

# Sandy Town Council

To: Cllrs N Aldis, P Blaine, A Gibson, A M Hill, T Knagg, C Osborne, M Scott, S Sutton (Chairman), N Thompson  
c.c. 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 20 May 2019 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
14<sup>th</sup> May 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 Election of Vice-Chair

To receive nominations for the election of a Vice-Chair.

### 4 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 1 April 2019 and to approve them as a correct record of proceedings.

# Sandy Town Council

## 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 **Street Food Market Review**

To receive a brief review of the first two Street Food Markets held in the Council's car park.

Appendix II

## 8 **Boundary Residential Access**

To consider a request from a resident to install a gate from the rear of their property to the Council owned car park.

Appendix III

## 9 **Highways England Mobile Exhibition**

To consider a request from Highways England to locate a consultation van in the Council owned car park.

Appendix IV

## 10 **Rural Match Fund**

To note correspondence from Central Bedfordshire Council on the Council's recent application to the Rural Match Fund.

Appendix V

## 11 **Jenkins Pavilion – Stevenage Leisure Request**

To consider a request from Stevenage Leisure to apply for an alcohol license for use at functions held in the Jenkins Pavilion.

Appendix VI

## 12 **Beeston Community Orchard and Allotments**

To agree to the set up of a small working group to work with the Clerk and other stakeholders on progressing the lease for community land at Beeston and planning for the community Orchard and Allotments project.

## 13 **High Street Improvements**

To receive information on the installation of new cycle stands, benches and a community stand and consider the usage, management and booking arrangements for the Community Stand.

Appendix VII

## 14 **2019/20 Action Plan**

To receive, consider and develop an action plan for the Community Services and Environment Committee.

Appendix VIII

## 15 **VE Day 75<sup>th</sup> Anniversary**

- i) To receive information from ssafa and consider participation in the 2020 anniversary of VE day.

Appendix IX

# Sandy Town Council

ii) To receive information on the There but Not There D-Day 75 Campaign.

Appendix X

**16 Review of the Fair held on Sunderland Road Recreation Ground**

To receive a report on the Fair held on the Sunderland Road recreation ground.

Appendix XI

**17 Chairman's Items**

**18 Date of Next Meeting**

Monday 1 July 2019

**Agenda Item 6 - Community Services and Environment Committee - Action list**

Subject	Action to be taken		Response /Status
	Minute	Action	
<b>Full Council Meeting 20/4/16</b>			
Allotments and Community Orchard	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>Full Council approved of HoTs for lease of land on . Awaiting progress from CBC.</p> <p>Update received on 13<sup>th</sup> May 2019 from CBC officer working on the matter to say he was reviewing STC's last correspondence and would reply back ASAP.</p>
<b>Meeting 19/12/16</b>			
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.	<p>CBC to carry out consultation with STC on possible solutions to some parking problems.</p> <p>25/3/19 – Update received stating CBC commissioned work on parking strategy to be completed by(Highways contractor. Awaiting a timescale for completion of the first draft.</p> <p>14/5/19 - Work has now begun on the strategy and CBC expect to receive the first draft toward the end of May. The report will then be considered by Oversight Committee in June.</p>



**COMMITTEE:** Community Services and Environment  
**AUTHOR:** Town Clerk  
**DATE:** 20 May 2019  
**SUBJECT:** Street Food Market Review

## 1. Summary

- 1.1 On the 18 February 2019, the committee considered a request from a market organiser to hold a monthly street food market in the Council's car park. Permission was granted to trial the market and it was agreed that no charge would be made for the first two markets to help the event become established and viable. This would be reviewed following those initial markets.
- 1.2 It was agreed that the market would run on the second Friday of each month. The street food market has now run on two occasions and the following report provides a brief review and feedback from the organiser.

## 2. Information

- 2.1 The Sandy market forms part of a series of markets arranged by this organiser, others are held in Bedford, Henlow, Stotfold and Ampthill. This is the first year these markets have run. Similar markets run by a different organiser take place in Biggleswade and Leighton Buzzard.
- 2.2 Central Bedfordshire Council's (CBC) Licencing Department state that the event must be ticketed, and an entry fee charged to meet licencing requirements. Bedford Borough have not placed the same requirement on the Bedford market. The markets at Biggleswade and Leighton Buzzard are covered by the towns Charter Market status and are not required to be ticket events. The organiser of the Sandy market is investigating this matter further with CBC as they feel guidance and requirements issued are unclear.
- 2.3 The first event was held on 12<sup>th</sup> April 2019 and took place in the area of the car park highlighted in red on the image to the right.

Use of the area was somewhat restricted due to the need to keep disabled bays and the Queens Head's garden entrance/exit and fire point clear.



A charge of £1 was made to attendees and this entitled them to £1 off a purchase. The market had over 500 people attend, and feedback was positive. However, it was felt that the area used by the market was too small and more chairs/tables were needed to encourage people to stay. Market organisers were required to ensure entrance to the market was controlled and this resulted in a layout that meant the market area was reduced.

