

Sandy Town Council

To: Cllrs N Aldis, P Blaine, S Doyle, A Gibson, A M Hill, T Knagg, C Osborne, 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 in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 4 November 2019 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
29th October 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 23 September 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 Benchmarking Forum**
To receive a verbal report on the Town Centre Benchmarking forum which was held on 30th October 2019.
- 7 Action Plan**
To receive and note the annual Action Plan. Appendix II
- 8 Tree Planting**
 - i) To receive information on Town Council 2019 tree planting on Council land. Appendix III
 - ii) To receive and consider information on the Urban Tree Challenge from the Forestry Commission. Appendix IV
- 9 Dog Waste Complaint**
To note a report from the Town Clerk on a complaint about dog waste. Appendix V
- 10 Green Wheel Report**
To receive a report on the Sandy Green Wheel. Appendix VI
- 11 Site Audits**
To receive and consider a proposed action plan for the previously agreed audits of Sandy Town Council sites. Appendix VII
- 12 Litter Picking in Sandy**
To consider a request on how the Council can support local litter picking groups. Appendix VIII
- 13 French Market Review**
To receive a review of the October 2019 French Market. Appendix IX
- 14 Event Report**
To note upcoming events. Appendix X
- 15 Chairman's Items**
- 16 Date of Next Meeting**
Monday 16 December 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	<p>Full Council approved of HoTs for lease of land on 9 April 2019.</p> <p>Quote for lease work received and agreed. Awaiting response from CBC to progress the drawing up of a lease to the next stage.</p> <p>On 23/9/19 Town Clerk informed that matter was awaiting a Manager in CBC's attention. Further response chased on 21/10/19.</p> <p>28/10/19 Clerk informed that positive news on progress is anticipated by 1st November. Clerk to verbally update Members at meeting.</p>
12/8/19			
Parking Surveys Action from results	(40-19/20)	<p>That signage in Kings Road be replaced with more explicit information.</p> <p>Clerk to clarify costs of having white 'H' bars painted in front of driveways.</p> <p>Response Group to produce a leaflet summarising the feedback and thanking residents.</p>	<p>Request put forward to Highways.</p> <p>Completed and to come off action list.</p> <p>Completed and to come off action list.</p>



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.

COMMUNITY SERVICES AND ENVIROMENT COMMITTEE				
Budget?	Objective	Actions	Responsibility	Timescales
2019/20 Activities				
Town Centre				
TBD Funds held from Rotary donation towards project	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 TC 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	Completed Completed Winter 2019 Spring 2020
TBD Events budget £3,000	Developing a programme of specialised markets	1) Review and feedback on ongoing monthly Street Food Market and decision on whether to establish the market as a regular event. 2) Liaise with street food market provider and report on future events. 3) Secure dates for at least one continental market per year. 4) Research and liaise with various market providers to create annual programme of at least four specialised markets.	1) Clerk/CSE 2) Admin 3) Admin 4) Admin	Completed Completed Completed Ongoing

AGENDA ITEM 7

APPENDIX II

Sport, Leisure and Wellbeing				
£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"> 1) Both parties to agree and sign Heads of Terms 2) Appoint solicitor 3) Development of lease agreement 4) Review amendments and recommendation of agreement 5) Adoption and signing of lease agreement 	<ol style="list-style-type: none"> 1) CBC/STC 2) Clerk/CBC 3) CSE 4) 5) Full Council/CBC 	<p>Completed</p> <p>Completed</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"> 1) Establish a small working group to focus on the project 2) Liaise with BRCC to carry out initial discussions on site layout, orchard/allotment split, funding streams 3) Liaise with stakeholders over the proposed management of the site 4) Liaise with BRCC to create and recommend a development and management plan, with estimated costs 5) Development, Management and Budget Plan to be reviewed and recommended to Full Council 	<ol style="list-style-type: none"> 1) CSE 2) Work Group/Clerk 3) Work Group/Clerk 4) Work Group/Clerk 5) Work Group/Clerk 	<p>September 2019</p> <p>Sep – Dec 2019</p> <p>Sep – Dec 2019</p> <p>Sep – Dec 2019</p> <p>16 Dec 2019</p>
£0	<p>Developing the Council’s ambitions and visions for the future of the Jenkins Pavilion</p> <p><i>Meeting of Councillors to consider ambitions for the future of the Jenkins has been set up. New time line needed.</i></p>	<ol style="list-style-type: none"> 1) Working Group to consider Council ambitions for the Jenkins Pavilion in line with the Community Plan 2) Working Group to report to CSE on recommended outline ambitions for the future of the Jenkins 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 4) Working Group to engage with stakeholders on their use of the pavilion and where improvements/ developments might be appropriate. 	<p>Work Group ?</p> <p>CSE/Comm Plan Work Group</p> <p>CSE/ Comm Plan Work Group</p> <p>Working Group/Clerk</p>	<p>November 2019</p> <p>Winter 2019</p> <p>Winter 2019</p> <p>Winter 2019</p>
Environment				
£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"> 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) 2) Establish FSGW group and advertise to recruit volunteers 3) Launch of FSGW group with walk of Green Wheel 4) Continued meetings of the Green Wheel Group to develop the Wheel further and provide support to volunteers 	<ol style="list-style-type: none"> 1) BRCC/Green Wheel 2) BRCC/Green Wheel 3) BRCC/Green Wheel 4) BRCC/Green Wheel 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p>

