

Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill, T Knagg, G Leach, C Osborne, M Scott,
J Sparrow, S Sutton (Chairman), N Thompson
c.c. Cllrs P Blaine, A Gibson, 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 in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 18 February 2019 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
12th February 2019

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 14 January 2019 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.

Sandy Town Council

- 5 Action List**
To receive the Action List and any updates. Appendix I
- 6 Fair at Sunderland Road Recreation Ground**
To receive and consider a request to hold a fun fair on Sunderland Road Recreation Ground. Appendix II
- 7 Monthly Street Food Market**
To receive and consider a proposal from Market on The Green UK for part use of the Council car park for a monthly street food market. Appendix III
- 8 Future High Street Fund**
To receive and note correspondence from Central Bedfordshire Council on the future High Street Fund. Appendix IV
- 9 Great British Spring Clean**
To consider taking part in the great British Spring Clean which is running from 22nd March 2019 to 23rd April 2019. Appendix V
- 10 Highways**
To receive a report on a recent visit to the Sandy Highways depot. Appendix VI
- 11 Events Group Terms**
To receive and consider suggested Terms of Reference updates for the Council's Events Working Group. Appendix VII
- 12 Chairman's Items**
- 13 Date of Next Meeting: Monday 1 April 2019**

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Full Council Meeting 20/4/16			
Allotments and Community Orchard	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	Chair of CSE and Clerk reviewed and amended Heads of Terms for transfer of land at Beeston. Awaiting approval by CBC. Matter chased and CBC Councillors assisting in pushing matter.
Meeting 19/12/16			
Parking Restrictions	(77-16/17)	Clerk contact Central Bedfordshire Council to request that a parking study be carried out for Sandy Town Council and that the 1-hour parking restriction be considered within this study.	CBC to carry out consultation with STC on possible solutions to some parking problems. Update (13/11/18) Elements of the Parking Management Strategy are still being worked on. Once a draft version is in place they will contact STC. No further communication received at point of issuing agenda. Still awaiting consultation from CBC.
Meeting 14/01/19			
Tesco Crossing Point	(48-18/19)	A letter of support to be sent for a safer crossing point may be sent when more information on current work is obtained	No additional work evident at time of issuing agenda.

AGENDA ITEM 6

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 18 February 2019

SUBJECT: Fair at Sunderland Road Recreation Ground

1. Summary

1.1 Members are asked to consider a request for use of a section of the Sunderland Road Recreation Field for a fun fair.

2. Proposal

From: James Harris [REDACTED]
Sent: 29 January 2019 11:24
To: Clerk
Subject: Fun Fair

Dear sir,

I am writing to apply for H.Harris & Sons to bring a small Fun Fair to Sandy. The site being the playing fields on the corner of Sunderland Road /Berwick Way, which I have outlined in the attached photograph (weather permitting)

To arrive on Tuesday 23rd April and leave on Monday 29th April.
Our opening days would be from;
Thursday 25th April to Sunday 28th April.

