

Sandy Town Council

To: Cllrs N Aldis, A Gibson, A M Hill, T Knagg, R Lock, C Osborne, S Paterson, M Scott, S Sutton (Chairman), N Thompson
c.c. P Blaine, J Hewitt, W Jackson, 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 7 June 2021 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
1st June 2021

Notes:

(1) Due to social distancing guidance that remains in place as part of Covid19 prevention the following meeting will take place remotely over the Zoom platform. The Council has adopted a scheme of delegation to permit the Town Clerk to enact agreed actions from the meeting.

(2) Meeting ID: 293 491 7858

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 Election of Community, Services and Environment Committee Deputy Chairman for the Council year 2021/22

Nominations to be put forward for the position of Deputy Chairman for the Committee.

3 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

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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*

4 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 26th April 2021 and to approve them as a correct record of proceedings.

5 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.

6 Action List

To receive the Action List and any updates.

Appendix I

7 Action Plan 2021/22

To receive and consider a draft action plan of Committee Priority tasks/projects for the 2021/22 Council year.

Appendix II

8 Beeston Rural Exception Site

To receive an update from Central Bedfordshire Council on the Beeston Rural Exception site.

Appendix III

9 The Riddy Drainage Work

To receive notice of Watercourse work to be undertaken on Council land as previously advised and approved at a meeting of the Community Services & Environment committee held on 26th April 2021. To note works also include a section on 'Willow Island', Beeston. A further query on Beeston Green culvert has been raised.

Appendix IV

10 Welcome Back Fund

To receive any updates on the results of the Council's Welcome Back Fund application.

11 Skatepark Project

- i) To note that the Skatepark Working Group have been successful in obtaining a grant from VERU towards the Skatepark Project.

Appendix V

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ii) To receive and note an update report from the Skatepark Working Group Appendix VI

12 Events Working Group

To receive and note a report from a meeting of the Events Working Group held on 27th May 2021

Appendix VII

13 Chairman's Items

14 Date of Next Meeting: Monday 19th July 2021

Agenda Item 6 - 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	<p>April 2019 – STC agreed initial Heads of Terms and raised some points of clarification.</p> <p>May 2019 – Responses received to points of clarification and STC confirmed it was happy to sign HoTs.</p> <p>June 2019 – STC chased progress and CBC stated the next step was to appoint solicitors. STC went out for solicitor quotes.</p> <p>August 2019 – STC appointed preferred solicitor and passed details to CBC.</p> <p>September 2019 – CBC officer was awaiting confirmation from manager to progress matter.</p> <p>October 2019 – STC chased matter and CBC responded saying there had been positive internal steps and movement on the lease was expected by the end of the month.</p> <p>November 2019 – No movement and STC chased progress. CBC officer chased internally and indicated permission would be given to move the lease forward and that HoTs were to be re-visited in preparation.</p> <p>December 2019 – Due to the long period of time waiting for instruction the review of HoTs took CBC officer longer than expected. Further points of clarification raised with Clerk which were responded to during December 2019 and January 2020.</p> <p>January 2020 – Officer dealing with matter fell ill and was on sick leave.</p> <p>February/March 2020 – Revised site maps provided by CBC. Officer stated final approval from CBC management to send matter to LGSS Law was still awaited.</p> <p>July 2020 – Progress chased by STC. Delay in chasing due to reacting to pandemic. Responsibility for the community land passed to CBC Housing. HoTs for site were not raised between departments when transfer happened. Officer had to re-visit and renew HoTs with housing department.</p>

			<p>July/August 2020 – STC renewed solicitor quotes and re-engaged solicitor.</p> <p>October/November 2020 – CBC confirmed LGSS law were on standby to move matter forward. Some finer details of CBC commitments under the HoTs were still under internal discussion with CBC Housing.</p> <p>February 2021 – Delay in lease raised with MP Mr Fuller and CBC Leader, Cllr Wenham. Cllr Wenham said matter was with solicitors and should now be progressing.</p> <p>April 2021 – STC solicitors have not heard anything from LGSS Law. Clerk raised with CBC project officer and Cllr Stock for support in getting action from LGSS.</p> <p>28th May 2021 – CBC provided update on housing project. Status of lease chased again. CBC stated: “CBC Legal Service (LGSS law) are instructed and therefore the matter should complete within 6-8 weeks”.</p>
CSE Meeting 24/08/2020			
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. 15/12/20 – Communication indicating thoughts about how it could be used were well received. CBC waiting for other projects to feedback, which they will by the end of the April 2021. Board deferred matter until this time, at which point CBC will be able to pick up dialogue again with the local community. CBC T Keaveney provided update to Council on 24 th May 2021.
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.	Local policing team to express their support for SID signage in Sandy to CBC. CBC Highways informed the Clerk that due to the number of requests for SID signs they wanted to review their approach. No new signs to be agreed by Highways until a new guidance document is produced. Guidance document did not make it clear on how STC will get a sign installed. CBC Cllrs asked for support in working with Highways to resolve the matter and get the installation of a sign agreed.
Full Council Meeting 1/03/2021			
		RESOLVED to work with CBC to co-produce a community safety plan. Cllrs Hewitt and Lock to lead on. Plan to be reviewed by CSE committee once developed.	Cllrs Hewitt and Lock have met with the Community Safety Team officer for Sandy and have started work on a shared action plan. A draft version of the plan will be sent back to Cllrs Hewitt and Lock by CBC and will be brought to the CSE committee when ready.



