



STOTFOLD TOWN COUNCIL

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

12 March 2026

Attendees: Cllrs J Headington (Chair), Cllr N Venneear, Cllr J Bendell, Cllr S Dhaliwal, Cllr L Miller, Cllr J Smith, Cllr B Woods,

You are hereby summoned to attend the **Community Engagement Committee** meeting to be held in the **Greenacre Centre, Valerian Way, Stotfold SG5 4HG on Wednesday 18 March 2026 at 7.00pm** for the purpose of transacting business detailed in the agenda.

E Payne
Town Clerk

Members of the public:

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

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



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

The seven principles of public life

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

AGENDA

1. 1. APOLOGIES FOR ABSENCE

For Decision

To receive apologies for absence.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

For Decision

1. Members to declare interests in respect of any item on the Agenda.
2. 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.

#interests

3. 3. PUBLIC SECTION (MAX. 15 MINUTES)

For Information

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

For Decision

Members are asked to resolve that the Minutes of the Community Engagement Committee meeting held on 19 November 2026 are a correct record.

#minutes

5. CLERK'S REPORT AND ACTION TRACKER

For Information

To note the Clerk's report and action tracker.

#tracker

6. REPORTS TO COMMITTEE

6.1. Events 2026-27

For Decision

To confirm the event programme for 2026-27, work undertaken to date and budget.

#events

6.2. Youth Engagement

For Decision

To receive an update on youth engagement undertaken to date; expenditure incurred and to review effectiveness of the outreach.

6.3. Q3 Budget Review

For Information

To note the Q3 income and expenditure report for this committee.

#budget

6.4. Policy Adoption

For Decision

To review the proposed Community Engagement Policy and recommend its adoption to Full Council.

#policy

7. WORK PROGRAMME

There is currently no work programme for 2026-27.

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

9. DATE OF NEXT MEETING

For Information

Wednesday 20 May 2026.



**MINUTES OF THE MEETING OF COMMUNITY ENGAGEMENT COMMITTEE HELD
IN THE GREENACRE CENTRE, VALERIAN WAY, STOTFOLD SG5 4HG ON
WEDNESDAY 19 NOVEMBER 2025 AT 19:00**

Present:

Cllr N Venneear (Vice Chair), Cllr J Bendell, Cllr S Dhaliwal, Cllr L Miller, Cllr J Smith and Cllr B Woods.

Apologies:

Cllr J Headington, Cllr S Buck (attended virtually)

Also Present:

Cllr Mary Cooper
E Payne, Town Clerk
Z Putwain, Business Services Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Headington and Buck (who attended virtually).

Decision: It was **RESOLVED** to accept apologies.

2. DISCLOSURES OF MEMBERS' INTERESTS AND DISPENSATIONS

There were no disclosures of interest.

3. PUBLIC SECTION

There was no public present.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous Community Engagement Committee meeting held on 18 September 2025 were presented for approval.

Decision: It was **RESOLVED** that the minutes of the Community Engagement Committee meeting held on 18 September 2025 were a true record of the meeting.

5. CLERK'S REPORT

Members received the Clerk's report. There were no questions.

Decision: It was **RESOLVED** to note the Clerk's report.



6. REPORTS TO COMMITTEE

6.1. Stotfest 2026

Members received a report regarding proposals for a review of Stotfest 2026. Discussions highlighted proposals for a more substantial fairground presence to attract a wider demographic. Concerns were raised about the potential size and complexity of the event, and the necessity for adequate volunteer and event staff support. It was proposed that the working group should further explore the options and bring back detailed plans to the committee for final approval.

Decision: It was **RESOLVED** to refer the review of Stotfest 2026 to the working group

Task: Stotfest 2026 working group to be convened in January 2026.

6.2. Community Engagement Budget 2026-27

The committee reviewed the budget for the upcoming year, following a request from the Governance and Resources Committee. The proposed budget aimed to offset costs through income from events and sponsorship. Members discussed various strategies to ensure financial viability, including the potential for increased event staff, which was cheaper than paying council staff.

Decision: It was **RESOLVED** to recommend the amended Community Engagement budget (version 2) to the Governance and Resources Committee.

6.3. Community Engagement Budget Q2

Members received an update on the committee's expenditure to date, highlighting variances and overspending in certain areas, such as event income. Members were informed about the reasons for these variances, including unexpected costs for town anniversary signs which ordered too late for the 2024/25 budget and were paid for in 2025/26.

Decision: It was **RESOLVED** to note the report.

6.4. Proposal for Greenacre Centre Marketing

A proposal for a marketing strategy for the Greenacre Centre was discussed. Members debated the necessity and cost-effectiveness of hiring external marketing services versus leveraging existing community events to increase footfall. Suggestions included using the augmented reality trail and other events to draw attention to the centre.

Decision: It was **RESOLVED** to engage Katie Hounsome to undertake marketing for the Greenacre Centre at a cost of £3,000 from a virement from the Youth Engagement budget to Community Engagement budget.

Task: Commission Katie Hounsome to undertake marketing for the Greenacre Centre

Task: Town Clerk to write article for The Villager and Town Life magazine



6.5. Christmas Lights Updates

The committee received an update on the festive light display, including a request to install additional columns along the High Street to Hitchin Road junction. Members discussed the benefits of purchasing festoon lighting for use in multiple community events throughout the year. The resolution to obtain quotations for additional lighting and potential sponsorship options was approved.

Decision: It was **RESOLVED** to:

- a) **Note the amendments to the Year 2 scheme and the revised baseline annual cost.**
- b) **Obtain quotations to extend column displays along the High Street towards the Hitchin Road junction, with options brought back to Committee for consideration.**
- c) **Obtain quotations for icicle lights on the remaining High Street shops.**
- d) **Obtain quotations for the purchase of festoon lighting suitable for use at the Christmas Lights Switch-On and other community events throughout the year.**

Task: **Obtain additional festive light quotations and festoon lights to be considered at the meeting on 18 March 2026**

6.7. Youth Engagement at Riverside

The committee discussed the issue of anti-social behaviour (ASB) at Riverside, referred from the Public Realm Committee. The discussion emphasised the importance of reporting incidents to the police and the misconception that posting on Facebook equates to official reporting. The committee recognised the success of previous outreach work by Amplus and the potential benefits of early intervention. The conversation included the need for engagement within schools and the focus on older youths, aged 17 to 23, who frequent Riverside. The committee debated the budget for commissioning outreach sessions, ultimately agreeing to allocate £3,000 from the earmarked reserves for youth work.

Decision: **It was resolved to approve the commissioning of outreach sessions at Riverside to address anti-social behaviour, with an initial budget allocation of £3,000 from earmarked reserves.**

Task: **Town Clerk to liaise with Amplus youth workers and engage their services.**

6.7. Residents Survey 2025-26

Members considered a report on the residents' survey. An amendment to the timeline was proposed, suggesting it run from January to March to allow for equivalency weeks and provide a month for analysis before the Annual Town Meeting, where the results will be presented. Previous resident survey results had not been received from this committee before the Annual Town Meeting. The discussion covered the format of the survey, the inclusion of a prize draw to incentivise participation, and the importance of GDPR compliance for data capture. The survey format was discussed, with a consensus to maintain baseline questions while incorporating new ones to address current concerns. The committee agreed to schedule the survey for the new year, with Cllr Smith



and the Town Clerk finalising the questions. The committee approved the expenditure for printing and distribution.

Decision: It was **RESOLVED** to:

- a) Agree the amended schedule for the release of the 2025/26 Residents Survey finishing at the end of March 2026;
- b) Delegate to Cllr Smith and the Town Clerk with adding any additional questions to the draft survey;
- c) Confirm the inclusion of a prize draw with a voucher of £50 of the winner's choice to encourage participation.
- d) To undertake collation and analysis in house
- e) Approve expenditure for printing, distribution and banners.