- 2.4 The second market was held on 10<sup>th</sup> May 2019. The market was relocated to another area of the car park, highlighted in red on the image to the right.

The organisers preferred the new area as it provided them with a lot more space and room to spread out stalls and set up tables/chairs. The area was also easier for the outdoor team to cone off on the morning of the market.



Attendance was a lot lower than the first market. This may have been in part due to rain at the start of the event. The organisers did not feel that the different location was a factor in lower numbers.

- 2.5 Any glass waste is taken away by the sellers at the end of the event. After the first event the organisers took away all rubbish/litter with them and the area was left in good condition. At the second event the Council's outdoor team agreed to dispose of some litter/rubbish collected by the organisers after the event, again the area was left in good condition.
- 2.6 The public toilets are left open until 9pm and are checked once by the caretaker during the event, resulting in a small staffing cost to the Council. No issues were experienced with parked cars in the market area for either date.
- 2.7 The organisers wish to continue with the future events advertised in the second area, which they felt worked better from a set up and operational point of view and try to establish a viable market which could return to Sandy on an annual basis. They will increase advertising, online and via banners to try and increase attendance.

### **3. Recommendation**

- 3.1 That the Council continue to support future market dates with publicity and promotion and that no charge is made for the next two markets while the organiser continues to establish the event and make it viable.

**COMMITTEE:** Community Services and Environment

**AUTHOR:** Town Clerk

**DATE:** 20 May 2019

**SUBJECT:** Residential Boundary Access Request

## **1. Summary**

- 1.1 Sandy Town Council owns and manages the town's central car park which shares several boundaries with residential and commercial premises. The north-western side of the car park shares a boundary with the rear gardens of properties along St Swithun's Way.

Several of these properties have pedestrian or vehicle access gates leading from the car park to the properties. The fencing is the property of the houses. There are no records of rights of access associated with the gates.

- 1.2 The Council has received a request from a resident who wishes to create a new vehicle access between the car park and their property. Members are asked to consider the request and whether they wish to progress the matter. Please see the supporting images circulated separately to this report.

- 1.3 Members are asked to consider the request and advise accordingly.

## **2. Information**

- 2.1 The resident has written to the council to seek permission for the installation of a 9ft gate at the end of their garden to gain vehicle access. The location of the gate backs onto the car park owned by the Town Council.

- 2.2 A parking bay is located directly in front of the proposed gate location and a metal barrier currently obstructs the width of any entrance to the proposed gate. The resident has stated that they could arrange and fund works to reduce the metal barrier to make access possible if their request is accepted.

- 2.3 The request is made due to a wish to store and work on a hobby/project car which will be used occasionally. Access when used would be late evenings/out of working hours.

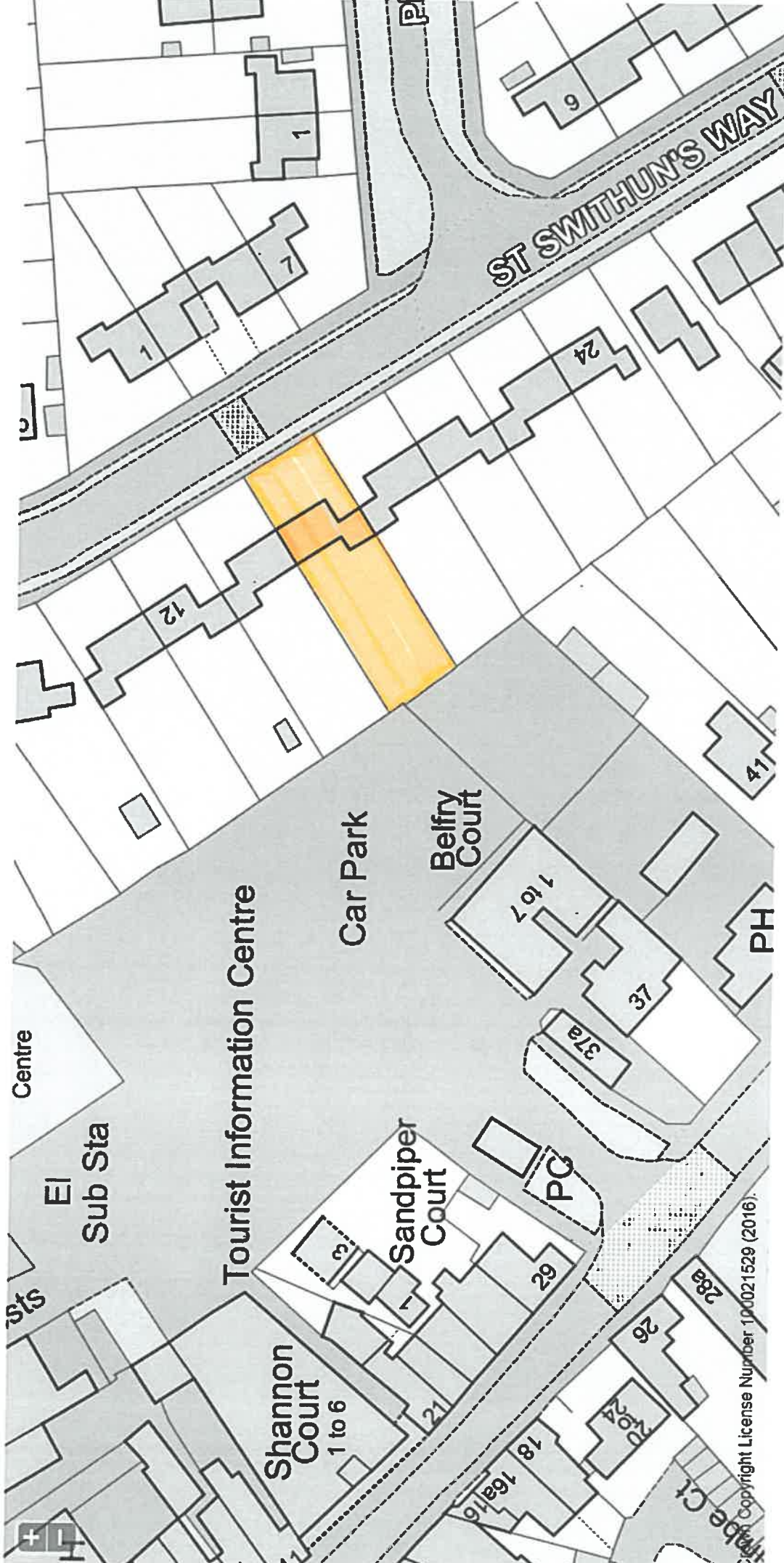
- 2.4 The width of the area for the proposed gate was measured at 9ft 5".