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SANDY TOWN COUNCIL ACTION PLAN 2021/22

The following Action Plan summarises and prioritises the committee’s activities and projects that will continue to be worked on over the 2021/22 year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities.

COMMUNITY SERVICES AND ENVIROMENT COMMITTEE				
Budget	Objective	Actions	Responsibility	Timescales
2021/22 Activities				
Town Centre				
Grant Funding Applied for of £15,000	Welcome Back Fund – Lamppost Banners	1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) CBC to approve proposed activity and advise Council. 4) Design for 8 lamppost banners to be drawn up and approved 5) Specific lamppost for banners to be chosen and submitted to CBC for approval by Highways. 6) Order placed with contractor for banners/brackets & installation 7) Installation of banners on selected lampposts 8) Removal of banners and erection of ‘Lest We Forget’ banners. 9) Removal of ‘Lest We Forget’ banners and erection of xmas lights	1) Full Council 2) Town Clerk 3) CBC Place 4) Clerk/SCG 5) Clerk/SCG/CBC 6) Clerk 7) Contractor 8) Contractor 9) Contractor	Complete Complete June ‘21 June ‘21 June ‘21 June ‘21 June/July ‘21 Mid-October ‘21 Late Nov ‘21
	Welcome Back Fund – Promoting the High Street leaflet and voucher promotion	1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Confirm business support via pledged voucher discounts/deals. 4) Finalise leaflet design and wording. 5) Order printing and agree contractor for delivery of leaflets. 6) Leaflets to be delivered to all houses in Sandy area. 7) Promotion and downloadable version on STC website.	1) Full Council 2) Clerk 3) Cllr Gibson/Stock 4) Clerk/SCG 5) Clerk 6) Contractor 7) Administrator	Complete Complete Early June ‘21 Early June ‘21 Mid-June ‘21 Mid-June ‘21 Mid-June ‘21

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Grant Funding Applied for of £15,000	Welcome Back Fund – Tree and community stand lighting scheme to be agreed and installed	<ol style="list-style-type: none"> 1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Clerk to ensure no cheaper alternative quotes can be obtained. 4) Order to be placed for lighting and installation. 5) Contractor to install lighting. 6) Agreement of on/off times and setting up of timers 	<ol style="list-style-type: none"> 1) STC 2) Clerk 3) Clerk 4) Clerk/Admin 5) Contractor 6) Clerk/SCG/Contractor 	<p>Complete</p> <p>Complete</p> <p>Early June '21</p> <p>Mid-June '21</p> <p>June/July '21</p> <p>June/July '21</p>
	Welcome Back Fund – Additional Planters to be purchased, planted and located outside Shannon Court	<ol style="list-style-type: none"> 1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Planters to be ordered. 4) Additional plants to be purchased. 5) Planters to be 'installed' and planted up. 6) Watering of planters. 	<ol style="list-style-type: none"> 1) STC 2) Clerk 3) Admin 4) Admin 5) Outdoor Team 6) Wood Green 	<p>Complete</p> <p>Complete</p> <p>Early June '21</p> <p>Late June '21</p> <p>Late June '21</p> <p>June – October '21</p>
	Welcome Back Fund – Design and production of Town Centre directory maps and notice boards	<ol style="list-style-type: none"> 1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Meeting with Artist to agree community project and time scales 4) Actions and time scales to be updated following meetings with artist and agreement of a feasible community project. Alternative option may be brought forward for more standard directory map if community project proves unachievable in a sufficient time. 	<ol style="list-style-type: none"> 1) STC 2) Clerk 3) Clerk/SCG 4) Clerk/SCG 	<p>Complete</p> <p>Complete</p> <p>Mid-June '21</p> <p>Mid-June '21</p>
£250 STC Contribution	Finalisation of Mosaic Trail leaflet, publication and hosting of leaflet on Council website	<ol style="list-style-type: none"> 1) Finalise design and raised invoices 2) CBC grant application and funding claim 3) Payment of invoices 4) Publication, distribution, upload to Council website 5) Ongoing proportion on social media 6) Consideration as to whether any hard leaflet copies are to be funded and printed. 	<ol style="list-style-type: none"> 1) C Maudlin/Designer 2) Clerk/Admin 3) Clerk 4) Admin 5) Admin 6) CSE/PFR 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>June '21</p> <p>Ongoing</p> <p>September '21</p>

