

# Sandy Town Council

To: Cllrs N Aldis, J Ali, T Cole, A M Hill, G Leach, C Osborne, D Quick,  
M Scott, J Sparrow, S Sutton (Chairman)  
c.c. Cllrs P Blaine, W Jackson, M Pettitt, D Sharman, P Sharman

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 8 August 2016 commencing at 7.30pm.

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
2 August 2016

## 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 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 27 June 2016 and to approve them as a correct record of proceedings.

Previously  
circulated

### 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.

# Sandy Town Council

- 5 Action List**  
To receive the Action Report and any updates. Appendix I
- 6 Tree Surveys**  
To receive a report from the Town Clerk on Council owned trees and a proposed programme of tree surveys. Appendix II
- 7 Central Bedfordshire Council High Street Improvement Scheme**  
To receive a report from the Town Clerk. Appendix III
- 8 Central Bedfordshire Council's Local Plan**  
To receive a map from CBC showing where housing has been developed and planning permissions have been granted between 2011 and 2015. This new housing will be taken into account when CBC carry out the site selection process. Appendix IV
- 9 Bus Turning Circle for the Number 73 Bus**  
To receive and note a report from the Town Clerk. Appendix V
- 10 Sandy Market Square Bus Shelter**  
To receive a report and recommendation from the Town Clerk. Appendix VI
- 11 Dangerous Driving in Sandy High Street**  
To receive a report from the Town Clerk on complaints of anti-social and dangerous driving in Sandy. Appendix VII
- 12 War Memorial Restoration**  
To note a status report from the Town Clerk. Appendix VIII
- 13 Dogzaloud Obedience Training**  
To note that the Town Council has arranged for two free dog training classes in Sandy. Appendix IX
- 14 Chairman's Items**
- 15 Date of Next meeting: 26 September 2016**

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

Subject	Action to be taken		Response /Status
	Minute	Action	
<b>Meeting 1/6/15</b>			
Engayne Avenue Estate	(6-15/16)	Cllrs Aldis and Ali research and gather information about the area and report back to the Council in six to nine months' time.	Matter discussed at a meeting of CBC Cllrs, Mayor and Deputy Mayor of STC.  CBC Cllr. P Smith will now be taking over the matter and contacting Aragon Housing.
Bus Turning Circle	(12-15/16)	Defer a decision on whether the bus shelter outside Quince Court be moved until after the meeting with CBC had taken place.	Item on Agenda
Bus Shelter in Fallowfield	(15-15/16)	Defer this item until the bus route is decided.	On going  Due to be reviewed at 7 November meeting following work to turning circle.
<b>Meeting 5/10/15</b>			
Beeston Green	(44-15/16)	The Town Clerk prepare a draft Management Plan.  The Town Clerk to contact CBC about the possibility Community Orchard project.	On going  Town Council agreed to support the project on 1/8/16. Town Clerk in discussions with CBC to move matter towards a planning application.
<b>Meeting 22/2/16</b>			
Fingerpost Signs	(89-15/16)	Investigations proceed to have a finger post in the Town Centre and that this could be included in the bid for Market Town Regeneration funding.	On going To form part of CBC Match funding project.  Review by Ringway Jacobs in September 2016 to assess paving and street furnishing potential changes and locations.

<b>Full Council Meeting 20/4/16</b>			
Allotments	(22-2016/17)	Progress and update reports to go to the Community Services and Environment Committee	On going.  Allotment plot as part of the Beeston Community Orchard project is being explored following a decision by the Town Council on 1/8/16.
<b>Meeting 16/5/16</b>			
Specialised Markets	(11-2016/17)	Develop a programme of specialised event markets.	On going.  To be brought forward to 29/9/16 meeting.

**AGENDA ITEM 6****SANDY TOWN COUNCIL****COMMITTEE: Community Services & Environment Committee****DATE: 8 August 2016****AUTHOR: Town Clerk****SUBJECT: Tree Surveys****Summary**

The committee was previously informed that the Council carried out a series of tree inspections in 2012 to determine whether any tree work was required and that a review is now needed.

It was agreed that the office and grounds team would begin mapping and cataloguing all trees and a suggested programme of inspection would be brought back to committee for consideration.

**Information**

The mapping and cataloguing of trees has begun and so far resulted in the completion of trees at Bedford Road, the Cemetery and the Church yard. The process is not a quick one, however based on the information so far available the office has brought together a suggested programme of inspection.

The table below lists the Councils areas and the total number of trees, not all trees will need to be inspected during the first cycle. The grounds team are currently in the process of identifying those trees which will need surveying.