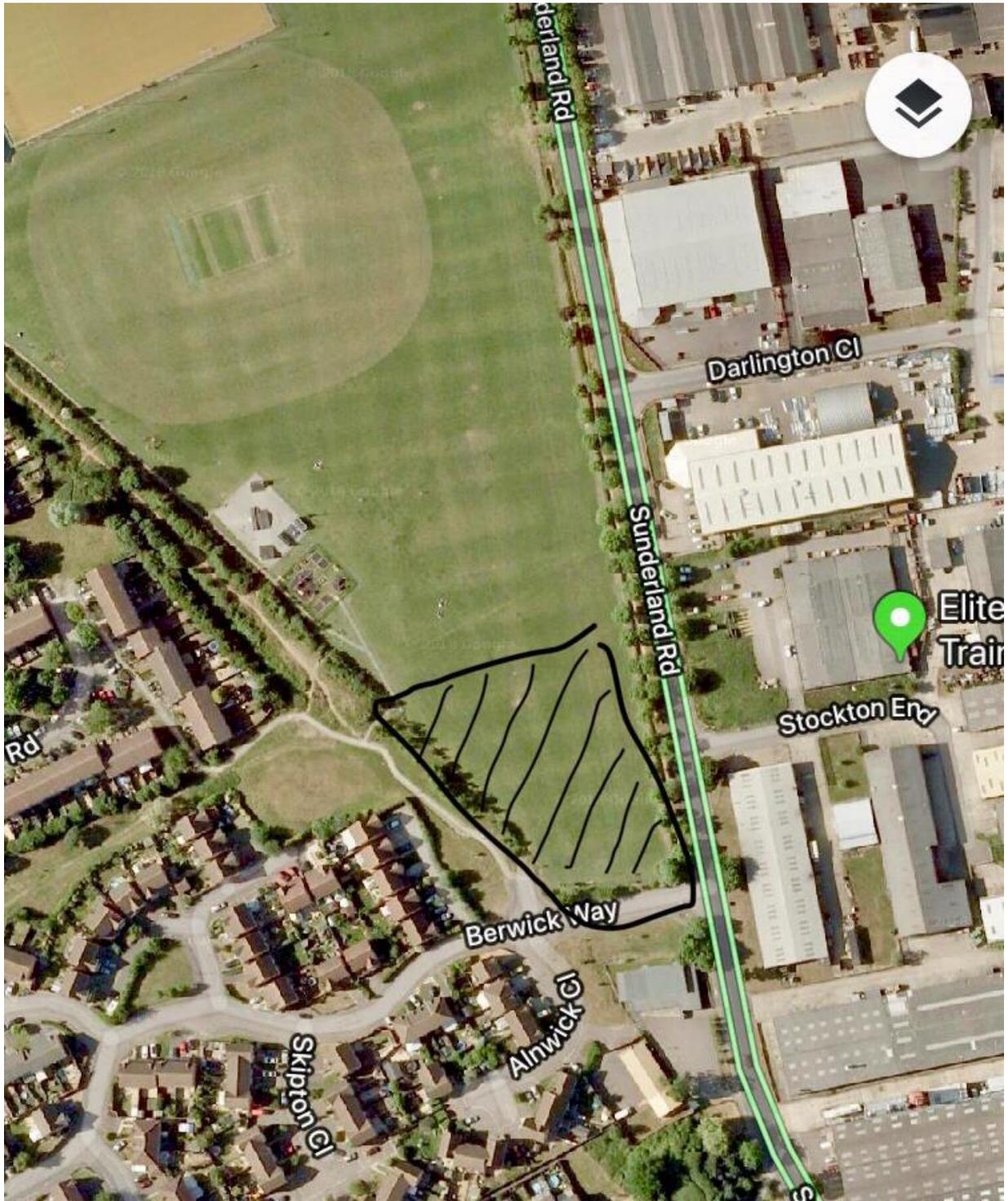
Times of opening being 6.30pm evenings and 2.30pm sat-sun, closing each evening by 9pm.

All music would be kept to a minimum so not to upset any residents, all litter will be picked up each evening and the site would be left as found when we leave.

Our Family have visited sandy for many years but due to the pinnacle not being available to us and the quarry being unsuitable I feel that this could be an alternative site to accommodate our family run fun fair.

Many Thanks

An image showing the requested area can be found on the next page.



AGENDA ITEM 7**SANDY TOWN COUNCIL****COMMITTEE: Community Services and Environment****DATE: 18 February 2019****SUBJECT: Monthly Street Food Market****1. Summary**

- 1.1 Members are asked to consider a request for use of a section of the town centre car park for a monthly food market during the spring and summer of 2019.

2. Proposal

- 2.1 Natalie Cuzzo of Market on the Green UK is proposing to start a monthly street food market on the 3rd Friday of the month, with the first market taking place on 19th April 2019. The market would run from 4pm to 9pm but would require use of the car park from 1pm for set up.
- 2.2 The aim of the market is to create a community food hub every month and to provide a large variety of food whilst keeping the permanent food establishments in mind and including some sales of food products such as craft beers. The aim is to compliment the current restaurants and not duplicate food offerings. The organisers propose to contact restaurants to explore possible collaboration.
- 2.3 Tables and chairs would be set out and music from a small PA system would be played. The relevant licences, such as a temporary events licence would be secured from Central Bedfordshire Council.

Proposed area of market;



3. Financial Implications

- 3.1 If permission is granted for use of the requested area, the Council could consider charging a rent to the market or could offer free use of the space for an initial period while the market establishes itself.
- 3.2 There are no financial costs to the Council, however some limited man hours may be required to cone off the relevant area or leaflet cars ahead of the market once a month.

