

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, A Gibson, A M Hill, T Knagg, C Osborne, S Paterson, 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 26 April 2021 commencing at 7.30pm.**



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
20 April 2021

## 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: 850 3721 3718

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [clerk@sandytowncouncil.gov.uk](mailto: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 under Sandy Town Council's adopted Code of Conduct and which may be*

# Sandy Town Council

*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 8<sup>th</sup> March 2021 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 I

## **6 Correspondence from East Beds Model Railway Society**

To consider correspondence and questions raised at a meeting of the Full Council from the East Beds Model Railway Society.

Appendix II

## **7 New Road/Station Road and London Road**

To consider questions raised by the SG19 group at Full Council and delegated to the CSE committee for consideration.

Appendix III

## **8 Bench Memorial Plaque Request**

To receive and consider a request to install a memorial plaque on an existing town centre bench.

Appendix IV

## **9 Memorial Bench Application**

To consider and approve a memorial bench request.

Appendix V

## **10 Welcome Back Fund**

To receive and consider a report from the Town Clerk on the Government's 'Welcome Back Fund' for town centres.

Appendix VI

## **11 Fly tipping and Waste**

- i) To consider a question raised at Full Council by a resident in relation to fly tipping and waste around Sandy.

*Question: What is the Town Council doing to prevent the rubbish being left around town? I would suggest education is a small part of this.*

- ii) To receive information about the 2021 Great British Spring Clean which will take place from 28<sup>th</sup> May to 13<sup>th</sup> June.

Appendix VII

# Sandy Town Council

## 12 The Riddy Drainage Work

To receive a report on proposed works by the drainage board on Council owned land in the The Riddy, Sandy.

Appendix VIII

## 13 Skatepark Project

i) To receive an update report from the Skatepark Working group.

Appendix IX

ii) To note that the Working Group are applying to the VERU grant fund for up to £5,000 towards the skatepark project.

Appendix X

## 14 Fair at Sunderland Road

To receive a verbal report on the fair held at Sunderland Road Recreation Park starting from 22<sup>nd</sup> April 2021.

## 15 Events Working Group

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

Appendix XI

ii) To note that the Sandy street food market is due to start again in May 2021 subject to COVID guidance at the time. As with previous years this would take place in the car park on a Friday.

iii) To receive an update on the Spring Craft market to be held on 31<sup>st</sup> May 2021.

Appendix XII

## 16 Chairman's Items

17 **Date of Next Meeting:** Monday 7<sup>th</sup> June 2021

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

Subject	Action to be taken		Response /Status
	Minute	Action	
<b>Full Council Meeting 20/04/16</b>			
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><b>April 2021</b> – 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>
<b>CSE Meeting 24/08/2020</b>			
Use of former Days Inn conference site	(24-20/21)	<b>RESOLVED</b> 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 feed back, 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.
<b>CSE Meeting 05/10/2020</b>			
SID Sign locations and Installation	(37-20/21)	<b>RESOLVED</b> 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.
<b>Full Council Meeting 1/03/2021</b>			
		<b>RESOLVED</b> 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.

# EAST BEDFORDSHIRE MODEL RAILWAY SOCIETY



Founded 1961

Member: Chilterns Model Railway Association

Sandy Town Council  
10 Cambridge Road  
Sandy  
Beds  
SG19 1JE

Mr P J Wakeman  
16 Newtown Court  
Potton Road  
Biggleswade  
Beds  
SG18 0AJ

Telephone	Home	01767 315783
	Mobile	07847 361962
Email	secretary@ebmrs.org.uk	

To whom it may concern

The East Beds Model Railway Society is shortly to be evicted from the premises we have occupied in Sandy for the past 46 years due to a building refurbishment part-funded by a Central Beds Council Community Grant. We therefore urgently need to secure new premises for our Society that will provide sufficient space to allow us to store our layouts and equipment and also to set up and run the layouts in order to continue to serve the community. There is an unfortunate irony in that a Community Grant has resulted in the eviction of a community group.

The timetable for our eviction is just 4 weeks from the 17<sup>th</sup> May 2021, this being the earliest date we are able to access the clubroom in the former projection room of the Roundabout Club under the current lockdown rules.

Unfortunately, there is a lack of suitable premises for local community groups such as ours, so I am writing to ask if the Council has, or knows of, any safe, affordable and weatherproof premises that might be available for us to rent.

For information, we traditionally meet at our clubroom one evening a week to run, and work on, the layouts. At this time, we also welcome any members of the public, of any age group or ability, who wish to visit, to chat about railway modelling, or to become more involved in the Society. At all other times the premises are used primarily for storage.

Our Society is not run for profit, so cost is a significant factor for us. All proceeds are ploughed back into the society to pay our rent, fund our layouts and finance the annual exhibition that we run every February at Stratton School, Biggleswade. We have regularly exhibited our layouts around Britain and in mainland Europe and have been a feature of Bedfordshire life for 60 years, during which time many thousands of local residents will have enjoyed the event. It would be a great shame for a society with such a long association with the area to have to be wound up for want of suitable premises.

If you have no suitable premises available, are you able to offer any temporary storage facility where we can store our layouts and equipment until we are able to find more a more permanent home, or equally, work with Central Beds Council to the same end.

Regards

John Wakeman  
Secretary, East Bedfordshire Model Railway Society

**Community, Services and Environment Committee**

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<b>Date:</b>	<b>26<sup>th</sup> April 2021</b>
<b>Title:</b>	<b>New Road and London Road – SG19 Questions to Council</b>
<b>Contact:</b>	<b>Chris Robson, Town Clerk</b>

At a meeting of the Full Council held on 12<sup>th</sup> April 2021 the following questions were raised under the public participation section by the SG19 group;

**1) New Road/Station Road**

"A number of years ago STC raised concerns over the number of HGVs that used the Bedford Road/High Street route through the town and suggested they be re-routed via A1, New Road, Station Road, and Potton Road. Will STC join with SG19 to again explore this possibility with CBC Highways department?"