<b>Area</b>	<b>Total</b>	<b>Need surveying</b>	<b>Mapped</b>	<b>Listed</b>
Bedford Road	30	30	Yes	Yes
Church Yard	53	49	Yes	Yes
Sandy Cemetery	66	64 (Drop anticipated)	Yes	Yes
STC Car Park	3	3	No	No
Town Centre Roundabout	2	2	No	No
<i>The below figures are approximate counts and the total number is subject to change</i>				
The Limes Play Area	15	7	No	No
Fallowfield Recreation Ground	21	5	No	No
Sunderland Road Recreation Ground	44	Assessing. Trees more than 10 years old to be included	No	No
Disused Railway Embankment	Currently assessing		No	No
Beeston Green	Currently assessing		No	No

## APPENDIX II

It is proposed that inspection of STC trees is completed over a three or four year cycle, therefore spreading out the cost of inspection and any possible specialised tree work that may have to be carried out as a result.

Below is a suggested programme of inspection over a four and three year period. This is based on estimates of the number of trees requiring inspection and dividing them as equally as possible over the 3/4 years.

<b>4 year cycle</b>				
	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Total Trees</b>
<b>Year 1</b>	Bedford Road	Church Yard	-	79
<b>Year 2</b>	Beeston Green	Fallowfield	Car Park	7 + Beeston Green
<b>Year 3</b>	Sunderland Road Recreation Ground	The Limes	Railway embankment	Unknown. Assessment underway
<b>Year 4</b>	Sandy Cemetery	Town Centre Roundabout	-	66

<b>3 year cycle</b>					
	<b>Area 1</b>	<b>Area 2</b>	<b>Area 3</b>	<b>Area 4</b>	<b>Total Trees</b>
<b>Year 1</b>	Bedford Road	Church Yard	Car Park	-	81
<b>Year 2</b>	Beeston Green	Fallowfield	The Limes	Town Centre Roundabout	14+ Beeston Green
<b>Year 3</b>	Sunderland Road Recreation Ground	Sandy Cemetery	Railway embankment	-	Unknown. Assessment underway

As a guideline on cost a previous quote received stated that;

Up to 50 trees, depending on size & condition, to include tagging (if required), a written report showing species, age/class, height, diameter, comments & recommendation, age & re-inspection date.	£280 (Ex. Vat)
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Agreeing to enter into a longer term agreement would allow for negotiation to reduce those costs and spread the overall cost of the contract over the three or four years. This would have the added benefit of allowing the Council to plan more accurately for tree surveys as part of the budgeting process in the autumn.

**Recommendation**

That the office and grounds team continue to map and catalogue all trees and that the Committee recommend going out to tender on a 4 year inspection programme, with further negotiation on areas of inspection with a selected contractor.

That the tender bids are brought back to the Policy, Finance and Resources Committee for consideration, with a recommendation for a preferred tender from the Clerk, Grounds Team Leader and Chair of CS&E.





**AGENDA ITEM 7****SANDY TOWN COUNCIL****COMMITTEE:** Community Services & Environment Committee**DATE:** 8 August 2016**AUTHOR:** Town Clerk**SUBJECT:** High Street Improvement Scheme**Summary**

The High Street Improvement Scheme is a £1m project delivered by Central Bedfordshire Council (CBC) as part of the wider Market Towns Regeneration Fund Programme. As a separate strand of the programme, it will be delivered in partnership with up to eleven Town Councils and it will run from September 2016 to March 2018. Its aim is to help revitalise our market town high streets by providing a range of physical high street improvements and local business enhancements.

Attached is a copy of the High Street Improvement Scheme guidance notes for Town Councils, this details the scheme. A brief summary of the project is outlined below.

**Information**

- The High Street Improvement Scheme will provide grants and support to independent and existing businesses and landlords with properties in Central Bedfordshire's market town high streets. The grants are to modernise shop fronts, upper floors and forecourts and create new brand identities.
- CBC wishes to use a partnership approach to implement the scheme. The Scheme will be funded and administered by CBC, with support from Retail Revival Ltd and Town Councils.
- Town Councils will carry out the role of encouraging eligible businesses to submit an expression of interest, which will be screened for suitability prior to CBC appointing an architect to work with the business owner and Retail Revival Ltd to create a design and business plan.
- Participating Town Councils will each receive £500 to cover the costs of meeting room hire, refreshments, printing, stationery and postage. The remaining costs incurred by the participating Town Councils, including their time, will be provided as match funding 'in kind' to the project.
- The complete role of the Town Council can be found on **page 7** of the guidance notes. Review panel to include two representatives from STC, the clerk and one member, together with one representative from CBC and one from Retail Revival Ltd.

- The business plan will be assessed by a local town based panel, using transparent scoring criteria, which will then make a recommendation to CBC. CBC will review all recommendations to ensure affordability within the overall funding envelope. Should more bids come forward than can be funded funding will be allocated based on prioritised lists from local scoring panels.
- Grants will not be paid directly to successful businesses; instead CBC will commission, project-manage and pay for the improvements on their behalf.
- CBC will provide up to 60% of the total project costs and businesses must supply at least 40% as match funding.
- Costs include all works associated with the building, including design and build consultant costs and any planning permission fees. Grants cannot be used retrospectively to fund works that have already been carried out.
- There will be three application stages for the scheme, with the first in September 2016. Interested businesses will need to submit expressions of interest forms by 1<sup>st</sup> September to be in round 1. There will be further funding rounds in November and February.

