

# Sandy Town Council

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

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



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

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

## A G E N D A

### 1 Apologies for Absence

To receive any apologies for absence.

### 2 Declarations of interest and requests for dispensations

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

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

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

### 3 Public Participation Session

To receive questions and representations from members of the public.

# Sandy Town Council

## 4 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 17 September 2018 and to approve them as a correct record of proceedings.

## 5 Minutes of committees and recommendations therein

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

i) Development Scrutiny Committee held on 24 September 2018 and 15 October 2018

ii) Human Resources Committee held on 24 September 2018

**RESOLVED to RECOMMEND** that the Appraisal Policy be adopted by Council.

Previously circulated with HR Agenda

iii) Community Services & Environment Committee held on 1 October 2018

**RESOLVED TO RECOMMEND** that a new flagpole is purchased and installed at Faynes Corner and that further costs are sourced.

iv) Policy, Finance and Resources Committee held on 15 October 2018

**RESOLVED to RECOMMEND** that a new Caprari pump be installed at a cost of £1,594.32 and that the funds for the work are taken from the Council's capital rolling fund.

**RESOLVED to RECOMMEND** that the donation from the Sandy Chamber of Trade be accepted and the purchase and installation of a new flag pole at Fayne's Corner be progressed.

## 6 Co-option of a Town Councillor

Members are asked to consider and vote on candidates for co-option to Town Council to fill the vacant seat for Pinnacle Ward. Each candidate will give a brief presentation on why they have applied for co-option. Members will be given the opportunity to ask questions of the candidates following their presentations.

# Sandy Town Council

Four applications have been received;

- 1) Mr Roy Dear
- 2) Mrs Amanda Gibson
- 3) Mr Paul Tomlinson
- 4) Mr R Harper

Following presentations, the Chairman will ask for nominations of candidates as co-opting any person to the Town Council has to occur by resolution and candidates will require a proposer and seconder to progress to the voting stage.

The Town Council will then appoint a co-opted member by voting according to Standing Orders.

## **7 Financial Matters**

- i) To note a balance sheet and detailed financial report showing income and expenditure against the revenue budget for the year to 30 September 2018 (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 15 October 2018).
- ii) To note a budget overview report (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 15 October 2018).
- iii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 15 October 2018).

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

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

## **9 Sandy Leisure Facilities**

To receive and consider a report outlining information received to date on a Central Bedfordshire Council consultation on potential changes to public use of leisure facilities at the Sandy Secondary School.

APPENDIX I

## **10 Action List**

To receive any updates and note the action report.

APPENDIX II

# Sandy Town Council

- 11 Sandy Sports and Leisure Association**  
To consider the renewal of a lease with the Sandy Sports and Leisure Association for land on Sunderland Road Playing Field. APPENDIX III
- 12 Reorganisation of Community Governance**  
To receive and consider changes arising from Central Bedfordshire Council's community governance review. APPENDIX IV
- 13 Community Plan**  
To receive and consider action points emerging from the Council's adopted Community Plan. APPENDIX V
- 14 Council Action Plan**  
To consider a draft action plan for the next six months of Council activity. APPENDIX VI
- 15 Friends of Sandy Christmas Lights**  
To receive a request from the Friends of Sandy Christmas Lights. APPENDIX VII
- 16 Business Rates Relief on Public Toilets**  
To consider writing to the Rt Hon A Burt MP in support of a change to business rates on public toilets. APPENDIX VIII
- 17 Councillor Public Surgery Dates**  
To agree Councillor surgery dates and Councillor representatives for the next six months. APPENDIX IX
- 18 Crime and Policing**
- i) To receive and note recent CCTV incidents. APPENDIX X
  - ii) To receive and note the most recent crime statistics for Sandy. APPENDIX XI
- 19 Reports from Representatives**  
To receive reports from representatives on outside bodies, training courses or seminars attended.
- i) To receive a report from Cllr Hill on the Talk of the Town Minibus. APPENDIX XII
  - ii) To receive a verbal report on the Bedfordshire Association of Town and Parish Councils Annual General Meeting.
  - iii) To receive a report from Administrator A. Elliott-Flockhart on Planning training attended. APPENDIX XIII

# Sandy Town Council

## **20 A Nations Tribute**

To note that Sandy Town Council is taking part in the national act of remembrance 'A Nation's Tribute'. The event will start at 6:15pm in the Sandy Market Square. Members of the public are asked to start gathering from 6pm.

## **21 Correspondence**

i) To note correspondence received from Anglian Water following Full Council's resolution to contact the utility provider over increased rates.

APPENDIX XIV

ii) To receive and consider a copy of correspondence from the Secretary for State for the Department of Transport to Rt Hon A Burt MP.

APPENDIX XV

## **22 News Release**

## **23 Chairman's Items**

## **24 Date of Next Meeting: 10 December 2018**

**SANDY TOWN COUNCIL**

**DATE:** 29 October 2018  
**AUTHOR:** Town Clerk  
**SUBJECT:** Sandy Leisure Facilities

**1. Summary**

- 1.1 As Members are aware Central Bedfordshire Council (CBC) is looking at making potential changes to the way in which the leisure facilities based at Sandy Secondary School (SSS) are managed. Any changes may have an effect on public access to the facilities located within the school.
- 1.2 As reported at a meeting of the Community Services and Environment Committee held on 1<sup>st</sup> October 2018, Central Bedfordshire Council confirmed that Stevenage Leisure, who manage the Sandy Leisure (SL) facility had been consulting with their staff on potential changes. That process was halted, and CBC confirmed a public consultation on potential changes to the Sandy offering would be carried out. It was confirmed that no changes to the operation would take place until this public consultation was complete. At present the leisure facility continues to operate as normal and all bookings at Sandy are going ahead as usual.
- 1.3 The agreement which covers SL's management of public use of the sports facilities at the school is between the school and CBC. STC are not directly involved in this agreement. CBC have stated that the driving force behind making changes is that the Sandy leisure facility is underperforming financially, and a more sustainable operation needs to be achieved.
- 1.4 The following report outlines the situation as presently known for Members' information.

**2. Public Consultation**

- 2.1 At the point of issuing this report, CBC have not agreed a date for the start of the public consultation. The Clerk has been advised that the typical length of such a consultation would be 8 to 12 weeks.
- 2.2 The public consultation will be available online and via hard copy. Representatives from CBC will make themselves available to the public/leisure users at the facility at times during the consultation. CBC will be contacting key user groups directly and will be involving stakeholders during the consultation process.

- 2.3 The content of the consultation is still being worked on. It is the Clerk's understanding that the consultation will present a proposal on an alternative leisure offering, which would include changes to the way facilities are managed, what would be available and where. The STC owned Jenkins facility would play a role in any proposal put forward as SL, who manage the facility on behalf of STC would look to utilise it to help ensure continued provision of some classes currently held in the school.
- 2.4 At the time of issuing this report CBC officers had informed the Clerk that discussions with user groups were ongoing and that there were no further developments to report. CBC officers have been gathering information from user groups of facilities within the school to help inform any proposed changes which may be put forward. There has been some concern that the information being collected relates to use of other facilities, such as the all-weather pitch. CBC have confirmed that they are only seeking user information related to the facilities within the school.

### **3. Jenkins Pavilion**

- 3.1 The Jenkins Pavilion, which is owned by the Town Council, forms part of Sandy's overall leisure offering. The Pavilion is managed by SL under an agreement between STC, SL and CBC. This agreement is separate to the agreement over public use of facilities at the school.
- 3.2 As part of their management of the Jenkins Pavilion, SL look to promote and make full use of the pavilion. If changes were to result in SL withdrawing from the management and use of facilities at the school, they would look to move 14 classes over to the Jenkins to ensure they continued. SL have provided the Clerk with a potential timetable, classes would not conflict with current users of the Jenkins, such as weekend use by football, cricket and hockey. Classes run from the Jenkins would be fitness, such as Kickstart and Boxfit and would not include sports like badminton.
- 3.3 Members should note that the all-weather pitch is covered by a separate agreement between the Sandy Sports and Leisure Association and SL. Although STC is the trustee of the SSLA, any decisions on the all-weather pitch and the SSLA can only be made by the SSLA for the benefit of the charity.

### **4. Response to Sandy Secondary School**

- 4.1 The Chair of Governors at Sandy Secondary School contacted Cllr M Scott as Mayor of Sandy asking for the Council's comments on the situation ahead of a

meeting of the school's governing body. An initial reply has been sent in which it was made clear that a formal Council response could not be given as the Council had not met to consider the matter. The response to the Chair of Governors stressed that the Council was in agreement that all parties involved must act in the interests of the whole community and work together to find solutions which would ensure the facilities at the school remain open to the public.

- 4.2 The Clerk informed the Chair of Governors that a further communication would be sent following a meeting of the Full Council.