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£0	Continue to pursue Electric Car Charging Points	<ol style="list-style-type: none"> 1) Continue to chase progress with Chargemaster, who have indicated an interest but have been slow to get costs and bring a final proposal forward to the Council. 2) Research other potential solutions and providers, along with any grants that may support alternative options for getting electric charging points. 3) Report to CSE for further consideration on alternative options if Chargemaster do not progress a proposal. 	<ol style="list-style-type: none"> 1) Clerk/Admin 2) Clerk/Env. Wrk Grp 3) Clerk/Env. Wrk Grp 	<p>June – Aug '21</p> <p>July – Aug '21</p> <p>Autumn '21</p>
TBD Funds held from Rotary donation towards project	<p>Design and Renewal of new Town Signs at the entrance to Sandy</p> <p>Project stalled and fell behind. Clerk to prioritise moving forward.</p>	<ol style="list-style-type: none"> 1) Designs for new signs to be agreed. 2) Locations to be chosen and approved by Highways (designs and utility plans to be obtained) 3) Final signs and cost to be provided and agreed. 4) Order to be placed. 5) Signage to be installed at agreed locations by STC outdoor team or appointed contractor if risks emerge on working next to Highway. 	<ol style="list-style-type: none"> 1) Working Group 2) Clerk/CBC 3) CSE/PFR/Clerk 4) Clerk 5) Outdoor Team 	<p>Completed</p> <p>Completed</p> <p>Summer '21</p> <p>Summer '21</p> <p>Summer '21</p>
Sport, Leisure and Wellbeing				
£34k from SC106 Further funding to be applied for or committed (£100k target)	Fundraising and tendering for Council's proposed new skatepark at Sunderland Road recreation ground.	<ol style="list-style-type: none"> 1) Project Plan agreed. To be amended to reflect need to start generating public support for project earlier than planned. 2) Identification and recording of grant funding opportunities. 3) Grant funding applications to be submitted and reported back to the CSE committee. 4) Press release and social media engagement 5) Contractor tender document to be drawn up and approved. 6) Tender process to be carried out and preferred partner appointed to help fundraise, consult on, design and build new skatepark. 7) Report to CSE from appointed contractor summarising project status and timeline and actions moving forward. To include further fund raising and consultation proposals. 	<ol style="list-style-type: none"> 1) Clerk/SP Wrk Grp 2) Clerk/ Sp Wrk Grp 3) Clerk/SP Wrk Grp 4) Clerk/Admin/ SP Wrk Grp 5) Clerk/PFR 6) SP Wrk Grp/PFR 7) Contractor/SP Wrk Grp 	<p>June '21</p> <p>Ongoing</p> <p>Ongoing</p> <p>June '21</p> <p>June '21</p> <p>July/Aug '21</p> <p>September '21</p>

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<p>CBC budget of £3.8 million</p>	<p>Working with CBC on the proposed extension of the Jenkins Pavilion and investment into the facility to provide new leisure facilities in Sandy.</p> <p><i>Reports to Full Council – Can move to FC Action Plan</i></p>	<p>Detailed actions to form part of Full Council Action Plan for 2021/22. Basic stages will include;</p> <ul style="list-style-type: none"> • consultation and development of elements of the proposed extension. • Close discussions with user groups/clubs to understand their needs and usage of the Jenkins • Review and consultation responses with CBC and further development of project prior to CBC's progression to seek executive approval to go out to procure. • Agreement of proposed extension/project • Procurement and build stage, which will be managed by CBC. 	<p>Leisure Services/Jenkins Working Group</p> <p>STC</p> <p>CBC Leisure Services</p> <p>Clerk</p>	<p>Key dates;</p> <p>8th June 2021</p> <p>18th June 21 (Consultation starts)</p>
<p>£18,000 currently allowed for in RCF</p> <p>Actually expenditure TBD</p>	<p>Agreeing community land lease and developing a project plan for the development of the Beeston Community Orchard and Allotments.</p>	<ol style="list-style-type: none"> 1) Agree Heads of Terms for a long lease for the community land. 2) Appoint solicitors to work with CBC to develop a lease agreement. 3) Agree lease agreement with CBC for community land. 4) Site meetings and initial planning of priority actions and layout for site. 5) Work with CBC to put together a timeline for development of the site. Development of project plan with costs and timeframes. 6) Communication with public and allotment waiting list on the project. 7) Put forward any specific additional funding requests to the Council as part of 2022/23 budget process. 	<ol style="list-style-type: none"> 1) STC/CBC 2) PFR/Clerk 3) BAOWRK Grp/STC 4) BAOWRK Grp 5) BAOWRK Grp 6) Clerk/Admin 7) BAOWRK WRK Grp/Clerk 	<p>Complete</p> <p>Complete</p> <p>July/Aug '21</p> <p>Aug - Sept '21</p> <p>Sept – Nov '21</p> <p>Nov '21</p> <p>22nd Nov '21</p>
<p>N/A</p>	<p>Outdoor gym engagement sessions, which are required as part of funding agreement.</p>	<ol style="list-style-type: none"> 1) When social distancing guidelines allow engagement to be made with Secondary School and youth groups in the town to offer a series of training sessions on the outdoor gym equipment for young people. 2) Dates for sessions to be agreed with Contractor and SLL to be asked for further support if interest is particularly large. 3) Sessions to take place at Sunderland Road, showing how the equipment can be used and the benefits of it. Potential to engage with young people and interest them in fitness. 	<ol style="list-style-type: none"> 1) Clerk/Admin 2) Clerk/Contractor/users 3) Clerk/Contractor/Cllrs 	<p>TBC (Summer '21)</p> <p>TBC (Summer '21)</p> <p>TBC (Summer '21)</p>