**Recommendation**

That the Committee appoint a representative to the Local Review Panel and the office issue letters to all High Street Businesses gauging interest in the scheme.



# Central Bedfordshire Council

## High Street Improvement Scheme

### Guidance Notes for Town Councils

## **Introduction**

The High Street Improvement Scheme is a £1m project delivered by Central Bedfordshire Council (CBC) as part of the wider Market Towns Regeneration Fund Programme. As a separate strand of the programme, it will be delivered in partnership with up to eleven Town Councils and it will run from September 2016 to March 2018. It will revitalise our market town high streets by providing a range of physical high street improvements and local business enhancements.

## **Background**

The high streets in our market towns are very important; they provide vital goods and services and act as hubs where people from a wide catchment area and rural hinterland can meet and participate in local life.

The appearance of shop fronts and the buildings in which they reside, have a considerable impact and influence on the character and economic viability of a place. Attractive and locally distinctive towns draw more shoppers and contribute to rural tourism, attracting thousands of heritage visitors and day-trippers.

Unfortunately, for many of our towns, the character and quality of the high street is gradually being eroded by poor, careless and unsympathetic alterations to shop fronts. Businesses are under pressure, in the past decade the function of our high streets have dramatically changed due to changes in shopping habits, including the rise in the use of Internet shopping.

Once turnover is reduced existing independent high street businesses lack the capacity and resource to invest in the upkeep of their property and brand identity. They become scruffy and less relevant for shoppers and consequently many market towns have a high commercial vacancy rate, a high business churn rate and lower footfall, despite growing populations.

Business proprietors impose myriad, cultural design standards and preferences on the high street. Each new business adds their layer of corporate identity and as a result cheap, poorly sized fascia boards in garish colours and illuminated signage creep into the vernacular. Important architectural features are covered up or left unrepaired and gradually the high street begins to lose its local distinctiveness, character, value and charm.

Businesses cannot be left unsupported and unchecked; intervention is now needed to ensure that alterations to shop fronts, forecourts and upper floors are well designed, and contribute positively to the surrounding area.

## High Street Improvement Scheme (HSIS)

The High Street Improvement Scheme aims to support high streets to:

- Reduce commercial vacancy rates
- Increase inward investment
- Increase business turnover
- Increase town centre footfall
- Create and secure jobs
- Positively change visitor satisfaction
- Support independent businesses mitigating the effects of out-of-town shopping
- Add value by stimulating private investment that would not otherwise be levered in the absence of a scheme

The High Street Improvement Scheme will provide grants and support to independent and existing businesses and landlords with properties in Central Bedfordshire's market town high streets. The grants will help them to modernise their shopfronts, upper floors and forecourts and create new brand identities for their businesses.

Using a partnership approach, the scheme will be funded, managed and administered by Central Bedfordshire Council and will be delivered on the ground by the Town Council of each participating town with support from Retail Revival Ltd.

CBC will procure a project architect to shape and scope grant applications from eligible businesses and oversee the design and build of all improvements. Businesses will have significant design input and labour will be sourced locally wherever possible.

Town Councils will encourage eligible businesses to complete a simple expression of interest form, which will be screened for fit before an appointed architect works with them to design and cost the improvements that will need addressing. This will feed into a simple business plan that will set out how the intervention will improve the business and provide additional outputs for the business and town.

The business plan will then be assessed by a local town based scoring panel, using transparent scoring criteria to determine businesses selected for support and investment. CBC will review all recommendations to ensure affordability within the overall funding envelope. Should more bids come forward than can be funded funding will be allocated based on prioritised lists from local scoring panels.

To ensure transparency of funds and to secure best value, grants will not be paid directly to successful businesses; instead CBC will commission, project-manage and pay for the improvements on their behalf.

In March 2014 the council adopted its [Design Guide](#)

<http://www.centralbedfordshire.gov.uk/planning/design/info.aspx>

which sets out the key principles and standards to ensure the delivery of high quality design in Central Bedfordshire.

The Design Guide is a material consideration in the determination of planning applications and should be used to guide all types of new development in Central Bedfordshire, including proposals for new shop fronts together with new advertisement proposals.

Part 9 of the Design Guide relates to town centre vitality, which includes sections relating to shop fronts. Part 3 relates to the Historic Environment, which includes sections relating to listed buildings and conservation areas.

### **How will the scheme be funded?**

CBC will provide up to 60% of the total project costs and businesses must supply at least 40% of the total project costs as match funding.

Costs include all works associated with the building, including design and build consultant costs and any planning permission fees. Grants cannot be used retrospectively to fund works that have already been carried out.

Participating Town Councils will each receive £500 to cover the costs of meeting room hire, refreshments, printing, stationery and postage. The remaining costs incurred by the participating Town Councils, including their time, will be provided as match funding 'in kind' to the project.

