

Sandy Town Council

To: Cllrs N Aldis, P Blaine, A Gibson, A M Hill, T Knagg, C Osborne, M Scott, S Sutton (Chairman), N Thompson
c.c. J Hewitt, W Jackson, R Lock, M Pettitt, P Sharman

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held remotely via zoom Monday 16 November 2020 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
10th November 2020

Notes:

(1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

(2) Meeting ID: 869 8056 0994

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on clerk@sandytowncouncil.gov.uk in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

A G E N D A

1 Apologies for absence

2 Declarations of interest

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*

Sandy Town Council

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 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 5th October 2020 and to approve them as a correct record of proceedings.

4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

5 Action List

To receive the Action List and any updates.

Appendix 1

6 Changes to Luton Airport

To receive a request from a member of the public and consider whether Sandy Town Council should respond to the consultation on changes to Luton Airport.

Appendix II

7 Town Centre Parking

To receive and further consider a request from a member of the public raised at the Councillor surgery held on 31st October 2020 in relation to parking limits in the town centre.

Appendix III

8 Emergency Plan

To receive an updated version of the Council's adopted Community Emergency Plan.

Appendix IV

9 Greensand Country Festival

To receive and consider communication on the 2021 Greensand Country Festival.

Appendix V

10 Christmas Lights

To hear from the Clerk on the switch on of the Christmas lights.

11 Events Working Group

i) To receive notes from a meeting of the Events Working Group.

Appendix VI

ii) To receive a review of events held since the last meeting of the committee.

Appendix VII

iii) To note the Council's involvement in the St Swithun's Christmas Tree Festival and recommend a donation.

Appendix VIII

12 Chairman's Items

13 Date of Next Meeting Monday 21st December 2020

Agenda Item 5 - Community Services and Environment Committee - Action list

Subject	Action to be taken		Response /Status
	Minute	Action	
Full Council Meeting 20/04/16			
Allotments and Community Orchard At Beeston (CBC owned land)	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	Heads of Terms agreed. Solicitor details provided to CBC. CBC internal discussion on finer details with the development manager for the affordable units adjacent to community land. CBC confirmed LGSS Law asked to contact STC solicitor.
CSE Meeting 13/07/20			
Town Entrance Signs	(7-20/21)	RESOLVED to delegate authority to Cllrs Gibson, Hewitt and Scott to finalise signage designs and locations. CBC Cllr Maudlin to also be on group.	Ongoing liaison with RSPB and GC over logo colours. Locations, final design selected by group. Design company finalising quoted costs based on new design.
CSE Meeting 24/08/2020			
The Meadows Site Visit (Former Days Inn site)	(23-20/21)	Site visit to view CBC's Transitional Housing site to be arranged	Four Members have indicated they wish to participate in a site visit. Visits to be virtual. Details awaited.
Use of former Days Inn conference site	(24-20/21)	RESOLVED to write to CBC with ideas about potential use of the former Days Inn conference site.	Letter summarising council's comments issued. Clerk liaising with CBC who has confirmed receipt of the letter. CBC holding internal discussions
Community Asset Fund	(26-20/21)	RESOLVED to make an application to the CBC Community Asset fund for funding towards outdoor gym equipment.	Funding application submitted. Outcome unsuccessful on this occasion.
CSE Meeting 05/10/2020			
SID Sign locations and Installation	(37-20/21)	RESOLVED to approve sign locations and the Clerk work with CBC to arrange installation.	CBC Highways informed the Clerk that due to the number of requests for SID signs they wanted to review their approach. They now state that a SID will only be considered where speed data provided shows the 85 th percentile speed is higher than 35mph in a 30mph section of carriageway. Officer continuing to liaise with Highways.

Town Centre – correspondence from CBC.	(39-20/21)	RESOLVED that the Clerk compile the Committee's suggestions in preparation for an approach by CBC's Place Delivery Team.	At the time of issuing the agenda, there had been no contact with the Clerk from CBC's Place Delivery Team. Clerk has issued a letter to CBC's Marcel Coiffait summarising the Council's suggestions/thoughts.
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SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**AUTHOR:** Town Clerk**DATE:** 16 November 2020**SUBJECT:** Changes to Luton Airport**1. Summary**

- 1.1 At a meeting of the Full Council on 9th November 2020, Members received a request from a local resident that the Council consider the proposed changes to Luton Airport on how they might impact on Sandy and the local area. The Council agreed that the resident's request and the consultation on changes to Luton Airport, would go to the next Community, Services and Environment Committee for further consideration.

2. Communication from Local Resident

From: J A Hipkin [REDACTED]
Sent: 31 October 2020 13:06
To: Admin <Admin@sandytowncouncil.gov.uk>
Subject: Fw: Changes to Luton Airport

Dear Sir or Madam,

Luton Airport has announced that it intends to change the way planes approach the airport. They intend to stack holding planes over St. Neots and descend them over Sandy on their approach to Luton. I am writing to you to make you aware of what is currently being proposed and hope that you will look into how this will affect your organisation and submit a response to the proposal.

Sandy's air is already in breach of UK Government guidelines on air pollution and this proposed change will cause the legal limits to be exceeded still further. Every class in every school in Sandy has at least one child with an inhaler, our air is having a physical effect on the people who live here.

My concerns focus around air quality but there may well be other concerns to raise regarding noise levels - Sandy already has high noise levels from the A1 and the East Coast mainline. I do appreciate the need for air travel and that the planes have to fly somewhere, but feel that the air quality and noise levels in Sandy are already bad enough without adding to them further.

Please take action to support the community you work within, by filling in the consultation I have attached below. Should you have access to legal personnel who could help construct more authoritative objections, please consult them to help us all.

Thank you, With kind regards,
Justine Hipkin
Local Resident

3. Supporting Information

- 3.1 Information on the proposed changes, the consultation and the survey which can be completed can be found by following the below link;

https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/

SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**AUTHOR:** Town Clerk**DATE:** 16 November 2020**SUBJECT:** Town Centre Parking**1. Summary**

- 1.1 At a Councillor surgery held on 31st October 2020 a resident raised a query as to whether the Town Council would support and approach Central Bedfordshire Council, in regards to extending the permitted parking time for Market Square parking bays. The question was referred to the Community, Services and Environment Committee by the Full Council for further consideration.

2. Resident's Request

- 2.1 The following request was received from a resident attending the Councillor surgery;

Would we consider increasing the on-street parking restriction from 1 hour to 3 hours in the Market Square as well as outside the Church. This would encourage people to spend more time in the town in cafes etc., for example, after attending an appointment at the dentist.

