

Sandy Town Council

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 15 December 2014 commencing at 7.30pm for the purpose of transacting the items of business below

Delia Shephard

Delia Shephard, Town Clerk
10 Cambridge Road, Sandy SG19 1JE
01767 681491
5 December 2014

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

A G E N D A

- 1 Apologies for Absence**
To receive any apologies for absence
- 2 Declarations of interest and requests for dispensations**
Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)
*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*
 - i) Disclosable Pecuniary Interests*
 - ii) Non Disclosable Interests*
 - iii) Dispensations*
- 3 Public Participation Session**
To receive questions and representations from members of the public.
- 4 Minutes of previous Town Council meeting**
To consider the minutes of a meeting of Sandy Town Council held at 7.30 pm on Monday 8 December 2014 and to approve them as a correct record of proceedings

Sandy Town Council

5 Police Matters

To receive a report from PCSO Ann Jeeves on policing in Sandy

6 Cemetery Extension Presentation

To receive a presentation from Cemetery Development Ltd on the project to extend Sandy Cemetery and to approve continued work

7 Minutes of committees and recommendations therein

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

- i) Development Scrutiny Committee on 10 November 2014 and 24 November 2014
- ii) HR Committee held on 17 November 2014*
- iii) Policy, Finance and Resources Committee on 24 November 2014
- iv) Community Services and Environment Committee on 8 December 2014

8 Financial Matters

- i) To note a summary statement of income and expenditure against budget for the year to date.
- ii) To note a list of payments made since the last Town Council meeting
- iii) To consider the second draft of the council's proposed 2015/16 budget as agreed by the PF&R Committee on 24 November 2014 and to consider any amendments
- iv) To note implementation of 2014-2016 national salary award as required under Sandy Town Council's contracts of employment

9 Formal Adoption of Sandy Green Wheel master plan

To adopt the plan

10 Tree Management Plan

To adopt the plan

11 Reports from Representatives

To receive written reports from :

- i) CBC Ward members
- ii) STC Representatives on external bodies

12 News Release

*** Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

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Sandy Town Council Monday 15 December 2014

A G E N D A

8 Financial Matters

- i) To follow
- ii) To follow
- iii) Draft to follow
- iv) Briefing document to follow. Sandy Town Council payroll has been adjusted accordingly, members are asked to approve the action taken. Provision was made in the 2014/15 budget for this anticipated settlement, the details have also been incorporated into the 2015/16 estimated budget.

9 Formal Adoption of Sandy Green Wheel master plan

Central Bedfordshire Council has now adopted the Sandy Green Wheel master plan and it remains for Sandy Town Council to formally adopt the plan which it approved in draft form in March 2014.

10 Tree Management Plan

As part of the Town Council's ongoing review of Health and Safety procedures a proposed plan of action for the management of the Town Council's tree stock has been drafted for Council approval. Copy attached.

11 Reports from Representatives

Clerk's Report

During the past 12 months the Town Clerk has received communications from organisations within the town expressing concern that representatives appointed by the Town Council for their organisations have not attended meetings or provided formal reports to Town Council. At a meeting of Town Council on 19 May 2014 it was resolved to ask the Clerk to write to all representatives and remind them to report back to Town Council in writing no less frequently than once per year on the activities of the outside body at which they would represent the Town Council. The Town Clerk wishes to draw this to the attention of all members and notes that no written reports have been received since the resolution was approved.

Sandy Town Council

Proposed plan for management of risk from trees on Council property

The risk of being struck and killed by a tree or branch falling in a public place is extremely low (one in 10 million for those trees in or adjacent to areas of high public use). However, the low level of overall risk may not be perceived in this way by the public, particularly after an incident. Town Council needs to demonstrate “the conduct to be expected from a reasonable and prudent landowner”.

The average risk is firmly in the “broadly acceptable” region of the tolerability of risk triangle produced by HSE. This is a general guide and not a definitive category and there is a duty to do all that is reasonably practicable to ensure that people are not exposed to risk to their health and safety. The Town Council may also wish to consider the following reasons why it may want to manage its tree stock, for example responsibilities under other legislation and the risk of civil liabilities to:

- Reduce the risk of property damage from subsidence
- Maintain stocks to preserve their amenity, conservation and environmental value
- Prevent personal injury through trips and falls on footways disturbed by tree roots
- Prevent vehicle damage and personal injury from obscured sightlines on the highway

Inspecting every tree individually would be disproportionate to the risk and should only be necessary in certain circumstances, eg:

- it is in a place frequently visited by the public **and**
- it has been identified as having faults that are likely to make it unstable **and**
- a decision has been made to retain it with these faults

The trees owned by the Town Council should be divided into two categories – those which are subject to frequent public access and those which are not.

Those which are in areas frequented by the public should have a system put in place for periodic checks – a reasonable frequency appears to be once every three years. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and need not be carried out by an arboriculture specialist. Groundstaff should be instructed in the potential problems to look for and if necessary an arboriculture specialist should be instructed to perform a more thorough inspection. Less frequent checks are needed for areas where public access is restricted, perhaps once every five years. In the interim Groundstaff should be instructed to report any concerns they may have about tree damage they notice while carrying out their normal routines.

The following procedure for monitoring is recommended:

- A short record should be made of when an area (or individual tree) has been checked with details of any defects found and action taken.
- A system for obtaining specialist opinion/assistance when a check reveals defects should be put in place.

Sandy Town Council

- Town Council should consider whether they should establish procedures for ensuring the safety of the public during high winds, for example, by closing or restricting access to parks or footpaths.
- A system for triggering checks after particularly high winds or reports of damage by the public should be put in place.
- Should Council decide to retain a tree that has been identified to have structural faults a specific risk assessment should be undertaken in order to manage that risk.

Town Council properties with trees:

- The Riddy – ensure the management agreement include tree inspections
- The Pinnacle – ensure the management agreement includes tree inspections/maintenance
- Cemetery
- Churchyard
- Car park – trees at entrance
- Bedford Road Recreation Ground
- Sunderland Road Recreation Ground
- Fallowfield Recreation Ground
- Beeston Green
- The Limes Play Area, including trees to rear of Lime Avenue and Ash Close
- Disused railway embankments
- Town Centre Roundabout



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Sandy Cemetery Combined Planning & Needs Statement



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Proposal Ref:

CDSL/1065.1

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1.0 Introduction

This document, in combination with the Needs Statement and the Design and Access Statement, sets out why the development of a cemetery extension at Sandy will meet local requirements for burial space whilst complying with local policy on land classified as open space, sports and recreation. The land is owned by the Town Council and is currently protected under CS3/DM17 designated land. It falls outside of the settlement envelope and is not within designated Greenbelt. Previous land use was as allotments but the land is no longer used for this purpose and currently stands dormant and overgrown. This statement will describe how this application fits within both national and local planning strategy and will address whether the application meets the requirements of current planning protections applicable to this site.

2.0 Background

Cemeteries and churchyards can be a significant open space provider and represent a relatively minor resource in terms of the land but they are able to provide areas of nature conservation importance via unimproved grasslands and other various habitats.

They are often among the few areas of green space where the local community is able to have some contact with the natural world and provide a secure buffer to further development and encroachment.

Cemeteries provide a useful resource for the local community. A wide variety of habitats can often be found supporting the other open space types such as areas of semi-natural and natural areas. Whilst a place for the laying to rest of the deceased, cemeteries provide an open space to be used on an opportunity-led basis – i.e. where there are churchyards and cemeteries there are opportunities for wildlife and use of the open space by the public for walking and relaxing.

The quality of cemeteries and churchyards remains particularly important – many people use cemeteries and churchyards as amenity green space for peace and contemplation.

The cemetery extension in this proposal is designed with community interests in mind and will allow the public to enjoy and reflect in the open space. It will provide a legacy for future generations to appreciate the maturing landscape.

2.1 National, regional and local need for cemeteries

Burial space in the UK is becoming scarce at an ever increasing rate. The Institute of Cemetery and Crematorium Management (ICCM) has estimated that within the next 5 to 10 years 30% of UK local authorities will have run out of burial space.

In a recent BBC survey out of 358 local authorities surveyed a quarter said they would have no room in 10 years. Sandy Town Council estimate that at current usage rates there is a maximum of three years of space remaining within the existing cemetery. Of the 358 authorities represented in data provided in the BBC report, the adjacent Parish Council of Gamlingay reported on 5 years of available space. Other Parish Councils within 10 miles of Sandy that also reported diminishing burial space included Buckden and Little Paxton. Though Potton Parish Council has 30 years of space available and Bedford Borough Council some 100 years of space available closure of local cemeteries not only puts further pressure on these neighbouring cemeteries but also results in the need for increased travel.

These estimated lifespans for cemeteries only take into account current rates of burial and do not allow for increased housing growth, demand of the current ageing population, neighbouring parish or borough shortages and increased ethnic requirements.

Central Bedfordshire Council has recently developed Recreational and Open Space Technical Guidance prepared in accordance with The National Planning Policy Framework (NPPF) Document

drawing on the former Planning Policy Guidance Note 17 (PPG17). In this document the provision of cemeteries is identified as a core component of the Development Strategy for Central Bedfordshire 2013. This addresses the need to cater for increasing demand both for the Council area as a whole and locally. Specifically the Council stated: "Current projections indicate that death rates are likely to increase by 2035 and there will be higher requirements for burial space. The projected population growth will further see the number of burials per annum increase." (pg 55).

The pressure of increasing death rates is expressly mentioned as is the fact that several existing sites are approaching capacity. Later in the same document the site in question in this application is specifically identified as follows: "Sandy (Potton Road nearing capacity – extension to be provided on allotments during 2014 – allotment site will close at the end of 2013 to facilitate this. The other site at Sandy is already full." (pg 63). This statement within the Recreation and Open Spaces Strategy clearly identifies local need and the preferred site for development.

2.2 Demographics

The pressure on burial space is borne out by the councils own figures presented in the Recreational and Open Space Strategy.

Population Growth: The population of Central Bedfordshire has risen steadily over recent decades and is forecast to continue to do so. The Council predicts that the local population could rise from 255,220 residents in 2010 to 290,560 in 2022 - an increase of some 35,340 within this time period and of these an increase of 20,000 is projected for the Northern part of the area, of which Sandy is a part. Though this is a significant increase, the large majority of these new homes lie outside of the Sandy area. Sandy Town is identified in Section 3.14.8 of The Local Development Framework, Core Strategy and Development Management Policies as expecting only modest increased housing development of between 50 and 200 new homes in this period. Despite this, the Council has identified the need for new burial space due to the imminent exhaustion of the current cemetery and the ongoing need for burial space from existing and new residents.

3.0 National policy specific to cemeteries

For cemeteries, PPG 17 Annex states "every individual cemetery has a finite capacity and therefore there is steady need for more of them. Indeed, many areas face a shortage of ground for burials. The need for graves, for all religious faiths, can be calculated from population estimates, coupled with details of the average proportion of deaths which result in a burial, and converted into a quantitative population-based provision standard." This does not relate to a quantitative hectare per 1,000 population requirement. Central Bedfordshire have calculated a need for burial space of between 2 and 2.3 per year per 1000 population and thus for Sandy Town this equates to a current need for 27 – 30 burial spaces per year based on current population. This corresponds well to actual current usage rates of an average of 30 burials per year at the existing cemetery.

4.0 Local planning policy

Local planning policy reflects national policy and the previously mentioned Recreational and Open Space Technical Guidance document not only discusses Central Bedfordshire as a whole but also local needs for burial space. It also specifically includes the provision of cemeteries within Recreation and Open Space strategy. Further to this, the need for local provision is also noted as follows:

“There is a strong emphasis on the provision of local burial space in Central Bedfordshire and as a consequence, almost all settlements have cemeteries and / or churchyards.”