### **Eligibility Criteria**

Eligible project partners will be Town Councils from the following market towns: Ampthill, Arlesey, Biggleswade, Dunstable, Flitwick, Houghton Regis, Leighton Linlade, Pottton, Sandy, Shefford and Stotfold. Businesses in these towns will only be eligible for funding if their Town Council participates in the programme.

Eligible businesses will meet the criteria set out below:

- They are the landlord or leaseholder of a shop (or have the written permission from them) or service located within the defined town centre scheme area.
- They must be an independent business; they might have other shops and services in the town or other local towns, but they will not be part of a multiple chain of stores. Betting shops are also excluded from this programme.
- They must evidence that their business is committed to continue trading in the town for at least three years by providing a copy of their business lease

(or intention to extend the lease) at full application stage. CBC reserves the right to impose claw back on a sliding scale should a business relocate or make changes within three years.

- They must be able to provide at least 40% of the total project costs, (90% paid prior to commencement of works and 10% upon completion).
- They will need to obtain the written permission of the business landlord (if applicable) before making a full application for any changes to their building.
- They must agree to collaborate with an appointed architect and Retail Revival Ltd who will work with them to design and deliver the improvements that need addressing in line with the identity guide and their brand identity.

### **Grant Criteria**

Grants of up to £20,000 (and in exceptional cases up to £50,000) will be available to enable businesses to:

- Carry out external redecoration to the front of the business
- Improve a privately owned forecourt or threshold facing the high street
- Improve or replace the existing fascia or signage
- Replace windows or window frames and doors
- Highlight ornate building features such as cornicing and other architectural features
- Improve or replace exterior lighting
- Provide new awnings
- Create a new brand identity for signage purposes
- Provide other capital shop front improvements

### **The Process**

Interested business will initially contact their town council to find out more about the scheme. The designated person (Town Clerk) will check the eligibility and provide an assessment of the businesses needs, making recommendations for next steps. If they identify that the business is eligible to benefit from support they will assist the business to complete a simple 'Expression of Interest Form', which needs to be submitted before **Thursday 1<sup>st</sup> September 2016** (round one), **Tuesday 1<sup>st</sup> November 2016** (round two) and **Wednesday 1<sup>st</sup> February 2017** (round three). This is not a guarantee of funding but may take the business through to the next stage.

A review panel comprising representatives from the town council, CBC and Retail Revival Ltd will assess the 'Expression of Interest Forms' using an assessment scoring sheet which is attached to this document. Applicants scoring above 75% in this process will then be invited to submit a full application for funding. Applicants will be informed of the outcome by **Friday 16<sup>th</sup> September 2016** (round one), **Friday 18<sup>th</sup> November 2016** (round two) and **Friday 17<sup>th</sup> February 2017** (round three).

Participating Town Councils will promote the scheme and engage local businesses to take them through an application process. The Town Councils will receive a Memorandum of Understanding (MoU) from CBC clearly outlining the roles and responsibilities of both parties.

They will receive a 'High Street Improvement Scheme (HSIS) Pack for Town Councils' comprising:

- Guidance notes for councils
- Scoring sheets
- CBC Design and Identity guide
- Invitation to launch letter templates
- Rejection of funding letter templates
- Invitation to proceed to full application letter templates

They will also receive a 'High Street Improvement Scheme (HSIS) Pack for Businesses' for distribution to eligible businesses by Town Councils. The pack will be tailored to each participating town and will include the details of the project team in that town. It comprises:

- Guidance Notes for businesses
- An 'Expression of Interest Form'
- A 'Full Application Form' with Business Plan
- Scoring Sheets
- The CBC Design Guide - Central Bedfordshire Council has developed a Design Guide to ensure the delivery of high quality design in Central Bedfordshire
- Each participating council will also receive the ongoing support of Retail Revival Ltd. and the project architect throughout the delivery of the scheme.

### **Roles of Responsibility**

CBC has designed a project process; informed by feedback from Town Councils expressing a desire for CBC to play a central role in the design, co-ordination and procurement of specialist services.

The process, set out in the tables below, describes the roles and responsibilities of both the Town Councils and CBC. Retail Revival Ltd. will also be on hand to support participating Town Councils throughout the process.

<b>Role and Responsibility of Town Council</b>
<ol style="list-style-type: none"><li>1. Identify town council project lead, and an application review panel</li><li>2. Engage with eligible business through shop visits and promotions of the</li></ol>



scheme.