3. Background Information

- 3.1 Sandy Town Council has previously considered pressure on town centre parking, including whether time limits within the town centre should be changed. In January 2017 the Council wrote to Central Bedfordshire Council requesting that a parking study be carried out for Sandy and that 1-hour parking restrictions be considered within the study. CBC confirmed that they had commissioned some parking studies for towns within central Bedfordshire. This was to form part of a parking strategy and would involve working with town councils. The Council awaited the development of the draft strategy.
- 3.2 Most recently, in May 2019 it was reported that CBC were still progressing a Parking Strategy and they hoped that a draft would be forthcoming after it had gone to the overview committee in June of that year. A response group was formed and met to consider and collate parking issues in Sandy to submit to CBC ahead of their strategy. The response group consisted of Cllrs Aldis, Knagg and Thompson.
- 3.3 The Parking Response Group reported to the CSE committee on the 1st July 2019. With regard to limits on parking time in the town centre/Market Square the group concluded that there was no need to extend parking time limits from one hour and that the arrangement worked well.

- 3.4 At the meeting on 1st July 2019 Members raised some concerns that the one-hour parking limit was not long enough to be used by shoppers etc. It was felt that a longer parking limit would be appropriate in the parking bays located in front of St Swithun's church.
- 3.5 In 2019, Members of the Council also undertook surveys in St Swithun's Way and Kings Road to try and understand parking issues experienced by residents. This was as a result of the Response group's work.
- 3.6 To the Clerk's knowledge there has been no further progression of the draft parking strategy to date.
- 3.7 Members are asked to consider the resident's request and if they wish to submit further communication to Central Bedfordshire Council in regards to parking arrangements in Sandy town centre.

Sandy Community Emergency Plan

Version: 1

Date Published: 03.10.18

Review Date:

In an emergency or if you are activating your plan please call 07729 341004 and ask to speak to the Emergency Duty Officer for Central Bedfordshire Council.

Help completing the plan: Detailed notes on how to complete this plan can be found in the guidance document 'Getting started with your community emergency plan'. Training is available to help you complete this template plan. To arrange this please contact:

mark.conway@centralbedfordshire.gov.uk Mob: 07931 862334 or

Andrew.stewart@centralbedfordshire.gov.uk Mob: 07391 411947

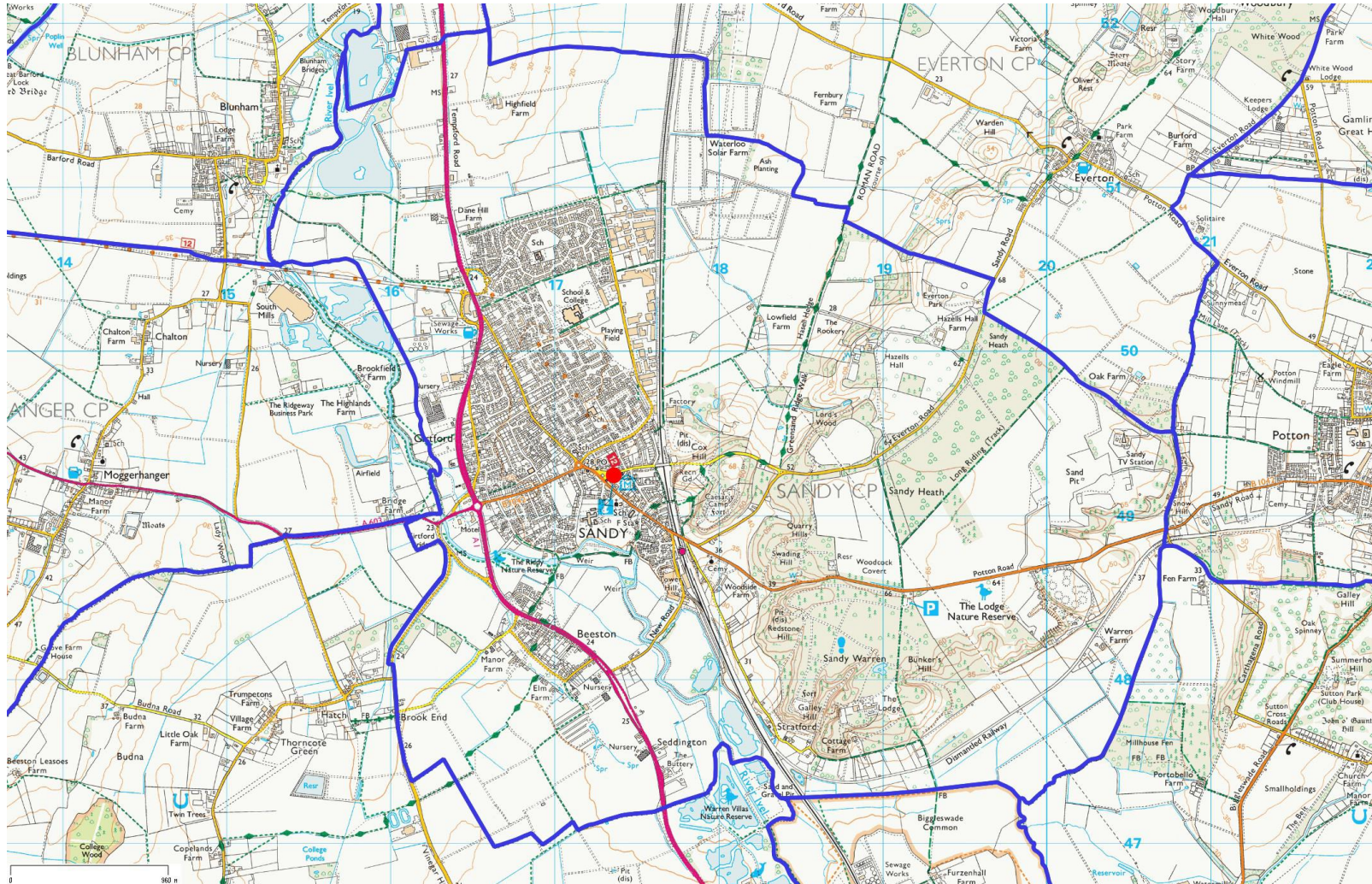
Once complete this document will contain personal information and must be treated as private and confidential.