**5. Meeting with Central Bedfordshire Council Executive Member**

- 5.1 The Mayor, Deputy Mayor and Clerk met with Cllr I Dalgarno, CBC Executive Member for Community Services. The concerns of STC and the public over the future of the facilities were discussed, along with the way in which the message over potential changes had been presented.
- 5.2 Cllr Dalgarno stated that SL were subsidising the Sandy facility due to the losses it was making. Other facilities in Central Bedfordshire which are in the same agreements make profits which can be re-invested back into leisure provision. This is not the case in Sandy. The cost of running the facility has gone above the amount it is being subsidised by. Discussions were started with parties involved to find a more cost-effective way of running Sandy leisure provision. User numbers at Sandy, including gym membership have been declining. There is only a finite amount of profit Sandy can generate as it must operate outside of school hours.
- 5.3 STC expressed concerns over the mixed messages coming forward and it was acknowledged that communication was not joined up and as such had been brought to a halt while an offer is built up which can be taken to public consultation.
- 5.4 It was stressed by STC and accepted by CBC that use of the Jenkins to facilitate more classes could not be taken for granted and did not offer a long-term solution to leisure provision in Sandy.
- 5.5 In the long term, a facility strategy is to be refreshed and the outcomes of STC's community plan can be built into that strategy. In the short term, focus needs to be on looking at school facilities to see how they could be developed. Cllr Dalgarno is happy to meet with the school's governing body and any discussions or engagement STC may be able to facilitate with the governing body over the matter would be of benefit.



**AGENDA ITEM 10**

**APPENDIX II**

**Town Council - Action list**

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	Members raised the importance of reaching a decision on the route of the rail link in a meeting with A. Burt on 7 <sup>th</sup> September 2018.  A. Burt to follow up with DfT. Response from Minister on agenda.
<b>Meeting 21/5/18</b>			
A1 – Local Issues	(19-18/19)	To push for decisions on the future of the A1 and action on safety and environmental issues.	Correspondence from Minister for DfT on Agenda.  HE have confirmed that it is their intention to have average speed camera scheme in place by early 2019.  No further updates on future changes to A1. Awaiting date for a meeting from A. Burt with the DfT.

**SANDY TOWN COUNCIL**

**DATE:** 29 October 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Sandy Sports and Leisure Association

**1. Summary**

- 1.1 The Sandy Sports and Leisure Association (SSLA) hold a lease with Sandy Town Council for land on Sunderland Road playing field, on which has been constructed an artificial sports surface.
- 1.2 The lease is due to expire on 25<sup>th</sup> May 2020. The SSLA are in the process of reviewing all leases held in advance of renew dates and are seeking agreement in principle that the Town Council will renew the lease for the land on which the artificial sports field is located.

**2. Lease**

- 2.1 The lease started on 26<sup>th</sup> May 1995 for a 25-year period and covered the SSLA's renting of the land on which the artificial playing field is located. A peppercorn rent of £1 per annum is included within the lease.
- 2.2 The SSLA are responsible for the artificial pitch including repair, maintenance and cleaning. The SSLA discharge this duty via a separate agreement with a management provider. The SSLA are currently looking at carrying out a refurbishment of the pitch from funds held and wish to ensure that the continuation of all its leases are agreed in principle.

**3. Recommendation**

- 3.1 That the Council agree in principle to the renewal of a lease with the SSLA for the land on Sunderland Road Playing Field which serves as an artificial sports pitch. That the Clerk works with representatives of the SSLA's management body to bring back a proposed renewed lease for Members' review and approval.

**LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN  
HEALTH ACT 2007**

**The Central Bedfordshire Council (Reorganisation of Community  
Governance) Order 2018**

*Made 27 September 2018*

*Coming into force in accordance with article 1 (2)*

Central Bedfordshire Council ("the council"), in accordance with section 82 of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act"), has undertaken a community governance review and made recommendations dated 27 September 2018:

The council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient:

The council, in accordance with section 100 of the 2007 Act, has had regard to guidance under that section:

The council makes the following Order in exercise of the powers conferred by sections 86, 98(3) and 240 (10) of the 2007 Act.

**Citation and commencement**

1.—(1) This Order may be cited as the Central Bedfordshire Council (Reorganisation of Community Governance) Order 2018

(2) Subject to paragraphs (3) and (4) below this Order shall come into force on 1st April 2019.

(3) Articles 5 to 15 shall come into force on the ordinary day of election of councillors in 2019.

(4) For the purposes of:

(a) this article, and

(b) Proceedings preliminary or relating to the elections of parish councillors for the parishes affected by changes made by this Order, to be held on the ordinary day of election of councillors in 2019

this Order shall come into force on the day after that on which it is made.

**Interpretation**

2. In this Order

"district" means the non-metropolitan district known as Central Bedfordshire

"existing" means existing on the date this Order is made

“map” means the map marked “Map referred to in the Central Bedfordshire Council (Reorganisation of Community Governance) Order 2018” and deposited in accordance with section 96(4) of the 2007 Act: and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;

“ordinary day of election of councillors” has the meaning given by section 37 of the Representation of the People Act 1983;

“registration officer” means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

#### **Effect of Order**

3. This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

#### **Area of the Order**

4. —(1) The area affected by this Order is the existing parishes of Ampthill, Arlesey, Biggleswade, Blunham, Caddington, Cranfield, Dunstable, Great Billington, Henlow, Houghton Conquest, Houghton Regis, Kensworth, Marston Moretaine, Maulden, Moggerhanger, Northill, Ridgmont and Sandy.  
  
(2) Unless otherwise stated in this Order, the existing parish areas and electoral arrangements for each of the parishes detailed in paragraph (1) above shall remain unaltered.

#### **Number of parish councillors for the parish of Arlesey**

5. The number of councillors to be elected for the parish of Arlesey shall be twelve.

#### **Wards of the parish of Biggleswade and numbers of parish councillors for the parish of Biggleswade**

6. —(1) The number of councillors to be elected for the parish of Biggleswade shall be fifteen.  
  
(2) The number of councillors to be elected for Holme ward shall be five; for Ivel ward shall be five and for Stratton ward shall be five.  
  
(3) Each ward shall comprise the area designated on sheet 3 of the map by reference to the name of the ward and demarcated by purple lines

#### **Wards of the parish of Cranfield**

7. The existing ward of Cranfield Wharley End shall be abolished.

#### **Number of parish councillors for the parish of Dunstable**

8. The number of councillors to be elected for Central ward shall be three; for Icknield ward shall be four; for Manshead ward shall be three; for Northfields ward shall be four and for Watling ward shall be four.

**Change of parish name**

9. The parish of Great Billington shall be named Billington.

**Wards of the parish of Henlow**

10. The existing ward of Henlow Camp shall be abolished.

**Number of parish councillors for the parish of Kensworth**

11. The number of councillors to be elected for the parish of Kensworth shall be eight.

**Change of parish name**

12. The parish name of Marston Moretaine shall be named Marston Moreteyne.

**Number of parish councillors for the parish of Moggerhanger**

13. The number of councillors to be elected for the parish of Moggerhanger shall be seven.

**Number of parish councillors for the parish of Ridgmont**

14. The number of councillors to be elected for the parish of Ridgmont shall be seven.

**Alteration of parish areas and the areas of parish wards**

15. Each area coloured and designated by a letter on the map and specified in column (1) of the Schedule shall cease to be part of the parish and where applicable parish ward specified in relation to that area in columns (2) and (3) of the Schedule and shall become part of the parish and parish ward specified in relation to that area in columns (4) and (5) of the schedule

**Electoral register**

16. The registration officer for the district shall make such rearrangement of, or adaption of, the register of local government electors as may be necessary for the purposes of, and in consequence of, this Order

**Order date**

17. 1<sup>st</sup> April 2019 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008

THE COMMON SEAL of  
CENTRAL BEDFORDSHIRE COUNCIL  
Was hereunto affixed in the presence of



Signed  
Monitoring Officer

S. RIX



6190

## ALTERATION OF AREAS OF PARISHES AND PARISH WARDS

<i>Column (1)</i>	<i>Column (2)</i>	<i>Column (3)</i>	<i>Column (4)</i>	<i>Column (5)</i>
<i>Area</i>	<i>Parish from which omitted</i>	<i>Parish ward from which omitted</i>	<i>Parish to which added</i>	<i>Parish ward to which added</i>
"A" Map Sheet 1	Maulden	Not applicable	Amphill	Not applicable
"B" Map Sheet 2	Houghton Conquest	Not applicable	Amphill	Not applicable
"C" Map Sheet 3	Biggleswade	Stratton	Biggleswade	Holme
"D" Map Sheet 4	Moggerhanger	Not applicable	Blunham	Not applicable
"E" Map Sheet 5	Caddington	Not applicable	Dunstable	Manshead
"F" Map Sheet 6	Dunstable	Northfields	Houghton Regis	Houghton Hall
"G" Map Sheet 7	Sandy	Beeston	Moggerhanger	Not applicable
"G" Map Sheet 7	Northill	Not applicable	Moggerhanger	Not applicable