This can be reasonably interpreted to understand that there is a history of local provision of burial space and the Council wish to maintain this tradition of local burial space for communities. To this end, elsewhere in the Recreational and Open Space Technical Guidance document new provision needs are identified. As previously noted, the site in question is specifically identified as earmarked to meet the future need of Sandy Town: “Sandy (Potton Road nearing capacity – extension to be provided on allotments during 2014 – allotment site will close at the end of 2013 to facilitate this). The other site at Sandy is already full.” (pg 63).

It was noted in the pre-application planning correspondence that specific considerations to relevant planning policies, notably the core strategy document, should be considered. Specifically, the impact this development will have on the provision of allotment space in the local area. This is an issue as the previous land use on the site earmarked for the cemetery extension was allotments. Though the council has made the decision to try to change the land use of this area to a cemetery due to the prioritisation of the local need for cemetery space, it is not ambivalent to the need to provide alternative space for allotments. To this end it is actively engaged in locating a new site for allotments and is developing a waiting list to demonstrate demand and need for such facilities.

In addition to the specific council strategy for the provision of cemeteries, the development of cemeteries also impacts on the following development policies:

- *CS3 Healthy and Sustainable Communities*
- *CS13 Climate Change*
- *CS16 Landscape and Woodland*
- *CS17 Green Infrastructure*
- *CS 18 Biodiversity and Geological Conservation*

The summary tables from the Councils’ Core Strategy Document are considered and the proposed cemetery extension is considered in the context of these policy summaries.

CS 3 Healthy and Sustainable Communities

The Council will ensure that appropriate infrastructure is provided for existing and growing communities by:

- ***Safeguarding existing community, education, open space, recreation, sports, play and health facilities.***

- ***Supporting in principle, the upgrading of community, education, open space, recreation, sports, play and health facilities.***
- ***Identifying appropriate sites for new facilities to meet identified needs and shortfalls in accessible locations that are well served by sustainable modes of transport. All new facilities should meet the needs of the entire community, particularly socially excluded groups, facilitating multi-use facilities where possible.***
- ***Directing development, within the context of the development strategy and settlement hierarchy, to locations where developer contributions can facilitate a solution or where additional development could achieve a critical mass to make a solution viable.***
- ***Approving new development which provides new recreational and sports facilities and open space which meets the requirements of the Planning Obligations Strategy and the standards set out in Annex E***

Given the identified local need for burial space, the site in question has been identified by the council as suitable for a cemetery extension. The need for the whole community to access the cemetery extension has resulted in a design which allows full accessibility for the able bodied and those with disabilities. A specific area for children has been incorporated into the design, thus ensuring that all ages are provided for.

The proximity of the site to the existing cemetery ensures that no additional transport burdens are imposed on the community and the provision of car parking and turning space should reduce congestion locally as cars will now be able to turn off Stratford Road rather than find places to park or turn around on that road or Potton Road. By linking the new extension via a path to the existing cemetery and chapel the new car park can now serve both parts of the cemetery. The car park will have disabled parking and the pathways will be constructed to allow easy wheel chair access and access for those of limited mobility.

This development will also provide the opportunity to upgrade the existing cemetery by harmonising boundary features, gates and pathways. This will result in new gates and a wall for the existing cemetery alongside the removal of an old tree that is currently damaging infrastructure to be replaced by new planting in the extension. Finally, the existing maintenance building which has considerable amounts of asbestos associated with it will be demolished and a new building of the same footprint will be constructed within the extension area, close to the border with the existing cemetery. The design of this building includes provision of toilets for public use during burial services, a significant improvement on current arrangements.

CS13 Climate Change

The Council, working with other stakeholders, will secure new development including new housing, new commercial development (including substantial extensions to existing commercial buildings) and new community and leisure facilities, which incorporate measures to take account of climate change. Individual targets for new allocated developments may be set through the Site Allocations DPD where these can be justified by local circumstances taking account of economic viability.

The range of measures to be considered will include:

- *The use of renewable energy options to provide energy requirements of new development including on-site and near-site low-carbon technologies.*
- *The use of sustainable design and construction and high efficiency standards for all developments and refurbishments with residential schemes referring to the 'Code for Sustainable Homes' and all non-residential schemes referring to BREEAM ratings (or its successor);*
- *Contributions to waste minimisation, reuse and recycling. Adequate facilities to store materials for recycling must be part of the design of new housing;*
- *Provision for walking and cycling, access to public transport and the production of green travel plans*
- *Tree planting and other carbon-offsetting measures to help mitigate the impact of carbon emissions produced by the production of building materials, the construction process and use of new development;*
- *Provision for conserving water resources and recycling water as well as limiting any adverse effects on water quality;*
- *Minimising the risk of flooding and management of residual risks; and*
- *Provision of sustainable water supply and drainage infrastructure.*

The Council will consider positively energy generating proposals with low carbon impact.

The proposed cemetery extension, whilst having a minimal impact on climate change, will incorporate some elements that will reduce the impact of constructing the extension. This will mainly be through sequestration of carbon in new tree planting and in the soil as a result of establishing permanent grassland. Though the previous use of the land for allotments can allow some carbon sequestration through the incorporation of organic manures and compost, the regular disturbance of the soil also increases loss of soil carbon to the atmosphere through increased oxidation. Typically cultivated soils have total carbon levels of 2 – 5%. Horticultural areas may have total carbon levels of up to 8 % but well drained permanent grassland has soil carbon levels of between 12 and 16%.

Design of the planting has taken into account the need to minimise water use. Other than during establishment, when there may be occasional need to water if the weather is dry, the planting is drought tolerant and will not require watering.

The site is not within any flood risk zone however there is the possibility that new hard engineering could increase surface runoff. To minimise this, the design incorporates sustainable urban drainage principles such that all surface run off will be stored and infiltrated on site. Run off from the road will be stored and allowed to infiltrate within the grassland areas and all paths will be permeable to ensure no runoff occurs and travels off site. The soils are highly permeable, and use of oil traps in the car park and road drains will minimise risk to groundwater.

The site sits above a primary aquifer and due to the nature of the sandy soil and bedrock permeability is high, with limited ability of the soil to ameliorate pollutants (particularly cations such as ammonium). There exists, therefore, a risk that groundwater could be contaminated as a result of the decomposition products of burial, particularly ammonium. To minimise this risk it is proposed that a suitable material with a high Cation Exchange Capacity (CEC) is spread on the base of each grave prior to interment. This will significantly reduce the risk of cation loaded water breaking through to place the groundwater at risk. It is suggested that materials such as Bentonite or clinoptilolite be used for this purpose.

Given the nature of the cemetery design, the use of SUD principles and provision for burial remediation, the planned development will have no impact on water resources or flood risk. The use of permanent grassland and some tree planting will help to offset carbon emitted during the construction process, though the overall carbon balance has not been calculated.

CS16 Landscape and Woodland

The Council will:

- ***Protect, conserve and enhance the Chilterns Area of Outstanding Natural Beauty;***
- ***Conserve and enhance the varied countryside character and local distinctiveness in accordance with the findings of the Mid Bedfordshire Landscape Character Assessment;***
- ***Resist development where it will have an adverse effect on important landscape features or highly sensitive landscapes;***
- ***Require development to enhance landscapes of lesser quality in accordance with the Landscape Character Assessment;***
- ***Continue to support the creation of the Forest of Marston Vale recognising the need to regenerate the environmentally damaged landscape through woodland creation to achieve the target of 30% woodland cover in the Forest area by 2030;***
- ***Conserve woodlands including ancient and semi-natural woodland, hedgerows and veteran trees; and***
- ***Promote an increase in tree cover outside of the Forest of Marston Vale, where it would not threaten other valuable habitats.***

The proposed development will have little impact on the overall landscape or woodland other than to harmonise landscape appearance between the existing cemetery and the land earmarked for the extension. At present the land is disused allotments, which whilst undeniably green space, is also very different in appearance and character to the existing cemetery. By developing the extension the existing cemetery landscape pattern will be extended to the new area, including new grassland,

some tree planting and new hedges that link with existing hedges. As a result, the development will enhance the current landscape (disused allotment) and harmonise the area with the existing cemetery.

CS17 Green Infrastructure

The Council will:

- ***Seek a net gain in green infrastructure through the protection and enhancement of assets and provision of new green spaces as set out in the Strategic, Mid Bedfordshire and Parish Green Infrastructure Plans.***
- ***Take forward priority areas for the provision of new green infrastructure in the Forest of Marston Vale (including the Bedford and Milton Keynes Waterway), the Ivel Valley, the Greensand Ridge, the Flit Valley and the Chilterns. Require new development to contribute towards the delivery of new green infrastructure and the management of a linked network of new and enhanced open spaces and corridors.***
- ***Development that would fragment or prejudice the green infrastructure network will not be permitted.***

The planned development will not fragment or prejudice any green network infrastructure, but will develop a sustainable green space that will allow public access into the long-term due to the nature of cemeteries and the effective barrier they present to future development. The Burial Act (1852, 1857) ensures interred burials cannot legally be removed or interfered with without consent from the Home Office. In this respect, the development should not only increase the quality of green infrastructure but also protect it into the future.

CS 18 Biodiversity and Geological Conservation

The Council will:

- ***Support the designation, management, and protection of biodiversity and geology including national designations (SSSI's), locally important County Wildlife Sites (CWS's) and Regionally Important Geological and Geomorphological Sites (RIGGS); as well as those local priority habitats and species identified in the Local Biodiversity Action Plan.***
- ***Support the maintenance and enhancement of habitats, identify opportunities to create buffer zones and restore and repair fragmented and isolated habitats to form biodiversity networks.***
- ***Development that would fragment or prejudice the biodiversity network will not be permitted.***

The development has been designed to complement, extend and enhance the existing cemetery, which is a designated County Wildlife Site (CWS). Specifically, the extension has been identified as a bio-diversity opportunity area for the extension of acid grassland, which is currently prevalent on the existing site. Pertinent to this is the fact that the existing cemetery and extension are within the Greensand Ridge Nature Improvement Area, thus by allowing the cemetery extension biodiversity opportunities are met both locally and within a wider county strategy. By spreading arisings from the

existing cemetery, the development of a species rich grassland will be not only be accelerated but will also be complimentary to the adjacent area.

It is felt the development fulfils the objectives of sustainable developments and fulfils the council's policies on providing local amenities in a sustainable manner.

The cemetery will recognise the points made previously, specifically

- through efficient and sustainable use of land,
- maximising the opportunity to compliment an existing CWS and extend species-rich acid grassland in a secure site, resistant to future development,
- is sensitive to the green fabric and green infrastructure,
- will increase the ecological and bio-diversity of the area and provide the public with limited increased access to the open space,
- is designed to pose no risk to water resources or increase in flood risk and will mitigate to some extent the carbon produced during construction.

These points are key to fulfilling the sustainable policies within the Core Strategy and Development Management Policies document. Cemeteries are axiomatic of the rural character of villages and towns, cemeteries are a cultural and religious means of disposal of the deceased and in some faiths a legal requirement.

4.1 Impact on neighbouring properties

There are two residential properties neighbouring the proposed extension site, one to the north east and one to the west. The new access is located somewhat from the western property (minimum 6 m) and should have limited impact. Visually and in respect to noise, the new land use remains green space with occasional activity thus the impacts remain largely as they are at present, but with potentially improved traffic management.

The outlook from both residences will be unaffected and screening of the proposed new maintenance building should minimise any visual impact this will have. The new building is a replacement of a current building, on the same footprint area, though in a different location.