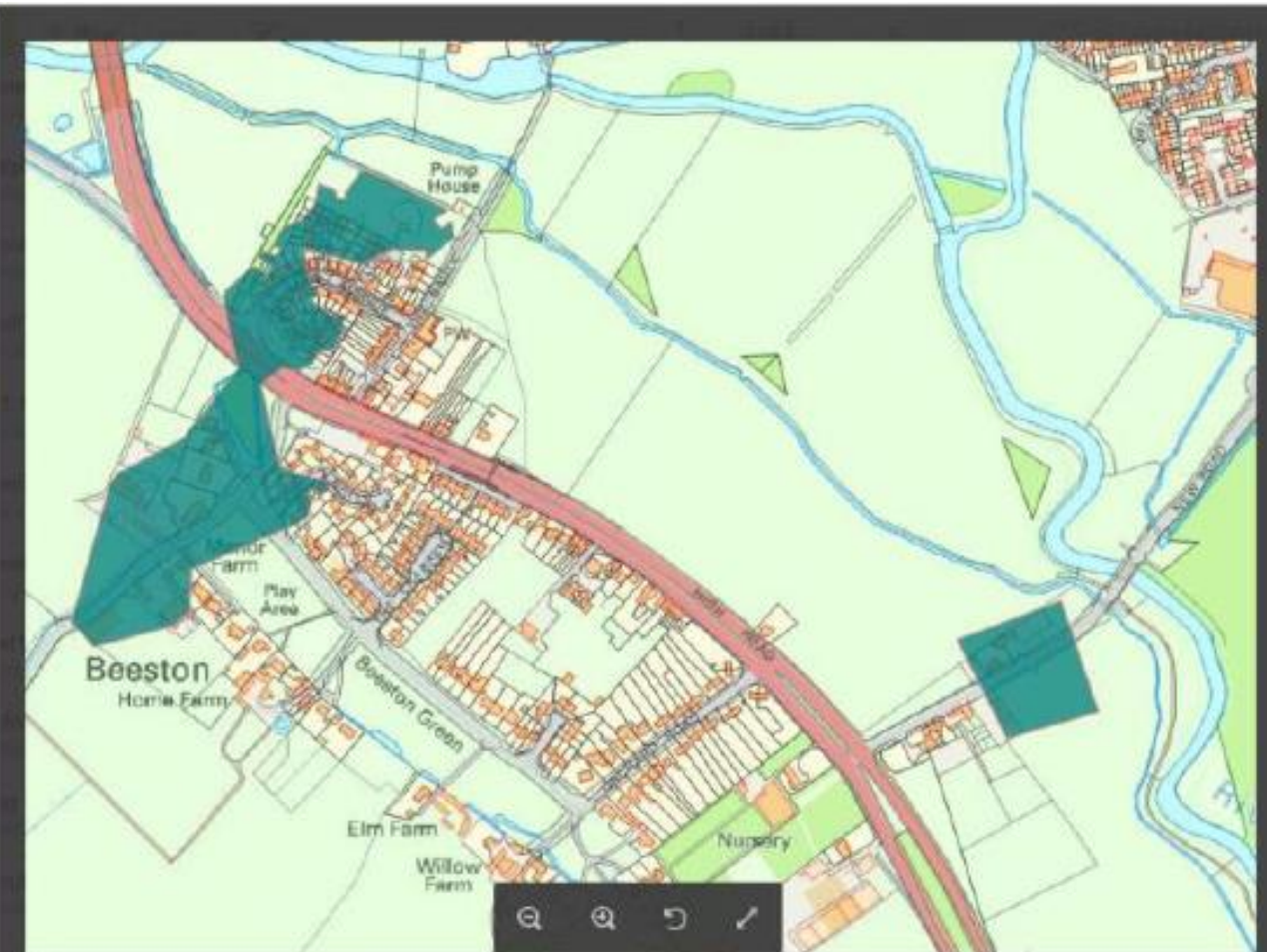

**Bedfordshire
CERT**
Community Emergency Response Team

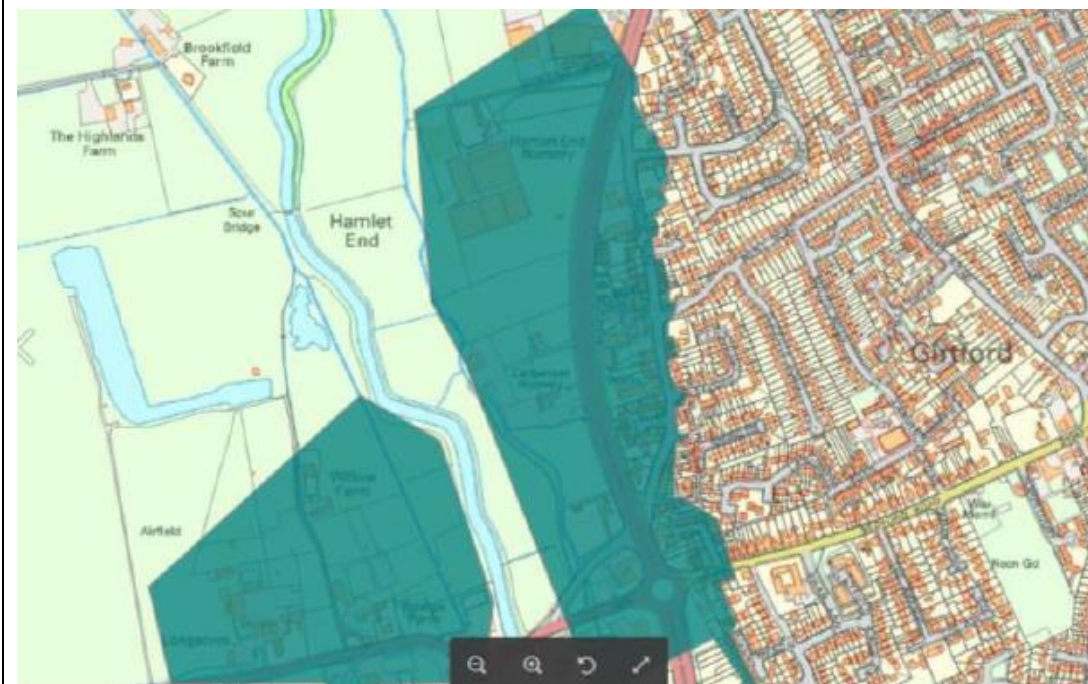
Description and map of the area covered by this community emergency plan:

Sandy is a market town and civil parish in Bedfordshire, England. It lies between Cambridge and Bedford, on the A1 road from London to Edinburgh. The area is dominated by a range of low hills known as the Sand Hills. The River Ivel runs through the town.




Flood maps for the area covered by this community emergency plan:

Flood Warning Area and Map (Flood area highlighted in dark green)	Suitable Observation Points
	<ol style="list-style-type: none"><li data-bbox="1599 448 2063 544">1) Beeston Green to the West of the A1 and The Balk to the east of the A1<li data-bbox="1599 592 2040 699">2) Opposite side of the river – go through Sandy to the station and Tesco roundabout<li data-bbox="1599 746 2018 778">3) Seddington Nursery car Park 




- 1) A603 from Moggerhanger to the Bridge farm shop. If main road passable view from Bedford Rd
- 2) West Rd off St Neots Rd
- 3) Oriental supermarket off the A1
- 4) South Mills Lodge off the Ridgeway off A603
- 5) Off the A1 to George Town Road

Plan Administrator (Step 1 in the guidance)

	Name: Chris Robson
	Title/Organisation: Town Clerk
	24/7 Emergency contact details: [REDACTED]
	Email: clerk@sandytowncouncil.gov.uk
	Address: 10 Cambridge Road, Sandy, SG19 1JE / 9 Leiston Close, Bedford, MK42 0AZ
	WhatsApp number: [REDACTED]

Make sure that the Plan owner and administrator has the ability to cascade the relevant information that they receive to the rest of the Community Emergency Response Team.