## **3. Points to Note**

- 3.1 Members should note that if a request to remove part of the metal barrier is granted by the committee and a gate installed, no ongoing right of access can be granted as this would have implications on parking in the bay which blocks the proposed gateway.

- 3.2 Please see a map overleaf showing the location of the property.





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**COMMITTEE:** Community Services and Environment

**AUTHOR:** Town Clerk

**DATE:** 20 May 2019

**SUBJECT:** Highways England Public Engagement

**1. Summary**

1.1 As part of their public engagement on the proposed road improvement scheme for the A428, Highways England are holding a series of exhibits in town centres. Highways England are seeking permission to locate an exhibition vehicle in the Town Council's car park on Friday 7<sup>th</sup> June 2019.

**2. Information**

2.1 The proposed mobile exhibit would be run from Highways England's Regional Investment (RIP) engagement van. The dimensions for this vehicle are 7.5 metres long by 4.5 metres wide. A 3 x 3ft gazebo would also be erected alongside the vehicle. The exhibition would require use of five parking bays.

2.2 The proposed date does not clash with the Street Food market which currently runs once a month in the car park and will be running on 14<sup>th</sup> June 2019. Sandy Town Council has previously stated that it feels such exhibitions should be held in the town centre, as opposed to areas such as Tesco which are not so visible.

**3. Recommendation**

3.1 That the committee approve the use of 5/6 parking bays in the car park by Highways England on 7<sup>th</sup> June 2019 for the set up of a mobile exhibition on improvements to the A428.

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

**02/05/2019**

**Dear Mr Robson**

Thank you for the applications on behalf Sandy Town Council for inclusion in Central Bedfordshire's Highways Rural Match Funded Capital Schemes Programme.

Priority 1 to address excessive speeds along Sunderland Road and Bedford Road has neither been accepted or rejected but will be kept on file at this time and will be re-reviewed in 2020/21.

Unfortunately, priority 2 on your application will not be progressed, your concerns have been passed to the area maintenance team for their prioritisation. We thank you for your submission and invite you to continue to apply in future years, when the application process opens, with revised concerns for our consideration.

Yours sincerely

**Traffic Management Team | Integrated Transport**  
**Direct telephone** 0300 300 8049  
**Email:** [HighwayImprovementSchemes@centralbedfordshire.gov.uk](mailto:HighwayImprovementSchemes@centralbedfordshire.gov.uk)

**COMMITTEE:** Community Services and Environment  
**AUTHOR:** Town Clerk  
**DATE:** 20 May 2019  
**SUBJECT:** Jenkins Pavilion – SLL Licencing Request

## **1. Summary**

- 1.1 Stevenage Leisure (SL), who manage the Jenkins Pavilion on behalf of the Council wish to investigate the possibility of having an alcohol licence for use at functions/bookings at the Jenkins Pavilion. SL manage the facility on behalf of the Council, including promoting and managing bookings/use and are asking for the Council's view in principle on the matter. If agreed, SLL would need to investigate the practicalities of the licence further and how it could be used by groups/clubs using the Jenkins.
- 1.2 When the Jenkins Pavilion was built, use of an alcohol licence was not supported due to concerns about the impact this would have on the Village Hall and its bar. The management company also had use of the DH1 bar.