5.0 Summary

Without the extension of the existing cemetery, bereaved people will lose the choice of a local burial facility. It is known that the bereaved prefer to be interred in the vicinity of their home. If the extension does not proceed, the only option for residents of Sandy Town is to use other cemeteries, necessitating further travel and putting extra pressure on neighbouring sites.

The development provides a sustainable long term solution to burial within the town, providing a site that is accessible to all with a range of burial and memorial provision. It is designed to be in keeping with the existing cemetery but also tackles some of the issues affecting current use, namely traffic in Stratford and Potton Roads with an associated lack of parking and turning space. In addition, it allows for improved maintenance facilities and the provision of toilets for use during burial services.

The design allows for significant enhancement and protection of the ecology and improvement of the bio-diversity of the current site. In particular, the existing cemetery is a designated County Wildlife Site as a result of the mature, species rich acid grassland present on the site. By designing the extension to optimise grassland space and using arisings to spread seed from the existing cemetery, not only will new acid grassland develop but the overall viability of the site and this ecosystem will be improved and protected.

The impact on neighbouring properties is considered minimal as the site remains a green space, accessible to the public. Careful landscaping will screen the new maintenance building and the provision of car parking and turning space should improve current problems with road parking and turning in private drives. It is considered that the proposals would be appropriate to their surroundings, and in keeping with the rural setting.

With regard to local and national policy requirements it is felt that the development of this cemetery extension provides an appropriate, sensible and pragmatic solution to the local shortage of burial space. This is in line with local and national policy and can be achieved without significant or detrimental impact on the openness of the landscape character, whilst enhancing and preserving the ecology and bio-diversity of the site and complimenting the adjacent CWS.



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Sandy Cemetery Extension Design and Access Statement

OCTOBER 2014



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5048077

Sandy Cemetery

Design and Access Statement for Proposed Cemetery Development in Sandy

Grid Ref: 517894, 248744

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Appendices

1.0 Introduction

There is currently a national shortage of burial space and demand is expected to rise significantly by 2020 with the life expectancy of the “baby boomer” generation. This shortage, as illustrated by a recent BBC survey, demonstrated that 40% of the UK will run out of burial space in the next 10 years.

Sandy wish to extend their current cemetery which is situated off Potton Road into the adjacent site (a disused allotment site) to the North West off Stratford Road.

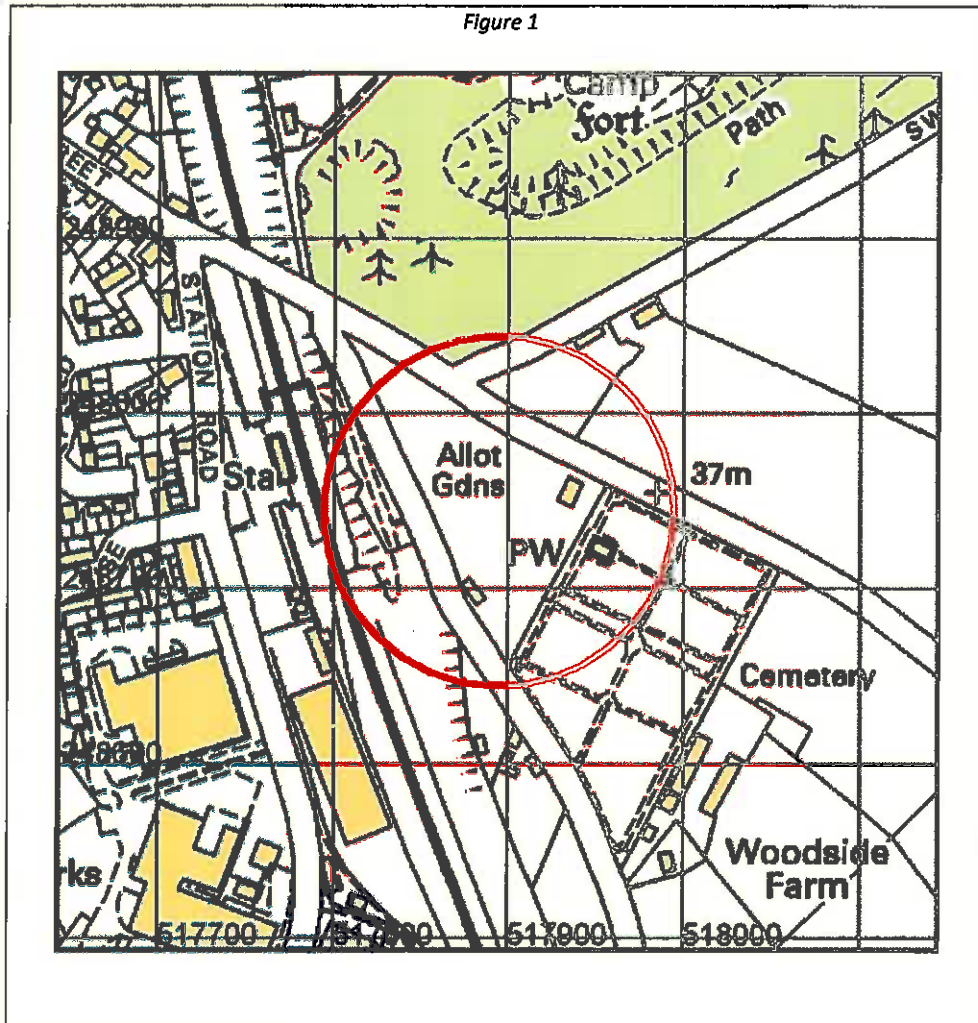
All cemetery developments require a detailed environmental, archaeological and ecological review. These reviews have been undertaken and the consultees’ comments can be found within this document with the reports attached as appendices within the application.

This document should be read in conjunction with the design drawings which accompany the full planning application as listed, along with other supporting documents in the appendices.

2.0 Site Location & Description

Site Location

The site location (circled in Figure 1) is centered at Grid Ref: 537014, 158484 and Postcode: SG19 2AA.



The application site is located to the north west of the current Sandy Cemetery.

The site will provide longer term burial facilities to Sandy Town Council. With burials anticipated in the midterm at 30 per annum, the new cemetery will provide for at least fifty to sixty years.

Site Description

The current landscape of the main site is reclaimed allotments with the site sloping centrally south to north east (see figure 2 and 3 below).



The site views are described in more detail in the LVIA which forms part of the submission but the general views and vistas can be seen from the slides below:

Figure 4

View south looking to the north west from existing cemetery



Figure 5

View south looking to the north east boundary hedge separating the proposed cemetery from Potton Road

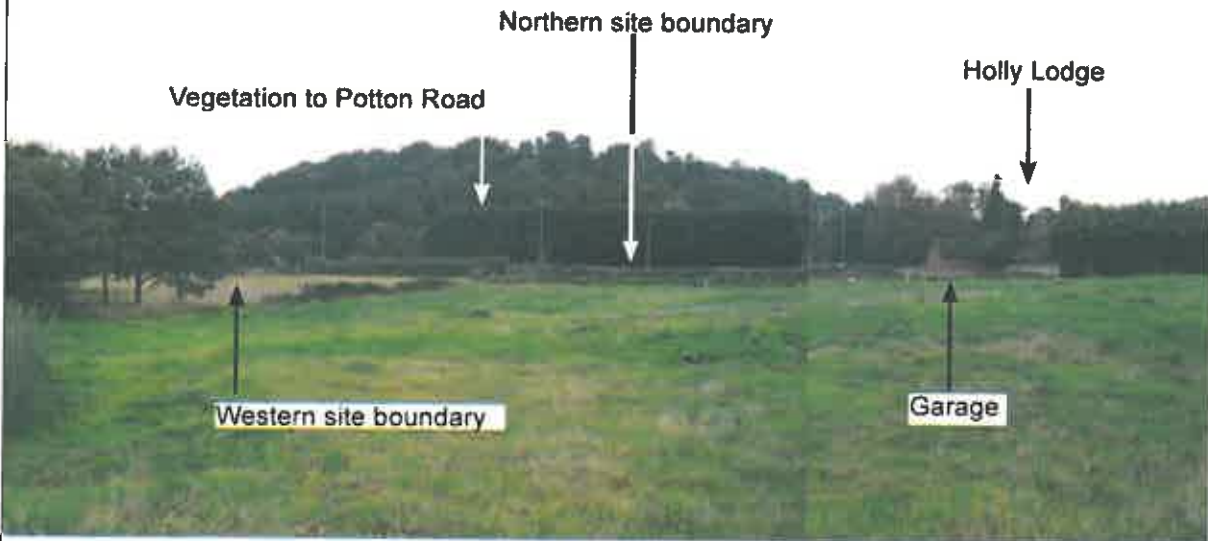
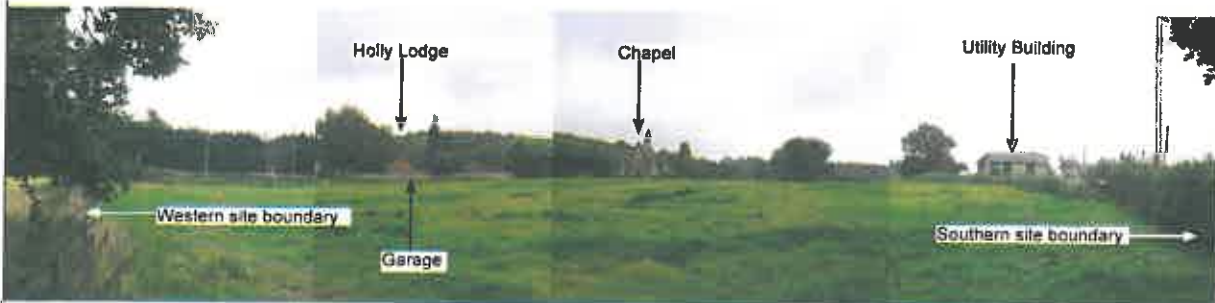


Figure 6

View looking north east to south east up the site



3.0 Design Statement

The concept of the design is to create a sustainable and aesthetically pleasing open space, working with the existing landscape to maintain its rural setting and provide a range of burial options sensitive to modern, formal and multicultural burial practice.

The sensitivity of the landscape is reflected in the planting and main design where the use of deciduous trees to provide seasonal colour variation is complementary to the existing boundary features and backdrops and, where necessary, to provide new screening in a range of harmonious colours and textures.

The development of the site should enhance rather than detract from the local ecology and provide new habitats.

The resultant cemetery will provide its visitors with an experience of beauty and tranquility that is easily accessible to all and will be sufficiently welcoming to attract members of the public who wish to walk through its grounds as a place of contemplation and reflection.

It is important that all phases of design take into account the practical management issues associated with grounds maintenance and grave site access on both the formal and informal areas without creating an overly clinical perspective.

On the areas where grass cutting and turf maintenance is required, it should be undertaken quickly and tidily with minimal staff requirement. Roadways and pathways will be durable, of low maintenance and be soft to foot and eye.

It is essential that the burial site is designed holistically and that a master plan for future expansion is included. The memorial gardens, infant burial and ash interment areas should therefore be seen within the context of the broader design concept; we have attempted to avoid an overly regimented and restrictive approach in the current design attached.

The proposed site would provide a valuable extension to Sandy Cemetery, which appears to be nearing full capacity. The burial plots would sit within the existing landscape framework which partially encloses the site.

All existing boundary vegetation would be retained except where the proposed vehicular access enters the site. Additional native hedgerow species would be planted to the Western boundary which is currently open to the adjacent field enclosure, with a post and wire fence marking the boundary. Additional trees would be planted to the site boundaries and in key locations within the site, maintaining an open character to the burial area to promote acid grassland.