Community Emergency Response Team Coordinator (Step 1 in the guidance)

	Name: Cllr Mike Scott
	Title/Organisation: Mayor / Sandy Town Council
	24/7 Emergency contact details: 01767 680983 (option1) / [REDACTED]
	Email: scott729@btinternet.com
	Address: "The Gowans", Seddington Nursery, Great North Road, Seddington, Sandy, SG19 1NZ
	WhatsApp number: N/A

Deputy Community Emergency Response Team Coordinator (Step 1 in the guidance)

	Name: Cllr Martin Pettitt
	Title/Organisation: Deputy Mayor / Sandy Town Council
	24/7 Emergency contact details: 01767 680082
	Email: martin.pettitt@virginmedia.com
	Address: 42 Swansholme Gardens, Sandy, SG19 1HL
	WhatsApp number: N/A

Community Emergency Response Team Members (Step 1 in the guidance)

	Name: Richard Gilbert
	Title/Organisation: Grounds Team Leader / Sandy Town Council
	24/7 Emergency contact details: [REDACTED]
	Email: richard.gilbert@sandytowncouncil.gov.uk
	Address: 10 Cambridge Road, Sandy, SG19 1JE
WhatsApp number: [REDACTED]	
	Name: Carol Baker Smith
	Title/Organisation: Administrative Team Leader / Sandy Town Council
	24/7 Emergency contact details: [REDACTED]
	Email: carol.baker-smith@sandytowncouncil.gov.uk
	Address: 10 Cambridge Road, Sandy, SG19 1JE

Emergency Equipment (Flood Kit and Boxes)

Location	Equipment	How to activate/access it?
Council Storage Depot Stratford Road Sandy SG19 1AQ	Flood Equipment Which consists of 40 x 2 Hydro Sack Instant Sandbags 1 box Barrier Tape (70mm/500m) 2 x Brooms 2 x Rubber Water Spreaders 2 x Shovels 1 x LED Rechargeable Spotlight 1 bag (2 bundles) Sandbag Cases 2 x Triangle Flood Signs 1 Dirty Water Submersible Pump 1 x Reel of Hose Pipe 1 x Safety Helmet 2 x Badge Fixing Light for Helmet (5-year battery) 4 x Black Buckets 1 x Crowbar 5 x Heady Duty Flexible Tubs 1 x 30 litre Wet & Dry Stainless Steel Vacuum Cleaner	Access arranged by Chris Robson (Town Clerk) or Richard Gilbert (Foreman) who have 24-hour access to the site.

Local risk assessment (Step 4 in the guidance)

Risk	Impact on the community	What can you do to prepare?
Incident/Accident at Petrol Depot	<ul style="list-style-type: none"> • Road Blockages • Fire/Explosion • Air/Smoke Pollution • Evacuation of nearby homes • Injury/Fatalities 	<ul style="list-style-type: none"> • Compile contact details for all emergency services and groups who can assist in an emergency • Establishing what groups/organisations can assist with • Ensure contact details of all emergency services are available to emergency plan group • Prepare available Community Centre/Facilities for victims • Work with list of buildings to accommodate evacuated residents • Work with community first responders to ensure quick on scene presence • Work with list of organisations who can provide short term shelter, food and water
Incident/Accident on the A1	<ul style="list-style-type: none"> • Chemical Spillage • Fatalities • Fire • Road Closure • Congestion on local roads • Stranded travellers 	<ul style="list-style-type: none"> • Prepare available Community Centre/Facilities for victims • Ensure contact details of all emergency services are available to emergency plan group • Work with list of businesses and landlords to accommodate stranded travellers • Work with highways to prepare advised alternative routes if the A1 is closed
Incident/Accident on East Coast Mainline	<ul style="list-style-type: none"> • Fatalities • Closed line • Road closures • Congestion local roads • Stranded travellers • Long term travel disruption 	<ul style="list-style-type: none"> • Ensure contact details of all emergency services are available to emergency plan group. • Prepare available Community Centre/Facilities for victims • Work with list of buildings to accommodate stranded travellers • Work with network rail to establish their emergency plan details and ensure all relevant contacts link up

		<ul style="list-style-type: none"> • Work with CBC to consider transport alternatives in case of longer-term disruption
Flooding of roads as a result of cloudburst	<ul style="list-style-type: none"> • Main routes through Sandy flooded • Closed Roads • Traffic congestion • Minor flooding of property 	<ul style="list-style-type: none"> • Sandbags (empty) kept at DSO Depot in Stratford Road • STC to check road gullies are cleared of mud to ensure maximum drainage. If gullies are blocked CBC to clear. • Liaise with highways on alternative routes • Liaise with fire brigade on flood alleviation
Flooding from River Ivel	<ul style="list-style-type: none"> • Properties around floodplain at risk • Possible evacuation of residents • Need for alternative accommodation • Road closures 	<ul style="list-style-type: none"> • Create good links with flood wardens • Sandbags (empty) kept at DSO Depot in Stratford Road. • Work with list of buildings to short and longer term accommodate evacuated residents • Work with business/organisation to provide food and water to evacuated residents • Liaise with highways on alternative routes • Liaise with fire brigade on flood alleviation
Total or partial loss of gas for the town	<ul style="list-style-type: none"> • Loss of supply for a lengthy period to dwellings could lead to the need to provide shelter and warmth to affected people. • Residential homes affected could result in an urgent need to supply heating equipment 	<ul style="list-style-type: none"> • In the event of loss of gas contact National Grid Emergency Call Centre on 0800 111999 • Work with list of organisations that hold details of possible vulnerable people and arrange • Arrange list of volunteers who can contact vulnerable individuals during an emergency
Total or partial loss of electricity for the town	<ul style="list-style-type: none"> • Loss of supply for a lengthy period to dwellings could lead to the need to provide shelter and warmth to affected people • Residential homes affected could result in an urgent need to supply heating equipment • Closure of businesses • Risk to Council running 	<ul style="list-style-type: none"> • In event of power cut contact UK Power Networks on 0800 31 63 105 from a Landline or 105 from a landline or a mobile • Work with list of organisations that hold details of possible vulnerable people and arrange • Arrange list of volunteers who can contact vulnerable individuals during an emergency • Work with neighbouring councils to ensure can continue running via temporary relocation

<p>Total or partial loss of water for the town</p>	<ul style="list-style-type: none"> Extended failure of supply may result in the need to provide communities with water 	<ul style="list-style-type: none"> Contact water companies, who must provide alternative supplies. Work with the water company to make sure all communities are covered Establish most effective water distribution point and advise water companies Distribution of bottled water. Share the emergency plans vulnerable person contact list with the water company
<p>National or local lockdowns as a result of virus pandemics</p>	<ul style="list-style-type: none"> Spread of infection within the community Closure of facilities in the town Lack of access to supplies and support for the vulnerable/shielding Loneliness and lack of support for individual members of the community Volunteer organisations becoming overwhelmed in responding to the needs of the community 	<ul style="list-style-type: none"> Close high-risk locations in line with government or Local Authority advice and guidance Initiate virus specific risk assessments for Council operations and activities. Carry out anti-bacterial sprays of play equipment Review, cancel or adapt planned events or community activities in line with government guidance Council to act as communication hub and direct residents to those organisations who can best support them Liaise with volunteer support organisations, such as SAIT Offer support to volunteer organisations who may become overwhelmed with requests from residents needing support Follow, publicise and share government guidance and regulations with partner organisations and the wider community