## **2. Request**

- 2.1 SL wish to apply for an alcohol licence to open up further opportunities to use the pavilion more for bookings/events as it is a larger and potentially more useable environment than the DH1 bar. The alcohol licence will be used for the purposes of bookings, such as birthdays etc at the facility rather than any form of general sale of alcohol.
- 2.2 To sell alcohol as part of their bookings, they will require a Premises Licence and a designated premises supervisor (DPS) who holds a personal licence. This would be an SLL member of staff, who currently cover the DH1 bars licence.

## **3. Information**

- 3.1 A premises licence, or a club premises certificate, is a permanent licence granted for a specific location, that authorises the holder to carry on any or all of the following licensable activities:
  - the sale of alcohol
  - the supply of alcohol by a club to its members and guests
  - the provision of regulated entertainment (including plays, films, indoor sports, music and dancing) and the sale of late-night refreshment (hot food and drink supplied between 11pm and 5am)
  - Premises licences can also be used to licence one-off events at which more than 500 people are expected to attend. For smaller

one-off time limited events, a Temporary Event Notice may be more appropriate.

### 3.2 Eligibility criteria

Any of the following may apply for a premises licence:

- anyone who carries on a business in the premises to which the application relates;
- a recognised club;
- a charity;
- a health service body;
- a person who is registered under the Care Standards Act 2000 in relation to an independent hospital;
- a chief police officer of a force in England and Wales;
- anyone discharging a statutory function under Her Majesty's prerogative;
- a person from an educational institute; or any other permitted person.

3.3 The applicant must advertise their application on and around the premises for at least 28 consecutive days and in a local newspaper within 10 days of the application.

### 3.4 Duration of licence

Premises licences have an unlimited duration, unless they are for short events and the holder has specified an expiry date. For all other licences, an annual fee is payable on the anniversary of the grant of the licence.

A premises licence will only cease to have effect if it is surrendered by the licence holder, revoked by the Licensing Authority, or if the holder dies, becomes insolvent, or becomes mentally incapable.

### 3.5 Reviews

The licensing authority and other responsible authorities will use their powers to ensure that licensed premises operate lawfully. However, if there are problems that cannot be resolved through mediation or enforcement, a request may be made to review a licence. Reviews can be initiated by local residents or businesses, or any of the responsible authorities. Further information on the review process is available on our advice for residents page.

When any representations have been considered, action can be taken to amend a licence (for example, by imposing further conditions or changing the licensed times), or to suspend or revoke it.

***Members are asked to consider the request and advise accordingly.***

**COMMITTEE:** Community Services and Environment

**AUTHOR:** Town Clerk

**DATE:** 20 May 2019

**SUBJECT:** High Street Improvements

## **1. Summary**

- 1.1 Under a Central Bedfordshire Council (CBC) Market Town Improvement Scheme, Sandy Town Council received funding towards works in the Market Square/High Street. Works included provision of new benches, new finger post signage, mosaic art trail, new cycle stands, painting of railings, marking of directional arrows in the car park and a covered community stand with electricity.
- 1.2 Finger post signage, painting of railings in the town centre, the mosaic art works, and car park directional line marking were completed in 2018. Painting of railings outside Bedford Road park is due to happen this summer. Work has commenced on the installation of the community stand, new benches and cycle stands. CBC's Highways Contractor has stated that works will take three weeks. The Council's Events Group are to look at holding an opening event.

## **2. Information**

- 2.1 The stand came forward following a request to have a covered area in the town centre that could be used by community groups, stalls or entertainment. Location options were restricted due to the available areas within the Market Square / High Street. The stand can help enhance events such as the Christmas Light Switch on event but was also envisioned to have more regular use by groups/individuals wanting a presence in the town centre, such as community displays or live music.
- 2.2 Members are asked to consider uses for the stand and ongoing management and booking/use.
- 2.3 It is suggested that;

Use of the stand be free and a booking form is used in the same way as those applying to hold events on Council land apply for permission from the Council. Draft form attached overleaf.

The Council write to all community groups inviting them to consider use of the stand and promote availability via the website, Facebook, news releases and Bulletin.

That the Events Working Group consider organising some use of the stand over the summer to help utilise and promote the facility.



Town Clerk: Chris Robson

Draft Request to use High Street Community Stand

Contact Name	
Address	
Telephone No	
Email	
Organisation	
Reason for use	
Do you require use of the electricity connection?	
Date and times of use	
How many people will be attending?	
Will you be charging for anything you are providing	
Will any food be served?	

Depending on the purpose you are using the stand we may need to see copies of your insurance, a risk assessment and if you are providing food we will need to see a copy of your food hygiene certificate.

Please note that the event will be held at your own risk.



# SANDY

Town Council



Please note that if you are a commercial business Sandy Town Council may make a charge for using the land.