AGENDA ITEM 7

APPENDIX II

£0	Re-establishment of the Walkers are Welcome Group <i>Push back until Friends of Sandy Green Wheel has sufficient volunteers to support WAW.</i>	<ol style="list-style-type: none"> 1) Link establishment of new independent Walkers are Welcome group with Friends of Sandy Green Wheel (FSGW) 2) Facilitate meeting of Friends of Sandy Green Wheel and submit application to be recognised as Walkers are Welcome Group 3) Submit audit of works achieved on development of the Green Wheel and proposed actions for 2020/21 	<ol style="list-style-type: none"> 1) BRCC/Green Wheel 2) Clerk/Green Wheel 3) WaW / FSGW 	<p>Autumn 2019</p> <p>Autumn 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"> 1) Review participation in the 2019 event 2) Consider ways to improve and promote the event or how the Council can become more engaged with clean-up events during the year 3) Draw up event proposals for 2020 Event 4) Promote and implement 2020 Great British Spring Clean events 	<ol style="list-style-type: none"> 1) CSE/Clerk 2) Events Working Group 3) Events Work Group 4) Events Work Group 	<p>Completed Aug -Nov 2019</p> <p>Dec – Feb 2020 March/April 2019</p>
Public Safety				
£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"> 1) Working Group to review all sites and formulate CCTV requirements 2) CCTV providers to provide costs and camera specifications based on requirements identified by working group 3) Recommended scheme of CCTV provision to be reviewed by CSE and recommended to Full Council 4) Once approved by Full Council quotations for works to be delegated to PFR 	<ol style="list-style-type: none"> 1) Working Group 2) Clerk/CBC/HertsCCTV 3) Working Group 4) CSE/Full Council 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
Engaging with Younger People				
TBD	Promoting and encouraging greater engagement with Youth Parliament and creation of annual youth meeting/event to coincide with the Annual Town Meeting	<ol style="list-style-type: none"> 1) Invite representatives to a meeting of the CSE group 2) Consider ways in which the Council can become involved and develop suitable action points. 	<ol style="list-style-type: none"> 1) Clerk 2) CSE 	<p>July 2019</p> <p>July</p>

On-Going Activities		
Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	Review and Monitoring of Community Plan	Monitor progress against action points in the Community Plan via reports from the Community Plan Working Group.
	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 secure land for the creation of a new allotment site large enough to satisfy demand
	Any other matters within the committee's remit	

COMMITTEE: Community Services and Environment**AUTHOR: Town Clerk****DATE: 4 November 2019****SUBJECT: Tree Planting on Council Owned Land**

1. Summary

1.1 Sandy Town Council is a member of the Tree Charter and previously planted trees in recognition of its membership and commitment to the Charter. The Council has an arboriculture budget for the purpose of maintaining and planting trees.

1.2 The following report is for Members' information on proposed tree planting on Council land in the current financial year.

2. Planting

2.1 Following the completion of tree maintenance work it is anticipated there will be available funds in the arboriculture budget for the purchase of sixteen young saplings or three substantial trees at a cost of £720.

2.2 After seeking advice, it is strongly recommended that money be invested in the purchase of a few substantial mature trees as opposed to a number of smaller trees, which historically have not survived in recreation grounds. More mature trees will be more robust, have increased chance of survival and will make an automatic visual difference to the area planted.

2.3 Two areas of Council owned land have initially been identified for the planting of three trees; The Limes and Fallowfield recreation ground.

2.4 It is proposed that three trees be planted on Fallowfield recreation ground in the current financial year, with a view to plant some trees on the The Limes recreation ground in 2020/21.