The existing service building will be demolished and replaced with a new building in the Southern corner of the site. The new access road connects to a car park, enabling off road parking for all cemetery visitors.

A network of pedestrian surfaced and mown paths connect to the proposed car park, existing cemetery and Potton Road, to provide good pedestrian access into and around the site. Some areas of ornamental planting are proposed within the site to define small seating areas for contemplation.

The concept brief was to design the site in an analogous master plan. This would ensure that the first phase will accommodate at least twenty to thirty years with the whole cemetery providing between fifty and sixty years of burials at expected rates. See (CDS_SDY_SDY_02_01).

The design includes the following components:

- Access connection from main road
- Access footpaths and internal roadways
- Sextons hut (new service building) and combined toilet block
- Landscaped grounds
- Soakaway
- Boundary treatment

Development Future Plan

Burial Area and Numbers

The proposed development of the site will be composed of sections defined by boundary roads and pathways and shall include tree planting and the construction of building and hard standing soakaway as part of the SUD's policy. The total site area is 0.64 hectares and its general layout can be seen in the master plan (CDS_SDY_SDY_06_01). This will provide for approximately 1100 burial plots which at 30 burials per annum including re-openings will last between 50 and 60 years.

3.1 Hard Landscaping

Cemetery developments are, in general, defined as open space by the Department for Communities and Local Government in the document Planning Policy Guidance 17: "Planning for open space, sport and recreation".

However, a cemetery should not be considered as a public park with a large expanse of green space and little hard landscaping. The design of the cemetery is therefore a compromise between maintaining a green open space ethos and delivering "unhindered access" to the point of burial by funeral car and pedestrians for all members of the community.

The Disability Discrimination Act (DDA) together with Health & Safety legislation with respect to the manual handling of a coffin from the funeral car to the grave side has led to the current cemetery recommendation that a burial plot should not be more than twenty five meters from a roadway or major footpath and five meters from a minor footpath.

The development team has explored a number of hard surfacing systems as alternatives to conventional macadam surfaces specifically for the internal footpaths and hearse access route, with a view to reducing the visual impact of the hard landscaping.

For the footpaths it is envisaged to use a crushed and consolidated limestone (Breedon Gravel) for the car park area the bays will be of crushed limestone and the central turning area of asphalt with buff gravel chippings rolled in to give an overall soft colour that will not contrast too strongly with the surrounding landscape (as shown in Figure 7 following).

Figure 7



The resulting internal roads and footpath layout deliver the user access requirement - at the same time dividing the cemetery into distinct development areas in line with the EA requirement for seasonal burial. The footpaths have a reduced width of 1.8m to limit their impact on the landscape and maximise burial space in a given area.

3.1.1 Main Entrance

The main roadways leading to and from the car park should be constructed of:

- A formation layer overlaid with geotex membrane
- Sub-base of not less than 160mm
- A base course of not less than 75mm (sealing grit may be required between base course and wearing course)
- A wearing course of 25mm when rolled. All Tarmac to comply with BS 4987
- Kerbing (half battered) of Pre-cast concrete units to (BS 7263). Radius kerbs should be to BS 7263 Part 3: 2001
- Drainage should be engineered to exit into the soakaway via petrol interceptors, gratings and pipes. All Drainage to Building Regulations Part H 1990
- Clayware to comply with BS EN295
- UPVC pipes and fittings to comply with BS 4660/5481
- All drainage to comply with current SUDs policy

3.1.2 Footpaths

The footpaths within the cemetery will be split into major and minor. A burial plot should never be more than 25 meters away from a major footpath and 5 meters from a minor footpath.

3.1.3 Major Footpaths

Major footpaths will be of Breedon gravel or similar to the following specification:

- Sub-base MOT1 of not less than 150mm
- Crushed stone layer of 30 mm when rolled
- Edgings should be flush with the ground to provide wheelchair access off the path and onto turf areas

Drainage will be via natural run off from the pathways as the nature of the surrounding soil is of very high sand content with a high permeability.

3.1.4 Minor Footpaths

Minor footpaths will be grass mown areas or berms between grave runs. These should be clearly defined through planting and mowing regimes.

3.1.5 Water Points

Standpipes for watering flowers should be set off the main access road and preferably between footpath intersects. There should be no more than 60 meters from furthest grave to nearest standpipe.

To prevent accidental running of taps, the use of water troughs may be preferable. These are fitted with stop-cocks and fill to a pre-set level allowing visitors to bail out their required water with cans.

All water pipes and troughs should be frost protected.

3.1.6 Benches and Bins

In close proximity to the water points, the cemetery should provide seating and arrangements for disposal of litter and old floral tributes. The litter bins/baskets should be clearly marked for recycling with green waste disposed of on site for composting.

Benches are often donated/memorialised but a selection of attractive wooden benches secured with ground anchors should be arranged around the site as part of the landscaping and design process.

3.2 Car Parking

Essential to any cemetery is sufficient car parking. Allocated car parks are rarely used because relatives will always tend to park closest to their loved one's grave. If the road width is narrow this often causes congestion or damage to grass verges and graves; therefore linear car parking has proven to be the most satisfactory solution.

The cemetery has been designed with 5.2 meter width circular access roads that form a one way system which allows linear parking without obstruction.

3.3 Soft Landscaping

The burial areas will be smoothly graded as grassed lawn areas. The perimeter of the site along the new field boundaries will be planted with a conservation hedge of native species to encourage biodiversity.

The planting of specimen trees will be used to break up the pathway lines where possible without compromising the principal project requirement for maintaining the feel of an open space.

A larger selection of tree species will be planted in peripherally around the site as per drawing (CDS_SYD_SB_06_00). These trees will provide seasonal colour.

The use of colour is an essential part of the design and will be achieved through the use of low maintenance tree and shrub species, using a blend of deciduous trees to provide seasonal colour variation that is complementary to the existing boundary features and backdrops and also to provide new screening along the new southern and northern boundaries.

All existing mature trees within the application site will be retained.

This development will also provide the opportunity to upgrade the existing cemetery by harmonising boundary features, gates and pathways. This will result in new gates and a wall for the existing cemetery alongside the removal of an old tree that is currently damaging infrastructure to be replaced by new planting in the extension.

3.4 Drainage and SUDs

In line with the EA requirements, land drainage is not permitted in cemeteries. Pathway drainage will seep into the surrounding soil and due to the high porosity there is little concern to localised ponding occurring. Therefore, only hard surface and building run off will discharge into the soakaway illustrated in drawing CDS_SDT_SDY_04.00

The calculation for the size of the soakaway for the 1:100 year storm is attached with the application.

Discharge of surface water into the soakaway will be via a petrol interceptor.

3.5 Buildings

It is envisaged that the existing service buildings (figures 8 and 9) will be demolished and replaced with a more fittingly and suitable building with a similar footprint size. This will be located to the south east corner of the site.

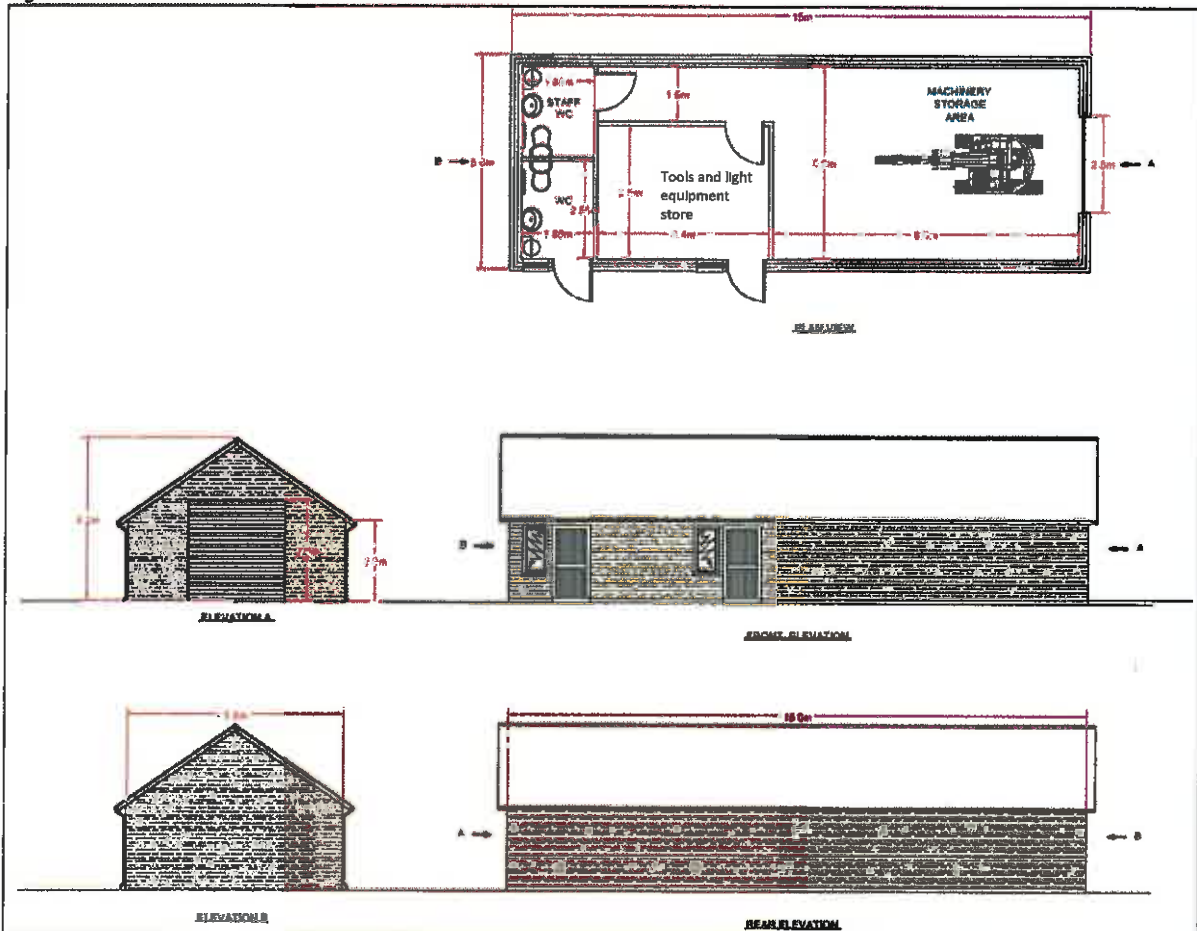
Figure 8



Figure 9



Figure 10



The proposed new service building will be a single story timber clad building with a tiled roof. The building will provide secure storage for equipment used in the operation and maintenance of the cemetery.

The new service building will include a wash room and separate toilet facility for cemetery staff and a single toilet for the public which will be available to use during funeral services only and will be locked at night.

The mains water and sewerage connections are currently in place for the existing service building and these will be re-routed to the new building. Therefore there will be no need for septic tanks or cess pits as all foul water will be managed via mains sewerage.

4.0 Access Statement

The main entrance to the site will be from the Stratford Road. Visibility splays have been reviewed and submitted to highways.

There are two proposed entrances; the first for the main cemetery access and the second further west for the maintenance traffic and staff (CDS_SAN_SAN_02-01).

During construction, it is envisaged that construction traffic will enter the site via Stratford Road.

It is axiomatic that anyone needing to, or wishing to attend a funeral service, visit a grave site or visit the Garden of Remembrance should have equal and convenient access; regardless of age, gender or, as far as is practicable, disability.

Consequently, the distances walked on grass surfaces are minimized. This is an important consideration as this often presents difficulties for those with disabilities, particularly in the winter season.

The site is designed to minimize distance from grave side to a pathway for all users of the cemetery including pall bearers and operators.