People and organisations that can help in an emergency (local skills and resources) (Step 5 in the guidance)

Skill/Resource	Who has the skill/resource	Emergency Contact details	Location	When might they be unavailable
SHELTER				
Shelter	Laburnum Lower School	Mrs Sally Edwards - Office Manager 01767 680691	Laburnum Rd, Sandy SG19 1HQ	Potential difficulty in school holidays
Shelter	Sandy Secondary School	Claire Jones (Operations Manager) [REDACTED] Work Mobile 07795874221 Gordon Pettengell (senior site agent) [REDACTED] Alan Watson (site agent) [REDACTED]	Engayne Avenue, Sandy SG19 1BL	Potential difficulty in school holidays
Shelter (150 max)	Maple Tree Lower School	Mrs Kim Varley (office manager) 01767 699806 Mark Ford (Site agent) [REDACTED]	Hawk Drive, Sandy SG19 2WA	Potential difficulty in school holidays
Shelter	Robert Peel Lower School	Mr V Callaghan (Site Agent) School 01767 681185 Mobile [REDACTED]	Dapifer Drive, Sandy SG19 1QJ	Potential difficulty in school holidays
Shelter	Sandy Village Hall	Mick Gaylor [REDACTED]	Medusa Way, Sandy SG19 1BN	
Shelter	Beeston Methodist Church	Mrs S Butler [REDACTED] Mrs M Miller [REDACTED]	The Baulk, Beeston, Sandy, Bedfordshire, SG19 1NR	

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Shelter	St Swithun's Church	Huw Davies (Vicar) [REDACTED] Val Haygarth [REDACTED]	Sandy Parish Church (St. Swithun's) High Street, Sandy, SG19 1AQ	
Shelter/Volunteers	Sandy Baptist Church	Phillip Vas [REDACTED]	8 Laburnum Rd, Sandy, SG19 1HQ	
Shelter	Roundabout Club		Bedford Rd, Sandy SG19 1EL	
Shelter	Sandy Conservative Club	Arthur Brown (Chairman) 01767 680481 [REDACTED] Gill Hallybone (Secretary) [REDACTED]	19 Bedford Rd, Sandy SG19 1EL	
COMMUNITY TRANSPORT				
Bus Transport	Talk of The Town	Ray Morrissey [REDACTED]	168b St Neots Road, Sandy Bedfordshire, SG19 1BS	
Bus Transport	Ivel Sprinter	Terry Woods 01767 261047 07534 391991		
COMMUNICATION				
Radio	Biggles FM	Alan Waring [REDACTED]	36 Sutton Mill Road, Sandy SG19 2QB	
MEDICAL				
Medical expertise and resources	Sandy Health Centre	Mrs Rosena Morris (Practice Manager) 01767 682525	Northcroft, Sandy SG19 1JQ	
First Aid/Health Care	Community First Responders	0345 601 3733 Tony Richardson (Sandy Based) [REDACTED]	East of England Ambulance, Service NHS Trust, Headquarters, Whiting Way, Melbourn, Cambridgeshire, SG8 6EN	
EMERGENCY SERVICES				
	Police	999 / 01234 841212	Biggleswade Police Station, Station Road, Biggleswade SG18 8AL	

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	Fire Service	999 / 01234 845000	Ivel Road, Sandy SG19 1AX	
	Ambulance Service	999 / 0345 601 3733	East of England Ambulance Service NHS Trust, Headquarters, Whiting Way Melbourn, Cambridgeshire SG8 6EN	
OTHER				
Supporting vulnerable and potential manpower	Sandy – all in it together	Amanda Gibson [REDACTED]	N/A	
Support/Manpower	Sandy Scouts	Karen Chambers [REDACTED] Steve Rowland [REDACTED]	[REDACTED] [REDACTED]	
Support/Manpower	Sandy Guides	Anne Crome [REDACTED]	[REDACTED]	
Tractor	Town Council	01767 681491 Chris Robson (Town Clerk) [REDACTED]	10 Cambridge Road Sandy, SG19 1JE	
Chainsaw	Town Council	Richard Gilbert (STC Foreman) [REDACTED]	10 Cambridge Road Sandy, SG19 1JE	
Tree Felling/Removal	Steve Dear	Richard Gilbert (STC Foreman) [REDACTED] Andy Spencer (Steve Dear Manager) 01525 862000 [REDACTED]	Top Farm, Beadlow, Shefford SG17 5PL	
Street Lighting	Terry Seymour Electrical Installations	Terry Seymour [REDACTED]	20 Chaffinch Green, Lower Stondon, Henlow, SG16 6FT	
CCTV Footage	Stevenage CCTV	Mike Read, Operations Manager 01438 242814 (redirects to mobile) Town centre cameras	Hertfordshire CCTV Partnership Ltd. C/O Stevenage Borough Council, Daneshill House Danestrete, Stevenage, Hertfordshire, UK, SG1 1HN	
	Sandy Town Council	Chris Robson [REDACTED]		

		Car park and recreation ground cameras		
Support/Manpower	22 (Sandy) Squadron - Air Cadets	Brian Story - Flight Lieutenant RAFVR(T) [REDACTED]	Alnwick CI, Sandy SG19 1UA	
Support/Manpower	Army Cadets	SSI Roberto Marino [REDACTED]	Alnwick CI, Sandy SG19 1UA	
Support/Council Resources	Potton Town Council	01767 260086 Jonathan Whitehurst	Brook End, Potton, Sandy SG19 2QS	Outside of office hours
Support/Council Resources	Biggleswade Town Council	01767 313134 Peter Tarrant	4 Saffron Road, sandy, SG18 8DL	Outside of office hours
Provisions				
Refreshments – maximum of 25 people in colleague room	Tesco Superstore	Duty Manager – 0121 5199407	Station Rd, Sandy SG19 1NX, 0345 610 2908 Availability; 05:00- 00:00 Monday-Saturday 05:00- 22:00 Saturday-Sunday	00:00 – 05:00 Monday to Saturday 22:00 – 05:00 Saturday to Monday

Organisations and groups that may know vulnerable people that might need extra help in an emergency (Step 6 of the guidance)

Organisation	Emergency contact details and location	Name and role of contact
Park House Nursing and Residential Home	Mill Ln, Sandy SG19 1NN, 01767 692186	Donna Aldred - Manager
Allison House Residential Home	Swan Ln, Sandy SG19 1NE, 01767 682998 Direct Dial: 0300 300 4415 Internal: 74415	Geraldine Smith - Manager
Sheridan House/Brookdale Care	8 Bedford Road, Sandy SG19 1EL, 01767 691015	Philip Abraham - Manager
Sandy Baptist Church	Bedford Rd, Bedford SG19 1EL, [REDACTED] / [REDACTED]	Philip Vass (Secretary)
Sandy Methodist Church	Sandy SG19 1BP – 1) 01767 223657 2) 01767 631420	Mrs S Butler (Senior Steward) Mrs M Miller (Secondary Contact)
Saffron Health Partnership	Shannon Court Surgery, High Street, Sandy, SG19 1AG 01767 604772	Clare Saravacos (Managing Partner)
Sandy Health Centre	Northcroft, Sandy SG19 1JQ 01767 682525	Mrs Rosena Morris (Practice Manager)