Task: Town Clerk to launch 2025-26 residents' survey in line with the resolution.

6.8. Making IT work

The committee discussed the BRCC initiative aimed at improving IT literacy among residents. The conversation highlighted the need for volunteers to support the programme and the potential involvement of the Stotfold Good Neighbour Group. The initiative aims to assist residents, particularly the elderly and those with disabilities, with online tasks such as setting up email accounts and using smartphones. The committee debated the logistics of hosting sessions at the library or other local venues with Wi-Fi access. The discussion acknowledged the success of similar programmes in other areas and the potential for collaboration with local organisations. The committee agreed to support the initiative, working with the library and BRCC to host regular sessions.

Decision: It was **RESOLVED** to support the BRCC initiative to improve IT literacy among residents, working with the library and BRCC to host regular sessions.

Task: Coordinate with the library and BRCC to host regular IT literacy sessions for residents.

Task: Support BRCC to recruit volunteers for the IT literacy programme.

6.9. BRCC Community Champion

The committee evaluated the BRCC Community Champion scheme, which involves visiting residents in their homes to provide support. The scheme was recognised as beneficial, particularly for elderly and disabled residents. However, the committee expressed concerns about the high cost of £19,000 for 14 hours of service per week. The discussion considered the existing support provided by local groups, such as the Stotfold Good Neighbour Group, and the need for prioritisation within the budget. The committee decided to hold off on the scheme for the time being, opting to coordinate existing local groups and revisit the need in 12 months.

Decision: It was **RESOLVED** to defer the BRCC Community Champion scheme, opting to coordinate existing local groups and revisit the need in 12 months.



Task: Add BRCC Community Champion to work programme for October 2026

6.10. Terms and Conditions for Traders at Town Council Events

The committee reviewed the proposal for terms and conditions for traders at town council events. The importance of having clear terms and conditions was emphasised, and the committee expressed support for the proposal. The terms and conditions aim to ensure fairness and transparency for traders participating in council events.

Decision: It was **RESOLVED** to adopt the terms and conditions for traders at Town Council events.

Task: Implement traders Terms and Conditions from 1 January 2026.

6.11. Policy Review

The committee discussed the recommendation to adopt the Communication Policy and Volunteer Policy and agreed to recommend the adoption of these policies to the Full Council.

Decision: It was **RESOLVED** to recommend to Full Council that the following policies are adopted:

- a) Communication Policy
- b) Volunteer Policy

Task: Add these policies to the Full Council agenda

7. WORK PROGRAMME

The committee received and reviewed the work programme, noting the scheduled activities and priorities for the upcoming period.

Decision: It was **RESOLVED** to note the work programme

8. DELEGATED DECISIONS

The committee noted the Town Clerk's delegated decisions report was incorrect and it be reviewed at the next meeting.

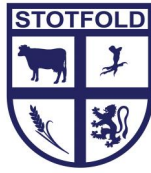
Task Update delegated decisions report to next meeting.

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

10. DATE OF NEXT MEETING

Wednesday, 14 January 2026.

The meeting closed at 20:15.



SIGNED BY CHAIR:

MINUTES APPROVED (date):

DRAFT

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT

MEETING DATE: 18 MARCH 2026

REPORTING OFFICER: EMMA PAYNE, TOWN CLERK

REPORT TITLE: COMMUNITY ENGAGEMENT CLERK'S REPORT

1. GREENACRE MARKETING

The Clerk has met with the designer to start a conversation about how the Greenacre Centre marketing will be rolled out. This will be implemented as part of a marketing drive to promote all the Town Council facilities.

2. VILLAGER MAGAZINE

The Town Clerk reached out to the Villager Magazine who can't support parish and town council submissions.

3. CHRISTMAS LIGHTS EXPANSION

Quotes will come to the meeting in May 2026.

4. RESIDENTS SURVEY

Paper copies of the survey were distributed in the Stotfold News. The online version opened on 7 January 2026. It is being promoted via social media and banners. There has been a councillor surgery to promote the survey. It closes on 31 March 2026.

5. BRCC MAKING IT WORK

There has yet to be any updates on this item.

Group Democratic Services
 Last Updated 03/12/2026 14:55

Due	Meeting Date	Meeting	Task	Assigned	Status	Agenda item	Task Description
	19/11/2025	Community Engagement Committee	Coordinate with the library and BRCC to host regular IT literacy sessions for residents.		Not Started	6.8. - Making IT work	
12/03/2026	19/11/2025	Community Engagement Committee	Commission Katie Hounsome to undertake marketing for the Greenacre Centre	Emma Payne	In Progress	6.4. - Proposal for Greenacre Centre Marketing	
26/02/2026	19/11/2025	Community Engagement Committee	Obtain additional festive light quotations and festoon lights to be considered at the meeting	Emma Payne	In Progress	6.5. - Christmas Lights Updates	Met with Katie and Jo from Stotfold News to discuss marketing strategy
19/02/2026	19/11/2025	Community Engagement Committee	Support BRCC to recruit volunteers for the IT literacy programme.	Emma Payne	Not Started	6.8. - Making IT work	
11/01/2027	16/07/2025	Declined: Community Engagement Committee	To develop the Stotfold in Bloom Competition	Sue Ward	Not Started	6. - REPORTS TO COMMITTEE	
28/05/2025	21/05/2025	Community Engagement Committee	Investigate the feasibility of appointing a designated safeguarding officer for council events.	Emma Payne	Not Started	Meeting	

STOTFOLD TOWN COUNCIL

COMMITTEE: COMMUNITY ENGAGEMENT
MEETING DATE: 18 MARCH 2026
REPORTING OFFICER: ZOE PUTWAIN, COMMUNITY ENGAGEMENT OFFICER
REPORT TITLE: TOWN COUNCIL EVENTS 2026-2027
DECISION TYPE: FOR DECISION

1. PURPOSE

To present the approved 2026 to 2027 events programme and seek member decisions on operational arrangements for specific events including Stotfest, the Steam Fair stall presence, the Augmented Reality Trail theme, and additional activities associated with Greenacre Bay.

2. PROGRAMME SUMMARY

A summary of the event programme agreed by the Committee with allocated funding is as follows –

2 April 2026	Easter Adventure
2 May 2026	Duck race
9 May/10 May	Steam Fair
29 May	Biodiversity event
27 June	Stotfest
Summer Holidays	Greenacre Bay (opening w/c 1 July until 7 September)
Summer Holidays	Augmented Reality Trail (6 weeks from w/c 20 July)
31 August	Stotfold Walking Market
31 October	Halloween Party
8 November	Remembrance Parade
28 November	Christmas lights event.

3. FURTHER INFORMATION

Saturday 28 March 2026 – The Great Stotfold Clear-out

Clear-out of items surplus to requirements by the Council raising funds for DKMS charity.

Thursday 2 April 2026 – Easter Adventure

Working with Amplus a full day of activities is planned with sports, picnic, craft and an Easter Trail. The trail will take place throughout the town with an Easter Egg reward being the prize on completion of a trail sheet.

Saturday 2 May 2026 – Duck Race

The annual Duck Race will take place in aid of DKMS, this will be the last Town Mayor's Charity event for the term. There will be a coffee offer and ice cream. There will be 2 stalls raising funds for charities.

Saturday & Sunday 9 May/10 May – Steam Fair

Members have allocated a budget for this event, and the Officer has requested a stall for both days provisionally. Members are asked to confirm if they would like an Officer to be present for the duration of the full event, or if they are happy to man the stall. Also, would they like the budget to be used to obtain anything to give away from the council for engagement purposes?

Friday 29 May Biodiversity event

Members have allocated a small budget for this event. The project is currently being worked on by one of our Duke of Edinburgh volunteers (DOEV) with Officer support.