5.0 Consultants Statements

The following have been consulted as part of the development:

- Ecology and Trees
- Archaeology
- Environment Agency

5.1 Ecology and Trees

The ecologists report is attached with this application and appended. No trees are affected by this development.

5.2 Archaeology

An archaeology report has been submitted following discussions with the Planning officer. The follow-up investigations will be completed as a condition of planning based on the requirements of the County Archaeologist.

5.3 Environment Agency

5.3.1 Groundwater

The groundwater report is attached showing the site has low to moderate risk to protected waters.

Following discussions with the EA, a risk model assessment was undertaken and this has been submitted. The response from Andy Salmon of the EA was that the site should not pose a risk to controlled waters or ground water

5.3.2 Flood Risk and Drainage

The site is not in a flood risk area. As the site is less than one hectare technically an FRA is not required however for the avoidance of doubt and the sensitivity of cemeteries to flooding and FRA has been presented, an FRA offsite water management and SUDs calculation are presented.

5.4 Highways

Whilst there is no specific requirement for a highways audit, the new development is not likely to significantly change the current traffic flow and visitations to the cemetery. Burial frequency is likely to increase by just one to two burials per year over time.

6.0 Supporting Documents

Drawings	Document Location
Location Plan	CDS_SDY_SDY_01_00
Topo Plan	CDS_SDY_SDY_02_00
Burial Plan	CDS_SAN_SAN_02-01
Tree Planting Schedule and Landscape Plan	CDS_SDY_SDY_06_01
Road and building Drainage Plan	CDS_SDT_SDY_04_
Building Drawing	CDS_SDY_SDYL_05_01
Reports	
Ecology Report	Enclosed
Archaeology Statement	Enclosed
Groundwater Protection Report with Flux Modelling	Enclosed
Policy and Needs Statement	Enclosed
Design and Access Statement	Herein
SUDs and FRA Report	Enclosed
Highways Comments	Enclosed

END

Date :- 06/11/2014

Sandy Town Council

Page No: 1

Time :- 15:22

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 7 31st October 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors Control	1,739
101	Stock	4,435
105	VAT Control	10,639
106	Vat Suspense	-3,900
200	Current Bank A/c	80,608
205	Capital a/c Santander	213,474
206	Barclays Active Saver	244,708
207	Barclays New Treasury	202,418
210	Petty Cash	390
Total Current Assets		754,511
<u>Current Liabilities</u>		
501	Creditors Control	16,716
Total Current Liabilities		16,716
Net Current Assets		737,796
Total Assets less Current Liabilities		737,796
<u>Represented By :-</u>		
300	Current Year Fund	220,235
310	General Reserve	20,765
320	Capital Receipts Reserve	72,795
321	Earmarked Reserves	44,000
322	EMR Fallowfied	380,000
Total Equity		737,796

Summary Income & Expenditure by Budget Heading 31st October 2014

Month No : 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	16,505	116,618	242,250	125,632		125,632	48.1 %
402 Administration-Office	Expenditure	3,845	46,162	76,005	29,843		29,843	60.7 %
	Income	48	4,164	2,822	1,343			147.6 %
403 Administration-Works	Expenditure	2,123	18,720	30,520	11,800		11,800	61.3 %
404 Allotments	Expenditure	0	0	300	300		300	0.0 %
405 Footway Lighting	Expenditure	409	3,642	7,750	4,108		4,108	47.0 %
3 Cemetery & Churchyard	Expenditure	428	5,350	10,930	5,580		5,580	48.9 %
	Income	2,768	15,957	20,026	-4,069			79.7 %
408 Town Centre (Including Market)	Expenditure	0	17,847	31,828	13,981		13,981	56.1 %
	Income	280	1,088	3,500	-2,412			31.1 %
409 Public Toilets - Car Park	Expenditure	498	3,167	4,730	1,563		1,563	66.9 %
500 Play Areas and Open Spaces	Expenditure	469	5,336	14,170	8,834		8,834	37.7 %
	Income	0	511	780	-269			65.6 %
501 Sunderland Road Rec Ground	Expenditure	2,108	15,733	22,090	6,357		6,357	71.2 %
	Income	1,551	1,938	819	1,119			236.6 %
502 Nature Reserves	Expenditure	330	1,969	11,290	9,321		9,321	17.4 %
	Income	0	2,245	1,475	770			152.2 %
504 Tourist Information Centre	Expenditure	2,066	14,983	6,120	-8,863		-8,863	244.8 %
	Income	1,603	8,534	12,000	-3,466			71.1 %
505 Grass Cutting	Expenditure	0	3,831	10,000	6,169		6,169	38.3 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
508 S.E.G. NOT IN USE	Expenditure	0	0	1,276	1,276		1,276	0.0 %
509 Christmas Lights	Expenditure	4,239	5,987	16,000	10,013		10,013	37.4 %
	Income	647	1,992	4,000	-2,008			49.8 %
601 Precept and Interest	Income	83	459,419	461,204	-1,785			99.6 %
602 Democratic and Civic Costs	Expenditure	451	4,292	11,600	7,308		7,308	37.0 %
700 Capital and Projects	Expenditure	2,570	12,083	2,500	-9,583		-9,583	483.3 %
	Income	0	106	0	106			0.0 %

Summary Income & Expenditure by Budget Heading 31st October 2014

Month No : 7

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>INCOME - EXPENDITURE TOTALS</u>	Expenditure	36,041	275,718	499,859	224,141	0	224,141	55.2 %
	Income	6,979	495,954	506,626	-10,672			97.9 %
	Net Expenditure over Income	29,062	-220,235	-6,766	213,469			

At : 15:24

Current Bank A/c

List of Payments made between 01/10/2014 and 31/10/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2014	Aviva	Std Ord	1,785.54		Annual Insurance Premium
01/10/2014	Powerc IT Business Solutions	DDR	300.00		428/IT Support
09/10/2014	1st Choice Staff Recruitment L	30074	1,843.55		383/R. Loake w/e 06.09.14
09/10/2014	1st Response Fire Protection	30075	91.20		387/Toilet Drain Repairs
09/10/2014	ADT Fire & Security Plc	30076	30.00		373/Alarm Keyfobs
09/10/2014	Amberley Publishing	30077	24.69		374/Women of RAF Books
09/10/2014	Anglian Water	30078	234.85		422/Supply 27.06.14-29.09.14
09/10/2014	Anglian Water	30079	219.46		421/Supply 26.06.14-29.09.14
09/10/2014	BDO LLP	30080	1,560.00		375/External Audit 2013/14
09/10/2014	Binder Loams Ltd	30081	528.32		377/Cricket Club Loam Soil
09/10/2014	Bedfordshire Rural Communities	30082	2,316.00		379/Wardening at The Pinnacle
09/10/2014	Sandy Carnival Association	30083	325.00		398/Sandy Carnival Assoc.
09/10/2014	Central Bedfordshire Council	30084	1,500.00		433/Jenks Pavillion Management
09/10/2014	Colin Ross	30085	83.40		397/Disposable Overalls
09/10/2014	Sandy Cricket Club	30086	29.99		399/Fuel for Sunderland rd
09/10/2014	DCK Beavers Ltd	30087	461.04		426/Contract accounting
09/10/2014	Fire Safety Services (UK) Ltd	30088	78.41		382/Alarm Maintenance
09/10/2014	M. D. Fowler	30089	50.00		388/DVD 'Market towns'
09/10/2014	Frontier Agriculture Ltd	30090	119.94		389/Roundup Biactive
09/10/2014	Gilbys of Sandy	30091	205.66		390/Various Fixings/Decorating
09/10/2014	Hertfordshire County Council	30092	196.77		416/Stationery Supplies
09/10/2014	Sandy Historical Research Grou	30093	18.43		401/Sandy Books/Postcards
09/10/2014	The Mayors Appeal Fund	30094	20.00		391/Pride of Houghton Awards
09/10/2014	Will Jackson	30095	70.80		425/Travelling Costs
09/10/2014	Levitt Partnership Limited	30096	531.60		392/Internal Office Alteration
09/10/2014	The Local Answer Ltd	30097	480.00		427/Calendars
09/10/2014	Sandy Good Neighbours Group	30098	500.00		400/Sandy Good Neighbours
09/10/2014	FD Odell & Sons Ltd	30099	376.60		417/Refuse Disposal
09/10/2014	Purchase Power	30100	335.75		393/Post Franking
09/10/2014	Powerc IT Business Solutions	30101	706.99		394/New Windows PC
09/10/2014	I. R. Quince Monumental Mason	30102	390.00		395/War Memorial Plaque
09/10/2014	Richard Money Associates	30103	628.80		396/Structural Engineering
09/10/2014	Rosetta Publishing	30104	285.60		429/The bulletin - October
09/10/2014	Agrovista UK Ltd	30105	1,297.74		402/Grounds Maintenance
09/10/2014	Team Flitwick	30106	508.91		407/Gasoil Fuel
09/10/2014	T&E Seymour Electrical Install	30107	2,364.00		414/Street Light Repairs
09/10/2014	Society of London Theatre	30108	112.80		404/SOLT Ticket Sales
09/10/2014	Mrs J Thrale	30109	41.40		408/Honey
09/10/2014	TTM Consultancy Ltd	30110	802.80		409/Car Park Barrier system
09/10/2014	Turfcare Leisure Services Ltd	30111	741.60		410/Cricket Square Renovation
09/10/2014	Verto (UK) Ltd	30112	118.80		432/Domain renewal RomanSandy
09/10/2014	Walters Ltd	30113	1,210.32		419/Photocopier Charges
09/10/2014	Wicksteed Leisure Ltd	30114	2,921.35		411/Play Equipment Repairs
09/10/2014	Willington Local History Group	30115	37.00		413/3xCopies of Willington Boo
09/10/2014	Central Bedfordshire Council R	DDR2	3,003.00		93/Annual Rates 14/15
09/10/2014	Central Bedfordshire Council R	DDR3	1,083.00		96/Annual Rates 14/15
09/10/2014	Central Bedfordshire Council R	DDR4	977.00		94/Annual Rates 14/15

At : 15:24

Current Bank A/c

List of Payments made between 01/10/2014 and 31/10/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/10/2014	Central Bedfordshire Council R	DDR5	6,869.00		97/Annual Rates 14/15
09/10/2014	Central Bedfordshire Council R	DDR6	1,154.00		95/Amnnual Rates 14/15
09/10/2014	Central Bedfordshire Council R	DDR7	113.00		92/Annual Rates 14/15
09/10/2014	Southern Electric DDR	DDR8	90.88		405/Supply 19.09.14
13/10/2014	Petty Cash Topup	111137	83.25		Petty Cash Topup
15/10/2014	Powerc IT Business Solutions	DDR9	257.66		Purchase Ledger Payment
15/10/2014	CBC Xmas Lights Notice	111138	21.00		CBC Xmas Lights Notice
15/10/2014	Pitney Bowes Reverse Payment	REVERSE	-50.22		Pitney Bowes Reverse Payment
16/10/2014	Southern Electric DDR	DDR10	487.63		430/Supply 02.09.14-01.10.14
16/10/2014	Bedford Borough Council	DDR	16,541.18		438/October Salaries
20/10/2014	UK Fuels Limited DDR	DDR11	122.89		420/Fuel Cards
20/10/2014	Corona Energy Retail 2 Ltd DDR	DDR12	124.31		444/Supply to 01.10.14
24/10/2014	Petty Cash TopUp	111139	169.64		Petty Cash TopUp
25/10/2014	Pitney Bowes Finance Ltd	Std Ord	50.22		Franking Machine Rental
27/10/2014	UK Fuels Limited DDR	DDR13	51.72		479/Fuel Card
27/10/2014	Southern Electric DDR	DDR14	180.62		476/Supply 09.09.14-08.10.14
28/10/2014	Purchase Power	DDR15	50.22		Purchase Ledger Payment
30/10/2014	British Gas DDR	DDR16	8.00		441/Pavillion elec. to 09.10.1