## EXPLANATORY NOTE

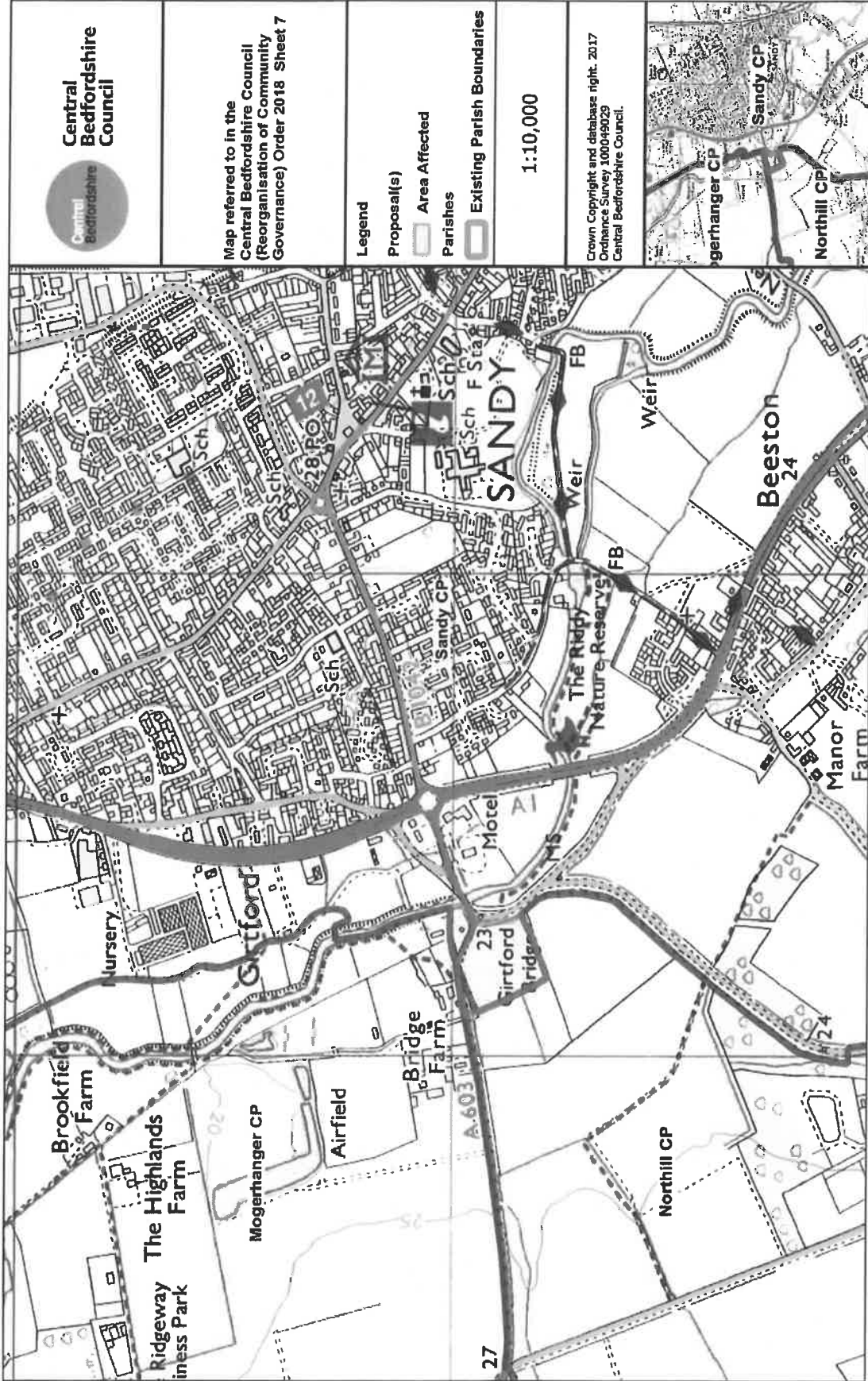
(This is not part of the Order)

This Order gives effect to recommendations made by Central Bedfordshire Council for changes to community governance arrangements within its area.

This order provides for changes to warding arrangements in the parishes of Cranfield and Henlow. It also provides for changes to the number of councillors to be elected in the parishes of Arlesey, Dunstable, Kensworth, Moggerhanger and Ridgmont.

Article 16 obliges the Electoral Registration Officer to make any necessary amendments to the electoral register to reflect the new electoral arrangements.

The map defined in article 2 shows the changes to the parish area as set out in the Schedule, together with the revised wards of the parishes of Biggleswade, Dunstable, Houghton Regis and Sandy.



**Central Bedfordshire Council**

Map referred to in the  
**Central Bedfordshire Council  
 (Reorganisation of Community  
 Governance) Order 2018 Sheet 7**

**Legend**

**Proposals(s)**

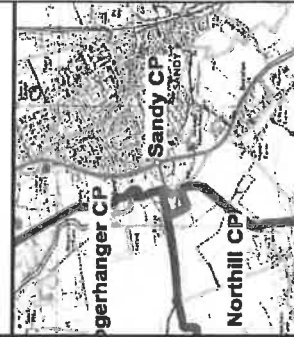
□ Area Affected

□ Parishes

□ Existing Parish Boundaries

1:10,000

Crown Copyright and database right. 2017  
 Ordnance Survey 100049029  
 Central Bedfordshire Council.



**AGENDA ITEM 13****SANDY TOWN COUNCIL****DATE:** 29<sup>th</sup> October 2018**AUTHOR:** Town Clerk**SUBJECT:** Community Plan Progression**1. Summary**

1.1 Sandy's Community Plan was adopted at a meeting of Town Council on 17 September 2018. It was agreed that officers to draw up a list of short-term actions which can be brought forward relatively quickly to begin progressing action points within the Plan.

1.2 The following report is provided as information for Members as to which actions the administration team will be looking to ac

**2. Actions****2.1 Arts and Culture**

<b>Issue</b>	<b>Action</b>	
Demand for venues with storage for use by community groups	Open up dialogue with Sandy Secondary School regarding use of school for community groups	Include community use of facilities as part of discussions on the upcoming leisure services consultation
Demand for venues with storage for use by community groups	Identify current venues and space available.	Administration team to complete audit of offering provided by existing community facilities
Use of vacant buildings in the town centre (Possible temporary museum)	Compile landlord details for all town centre buildings and connect landlords of suitable units with interested parties.	Administration team to pull together details of landlords for town centre properties

**2.2 Environment, Health and Wellbeing**

<b>Issue</b>	<b>Action</b>	
Effect of pollution from the A1 and the Sandy A1 Roundabout	Investigate ways to mitigate the effect of pollution and push for changes.	Council to continue to raise matter with M.P and HE. Clerk to chase up results of any studies recently carried out and include levels of pollution in ongoing discussions with HE on speed camera scheme



Enhancement of existing green spaces	Identify ways to improve existing green spaces	Clerk to look into setting up working group with partners such as BRCC on generating and prioritising projects to improve green spaces.
Enhancement of existing green spaces	Identify ways to improve existing green spaces	Clerk to open up communications with the RSPB and to get an understanding of their priorities for surrounding landscape

### 2.3 Town Centre Economic Activity

Issue	Action	
Reduction in vacant units	Match vacant units to desired retailers and encourage them to consider units	Identify all vacant units in Sandy and consider their best usage. Write to all relevant retailers
Loss of High Street Banking Facilities	Write to banking providers to encourage them to open a branch in town	Letters previously issued to several high street banks. Follow up letters to be issued in November. Responses to go to CSE

### 2.4 Transport

Issue	Solution	Action
Customer service at Train Station	Contact National Rail to discuss possibility of extending office hours	Letter issued to National Rail. Response to be brought to CSE
Pedestrian Access across the A1 from Bedford Road	Write to CBC, HE and the local MP to outline the need for a crossing point and ensure it is considered during any future Section 106 developments	Clerk to issue letter and have discussions with Section 106 team. Need for safe crossing point to be included in discussions with HE on progression of speed camera scheme
Lack of use of cycle paths to Pottton and the north	Advertise cycle routes on website and Facebook	Clerk to seek update from Sustrans on development of cycle paths. Update to come to CSE.



**SANDY**  
Town Council

**SANDY TOWN COUNCIL  
ACTION PLAN  
2018/19**

The following Action Plan summarises and prioritises the Council’s activities and projects that will continue to be worked on over the remainder of the 2018/19 financial year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g internal audit).

The top five Council-wide priorities for the next six months are as follows:

	<b>Council or Committee</b>	<b>Activity</b>
1	TC	Fully understand and engage with consultations and potential changes to leisure provision in Sandy
2	TC	Complete build of new Council depot facility at Stratford Road
3	CSE	Complete installation of all new play park equipment
4	TC	Action the adopted Community Plan
5	PFR	Achieve Silver level of the Local Council Award Scheme

Each committee’s priorities for the financial year 2018/19 are shown below:

<b>DEVELOPMENT SCRUTINY COMMITTEE</b>	
<b>On-Going Activities</b>	
Business as Usual	Planning and Licensing
	Considering and responding to planning applications
	Any other matters within the committee’s remit