Key locations identified as places of safety - assistance centres (Step 7 of the guidance)

Building	Location	Potential use in an emergency	Emergency contact details (key holder)
Upper School	Sandy SG19 1BL	Shelter	Claire Jones (HR and Operations Manager)- [REDACTED] Gordon Pettengell (senior site agent)- [REDACTED] Alan Watson (site agent) - [REDACTED]
Jenkins Pavilion	Medusa Way, Sandy SG19 1BN	Shelter	Philip Rose (Manager) [REDACTED]
Sandy Baptist Church Hall	Sandy, SG19 1EH	Shelter	Philip Vass – Secretary [REDACTED]
Council Offices	10 Cambridge Rd, Sandy SG19 1JE	Shelter Operations HQ	Chris Robson (Clerk) [REDACTED] Carol Baker Smith (Admin Lead) [REDACTED]
Conservative Club	19 Bedford Rd, Sandy SG19 1EL	Shelter	Gill Hallybone [REDACTED] Arthur Brown [REDACTED]
St Swithun's Church	High Street, Sandy, SG19 1AQ	Shelter	Huw Davies (Vicar) [REDACTED] Val Haygarth [REDACTED]

Activation triggers (Step 9 of the guidance)

No.	Trigger
1	We become aware of an emergency situation or event affecting our community (for example: utility disruption, flooding, severe weather etc).
2	We are contacted by the local authority duty emergency planning officer.
3	We receive an alert or warning that will affect our area. (Email/Phone/Text/Web alert)
4	We are contacted by the emergency services to alert us to a situation.
5	We receive notifications from residents/witnesses and investigate.
6	
7	
8	
9	
10	
11	

First steps in an emergency (Step 9 of the guidance)

No.	Action	Tick
1	Call 999 in a life-threatening emergency (if not already alerted) or 101 (non-emergency number)	
2	Ensure you are in no immediate danger	
3	Contact Central Bedfordshire Council duty emergency planning officer to: <ul style="list-style-type: none"> • inform them and pass on information • receive any information and instruction • establish if there is anything specific they want you to do • invite them to attend any Community Emergency Response Team meeting you may hold (although they may not be able to attend in all circumstances). 	
4	Contact your Community Emergency Response Team members and if possible meet to assess and discuss the situation (if you cannot physically meet you may want to take advantage of technology such as WhatsApp, Skype or telephone conferencing e.g. www.powwownow.co.uk). Use Community Emergency Response Team (first emergency meeting agenda) below.	
5	Set up an initial meeting of the emergency response team	
6		
7		
8		
9		

Community Emergency Response Team Meeting (first emergency meeting agenda)

Date:
Time:
Location:
Attendees:
1. What is the current situation? <ul style="list-style-type: none">• Location of the emergency. Is it near: a school, a vulnerable area, a main access route?• Type of emergency: Is there a threat to life? Has electricity, gas or water been affected?• Are there any vulnerable people involved? Elderly, Families with children, People with specialised health needs or equipment• What resources do we need? Food, Off-road vehicles, Blankets, Shelter
2. How can we support the local authority and emergency services?
3. Do we need to use or activate any particular local skills and resources – use the assessment above?
4. Do we need to contact any organisations to help identify or assist vulnerable people – use the assessment above?
5. Do we need to open any of our locations as a place of safety / assistance centre – use the assessment above?
6. Do we need to communicate any messages to the community and how – use the assessment above?
7. What actions can safely be taken and who is going to take the lead for agreed actions?

8. Agree who will update the BLLRF Emergency Log with impact information, actions you are taking and any requirements –
www.bedfordshireprepared.org.uk (your Community Emergency Coordinator will have been provided a Username and Password)

9. Recovery considerations? Once the immediate actions have been completed and the situation starts to improve, start thinking about the recovery phase and the role the Community Emergency Response Team can play in helping the community return to their day-to-day life. You may also look on the emergency as an opportunity to regenerate your area (use the recovery issues checklist below)

10. Any other issues?

11. Agree the time of the next meeting, if necessary - If possible, meet regularly to see how the situation is developing, actions are progressing and whether you need to reprioritise tasks or resources.

Recovery issues checklist

Short term considerations	Tick	Medium term considerations	Tick	Longer term considerations	Tick
Continually assess the impact and identify your communities needs and priorities		Support to affected businesses		Bereavement and trauma support services (for Children and Adults)	
Basic needs for your community are provided		Commemorations: books of condolence, testimonials and memorials		Anniversaries	
Support to vulnerable people in the community		Work and livelihood support (jobs and benefits advice)		Assist with forming support groups Legal support (short, medium and longer-term legal support such as in court cases, criminal investigations, inquests and inquiries)	
Getting the community involved: Community and business meetings, workshops, surveys etc		Community cohesion		Making the community better prepared and more resilient should an emergency happen again	
Accommodation requirements, repairs, household contents		Environmental impacts and making it better for the future			
Waste management		Education, schools and childcare			
Animal/Pet health and welfare		Religious advice and support			
Financial support (in terms of access to emergency funds, insurance advice and claims, benefit packages, compensation etc)		How can this be used as an opportunity for regeneration and improve our community			
VIP visits and management		Identify lessons			
Use of the media to benefit the community		Funeral support			

Plan distribution list (Step 10 of the guidance)

Name	Role	Contact details	Issued on
Bedfordshire Local Resilience Forum (BLRF)	Your local emergency responders	0300 300 4145 BedfordshirePrepared@CentralBedfordshire.gov.uk	
Central Bedfordshire Council	Emergency Planning Officer	07391 862334 (Available on WhatsApp) emergency@centralbedfordshire.gov.uk In an EMERGENCY: - CBC Duty First Contact Officer: 07964 111 942 - BLEVEC (Emergency Volunteers) Duty Officer 07729 341004	
Town Council	Early responding organisation	01767 681 491 admin@sandytowncouncil.gov.uk	

Plan review schedule (Step 11 of the guidance)

Date of last review	Date of next review	Reviewed by

BLEVEC – Emergency Volunteers

A partnership of many different voluntary and community groups that are available to help in an emergency.

In an emergency you can contact BLEVEC 24/7 by calling our Duty Officer and asking for the services you require on 07875 701040
For general enquiries and how to join email: Membership@blrf.org.uk



Some of our Services – How can we help you?

Assistance Centres

Door Knocking
 11+ BLEVEC organisations carry out door knocking.

Practical and emotional support
 12 organisations in BLEVEC can provide emotional support.

Helplines
 11 organisations able to provide a helpline service.

First Aid
 More than 170 trained first aiders.



Radio

Communication
 28+ VHF Radios & 8 Airwave Radios. Range of which is two three miles. 7 digital radios covering two/three miles off network, 12 handheld radios.