3. Invite all eligible businesses in their town to attend a meeting to introduce the scheme and invite participation (invitation templates are attached below and a budget of £500 for each town council to cover the hire of a venue and refreshments is available). If required Sally Williams (Retail Revival) is available to deliver these meetings locally. Town councils will be responsible for workshop co-ordination including sourcing the venue and booking appropriate dates building on existing business networking activity where pertinent.
4. Identify and engage with the landlord where a shop is vacant, where possible, to invite their participation in the scheme
5. Ensure that every eligible business and landlord, where possible, has a HiSIS Pack. In this pack businesses are asked to contact the local project lead if they are intending to complete the expression of interest form.
6. Support interested and eligible businesses to complete and submit their expression of interest form. Provide an assessment of their needs and make recommendations for the next steps
7. Send all 'Expression of Interest Forms' received after the deadline to the review panel along with the CBC scoring criteria one week before the first review meeting
8. Chair the first review meeting to score the expression of interest forms against the scoring criteria
9. Invite successful applicants to complete a full application for funding form and business plan, send unsuccessful businesses an 'Expression of Interest Application Declined' letter (attached in this pack)
10. Be involved with the support provided to successful businesses to help them complete their full application for funding by the project architect (to be procured by CBC) and Retail Revival Ltd
11. Send all 'Full Application Forms' received after the deadline to the review panel along with the scoring criteria one week before the second review meeting
12. Chair the second review meeting to score the full application forms against the scoring criteria
13. Refer all applications scoring 75% or above to the regional review panel for final selection
14. Collect data and monitor the health of your market town before, during and after the programme

15. Submit quarterly HSIS monitoring reports to the CBC Market Town Regeneration Fund Board and Partnership and Joint Committees

#### **Role and Responsibility of Central Bedfordshire Council**

1. Chair the CB wide review meeting to assess all applications scoring 75% or above from all participating town centres. Ensure that all fit within budget and meet the wider strategic aims of the programme
2. Inform the town councils of the outcomes of the CB wide review panel, and explain the reasons fully if any applications from their towns were declined
3. Write to any unsuccessful applications to describe why their applications were declined and explain that this decision is final
4. Inform successful candidates and make an offer of grant with contractual terms and conditions
5. Agree the design and scope of works with project architect, businesses and project partners
6. Collect contracts accepted and signed by applicant
7. Collect 90% of match funding paid by business to CBC
8. Be involved as building and renovation work is delivered at a local level
9. Collect 10% of match funding which paid to CBC on completion of work to satisfactory standard

#### **Approach**

We believe that maximum visual impact will be best achieved by improving the look of businesses that are located next to each other in the same row or parade or those in key focal points including gateways into your town centre.

Businesses that do not stand in a parade or at a gateway location will not be precluded from this fund and are still encouraged to apply. Business that are not on the high street but that are still within the boundary of the defined town centre (not all towns have defined town centres) may also be encouraged to apply but may not be given priority over businesses located in primary shopping streets. The town centre boundary can be found at Appendix A if defined.

Successful applicants will demonstrate that improvements will do all or some of the following:

- Reduce commercial vacancy rates
- Increase business turnover
- Increase footfall and dwell time
- Create and secure jobs
- Positively change visitor satisfaction
- Add value by stimulating private investment that would not otherwise be levered in the absence of a scheme

### **Review Panel**

The local review panel should comprise two representatives from the Town Council, the clerk and one member, together with one representative from CBC and one from Retail Revival Ltd.

### **Evaluation and Monitoring**

From the outset Town Councils will be required to collect data for monitoring and evaluation purposes. Participating businesses will be required to supply information before, during and after the scheme including percentage business turnover, footfall figures and ATV (average transaction value). You will also need to monitor the health of your market town before, during and after the programme so that you can measure project outcomes and demonstrate that public investment has been used wisely to make a positive impact at a local level.