POLICY, FINANCE AND RESOURCES COMMITTEE			
Priority	Objective	Actions	Responsibility
<b>2018/19 Activities</b>			
High	Agreement of 2019/20 budget and precept	<ol style="list-style-type: none"> <li>1) Review and amendment of 2019/20 revenue budget recommendations</li> <li>2) Review and amendment of 2019/20 budget, capital budget and precept level. Recommend budget to Full Council</li> <li>3) Approval of 2019/20 budget and precept</li> </ol>	<ol style="list-style-type: none"> <li>1) PFR</li> <li>2) PFR</li> <li>3) Full Council</li> </ol>
High	Progress from foundation to silver level of the Local Council Award Scheme  Council currently has foundation level and meets all but three of the criteria for the next level	<p>Ensure that the Council meets the following criteria to be met;</p> <ol style="list-style-type: none"> <li>1) Clerk to achieve CILCA certification</li> <li>2) Formal appraisal Procedure to be agreed and adopted by Council</li> <li>3) Community Plan to be completed and adopted to demonstrate evidence of community input into planning for the future of Sandy</li> <li>4) Agree Council Action Plan for remainder of financial year</li> <li>5) Resolve that the Council meet the relevant criteria</li> <li>6) Submit application</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) HR Committee</li> <li>3) Working Group</li> <li>4) Clerk/Council</li> <li>5) Full Council</li> <li>6) Clerk</li> </ol>
High	Agree and sign management agreement with Stevenage Leisure for the maintenance of the Jenkins Pavilion	<ol style="list-style-type: none"> <li>1) CBC to provide STC with final version of contract for approval</li> <li>2) Town Council to review and agree contract</li> <li>3) Contract to be signed by all parties</li> </ol>	<ol style="list-style-type: none"> <li>1) CBC</li> <li>2) Full Council</li> <li>3) CBC/STC</li> </ol>
<b>Signing of agreement currently on hold while possible changes to the leisure offering in Sandy are clarified. Council to review and approve agreement again ahead of signing.</b>			
Medium	Progress installation of improved 'No HGV' signage at Cambridge Road	<ol style="list-style-type: none"> <li>1) Application to CBC's Rural Match fund has been approved</li> <li>2) Installation of 'No HGV' signage for Cambridge Road</li> <li>3) Costs for dropped kerbing provided and agreed</li> <li>4) Agreement on scheduling of work to be carried out on requested dropped kerbing</li> </ol>	<ol style="list-style-type: none"> <li>1) Town Clerk</li> <li>2) CBC</li> <li>3) CBC/Council</li> <li>4) CBC/Clerk</li> </ol>
Medium	Investigate and agree a scheme of streetlighting and CCTV on Fallowfield recreation ground	<ol style="list-style-type: none"> <li>1) Establish BT fibre connection points and costs</li> <li>2) Obtain quotes for provision and installation of static CCTV camera</li> <li>3) Obtain quotes for electric lighting scheme on recreation ground</li> <li>4) Council to consider CCTV and Streetlight options and costs for inclusion within 2019/20 capital expenditure</li> <li>5) If project is approved by Council carry forward for 2019/20 action</li> </ol>	<ol style="list-style-type: none"> <li>1) Herts CCTV/BT</li> <li>2) Clerk</li> <li>3) Clerk</li> <li>4) PFR</li> </ol>
			<p>Completed 26<sup>th</sup> Nov 2018 7<sup>th</sup> Jan 2019 21<sup>st</sup> Jan 2019</p> <p>Completed 29<sup>th</sup> Oct 2018 Completed</p> <p>29<sup>th</sup> Oct 2018 10<sup>th</sup> Dec 2018 December 2018</p> <p>Completed On Hold On Hold</p> <p>Complete Complete 4<sup>th</sup> quarter 2018 4<sup>th</sup> quarter 2018</p> <p>Complete Complete Complete 26<sup>th</sup> Nov 2018 1<sup>st</sup> quarter 19/20</p>

Medium	Agreeing Heads of Terms with CBC for Beeston land to be leased to Council for allotments and community orchard	<ol style="list-style-type: none"> <li>1) CBC to provide draft HoT for approval by STC</li> <li>2) Review of HoT – Amendments to be recommended</li> <li>3) Provision of final HoT and maps for approval and signing</li> <li>4) Marking out boundary of agreed site with fencing</li> <li>5) Plotting/designing layout of site</li> <li>6) Progression of allotments and orchards will then be dependent on CBC’s development of 6 affordable houses</li> </ol>	<ol style="list-style-type: none"> <li>1) CBC</li> <li>2) PFR</li> <li>3) Council/CBC</li> <li>4) Foreman/CBC</li> <li>5) Council/BRCC</li> <li>6) CBC</li> </ol>	Completed Completed 4 <sup>th</sup> quarter 4 <sup>th</sup> quarter 4 <sup>th</sup> quarter 2019/20
<b>On-Going Activities</b>				
Running the Committee				
Council Administration				
All Council finances, end of year accounts, payroll and audit				
Personnel matters and staff management				
Annual Report				
Action Plan				
Business Plan				
Strategic Plan Development & Implementation				
Annual Town Meeting				
Management of External Contractors				
Council Policies				
Council Website				
Grants				
Civic Matters				
IT & Office Equipment				
Any other matters within the committee’s remit				

COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE			
Priority	Objective	Actions	Responsibility
<b>2018/19 Activities</b>			
High	Completed play park refurbishments at; <ul style="list-style-type: none"> <li>• Fallowfield</li> <li>• Bedford Road</li> <li>• Sunderland Road</li> <li>• The Limes and Beeston Green</li> </ul>	<ol style="list-style-type: none"> <li>1) Complete tender process for designs and costings of park</li> <li>2) Choose selected partner to progress new designs/equipment</li> <li>3) Consult on proposed improvements to play parks and amend designs/equipment accordingly</li> <li>4) Secure funding for equipment from CBC Sc106</li> <li>5) Installation of equipment at The Limes and Beeston</li> <li>6) Installation of equipment at Bedford Road</li> <li>7) Removal of old Sunderland Road equipment &amp; preparation of ground</li> <li>8) Installation of new Sunderland Road play equipment</li> </ol>	<ol style="list-style-type: none"> <li>1) Working Group</li> <li>2) Council</li> <li>3) Contractor/Clerk</li> <li>4) Clerk</li> <li>5) Contractor/Clerk</li> <li>6) Contractor/Clerk</li> <li>7) Contractor/Clerk</li> <li>8) Contractor/Clerk</li> </ol>
High	Refreshing of car park directional line marking and an increase in the number of disabled bays. Two doctors' bays to be set out.	<ol style="list-style-type: none"> <li>1) Application to CBC for MTMF funding</li> <li>2) Funding application to be agreed by CBC</li> <li>3) Highways contractor to survey and plan works</li> <li>4) Highways to provide designs to STC</li> <li>5) Highways to liaise with Clerk to agree schedule for work</li> <li>6) Highways to carry out line marking work</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) CBC</li> <li>3) CBC/Highways</li> <li>4) CBC/Highways</li> <li>5) CBC/Clerk</li> <li>6) Highways</li> </ol>
High	Installation of community stand in market square	<ol style="list-style-type: none"> <li>1) Funding application from CBC to be completed</li> <li>2) Funding application to be approved</li> <li>3) Planning application to be submitted and approved</li> <li>4) Highways to carry out test pits</li> <li>5) CBC to approve costs and order works</li> <li>6) Highways to install stand</li> <li>7) Community stand to be launched</li> <li>8) Policy on bookings and use of the stand to be agreed</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk</li> <li>2) CBC</li> <li>3) Clerk</li> <li>4) Highways</li> <li>5) CBC</li> <li>6) Highways</li> <li>7) Mayor/CBC</li> <li>8) PFR</li> </ol>
High	Painting of railings and installation of finger post signage	<ol style="list-style-type: none"> <li>1) Funding application from CBC to be completed</li> <li>2) Funding application to be approved</li> <li>3) Work to be priced and agreed by Highways contractor</li> <li>4) Highways contractor to advise dates of work</li> <li>5) Works to be completed</li> <li>6)</li> </ol>	<ol style="list-style-type: none"> <li>1) Town Clerk</li> <li>2) CBC/Clerk</li> <li>3) CBC/Clerk</li> <li>4) CBC/Contractor</li> <li>5) CBC/Contractor</li> </ol>
			<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>November 2018</p> <p>November 2018</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>4<sup>th</sup> quarter</p> <p>4<sup>th</sup> quarter</p> <p>4<sup>th</sup> quarter</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>4<sup>th</sup> quarter</p> <p>4<sup>th</sup> quarter</p> <p>4<sup>th</sup> quarter</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Did not happen</p> <p>Complete</p>