**SANDY**  
Town Council

## SANDY TOWN COUNCIL ACTION PLAN 2019/20

The following Action Plan summarises and prioritises the committee’s activities and projects that will continue to be worked on over the 2019/20 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. Members may wish to use this as a base to develop a longer-term plan for the committee over the next four years.

COMMUNITY SERVICES AND ENVIROMENT COMMITTEE				
Budget?	Objective	Actions	Responsibility	Timescales
<b>2018/19 Activities</b>				
<b>Town Centre</b>				
TBD	Design and Renewal of new Town Signs at the entrance to Sandy	1) Designs, quotes and costings to be researched and reported to committee for consideration. Consultation with Rotary, who provided some funds for town signage to the TIC 2) Committee to approve scheme and make recommendations to PFR on costs 3) Quotes to be obtained, reviewed and agreed. Recommendation to Full Council 4) If approved, scheme to be implemented and timetable for work to be put in place	1) Admin/Works Leader 2) CSE 3) Clerk/PFR 4) Clerk/Works Leader	Summer 2019  Winter 2019 Winter 2019 Spring 2020
Funds held from Rotary donation towards project				
£0	Creating a Sandy Events calendar to be hosted by the Town Council and encouraging greater shared publicity between organisations and groups in Sandy	1) Format, design and research hosting a calendar of events 2) Contact community groups, business and other organisations asking for details of their 2019/20 events. Publicise and share calendar of events 3) Committee to approve procedure for ongoing updating/management and recommend procedure to PFR	1) Admin 2) Admin 3) CSE/Clerk	May 2019 May/June 2019  July 2019

**AGENDA ITEM 14**

**APPENDIX VIII**

TBD	Developing a programme of specialised markets	<ol style="list-style-type: none"> <li>1) Review and feedback on ongoing monthly Street Food Market and decision on whether to establish the market as a regular event.</li> <li>2) Liaise with street food market provider and report on future events.</li> <li>3) Secure dates for at least one continental market per year.</li> <li>4) Research and liaise with various market providers to create annual programme of at least four specialised markets.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/CSE</li> <li>2) Admin</li> <li>3) Admin</li> <li>4) Admin</li> </ol>	<p>1<sup>st</sup> July 2019</p> <p>Summer 2019</p> <p>Jun/Jul/Aug 2019</p> <p>Ongoing</p>
<b>Sport, Leisure and Wellbeing</b>				
£0	Reach agreement with Central Bedfordshire Council for the lease of community land at Beeston for the purpose of allotments and a community orchard.	<ol style="list-style-type: none"> <li>1) Both parties to agree and sign Heads of terms</li> <li>2) Development of lease agreement</li> <li>3) Review amendments and recommendation of agreement</li> <li>4) Adoption and signing of lease agreement</li> </ol>	<ol style="list-style-type: none"> <li>1) CBC/STC</li> <li>2) Clerk/CBC</li> <li>3) CSE</li> <li>4) Full Council/CBC</li> </ol>	<p>June 2019</p> <p>Summer 2019</p> <p>Summer 2019</p> <p>Winter 2019</p>
£0	Developing a project plan with and suggested budget for the development of the Beeston Community Orchard and Allotments.	<ol style="list-style-type: none"> <li>1) Establish a small working group to focus on the project</li> <li>2) Liaise with BRCC to carry out initial discussions on site layout, orchard/allotment split, funding streams</li> <li>3) Liaise with stakeholders over the proposed management of the site</li> <li>4) Liaise with BRCC to create and recommend a development and management plan, with estimated costs</li> <li>5) Development, Management and Budget Plan to be reviewed and recommended to Full Council</li> </ol>	<ol style="list-style-type: none"> <li>1) CSE</li> <li>2) Work Group/Clerk</li> <li>3) Work Group/Clerk</li> <li>4) Work Group/Clerk</li> <li>5) Work Group/Clerk</li> </ol>	<p>May 2019</p> <p>Jun – Oct 2019</p> <p>Jun – Dec 2019</p> <p>June – Dec 2019</p> <p>16 Dec 2019</p>
£0	Developing the Council’s ambitions and visions for the future of the Jenkins Pavilion	<ol style="list-style-type: none"> <li>1) Community Plan Working Group to consider Council ambitions for the Jenkins Pavilion in line with the Community Plan</li> <li>2) Community Plan Group to report to CSE on recommended outline ambitions for the future of the Jenkins</li> <li>3) CSE to give Community Plan group authority to liaise with CBC to further develop more detailed plans on ambitions for developing and maximizing use of the Jenkins Pavilion</li> <li>4) Working Group to engage with stakeholders on their use of the pavilion and where improvements/ developments might be appropriate.</li> </ol>	<p>Comm Plan Work Group</p> <p>CSE/Comm Plan Work Group</p> <p>CSE/ Comm Plan Work Group</p> <p>Working Group/Clerk</p>	<p>July 2019</p> <p>August 2019</p> <p>August 2019</p> <p>Winter 2019</p>