### **State Aid Compliance**

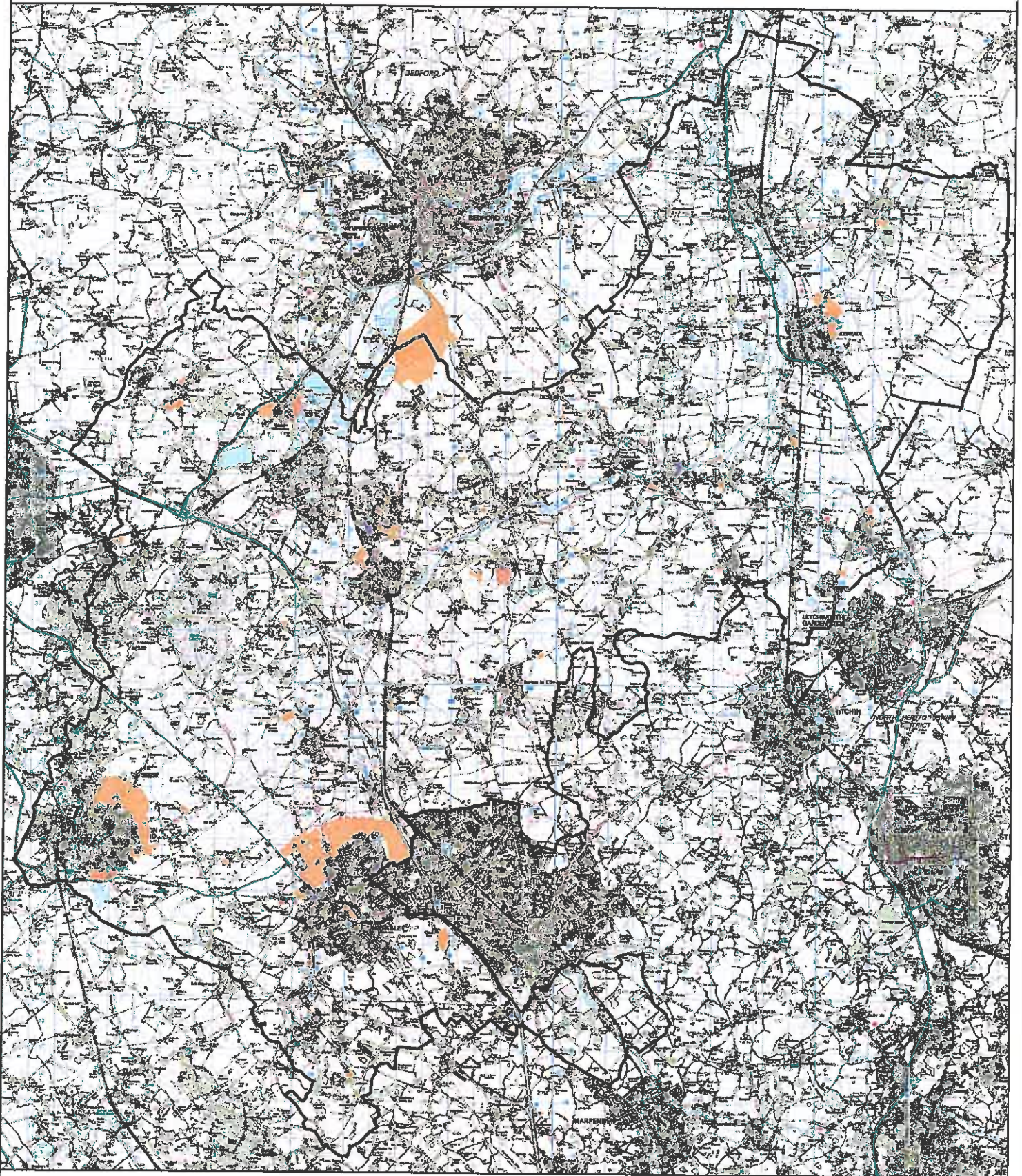
State aid rules are designed to prevent the public sector giving the private sector subsidies, or covering costs that commercial firms would normally be expected to bear themselves, in order to ensure the common market in goods and services within European Union.

State aid can be given legally by using one of a set of approved EU mechanisms for state aid. De Minimis is used to describe small amounts of state aid that do not require European Commission approval. The total de minimis aid which can be given to a single recipient is €200,000 over a 3-year rolling financial period. This can be given for most purposes, including operating aid, and is not project-related. This ceiling takes into account all public assistance given as de minimis funding over the previous 3 financial years.

To ensure the High Street Improvement Scheme is compliant with state aid requirements and that no business receives aid in excess of the Di Minimis Threshold, Central Bedfordshire Council will:

- **Require each business recipient to complete a De Minimis Disclosure Form before allowing it to participate in the Scheme**
- **Collect and record information from each business applying to the scheme about any previous state aid they have received from any public body within the previous 3 years.**
- **Provide a final form to the business to summarise the aid given.**
- **Maintain copies of the De Minimis Disclosure Forms and information about the amount and nature of the relevant aid provided for a period of ten years after the date on which the relevant aid is provided**

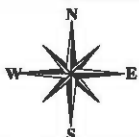
# Central Bedfordshire Housing Completions & Commitments