This will be a craft event that will take place at the Greenacre Centre the DOEV is looking at varied activities that fit into the biodiversity category using the budget allocated of £150. These include items such as bug hotels or Hedgehog Habitat. They will be collecting the information and making suggestions to Officers to arrange the purchase of supplies.

Saturday 27 June 2026 Stotfest

Stotfest plans are underway with the following organised.

- Safety Advisory Group (SAG application sent)
- First aid (Booked)
- Fair Ground Rides (Booked)
- Bar (Booked)
- Toilets (Awaiting quotes)
- Traders and vendors – Application active (Sent to all schools, previous traders and uniform groups.)
- Photographer (Requested awaiting confirmation)
- DJ (Confirmed)
- Acts (TBC)
- Security (have a quote but need to confirm what timescales)
- Event staff (waiting a quote for event staff and areas of responsibility)

Officers propose the establishment of a small pool of casual event staff engaged on a zero hour basis. This would allow the Council to recruit trained individuals to support delivery of large-scale events such as Stotfest, Greenacre Bay activities, and the Christmas Lights event. This approach would improve resilience, reduce reliance on volunteers, and ensure adequate staffing for safety and operational roles. Members are asked to confirm whether they support this approach.

Members are asked to confirm how many bars they would like to have. The provider has confirmed for the main bar that they will double the staff and bar size inside the existing floor plan of the tent. Members are asked to confirm if they would like any additional bars to be offered a pitch? For the 2025 event there was 3 bars.

The working group elected to have tokens instead of wristbands for the fair rides at Stotfest. The suggestion is that we charge £2 per token. These can be used on any of the fair rides during operating hours. It was also suggested that we donate an agreed number of tokens to people that are registered with the need project that live in Stotfold to allow for everyone to come and enjoy the event. Members are asked to confirm the cost of the tokens and the amount to offer.

Members of the working group also suggested a fee of £2 for entrance. Members are asked to confirm the price and split of funds and how they are to be allocated. Is the £2 to be returned to

the Community fund against expenditure or a percentage/ all to be donated to the Town Mayor's chosen charity of 2026 – 2027. The charity to be decided after the May election.

Members are requested to confirm the number of free tickets to be allocated to performers.

Summer Holidays – Greenacre Bay

The beach has been confirmed with a programme of sponsorship to be created to allow for additional activities to take place. You can find the additions available [here](#) although there is a cost for the items, the installation costs would be included, for instance if we are able to purchase the wall.





Suggestions of events to include are – Beach Party, National play day, food festival – Stotfeast, Pirates' adventures, Sand art crafts, and busking at the beach. Members may suggest additional activities provided they are cost neutral or externally funded.

Summer Holidays Augmented Reality Trail

The Augmented Reality Trail will be in place for the duration of the Summer Holidays. Members are asked to decide the preferred option for trail



Ocean Safari - Families hunt down 10 beautifully decorated seashells and open them in AR to reveal the ocean creatures inside.



The Animal Games Celebrate the local sport with a family AR trail that's educational, bespoke to your location and fun!



The Curious Creatures - Families track down strange footprints, solve challenges and reveal the curious creatures in AR.



Mystery of the Secret Keys - A family trail with puzzles, riddles and cute AR troll characters.

Price as quoted – sponsorship opportunity to include a logo on all the display boards and marketing– 10 markers. Route needs to be determined. One of the sites could include the Sponsor location if viable.

Monday 31 August - Stotfold Walking Market

Administration only – take bookings and produce map

Saturday 31 October Halloween Party

Working with Amplus to deliver a children's Halloween party with traditional games

Sunday 8 November Remembrance Parade

Running as previously

Saturday 28 November – Christmas lights event

Meeting to be scheduled with the businesses in the High Street before planning continues.

5. RECOMMENDATIONS

Members are asked to confirm the following:

5.1 Steam Fair

- a) How many days to attend?
- b) Are officers required?
- c) Format for the stall including activities/give aways?

5.2 Summer Holidays – Greenacre Bay

Members to discuss what they would like to see as additions to the event.

5.3 Summer Holidays Augmented Reality Trail

Members to choose what theme they would like to have for the Augmented Reality Trail from the following – Ocean Safari, The Animal Games, The Curious Creatures or Mystery of the Secret Keys

5.4 Stotfest

- a) Cost of entrance suggested at £2 and the allocation of funds.
- b) Cost for the ride tokens suggested at £2
- c) Number and size of bars
- d) Allocation of free admission for the artists
- e) How many artists' tickets
- f) Allocation of free tickets to Need families.
- g) Zero-hour contracts for staffing requirements

6. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	The events programme supports the Council's objectives relating to community engagement, wellbeing and the active use of Council facilities and public spaces.
Risk Management	Events will be managed in accordance with the Council's Health and Safety Policy. Risk assessments will be prepared for each event and Safety Advisory Group processes will be followed where required.
Legal	Events will comply with relevant legislation including health and safety requirements, licensing where applicable, and the Council's Standing Orders and adopted policies.
Resources and Stakeholders	Delivery will require officer time, volunteer support and engagement with community organisations, local businesses and contractors.
Financial Implications	Events will be delivered within approved budgets. Where charges or sponsorship opportunities are proposed, income will be used to offset event costs or support charitable activity as determined by members.
Contracts and Procurement	External suppliers including event staff, security, rides and infrastructure will be procured in accordance with the Council's procurement procedures.
Crime and Disorder	Appropriate security arrangements will be implemented for larger events and liaison will take place with relevant partners where necessary.
Biodiversity and Environment	Events will seek to minimise waste and promote environmentally responsible practices where possible.
Equalities	Events will be delivered in accordance with the Equality Act 2010 and designed to be accessible and inclusive for residents.
Residents Impact Assessment	The programme is expected to provide positive social and wellbeing benefits through community participation and engagement.
GDPR	All data to be handled in line with GDPR policies

**COMMUNITY ENGAGEMENT
2026-27 EVENTS BUDGET AGREED**

Event	Budgeted Amount	Estimated Income	Balance
Biodiversity Event	£ 100.00		£100.00
Easter Event	£ 250.00		£250.00
Duck Race	£ 670.00	£ 800.00	-£130.00
Great British Spring Clean	£ 50.00		£50.00
Steam Fair (May and October)	£ 250.00		£250.00
May Half Term Event	£ 100.00		£100.00
Summer 1 Augmented Reality Trail (6 Weeks)	£ 999.00		£999.00
Greenacre Bay - Beach (6 weeks)	£ 6,000.00		£6,000.00
Halloween Activity	£ 100.00		£100.00
Remembrance Parade	£ 2,200.00		£2,200.00
Pancake Race	£ 50.00		£50.00
February Half Term Crafts	£ 100.00		£100.00
Easter 2027	£ 250.00	£ 500.00	-£250.00
General Events 63/643	£11,119.00	£1,300.00	£9,819.00
Stotfest 63/638	£28,775.00	£9,000.00	£19,775.00
Christmas 63/637	£12,450.00	£2,275.00	£10,175.00
TOTAL	£52,344.00	£12,575.00	£39,769.00

STOTFOLD TOWN COUNCIL

COMMITTEE:	COMMUNITY ENGAGEMENT
MEETING DATE:	18 MARCH 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	YOUTH ENGAGEMENT
DECISION TYPE:	FOR INFORMATION

1. BACKGROUND

- 1.1 The Community Engagement Committee allocates funding each year to support youth engagement initiatives across Stotfold. These initiatives aim to provide positive opportunities for young people, encourage constructive use of public spaces, and support early intervention where anti social behaviour may occur.

2. INTRODUCTION

- 2.1 Expenditure to date within the Youth Engagement budget totals £4,030, representing approximately 50% of the available annual budget.
- 2.2 Activity funded through the budget has focused primarily on direct engagement with young people at Riverside and other locations within the town. This has included organised football sessions, detached youth work and provision of games and equipment to encourage positive social interaction. It also includes a contribution of £1,950 towards the graffiti art project at the Riverside youth shelter.