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Environment (via the Environmental Working Group)				
£2,000 annual contribution to the Green Wheel from STC	Work with BRCC to continue progression and improvement of the Green Wheel and establish a 'Friends of Sandy Green Wheel' group	<ol style="list-style-type: none"> 1) Continued meetings of the Green Wheel Group to develop the Wheel further and provide support to volunteers. 2) Continuation and publicity of Green Wheel social media page and, 'Friends of Sandy Green Wheel'. 3) Run seasonal Green Wheel Walks 	<ol style="list-style-type: none"> 1) BRCC/SGW 2) SGW/Cllrs/Admin 3) Events Wrk Grp 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
£ in EMR for litter pickers	Participate in the Great British Spring Clean 2021	<ol style="list-style-type: none"> 1) Promotion and provision of equipment and rubbish collection for community litter pickers. 2) Creation of litter campaign children's poster templates and communications with schools. 3) Launch and run Children's poster campaign as part of Great British Spring Clean. 4) Agree winning posters and arrange use around the town. 	<ol style="list-style-type: none"> 1) Admin 2) Admin 3) Admin 4) Env. Wrk Grp 	<p>May/June '21</p> <p>Complete</p> <p>May/June '21</p> <p>Late June '21</p>
TBD	Continued tree planting via second round of CBC Tree fund grant	<ol style="list-style-type: none"> 1) Review sites and draft second tree planting site maps and proposals. Include tree numbers, types and sizes. 2) Report to CSE with proposals for approval, including STC costs. 3) Recommendation on STC costs and preferred supplier to be considered by PFR 4) If costs are approved application to be completed and submitted to CBC. 5) If grant application is successful order to be made for trees. 6) Planting of trees, potentially including community planting days. 	<ol style="list-style-type: none"> 1) Env. Wrk Grp 2) Clerk/Env. Wrk Grp 3) Clerk/Env, Wrk Grp 4) Clerk/Admin 5) Clerk/Amdin 6) Env. Wrk Grp/Outdoor Team 	<p>July/Aug '21</p> <p>23rd Aug '21</p> <p>6th September '21</p> <p>Early Sept '21</p> <p>October '21</p> <p>October '21 – March '22</p>
Audit Cost of £1,200 Further cost TBD	Complete an Energy audit for 10 Cambridge Road Sandy and develop an action plan to address recommendations within report	<ol style="list-style-type: none"> 1) Commissioned and have carried out an energy audit for 10 Cambridge Road, Sandy 2) Consider the report's recommendations and agree priorities for each quarter 3) Report recommendations to the CSE Committee for approval and progression. 4) Update Action Plan with agreed priorities and their timescales 	<ol style="list-style-type: none"> 1) Env. Wrk Grp 2) Env. Wrk Grp 3) Env. Wrk Grp 4) Clerk 	<p>Complete</p> <p>June/July '21</p> <p>19th July '21</p> <p>July/August '21</p>

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£0	Create, publish and monitor a wildlife survey for the Sandy Green Wheel	<ol style="list-style-type: none"> 1) Existing survey from Green Wheel walk to be adapted and made into ongoing wildlife survey. 2) Report to CSE on survey, how it will work and what it hopes to achieve. 3) Launch of survey on website and social media. 4) Collection of data and reporting to Committee twice a year. 	<ol style="list-style-type: none"> 1) Admin/Events Wrk Grp 2) Admin 3) Admin 4) Admin/Wrk Grp. 	<p>Summer '21</p> <p>23rd August '21</p> <p>August '21</p> <p>Ongoing</p>
£8,200	Upgrading of Council bins to new bins, with advertising boards. Removal of concrete bins	<ol style="list-style-type: none"> 1) Ordering of agreed bins from contractor. 2) Removal of bins and installation of new bins on gradual basis throughout the year. 	<ol style="list-style-type: none"> 1) Clerk/Admin 2) Outdoor Team 	<p>Partial complete</p> <p>June '21– Mar '22</p>
Public Safety				
Budget of £3,175 Previously agreed from RCF	Purchase and installation of a SID agreed by the Council. Sign is subject to approval from CBC.	<ol style="list-style-type: none"> 1) Gather support from police and any available evidence for the placement of a SID sign. 2) Review position and press for approval from CBC. 3) Once approved purchase sign from Rolling Capital Fund 4) Arrange installation of sign and publicity 5) Download date and report to committee meetings 	<ol style="list-style-type: none"> 1) Clerk 2) CSE/CBC Cllrs 3) PFR/Clerk 4) Clerk/Outdoor Team 5) Clerk/Outdoor Team 	<p>July/Aug '21</p> <p>July – Sep '21</p> <p>TBC</p> <p>TBC</p> <p>TBC</p>
Engaging with Younger People				
TBD	Promoting and encouraging greater engagement with Youth parliament and creation of annual youth meeting/event to coincide with the Annual Town Meeting	<ol style="list-style-type: none"> 1) Invite representatives to a meeting of the CSE group 2) Consider ways in which the Council can becoming involved to develop suitable action points. 	<ol style="list-style-type: none"> 1) Clerk/Mayor 2) TBD 	<p>TBD</p> <p>TBD</p>