Total Payments	57,873.11
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Sandy Town Council

(Updated 5-12-14)

Budget Summary**Year Ended 31st March 2016**

	2014-15		2015-16	Budget
	Projected	Budgeted (Revised)	Proposed	Incr/Decr
REVENUE EXPENDITURE				
Staffing & Admin	321150	333390	363700	30310
Services	119998	163361	112340	-51021
	<u>441148</u>	<u>496751</u>	<u>476040</u>	<u>-20711</u>
INCOME				
Staffing & Admin	12511	8797	9000	203
Services	45918	42125	33852	-8273
	<u>58429</u>	<u>50922</u>	<u>42852</u>	<u>-8070</u>
NET REVENUE EXPENDITURE	<u>382719</u>	<u>445829</u>	<u>433188</u>	<u>-12641</u>

Capital Expenditure (Net)

Rolling Capital Fund Allocation	15000	0	15000	15000
Capital & Projects (net)	4415	2500	9200	6700
Capital Receipts	-106	0	0	0
Loans	608	608	608	
Loan - Internal Repayment	0	0	9102	9102
	<u>19917</u>	<u>3108</u>	<u>33910</u>	<u>30802</u>

TOTAL NET EXPENDITURE

402636	448937	467098	-30802
---------------	---------------	---------------	---------------

Financed as follows

Reserves at 1st April	20765	30524	73833	
Reserves at 31st March	73833	37291	85833	**

Used to Fund Expenditure	-53068	-6767	-12000	***
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PRECEPT FUNDING REQUIRED

455704	455704	479098	23394	5.13%
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402636	448937	467098		
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Precept information**ADJUSTED BASIS**

Band D Equivalents		<u>3778</u>	<u>3874</u>		2.54%
Precept per Band D Equivalent (£/annum)		<u>£ 120.62</u>	<u>£123.67</u>	£3.05	2.53%
Precept per Band D Equivalent (p/week)		<u>231.33</u>	<u>237.17</u>	5.84 p	

**Note: Recommended <u>minimum</u> reserve equal to			
3 months net revenue expenditure	95680	111457	108297

General Reserve Shortfall/Surplus	-21847	-74166	-22464	***
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***Note To correct reserve shortfall within three years

Earmarked Reserve	31/03/2014 (Actual)	31/03/2015 (Projected)	31/03/2016 (Available)
Rolling Capital Fund	0	15000	30000
Earmarked Reserves	44000	48000	52000
Fallowfield	380000	350000	94102
Fallowfield Internal Loan			240898
Revenue Earmarked Funds	424000	413000	417000
Capital Receipts Reserve	72795	40127	40127
TOTAL Earmarked Funds	496795	453127	457127
General Reserve (see above)	20765	73833	85833
Total Reserves	517560	526960	542960

Prepared by:
Derek R Kemp
DCK Beavers Ltd

For:
Sandy Town Council

14:34
09/12/2014

Budget Detail - By Centre

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

Note : Revised Estimate 2015/16

	2013/14		Agreed Budget	Net Virement	2014/15		Actual YTD	Projected Actual	2015/16
	Budget	Actual			Revised Budget	Actual YTD			
401 Staff									
4001 Gross Salaries - Admin	107,134	106,150	104,000	25,750	129,750	38,908	79,300	116,000	
4002 Gross Salaries - Works	75,254	86,684	74,000	0	74,000	43,877	88,750	83,000	
4003 Employers NIC	12,730	10,927	11,500	0	11,500	4,441	9,000	14,100	
4004 Employers Superannuation	21,630	24,679	26,000	0	26,000	12,706	25,600	29,750	
4010 Miscellaneous Staff Costs	1,000	616	1,000	0	1,000	180	500	500	
OverHead Expenditure	217,748	229,055	216,500	25,750	242,250	100,113	203,150	243,350	
401 Net Expenditure	217,748	229,055	216,500	25,750	242,250	100,113	203,150	243,350	
402 Administration-Office									
4008 Training	4,000	1,765	3,500	0	3,500	1,660	2,500	2,500	
4009 Travel & Subsistence	500	406	500	0	500	85	250	250	
4010 Miscellaneous Staff Costs	0	0	0	0	0	45	45	0	
4011 General Rates	5,355	5,891	6,100	0	6,100	6,005	6,005	6,150	
4012 Water Rates	360	439	400	0	400	73	400	400	
4014 Electricity	1,440	3,600	4,000	0	4,000	764	2,500	2,500	
4015 Gas	1,645	1,083	1,800	0	1,800	349	1,800	1,800	
4016 Cleaning Materials etc	1,200	1,429	1,250	0	1,250	976	1,500	1,500	
4020 Misc Establishment Costs	2,000	1,071	2,000	0	2,000	998	2,000	2,000	
4021 Telephone & Fax	2,600	3,308	3,200	0	3,200	992	2,500	2,500	

	2013/14		Agreed Budget	Net Virement	2014/15		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
4022 Postage	1,000	1,422	1,600	0	1,600	865	1,700	1,700	
4023 Printing & Stationery	4,000	3,700	4,000	1,235	5,235	1,525	5,235	5,000	
4024 Subscriptions	2,575	758	2,700	0	2,700	2,117	2,500	2,600	
4025 Insurance (excl vehicles)	19,673	20,353	21,600	0	21,600	10,464	21,200	22,250	
4026 Photocopy Costs	1,400	2,124	2,270	0	2,270	2,174	4,000	4,000	
4027 IT Costs incl Support	0	0	0	0	0	3,883	6,000	6,000	
4028 Service Agreements (Other)	8,800	10,830	9,500	0	9,500	3,953	5,000	5,000	
4035 Publications	300	347	300	0	300	43	100	200	
4036 Property Maintenance/Security	3,430	2,937	3,500	0	3,500	2,308	3,000	3,000	
4042 Equipment/Vehicle Maintenance	2,000	1,396	3,000	0	3,000	0	0	0	
4051 Bank Charges	0	0	0	0	0	65	100	100	
4056 Legal Expenses	0	708	1,000	0	1,000	10	1,000	2,000	
4057 Audit Fees - External	3,250	6,227	2,350	0	2,350	0	1,300	1,300	
4058 Audit Fees - Internal	0	0	0	0	0	0	750	750	
4059 Accountancy Fees	0	0	0	0	0	3,228	6,000	6,000	
4070 Refreshments	150	149	200	0	200	84	200	200	
4260 Contingency - NOT NOW/IN USE	2,516	115	0	0	0	0	0	0	
Overhead Expenditure	68,194	70,059	74,770	1,235	76,005	42,666	77,585	79,700	
1102 Precept Support Grant	42,378	42,378	0	0	0	0	0	0	
1201 Rent Received Etc	2,500	3,463	2,575	0	2,575	1,564	3,000	3,000	

Sandy Town Council

Budget Detail - By Centre

Note : Revised Estimate 2015/16

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

	2013/14		Agreed Budget	Net Virement	2014/15		Actual YTD	Projected Actual	2015/16	
	Budget	Actual			Revised Budget	Actual YTD			Next Year Budget	Next Year Budget
1202 Photocopying Income	50	42	52	0	52	13	25	0	0	
1204 Sale of Council Minutes	182	364	195	0	195	0	0	0	0	
1205 Miscellaneous Income	0	13,609	0	0	0	2,539	3,500	0	0	
Total Income	45,110	59,856	2,822	0	2,822	4,117	6,525	3,000	3,000	
402 Net Expenditure	23,084	10,203	71,949	1,235	73,184	38,549	71,060	76,700	76,700	
403 Administration-Works										
4005 Protective Clothing	1,400	1,061	1,400	0	1,400	305	1,000	1,000	1,000	
4006 H&S Costs/Consultancy	1,000	70	1,000	0	1,000	0	0	0	0	
4011 General Rates	1,950	1,917	2,010	0	2,010	1,955	1,955	1,955	2,000	
4012 Water Rates	300	38	310	0	310	358	700	700	700	
4014 Electricity	1,200	456	750	0	750	177	500	500	500	
4017 Refuse Disposal	3,500	4,264	3,500	0	3,500	1,735	3,500	3,500	3,500	
4036 Property Maintenance/Security	1,600	2,027	1,650	0	1,650	478	1,000	1,000	1,000	
4038 Consumables/Small Tools	1,200	1,105	1,200	0	1,200	1,346	2,500	2,500	2,500	
4039 Planting/Trees/Horticulture	5,450	5,034	5,700	0	5,700	3,571	5,700	5,700	5,700	
4040 Equipment Purchases (Minor)	1,600	728	2,000	0	2,000	1,508	2,000	2,000	2,000	
4042 Equipment/Vehicle Maintenance	5,500	6,051	5,500	0	5,500	1,768	5,500	5,500	5,500	
4043 Equipment/Vehicle Fuel	3,500	2,360	3,000	0	3,000	1,278	2,000	2,000	2,000	
4044 Vehicle Tax & Insurance	2,500	1,709	2,500	0	2,500	2,119	2,350	2,500	2,500	
OverHead Expenditure	30,700	26,820	30,520	0	30,520	16,597	28,705	28,705	28,900	
403 Net Expenditure	30,700	26,820	30,520	0	30,520	16,597	28,705	28,900	28,900	

Budget Detail - By Centre

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

Note : Revised Estimate 2015/16

	2013/14		Agreed Budget	Net Virement	2014/15		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
404	Alloiments								
4012	Water Rates	500	800	300	0	300	0	0	0
	OverHead Expenditure	500	800	300	0	300	0	0	0
	404	Net Expenditure	500	800	300	0	0	0	0
405	Footway Lighting								
4014	Electricity	5,750	5,280	5,750	0	5,750	2,105	5,250	5,500
4042	Equipment/Vehicle Maintenance	3,805	4,135	4,500	-2,500	2,000	1,150	2,000	2,300
	OverHead Expenditure	9,555	9,415	10,250	-2,500	7,750	3,255	7,250	7,800
	405	Net Expenditure	9,555	9,415	10,250	-2,500	7,750	7,250	7,800
406	Cemetery & Churchyard								
4011	General Rates	2,200	2,125	2,300	0	2,300	2,167	2,167	2,200
4012	Water Rates	180	96	180	0	180	19	100	100
4036	Property Maintenance/Security	500	5	1,000	0	1,000	0	1,000	1,000
4037	Grounds Maintenance	900	832	900	0	900	259	900	900
4039	Planting/Trees/Horticulture	350	117	350	0	350	78	350	350
4101	Grave Digging Costs	6,200	8,000	6,200	0	6,200	2,400	6,200	6,200
	OverHead Expenditure	10,330	11,174	10,930	0	10,930	4,922	10,717	10,750