Bereavement

More than 20 volunteers that can deal with child bereavement, as well as Hospital Counsellor Practitioners.

Search & Rescue

We have a local dog search team.

Recovery

7 organisations capable of carrying out recovery operations.

4x4

More than 80 vehicles in the geographical area.



Aircraft Support

10 qualified pilots allowing five crews to be deployed. Fixed wing, auto gyro & helicopters, 1 x UAV.



Water Rescue

4 swift water technicians, 24 bank searchers, 4 flood first responders.



Animal Welfare

RSPCA are specialists in the treatment and wellbeing of animals.



Food & Refreshments

We provide to responders at an incident, as well as 10+ volunteers with food, hygiene qualifications. We have access to marquees and hold a hot/cold drinks Provision.



And many many more!



From: Colin Haine <colin@greensandcountry.com>

Sent: 05 November 2020 11:28

Cc: Claire Poulton <clairep@bedsrcc.org.uk>; nigelk52@aol.co.uk <nigelk52@aol.co.uk>

Subject: Greensand Country Festival May 2021

Good Morning,

We are contacting all those organisations who took part in our 2018 & 2019 Greensand Country Festivals and those that planned to be part of the 2020 Festival, prior to our decision to cancel due to the Coronavirus Pandemic.

The aim of the Festival is to promote awareness of the Greensand Country Landscape and to encourage both locals and non-locals to explore and discover the natural and cultural Landscape for themselves. We are grateful for your ongoing support and are looking to the future and would like to involve you in our thought process. At this point in time we would like to be planning and organising the 2021 Festival for the benefit of everyone which would be scheduled for the month of May. However, in the current situation we have a few questions that we would like to ask you before proceeding:

1. Would your organisation be willing to organise an event or events for the festival in May 2021, if it goes ahead, to enable us and yourselves to deliver the aims of the festival?
2. Is your organisation planning any other events in May 2021 which could form part of the Festival programme?
3. If the answer to either of the first 2 question is yes, please can you give us a brief synopsis of these plans?
4. If a 'live' event were not possible, due to a local lockdown or similar, would you have any videos or similar material which could be used to form part of 'Virtual Festival' which could be accessed via social media and the internet?
5. If you do not have material available for a possible 'Virtual Festival' would you be prepared to produce something to be included, as a fall back option, in the event that a live Festival could not take place?
6. By what deadline would you need to know that we were going to go ahead with the '2021 May Greensand Country Festival' be it a live or virtual event?
7. Is there anything else that you would like to share with us that will allow us to make an informed decision whether or not to proceed with organising a Festival in 2021?

Thank you in advance for the time taken to respond to our enquiry, we really appreciate your views. We look forward to hearing from you **as soon as possible** so that we can reflect your views in our decision making.

Best wishes,

Colin Haine – 07887 401364

On behalf of the Greensand Country Landscape Partnership

Greensand Country Landscape Partnership team landline: 01234 838774

The Old School, Cardington, Bedford, Bedfordshire, MK44 3SX.

SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**AUTHOR:** K Barker - Administrator**DATE:** 16 November 2020**SUBJECT:** Events Working Group Report**1. Summary**

- 1.1 A Meeting of the Events Working Group was held remotely on Tuesday 27 October. Members of the Events Working Group were joined by Rev H Davies of St Swithun's Parish Church and Mr R Sparks, Chairman of the Sandy and District Branch of the Royal British Legion. Members are asked to note the following update report.

2. Meeting Report**2.1 Remembrance Sunday**

- i) The Clerk updated the working group on the most recent government guidance which had just been released, specifically regarding Local authority preparations for Remembrance Sunday and Armistice Day.

The key points of the guidance were that events must be short and focussed on wreath laying, that they should be mindful of the rule of 6 and that it would be a legal requirement to limit events to minimal attendance. It was stated that members of the public would be legally permitted to stop and watch events, but also that organisers should take reasonable steps to discourage the public from attending, and record the contact details of those present, including workers, invited guests and spectators. The guidance also identified those allowed to attend a Remembrance event as those attending as part of their work, on behalf of a recognised organisation, in which case there should be opportunities for them to represent wider groups across the community, and members/veterans of the armed forces.

- ii) The group heard the responses received to date from community groups regarding their interest in attending or being represented at the event. Responses were mixed, between groups who felt able, or not, to participate in the event.

Following the later announcement of the national lockdown from 5th November, the Sandy Air Cadets and WI Night Owls changed their responses to say they would no longer be able to participate. Members will find the full list of organisations with a representative in attendance in the Event Review Report (Agenda Item 11, Appendix VII).

Several community groups, and DL Tim Sills, on behalf of HM Lord Lieutenant, had advised that they planned to lay a wreath in a private

moment, either before or after the Remembrance Sunday event. Roger Sparks advised that despite the normally prescribed order, in this very unusual year, the Legion felt that people must be allowed to lay wreaths when they felt safe doing so, therefore, it would not be problematic for the civic wreath to not be the first laid at the memorial this year.

- iii) Plans for the Act of Remembrance were finalised; Members will find the event schedule detailed in the Event Review Report.

It was decided that all organisations would be asked to send just one representative, excepting the Royal British Legion, who would have members present to play the bugle, bear the Legion Standard and Union Flag, as well as to lay their wreath.

The Clerk identified that 3-4 volunteers were needed in addition to the staff planned to attend. The volunteers would act as Covid-marshals, to engage with any spectators, ensure they observe social distancing, and record tracing details, in addition to assisting with setting-up and breaking-down the site.

The Covid-secure measures to be implemented were discussed. These included minimising attendance numbers, following social distancing, using barriers, cones, tape and signs to cordon-off the event site from the part of the recreation ground and road which would be open to the public, with marshals to remind people also, using a one-way system with a single person at a time walking to the memorial to lay their wreath, and asking guests to leave the site individually after laying their wreath in order to avoid gatherings afterwards.

It was agreed to issue statements to the press and online asking residents not to attend the Act of Remembrance, but instead to remember from home and join in the 2 minutes silence at 11am. It was also proposed to record, and if possible, live-stream the event via Facebook.

Rev Davies confirmed that the Parish Church would again have a small garden of Remembrance, where people would be welcome to place the small wooden poppy crosses, sticks or symbols of other religions during the Remembrance period. Additionally, as it would not be possible for all Members to be present at the Remembrance Sunday event, Rev Davies kindly agreed that the Council may use St Swithun's Churchyard to gather on Armistice Day (Wednesday 11th November) in order for the Council as a body to undertake the two minutes silence at 11am.

2.2 Christmas Event

- i) The group heard updates on the planned at-home Christmas decoration competition, to be run by the Town Council, in association with St Swithun's Church.

The group gave notes on a first draft of a poster to advertise the event amongst the community.

Categories for the competition, which would be open to residents and businesses in Sandy and Beeston were agreed as:

- . Front garden Christmas tree
- . Window display
- . Nativity scene
- . Overall display

It was decided that there would be prizes of Sandy High Street vouchers for 1st, 2nd & 3rd place in each category, with only one prize allowed for each household or business.