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Events (Via Events Working Group)				
	Work with the Friends of Sandy Christmas Lights to hold the 2021 Light Switch on Event	1) Order staging and PA System 2) Order Christmas Tree 3) Agree any additional lights as part of Scheme within existing budget. 4) Apply for road closure and temporary event licence 5) Liaise with FOSCL on programme, stalls, set up and running of the event 6) Risk Assessments, Event management plan to be produced 7) Promote and hold event with FOSCL	1) Admin 2) Admin 3) Clerk/PFR/Contractor 4) Admin 5) Clerk/Admin 6) Clerk 7) Clerk/Admin/FOSCL/ Events Wrk Grp.	June '21 July/Aug '21 September '21 August '21 June – Dec '21 October '21 November '21
-	Work with the RBL to hold the 2021 Remembrance Parade	Actions and timescale to be further considered in partnership with RBL and Action Plan updated according.	Events Wrk Grp RBL	Aug '21 – Nov '21
On-Going Activities				
Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration		
	Review and Monitoring of Community Plan	Monitor progress against action points in the Community Plan via reports from the Community Plan Working Group.		
	Trees	Inspection, Surveys and Maintenance of council owned trees		
	Streetlights	Inspection and Maintenance checks with approved contractor		
	War Memorial	Annual Inspection and Clean		
	Park Checks and Maintenance	Regular Checks and Maintenance. Consideration of needs and any new equipment required.		
	Public Toilets	Maintenance		
	Open Spaces	Maintenance		
	Street Furniture	Maintenance, renewal and consideration requests for additional, or memorial		
	Trees	Provision, Inspection and maintenance		
	Green Spaces Equipment	Maintenance and Renewal of Essential Equipment		
	Car Park	Review and maintenance		
	CCTV	Administration and consideration of any CCTV service matters		
	Land for allotments	Continued efforts to identify and securing land for the creation of a new allotment site large enough to satisfy demand		
Any other matters within the committee's remit that arise during the year				

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CBC = Central Bedfordshire Council

BAOWK = Beeston Allotment and Orchard Working Group

Env. Wrk Grp = Environmental Working Group

SCG = Sandy Centre Group

SGW = Sandy Green Wheel Group

STC = Sandy Town Council

SP Wrk Grp = Skatepark Working Group

Note: Further actions may be fed into the Action Plan dependant on the work and priorities of the below Working Groups. These Working Groups report into CSE, which governs the work of the groups.

- Beeston Working Group
- Beeston Allotment and Orchard Working Group
- Community Plan

- Environmental Working Group
- Events Working Group
- Skatepark Working group

Community, Services and Environment Committee

Date:	7th June 2021
Title:	Beeston Rural Exception Site
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive an update from Central Bedfordshire Council (CBC) on the proposed six affordable houses for the rural exception site in Beeston, Sandy. Update received from CBC on 20th May 2021 from the Head of Service for Housing Initiatives at CBC.

Recommendation

2. That the Committee note the update.

Background

3. CBC own a plot of land in Beeston, Sandy which is classified as a rural exception site. Rural exception site policy allows local planning authorities to grant planning permission for affordable housing on land that would not normally be used for housing because, for example, it is subject to policies of restraint.
4. An outline planning application for 6 affordable houses was previously considered by the Council and later approved by CBC.
5. As part of the development a section of land to the rear of the site is to be leased to STC for the purpose of allotments and a community orchard. The lease is referred to in the Action List under agenda item 6 of this agenda.

Proposals/Information

6. Planning permission for this new development was granted by CBC Planning on the 26th February 2021. The permission is for a total of 6 dwellings to meet local housing need, comprising of 2 x 2 bed houses, 2 x 4 bed houses and 2 x 2 bed bungalows. The two 2-bed houses will be provided as shared ownership to keep to the original outline planning permission conditions from 2017. The other four homes will be let at affordable rent.
7. The next major step to take this development forward is to prepare tender documentation in order to procure and appoint a main contractor. In advance of this, we are also finalising a cost estimate to determine the project budget.
8. A requirement of the planning permission is to undertake some ecology surveys (bat and reptile) on the site before any works can commence. It was planned for the reptile refugia to be set up on 9th April, with weekly surveys to then be carried out. The bat surveys are planned to take place on 26th May, 29th June and 22nd July. However exact dates cannot be confirmed as these dates are all dependent on weather and conditions and could therefore change.
9. As a rural exception scheme, the Council's Local Lettings Policy applies to the rented homes, providing local connection criteria. Nearer time of completion, it will be beneficial to promote the development locally, to provide opportunity for local people in housing need to apply for the homes. It would be good to promote the shared ownership locally as well. This is for later in the development though.

BEDFORDSHIRE AND RIVER IVEL INTERNAL DRAINAGE BOARD

Your ref:

B1 -952-8 - SF

Our ref:

14 May 2021

Date:

Sandy Town Council
10 Cambridge Road
SANDY
Beds
SG19 1JE



Vale House
Broadmead Road
Stewartby
BEDFORD
MK43 9ND

Tel: 01234 767995

Email: contact@idbs.org.ukWebsite: www.idbs.org.uk

This notice is given in accordance with the provisions of the Land Drainage Act 1991 (Section 14 – General Powers; Section 15- Disposal of Spoil)

Watercourse No

124, 125

Area

Sandy (see attached plan)

It is proposed to enter land in your occupancy with heavy equipment to carry out watercourse maintenance. The operations to be undertaken are as follows (as per ticked boxes):

- Hand clearing of vegetation/obstructions. (Access for heavy machinery is not required)
- Mechanical clearing / obstruction removal
- Mechanical flailing
- Mechanical dredging / vegetation removal
- Aquatic weed spraying of the watercourse using approved chemicals for Aquatic use, dispersed from a knapsack sprayer in accordance with Environment Agency guidance.
- Please leave a headland within the reach of the machine from the top of the bank if the land is to be in arable cultivation during the next cropping season. This will enable the Board's plant to operate and reduce crop damage. Failure to comply may result in the Board's plant working on cropped fields.

