



PEKING HOUSE

Details Festoon And Panel

MK master seal socket on front elevation above window.



GREENACRE CENTRE

Details Front Elevation

MK socket on front elevation, timer and contactor in plant room above ceiling.

Operation of both festoon and Christmas tree lights.



GREENACRES CHRISTMAS TREE

Details Socket In Ground



TOWN CHRISTMAS TREE

Details The Haven

Feeder pillar.

Feeder pillar on wall with duct to socket.

STOTFOLD TOWN COUNCIL

COMMITTEE:	COMMUNITY ENAGEMENT
DATE:	14 JANUARY 2024
OFFICER RESPONSIBLE:	EMMA PAYNE, TOWN CLERK
SUBJECT:	STOTFOLD TOWN COUNCIL 50TH ANNIVERSARY

1. SUMMARY

1.1 2024-25 sees the 50th Anniversary of the formation of Stotfold Town Council, following the changes to the local government structure through the Local Government Act 1972.

1.2 The following is an excerpt of the minutes of the Establishment Committee when it considered the matter:

Members received a report regarding celebrating/commemorating the 50th anniversary of the formation of Stotfold Town Council. Members felt that it was important to commemorate this event, as a separate activity, not attached to either the Mill Weekend or D-Day Celebrations. Members liked the idea of a historical exhibition, which would appeal to a certain sector of residents, however, were aware that any celebrations should include as many residents as possible. Members noted that there was an agenda item to confirm setting up a Community & Events Committee which would be a good vehicle to organise these events.

2. RECOMMENDATION

2.1 Members are asked how they would like to commemorate the 50th anniversary of Stotfold Town Council

3. BACKGROUND

3.1 The Local Government Act 1972 brought about a significant change in the face of local government. These changes were meant to streamline and modernise the existing system, addressing issues of inefficiency and overlapping responsibilities. The key features of the restructuring included:

- Creation of Metropolitan Counties
- Creation of non-Metropolitan Counties
- Abolition of County Boroughs
- Introduction of unitary authorities
- Changes in Boundaries
- Devolution of powers

3.2 Previous to 1974, Stotfold was a parish council, formed in 1895 when the Local Government Act 1894 created a clear distinction between civil and ecclesiastical parishes.

3.3 Celebrating a town council's 50th anniversary is a significant milestone that deserves a thoughtful and meaningful celebration. Here are some ideas to make the occasion memorable:

- a) **Community Event**
 - Host a community-wide event, such a festival, fair or parade to bring residents together in celebration.
 - Include activities for people of all ages such as games, music, food stalls and cultural performances.
- b) **Historical Exhibition**
 - Create a historical exhibition showcasing the town council's journey over the past 50 years, include photos, documents and artifacts that highlight key moments in the Council's history.
- c) **Official Ceremony**
 - Organise a formal ceremony with speeches from current and former council members, as well as other community leaders.
 - Invite local dignitaries, representatives from high levels of government and prominent community figures to attend and speak.
- d) **Time Capsule**
 - Assemble a time capsule filled with current memorabilia, letters from community members and items representing the town's current position. Bury it in a significant location with plans to unearth it at the Council's centennial celebration.
- e) **Public Art Installation**
 - Commission a public art installation that represents the town council's history and its role in the community. This could be a mural, sculpture or other artistic expression placed in a prominent location.
- f) **Special Publication**
 - Publish a commemorative bookly that highlights the town council's achievements, milestones, and contributions over the past 50 years.
- g) **Open House**
 - Host an open house at the town council offices, allowing residents to meet council members, learn about their roles and gain insight into the decision-making process.

3.4 The community should be integral to the planning process to ensure that the celebration reflects the values of the town. This milestone is an opportunity to strengthen community ties and build relationships for the future.

3.5 New mayoral insignia for the Deputy Mayors and consorts were also agreed as part of the budget.

4. FINANCIAL

4.1 A notional sum of £50,000 has been included as a new budget item for 2024/25. This includes items such as new mayoral insignia.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Resources	Community Engagement Officer would be responsible for organising any activities with Cllr and Officer support.
Equalities	All activities should be arranged to ensure they are easily accessible and suit a variety of needs
Financial	Budget of £50K has been allocated in 2024/25.



Dan Gaze Support Service

WORKING WITH YOUNG PEOPLE TO MAKE A DIFFERENCE

With Grand Union project we have been successful on Wednesdays evening with 2 weeks now of **Get off the street and use your feet** at riverside. We've also built some Detached work before and after, with focusing on the council building where there is a lot of young people outside in the park. Most of them were used to be in the Youth Clube. Most of them Dan knew and spoke to them about them returning and their behaviour outside the council building in Stotfold. It has been a success and really positive first week of **Get off the street and use your feet** there was 12, the second week 15 and this third week 26 young people. 10 young people there looking to build a AQA qualification around basketball.