SANDY TOWN COUNCIL**COMMITTEE: Community Services and Environment****DATE: 4 November 2019****AUTHOR: Town Clerk / Administrator K Barker****SUBJECT: Urban Tree Challenge****1. Summary**

- 1.1 The Urban Tree Challenge Fund (UTCF) has been developed in response to HM Treasury releasing £10 million in the 2018 Autumn budget announcement, for planting at least 20,000 large trees and 110,000 small trees in urban areas in England. The UTCF will support a number of objectives in Defra's 25 Year Environment Plan and also contribute towards meeting the Government's manifesto commitment to plant one million urban trees by 2022.
- 1.2 The UTCF is open to anyone who wants to plant trees in urban or peri-urban areas, as long as you have full management control or consent to use the land for the duration of your agreement, and your planting location is within an urban area.
- 1.3 The fund provides up to 50% of published standard costs for planting large and small trees and their establishment costs. The remaining funding must be met through match funding, either in the form of money or labour.
- 1.4 The UTCF is a competitive fund and your application will be scored and ranked to identify projects that will provide the greatest environmental and social benefits to an area. Value for money may also be taken into account, with additional points being awarded where applications demonstrate this (for example, contributing more than 50% of standard costs).
- 1.5 The full guidance for the grant scheme is very detailed and lengthy, and this report provides headline information for Members' consideration on whether they believe a scheme of planting could be drawn up that would be suitable for submission to the grant fund. Members are asked to note that grant is match funded. Full guidance can be found at <https://www.gov.uk/guidance/urban-tree-challenge-fund#find-out-if-youre-eligible>

2. Grant Scheme Details

- 2.1 The fund is available for 2 years (2019/20 and 2020/2021) and applications must be submitted during an application window. A project submitted must be completed within 2020/21.

2.2 In year one, the fund was open for block bids with a minimum application value of £500,000. Block bids allow organisations to apply for funding for multiple projects under one application, which can be geographically dispersed across England or focused in a local area. This was not appropriate for the Town Council or community groups.

2.3 Year two of the scheme will open up for individual applications aimed at smaller organisations or community groups who are looking to deliver much smaller scale projects. Projects should have a minimum application value of £5,000 when large trees are included in the proposal, or £1,150 when only small trees are included. *(This may be subject to change)*

3. Funding

3.1 The fund provides up to 50% of published standard costs for planting large and small trees and their establishment costs. The remaining funding must be met through match funding, either in the form of money or labour.

3.2 For year 2 Agreement Holders (2020/2021), there will be one year to complete the work and submit a claim. Payments will be made in two instalments. The first installment will cover the supply and planting of the tree, plus one year of establishment costs (watering and weeding). This will be followed by a further, final claim two years later for the remaining establishment costs.

Tree Type	Description	100% Standard cost (£) (planting and three years of establishment)	Funding rate - 50% Standard cost (£) (planting and three years of establishment)
Large (standard)	Trees with clear stem up to 1.8m from ground level with a head of branches. Range of sizes and age dependent on species and growth rate. Classified according to measurement of the circumference at 1.5m from ground level. 6-8cm STD, 8-10cm STD, 10-12cm STD, 14-16cm STD. Generally selected for more vunelable areas, such as close proximity to schools, pubs and high footfall. The standard cost is based on a 14-16cm STD.	£837.45	£418.73

Small (Feather)	Small trees have a central stem with some side branches. Usually between 150cm and 175cm in height. Usually between 4-6 years old depending on species and growth rate. Suitable for single and group planting in school grounds, parks, wider verges and informal open spaces.	£3.79	£1.90
Small (Whip)	Very small single stem plants with little or no side shoots about 1 year in age. 100cm to 125cm in height. Suitable for planting in larger groups to create a feature.	£2.29	£1.15

4. Scoring of Applications

- 4.1 Applications are subject to scoring. The scoring form is built into the application annex to allow you to undertake a self-scoring exercise. Self-scoring should be carried out for each project within an application and must use the scoring layers available on the Forestry Commission map browser to identify scores.