**2) London Road**

"In view of the problems recorded in London Road will STC join with SG19 to press CBC's Highways Department to give priority to meeting the Council's commitment to improve air quality - especially at the southern end - and to safety by making improvements at the northern end to reduce 'rat running' by traffic leaving the A1 at speed?"

"A 'given' would be the removal of the sign on the A1 that directs traffic to Sandy town centre via London Road, West Road and St Neots Road. HE has, in the past, confirmed it is willing to do this but CBC indicated a wish to erect further signage in support of the direction indicated. This would be a retrograde step that would not be well received, based on the feedback we have received.

We look forward to receiving STC's replies."

It was agreed that both questions be considered further and responded to by the Community, Services and Environment committee.

*Members are asked to consider the above questions and respond to SG19.*

**Community, Services and Environment Committee**

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<b>Date:</b>	<b>26<sup>th</sup> April 2021</b>
<b>Title:</b>	<b>Memorial Plaque Request</b>
<b>Contact:</b>	<b>Chris Robson, Town Clerk</b>

**Purpose of the Report**

1. To receive and consider a request from a member of the public for the installation of a memorial plaque on a pre-existing bench in the Sandy Market Square.

**Recommendation**

2. If the Committee is minded to approve the installation of the plaque on an existing bench the wording of any such plaque will need to be approved by the Town Clerk.

**Background**

3. The Council previously considered how it might deal with requests for the installation of memorial benches on Council owned or managed land. A policy governing such requests has been approved by the Policy, Finance and Resources (PFR) Committee. A resident has asked if it is possible to have a memorial plaque fitted to an existing bench in the Market Square outside the pharmacy or the Post Office. This is not dealt with by the policy, which focuses on the purchase and installation of new benches and memorial plaques.
4. All existing benches are on CBC Highways land but are maintained by the Town Council. The benches installed outside the Post Office were funded and installed by CBC as part of a market town funding scheme. The benches, which have the Council's logo on them, became the property of the Town Council following installation.
5. Benches outside the pharmacy were originally installed by Mid-Beds Council. Over recent years, Sandy Town Council has taken on the responsibility for maintaining these benches.

**Proposals/Information**

6. The plaque is in commemoration of a former resident who has been buried outside the parish in a plot with another relative. The family in Sandy would like a local tribute to their relative who passed away in August 2020. The family member making the request has said that her mother spent a lot of time in the town centre and having a plaque on a bench in this location would be very fitting. The resident has requested that the plaque be added to a bench in front of the Post Office or the pharmacy.
7. A plaque could be fitted to a bench if approved by the Council. If the Council wishes to consider approving the request, it should amend its existing policy accordingly and have charges involved agreed by the PFR committee. In addition, it should be clear as to how wording on plaques will be agreed and who will install them.
8. The Council's Memorial Bench Policy states that plaques fitted to benches will be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the uppermost lath of the back of the bench, or whichever is the greater. The precise wording of any plaques or inscription must be approved by the Town Clerk.



**Financial Implications**

9. If the Council were to approve the request and organise the purchase and installation of the plaque there would be a direct cost of the plaque and engraving, plus additional costs would be incurred in the form of administration time approving the message and ordering the plaque, and outdoor team time in its installation. The Memorial Bench Policy lists a £40 cost for a memorial plaque, this amount was agreed by the PFR committee when reviewing the policy.

**Policy Implications**

10. The Council recently agreed a Memorial Bench Policy. The policy does not cover a request of this kind and will need to be amended to reflect the Council's agreed approach to such requests. The Council does refer to the installation of more benches across the parish as a positive action in its Memorial Bench Policy and Recreation Spaces Plan. However, in this case the memorial would not see installation of an additional bench or refurbishment of an existing.

**Legal Powers**

11. 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**

12. The plaque would need to be safely fixed to the bench and checked to ensure it presented no safety risk to users. For this reason, installation of any plaques should be undertaken by Council staff in line with a relevant risk assessment.

**SANDY TOWN COUNCIL  
MEMORIAL BENCH APPLICATION FORM  
2020-2021**



**SANDY**  
Town Council

Thank you for your interest in installing a memorial bench in Sandy. Please complete the application form below and return via email to [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk) marked 'Memorial Bench Application' or you can post it to:

**Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE**

<b>Applicant Details</b>	
Name	[REDACTED]
Address including postcode	[REDACTED]
Telephone number (home)	[REDACTED]
Mobile	[REDACTED]
Email	[REDACTED]

**Bench Location**

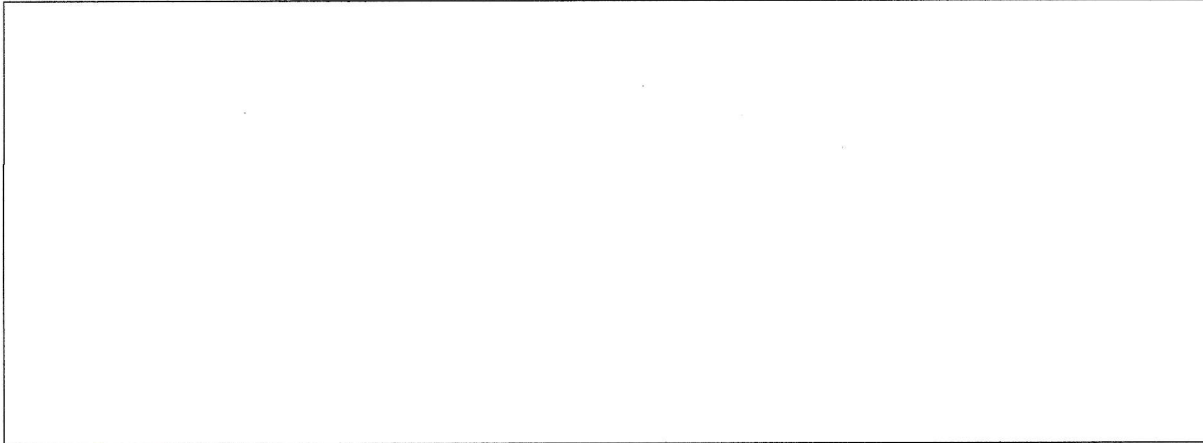
Please identify the Council site at which you want to install a memorial bench;