Medium	Acquiring land for the creation of a new allotment site	<ol style="list-style-type: none"> <li>1) Identification of possible appropriate sites of interest</li> <li>2) Land registry searches to be completed on sites of interest and letters to be sent to local landowners asking if they would be willing to lease land for allotment</li> <li>3) Depending on result of discussions the Council may be able to progress a long lease with a landlord</li> </ol>	<ol style="list-style-type: none"> <li>1) Allotment Ass.</li> <li>2) Town Clerk</li> <li>3) Council</li> </ol>	Ongoing Ongoing Ongoing
Medium	Completing and launching the Sandy Green Wheel walking route	<ol style="list-style-type: none"> <li>1) Council to provide funding towards completion of route (£2,000)</li> <li>2) Installation of way markers along route</li> <li>3) Design, funding and print leaflets and maps</li> <li>4) Agreeing guided route for launch event</li> <li>5) Organise walking launch event as part of Beds Walking Fest</li> <li>6) Launch event publicity and competitions</li> <li>7) Hold launch event and officially open Green Wheel</li> </ol>	<ol style="list-style-type: none"> <li>1) Council/Clerk</li> <li>2) BRCC</li> <li>3) BRCC</li> <li>4) BRCC</li> <li>5) BRCC/Clerk</li> <li>6) BRCC/Clerk</li> <li>7) BRCC/Clerk</li> </ol>	Complete Complete Complete Complete Complete Complete Complete
High	Completion of Beeston Green Management Plan	<ol style="list-style-type: none"> <li>1) Draft plan to be drawn up</li> <li>2) Plan to be reviewed by Councillors and amendments suggested</li> <li>3) Public consultation to be completed on draft plan</li> <li>4) Amendments to be fed into plan as a result of consultation</li> <li>5) Plan to be adopted by Council</li> </ol>	<ol style="list-style-type: none"> <li>1) Working Grp/Clerk</li> <li>2) CSE</li> <li>3) Working Grp/Clerk</li> <li>4) Working Grp/Clerk</li> <li>5) Full Council</li> </ol>	Complete Complete Complete Complete Complete
High	Commemoration of centenary of WW1 ending	<ol style="list-style-type: none"> <li>1) Agree ways in which the Council could mark the centenary of the end of WW1</li> <li>2) Agree series of WW1 talks</li> <li>3) Complete series of WW1 talks</li> <li>4) Purchase and launch lamp post poppy scheme</li> <li>5) Sponsorship of poppies and publication of messages of remembrance</li> <li>6) Purchase and grant application for 'There but not There' Soldiers</li> <li>7) Installation of 'There but not There' Soldiers around the town</li> </ol>	<ol style="list-style-type: none"> <li>1) CSE/Admin</li> <li>2) CSE/Admin</li> <li>3) Admin</li> <li>4) Admin</li> <li>5) Admin</li> <li>6) Admin</li> <li>7) Outdoor/Admin</li> </ol>	Complete Complete Ongoing Complete Ongoing Complete Oct 2018
Low	Installation of new flag pole at Fayne's Corner	<ol style="list-style-type: none"> <li>1) Obtain costs for provision and installation of flagpole</li> <li>2) Council to consider and agree to installation of flagpole</li> <li>3) Obtain relevant permissions for installation</li> <li>4) Source funding for flagpole</li> <li>5) Installation of flagpole</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Admin</li> <li>2) CSE/Full Council</li> <li>3) Clerk/Admin</li> <li>4) Clerk/Admin</li> <li>5) Contractor</li> </ol>	Complete Complete Complete Complete Nov 2018

On-Going Activities	
Running the Committee	Agendas, Minutes, Reports, Finance, Administration
Cemetery	Burials, Administration and Maintenance
Memorial Testing	Inspect and Maintain
Trees	Inspection, Surveys and Maintenance of council owned trees
Streetslights	Inspection and Maintenance checks with approved contractor
War Memorial	Annual Inspection and Clean
Park Checks and Maintenance	Regular Checks and Maintenance
Public Toilets	Maintenance
Open Spaces	Maintenance
Green Spaces Equipment	Maintenance and Renewal of Essential Equipment
Any other matters within the committee's remit	

HUMAN RESOURCES COMMITTEE			
Priority	Objective	Actions	Timescales
2018/19 Activities			
High	Formalise appraisal process	Write up an agreement of current appraisal process and forms	Town Clerk / HR Completed
Moderate	Complete election information packs for prospective councillors	Write up and review of information packs to be sent to interested candidates for Council	Town Clerk / HR Winter 2018
High	Filling of vacant outdoor team position	1) Review of position, job description and person specification 2) Recruitment process (advertising, shortlisting and interviewing) 3) Appointment of new member of outdoor team	1)HR 2)HR Chair / Clerk 3)Team Leader Completed November 2018
High	Filling of vacant administrator position	1) Review of position, job description and person specification 2) Recruitment process (advertising, shortlisting and interviewing) 3) Appointment of new member of administration team	1)HR 2)HR Chair / Clerk 3)Team Leader Dec 2018/Jan 2019 November 2018 November 2018 Dec 2018/Jan 2019
On-Going Activities			
Running the Committee		Agendas, Minutes, Reports, Finance, Administration	
Sick Leave		Annual Review and Monitoring	
Health and Safety		Monitoring of review of incidents and documentation	
Training		Review of Training Effectiveness and Requirements	

Staffing Matters		Working with the Town Clerk on Staffing Matters and Recommendations		
Any other matters within the committee's remit				
<b>Town Council Projects</b>				
Priority	Objective	Actions	Responsibility	Timescales
<b>2018/19 Activities</b>				
High	Cemetery Extension and new depot build Project. Includes new car parking area	<ol style="list-style-type: none"> <li>1) Tender process for contractor to build a structural design of new depot building</li> <li>2) Depot design and costs to be agreed (internal loan to fund project)</li> <li>3) Amendments to planning application to improve design and result in easier build</li> <li>4) Building regulations applications</li> <li>5) Build of new depot, yard and parking area to commence</li> <li>6) Landscaping and footpaths for new cemetery</li> <li>7) Progression of new burial sections of cemetery</li> </ol>	<ol style="list-style-type: none"> <li>1) Working Grp / Council</li> <li>2) Council</li> <li>3) Contractor</li> <li>4) Contractor/Clerk</li> <li>5) Working Group</li> <li>6) Working Group</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Oct/Nov 2018</p> <p>November 2018</p> <p>Winter 2018</p>
High	Complete archaeological excavation of proposed cemetery site in line with planning condition for new cemetery	<ol style="list-style-type: none"> <li>1) Tender for archaeological contractors</li> <li>2) Approve preferred contractor</li> <li>3) Work with contractor to agree and submit WSI</li> <li>4) Clear site for excavation</li> <li>5) Excavation work to begin</li> <li>6) Demolition of former depot building</li> <li>7) Arrange Public open sessions to view archaeological site</li> <li>8) Excavation work to be concluded</li> <li>9) Excavation report to be written up so planning condition can be signed off as a planning condition</li> <li>10) Archaeologist to carry out and complete post excavation work and reporting in line with planning authority requirements</li> <li>11) Conclusion of post excavation work and complete archaeological write up of excavation</li> </ol>	<ol style="list-style-type: none"> <li>1) Working Group</li> <li>2) Council</li> <li>3) Clerk</li> <li>4) Outdoor Team</li> <li>5) Contractor</li> <li>6) Clerk/Contractor</li> <li>7) Clerk/Contractor</li> <li>8) Contractor</li> <li>9) Contractor/CBC</li> <li>10) Contractor/CBC/ Clerk</li> <li>11) Contractor</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>October 2018</p> <p>November 2018 onwards</p> <p>Unknown</p>
High	Community Plan to be completed and adopted by Council	<ol style="list-style-type: none"> <li>1) Establish principles and aims of the community plan by building on the 2011 Town Plan</li> <li>2) Agree key themes to be addressed in the community plan</li> <li>3) Hold engagement forums with invited guests on key themes</li> <li>4) Write up key themes, identifying issues, solutions and actions</li> </ol>	<ol style="list-style-type: none"> <li>1) Working Group</li> <li>2) Working Group</li> <li>3) Working Group</li> <li>4) Clerk</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>



		<ol style="list-style-type: none"> <li>5) Write up introduction documents, conclusions and source material</li> <li>6) Consult on draft community plan</li> <li>7) Feed consultation results into community plan</li> <li>8) Council to formally approve and adopt Community Plan</li> <li>9) Agree action points in Community Plan which will be carried out during the remainder of the Council year</li> </ol>	<ol style="list-style-type: none"> <li>5) Clerk</li> <li>6) Full Council</li> <li>7) Working Group</li> <li>8) Full Council</li> <li>9) Full Council</li> </ol>	<p>Complete Complete Complete Complete 29<sup>th</sup> Oct 2018</p>
High	Sandy Place Academy	<ol style="list-style-type: none"> <li>1) Gain an understanding of the ownership and decision-making process on the future of Sandye Place as a community facility</li> <li>2) Identify and liaise with parties who have decision making power over the future of the facility</li> <li>3) Communicate STC's vision of how Sandye Place could benefit the community and help build a sustainable and well-planned town</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Chairman</li> <li>2) Clerk/Council</li> <li>3) Clerk/Council</li> </ol>	<p>Ongoing Ongoing Ongoing</p>
High	Engaging with partners over the future of leisure service provision in Sandy and use of Sandy Secondary School facilities	<ol style="list-style-type: none"> <li>1) Clerk to liaise with leisure providers over potential impact on STC assets</li> <li>2) Council to consider proposals/business case brought forward by CBC and issue formal response</li> <li>3) Council to fully engage with and encourage public participation with consultation on future management/availability of leisure facilities at Sandy Secondary School</li> <li>4) Council to engage with all parties involved in the provision and management of leisure facilities at the school to press for continued public access</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/SL/CBC</li> <li>2) Full Council</li> <li>3) Full Council/Clerk</li> <li>4) Full Council/Clerk</li> </ol>	<p>Ongoing Ongoing Ongoing Ongoing</p>
Medium	Engage with external organisations to push for decisions and improvements on the future of the A1	<ol style="list-style-type: none"> <li>1) Council to meet with MP to push appeal for support in getting strategic decisions and short-term safety measures</li> <li>2) Council to agree its priorities for the A1 for MP to pursue</li> <li>3) MP to communicate Council's priorities to decision makers and push for answers and relevant action</li> <li>4) Council to push for and respond to consultation on introduction of average speed cameras</li> <li>5) Council to engage with HE on design of speed camera scheme</li> <li>6) Council to liaise with MP to push for further meeting with DfT at which decisions will be announced</li> </ol>	<ol style="list-style-type: none"> <li>1) Chairs/Clerk</li> <li>2) Full Council</li> <li>3) MP</li> <li>4) Full Council</li> <li>5) Full Council</li> <li>6) Clerk/MP</li> </ol>	<p>Complete Complete Ongoing Complete December 2018 Ongoing</p>

**SANDY TOWN COUNCIL**

**DATE:** 29 October 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Friends of Sandy Christmas Lights

**1. Summary**

- 1.1 The Friends of Sandy Christmas Lights (FOSCL) are now operating as a charity in their own right and have set up a bank account to support the running of the Christmas Lights switch on event. The Council previously reviewed and supported a constitution for the Charity, which is independent of the Town Council. The Town Council has appointed Cllr N Aldis as its representative on the FOSCL committee. The division of costs and responsibilities between the FOSCL and the Council was previously agreed by Council.