**AGENDA ITEM 14**

**APPENDIX VIII**

<b>Environment</b>				
£2,000 Funding agreement	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"> <li>1) Establish aims, objectives and the management/reporting of a volunteer friends of Sandy Green Wheel (FSGW). Consideration on what resources the Council can provide (e.g litter picks)</li> <li>2) Establish FSGW group and advertise to recruit volunteers</li> <li>3) Launch of FSGW group with walk of Green Wheel</li> <li>4) Continued meetings of the Green Wheel Group to develop the Wheel further and provide support to volunteers</li> </ol>	<ol style="list-style-type: none"> <li>1) BRCC/Green Wheel</li> <li>2) BRCC/Green Wheel</li> <li>3) BRCC/Green Wheel</li> <li>4) BRCC/Green Wheel</li> </ol>	<p>June 2019</p> <p>Summer 2019</p> <p>Summer 2019</p> <p>Ongoing</p>
£0	Reestablishment of the Walkers are Welcome Group	<ol style="list-style-type: none"> <li>1) Link establishment of new independent Walkers are Welcome group with Friends of Sandy Green Wheel (FSGW)</li> <li>2) Facilitate meeting of Friends of Sandy Green Wheel and submit application to be recognised as Walkers are Welcome Group</li> <li>3) Submit audit of works achieved on development of the Green Wheel and proposed actions for 2020/21</li> </ol>	<ol style="list-style-type: none"> <li>1) BRCC/Green Wheel</li> <li>2) Clerk/Green Wheel</li> <li>3) WaW / FSGW</li> </ol>	<p>Summer 2019</p> <p>Summer 2019</p> <p>As required</p>
TBD	Expand on the town's involvement with the great British Spring Clean and further litter picking events	<ol style="list-style-type: none"> <li>1) Review participation in the 2019 event</li> <li>2) Consider ways to improve and promote the event or how the Council can become more engaged with clean up events during the year</li> <li>3) Draw up event proposals for 2020 Event</li> <li>4) Promote and implement 2020 Great British Spring Clean events</li> </ol>	<ol style="list-style-type: none"> <li>1) CSE/Clerk</li> <li>2) Events Working Group</li> <li>3) Events Work Group</li> <li>4) Events Work Group</li> </ol>	<p>July 2019</p> <p>Aug -Nov 2019</p> <p>Dec – Feb 2020</p> <p>March/April 2019</p>
<b>Public Safety</b>				
£16,000 Annual CCTV Budget	Forming a recommendation to Council on alternative CCTV provision for Sandy Town Council's sites.	<ol style="list-style-type: none"> <li>1) Working Group to review all sites and formulate CCTV requirements</li> <li>2) CCTV providers to provide costs and camera specifications based on requirements identified by working group</li> <li>3) Recommended scheme of CCTV provision to be reviewed by CSE and recommended to Full Council</li> <li>4) Once approved by Full Council quotations for works to be delegated to PFR</li> </ol>	<ol style="list-style-type: none"> <li>1) Working Group</li> <li>2) Clerk/CBC/HertsCCTV</li> <li>3) Working Group</li> <li>4) CSE/Full Council</li> </ol>	<p>Complete</p> <p>Ongoing</p> <p>July 2019</p> <p>Summer 2019</p>

<b>Engaging with Younger People</b>				
TBD	Promoting and encouraging greater engagement with Youth Parliament and creation of annual youth meeting/event to coincide with the Annual Town Meeting	1) Invite representatives to a meeting of the CSE group 2) Consider ways in which the Council can becoming involved develop suitable action points.	1) Clerk 2) CSE	July 2019 July
<b>On-Going Activities</b>				
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.		
	Cemetery	Burials, Administration and Maintenance		
	Memorial Testing	Inspect and Maintain		
	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		
	Public Toilets	Maintenance		
	Open Spaces	Maintenance		
	Green Spaces Equipment	Maintenance and Renewal of Essential Equipment		
	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			



Dear Town and Parish Clerk,

### TOWN & PARISH COUNCILS - VE DAY 75

I have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75<sup>th</sup> Anniversary of VE Day as mentioned in my last communication to you last year.

The 8<sup>th</sup> May 1945 was the day peace emerged after nearly six years of war, so the 75<sup>th</sup> anniversary on 8<sup>th</sup> May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8<sup>th</sup> - 10<sup>th</sup> May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

- The Playing of Battle's O'er & VE 75 Years
- The Nation's Toast to the Heroes of WW2
- The Cry for Peace, around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through [www.veday75.org](http://www.veday75.org). As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

#### **FRIDAY 8TH MAY 2020**

##### **3pm – Battle's O'er & VE 75 Years**

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle's O'er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

#### **3pm – The Nation's Toast to the Heroes of WW2**

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation's Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

#### **6.55pm – A Cry for Peace Around the World**

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

#### **7pm – Ringing out for Peace**

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – [www.veday75.org](http://www.veday75.org).

#### **7pm onwards – Parties and Celebration**

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – [www.veday75.org](http://www.veday75.org).

### **SATURDAY 9TH MAY 2020**

Parties and celebrations continue.