3. FURTHER INFORMATION

- 3.1 During the meeting of the Community Engagement Committee held on 19 November 2026, members considered concerns regarding anti-social behaviour at Riverside. The issue had been referred to the Committee by the Public Realm Committee.
- 3.2 Members discussed the importance of ensuring incidents of anti-social behaviour are reported directly to the police and noted the misconception that posting on social media equates to formal reporting. This comment has been further taken up by Cllr Venneear in his project to report ASB activity to the police.
- 3.3 The Committee recognised the success of previous youth outreach work undertaken by Amplus and discussed the benefits of early intervention and positive engagement. Concern was expressed regarding older youths who regularly gather at Riverside, typically aged between 17 and 23. Members agreed that targeted outreach engagement could help reduce anti-social behaviour while building positive relationships with young people.

- 3.4 Members therefore agreed to commission additional outreach sessions at Riverside. The Committee resolved to allocate £3,000 from earmarked reserves to support this targeted youth outreach work.

4. DETACHED YOUTH WORK

- 4.1 Detached youth outreach sessions have been commissioned to engage with young people who regularly gather in public spaces across Stotfold. The work is intended to build relationships with young people, provide informal guidance and education, and reduce the likelihood of anti social behaviour developing within key locations in the town.
- 4.2 The sessions have focused primarily on areas where young people are known to meet. These locations include Riverside Recreation Ground and the youth shelter, the Arlesey Road MUGA and play area, Greenacres estate and MUGA, Pixbrook Road and the Pixbrook School area, Hitchin Road Park, the Memorial Hall surroundings, and the High Street and shop parades.
- 4.3 The reports from December 2025 to February 2026 show that youth workers regularly undertook walking patrols across these locations and engaged with young people where present. Most interactions were described as positive and respectful, with young people typically socialising with friends or using facilities such as the MUGA for informal sports.
- 4.4 The reports consistently identify Riverside Recreation Ground and the youth shelter as a key gathering location. Small groups of young people were often observed sitting and talking in this area, typically between two and seven individuals. During the sessions recorded, there were no incidents of significant anti social behaviour directly witnessed by the youth workers.
- 4.5 The MUGA facilities at Arlesey Road and Greenacres were also noted as regular meeting points where young people participated in football or basketball. Behaviour in these areas was generally appropriate, and no incidents of damage or disorder were reported.
- 4.6 Across several sessions the youth workers reported the presence of electric bikes and scooters being used by young people. Advice was provided to those present regarding the legal requirements and safety implications associated with these vehicles. This issue was also highlighted to the local policing team.
- 4.7 On a small number of occasions a smell of cannabis was noted during patrols, although no individuals were observed smoking and no direct intervention was required.
- 4.8 Overall, the detached youth work reports suggest that while young people are using public spaces in the town, most activity observed involved socialising rather than anti social behaviour. The outreach work provides a visible presence and an opportunity to build positive relationships with young people, while also allowing emerging issues such as electric bike use to be identified and addressed through early engagement.
- 4.9 The reports indicate that Riverside Recreation Ground, Arlesey Road MUGA and Greenacres continue to be the primary locations where young people gather and therefore remain key areas for ongoing monitoring and engagement.

5. FINANCIAL IMPLICATIONS

- 5.1 The approved annual budget for Youth Engagement is £8,000.

5.2 Expenditure to date totals £4,030, leaving £3,970 remaining within the revenue budget for the remainder of the financial year. In addition, the Community Engagement Committee approved a £3,000 allocation from earmarked reserves to fund targeted youth outreach sessions at Riverside.

6. RECOMMENDATION

Members are asked to:

- a) Note the current Youth Engagement expenditure of £4,030 against the approved £8,000 budget.
- b) Note the allocation of £3,000 from earmarked reserves to commission targeted youth outreach sessions at Riverside.
- c) Consider whether they wish to continue the detached youth outreach programme for the remainder of the financial year using the existing Youth Engagement budget or discontinue once the currently funded sessions have concluded.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	Youth engagement initiatives support the Council's priorities relating to community wellbeing, community safety, and positive opportunities for young people.
Risk management	Providing structured activities and outreach engagement helps reduce the risk of escalating anti-social behaviour.
Legal	Youth engagement activities will be delivered in accordance with safeguarding requirements and relevant health and safety obligations.
Resources/Stakeholders	Delivery involves collaboration with youth organisations, local stakeholders, and community partners.
Contracts/Procurements	Any commissioned youth outreach services will be provided in accordance with the Council's procurement procedures.
Crime and Disorder	Youth engagement supports the Council's responsibilities under the Crime and Disorder Act 1998 by addressing anti-social behaviour through preventative engagement.
Biodiversity and environment	No direct environmental implications have been identified.
Equalities	Activities aim to ensure inclusive opportunities for young people across the community.
Residents Impact Assessment	Positive engagement with young people is expected to reduce anti-social behaviour and improve the experience of residents using public spaces.
Sustainability/Climate Impact Data Protection and Privacy	No direct climate impacts have been identified. No personal data processing issues arise from this report.

A/c Code	644 Youth Engagement				Annual Budget	8,000
Centre	63 Community Engagement				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
7	30/09/2025	LUS01	Purchase Ledger	RIVERSIDE FOOTBALL	120.00	
7	30/09/2025	M10	Purchase Ledger	football session	150.00	
8	11/08/2025	T22	Purchase Ledger	REMOVE GRAFFITI RIVERSIDE YOUT	1,950.00	
8	20/10/2025	B15	Purchase Ledger	WREATH DONATION/Royal British	250.00	
8	31/10/2025	LUS01	Purchase Ledger	RIVERSIDE FOOTBALL	80.00	
8	31/10/2025	M10	Purchase Ledger	FOOTBALL SESSION	250.00	
9	28/11/2025	LUS01	Purchase Ledger	XMAS ELF	60.00	
9	30/11/2025	S42	Purchase Ledger	youth basketball board games	180.00	
9	30/11/2025	M10	Purchase Ledger	STOTFOLD FOOTBALL SESSIONS	200.00	
9	30/11/2025	LUS01	Purchase Ledger	RIVERSIDE FOOTBALL	160.00	
9	02/12/2025	HK	Purchase Ledger	YOUTH INVOLVEMENT	180.00	
10	27/12/2025	M10	Purchase Ledger	FOOTBALL SESSIONS	150.00	
10	31/12/2025	LUS01	Purchase Ledger	RIVERSIDE FOOTBALL	120.00	
10	31/12/2025	S42	Purchase Ledger	YOUTH INVOLVEMENT	180.00	
Account Youth Engagement					Account Totals	4,030.00
Centre Community Engagement					Net Balance Month 12	4,030.00

12-Week Detached Youth Work Plan Proposal for Stotfold Town Council

Rationale

There has been an identified need for detached youth work (youth workers walking around areas of the town talking to the young people about community concerns) In Stotfold recently focussing on the Riverside Playing Fields; along with other key 'hang out' places. This is due to a number of complaints and an increase of antisocial behaviour (ASB). These concerns have been raised by local residents, business owners, Stotfold Town Council and schools. Young people have been congregating in / around the youth shelter or MUGA causing noise nuisance, litter and the use of the motor type bike on the grassed areas.

Proposed Plan for Detached work via Amplius Youth Involvement

This detached youth work plan incorporates detached, outreach, risk assessment, flexible location choice across key areas in Stotfold, including Riverside (noted for ASB), Greenacres, Pix Brook Road Co-Op area, and other hotspots.