**2. Request for Funds**

- 2.1 During the 2017 Christmas Lights Event the FOSCL committee raised £3,180 in funds above the Council's budgeted income. These funds are held in the Council's earmarked reserves for the purpose of supporting and enhancing the Christmas Light Switch on event. It was agreed that the £3,180, minus any monies due to the Council for expenditure on 2018 items/areas of FOSCL responsibility, would be donated to the FOSCL for the purpose of organising and running future Christmas Lights events.
- 2.2 The FOSCL have asked that the Council consider donating £1,000 of the funds held in earmarked reserves to the Committee ahead of the event. This is to cover expenditure which is currently being incurred by the FOSCL for the organisation and set up of the 2018 event.
- 2.3 To date the Council has incurred £1,031 in revenue expenditure on items/areas which it has been agreed should come under FOSCL responsibility. This amount will need to be deducted from the £3,180 held in earmarked reserves.

**3. Recommendation**

- 3.1 That the Council makes an immediate donation of £1,000 to the Friends of Sandy Christmas Lights to support the costs of organising and running the 2018 event. That the funds come from the £3,180 of earmarked reserves held for the Christmas Lights event.

**4. Transfer of Sleigh Ownership**

- 4.1 Over five years ago the Council received a trailer which had been converted to a sleigh from the Sandy Rotary Club. The Council paid the Rotary Club £150 for the trailer/sleigh. The purpose of the trailer was to transport the volunteer acting as Santa to the market square grotto on the day of the Christmas Lights Event.
- 4.2 In 2015 the FOSCL were given approval from the Council to negotiate a possible sale of the sleigh to the Biggleswade and Sandy Lions on the condition that the sleigh could be used once a year by the FOSCL at the Christmas Light switch on. A sale of the sleigh did not proceed.
- 4.3 The sleigh was used at the 2015 event when a volunteer's vehicle pulled the sleigh. The sleigh was not used at the last two events, when instead Santa walked to the market square accompanied by children. This was due to the lack of a Council vehicle which could pull the trailer and the Santa volunteers' preference to walk due to the condition of the sleigh.
- 4.4 Volunteers from the FOSCL have now spent time and funds carrying out a considerable refurbishment, including adding safety features, as well as completely redecorating the sleigh. The FOSCL will be using the sleigh on the day of the event and to raise funds to support the event during the run up to Christmas.
- 4.5 The sleigh is still considered an asset of the Council and the Council's insurance providers have advised that it would be preferable that it be transferred to the FOSCL if their use of the sleigh is to be regular and the Council does not intend to use the sleigh itself.

**5. Recommendation**

- 5.1 That the Council donate the sleigh to the FOSCL for use at the Christmas Light Switch on event and to allow the group to continue to raise funds for future years' events. That should the FOSCL ever be wound up the sleigh be transferred back to the Council or a group with responsibility for running Sandy Christmas events.

**SANDY TOWN COUNCIL**

**DATE:** 29 October 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Business Rates Relief on Public Toilets

**1. Summary**

- 1.1 At the end of the last parliament, the Government included provisions within the Local Government Finance Bill to enable billing authorities to provide a discretionary business rate relief on public toilets. The Bill did not complete its parliamentary passage and was not enacted.
- 1.2 Falmouth Town Council submitted a sustainable communities act proposal to seek legislative change to grant town and parish councils mandatory total business rates relief on public toilets that they own or manage. The application was supported by the Society of Local Council Clerks.
- 1.3 The Minister of Housing, Communities and Local Government considered the proposal and responded stating that the government does not support the proposal made by Falmouth Town Council. Falmouth Town Council are appealing the decision and Members are asked to consider whether they wish to support the proposal by writing to Rt Hon Burt MP asking for support in having the proposal reviewed again.

**2. Rates Payable on Public Toilets**

- 2.1 Business rates are paid on properties occupied by both central and local government, as well as by businesses. A system of mandatory relief is available to sectors such as small businesses, charities and rural businesses. Councils are not included within that system of relief. In the current financial year Sandy Town Council rates bill for public toilets is £1,800.
- 2.3 Councils are not required to provide public toilets, but to have the power to do so and charge for their upkeep if they so wish. The British Toilet Association has estimated that 40% of public conveniences have disappeared in the last decade.

**3. Rejection of Sustainable Communities Act Proposal**

- 3.1 The Minister has indicated that the Government do not feel it would be appropriate to grant mandatory relief to parish and town councils who are part of the wider system of government and have the ability to raise funds through a precept.

- 3.2 The Minister indicated support for the previous provisions in the Local Government Finance Bill to enable billing authorities to provide a discretionary business rate relief to public toilets and will take the matter forward again at the next available opportunity.
- 3.3 The Minister stated that the Government recognises the importance of public toilets as a valuable community amenity and has encouraged local authorities to keep them open. It is a matter for individual parishes to make decisions on precept, while taking into account local priorities. It is therefore open to parishes to decide if an increase in council tax precept is necessary to meet the costs of business rates on toilets. It was noted that the government expects Councils to exercise restraint when setting precept increases and to take all available steps to mitigate the need for council tax increases.
- 4. Appeal**
- 4.1 Falmouth Town Council are asking that the matter of discretionary rates relief on public toilets owned or managed by town and parish councils is revisited and enacted. That the government be requested to allow billing authorities to allow town and parish councils mandatory relief to form part of devolution transfer discussions.
- 5. Recommendation**
- 5.1 That the Council write to Rt. Hon. A. Burt M.P expressing support for rate relief on public toilets and asking that the matter be raised with the Minister for Housing, Communities and Local Government.

**SANDY TOWN COUNCIL**

**DATE:** 29 October 2018  
**AUTHOR:** Town Clerk  
**SUBJECT:** Councillor Public Surgeries

**1. Summary**

- 1.1 At a meeting of the Full Council held on 17th September 2018 it was resolved that the Council continue to hold bi-monthly Councillor surgeries in the Council Chamber on Saturday mornings from 10am to 12pm and that the matter be reviewed in a further 6 months.
- 1.2 The next surgery is to be held on 10<sup>th</sup> November 2018 and will be accompanied by a historical display by the Sandy Historical Research Group (SHRG). Councillor N Aldis will be in attendance at the surgery.
- 1.3 Members are asked to agree dates and attendees for the next three Councillor surgeries.

**2. Proposed Surgery Dates**

- 2.1 As it wishes to continue to hold bi-monthly Councillor surgeries ahead of the elections in May 2019, the Council should hold surgeries in November 2018, and January and March 2019. A surgery has already been agreed for 10<sup>th</sup> November 2018.

The Human Resources Committee have been working on holding a series of open sessions ahead of May 2019 to provide opportunities for individuals interested in standing for Council to meet and speak with Councillors and the Clerk. It is proposed that such a session be held on 9<sup>th</sup> February 2019 and that a surgery could be combined with this. Therefore, it is proposed surgeries are held on the dates below as opposed to bi-monthly.

<b>Date</b>	<b>Attendance</b>	<b>Comment</b>
11 November 2018	N. Aldis	SHRG to have history display
9 February 2019	Clerk Cllrs TBC	To accompany prospective Councillor Session
April 2019	TBC	

**SANDY TOWN COUNCIL**

**DATE: 17 September 2018**

**AUTHOR: Town Clerk**

**SUBJECT: CCTV Statistics**

**1. CCTV Incident Figures**

1.1 The figures below come from client reports available on the Hertfordshire CCTV Partnership website and from an incident report provided to the Council. The figures are only for monitored incidents on CCTV equipment and do not include non-monitored events and therefore do not show an overall picture of crime or police activity. The table provides figures available figures for the last 12 months.

<b>Month</b>	<b>Monitored Incidents</b>	<b>Police Attended</b>	<b>Arrests Monitored</b>
September 2017	0	-	-
October 2017	5	2	-
November 2017	0	-	-
December 2017	3	2	-
January 2018	5	3	-
February 2018	2	1	-
March 2018	1	1	-
April 2018	5	3	-
May 2018	0	-	-
June 2018	1	-	-
July 2018	2	2	-
August 2018	2	2	-
September 2018	1	-	-

**2. September 2018 Breakdown**

<b>Camera</b>	<b>Incident</b>	<b>Action</b>
Co-op	Assault / Robbery / Offensive Weapon	Incident monitored by CCTV. Area searched and no trace found.

**SANDY TOWN COUNCIL**

**DATE:** 29 October 2018

**AUTHOR:** Administrator

**SUBJECT:** Sandy Crime Statistics for September 2018

**Summary:**

The following statistics are for Members' information. The information is received from Central Bedfordshire Council and can be viewed online at <https://www.police.uk/bedfordshire/68/crime/>. Anti-social behaviour is not included in the data provided. Please also note that the format of this report is slightly different from the previous report – the street name is now available, but no time that the incident occurred. Offences have been listed in chronological order according to when the offence was recorded, rather than committed.