The works indicated are for the 2021/22 programme with the priority given to the annual work on high-risk watercourses.

We will aim to use the same access and/or working bank as used in previous years where possible, so good access will be required. A Board's representative may contact you to arrange access as necessary.

Please inform the Board's office if you are aware of any of the following which may be affected by the Board's proposed works in order that the Board may contact the appropriate authorities or organisations:

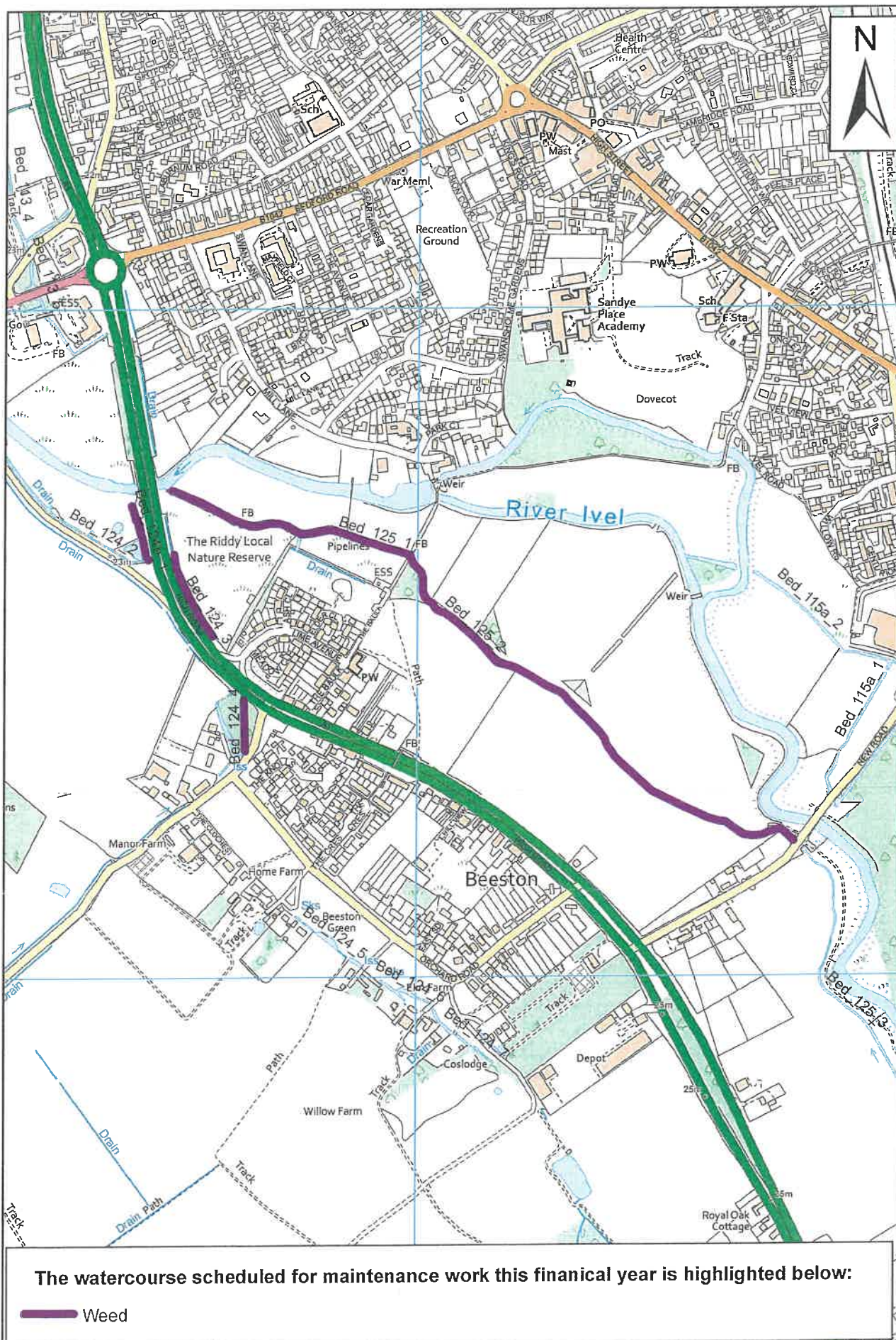
- Access
- Overhead, or underground cables
- Pipelines or other services
- Protected habitat or species of flora and fauna including environmental schemes
- Special restrictions
- Field drains or structures
- Fishing interests

Under the Land Drainage Act, the Board has general powers over all matters relating to drainage of the land and statutory powers of entry to maintain watercourses, irrespective of any agri-environmental schemes or rules and this Notice of Entry letter should be presented to the Rural Payment Agency to verify this to avoid forfeiting any payments under the current agricultural payments schemes.