It was agreed to open the competition for entries from the date the town centre Christmas lights are tuned on, to Friday 18th December. The group decided that the Council and Church would each volunteer 2 or 3 members to judge the entries, and winners would be announced on Monday 21st December.

- ii) Rev Davies also told the group about the Church's alternative Christmas Tree Festival for 2020 which would be achieved by inviting community groups to decorate 'trees' made of wooden pallets, to be displayed around the churchyard.

SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**AUTHOR:** Town Clerk**DATE:** 16 November 2020**SUBJECT:** Event Reviews**1. Summary**

1.1 The following report is a brief overview on events which have recently taken place since the last meeting of the Community, Services and Environment Committee.

2. French Market

2.1 As Members are aware, a French market returned to Sandy following an initial visit in 2019. Due to concerns over restrictions put in place as a result of the pandemic, there had been some concern that the market may have had to cancel this year. However, the market was able to meet the relevant government guidelines and provide Covid19 specific risk assessments to the Clerk alongside their usual risk assessments and safety measures. As such, a small market was able to go ahead on Sunday 25th October 2020.

2.2 The market organiser had hoped that seven stalls would be able to attend the market. However, on the day of the event only four stalls turned up with the others having to cancel.

Dry Saucissons	Cancelled
Cheeses	Attended
Charcuterie - Tartiflette - Paella - Garlic Surimi Prawns - Garlic Potatoes	Attended
Crepes	Attended
Clothes	Attended
Wine	Cancelled
Vintage Music CD - Wooden Flowers - Posters	Cancelled

2.3 There were some issues with cars parked in the area of the car park to be used for the market, this greatly reduced the space available. However, due to the reduced size of the market it was able to set up and operate safely. If it is to continue to be an ambition of the Council to hold more specialised markets and use the car park to run them, there may need to be some further thought on how to manage cars and parking.

2.4 The organiser reported that footfall was lower than last year and that concerns over the pandemic may have had an impact on people coming out. In addition, due to the late date at which the market was able to confirm it was going to go ahead there was less advertising than last year.

2.5 The organiser was not able to provide specific details on footfall and customers, but felt that it was a successful event for the traders and confirmed that the market wishes to return next year.

2.6 Feedback offered by Cllr Hill;

'A modest but attractive French market was held in the town centre car park on the last Sunday in October – the 25th.

Just five stalls from Normandy were there, three large food outlets selling cheeses, cooked meats and paté, and cooked food, principally paella and tartiflette. The cooked langoustines proved particularly popular.

There was also a stall selling Polynesian artifacts and another selling fresh crepes.

Hopefully, once the pandemic eases, we might have two larger such markets each year.'

3. Act of Remembrance 8th November 2020

3.1 As Councillors are aware, the Events Working Group have been considering the arrangements for 2020 Remembrance Day for some months in view of limitations and restrictions put in place as a response to the Covid19 pandemic. The Council maintained that it was important to hold some form of Act of Remembrance, while observing government guidelines and the safety of residents.

3.2 At an early stage it became apparent that the parade and large-scale Act of Remembrance that usually takes place would not be possible. Plans were therefore put in place for a slimmed down event. Following the announcement of a second national lockdown there was concern that Acts of Remembrance would have to be cancelled. However, the government issued guidance stating acts of remembrance could go ahead as long as social distancing was observed and they concentrated on wreath laying only, with limited attendance and encouragement for residents to stay at home. As such, the Council was able to continue with its planned smaller event on Sunday 8th November 2020. As per government guidelines, attendance was limited to wreath layers and officials or volunteers working/organising the event.

3.3 All those organisations who usually lay a wreath were contacted and invited to have one representative attend the event to lay a wreath on behalf of the organisation. In total 13 organisations sent representatives to lay a wreath. Other organisations and individuals laid wreaths at alternative times of their choosing. This included a Bedfordshire Deputy Lord Lieutenant, who laid a wreath on Saturday 7th November 2020 at the request of the Bedfordshire Lord Lieutenant.

Representatives from organisations in attendance:

Sandy Town Council	Mayor Cllr Michael Scott
Royal British Legion	Cheryl Watkins
Central Bedfordshire Council	Cllr Tracey Stock
Bedfordshire Police	Assistant Chief Constable Dr Jacqueline Sebire
Sandy Fire Station	Watch Commander Paul Barrows
Army Cadet Force	SSI Roberto Marino & Cdt Cpl Zach Oliver

1 st Sandy Scout Group	Andrew Woods
Sandy District Girlguiding	Karen Varley
Mid Beds Tigers	Scott Elliott
Sandy Rotary Club	Gordon Newman
Sandy Probus Club	Bob Snowsill
Sandy Carnival	Hayley Stewart
Sandy Secondary School	Cllr S. Sutton on behalf of the school

3.4 Event schedule;

Welcome (Revd Huw Davies)	10:53
Opening Prayer (Revd Huw Davies)	10:55
The Exhortation (Revd Huw Davies)	10:57
Response (Everyone)	10:58
The Last Post (bugle call – Eric Wiles)	10:58
The Silence (2 minutes)	11:00
The Rouse (bugle call – Eric Wiles)	11:02
Kohima Epitaph (Revd Huw Davies)	11:04
Wreath Laying	11:05

3.5 A number of representatives taking part in the event have sent a thank you to the Council for organising the Act of Remembrance and stated that they felt it went well. This includes CBC Councillors, the Chairman of the RBL and the Sandy Fire Service.

3.6 The Council live streamed the event on its Facebook page. To date this has had a reach of 2,954 people, with 167 ‘likes’ or comments. There have been a number of positive comments on social media thanking the Council for holding the small event and sharing it online.

3.7 Due to the situation around the pandemic, the Town Council, via the Events Working Group, took a larger role in the organisation of this year’s event, with the Support of the Sandy RBL and St Swithun’s Church. As parades and acts of remembrance are a civic duty and the Council is the official organiser, it is likely that the Council’s involvement in next year’s event will continue, with the support and facilitation by the Sandy RBL.



SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

AUTHOR: Town Clerk

DATE: 16 November 2020

SUBJECT: Christmas Tree Festival

1. Summary

1.1 The following report is a brief report for Members' information on the Council's participation in the 2020 Community Christmas Tree Festival run by St Swithun's Church

2. Information and Donation

2.1 The Events Working Group are organising Sandy Town Council's participation in the 2020 Christmas Tree Festival. This year the festival will take place outdoors in the St Swithun's Church Yard. The tree will be constructed from wooden pallets and decorated by participating community groups and organisations from within our town.

2.2 The Events Working Group will organise and decorate an entry on behalf of the Town Council. The Council has an 8ft tree (4ft and 8ft available) to decorate.

2.3 As part of the entry into the community event, donations are to be made. It is recommended that the Council donate £50 as part of its entry.

3. Legal Power

3.1 It should be clarified that the Council is able to make a donation under the General Power of Competence, which it currently holds.