Housing Completions 2011-15



Residential Planning Permissions

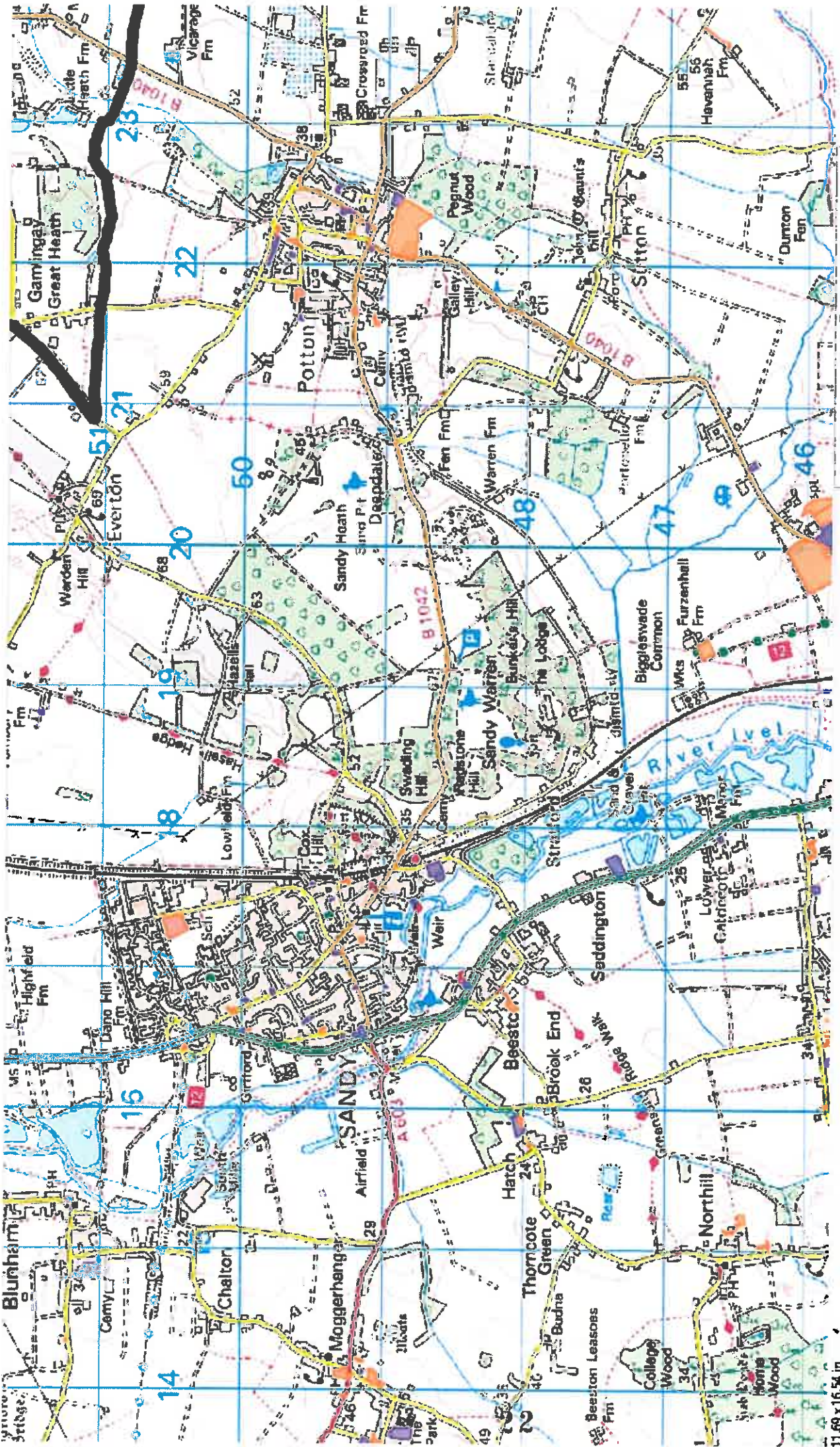


Date: 22 July 2016

Not to scale

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**AGENDA ITEM 9****SANDY TOWN COUNCIL****COMMITTEE:** Community Services & Environment Committee**DATE:** 8 August 2016**AUTHOR:** Town Clerk**SUBJECT:** Bus Turning Circle – Engayne Avenue**Summary**

As Members are aware the No 73 bus previously included Engayne Avenue on its route, using Medusa Way to turn around once it reached the end of the road. This service was cut due to safety concerns from Stagecoach about the lack of a turning circle to safely turn the bus around.

Central Bedfordshire Council (CBC) recently carried out consultation work to assess the need for a turning circle to allow the No 73 bus service to return to Engayne Avenue.

**Information**

Central Bedfordshire Council's Public Transport Manager has now confirmed that the outcome of the recent consultation was that CBC will go ahead with the construction of a turning circle at Engayne Avenue, which will allow the No 73 bus service to return.

Discussions between CBC's public transport department, Highways and Ringway Jacobs (CBC's contractor) have resulted in 12<sup>th</sup> September as the date for the completion of the design work and costings. The construction work is due to be completed by the end of November 2016. CBC have identified and put funding in place for the project.

CBC are liaising with Stagecoach, the operator of the bus service, so that they can vary the existing service to use the turning circle as soon as the work has been completed.

Members will be informed of any further updates as soon as the Clerk receives them.





**AGENDA ITEM 10**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services & Environment Committee

**DATE:** 8 August 2016

**AUTHOR:** Town Clerk

**SUBJECT:** Sandy Market Square Bus Shelter

**Summary**

Sandy Town Council is responsible for the maintenance and repair of the bus shelter in the Sandy Market Square. Central Bedfordshire Council (CBC) has approached the Town Clerk about the possibility of a company used by CBC taking over the maintenance responsibilities.

**Information**

Central Bedfordshire Council (CBC) has an arrangement with a company, whereby the company takes over the responsibility for maintaining bus shelters from CBC, or town or parish councils, in exchange for adding advertising panels to the existing shelter. The arrangement is currently in place in various locations across the CBC area where it has worked well for both CBC and town/parish councils.

The arrangement saves councils the costs of cleaning, maintaining and repairing the shelters. The company have identified the shelter in the Sandy Market Square as one which they would take over maintenance responsibilities in exchange for adding advertisement panels.