Sandy Town Council

Budget Detail - By Centre

Note : Revised Estimate 2015/16

	2013/14		Agreed Budget	Net Virement	2014/15		Actual YTD	Projected Actual	2015/16	
	Budget	Actual			Revised Budget	Actual YTD			Next Year Budget	
1226 Burials/Memorials Income	17,600	25,995	20,000	0	20,000	13,162	25,000	25,000		
1228 Interest on Investment	53	53	26	0	26	26	52	52		
Total Income	17,653	26,048	20,026	0	20,026	13,188	25,052	25,052		
406 Net Expenditure	-7,323	-14,874	-9,096	0	-9,096	-8,267	-14,335	-14,302		
408 Town Centre (Including Market)										
4011 General Rates	15,650	14,532	15,370	0	15,370	14,867	14,867	15,150		
4036 Property Maintenance/Security	840	282	850	0	850	1,675	2,000	850		
4053 Loan Interest	0	0	366	0	366	177	366	349		
4054 Loan Capital Repaid	608	608	242	0	242	127	242	259		
4100 CCTV Fees	22,000	22,947	15,000	0	15,000	1,000	16,000	15,000		
Overhead Expenditure	39,098	38,369	31,828	0	31,828	17,847	33,475	31,608		
1236 Friday Market Fees	1,800	3,546	3,000	0	3,000	470	470	0		
1237 Saturday Market Fees	450	400	300	0	300	128	128	300		
1238 Other Income Car Park	300	500	200	0	200	210	300	300		
Total Income	2,550	4,446	3,500	0	3,500	808	898	600		
408 Net Expenditure	36,548	33,923	28,328	0	28,328	17,039	32,577	31,008		

Note : Revised Estimate 2015/16

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

	2013/14		2014/15				Projected Actual	2015/16
	Budget	Actual	Agreed Budget	Net Virement	Revised Budget	Actual YTD		
409 Public Toilets - Car Park								
4011 General Rates	2,264	2,264	2,400	0	2,400	2,308	2,308	2,350
4012 Water Rates	1,200	1,143	1,400	0	1,400	90	500	500
4014 Electricity	320	220	380	0	380	213	400	400
4036 Property Maintenance/Security	515	731	550	0	550	58	550	550
OverHead Expenditure	4,299	4,358	4,730	0	4,730	2,668	3,758	3,800
409 Net Expenditure	4,299	4,358	4,730	0	4,730	2,668	3,758	3,800
500 Play Areas and Open Spaces								
4007 Health & Safety	0	0	0	0	0	390	390	400
4012 Water Rates	620	1,565	1,100	0	1,100	237	800	800
4014 Electricity	1,628	106	750	0	750	45	150	150
4036 Property Maintenance/Security	835	3,005	1,120	0	1,120	0	1,125	1,125
4037 Grounds Maintenance	3,000	2,548	4,000	0	4,000	501	2,500	2,500
4042 Equipment/Vehicle Maintenance	8,200	5,466	7,200	0	7,200	3,310	7,200	7,200
4972 Transfer from EMR Fallowfield	0	0	0	0	0	0	-30,000	-15,000
OverHead Expenditure	14,283	12,710	14,170	0	14,170	4,482	-17,835	-2,825
1241 Sandy FC Rent	800	437	450	0	450	0	450	450
1242 Ice cream tent	270	315	330	0	330	0	330	330

Note : Revised Estimate 2015/16

	2013/14		Agreed Budget	2014/15		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual		Net Virement	Revised Budget			
1251 Pitch Rental	0	0	0	0	511	600	600	
Total Income	1,070	753	780	780	511	1,380	1,380	
500 Net Expenditure	13,213	11,958	13,390	13,390	3,971	-19,215	-4,205	
501 Sunderland Road Rec Ground								
4012 Water Rates	2,000	1,111	1,000	1,000	395	600	600	
4014 Electricity	2,000	3,232	0	0	-263	0	0	
4015 Gas	3,100	3,754	0	0	905	0	0	
4036 Property Maintenance/Security	1,000	480	1,000	1,000	1,043	1,000	1,000	
4046 Bowling Green - SBC	0	0	0	0	1,643	2,180	2,232	
4047 Equipment Maintenance - SBC	2,850	2,846	2,950	2,950	147	2,684	2,748	
4048 Cricket Square - SCC	2,070	2,018	2,140	2,140	2,256	2,256	2,310	
4049 Equipment Maintenance - SCC	0	0	0	0	0	2,500	2,500	
4060 Other Professional Fees	19,500	48,000	15,000	15,000	8,750	15,000	15,000	
OverHead Expenditure	32,520	61,441	22,090	22,090	14,875	26,220	26,390	
1251 Pitch Rental	0	564	0	0	0	0	0	
1252 Pavilion Rental	5,000	1,497	0	0	0	0	0	
1253 Bowls Club Rental	378	378	389	389	387	387	390	
1255 Cricket Club Rental	253	0	260	260	0	260	260	
1256 Scouts ,ACF and SSIA	175	169	170	170	0	170	170	

Budget Detail - By Centre

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

Note : Revised Estimate 2015/16

	2013/14		Agreed Budget	Net Virement	2014/15		Actual YTD	Projected Actual	2015/16	
	Budget	Actual			Revised Budget	Actual			Next Year Budget	
1260 Misc Sunderland Road	0	155	0	0	0	0	0	0	0	
Total Income	5,806	2,763	819	0	819	387	817	820	0	
501 Net Expenditure	26,714	58,678	21,271	0	21,271	14,488	25,403	25,570	0	
502 Nature Reserves										
4037 Grounds Maintenance	4,250	3,526	2,050	0	2,050	753	1,500	1,500	0	
4060 Other Professional Fees	5,863	5,863	9,240	0	9,240	1,600	9,240	9,425	0	
Overhead Expenditure	10,113	9,389	11,290	0	11,290	2,353	10,740	10,925	0	
1306 Countryside Stewardship Grant	1,000	2,655	1,000	0	1,000	1,759	1,759	2,000	0	
Total Income	1,000	2,655	1,000	0	1,000	1,759	1,759	2,000	0	
502 Net Expenditure	9,113	6,734	10,290	0	10,290	594	8,981	8,925	0	
504 Tourist Information Centre										
4001 Gross Salaries - Admin	25,500	24,039	25,750	-25,750	0	9,874	20,100	0	0	
4005 Protective Clothing	200	0	200	0	200	0	0	0	0	
4020 Misc Establishment Costs	0	50	0	0	0	0	0	0	0	
4021 Telephone & Fax	270	62	270	0	270	0	0	0	0	
4022 Postage	175	175	0	0	0	0	0	0	0	
4023 Printing & Stationery	1,235	611	1,235	-1,235	0	0	0	0	0	

Note : Revised Estimate 2015/16

	2013/14		Agreed Budget	Net Viement	2014/15		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
4024 Subscriptions	100	0	100	0	100	0	0	0	
4026 Photocopy Costs	0	0	0	0	0	149	300	0	
4301 Merchandise and Ticket Costs	7,500	7,451	5,550	0	5,550	3,294	5,550	0	
OverHead Expenditure	34,980	32,387	33,105	-26,985	6,120	13,317	25,950	0	
1360 Ticket Sales Commission	0	7	0	0	0	12	12	0	
1402 Sales	12,325	12,004	12,000	0	12,000	6,920	12,000	0	
Total Income	12,325	12,011	12,000	0	12,000	6,932	12,012	0	
504 Net Expenditure	22,655	20,376	21,105	-26,985	-5,880	6,386	13,938	0	
505 Grass Cutting									
4102 Grass Cutting	9,650	3,749	10,000	0	10,000	3,831	3,831	6,000	
OverHead Expenditure	9,650	3,749	10,000	0	10,000	3,831	3,831	6,000	
505 Net Expenditure	9,650	3,749	10,000	0	10,000	3,831	3,831	6,000	
506 Litter Bins, Seats & Shelters									
4042 Equipment/Vehicle Maintenance	310	352	500	0	500	0	500	500	
OverHead Expenditure	310	352	500	0	500	0	500	500	
506 Net Expenditure	310	352	500	0	500	0	500	500	

Budget Detail - By Centre

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

Note : Revised Estimate 2015/16

	2013/14		2014/15			Projected Actual	Next Year Budget
	Budget	Actual	Agreed Budget	Net Revised Budget	Actual YTD		
508 S.E.G. NOT IN USE							
4020 Misc Establishment Costs	1,276	332	500	0	1,276	0	0
Overhead Expenditure	1,276	332	500	0	1,276	0	0
1296 SEG Sponsorships	0	121	0	0	0	0	0
Total Income	0	121	0	0	0	0	0
508 Net Expenditure	1,276	211	500	0	1,276	0	0
509 Christmas Lights							
4401 Christmas Illuminations	10,433	9,920	11,000	0	11,000	1,191	11,000
4402 Community Christmas Event	5,000	6,365	5,000	0	5,000	557	7,000
Overhead Expenditure	15,433	16,285	16,000	0	16,000	1,748	18,000
1365 Christmas Lights	4,000	6,349	4,000	0	4,000	1,345	4,000
Total Income	4,000	6,349	4,000	0	4,000	1,345	4,000
509 Net Expenditure	11,433	9,936	12,000	0	12,000	403	14,000
601 Precept and Interest							
1101 Precept	398,491	398,491	455,704	0	455,704	455,704	455,704
1319 Interest Precept A.c	4,500	1,831	0	0	0	0	479,098
							0

Sandy Town Council

Budget Detail - By Centre

Note : Revised Estimate 2015/16

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

	2013/14		Agreed Budget	Net Virement	2014/15		Actual YTD	Projected Actual	Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
1320 Interest Received - All account	3,000	4,123	5,500	0	5,500	3,632	5,500	5,500	
1321 DO NOT USE	0	1,014	0	0	0	0	0	0	
1322 DO NOT USE	0	80	0	0	0	0	0	0	
Total Income	405,991	405,539	461,204	0	461,204	459,336	461,204	484,598	
601 Net Expenditure	-405,991	-405,539	-461,204	0	-461,204	-459,336	-461,204	-484,598	
502 Democratic and Civic Costs									
4020 Misc Establishment Costs	0	0	0	0	0	90	90	100	
4033 Annual Report & Newsletter	3,500	2,142	3,500	0	3,500	1,666	3,500	3,500	
4042 Equipment/Vehicle Maintenance	200	201	200	0	200	0	220	250	
4200 Mayor's Allowance	1,900	1,635	1,900	0	1,900	868	1,900	1,900	
4202 Members' Expenses (Conf etc)	500	657	500	0	500	74	500	500	
4210 Election Costs	2,000	4,418	4,000	0	4,000	0	4,000	4,000	
4701 Grants/Donations Paid	1,500	1,981	1,500	0	1,500	1,380	1,500	1,500	
OverHead Expenditure	9,600	11,034	11,600	0	11,600	4,079	11,710	11,750	
1307 Angling Licence Rent	474	477	475	0	475	486	486	500	
Total Income	474	477	475	0	475	486	486	500	
602 Net Expenditure	9,126	10,557	11,125	0	11,125	3,593	11,224	11,250	

	2013/14		Agreed Budget	Net Virement	2014/15		Actual YTD	Projected Actual	2015/16 Next Year Budget
	Budget	Actual			Revised Budget	Actual YTD			
700 Capital and Projects									
4153 Loan Interest - INTERNAL	0	0	0	0	0	0	0	0	7,903
4154 Loan Capital Repaid - INTERNAL	0	0	0	0	0	0	0	0	9,102
4800 S106 Expenditure	0	6,857	0	0	0	0	0	0	0
4801 CAP - Hearing Loop System	0	1,474	0	0	0	0	0	0	0
4802 CAP - Cemetary Extension	0	0	0	0	0	0	5,098	32,668	320,000
4803 CAP - WWI Board	0	0	0	0	0	0	1,215	1,215	0
4804 CAP - Street Light Replacement	0	0	0	2,500	2,500	3,200	3,200	3,200	3,200
4805 CAP - BUSINESS PLAN	0	0	0	0	0	0	0	0	6,000
4915 Transfer to Rolling Capital Fd	0	0	0	0	0	0	0	15,000	15,000
4923 Internal Loan Repaid to F'ild	0	0	0	0	0	0	0	0	9,102
4970 Transfer from C R R	0	-1,491	0	0	0	0	0	-32,668	-70,000
Overhead Expenditure	0	6,840	0	2,500	2,500	9,513	19,415	300,307	300,307
1103 Internal Loan from F'ield EMR	0	0	0	0	0	0	0	0	250,000
1153 Loan Interest Rec'd INTERNAL	0	0	0	0	0	0	0	0	7,903
1154 Loan Capital Rec'd INTERNAL	0	0	0	0	0	0	0	0	9,102
1364 S106 Money Received	0	2,159	0	0	0	106	106	106	0
Total Income	0	2,159	0	0	0	106	106	106	267,005
700 Net Expenditure	0	4,681	0	2,500	2,500	9,407	19,309	33,302	33,302