### **SUNDAY 10TH MAY 2020**

#### **10.30am – Church Services of Celebration and Commemoration**

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times. Churches wishing to take part should register their involvement on the VE Day 75 website – [www.veday75.org](http://www.veday75.org).

#### **Tribute to the Millions & the Last Post**

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at [www.veday75.org](http://www.veday75.org), and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – [www.veday75.org](http://www.veday75.org).

We do hope that you will take part in **VE Day 75** especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.

Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website - [www.veday.org](http://www.veday.org) as soon as possible to enable us to keep in touch with you and update you on progress.

My warmest regards,



Bruno Peek LVO OBE OPR

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# FW: Our New Campaign: D-Day 75

F Finance  
Yesterday, 10:29

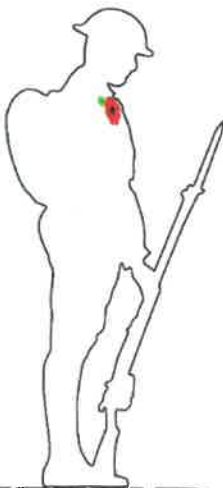
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The message sender has requested a read receipt. To send a receipt, [click here](#).

Unsubscribe



**From:** There But Not There <supporters@tbnt.org.uk>  
**Sent:** 28 April 2019 11:05  
**To:** Finance <finance@sandytowncouncil.gov.uk>  
**Subject:** Our New Campaign: D-Day 75



# THERE BUT NOT THERE

COMMEMORATE. EDUCATE. HEAL

## D-Day 75: Operation Tiger



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On 28th April 1944, 749 American servicemen were killed off Slapton Sands in Devon during a rehearsal for D-Day called Operation Tiger.

As the troops were on the water preparing to practice landing on the beaches, German E-boats were alerted to activity in the area and attacked.

Due to the need for absolute secrecy the tragedy was kept quiet and, even today, is not as well-known as it should be.

These servicemen were the first casualties of D-Day, so to highlight this story and to launch our D-Day 75 commemorative campaign, today we laid 749 pairs of Bootprints on the same beach at Slapton Sands.

D-Day and the Battle of Normandy saw over 50,000 servicemen and women die - from Britain, the Commonwealth and America - in a battle that would turn the tide of the Second World War.

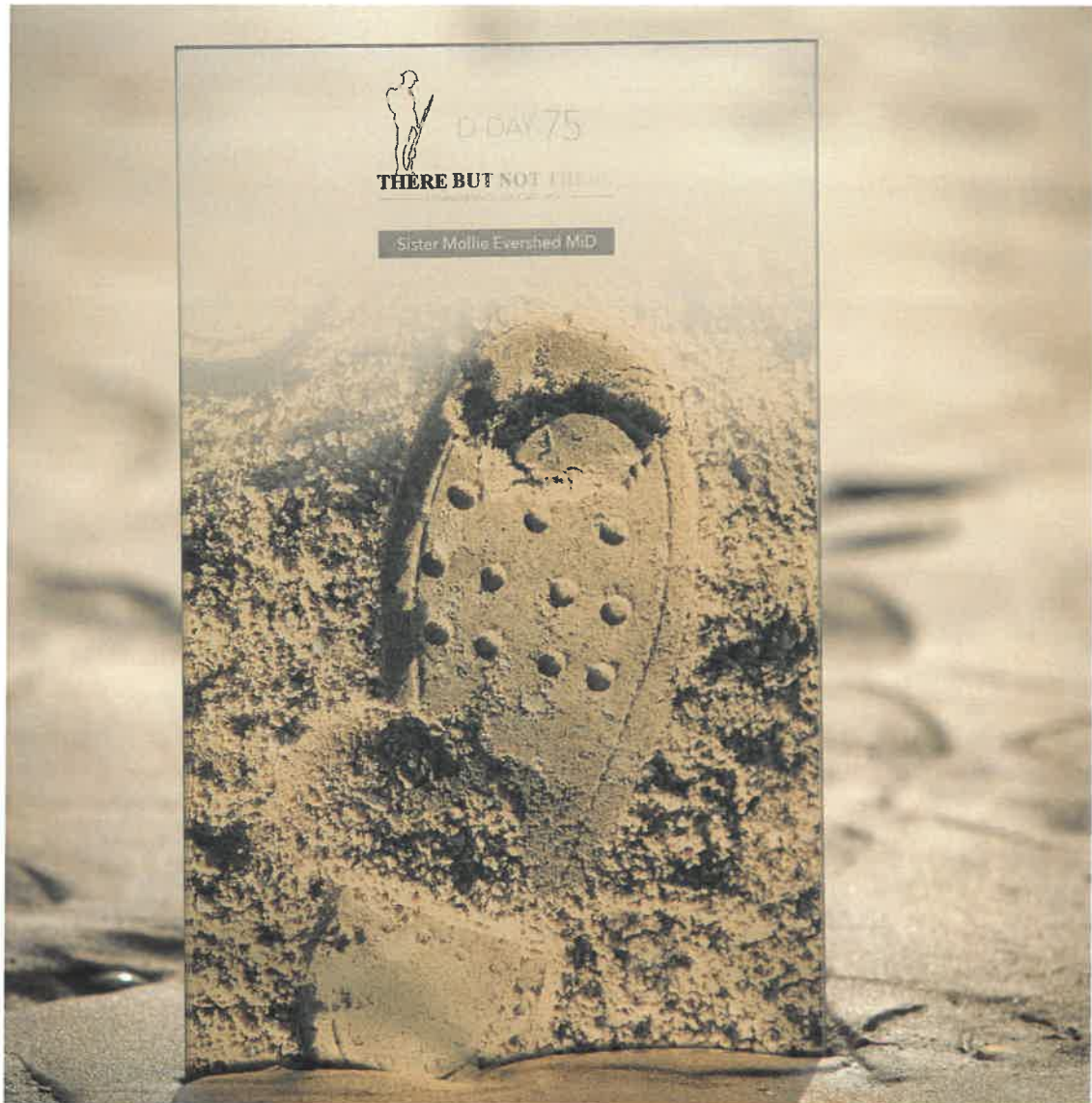
This year's There But Not There campaign encourages you to walk in the bootprints of those servicemen and women who gave their lives in this extraordinary battle.