(Please tick location)

<input type="checkbox"/>	Sunderland Road Recreation Ground
<input type="checkbox"/>	Bedford Road Recreation Ground
<input type="checkbox"/>	Fallowfield Recreation Ground
<input type="checkbox"/>	Beeston Village Green
<input type="checkbox"/>	The Limes Recreation Space
<input checked="" type="checkbox"/>	The Pinnacle/Pinnacle Hill

**Location Details**

Please provide any further details or include a sketch on the desired location of the memorial bench;



**Important Information**

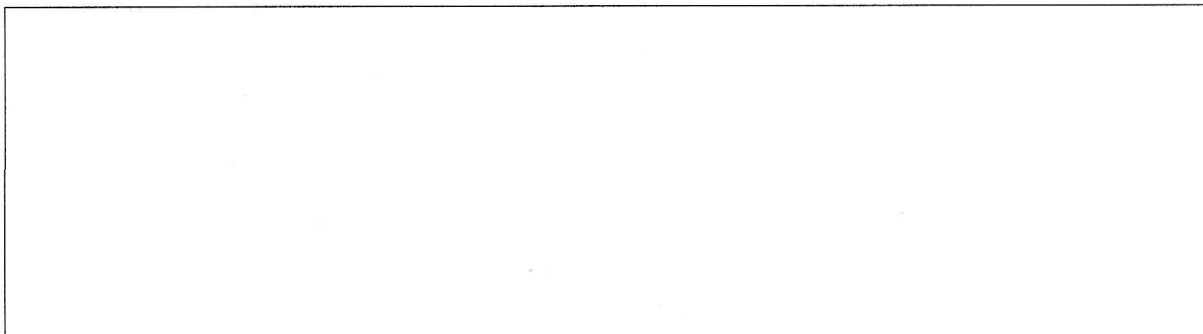
*If you only provide the name of the site, the council will presume you do not have a preferred location therefore a suitable location will be chosen for you. The Council will endeavour to accommodate wishes regarding the position of the bench; this is dependent on there being room and that it is considered as a suitable position.*

**Bench Type**


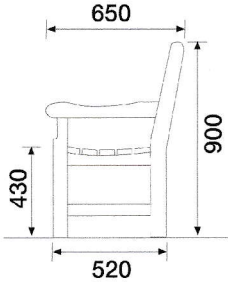
The Council does not wish to restrict the design and type of benches that can be installed, and you are welcome to submit a request for the installation of a bench of your choosing. Any bench design should be suitable for the proposed area and will need approval from the Council prior to installation. Once approved the applicant will need to arrange for the purchase and installation of the bench at a time agreed with the Council.

Alternatively, there are three standard benches that can be chosen from for supply and installation by the Council. These benches are detailed below.

Please provide details of your proposed bench, including materials, dimensions, colour and a supporting image.



Or, please indicate a preferred standard bench from those overleaf to be purchased and installed through Sandy Town Council.

<b>Victoria Timber Seat</b>		
<p>Bench and fixings cost: £750</p> <p>Memorial plaque: £40</p> <p>Supplied in a planed and sanded finish. Optional dark oak staining for additional £74.</p>		

<b>Ripon Seat</b>		
<p>Bench and fixings cost: £493</p> <p>Memorial plaque: £40</p> <p>Cast iron armless seat with two broad and a single narrow slat as standard.</p>		

<b>Eastgate Seat</b>		
<p>Bench and fixings cost: £350</p> <p>Memorial plaque: £40</p> <p>Cast iron framed seat featuring nine hardwood slats as standard.</p>		

Chosen bench: EASTGATE SEAT

**Memorial Plaque**

Please write the message which will be engraved on the memorial plaque in the box below.

IN LOVING MEMORY OF A DEAR DAD  
& GRAMPY  
ALFRED HAWCOCK  
HE LOVED IT HERE

**Maintenance**

The Council will make every effort to maintain the bench, but as it will be installed on a public site, the Council cannot be held liable for damage, vandalism or theft.

**Community, Services and Environment Committee**

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<b>Date:</b>	<b>26<sup>th</sup> April 2021</b>
<b>Title:</b>	<b>The Welcome Back Fund</b>
<b>Contact:</b>	<b>Chris Robson, Town Clerk</b>

**Purpose of the Report**

1. To receive information on the 'Welcome Back Fund', funding from Central Government passed to Central Bedfordshire Council to help promote town centres as part of the easing of COVID19 restrictions and re-opening of town centres.

**Recommendation**

2. That the Council work with the Sandy Centre Group, via its representative Cllr J Hewitt and the Chair of the group Cllr A Gibson, to develop a list of proposals in preparation for a funding agreement with CBC.
3. That the list, with costings, be brought back to the Council for consideration along with the amount to which Sandy is eligible to apply for.