Sandy Town Council

Budget Detail - By Centre

Note : Revised Estimate 2015/16

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

	2013/14		Agreed Budget	2014/15		Actual YTD	Projected Actual	2015/16	
	Budget	Actual		Net Virement	Revised Budget			Next Year Budget	
702 Reserve A/c DO NOT USE									
4921 Transfer to EMR	0	4,543	-15,000	0	-15,000	0	0	0	0
4970 Transfer from C R R	0	-1,400	0	0	0	0	0	0	0
Overhead Expenditure	0	3,143	-15,000	0	-15,000	0	0	0	0
1363 Reserve fund income	7	0	0	0	0	0	0	0	0
Total Income	7	0	0	0	0	0	0	0	0
702 Net Expenditure	-7	3,143	-15,000	0	-15,000	0	0	0	0
Total Budget Expenditure	508,589	547,713	484,083	0	484,859	242,286	461,171	776,955	776,955
Income	495,986	523,178	506,626	0	506,626	488,975	514,239	788,955	788,955
Net Expenditure	12,603	24,535	-22,542	0	-21,766	-246,709	-53,068	-12,000	-12,000

Sandy Town Council
Budget Notes

<u>Alc Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4001	Gross Salaries - Admin	401	Staff	Allow 2.2% plus Dec Lump Sum. Based on New Structure
4002	Gross Salaries - Works	401	Staff	Allow 2.2% plus Dec Lump Sum. Based on New Structure
4004	Employers Superannuation	401	Staff	Excludes non-enrolled staff. Rate 2015/16 20.3%
1102	Precept Support Grant	402	Administration-Office	Not anticipated
1205	Miscellaneous Income	402	Administration-Office	YTD includes Roman Sandy, donation, internal transfers to Mayors Account, repayment Village Hall etc
4008	Training	402	Administration-Office	recommended by HR Advisory Group
4009	Travel & Subsistence	402	Administration-Office	Staff travelling expenses
4010	Miscellaneous Staff Costs	402	Administration-Office	S/be on 401
4011	General Rates	402	Administration-Office	Allow 2%
4014	Electricity	402	Administration-Office	Increase in charges
4024	Subscriptions	402	Administration-Office	assume rejoin NALC
4025	Insurance (excl vehicles)	402	Administration-Office	Allow 5%
4028	Service Agreements (Other)	402	Administration-Office	Includes website, HR and H&S agreements, IT support now on 4027
4042	Equipment/Vehicle Maintenance	402	Administration-Office	Not required
4006	H&S Costs/Consultancy	403	Administration-Works	Not required
4011	General Rates	403	Administration-Works	Allow 2%
4036	Property Maintenance/Security	403	Administration-Works	Reduced re possible new building
4012	Water Rates	404	Allotments	No Water Supply
4042	Equipment/Vehicle Maintenance	405	Footway Lighting	2 Columns replaced recoded to capital
1228	Interest on Investment	406	Cemetery & Churchyard	War stock
4011	General Rates	406	Cemetery & Churchyard	Allow 2%
4037	Grounds Maintenance	406	Cemetery & Churchyard	Nominal sum, far more needed to do anything useful. Incl £600 Churchyard
4101	Grave Digging Costs	406	Cemetery & Churchyard	Consider transfer to Funeral Directors
1236	Friday Market Fees	408	Town Centre (Including Market)	Income improved during 13/14 but this could be optimistic if LT decline

Sandy Town Council
Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1238	Other Income Car Park	408	Town Centre (Including Market)	continues
4011	General Rates	408	Town Centre (Including Market)	car park passes
4036	Property Maintenance/Security	408	Town Centre (Including Market)	Allow 2%
4100	CCTV Fees	408	Town Centre (Including Market)	£660 needed (\$50 less VAT) for barrier maintenance to Sept 15 Reduced by £10,000 1.6.2014. Incl £1000 SIM card
4011	General Rates	409	Public Toilets - Car Park	Allow 2%
1242	Ice cream rent	500	Play Areas and Open Spaces	Increase suggested,
4036	Property Maintenance/Security	500	Play Areas and Open Spaces	Repairs to exterior
4037	Grounds Maintenance	500	Play Areas and Open Spaces	?
4042	Equipment/Vehicle Maintenance	500	Play Areas and Open Spaces	Now includes Sunderland Road Play Area
4972	Transfer from EMR Fallowfield	500	Play Areas and Open Spaces	Projected equals 2 years transfer - 2013/14 not made
1260	Misc Sunderland Road	501	Sunderland Road Rec Ground	Circus and water refund, miscoded
4014	Electricity	501	Sunderland Road Rec Ground	Payable by Stevenage Leisure
4015	Gas	501	Sunderland Road Rec Ground	Payable by Stevenage Leisure
4046	Bowling Green - SBC	501	Sunderland Road Rec Ground	Budget per Lease Commitment. Allow RPI at Q3 2.4%
4047	Equipment Maintenance - SBC	501	Sunderland Road Rec Ground	Budget per Lease Commitment. Allow RPI at Q3 2.4%
4048	Cricket Square - SCC	501	Sunderland Road Rec Ground	Allow RPI at Q3 2.4%
4037	Grounds Maintenance	502	Nature Reserves	Includes £1000 contingency Riddy and £500 Pinnacle
4060	Other Professional Fees	502	Nature Reserves	Agreement with BRCC\WLT £6040 Riddy & £3200 Pinnacle
4001	Gross Salaries - Admin	504	Tourist Information Centre	On 4001/101 wef 1/4/15
4020	Misc Establishment Costs	504	Tourist Information Centre	Miscoding, Walkers are Welcome subscription
4021	Telephone & Fax	504	Tourist Information Centre	All on 402
4022	Postage	504	Tourist Information Centre	All postage included in 10 Camb Road
4301	Merchandise and Ticket Costs	504	Tourist Information Centre	Based on current decline
4102	Grass Cutting	505	Grass Cutting	CBC undercharging but budget as actual charge

Sandy Town Council
Budget Notes

<u>Ac/Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4042	Equipment/Vehicle Maintenance	506	Litter Bins, Seats & Shelters	One seat and materials to install it!
1296	SEG Sponsorships	508	S.E.G. NOT IN USE	Bench plaque and engraving
1365	Christmas Lights	509	Christmas Lights	Increased by £1,000 6.1.2014
4401	Christmas Illuminations	509	Christmas Lights	to be confirmed
4402	Community Christmas Event	509	Christmas Lights	reduced 25.11
1101	Precept	601	Precept and Interest	Allow for CPI Increase 1.5% and Tax Base change
4033	Annual Report & Newsletter	602	Democratic and Civic Costs	Bulletin adverts, all other printing in house
4042	Equipment/Vehicle Maintenance	602	Democratic and Civic Costs	Parish Clock ex Old Code 6177
4200	Mayor's Allowance	602	Democratic and Civic Costs	No change
4210	Election Costs	602	Democratic and Civic Costs	allow £4000 to EMR because of elections in 2015
1153	Loan Interest Rec'd INTERNAL	700	Capital and Projects	Based on 20 year Loan
1154	Loan Capital Rec'd INTERNAL	700	Capital and Projects	Based on 20 year Loan
4153	Loan Interest - INTERNAL	700	Capital and Projects	Based on 20 year Loan
4154	Loan Capital Repaid -	700	Capital and Projects	Based on 20 year Loan
4802	CAP - Cemetery Extension	700	Capital and Projects	Est £27570 still to pay in 2014/15. Project funded from Capital Receipt
4804	CAP - Street Light Replacement	700	Capital and Projects	Allow for column replacement
4915	Transfer to Rolling Capital Fd	700	Capital and Projects	Establish Rolling Capital Fund for Future Projects
4923	Internal Loan Repaid to F'ild	700	Capital and Projects	Based on 20 year Loan

November 2014

2014 - 2016 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has reached agreement on the following:

- New pay scales for 2014- 2016 to be implemented from 1 January 2015.
- A non-consolidated (one off) payment for employees on SCPs 5 - 49 in December 2014 and employees on SCPs 26 - 49 in April 2015.
- SCP5 will be deleted with effect from 1 October 2015. Employees on SCP5 shall progress to SCP6 on 1 October 2015.

Annex 1 lists the new pay scales for clerks and other staff employed under the terms of the model contract including SCPs 50 and above which have been agreed between NALC and SLCC (based on the changes agreed by NJC). These apply from 1 January 2015.

Annex 2 lists the non-consolidated payments for clerks employed under the terms of the model contract which have been agreed between NALC and SLCC. Employees on SCPs 5 - 49 are to be paid in December 2014. Employees on SCPs 26 - 49 are to be paid a further payment in April 2015. There are no payments for employees on SCP50 or above. Annex 2 also includes information from NJC which relates to technical issues concerning the non-consolidated payments.

The recommendations in Annex 1 and 2 are made jointly by NALC and SLCC.

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place. **For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1st January 2015 are:**

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.613
SCP 16	£8.820
SCP 17	£9.029
SCP 18	£9.207
SCP 19	£9.551
SCP 20	£9.900
SCP 21	£10.261
SCP 22	£10.527
SCP 23	£10.836
SCP 24	£11.190
SCP 25	£11.545
SCP 26	£11.922
SCP 27	£12.317

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
5	13,500	£7.017	10	14,338	£7.452
6	13,614	£7.076	11	15,207	£7.904
7	13,715	£7.128	12	15,523	£8.068
8	13,871	£7.209	13	15,941	£8.285
9	14,075	£7.315	14	16,231	£8.436

NALC and SLCC's joint briefing ref E02-14 confirms the salary for SCP5 from 1 October 2014. As shown above, this will increase on 1 January 2015. SCP5 will be deleted with effect from 1 October 2015. Therefore, employees on SCP5 shall progress to SCP6 on 1 October 2015.

ANNEX 2 - TECHNICAL ISSUES RELATED TO THE NON-CONSOLIDATED PAYMENTS

1. The payments are subject to the normal tax and national insurance requirements and are pensionable
2. The payments should be paid only to those employees who are in post on 1 December 2014. The payments are not 'back pay', so should not be paid to any employees who leave employment before 1 December
3. The payments should be paid on a pro-rated basis according to each council's established procedure for remunerating part-time employees
4. The payments should be paid to employees on SCPs 5, 6, 7, 8, 9 and 10 as indicated regardless of whether councils are already applying some form of Living Wage supplement
5. The payments should be paid to those on maternity leave whether in the paid or unpaid period at full rate (subject to appropriate pro-rating)
6. The payments should be paid to those on long-term sickness absence (even if on nil pay)
7. The payments should be paid at the relevant rate based on the current SCP at 1 December 2014, e.g. an employee on SCP7 acting up to SCP12 should get the payment that applies to SCP12
8. The payments should be paid to those on adoption leave and parental leave
9. The payments should not be paid to employees on a career break at 1 December 2014
10. The payments do not apply to employees who are being paid above SCP49
11. If an employee has more than one contract, the payments should be paid pro-rata on each contract
12. Subject to any other exclusions, the payments should be paid to all employees whose pay is set in accordance with NJC for Local Government Services pay arrangements, regardless of whether they are on permanent or temporary contracts