4. Issues to Consider

- 4.1 The requested area includes an ambulance bay and disabled bays. A reduced area could be offered and safely marked out to ensure the ambulance bay and some disabled bays can still be accessed.
- 4.2 The doctor's bays are within the requested area. Discussions would have to be held with the surgery to ask whether they can park elsewhere once a month while the market runs.
- 4.3 The area can be closed off at 7:45am on the day of the market and leaflets can be placed on cars the day before, however. There is no guarantee cars will not be parked in spaces on the day of the market and the organisers have been made aware of this.
- 4.4 There may be an impact on other businesses if customers from the market use business toilet facilities. The Council can arrange to have the toilets closed later on the market days.
- 4.5 Music would be played and could be considered a disturbance. The organisers have informed the clerk that the pay speaker used is small and that the music would be kept to low levels and used only for 'background music'.

Members are asked to consider the request and advise accordingly.



Sent to: Clerk & Chairman to the Town Councils of :

Ampthill, Arlesey, Biggleswade, Dunstable,
Flitwick, Houghton Regis, Leighton Linlade,
Potton, Sandy, Shefford & Stotfold

Date 5th February 2019

Dear Clerk to the Council,

Future High Street Fund

As you are probably aware in the 2018 Autumn Budget, Government announced £675M to support investment in high streets and town centres through the Future High Street Fund.

The Fund, which is aimed at ensuring high streets are fit for the future, was launched just after Christmas, with details being provided on the application process and fund criteria. The deadline for Expressions of Interest (EOI) for the first round is 22nd March 2019, with a further round anticipated in 2020.

The Fund requires that principal authorities only put forward a single, transformative submission covering one high street or town centre in the area, or if a sufficiently robust strategic business case is made, then the Ministry for Housing, Communities and Local Government (MHCLG) may consider applications which deliver interventions across a number of locations.

Currently the criteria against which submissions will be judged is not clear, and we have sought clarity on this, as well as that there will be further bidding rounds. The resource implications in developing a robust, evidenced and co-funded EOI that is under-pinned by comprehensive stakeholder engagement within this relatively short timescale is significant. Therefore, Central Bedfordshire Council will not submit an EOI in round 1, but rather will look to develop proposals for round 2. At which point the criteria should be clearer. We believe this will allow time to engage all interested stakeholders, identify and assess options, that will give a greater probability of success and meaningful interventions being taken forward.

We are committed to working collaboratively with Town Council's and stakeholders who are interested in exploring this opportunity. If you are interested, it would be helpful if you could register your interest with Stephen Mooring, Head of Place Delivery at stephen.mooring@centralbedfordshire.gov.uk, by the end of February 2019.

/ Cont'd

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ

Telephone 0300 300 8000

Email customer.services@centralbedfordshire.gov.uk

www.centralbedfordshire.gov.uk

/ Cont'd

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More details about the Future High Street Fund can be found at <https://www.gov.uk/government/publications/future-high-streets-fund/future-high-street-fund>.

Yours sincerely

A handwritten signature in black ink that reads "Nigel Young". The signature is written in a cursive style with a large, sweeping flourish at the end.

Councillor Nigel Young
Executive Member, Regeneration & Business

AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 18 February 2019

SUBJECT: Great British Spring Clean

1. Summary

- 1.1 Members are asked to consider whether the Council takes part in the 2019 Great British Spring Clean.

2. Information

- 2.1 This year's Great British Spring Clean will run from 22nd March to 23rd April 2019. Central Bedfordshire Council are again encouraging town and parish councils to organise community litter picks as part of the national initiative. This year there is an emphasis on collecting and safely disposing of single-use plastic, recycling as much as possible. In 2018 the Mayors Award recognised a group of children who had done a wonderful job regularly litter picking areas around the town.
- 2.2 In previous years Central Bedfordshire Council has provided Sandy Town Council with some litter picks and waste bags. They have a limited supply which they will aim to distribute to parishes that have not had equipment previously.
- 2.3 Litter picking events should be registered on the Keep Britain Tidy website.

3. Proposal

- 3.1 The Council advertise the national Great British Spring Clean and encourage community groups to take part.
- 3.2 That the Council offers to lend litter picks and hi-vis jackets and give waste bags to community groups who wish to organise a litter picking event. That the Council work with CBC to organise the collection of the bagged waste following the litter picking event.
- 3.3 That the Council holds its own litter picking event/s during the spring school holiday weeks, which run from 8th April to 22nd April 2019.
- 3.4 That the Council purchase more litter picks to support this and future community litter picking and cleaning events.

AGENDA ITEM 10**SANDY TOWN COUNCIL****COMMITTEE: Community Services and Environment****DATE: 18 February 2019****SUBJECT: Highways Report****1. Summary**

- 1.1 Councillors Gibson, Jackson, Pettitt and Sutton attended a Central Bedfordshire Council Highways meeting on Thursday 7 February 2019.
- 1.2 There were delegates from multiple councils present, and clearly there was a high level of interest in meeting with the Highways Team.