**Background**

4. The Welcome Back Fund is providing councils across England a share of £56 million from the European Regional Development Fund (ERDF) to support the safe return to high streets and help build back better from the pandemic.
5. The fund will allow local authorities in England to put in place additional measures to create and promote a safe environment for local trade and tourism, particularly in high streets as their economies re-open. Local authorities can therefore also use the fund to develop plans for responding to these impacts, this could include considering how other funding streams could help address those challenges in the future.
6. The fund can also be used by local authorities to:
  - Boost the look and feel of their high streets by investing in street planting, parks, green spaces, and seating areas to make high streets welcoming.
  - Run publicity campaigns and prepare to hold events that will boost footfall and encourage people back into the high streets and thereby supporting local businesses.
  - Install and refresh signage and floor markings to encourage social distancing and safety.
  - Improve green spaces on high streets and town centres by planting flowers or removing graffiti.
7. MHCLG expects local authorities to engage with stakeholders including Business Improvement Districts (BIDs), Destination Management Organisations (DMO), town and parish councils. Where appropriate, MHCLG is encouraging local authorities to enter into suitable delivery partnership arrangements with town and parish councils to improve delivery outcomes for communities and high streets.

**Proposals/Information**

8. Central Bedfordshire Council (CBC) will be receiving £255,000 from the fund for the Central Bedfordshire area. As is often the case with some forms of national funding, Central Bedfordshire does not receive as much as other areas due to its relatively low levels of deprivation compared to other

areas in the country. Central Bedfordshire Council has identified those Councils in their area which have a defined town centre and will be passing funding through to those Town Councils via a funding agreement with CBC.

9. The exact principles of the grant funding are still to be advised by CBC. However, funding is to be based on population and precept figures per town. A funding agreement will most likely be put in place along with a schedule of the projects/proposals as part of the funding agreement. Costs will most likely need to be included for any proposals put forward. Funds will then be committed for use by STC on the agreed projects. Funds should be spent over the summer, but there is an allowance for committed expenditure to be extended to Christmas when more activity in the town centre may be encouraged.
10. Feedback and some evidence of impact will need to be provided to CBC to support projects once undertaken. CBC will review expenditure and if funds are not committed or used by a town, those funds may then be re-allocated to other towns with proposals/projects.
11. An example of some activities on which funds could potentially be spent is attached to this report. The Council will need to develop further ideas/proposals for agreement to submit to CBC as part of committing funding.

### **Financial Implications**

12. At present the exact amount which will be passed to Sandy to commit to town centre projects is unknown. Central Bedfordshire Council are still in the process of agreeing the process of distribution and letters will be issued from the Council to Town Councils in the coming days. It is possible the Clerk will have more information to share at the meeting of the committee on 26<sup>th</sup> April 2021.
13. The application to commit funds and its expenditure falls under the remit of the Policy, Finance and Resources committee which will need to consider and agree any forthcoming proposals.

### **Policy Implications**

14. The obtaining of grant support funding helps to meet the Council's aims that it will not rely purely on precept to fund activities and projects, but instead look to obtain grant funding wherever possible to offset pressure on the Council's budget and taxpayer. Further policy implications would be dependent on the activities/projects proposed to be undertaken as part of any funding agreement. For example, the Council could potentially use funds to support activities and projects that are set out in its community engagement policy (ie community events).

### **Legal Powers**

15. 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**

16. The risk management for any particular project or expenditure identified as part of the fund will need to be separately assessed and reviewed as ideas come forward.
17. There is a wider risk that the Council could lose out on funding for the Town if it does not proactively agree projects/ideas and apply to have the funds committed within the next 6-month period.

## AGENDA ITEM: 10 - Appendix I

### Sandy Town Council

#### Welcome Back Fund – Potential Ideas

The following are suggestions based on previous discussions by the Council. These are purely by way of example as potential ideas should the funding available allow.

1	<b>Fairy lights in trees</b>	As part of its Christmas lighting scheme the Council installed fairy lighting in two of the market square trees. Permanent tree lighting could be extended to other trees around the town centre both to expand the Christmas light scheme and to have lights on during summer months as part of encouraging people to enjoy the evening economy. The Christmas Lighting scheme could also be enhanced by these permanent lights and putting lightings in the trees on the High Street roundabout.	
2	<b>Lamppost banners</b>	The Council previously considered use of lamppost banners through the town centre. Banners could be used during part of the year to advertise specific events or permanent attractions, such as free parking or the Sandy Green Wheel. Further investigation will be needed on put up/take down costs from contractors. Investigation needed to ensure banners can work alongside lamppost floral displays.	
3	<b>Replacement of Planters</b>	The Council has extended its planting scheme slightly with more barrier baskets. An investment could be made to replace the existing permanent fixed planters around the town centre with new planters which could be moved to support greater use of space in the town centre as part of planned events.	
4	<b>Town Centre directory</b>	The Sandy Centre Group has designed a town centre map/directory with lists of businesses on it. Funds could be invested to turn this into professional printed leaflets or an enlarged map to be situated in a case/notice board in the car park. Potential to develop further to include information on access walks and spots such as the Riddy.	
5	<b>Events</b>	The Council is arranging a spring craft market and has discussed the potential of holding further events, such as a busking day or an event celebrating Sandy and all its business and community groups. Could access to Sandye Place be arranged to host a large-scale town centre event? There would be a resource pressure in allocating time to organise such events, but funds could be allocated to new events or supporting existing ones, such as the street food market.	
6	<b>Vacant Shop Space</b>	The Council have previously discussed whether it might be possible to rent a vacant shop and establish a meanwhile space for start up businesses.	

Partnerships Community & Engagement Team <Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk>  
Mon 19/04/2021 14:13

## **The Great British Spring Clean (GBSC) takes place from 28 May to 13 June 2021**

The Great British Spring Clean takes place between 28 May and 13 June this year. We are again asking Town and Parish Councils to confirm your participation with us and to register your litter pick on the Keep Britain Tidy website, where you can also order bags for collecting the litter. We will provide guidance on managing volunteers and collecting litter safely and adhering to the guidelines as we move out of lockdown.