If you have any queries regarding access or the work being carried out, please contact the undersigned on 07435 963264 / simon.fox@idbs.org.uk or the office on 01234 767995.

Simon Fox
Works Manager

Enc.



JOHASHEN, Eliot 3104
Thu 20/05/2021 11:23



Good morning,

On 18th May 2021 the OPCC and members of the Youth Panel from Bedford Academy and Denbigh High school considered all applications for funding spaces to improve shared community environments for young people in Bedfordshire.

I'm delighted to inform you that yours was one of the successful bids. Please note that the amount awarded may not be the full amount applied for. Our commissioning team will send you an acceptance form with full details in due course, which will require you to accept or decline the offer.

Thank you for your continued efforts to make Bedfordshire a safer place for young people.

Kind regards

Eliot Johashen

Criminal Justice and Victims Project Manager

Bedfordshire Police Headquarters,
Woburn Road, Kempston, Bedfordshire, MK43 9AX

Community, Services and Environment Committee

Date:	7th June 2021
Title:	Skatepark Project
Contact:	Cllr S Paterson – Chairman of the Skatepark Working Group Chris Robson, Town Clerk

Purpose of the Report

1. To receive and consider an update on the Skatepark Working Group's progress on the proposed Skatepark project.

Recommendation

2. That the Committee note the Working Group's intention to release press and media statements and establish a 'Skatepark' project Facebook page to gather evidence of community support to support a grant application to Central Bedfordshire Council's Community Asset Grant Fund.
3. That the Committee consider recommending to the Policy, Finance and Resources Committee that an uncommitted £7,000 EMR received from the Tempsford solar farm be allocated to the Skatepark project.

Background

4. The Skatepark Working Group previously reported that it would be looking to go to tender earlier than originally planned to bring a partner on board to help the Council move its ambition for a skatepark forward and support it in raising funds. A tender document is under review and will be presented to the PFR committee in due course. However, the Working Group has had two funding opportunities arise to help add to the funds available for the project. Due to the deadlines for the grant funding, the Working Group must change its planned actions slightly to ensure it has the best possible chance of achieving funding. The VERU fund has already been submitted and acknowledged as successful. However, CBC have now also released their most recent Community Asset grant funding.

Proposals/Information

5. CBC had launched the next round of their Community Asset Fund. The fund invites Councils, not-for-profit organisations, volunteer and community groups to bid for up to £25,000 towards projects to improve or provide new community infrastructure. The Fund will be open for applications until 1st July 2021. A fourth round will then follow. Funding awarded should be spent within the current financial year.
6. The application is points based and to help ensure the Council's application scores as many points as possible, the Working Group would like to move forward with publicity and community engagement on the project now to help demonstrate community support for the project. This is earlier than originally intended, but by generating support for the project prior to submitting the application, the Council stands a greater chance of achieving funding.
7. The initial publicity and engagement would include the launch of a Skatepark project Facebook page, posts on STC's website and Facebook site and a press release. The messaging will be that;
 - Sandy Town Council is committed to providing Sandy with a new, quality Skatepark by refurbishing the existing park with a modern concrete facility similar to neighbouring towns.

- The Council has adopted a project plan to support its ambition to provide a facility.
 - The ambition to provide a skatepark builds on CBC's proposed investment at the Jenkins to help create a 'sports hub' in Sandy. Skating and BMXing are now Olympic sports.
 - That while some initial funding is secured, the project is at an early stage and is dependent on securing required funding from external sources.
 - That the Council is actively seeking funding to support the future consultation and development of a new facility.
 - That to help secure funding opportunities the Council needs to demonstrate a demand and support for the project and will be asking residents to show their support.
 - That residents will have the opportunity to get involved with, and help develop the design and look of a new facility, and push the project forward as a community.
 - Other media, such as Twitter and Instagram may also be considered if their reach is greater with young people.
8. The Working Group would also like the committee to consider making a recommendation to the Policy, Finance and Resources committee that an uncommitted Earmarked Reserve of £7,000 is committed to the project. Again, by pulling together as much funding as possible at this stage, the application will be strengthened. The uncommitted £7,000 was received from Waterloo Solar Farm in 2016. The money was given directly to the Council as a result of a developer contribution for the solar farm extending the license for part of its site. A condition was applied to the funding which stated it must be used for a project or activity that benefits the community. To date the funding has not been committed to any project and this may provide an opportunity to use the funds to benefit young people in Sandy by furthering the progress of the skatepark project and strengthening the Council's funding application to CBC.

Financial Implications

9. The current £34,000 committed to the project is from Section106 and will not impact on the Council's budget. If the Committee recommend that an uncommitted £7,000 in Earmarked Reserves for 'Community Funds' be allocated to the project, those funds will no longer be available for an alternative use. Those funds are separate to the Council's Rolling Capital Fund and have not been included in any budgeted or planned expenditure.
10. If the Council were to commit the £7,000 this would give a current project budget of £41,000 when the Sc106 is factored in. A further grant award from VERU of up to £5,000 will also be added to this.