Objectives:

- Help reduce ASB reports on Friday and Saturday evenings.
- Engage with local young people in non-formal settings.
- Educate on the impact of actions safety, legal consequences, community impact.
- Liaise with community Safety and Local Policing team.
- Signpost to positive activities, services, and safeguarding pathways.
- Collect data on perceptions, hotspots, and outcomes to inform future planning.
- Engagement of all young people who are in the spaces highlighted.

Duration: 12 weeks

Focus per week: Detached youth work and rapport building; key messages on impact; practical activities; signposting; family/partner communications; safeguarding and reporting.

Delivery window: November 2025 – February 2026 Flexible evenings including some Friday and Saturday evenings.

Locations: Riverside, Greenacres, Pix Brook Road, Co-Op area, and other known hotspots in Stotfold.



Amplius

Costs

- ✓ Two Youth workers per session
- ✓ Each session 1.5 hours x 3 per week

Total of provision for 12 weeks = £2160

Already completed:

- Conducted risk assessment of hotspots
- Walkthroughs of priority areas with engagement
- Two weeks of engagement see attached report

Monitoring and Evaluation

- Reflect on what worked, who was engaged, and challenges.
- Data collection: hotspots visited, activities delivered, and qualitative feedback (young person voice).
- Reduction in ASB reports during targeted evenings.
- Percentage of engaged youths expressing increased willingness to participate in positive activities.
- Number of referrals to local services or clubs.
- Positive feedback from guardians and partners.
- Reporting: to Stotfold Town Council on a fortnightly basis; include case studies and recommendations for future detached work.
-

Date: ____ 27th Nov 2025 _____

Times: ____ 6pm – 7.30pm _____

Location	Activity	Engagement Notes
Riverside	Walking - with torch	Photo taken of grassed area near the youth shelter which looked like a motor bike tyre tracks
Vaughn Road	Driving through	No young people sighted
Co op	Walking	Two young people outside shop; all okay
Hitchin Road Park	Walking with torch	No young people sighted
Back of Methodist Church	Walking	No young people sighted
Pix brook Road	Driving down the bottom	No vehicles



Date: ____ Friday 5th Dec 2025

Times: ____ 7pm -8pm

Location	Activity	Engagement Notes
Front of parade shops High Street	Walking	Group of 4 young people outside waiting for food order. Had a quick chat; they were going to their friends house of the evening.
Co op	Walking	No young people sighted
Riverside	Walking with torch	No young people sighted
Back of Methodist Church	Walking	No young people sighted
Pix brook Road	Driving down the bottom	One vehicle that left on our arrival

Date: ____ 8th Dec 2025

Times: ____ 5.30pm – 7pm

Location	Activity	Engagement Notes
Riverside	Walking - with torch	Two young people in the youth shelter ; just chatting and listening to music. There was an organised group of young people in the MUGA playing football.
Greenacres	Driving through	Two young people around the back , walking and talking
Co op	Walking	Three young people outside waiting for their friends, chatty and all okay.



Amplius

Church road and round near Rosecroft / church area	Walking with torch	No young people sighted
The Green	Walking	No young people sighted
Arlesey Road Playing area MUGA	Walking	Three young people kicking a ball



Stotfold Detached summary of activity below, prior to Christmas break.

Date: Mon 17th Dec 2025

Times: 5.30pm – 7pm

Location	Activity	Engagement Notes
Pixbrook Road school end	Drove down the bottom	No cars or young people
The Green	Walking	
Arlesey Road	Drove up to Vaughan Road and walked round the Arlesey Road after seeing a young lad on an electric bike arrive at the MUGA	Met with a lad sitting on the mount by the football kicker area. He said he was aged 18 and was just listening to music in the dark. He said he knew nothing about the electric bike that had been seen near the MUGA but did see someone turn up on one.
Crossroads / Regent Street	Walked from Arlesey Road towards to traffic lights and encountered a group of young people with an electric bike.	Spoke to the group – two girls, 4 lads, one of them known to youth team and others seen before. We spoke to the group about the electric bike not being legal/ no insurance and also the dangerous implication of using the bike on the main road, no safety equipment / lights and with two people on it. Reckless use also the potential for accidents with cars and pedestrians. One of the lads said he didn't live in Stotfold. The lad who owned the bike said it was legal and police have seen him many times but never stopped him. We also spoke about the use of electric scooters and legal use, all the lads disagreed and said that they were okay to use. We asked them all to consider the safety of everyone before they left.
Riverside	Walked - using torch	No young people in the area.

Follow up from this: I emailed Police Inspector Janine Graham 18th Dec to inform of the issues with electric bikes and Scooters in Stotfold. I also asked for information leaflets etc that I can hand to the young people. She informed me that they didn't have any leaflets at hand but google may help.

Date: Sun 21 Dec 2025

Times: 16.48 til 6pm

Location	Activity	Engagement Notes
Arlesey Road MUGA	Young people playing basketball	<p>There was a group of 10+ young people playing basketball. Two young girls aged approx. 15 yrs walked past the MUGA and down to the car park area where they waited for about 15 mins.</p> <p>They walked up towards the MUGA and I spoke to them asking if they were warm enough due to the cold weather. They looked over but didn't say anything and said down on the seating next to the MUGA.</p> <p>About 10 mins later a lad with a hoodie appeared and walked past the girls and looked he dropped something into their lap as he walked by, he carried on walking they got up and walked off into the dark field. It was so quick the exchange or moment I didn't have enough time to get out of the MUGA and also was supervising the game.</p>
Vaughan Road	Walked	No young people sighted
High Street	Walked	2 young people walking towards the Avenue
Memorial Hall area	Walked	No Young people sighted
Methodist Church area	Walked	No young people sighted

This was not a scheduled session because the Basketball Game was taking place; however after the activity observed with the two girls it was agreed to walk around was needed.

Christmas & New Year Break 23 Dec – 5th Jan

Networking Event

I discussed the electric bike, ASB reports and scooter issues in Stotfold with the Local Policing team at a networking event at Central Bedfordshire Council on Wed 7th January. They did not have the flyers but did inform me that new powers given means they are able to seize illegal bikes etc and crush straight away. We also discussed issues with cars and gatherings at the bottom of Pixbrook Road.

Date: Fri 9 Jan 2026

Times: 6.30pm – 8.30pm

Location	Activity	Engagement Notes
High St	Walking	Two young people at the corner of The Avenue and two young people outside the parade of shops. Greeting exchanged
Behind Methodist Hall	Walk	No young people sighted
One Stop	Walk	Spoke with three young people outside the shop, just an exchange greeting
Riverside	Walk	No young people sighted
Mill Lane / Cemetry car park / Nature Reserve Car Park	Walk with torch	No young people sighted
St Marys Church Yard	Walk with torch	No young people sighted
Baldock Road end	Walk	No young people sighted

Date: Mon 12 Jan 2026

Times: 17.15 – 18.30

Location	Activity	Engagement Notes
Greenacres locations	See Notes below	See notes below
Arlesey Road MUGA area	“	“
Hitchin Road Park	“	“
Riverside	“	“

Detached youth work took place on Monday 12th January between 5:00-6:30pm, starting at Arlesey Rd recreational ground. We covered Greenacres estate, Riverside recreation ground, Arlesey rd Muga and Hitchin rd park- as well as the areas between these.

At around 5:30pm, three young people were observed using the youth shelter on Riverside, engaging in conversation with one another. A large number of young people were in the Muga taking part in organised football training. When leaving Riverside via malthouse lane we did notice a brief smell of marijuana however it quickly disappeared so we believe it may have been one of the cars that passed by (5:40pm)

At approximately 5:50pm we observed a young person on an electric scooter going from Greenacres council offices, across the park, past the school to the estate at the back. No young people were seen at Hitchin road park (6:15pm) or any other areas between main locations. On returning to Arlesey road Muga (6:25pm), one young person was in the court practicing basketball and there was a young person and parent playing on the interactive wall. Nothing else to note





Stotfold Detached summary of activity below.