This is the 6<sup>th</sup> year of the GBSC and all of our litter picking kit has been distributed to participating Town and Parish Councils in previous years so those items should be reused. Our waste contractor, FCC has agreed to pick up larger quantities of waste and you will need to let us know a location that this should be collected from; somewhere suitable where the contractor can access it easily and where it will not attract fly tipping. Smaller amounts of litter can be added to household waste or recycling bins and will be collected as part of the household collection.

1. If you would like to get involved this year, make sure you also register your litter pick by visiting [The Great British Spring Clean](#). The website has lots of useful information, posters and logos to help with your local promotion. This year the KBT website is also offering the opportunity to order bags and purchase equipment too if required.
2. Please can you also let us know by emailing [Community Engagement Team](#) by 12 May and include the following:
  - Where, when and at what time(s) you plan to do a litter pick
  - How many volunteers you hope to engage in your event (approx.)
  - Name / contact details of the group taking part (email/phone)
  - the location that collected litter should be collected from (ideally we'd suggest keeping the bags at a village hall until the day of collection (as most litter picks take place at the weekend in many cases the contractor won't be able to collect the bags until Mon/Tues).
3. Remember, government guidelines and social distancing, litter picking should only be undertaken, in pairs or small groups of people, and you must read the guidance provided by [Keep Britain Tidy](#).
4. Please remember that we cannot collect litter from any private land and please make sure that you do not pick near busy roads (over 30mph) and always have safety in mind whilst litter picking.
5. Finally, we would be really grateful if you could take lots of photos of your litter picking that can be used in future publicity – and if possible also let us know how many volunteers were involved and how many bags were collected so that we can celebrate community action and volunteer effort.

For further information please contact [Community Engagement Team](#) or the Environmental Services team [Env.Services@centralbedfordshire.gov.uk](mailto:Env.Services@centralbedfordshire.gov.uk)

Community Engagement Team  
Communications and Engagement  
Transformation Directorate



**Community, Services and Environment Committee**

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<b>Date:</b>	<b>26<sup>th</sup> April 2021</b>
<b>Title:</b>	<b>The Riddy – Drainage Board Work</b>
<b>Contact:</b>	<b>Chris Robson, Town Clerk</b>

**Purpose of the Report**

1. The Bedfordshire Group of Drainage Boards (IDB) wishes to undertake work to clear a water course which runs through The Riddy to the River Ivel. The following report provides information on the work to be undertaken for Members' consideration.

**Recommendation**

2. That the Committee approve works to be undertaken by the IDB.
3. That work takes place in September 2021.
4. That a representative from BRCC is present during the works to ensure that they are done in a method agreed between BRCC, Wildlife Trust, STC and IDB.
5. That the Wildlife Trust liaise with the grazer to manage cows who will be on site at the time of the works.

**Background**

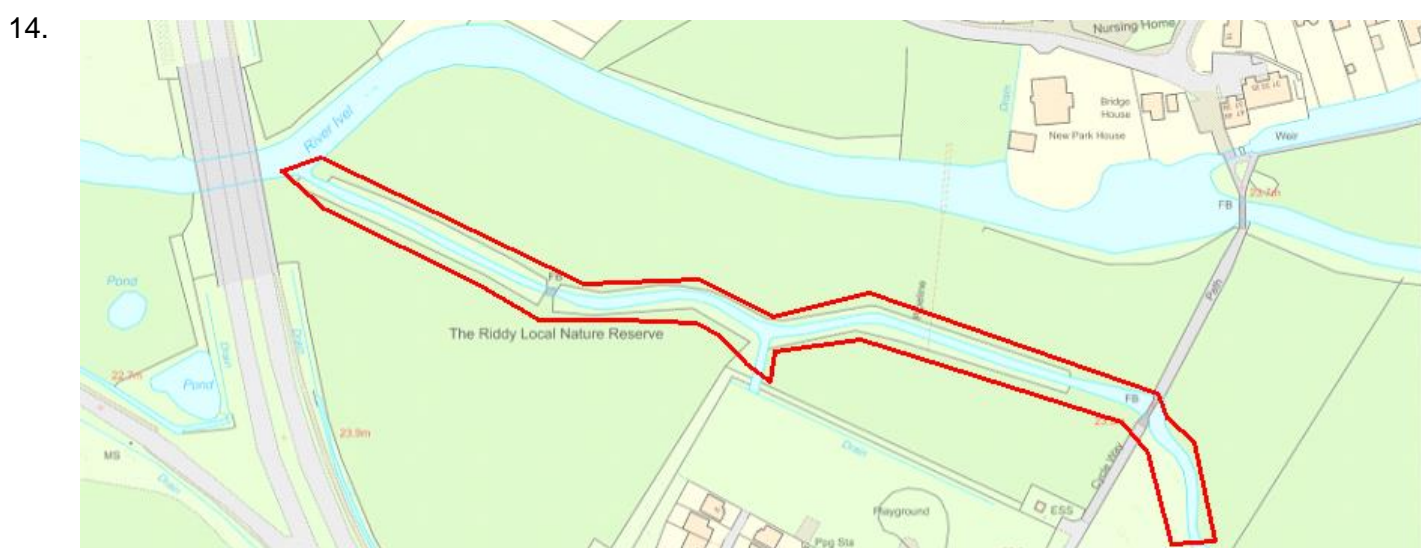
6. The IDB contacted the Clerk regarding carrying out works to clear the waterway highlighted in the image shown in **section 14**. The Clerk met with BRCC, Wildlife Trust, the IDB and an ecologist on site to discuss the proposals, which will need STC's approval as landowners.
7. The water course has not been cleared out for quite a number of years, although BRCC believe some work was undertaken to clear growth back in 2015 and in 2010. However, there appears to be no record of that work held with the IDB. The water course has become blocked up with reeds and silt, in some part due to cows entering the water course and to the lapse of time in clearance work undertaken.
8. The IDB wish to look at carrying out works to clear the water course and allow for better flow and an improved connection with the River Ivel. This work would be done in line with advice from an ecologist and BRCC and the Wildlife Trust to ensure habitats are not damaged and further improvements are made where possible.