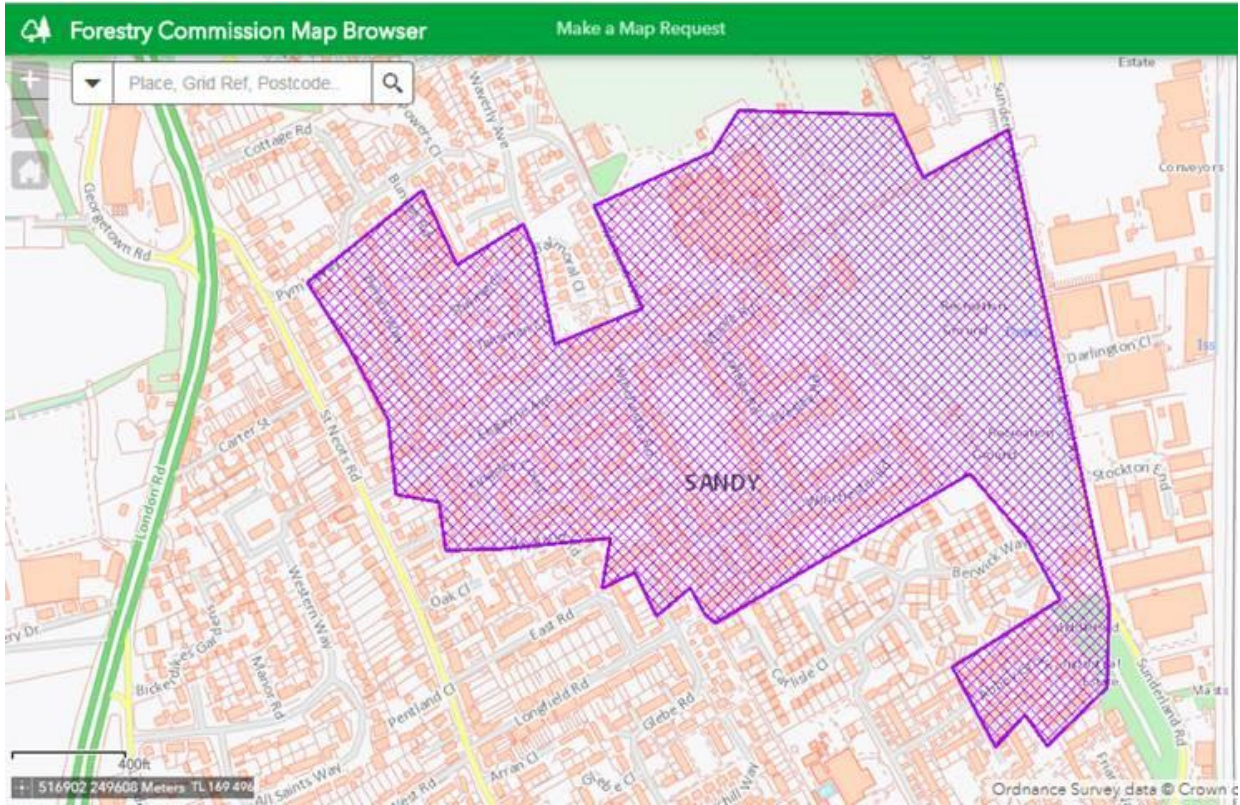
The scoring is based on three aspects:

- 1) **Priority People** – for Sandy see below:

Priority People is based upon the Index of Multiple Deprivation (IMD) and shows areas that are in the top 40% (the most deprived areas in England). Your project will receive a score if it is within or touches the Priority People layer. You will be required to state 'yes' or 'no' for each project to identify if it is within or touching the Priority People layer and the application annex will calculate an overall score for the whole application based on these answers. Projects that are not within this layer will still be accepted in an application but will not score.

The image on the next page show's Sandy's priority people area.