Date: Mon 19th January 2026

Times: 5pm – 6.30pm

Location	Activity	Engagement Notes
Arlesey Road Play area	See Notes below	See Notes below
Pixbrook School	“	“
Regent Street	“	“
The Green	“	“
Riverside MUGA & Playing field	“	“
Beauchamp Mill Estate	“	“

The route started at Arlesey Road Football Club before heading up towards Pixbrook school as a police car had been seen heading up there a few minutes previous- there had been a minor car accident. We then walked back along Arlesey Road to Regent Street, up to The Green and around the Riverside Recreation area. Two young people were observed using the youth shelter at riverside at approximately 5:55pm, engaging in conversation with one another. No anti-social behaviour or suspicious activity was noted. From there we cut through to the Beauchamp Mill estate, a few young people were seen with their parents returning from football training at riverside but nothing of concern to report. When passing back by The Green, there was a brief smell of marijuana (6:10pm), however no individuals were seen smoking and the smell disappeared. We then headed over to the Memorial Hall following reports of ASB in the previous week. No young people were present and no issues were observed (6:20pm). On returning to Arlesey Road MUGA, one young person was seen using the court, practising basketball (6:30pm)

Date: Thur 22nd January 2026

Times: 6.15pm – 8pm

Location	Activity	Engagement Notes
Vaughan Road	Walked	No young people sighted
Riverside Playing field	Walk with torch	One young person sitting in the youth shelter listening to music waiting for friends
St Mary's Church Yard / back of church	Walk with torch	No young people sighted

Baldock Road end looking down path	Walk	No young people sighted
Nature Reserve	Walked round the front end	No young people sighted

Date: Mon 26th January 2026

Times: 5pm – 6.30pm

Location	Activity	Engagement Notes
Grange Drive	See Notes below	See notes below
Pixbrook Road near school	“	“
Regent St	“	“
Arlesey Road MUGA area	“	“
Hitchin Road Park	“	“
Riverside / Malthouse Lane	“	“
Memorial Hall car park	“	“

Areas covered- Arlesey Road, Hitchin Road, Hitchin Road Recreation Ground, Memorial Hall, Valerian Way, Greenacres Centre, Greenacres MUGA, Grange Drive, High Street, Church Road, alleyway between Church Road and Rook Tree Lane, Malthouse Lane, Riverside Recreation Area, alleyway between Riverside Recreation Area and Stotfold Green, The Green, Regent Street, road to Pixbrook Academy.

At Riverside Recreation Area, we saw three young people using the youth shelter. They were just sitting and chatting together. No issues or signs of asb.

At Greenacres MUGA, one young person was there with a parent and they were playing together. Everything was positive and appropriate.

All other areas were quiet with no young people hanging around. No concerns or incidents during the session

Date: Fri 30th January 2026

Times: 8pm – 9pm

Location	Activity	Engagement Notes
Memorial Hall car park and Alley	Walk	See notes below
Arlesey Road MUGA area / Car park	Parked and walked round / check toilet block	No one sighted / car parked
Pixbrook	Walked from Arlesey Road Car park	Two cars parked / no activity

Riverside	Walked from Green through alley	Three lads walking through the alley
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Date: Mon 2nd February 2026

Times: 5pm – 6.30pm

Location	Activity	Engagement Notes
Greenacres locations	See Notes below	See notes below
Arlesey Road MUGA area	“	“
The Green	“	“
Hitchin Road Park	“	“
Vaughn road / Trinity	“	“
Riverside / Malthouse lane	“	“

The session began along Arlesey Road, before continuing through Regent Street and Church Road. These areas were quiet. While walking up Oliver’s Lane, two older-looking individuals were observed travelling on one bike, with one individual seated on the handlebars. They rang the bicycle bell and politely asked us to move to allow them to pass. No further interaction took place and no concerns were identified. The route continued along Malthouse Lane and into Riverside Recreational Park. At the youth shelter, four young people were observed using the space, taking group photos with the graffiti as a backdrop. No anti-social behaviour was noted. We then walked through the alleyway between Riverside and The Green, before continuing across The Green. While in this area, a brief smell of cannabis was noted. No individuals were observed smoking, and the smell did not persist. We continued up Trinity Road and Vaughan Road, where no young people were seen. On returning to Arlesey Road MUGA, seven young people were observed sitting together on one bench. A brief, informal interaction took place. The young people were calm and respectful, and no anti-social behaviour was observed. The session concluded at the turning area next to Pixbrook School, where no young people were present and no issues were identified. Overall, the areas covered during the session were calm, with positive use of public spaces observed and no safeguarding concerns arising

Date: Saturday 7th February 2026

Times: 5pm -7pm

Location	Activity	Engagement Notes
Valerian way MUGA / Park	Walk	Spoke with Two young people walking out towards the co op
Co Op area	Walk	No young people sighted
Back alleys via Church Road	Walk	No young people sighted

St Mary's Church / Car park	Walk	No young people sighted
Nature Reserve / Mill Lane	Walk with torch	No young people sighted / although we could hear some chatter coming from nearby, but couldn't see anyone
Malthouse Lane / Riverside	Walk	Three young people were seen sitting in the youth shelter. They were listening to music and waiting for other friends. Advised to make sure rubbish goes in the bin.

Date: Mon 9th February 2026

Times: 5pm–6.30pm

Location	Activity	Engagement Notes
Greenacres MUGA	See Notes below	See notes below
Rook Tree Lane	“	“
High Street	“	“
Memorial Hall	“	“
Brook Street	“	“
Riverside	“	“
Hitchin Road Park	“	“

The route covered High Street, Greenacre Centre and MUGA, Co-op, the passage from High Street to The Crofts, Church Road to Home Close passage, Rook Tree Lane, Malthouse Lane, Riverside Recreation Ground, the alleyway from Riverside to The Green, Common Road, Vaughan Road, Hitchin Road, Memorial Hall, Brook Street, and Hitchin Road Park. At Riverside Recreation Ground, five young people were in the youth shelter listening to music, vaping, and drinking (unsure if alcoholic). We engaged positively with the group; no smell of cannabis was detected. Music was kept at a respectful level and no concerns were noted. The group had an electric scooter with them. We also engaged with three young people in the alleyway between Riverside and The Green. No concerns were identified during this interaction. A bank card was found at Riverside Recreation Ground. We asked both young people and adults in the area if it belonged to them; it was not claimed. While on Brook Street, a smell of cannabis was noted; however, no individuals were seen smoking in the area, so it may have come from a nearby property. No young people were observed at Hitchin Road Park or in other locations between the main areas. Nothing further to note.

Amp/DET/Jan/Feb

Date: Fri 13th Feb 2026

Times: 7.30pm – 9pm

Location	Activity	Engagement Notes
Riverside / Malthouse Lane scope of playing field / bushed areas	Walked around the whole site	Two young people sitting on a bench set further back. Smell of cannabis on approach. No action taken, both of them eating some food and said they would be going soon.
Co op / car park	Walk	Spoke with two older lads in the car park, they were off to a friend.
Memorial Hall car park and alley	Walk	Two young people walking through the alley, holding energy drinks and chatting. Said hello
High Street	Walk	No young people sighted other than coming from the memorial hall alley
Pix Brook Road	Drove	No cars are present. See a few dog walkers

Date: Fri 20th Feb 2026 (Half term)

Times: 7.30pm – 9pm

Location	Activity	Engagement Notes
Riverside / Malthouse Lane scope of playing field / bushed areas	Walked around the whole site	Two young people sitting on a bench set further back. Smell of cannabis on approach. No action taken, both of them eating some food and said they would be going soon.
Co-op / car park	Walk	Spoke with two older lads in the car park, they were off to a friend.
Memorial Hall car park and alley	Walk	Two young people walking through the alley, holding energy drinks and chatting. Said hello
High Street	Walk	No young people sighted other than coming from the memorial hall alley
Pix Brook Road	Drove	No cars are present. See a few dog walkers