Policy Implications

11. The Council will need to update its Social Media policy to cover the launch and use of a 'Skatepark Project' social media page, in the same way it does for the Council run Sandy Green Wheel page. The policy should indicate what the page will be used for, who has responsibility for content and which officers/Councillors are permitted to have access to post and respond to comments on the page. Any use of Instagram and Twitter will also need to be factored into an updated policy.
12. Any press release issued must be in line with the Council's Media Policy.

Legal Powers

13. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

Risk Management

14. The Council has written confirmation from two trustees of the Sandy Skating Association that they support the Council's ambition/project.
15. As with all communication from the Council, it should follow guidance in the policies mentioned above. Messaging should be clear to advise residents that the project is an ambition for Sandy Town Council and is still subject to fundraising and consultation. This should include addressing any negative points that could arise from a refurbished, busier skatepark such as noise.

SANDY TOWN COUNCIL

Minutes of the meeting of the Events Working Group on Tuesday 25th May 2021.

To; Cllrs Gibson, Hill, Jackson, Scott, Sutton and Thompson

1. Apologies

Apologies were received from Cllr N Thompson

2. Election of Events Working Group Chairman

Members elected Cllr Susan Sutton Chairman of the Events Working Group

3. Sandy Green Wheel Self-Guided & Group Walk Feedback

Cllr Gibson provided feedback on the Sandy Green Wheel Group Walk:

- 23 people and several dogs took part in the walk. Most completed the full route.
- Participants ranged in age from 20s to 80s.
- Some participants were new to the area.
- Several participants said they would like to do a similar walk again in future and asked for details of other local organised walks. The group may like to reconsider hosting a programme of seasonal walks as had been started in January 2020, or the 3 Green Wheel Challenge, which was considered previously.
- The group hadn't been able to stop to talk with the nature expert at the Riddy due to the forecast rain which began just after the last of the group finished the walk.
- It was suggested that a dedicated birdwatching, bird ringing or nature surveying event in a fixed location or locations such as the Riddy, the Pinnacle or the Sandcast Wood could be held during the summer. The Council could invite experts from BRCC or the RSPB to talk to the public and lead sessions. It was suggested a session should happen in late June or early July. Alongside, the nature survey which formed part of the self-guided walk & quiz should be republished on its own for members of the public to complete.
- Historical walks on other routes around the town during the summer, possibly run in partnership with SHRG, were also suggested.

4. Spring Craft Market

Members received verbal updates on preparations for the Spring Craft Market to take place on 31st May in the Market Square:

- Road closure approved by CBC (temporary event notice already approved).
- CBC's Safety Advisory Group advised there are no new restrictions which would affect the running of the market at this time.
- 17 stalls booked and 3 unconfirmed, in addition to CBC & Neighbourhood Plan stands. Between 4 - 7 Council gazebos are needed, depending on unconfirmed stalls.

- Office due to send setup instructions to stallholders. The road will be closed and site setup begin at 8am. Stallholders will be invited to setup in several stages from 9am.
- Cllr Gibson said she had discussed the possibility of borrowing hand sanitiser stands for the event from Biggleswade Town Council and would pursue this.
- Public feedback on the planned event has been positive and several shops & cafes are opening for the day of the market.

5. Future events planned for 2021/22

Members noted the following list of planned events for the coming year:

Date	Event	Other Organisations	Notes
28 May – 13 Jun 2021	Great British Spring Clean Litter Picking	Community volunteer groups	Council to promote the national initiative and lend equipment to groups.
17 May – 14 Jun 2021	Great British Spring Clean Poster Competition	Schools	Environment Working Group is asking local children to design anti-littering posters to be displayed around town.
15 July, 30 July & 28 August 2021	Outdoor Theatre	Pantaloons Theatre Co.	3 Theatre productions to be held on Beeston Green.
Oct 2021 TBC	French Market	France at Home	The French market has requested to return on one weekend in October.
14 Nov 2021	Remembrance Sunday Parade	RBL, St Swithun's	Annual Remembrance parade & church service.
28 Nov 2021	Christmas Lights Switch-On Event	Friends of Sandy Christmas Lights	Council to organise light switch-on and facilitate the event with the TTRO, TEN, stage, gazebos, etc.

The following potential future events were also discussed:

- A dedicated birdwatching, bird ringing or nature surveying event in a fixed location or locations such as the Riddy, the Pinnacle or the Sandcast Wood could be held during the summer. The Council could invite experts from BRCC or the RSPB to talk to the public and lead sessions. It was suggested a session should happen in late June or early July. Alongside, the nature survey which formed part of the self-guided walk & quiz should be republished on its own for members of the public to complete.
- Historical walks on other routes around the town during the summer to look at the older and listed buildings, possibly run in partnership with SHRG.
- A possible market or street party-style event in the Market Square could be discussed after the outcome of the craft market is considered.
- It is unclear whether the Carnival committee plan to hold an event this year, Cllr Gibson would consult them and feed back.
- An autumn fair consisting of community groups was suggested; this could be held on Bedford Road or Sunderland Road recreation grounds if outside of the football season.

- Aspects of the horticultural show, such as a baking competition, could be held in the Council Chamber over the winter.
- An event in the Market Square based around Gunns' Bedfordshire Clangers.

6. Date of next meeting

The next meeting was scheduled for Wednesday 9th June 2021 at 4pm, via Zoom.