**Proposals/Information**

9. It is proposed to cut back a central section of reeds along the whole route of The Riddy section of the water course and to carry out de-silting. An area of 2-metres either side of the central cut would be left untouched. This is to protect water vole habitat. It is proposed that a gap in fencing will be closed up by the drainage board (at their cost) to stop cows entering the section between the footbridge and River Ivel and adding to the issues of silting.
10. At the point where the water course joins the River Ivel it is proposed to narrow and deepen the channel by building up the bank on one side. This will have the benefit of providing some more wildlife habitat and ensuring a more continued flow of water into the river. Fencing at this point would be extended

towards the river to stop cows entering and churning up the channel. This will also mean walkers will need to follow the official designated path, rather than cutting across the channel at the desired line. STC and BRCC may need to follow up on making sure the directional signage for walkers is sufficient.

- 11. Clearance work will continue up the water course to New Road and the waterboard is liaising with the relevant landowners.
- 12. In addition, it is proposed to clear reeds from a ditch that runs alongside the A1 from the Beeston water pump. This area will not need to be de-silted, as once the reeds are removed the IDB believe the flow should be sufficient to clear the ditch.
- 13. An ecologist and BRCC's Richard Lawrence would be present during all works to ensure that there is no damage to habitats and work is carried out in a way agreed between all parties (STC, Drainage Board, Wildlife Trust, BRCC)



**Financial Implications**

- 15. There is no direct cost for the council in undertaking these works. The cost of work and the additional fencing and gate repair detailed in points 9 – 10 will be funded by the IDB.

**Policy Implications**

- 16. The proposed work meets actions set out within the Council's Community Plan and its Environmental Plan. Namely that;

<b>Community Plan</b>
Protection of green space surrounding Sandy by enhancing and safeguarding.
Protection and enhancement of the River Ivel.
Address and investigate mitigation of flood risks.
<b>Environmental Plan</b>
Support wildlife and natural habitats.
Use the Council's decision-making and spending powers to improve our local environment.
Engaging with other bodies and authorities on short term actions to improve pollution and biodiverse in and around the River Ivel. WG to consider current concerns and actions needed.
Understand the long-term plans of authorities and how these will impact on the future of the river Ivel.

**Legal Powers**

17. 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**

18. The IDB will need to provide risk assessments and a works plan to the Town Clerk. With the support of BRCC and the Wildlife Trust will ensure that these risk assessments protect The Riddy and its wildlife habitats, while allowing for enhancements to habitat biodiversity.

19. There is a wider risk if the work is not undertaken as the flow will continue to get blocked, adding to flooding risks for The Riddy and potentially the wider area. Working with the IDB to have the work done demonstrates the Council's responsible action as a landowner and helps mitigate flooding.

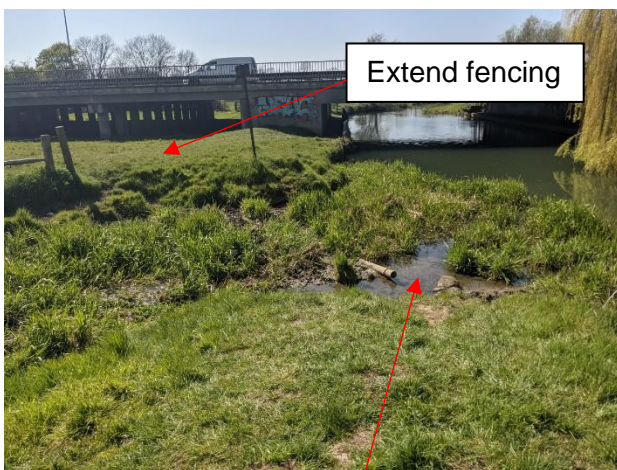
**Supporting Images**



Central channel of reeds to be cleared to allow free water flow.



Fencing to be installed to block open gap.



Point where water course joins the river level. Bank to be built up an narrow, deeper channel created. Fencing to be extended.



Access gate to be altered for access of long-reach machine and then repaired/replaced by IDB

**Community, Services and Environment Committee**

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<b>Date:</b>	<b>26<sup>th</sup> April 2021</b>
<b>Title:</b>	<b>Skatepark Project</b>
<b>Contact:</b>	<b>Cllr S Paterson – Chairman of the Skatepark Working Group</b> <b>Chris Robson, Town Clerk</b>

**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 Working Group develop a tender document for the appointment of a contractor to work in partnership with the Council on designing, consulting and fundraising for the new concrete skatepark facility.
3. That the tender document be approved by the Policy, Finance and Resources committee prior to the process starting.
4. That Councillors on the Skatepark Working Group carry out the tendering process and make a recommendation on a preferred contractor/partner to the Council.

**Background**

5. The Council were previously successful in applying for and committing £34,000 in section 106 funding towards a new skatepark facility in Sandy. The Council established a working group to look at how the project and fundraising could be progressed.
6. At the last meeting of the CSE committee a draft project document was agreed, subject to further work by the Working Group on timescales and actions. The Working Group has since met with a provider of skateparks to get a greater understanding of how other successful projects have been taken forward and managed.
7. Following this further research, the Working Group have agreed on a proposed way forward that would see a contractor brought on at an early stage to act as a 'partner' in the project and help move it forward. This is an amendment to the steps set out in the draft project document.

**Proposals/Information**

8. It is proposed that the Council carry out a tender process now to appoint a contractor to work with the Council as a partner on the Skatepark project. While it is recognised that it is still at an early stage in the process, contractors have indicated they would come on board at this stage to act as a partner in helping the Council bring the project forward. Examples were provided to the Working Group of other Council projects which were successfully completed by bringing on a contractor at an early stage.
9. The funds raised through section 106 were thought to be a good starting point and one benefit of bringing a contractor/partner on at this stage is that they will assist the Council in making funding

applications. By using their previous experience and sector expertise they would be able to help the Council target funding bodies and increase the chance of successful applications.