Amp/DET/Jan/Feb

Date: 23rd Feb 2026

Times: 5pm – 6.30pm

Location	Activity	Engagement Notes
Arlesey Road MUGA	See Notes below	See notes below
Greenacres	“	“
High Street / The Crofts	“	“
Memorial Hall / Brook st	“	“
Brook Street	“	“
Riverside	“	“
Hitchin Road Park	“	“

The route covered High Street, Greenacre Centre and MUGA, Co-op, the passage from High Street to The Crofts, Church Road to Home Close passage, Rook Tree Lane, Malthouse Lane, Riverside Recreation Ground, the alleyway from Riverside to The Green, Common Road, Vaughan Road, Hitchin Road, Memorial Hall, Brook Street, and Hitchin Road Park. At Riverside Recreation Ground, five young people were in the youth shelter listening to music, vaping, and drinking (unsure if alcoholic). We engaged positively with the group; no smell of cannabis was detected. Music was kept at a respectful level and no concerns were noted. The group had an electric scooter with them. We also engaged with three young people in the alleyway between Riverside and The Green. No concerns were identified during this interaction. A bank card was found at Riverside Recreation Ground. We asked both young people and adults in the area if it belonged to them; it was not claimed. While on Brook Street, a smell of cannabis was noted; however, no individuals were seen smoking in the area, so it may have come from a nearby property. No young people were observed at Hitchin Road Park or in other locations between the main areas. Nothing further to note.

Date: Fri 27th Feb 2026

Times: 8.15pm - 9.15pm

Location	Activity	Engagement Notes
Pixbrook Road	Drove down and around	No cars in this location at this time
Arlesey Road Car park. MUGA	Drove / walked	Two cars parked but no sight of anyone.
Memorial Hall car park and alley	Drove and walked to check alley	No young people sighted
High Street / The Avenue / Church Road / Regent Street	Drove	No young people sighted
Co op / car park	Drove	No cars are present. See a few dog walkers
The Green / Alley to Riverside	Parked at the The Green, walked via the alley	No young people sighted / no one in Riverside

Cut through into the Estate adjacent to Riverside	walk.	Two young lads with their bikes standing talking, had a conversation with them about getting the right lights on their bike to be visible at night
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STOTFOLD TOWN COUNCIL

COMMITTEE:	COMMUNITY ENGAGEMENT
MEETING DATE:	18 MARCH 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	COMMUNITY ENGAGEMENT Q3 BUDGET
DECISION TYPE:	FOR INFORMATION

1. BACKGROUND

- 1.1 The Community Engagement Committee is responsible for overseeing the Town Council's programme of events and engagement activities delivered throughout the year. The Committee approved a range of events for the 2025/26 financial year, with budgets allocated to individual activities and event categories. Financial monitoring is undertaken through the Council's Income and Expenditure monitoring report and a detailed events cost tracker maintained by officers.
- 1.2 The Income and Expenditure report provides a high-level overview of the committee budget position, while the events tracker provides a detailed breakdown of expenditure and income associated with individual events. The financial information referenced in this report is drawn from the Q3 monitoring report and the events cost tracker (below).

2. INTRODUCTION

- 2.1 The Community Engagement expenditure budget for 2025/26 totals £98,000, with an income budget of £6,000. The current monitoring position shows total expenditure of £74,113 by month 11, representing approximately 75.6% of the approved annual budget and an income of £19,774. This represents income performance of approximately 330% of the original budget allocation. Members will see that the events income is £17,082. The discrepancy between the income figure on the Income and Expenditure report and the events budget is the charity collection.
- 2.3 Several budget headings show variances greater than $\pm 15\%$, largely due to the timing of expenditure or the delivery of additional activities during the year.

Christmas Lights

Budget: £24,000

Actual expenditure to date: £529

The large variance reflects the timing of expenditure with the Christmas lights invoices still to be received. The contractor has been chased as we are approaching the end of year.

Youth Engagement

Budget: £8,000

Actual expenditure: £4,030

Approximately 50% of the budget remains unspent. Please see the separate youth engagement report.

3. FINANCIAL IMPLICATIONS

The Community Engagement Committee budget remains broadly within budget.

4. RECOMMENDATION

Members are asked to note the report.

7. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	The delivery of the events programme supports the Council's strategic objective of strengthening community engagement and participation in local activities.
Risk management	Regular financial monitoring helps ensure expenditure remains within approved limits and mitigates financial risk associated with event delivery.
Legal	Events must comply with relevant legislation including licensing requirements, health and safety regulations and insurance obligations.
Resources/Stakeholders	The delivery of events relies on staff resources, volunteers, contractors and community partners.
Contracts/Procurements	Event delivery involves the procurement of equipment, entertainment and services in accordance with the Council's Procurement Policy.
Crime and Disorder	Events are planned with appropriate risk assessments and liaison with relevant authorities where required.
Biodiversity and environment	Several events promote environmental awareness and biodiversity activities within the community.
Equalities	The events programme aims to provide inclusive and accessible activities for residents of all ages.
Residents Impact Assessment	Community events provide opportunities for residents to participate in local activities and strengthen community cohesion.
Sustainability/Climate Impact	Where possible, events are delivered using sustainable practices and responsible waste management.
Data Protection and Privacy	No personal data is processed as part of this report.

Detailed Income & Expenditure by Budget Heading 11/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
63 Community Engagement								
6006 Event Income	0	19,774	6,000	(13,774)			329.6%	
Community Engagement :- Income	0	19,774	6,000	(13,774)			329.6%	0
637 Christmas Event	0	14,055	15,000	945		945	93.7%	
638 Stotfest	0	28,380	25,000	(3,380)		(3,380)	113.5%	
639 Com Engagment	0	15,314	14,000	(1,314)		(1,314)	109.4%	
642 Christmas Lights	0	529	24,000	23,472		23,472	2.2%	
643 General Events	0	11,805	12,000	195		195	98.4%	
644 Youth Engagement	0	4,030	8,000	3,970		3,970	50.4%	
Community Engagement :- Indirect Expenditure	0	74,113	98,000	23,888	0	23,888	75.6%	0
Net Income over Expenditure	0	(54,339)	(92,000)	(37,661)				
Grand Totals:- Income	0	19,774	6,000	(13,774)			329.6%	
Expenditure	0	74,113	98,000	23,888	0	23,888	75.6%	
Net Income over Expenditure	0	(54,339)	(92,000)	(37,661)				
Movement to/(from) Gen Reserve	0	(54,339)	(92,000)	(37,661)				

**COMMUNITY ENGAGEMENT
2025 - 2026 EVENT COST TRACKER**

Budget	Event	Budgeted Amount	Estimated Expenditure	Total Expenditure	Total Income	Balance	Comments
General Events	Dinosaur Safari	£600.00	£599.00	£599.00		£599.00	
63/643	Kids Biodiversity Morning	£400.00	£0.00	£41.94		£41.94	
	Duck Race	£300.00	£626.46	£732.23	£341.50	£390.73	
	VE Day	£1,000.00	£1,639.97	£1,694.37	£740.00	£954.37	
	Steam Fair (May)	£500.00	£2,811.00	£2,811.00	£385.00	£2,426.00	Trailer Hire - not budgeted for.
	Love Parks Week	£800.00	£0.00	£0.00		£0.00	
	Litter Pick	£200.00	£0.00	£119.54		£119.54	
	National Play Day Event	£200.00	£0.00	£0.00		£0.00	
	Teddy Bear's Picnic	£300.00	£0.00	£118.19		£118.19	
	MacMillan Coffee Morning	£0.00	£0.00	£75.00		£75.00	
	Bug Hotel Making	£0.00	£189.00	£151.59		£75.00	
	Kite Making	£0.00	£170.93	£170.93		£75.00	
	Screen on the Green	£2,315.00		£4,802.36	£800.00	£3,949.69	
	Working Steam Weekend	£0.00	£0.00	£0.00		£0.00	
	Halloween Event	£500.00	£0.00	£120.91		£120.91	
	Remembrance Day	£2,000.00	£1,438.00	£1,338.40		£1,338.40	
	Pancake Race	£0.00	£155.20	£130.41		£130.41	
	Defib Training	£0.00	£95.00	£95.00		£95.00	
GENERAL EVENTS SUB TOTAL		£12,000.00	£7,724.56	£13,000.87	£2,266.50	£10,509.18	
Stotfest 63/638	Stotfest	£25,000.00	£25,423.50	£27,686.94	£11,039.41	£16,647.53	
Christmas 63/642	Christmas lights switch on	£15,000.00	£14,818.56	£15,255.52	£3,777.00	£11,478.52	
TOTAL		£52,000.00	£47,966.62	£55,943.33	£17,082.91	£49,144.42	