Dan was offered funding by the PCC which he put across all the councils he works, spreading across them. He has been giving free hours mentoring to Etonbury school, he is working with kids from Stotfold and Arlesey. It is quite hard to reach young people; however, he has been successful so far this month. He also made sure some of the funding went to some Detached work which is happening on Tuesday's evening around Stotfold with staff from Dan's team which are letting people know about all the projects that is taking place in Stotfold.

Lucretia also took some time to speak about the work she does at Pix Brook:

Since working at Pix Brook, I have mentored girls between the ages of 11-14, 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 girls in my time 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 always around if they need that trusted adult to talk to- that being said I had a child who's sessions came to a natural end with me, this child in question approached me and asked if she could talk to me about something- she disclosed that on the way to school that an older student from another school had contacted her via social media, to show her an inappropriate video she had made of herself- she was really upset and embarrassed and hadn't told anyone at the school due to the nature of the message, I reassured her and spoke to her, calmed her down and then explained that I would have to speak to someone at the school but, I would make sure I would be in there with her if she wanted, I went and sat with her, along with a DSP as this was a safeguarding concern, the school dealt with it promptly and made the necessary steps in order to support her.

Another YP I still see, started dating a person of the same sex, she didn't want to tell anyone especially her Mum, giving her time and a safe space to talk about her feelings and worries,

made her feel ready to tell her Mum I explained to her that she should keep lines of communication open so we can continue to keep the right support in place for her.

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 8 girls 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.

We have contacted Indie King-Mand from Pix Brook Academy again, but unfortunately, we had no reply about work.

STOTFOLD TOWN COUNCIL

COMMITTEE:	COMMUNITY ENGAGEMENT
DATE:	7 FEBRUARY 2024
OFFICER RESPONSIBLE:	EMMA PAYNE, TOWN CLERK
SUBJECT:	COMMUNITY LITTER PICK

1. SUMMARY

- 1.1 Residents have approached the Town Council on several occasions to ask if community litter picking can be organised. Community litter picks can make areas cleaner and more pleasant places to live while also serving as a tool for building social bonds, environmental awareness, and civic responsibility. The shared efforts make a difference locally and set a standard for future generations.
- 1.2 Whilst there is nothing to stop individuals collecting rubbish, Members may want to consider a community litter pick event, along with the lines of [The Great British Litter Pick](#). This will raise the profile of the town council within the community, as well as enabling the litter to be disposed of via Town Council waste services.

2. RECOMMENDATION

- 2.1 Members are asked to consider this report and advise the Clerk how they wish to proceed.

3. BACKGROUND

- 3.1 Organizing a community litter pick can have many great benefits, including:

Environmental Benefits:

- Removes rubbish from neighbourhoods, parks, etc. helping keep local areas clean
- Prevents litter from ending up in waterways and habitats of animals
- Reduces the amount of waste ending up in landfills
- Raises awareness about problems with littering and pollution

Community Benefits:

- Brings people together around a shared cause
- Encourages community pride and ownership over public spaces
- Connects volunteers with their neighbours
- Instils values of environmental responsibility, especially in youth participants
- Gets people involved in positive civic action

Personal Benefits:

- Provides a sense of purpose from contributing time to a good cause
- Improves mood from being outdoors and active
- Promotes physical health through moderate exercise
- Can be an upbeat, social experience spending time with other volunteers
- Gives participants a feel-good sense of accomplishment in making a visible, local impact

- 3.2 The Great British Spring Clean is organised through the Keep Britain Tidy campaign and has been running for several years. Whilst you don't need to be part of the

campaign, signing up can help promote the event. The event this year runs from 15 – 31 March 2024.

- 3.3 If members decide to go ahead with an organised event, consideration should be given to zoning the town, allocating teams of litter pickers to zones/streets, with designated points to collate rubbish. The Town Rangers will work on that day and collect rubbish through the morning. This will then be disposed of by the Town Council in the skip.
- 3.4 Consideration needs to be given to a relevant risk assessment, providing gloves, litter pickers and hi viz jackets. Briefings should also be issued advising about not picking up sharps or larger items and manual handling.
- 3.5 Whilst individuals are encouraged to participants, it can also be a family event or uniformed groups can be invited too including Scouts, Guides, Army Cadets. You may wish to offer refreshments after the event at the Greenacre Centre.

4. FINANCIAL

- 4.1 There are no financial implications other than some expenses for refreshments. Litter picking equipment already owned by the Town Council.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Relevant risk assessment and PPE required.
Resources	Town Rangers working on the day, some other staff resource
Equalities	N/A
Biodiversity	N/A
Financial	Minor expenses