Our [Bootprint plaques](#) each carry the name of someone who died during this battle and all profits support projects that help today's veterans get back into employment after their service.

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You can buy your table-top Bootprint [in our shop](#) and you can choose to have it inscribed either with the name of someone from the American or the British and Commonwealth list of the fallen for £29.99.

Alternatively, you can choose an unnamed plaque for £22.99 which you can personalise yourself with the name of someone you wish to remember from the Second World War or any other conflict.

Our [Bootprint stickers](#) (£4.80) are ideal for community groups, schools and businesses wanting to show their support and we offer both a biodegradable and vinyl option.

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**COMMITTEE:** Community Services and Environment  
**AUTHOR:** Town Clerk  
**DATE:** 20 May 2019  
**SUBJECT:** Fun Fair Review

## 1. Summary

- 1.1 On 18 February 2019, Sandy Town Council gave permission for Harris's Fun Fair to hold a small fair on the Sunderland Road Recreation Ground. The request came following removal of vehicular access to 'The Pinnacle Field', the site which has hosted the fair for a considerable number of years. Access to the field was secured following a series of unauthorised encampments which caused damage to the land and incurred large clean up and enforcement costs for the Council. In 2018 the Fair did not visit Sandy as the damage to the land was considered too great by both the Council and the Fair.
- 1.2 Approval was given to hold a fair on the Sunderland Road Recreation Ground on a trial basis. The following report is intended as a brief review of the fair.

## 2. Information

- 2.1 The fair traded from 25 to 28 April 2019 with set up taking place on 23 April 2019. The fair was charged per trading day held on site and a deposit was taken in case any damage was caused.
- 2.2 The fair was located at the Berwick Way end of Sunderland Road recreation ground and did not impinge on the football pitches. On the Sunday the fair was operative, the football pitches were in use for the Colts Family Day. The Colts were aware of the presence of the fair ahead of the weekend.



2.3 The fair consisted of;

Waltzers, dodgems, a bungee trampoline, a 'bounce and play', a hoopla stall, an inflatable slide, a coconut shy, a Miami ride, a hotdog stall, a toy set, a fun house, an inflatable pyramid, a penalty shoot-out, a fun house, and a juvenile waltzer.

### **3. Feedback from Organisers**

3.1 Sunday was more successful than Saturday due to poor weather. Overall the fair was considered a success with plenty of people attending. Thursday and Friday were quieter. Precise numbers were not able to be provided.

3.2 The organiser considers the site more successful than The Pinnacle field as feedback they received suggested people felt the fair was easier to access at Sunderland Road and was 'within' the town. The site was also easier to access for the organiser than The Pinnacle Field. More space would be preferred, but due to the date of the 2019 fair, the football pitches were required for play and restricted the available area.

3.3 The organiser would consider submitting a request to use the site in future years, dependant on weather. They are aware that the ground is very soft and could be easily damaged.

### **4. Feedback from Residents**

- Generally, there were no issues and the fair organisers ensured that they had finished by 9pm every night.
- Greater direct consultation requested ahead of the event, or any similar events with residents living close by.
- The fair packed up/dismantled rides at 9pm on Sunday evening. This created disturbance to those residents whose properties face the recreation ground. Disturbance included noise and flood lights shining through windows which went on beyond 10:30pm.
- Operating times of 2:30pm to 9pm on Saturday and Sunday resulted in a constant noise of music, screaming and children shouting during these times, as reported by a resident whose property faces the site. Due to poor weather on the Saturday, noise from the fair was lower than experienced on the Sunday. Noise was not heard by residents further into the estate.
- No parking issues were reported. The site was left in good condition and litter was collected and disposed of.