STOTFOLD TOWN COUNCIL

COMMITTEE:	COMMUNITY ENGAGEMENT
MEETING DATE:	18 MARCH 2026
REPORTING OFFICER:	EMMA PAYNE, TOWN CLERK
REPORT TITLE:	COMMUNITY ENGAGEMENT POLICY
DECISION TYPE:	FOR DECISION

1. BACKGROUND

- 1.1 Stotfold Town Council undertakes a wide range of activities that involve engagement with residents, community organisations and local stakeholders. These include community events, public meetings, consultations, digital communications and partnership working with local organisations.
- 1.2 Community engagement at the Town Council has been established over the past 3 years, and the Council does not currently have a single policy that sets out its approach to community engagement. Adopting this policy will provide a clear framework that explains how the Council communicates with residents and how residents can participate in local decision making.
- 1.3 The introduction of a policy supports transparency, consistency and good governance and will provide clarity for councillors, staff and residents regarding how engagement activities are undertaken.

2. INTRODUCTION

- 2.1 The proposed Community Engagement Policy sets out the Council's commitment to effective communication and engagement with the community. The policy outlines the principles that guide the Council's approach including openness, accessibility, transparency and inclusivity.
- 2.2 It also identifies the range of engagement methods used by the Council to communicate with residents and gather feedback on local issues and Council initiatives. These include public meetings, the Annual Town Meeting, consultations, surveys, community events, printed and digital communications through the Council's website, press articles and social media platforms.
- 2.3 Adopting a formal policy will help ensure that engagement activities are undertaken consistently across the Council and will support the Council's broader governance framework. The policy encompasses how:
 - The Council engages with residents, businesses and community organisations
 - the principles that guide engagement activities
 - identifies the communication channels used by the Council
 - clarifies the roles of councillors and staff in supporting engagement activities

- 2.4 The policy also recognises the importance of working collaboratively with statutory stakeholders, community groups and voluntary organisations to support community initiatives and strengthen local participation.
- 2.5 Effective community engagement enables the Council to better understand local priorities, improve communication with residents and support informed decision making.

3. FINANCIAL IMPLICATIONS

Community engagement activities are already undertaken within existing budgets, including the Community Engagement and advertising budgets

4. RECOMMENDATION

Members are asked to recommend to Full Council that the Community Engagement Policy is adopted.

5. IMPLICATIONS AND CONSIDERATIONS

Strategic Plan	The policy supports the Council's Strategic Plan priorities relating to community engagement, communication and partnership working.
Risk management	A clear policy provides a structured framework for engagement activities and reduces the risk of inconsistent communication with residents.
Legal	The policy supports compliance with legislation relating to public participation, transparency and access to information.
Resources/Stakeholders	The policy provides clarity for councillors and staff undertaking engagement activities and supports engagement with residents, community groups and local stakeholders.
Contracts/Procurements	There are no contractual or procurement implications arising from this report.
Crime and Disorder	Community engagement can support the identification of local issues and encourage partnership working with relevant organisations.
Biodiversity and environment	Engagement activities can support community awareness of environmental initiatives and biodiversity projects.
Equalities	The policy supports inclusive engagement by ensuring that opportunities to participate in Council activities are accessible to all members of the community.
Residents Impact Assessment	The policy will improve transparency and provide residents with clear opportunities to engage with the Council and contribute to local decision making.
Sustainability/Climate Impact	Community engagement activities may support the promotion of sustainable practices and environmental awareness within the community.
Data Protection and Privacy	Engagement activities involving personal data will be undertaken in accordance with the Data Protection Act 2018 and UK GDPR. Surveys and consultations will ensure that personal data is handled appropriately and only used for its intended purpose.



STOTFOLD TOWN COUNCIL

COMMUNITY ENGAGEMENT POLICY

VERSION: 1.0

1. Purpose

The purpose of this policy is to set out how Stotfold Town Council engages with residents, businesses, community groups and other stakeholders to ensure that local people have opportunities to contribute to the life of the town and influence decisions that affect them.

The Council recognises that effective community engagement strengthens local democracy, improves decision making and helps ensure that services and activities reflect the needs and priorities of the community.

2. Scope

This policy applies to all forms of engagement undertaken by the Council including:

- consultations and surveys
- public meetings and the Annual Town Meeting
- community events
- digital engagement through the Council website and social media
- partnership working with community organisations
- communication through press, newsletters and noticeboards

The policy applies to councillors and staff when undertaking engagement activities on behalf of the Council.

3. Principles of Community Engagement

Stotfold Town Council will ensure that community engagement activities follow these principles.

Openness

Information will be shared openly so residents can understand Council decisions and activities.

Accessibility

Engagement opportunities will be accessible to all members of the community.

Transparency

Decisions will be communicated clearly and the reasons for those decisions explained.



Inclusivity

The Council will seek to reach different groups within the community including young people, older residents and community organisations.

Responsiveness

Feedback received from engagement activities will be considered and used to inform Council decision making.



open · accessible · transparent
inclusive · responsive

4. Methods of Community Engagement

The Council uses a range of engagement methods to reach residents and stakeholders.

Public meetings

Council and committee meetings are open to the public and include opportunities for public participation.

Annual Town Meeting

An annual meeting held for residents to receive updates on Council activities and raise matters of local interest.

Consultations and surveys

The Council may undertake consultations to seek views on major projects, policies or service changes.

Community events

Events organised or supported by the Council provide opportunities for residents to engage informally with councillors and staff.



Digital engagement

Information is shared through the Council website and social media channels to ensure timely communication with residents.

Press and publications

Press releases, newsletters, annual report and public notices are used to inform residents of Council activities.

Partnership working

The Council works with community organisations, voluntary groups, schools and local businesses to strengthen engagement across the town.

5. Roles and Responsibilities

Councillors

Councillors represent residents and play an important role in listening to community views and bringing those views into Council discussions.

Town Clerk

The Town Clerk has overall responsibility for ensuring engagement activities are delivered effectively and in accordance with this policy.

Council staff

Staff support engagement activities including communications, consultations and community events.

Community partners

The Council works collaboratively with ward councillors, community groups and organisations to support engagement initiatives.

6. Communication Channels

The Council communicates with residents using a range of channels including:

- the Town Council website
- social media platforms
- public noticeboards
- press releases and local media
- Consultations council meetings and the Annual Town Meeting
- community events and activities

Using multiple channels helps ensure information reaches as many residents as possible.



7. Monitoring and Review

The effectiveness of the Council's community engagement will be monitored through:

- feedback from consultations, surveys and events
- attendance at meetings and community activities
- engagement with online communications

This policy will be reviewed every two years or sooner if required to reflect changes in legislation or Council practice.

Version History:

Version No	Date Approved/Reviewed	Summary Of Changes	Review Date
1.	Adopted April 2026		April 2028