10. A further benefit of bringing a contractor/partner on board at an early stage is it will help the council in focusing the direction of the project by following project delivery that has delivered success elsewhere. A partner/contractor will be able to help the Council with engagement and consultation, as well as funding, design, and build. This will provide an additional resource for the Working Group and reduce pressure on internal resources.
11. The advantage for the appointed contractor is that they will ultimately get to build the skatepark when the funds are raised. They therefore have incentive in helping move the project along and raise as much supporting funding as possible.
12. A review of example skateparks suggests that for the footprint available to the Council, a fairly good standard skatepark could be delivered for approximately £100,000. However, any funds raised above and beyond this would of course provide a better facility with more skating features.
13. It is proposed that a tender document is drawn up and issued asking for a partner to help the Council achieve its project ambitions. That the proposed facility will have a minimal funding target of £100,000 and that the project going ahead is subject to funding.

### **Financial Implications**

14. There are no direct financial costs involved in appointing a contractor at this stage and no financial expense should be incurred to the contractor until the design is agreed, the funding is in place and a build starts. There may be costs involved in the project at the consultation stage (printing, leaflets etc.) or if any ground surveys or planning costs be needed.

### **Policy Implications**

15. No direct implications on agreed policies, but a tender process must be in line with the Council's financial regulations.

### **Legal Powers**

16. 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**

17. The initial risk to this project succeeding is the lack of funding and failure to raise the required level of funding to fund a new skatepark. Bringing on board a partner/contractor at this stage will help reduce this risk as the chosen partner/contractor will use their industry experience to help apply for funding. It will be in the partner/contractor interest to help the Council raise as much funding as possible to ensure the project goes ahead.
18. Reputational risk to the Council should also be managed and a tender process should focus on ensuring a partner/contractor has a good track record in completed projects, design and build, and engagement and consultation.
19. Financial risk should be managed by making it clear that the Council is looking for a partner to help bring the project, including raising funds, forward and no costs will be paid until a skatepark is

designed, approved and the build has been agreed. Any tender document should make it clear that the project is subject to funding.

20. Anyone engaging contractors has a health and safety responsibility, both for the contractors and anyone that might be affected by their activities. Contractors themselves have legal health and safety responsibilities and this must be built into any tender document issued. Contractors should only be awarded a tender if they demonstrate how they would meet their health and safety obligations and all relevant insurances. Working closely with a chosen contractor will reduce risks to all parties.
21. The future skatepark itself will be subject to a risk assessment and management review to govern how it will be maintained by the Council.

PCC-Commissioning <PCC-Commissioning@bedfordshire.pnn.police.uk>  
 Mon 19/04/2021 17:11 April-2021-Funding-application-form.docx



Dear Town and Parish Councils,

The Office of the Police and Crime Commissioner, with the Violence Exploitation Reduction Unit (VERU), have launched a new fund for Bedfordshire. The Youth Space’s Fund 2021/2022, which seeks to improve shared community environments for young people in Bedfordshire.

The OPCC has a fund available of £28,000.00 to support projects throughout Bedford, Central Bedfordshire and Luton that Town and Parish Councils can bid into.

The funding can be used by Town and Parish councils for a wide range of projects that would improve locations for young people with the ambition of deterring them from unsafe spaces or by investing in areas where young people can socialise in safety.

Grant fund applications of no more than £5k per are welcomed between the 19<sup>th</sup> April and the 7<sup>th</sup> May 2021. Bidders are encouraged to match fund where possible.

Examples of areas that will be considered are the remodelling of Youth Hubs to provide safe and secure spaces for young people to build confidence and long-lasting friendships. The improvement of outside spaces to attract young people or spaces that need better securing which are currently not safe or appropriate for young people to be, such as crime hot spots.

The decision making on winning bids will be made by young people themselves. Kimberley Lamb Project Manager for the VERU said “We want to give local community leaders the power and financial backing to make a difference and improve where they live for the benefit of young people in their community.

“Young people know best what will work and what interests them, so it is brilliant that they will have the final say on what gets funded.

“Some of the projects from last year had a superb impact and we hope to achieve even more this year, especially as we start to emerge from the Covid-19 pandemic.”

**Timeline:**

<b>Activity</b>	<b>Date</b>
Bid Opens	19 April 2021
Bid Closes	07 May 2021 at 16:00pm
Decisions	18 May 2021
Contracts to be sent	w/c 24 May 2021

If you have any questions, please contact: [PCC-Commissioning@bedfordshire.pnn.police.uk](mailto:PCC-Commissioning@bedfordshire.pnn.police.uk)

Many thanks,

**Commissioning - Office of the Police and Crime Commissioner**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services and Environment

**AUTHOR:** K Barker – Administrator

**DATE:** 26<sup>th</sup> April 2021

**SUBJECT:** Events Working Group Report

**1. Summary**

A Meeting of the Events Working Group was held remotely on Thursday 11<sup>th</sup> March 2021. Members are asked to note the following minutes from that meeting.

**2. Minutes of the meeting of the Events Working Group**

**1. Apologies for absence**

Apologies were received from Cllrs M Scott & N Thompson

**2. Review of Word Book Day Craft Competition**

Members discussed feedback from the Council's World Book Day event:

. There had been a good public response with 38 entries received from children aged between 18 months – 11 years old.

. Winners and 2 runners up in 2 age groups had recently been announced; each would shortly receive a national book token prize. The group agreed that certificates should be awarded to all the children who participated, as the entries were all very good.

. Members felt events such as this helped to keep up the Council's profile and contributed to its public engagement goals.