2. Information

- 2.1 The discussion started with gaining an understanding of what the team is responsible for, which is essentially to plan maintenance works for roads, pavements, lighting and public areas that are within the remit of Central Bedfordshire Council (CBC).
- 2.2 A very useful website: <https://www.roadworks.org.uk/> was shown, where anyone can look at an interactive map of planned roadworks. This includes all works to be carried out and not just those by CBC. Clicking on a 'drop down' box indicates the detail of the work and who is undertaking it. This is a useful tool to access and monitor progress for any issues that have been raised, as well as being aware of works yet to be scheduled.
- 2.3 A map below shows all works that are planned over the next three months



- 2.4 Councillor Pettitt advised that along with the Mayor and the Clerk, a meeting had been held earlier in the week with CBC Councillors Stock and Smith, and that amongst other matters, some of the issues raised may have already been reported to the Highways team.

3. Specific Works Discussed

- 3.1 Re-marking of Station Road Mini Roundabout is planned for 24th February and signage has been erected in Station Road and the High Street advising of an overnight closure for 6 nights (although it states 6 'days' in Biggleswade Chronicle). The closure will extend up to Swaden Hill and it is not clear if the white lining will include the High Street and the re-marking of the raised tables for speed restrictions – which also need to be done.
- 3.2 Works at Ivel View/Ivel Junction are not completed after several months. The delay to the repair is caused by an unidentified cable – within a broken ceramic pipe – of which no-one is taking ownership. It appears to be an electricity cable which National Grid state, however, does not belong to them. The Highways team are unsure as to whether this cable is live, to which it was suggested that it should be investigated and disconnected if necessary, followed by filling in the hole.
- 3.3 Re-marking of white lines at Swan Lane and the T-junction is urgent as the lines have all but disappeared.
- 3.4 Re-marking the speed bumps and cushions at St Neots Road.
- 3.5 The need for re-marking of lines at the Zebra crossing close to the library.

AGENDA ITEM 11

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 18 February 2019

SUBJECT: Event Working Group Terms of Reference

1. Summary

- 1.1 The Town Council has an Events Group to which three Members are appointed on an annual basis. In 2019 the Council will take on greater responsibility for the town's Remembrance Day parade. Given this new responsibility and with consideration to the successful talks and WW1 commemoration event which was held in 2018, it is proposed that the terms and references for the Events group be expanded to cover the event participation, organisation and monitoring.
- 1.2 Members are asked to consider draft terms of reference for recommendation to Town Council.

2. Proposed Terms of Refence for the Events Group

Events Working Group

Functions:

To consider applications for use of Council land for one of small events (such as bootcamps and private parties). Consideration of such requests must be in line with relevant policies and procedures, such as the Beeston Green Management plan or lettings policy.

To consider and manage any Council involvement or attendance at events within the town which are run by other groups/organisations.

To work with the Royal British Legion on the organisation and management of the annual remembrance day parade.

To consider and propose one off Council events throughout the year.

To organise, set up and manage any such Council events.

To consider all aspects relating to planning and hosting of council events, including health and safety requirements.

To monitor and review any council events.

To consider and request suitable funding for events from the Policy, Finance and Resources Committee during the financial year.

To consider any budget requirements for future financial years ahead of the annual precept and feedback to the Policy, Finance and Resources Committee accordingly.

To report to the Community Services Environment Committee on its activities.

Operation

The Events Working Group will meet as and when it is required throughout the year.

Terms of Reference

The Events Working Group reports to the Community Services and Environment Committee.

Membership shall comprise of up to five Councillors. As the Working Group has no delegated authority to take decisions there is no quorum of members required.

Membership shall be agreed on an annual basis at the annual meeting of the council held in May.

The Events Working Group shall elect its own Chair on an annual basis.

The Events Working Group is able to invite persons other than members of the Council to participate in meetings and the organising and running of events on the Council's behalf. (*e.g. Royal British Legion, St Swithun's church*)

The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.

Delegated authority is given to the Town Clerk, Chair of the Working Group and the Deputy Chair of the Working Group to take decisions on the arrangements for council events in conjunction with Members on the Working Group.

Financial expenditure above £500 for any Council event must be approved by the Policy, Finance and Resources Committee.

Where expenditure is less than £500 the Working Group has delegated authority to approve event related expenditure from the Council's Community Event Support budget. All expenditure must be reported to the Policy, Finance and Resources Committee.