Members are asked to consider whether the committee considers this a suitable course of action, in which case CBC will make the necessary arrangements

**Recommendation**

That the maintenance and repair of the Sandy Market Square bus shelter be passed over to the company used by CBC and that the Town Clerk make the appropriate arrangements with CBC's Public Transport department.



**AGENDA ITEM 11****SANDY TOWN COUNCIL****COMMITTEE: Community Services & Environment Committee****DATE: 8 August 2016****AUTHOR: Town Clerk****SUBJECT: Dangerous Driving in Sandy High Street****Summary**

The Town Council has previously raised concerns with Central Bedfordshire Council (CBC) and Bedfordshire Police about dangerous driving in Sandy. This included speeding and use of mobile phones whilst driving. More recently the Council has received complaints about antisocial and dangerous driving specifically along the high street and the town centre car park.

**Information**

The Town Council has received correspondence from residents who are concerned about potentially dangerous driving along Sandy high street. Residents living on the high street and near St Swithun's church have reported increasing problems with speeding vehicles over the last 3 months.

Residents report groups of drivers revving engines as they drive up and down the high street. This occurs most evenings between approximately 22:15 and 22:45 hours. Residents find the situation and noise deafening, unpleasant, disruptive and above all dangerous. Residents asked that their concerns were brought to the attention of the Council. For information, the police have been notified of the situation.

Two further complaints have been received from residents about the use of the town centre car park as a congregation point in evening, with reports of similar anti-social behaviour.

Councillors should note that the entrance barrier to the car park is lowered at midnight, after this time only those with access cards can enter the car park.

**Speed Checks in Sandy**

Following the Council's concerns about speeding and dangerous driving within the town, Bedfordshire police organised for a speed enforcement session to be carried out.

The enforcement team were based in London Road, between 14:15 – 14:45 hours on 04/07/2016 carrying out speed enforcement. The following outcome was recorded;

4 vehicles doing under 30mph

1 vehicle doing 31 to 35mph

1 vehicle doing 36mph +, which resulted in a S23 misused of drugs search. Negative result. Advice given.

Further enforcement action will be taken in Sandy by the team and results will be issued to Council upon completion.

**AGENDA ITEM 12**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services & Environment Committee

**DATE:** 8 August 2016

**AUTHOR:** Town Clerk

**SUBJECT:** War Memorial Restoration

**Summary**

The following report provides a status report on proposed restoration work to the War Memorial and grant funding to support that work.

**Information**

An initial submission of a stage 1 application for grant funding resulted in the War Memorial Trust (WMT) confirming the monument is eligible for funding of up to 75% for restoration work. Guidelines of how that work should be carried out were provided along with an invite to submit a second stage application, to be accompanied by three quotes.

The second stage application was submitted. The WMT assess and provide grants at fixed times of the year, meaning we have to wait for late August to receive confirmation on the level of grant funding. As soon as this comes through we can look to arrange a time for work on the Memorial to be carried out.

Work to be carried out at the memorial;

- Clean the whole of the memorial including the steps
- Reblack lettering and cross
- The top side panel, the defective stone has a natural shake in it, over time water has got into the crack and frost has expanded to further the damage. Replacement of panel with matching Portland stone.
- Some of the joints are exceptionally wide allow to close up joints with Portland stone then repoint.
- Repoint steps

The quotes received range in cost from £3,400 to £4,900.

**List of Buildings of Special Architectural or Historic Interest**

An application has been submitted to add the War Memorial to the List of Buildings of Special Architectural or Historic Interest. Confirmation of the application has been received and Historic England is in the process of carrying out an assessment. Once this is complete a preliminary assessment report will be sent to us prior to Historic

England making a recommendation to the Secretary of State for Culture, Media and Sport.

### **Why Register?**

The list is the record of structures deemed to be of national architectural and/or historical importance in the UK. The statutory list is compiled by the Secretary of State for Culture, Media and Sport on advice from the relevant heritage organisations.

The listing of war memorials provides legal protection for these monuments. A listed war memorial is immediately protected by law, and any changes to it must first receive listed building consent. Its details also become part of the public record. Listing a war memorial does not mean that changes or alterations cannot be made. It ensures that any changes or alterations respect the character of the war memorial and that the case for its preservation is fully taken into account when any redevelopment plans are considered.



# FREE Dog Obedience Training

Spend a fun packed time in a group session with one of Bedfordshire's Dog training and behavioural centres.

Session to include obedience training, searching and fun agility (exercises will be tailored to the age and ability of the dog)

Sessions are for dogs comfortable around people and other dogs. If your dog is not comfortable, then please do still contact us to register your interest, so that a trainer can contact you.

## WEDNESDAY 24TH AUGUST

7PM - 8:30PM - SUNDERLAND ROAD  
RECREATION GROUND

## SUNDAY 4TH SEPTEMBER

10AM - 12 Noon - FALLOWFIELD OPEN SPACE



Spaces are limited and participants **MUST** register.  
Please contact Sandy Town Council on 01767 681 491