**September 2018**

The September reporting period is for 32 days from 29<sup>th</sup> August to 29<sup>th</sup> September inclusive

September 2018	OFFENCE CLASS DESCRIPTION	RECORDED	COMMITTED	LOCATION
	THEFT FROM A MOTOR VEHICLE	29/08/2018	28/08/2018	Girtford Bridge, Sandy
	ARSON ENDANERING LIFE (INDICTABLE)	29/08/2018	29/08/2018	Winchester Road, Sandy
	SEC 5 POA HARRASSMENT, ALARM OR DISTRESS	29/08/2018	29/08/2018	Kingsley Court, Sandy
	THEFT IF NOT CLASSIFIED ELSEWHERE	30/08/2018	26/08/2018	Kingsley Court, Sandy



**AGENDA ITEM 18**

**APPENDIX XI**

BURGLARY – BUSINESS & COMMUNITY	31/08/2018	30/08/2018	Park Road, Sandy
THEFT FROM SHOPS & STALLS	31/08/2018	31/08/2018	Beamish Close, Sandy
THEFT FROM SHOPS & STALLS	31/08/2018	31/08/2018	New Road, Sandy
THEFT FROM SHOPS & STALLS	01/09/2018	30/08/2018	Market Square, Sandy
INTERFERENCE WITH A MOTOR VEHICLE	02/09/2018	01/09/2018	London Road, Sandy
THEFT FROM A MOTOR VEHICLE	02/09/2018	01/09/2018	Northcroft, Sandy
THEFT FROM A MOTOR VEHICLE	02/09/2018	01/09/2018	Westfield Gardens, Sandy
OTHER CRIMINAL DAMAGE TO A VEHICLE (UNDER £5,000)	02/09/2018	02/09/2018	Market Square, Sandy
THEFT FROM A MOTOR VEHICLE	03/09/2018	01/09/2018	Jubilee Close, Sandy
OTHER CRIMINAL DAMAGE TO A VEHICLE (UNDER £5,000)	03/09/2018	31/08/2018	Woolfield, Sandy
OTHER CRIMINAL DAMAGE TO A VEHICLE (UNDER £5,000)	03/09/2018	31/08/2018	Westfield Gardens, Sandy
THEFT FROM A MOTOR VEHICLE	03/09/2018	31/08/2018	Sandon Close, Sandy
ASSAULT WITHOUT INJURY – COMMON ASSAULT AND BATTERY	04/09/2018	03/09/2018	West Road, Sandy
HAVING POSSESSION OF A CONTROLLED DRUG – CLASS B – CANNABIS	04/09/2018	04/09/2018	Bedford Road, Sandy
THEFT FROM SHOPS AND STALLS	04/09/2018	04/09/2018	New Road, Sandy

**AGENDA ITEM 18**

**APPENDIX XI**

OTHER CRIMINAL DAMAGE, OTHER (£5,000 AND OVER)		05/09/2018	04/09/2018	Sunderland Road, Sandy
POSSESSION OF A DRUG WITH INTENT TO SUPPLY – CLASS A – OTHER		05/09/2018	04/09/2018	Bedford Road, Sandy
SEXUAL		05/09/2018	05/09/2018	-----
PERSON IN CHARGE ALLOWING DOG TO BE DANGEROUSLY OUT OF CONTROL		06/09/2018	22/08/2019	Swift Close, Sandy
BURGLARY – BUSINESS & COMMUNITY		06/09/2018	05/09/2018	Kestrel Way, Sandy
OTHER CRIMINAL DAMAGE TO VEHICLE (UNDER £5,000)		06/09/2018	06/09/2018	St Swithuns Way, Sandy
THEFT IF NOT CLASSIFIED ELSEWHERE		07/09/2018	06/09/2018	High Street, Sandy
THEFT OF A MOTOR VEHICLE		07/09/2018	06/09/2018	East Road, Sandy
INTERFERENCE WITH A MOTOR VEHICLE		07/09/2018	07/09/2018	Midland Road, Sandy
THEFT FROM SHOPS AND STALLS		07/09/2018	07/09/2018	New Road, Sandy
UNAUTHORISED TAKING OF A MOTOR VEHICLE		09/09/2018	09/09/2018	St Neots Road, Sandy
THEFT FROM SHOPS AND STALLS		10/09/2018	09/09/2018	Market Square, Sandy
BURGLARY – BUSINESS AND COMMUNITY		11/09/2018	10/09/2018	Gateshead Close, Sandy
THEFT FROM SHOPS AND STALLS		11/09/2018	10/09/2018	New Road, Sandy
THEFT IF NOT CLASSIFIED ELSEWHERE		11/09/2018	10/09/2018	Cherrycroft, Sandy
SEC 4A POA CAUSING INTENTIONAL HARASSMENT, ALARM OR DISTRESS		11/09/2018	11/09/2018	Queens Road, Sandy

**AGENDA ITEM 18**

**APPENDIX XI**

BURGLARY – BUSINESS AND COMMUNITY		12/09/2018	16/08/2018	Tempsford Road, Sandy
OTHER CRIMINAL DAMAGE TO A VEHICLE (UNDER £5,000)		12/09/2018	11/09/2018	Spring Grove, Sandy
BURGLARY – BUSINESS AND COMMUNITY		12/09/2018	12/09/2018	Kestrel Way, Sandy
ATTEMPTED BURGLARY – RESIDENTIAL – DWELLING		13/09/2018	13/09/2018	Engayne Avenue, Sandy
OTHER CRIMINAL DAMAGE TO A VEHICLE (UNDER £5,000)		14/09/2018	12/09/2018	West Road, Sandy
BURGLARY – BUSINESS AND COMMUNITY		14/09/2018	14/09/2018	Market Square, Sandy
BURGLARY – RESIDENTIAL – DWELLING		14/09/2018	14/09/2018	Jubilee Close, Sandy
SEXUAL		14/09/2018	14/09/2018	-----
THREATS TO KILL		14/09/2018	14/09/2018	Winchester Road, Sandy
THREATS TO KILL		14/09/2018	14/09/2018	Winchester Road, Sandy
OTHER CRIMINAL DAMAGE TO A DWELLING (UNDER £5,000)		15/09/2018	15/09/2018	Windsor Way, Sandy
THEFT FROM SHOPS AND STALLS		16/09/2018	15/09/2018	New Road, Sandy
THEFT IF NOT CLASSIFIED ELSEWHERE		17/09/2018	15/08/2018	South Road, Sandy
THEFT IF NOT CLASSIFIED ELSEWHERE		17/09/2018	11/09/2018	Girford Bridge, Sandy
THEFT IF NOT CLASSIFIED ELSEWHERE		18/09/2018	16/09/2018	Everton Road, Sandy
THEFT IF NOT CLASSIFIED ELSEWHERE		18/09/2018	16/09/2018	Everton Road, Sandy

**AGENDA ITEM 18**

**APPENDIX XI**

THEFT IF NOT CLASSIFIED ELSEWHERE	18/09/2018	18/09/2018	Everton Road, Sandy
SEC 4 POA FEAR OR PROVOCATION OF VIOLENCE	19/09/2018	17/09/2018	College Road, Sandy
BURGLARY – BUSINESS AND COMMUNITY	19/09/2018	18/09/2018	Park Road, Sandy
BURGLARY – BUSINESS AND COMMUNITY	19/09/2018	19/09/2018	Gateshead Close, Sandy
THEFT FROM SHOPS AND STALLS	19/09/2018	19/09/2018	New Road, Sandy
SEC 4 POA FEAR OR PROVOCATION OF VIOLENCE	20/09/2018	15/09/2018	Wesley Road, Sandy
THEFT OF A MOTOR VEHICLE	22/09/2018	20/09/2018	Georgetown Road, Sandy
ASSAULT WITHOUT INJURY – COMMON ASSAULT AND BATTERY	22/09/2018	21/09/2018	Park Road, Sandy
ASSAULT WITHOUT INJURY – COMMON ASSAULT AND BATTERY	22/09/2018	22/09/2018	Queens Road, Sandy
UNAUTHORISED TAKING OF A MOTOR VEHICLE	22/09/2018	22/09/2018	Robert Hunt Gardens, Sandy
OTHER CRIMINAL DAMAGE TO A DWELLING (UNDER £5,000)	23/09/2018	22/09/2018	High Street, Sandy
ASSAULT WITHOUT INJURY – COMMON ASSAULT AND BATTERY	24/09/2018	24/09/2018	Queens Road, Sandy
ATTEMPTED THEFT FROM SHOPS AND STALLS	26/09/2018	16/07/2018	New Road, Sandy
ATTEMPTED BURGLARY – RESIDENTIAL – NON-DWELLING	27/09/2018	27/09/2018	Abbey Grove, Sandy
THEFT FROM A MOTOR VEHICLE	28/09/2018	27/09/2018	St Swithuns Way, Sandy

**SANDY TOWN COUNCIL**

**DATE:** 29 October 2018  
**AUTHOR:** Cllr M Hill  
**SUBJECT:** Talk of the Town Minibus

The latest meeting of the TOTT management group was held in late September.