**3. Easter Bunny Trail**

Updates were shared on the organisation of the upcoming Easter trail & quiz, being run in partnership with Let's Get Going community interest company and Sandy Centre Group.

. Emma Foxley of LGG was writing 3 trails around Sandy town centre and countryside. They include questions on things to be seen on the walks.

. Members of SCG had knitted bunnies to be displayed in shop windows for the event. Some questions for the younger children will involve these bunnies.

. Town Council admin would convert the trail/quiz sheets into online forms to be filled in on mobile while on the route.



. The event would be advertised through posters in the town centre, posts on social media, and via local schools and children's groups.

. LGG would donate two 1<sup>st</sup> place prizes (trampoline park tickets and a roller sports shop voucher), Cllr Sutton would donate one 1<sup>st</sup> place prize (a bunny plush toy), and SCG members would donate 3 Easter eggs for runners-up.

Members agreed a £15 budget for Easter eggs for the 3 remaining runner-up prizes, either from the Mayor's allowance or community event support budget.

#### **4. Spring Craft Market**

Members approved a more detailed proposal for the previously agreed spring craft market to be run by the Council & Sandy Centre Group.

. This will run in the Market Square on bank holiday Monday 31st May 2021 from 11am-5pm, with a road closure in place from 9am-6pm.

. There will be 15-20 stalls, made up of local small businesses and professional market traders, mostly selling handmade goods, plus the Neighbourhood Plan Steering Group and CBC's Safer Communities team.

. Stalls will be set out along either side of the Market Square car park. Barriers, cones & tape will enclose the market area and divide the two rows of stalls, to help implement a one-way system and social distancing.

. Due to the expected restrictions, there will be no live music, to prevent people gathering, although recorded music could be played.

. Covid safety measures will be implemented, based on restrictions in place at the time. A full Covid-19 risk assessment will be produced, and CBC's Safety Advisory Group will need to approve the event plan and risk assessments.

The group agreed that all stallholders should be charged a £10 pitch fee, and professional traders should be asked to make a contribution at their discretion if they did well on the day. It was felt this would prevent no-shows, while giving smaller local businesses the best chance of doing well at the market.

Members agreed the Council should write to businesses and residents in the Market Square, to advise of the event and road closure, and invite them to participate or attend.

#### **5. Green Wheel Walk**

Members discussed details of group and self-guided walks of the Sandy Green Wheel to be run in May as part of the Greensand Festival.

. Cllr Gibson's suggested dates were agreed:

- Group walk: 16th of May – meeting at 9.15am for a 9.30am start
  - Self-guided walk with quiz questions: 16th to 31st May
- . Participants can be given a Sandy Green Wheel badge and one winner, drawn at random from all quiz entries can be awarded a High Street voucher.
- . Details of the Green Wheel walk & spring craft market can be advertised on the Greensand Country website, via their online festival programme.

**6. Additional Items**

The group received a request from Street Feast, looking to recommence their monthly street food market in the town centre car park, beginning on Friday 14<sup>th</sup> May. Members approved the request and agreed no charge would be made for use of the car park for the first date – to be reviewed, based on the market's success.

The group received a request from Laburnum Primary School, to use Bedford Road recreation ground on Thursday afternoons for older children's P.E. classes. The school field is a little too small for the older children's classes, being originally intended for the lower school age range only.

**7. Date of Next Meeting**

The date of the next meeting of the Events Working Group was agreed. This will be Thursday 15<sup>th</sup> April 2021 at 3.30pm, via Zoom. Meeting moved to Thursday 22<sup>nd</sup> April 2021 due to period of national mourning for HRH Prince Philip, Duke of Edinburgh.

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services and Environment

**AUTHOR:** K Barker – Administrator

**DATE:** 26<sup>th</sup> April 2021

**SUBJECT:** Spring Craft Market Update

**1. Summary**

It was previously agreed that the Council, in partnership with Sandy Centre Group, will run a themed Spring Craft Market. Members are asked to note the following report which provides an update on the progress of arrangements for the event.

**2. Updates**

**1. Proposal**

. Members of the Events Working Group approved a proposal for the market at a meeting on Thursday 11<sup>th</sup> March 2021.

. The market will be held in the Market Square on bank holiday Monday 31st May 2021 and will operate from 11am-5pm.

**2. Notices and Approvals**

. A road closure application has been sent to CBC Highways and is awaiting approval.

. A temporary event notice application has been accepted by CBC's Licensing team; this covers the market stalls, playing of recorded music and sale of alcohol. Due to the expected restrictions, there will be no live music, to prevent people gathering.

. An event plan and risk assessments were submitted to CBC's Safety Advisory Group, and updated in accordance with their comments and recommendations.

. Advice on food hygiene requirements for relevant stalls has been given by CBC's Environmental Health team.

**3. Stalls**

. There are planned to be up to 20 stalls, made up of local small businesses and professional market traders, plus the Neighbourhood Plan Steering Group and CBC's Safer Communities team.

.18 stallholders have been sent details and booking forms; they have been asked to return these by the end of April to book their pitches.

. The stallholders contacted would offer the following goods: plants, cakes, sweets, preserves, honey, handmade crafts, ceramics, jewellery, upcycled furniture & décor, wildlife prints, stationery, pet and family portraits, personalised gifts & natural skincare.

#### **4. Advertising**

. An initial 'teaser' has been shared on the Council's website and Facebook page. Additional details on the stalls attending will be announced online as they are booked, and posters and press releases will be shared when more information is available.

. Following feedback from previous events, the residents and businesses in the Market Square will be sent a letter, advising them of the road closure (once this is confirmed) and inviting them to attend / participate by opening on the day of the market.

#### **5. Volunteering**

. Members are invited to volunteer to assist with set-up, covid safety marshalling and public engagement during the event.