The Chairman began by confirming a statement of the General Data Protection Regulations (GDPR) had been circulated to all current clients and now forms part of the regulation documents for new clients.

He went on to report that the past four months had been largely successful. During that period 82 trips had been undertaken covering almost 3000 miles. Bookings for the next few months look healthy. There have been a few problems with the bus:

- Tail-lift stowing.
- Engine Management Computer (EMC). Dashboard lights went out.
- Small bump!

All necessary repairs have been carried out. BS Motors continue to carry out 10-week safety checks. Tail-lift servicing was expensive, and a local specialist was needed.

Regular users are the Tibbs Dementia Foundation, Sandy Methodist Church and Biggleswade Luncheon Club and there are a number of regular monthly users. Lack of drivers is still an issue. New drivers have been inducted and there has been a lot of help from Ivel Sprinter drivers. Journey scheduling and finding appropriate drivers remains the one big headache and the chairman is looking for someone to take over this role in the New Year.

The accounts currently show £8,243 in the savings account and £4,431 in the deposit account. This is slightly down on the April figures but is due to recent repairs.

The Blue Badge is due for renewal soon as is membership of the community Transport Association (free).

**AGENDA ITEM 19**

**SANDY TOWN COUNCIL**

**DATE:** 29 October 2018  
**AUTHOR:** Anne Elliott-Flockhart (Administrator)  
**SUBJECT:** Planning Training

**1. Summary**

1.1 On Monday 24 September 2018 I attended planning training at the Local Council Public Advisory Service in Bury St Edmunds.

**2. Information**

2.1 Attendees were given the details for a current planning application in the County of Suffolk and were shown how to access supporting documents on Mid Suffolk District Council's website. We were also shown where to find national planning policies and local planning policies. Having access to this information we could then formulate a response to the application that would add weight to responses.

2.2 A presentation was given that covered Material and Non-material considerations. Material considerations are relevant and can add weight to responses, whereas non-material considerations are irrelevant and will be ignored.

2.3 It was advised that we should keep a list of all local planning policies that are relevant to our towns for ease of reference.

2.4 We were also advised that responses sent to the Local Authority should be available on their websites and as a Town Council we can ask to be copied in on this to aid us in forming our response.

2.5 It was noted that the Government now says that District Councils can no longer overrule neighbourhood plans. We were told that there was a league table for local plans, so you can see the status of your local plan if it hadn't been finalised.

2.6 The trainer informed attendees that we can renegotiate S106 agreements if the agreements are no longer appropriate.

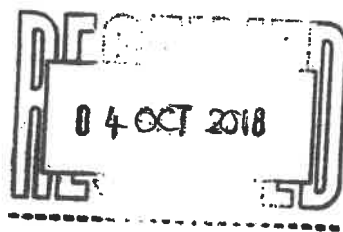
2.7 We were shown how to find a list of Brownfield sites in our towns, so we are aware. There are currently no brownfield sites in Sandy on CBC's register.

love every drop  
anglianwater



*From the Chief Executive*

Mr C Robson  
Sandy Town Council  
10 Cambridge Road  
Sandy  
SG19 1JE



**Anglian Water  
Services Ltd**  
Lancaster House  
Lancaster Way  
Ermine Business Park  
Huntingdon  
PE29 6XU

Tel 01480 323000

Our ref.  
**PS/AW/37305198**

02 October 2018

Your ref.

Dear Mr Robson

Thank you for your letter dated 19<sup>th</sup> September 2018.

I am sorry for the concern caused over the proposed changes to our charges over the next five years.

The increase in our charges is not just to cover the cost of infrastructure for new housing. Our average bill will increase by less than 1% over the next five year period with bills initially rising to deliver our environmental obligations and resilience investment, before resuming their long term downward trajectory, with the bill at the end of the period being the same as at the start. This small increase must be set against our track record of delivering the lowest bill increases in the industry: just 10% in real terms since 1989, compared with an industry average of 46%.

We recognise the need to invest in a broad range of things that our customers have told us are important to them, including:

- ensuring none of our customers will be at risk of severe water restrictions in a severe drought.
- reducing the number of internal sewer flooding incidents by 24 per cent.
- reducing the duration of water supply interruptions experienced by the average customer by 50 per cent.
- increasing resilience in our supply systems and reducing the proportion of customers supplied by a single system from 46.3 per cent today (2017/18) to 14.1 per cent by the end of AMP7.
- aiming to have no serious pollution incidents and reduce the number of other pollution incidents by 25 per cent.

The proposed level of bill change is well within the bounds of what a large majority of customers considered acceptable, if that increase was enabling investment in resilience and environmental enhancement.

Registered Office  
Lancaster House, Lancaster Way  
Ermine Business Park, Huntingdon  
PE29 6XU  
Registered in England  
No. 2366656  
**an AWG Company**

Our proposed increase is much lower than the 2.5% rise that four out of five customers supported during our extensive customer engagement, (reaching around 500,000 customers).

We are also significantly increasing the assistance we provide for those who may struggle to pay their bills. The proportion of customers in this situation varies depending on the source used but is consistently less than one fifth of our customers.

### **Zonal Charging for Infrastructure**

Following legislative change, from the 1st April 2018 all water companies, including Anglian Water, now apply a Zonal Charge to each new property connecting to the public sewer that benefits from full planning permission. This is a cost per residential property (or flow equivalent for non residential) connection charge payable by the developer when an application is made to connect to the public sewer and/or for potable water before premises are connected to our water supply network.

Funds raised by this charge will be used for network upgrades across the Anglian Water region; it may not necessarily go directly to mitigation on that particular site. This charge means that network reinforcement costs will no longer be looked at on a site by site basis. Instead the cost of all the work we need to do on our network to create the capacity needed to support growth will be covered by our zonal charge allowing us to look for the best strategic solutions for water and wastewater in our region.

I trust this will help allay your concerns over our charges and how we use our customers' money.

If I can be of any further assistance, please do not hesitate to let me know.

Yours sincerely



**Peter Simpson**

Attached: complaint leaflet



**Department  
for Transport**

10 SEP 2018

Rt Hon Alistair Burt MP  
House of Commons  
London  
SW1A 0AA

From the Secretary of State  
The Rt. Hon. Chris Grayling

Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

Tel: 0300 330 3000  
E-Mail: [chris.grayling@dft.gov.uk](mailto:chris.grayling@dft.gov.uk)

Web site: [www.gov.uk/dft](http://www.gov.uk/dft)

Our Ref: MC/235508

5 September 2018

Thank you for your email of 2 August, about the A1, East West Rail and the Oxford to Cambridge Expressway.

We met in January regarding potential and committed road and rail schemes in Bedfordshire and discussed the sequencing of these schemes considering the development of local plans. We spoke about East West Rail, A428 Black Cat to Caxton Gibbet, Oxford to Cambridge Expressway and the A1 East of England Strategic Study. I can now provide an update on these projects.

Transport work relating to the A1 East of England Strategic Study finished earlier this year. There is a strong strategic case for intervention however the transport benefits of a scheme are limited due to low traffic levels. The Ministry of Housing, Communities and Local Government (MHCLG) in partnership with DfT is commissioning work to better understand the potential and likelihood of development in the corridor, and how this could affect the case for A1 improvements.

Should this work conclude that the A1 corridor offers potential for significant housing development, government may seek to undertake further analytical work on a number of A1 improvement options, with the potential to develop a supporting business case. Should this be the case, MHCLG and DfT would work closely with authorities on this next phase of work, which would serve to better integrate the planning of housing and transport in your constituency.

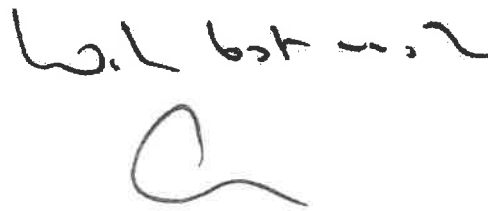
Progress is being made on the Oxford to Cambridge Expressway missing link, with a decision on the corridor for the route planned for later this summer. The preferred route announcement for the A428 Black Cat to Caxton Gibbet scheme is planned for later this year with construction expected to start in 2021-2022, subject to the relevant consents.

I can also assure you that Highways England are working to improve road conditions round A1 near Sandy. Highways England have proposals to introduce average speed cameras on the A1 between the Sandy Roundabout and the Biggleswade North roundabout by the end of this financial year, subject to funding.

The current speed limits are a mixture of 50 and 60 mph. As there are a number of central reservation crossings, property accesses and at-grade accesses, Highways England propose to rationalise these speed limits, reducing the whole length to 50mph which will be enforced through the introduction of the average speed cameras. The budget for this project is £464,000.

Regarding the East West Rail Central Section, the East West Rail Company (EWRCo) are developing the route assessment and selection workstream, which includes economic analysis of the various options. The expectation is that a public consultation on preferred route options will take place in the autumn, which will feed into EWRCo's recommendation to the Department for Transport in early 2019.

Work is being done in a number of cross-Whitehall working groups which include representatives from the MHCLG, the Expressway and East West Rail teams. These working groups are considering how best to align the programmes to realise the corridor's ambitions and to also develop a joined-up economic analysis which considers land use in relation to the different transport programmes.



**Rt Hon Chris Grayling MP**

**SECRETARY OF STATE FOR TRANSPORT**