PTO

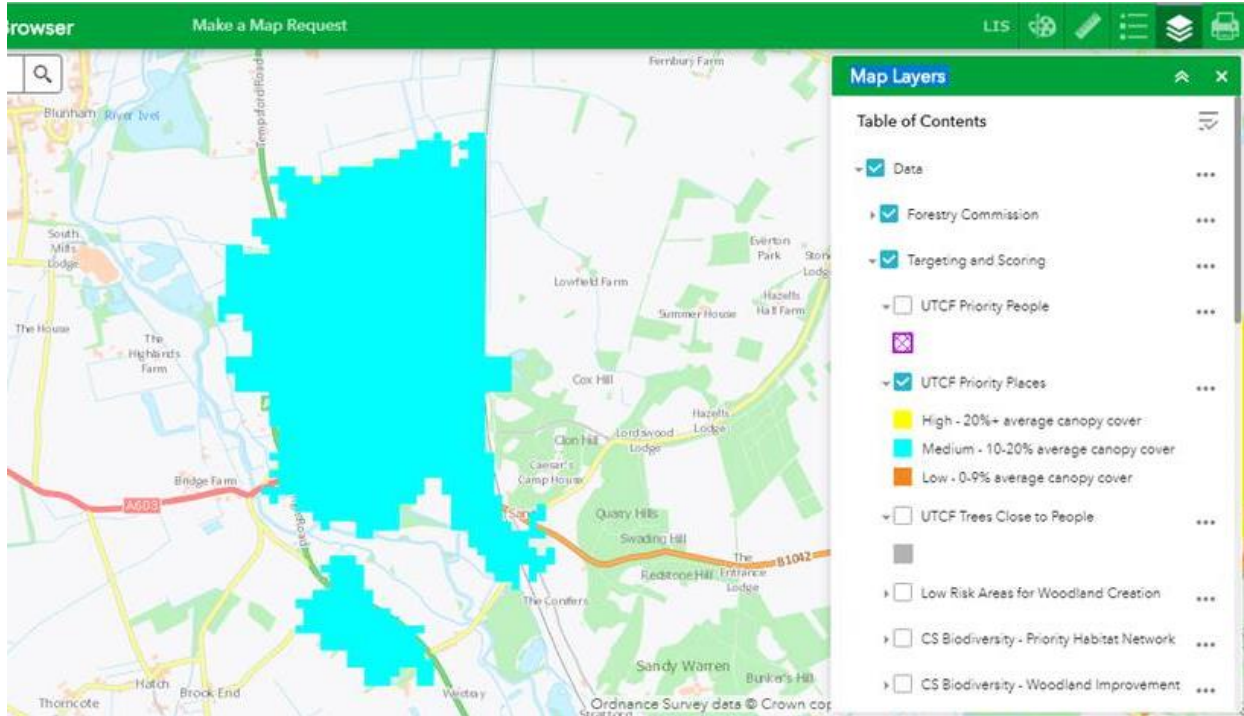


2) **Priority Places** – Sandy is in the medium category for canopy cover.

Priority Places will also be based on a mapping layer available on the FC map browser. This layer is a 'low canopy cover' dataset that identifies tree canopy cover in built up areas. Applicants will need to assess each project and identify whether the project is within the data layer and classed as 'low', 'medium', 'high' or 'not applicable'. These values reflect tree canopy cover for targeted areas as follows:

Tree Canopy Cover Category	Average Canopy Cover
Low	0-9% average canopy cover
Medium	10-20% average canopy cover
High	20%+ average canopy cover
N/A	Outside of targeting area

According to the Forestry Commission's mapping tool Sandy is in the medium canopy cover. An image showing the mapping tool follows on the next page.



3) Value for Money

This is a secondary scoring that will be undertaken by the Forestry Commission. Value for money will also be used as a point of differentiation between comparable applications. This will be based on the direct cost of the proposal to Defra. The grant rate available per tree is a maximum of 50% of standard costs and we will not fund anything above this value. You have the option within your application form to apply for a lower intervention rate if you are able to match fund more than 50% of the standard costs, and in doing so you will improve your value for money score.

5. Eligible Land

5.1 Land included in a UTCF application must fall within an urban area. An urban area, as defined for the purposes of the UTCF, is a built-up area (based on Office of National Statistics data) with a population of at least 2,000 people, with a buffer of 1km to account for peri-urban planting. Land must be open to the public and written consents will need to be provided to the Forestry Commission by all land owners.

6. Work that is not eligible

- 6.1 This fund cannot be used to support the planting of trees required under a planning consent or restocking condition or as part of a tenancy agreement.
- 6.2 In addition, the fund cannot be used to support the replacement of trees. Checks may be undertaken to confirm that trees have not been in a proposed project location for at least 3 years.

7. Public access

- 7.1 Urban and Peri-urban planting will require public access unless there is a strong rationale against this such as planting on school grounds. You will be required to detail this in your application.

8. Making an Application

- 8.1 An application form, annex and maps showing the location of the proposed planting would need to be submitted to the Forestry Commission. The application dates have not yet been released.
- 8.2 A map must be submitted with your application, identifying the areas proposed for planting. Maps should be produced at a scale of 1:1,250. Where application areas are geographically distributed, multiple maps will be required. A paper copy can be provided free of charge by the Forestry Commission.

9. Conclusion

- 9.1 The grant application is quite detailed and in depth. It may be unlikely a scheme providing the sufficient number of trees and point scoring required to be a suitable project could be generated from use of Town Council owned sites only. Therefore, if Members do wish to explore the fund further a wider scheme involving other land owners, such as highways may need to be considered.

As part of any large-scale planting scheme the future maintenance of the trees and the relevant responsibilities will also need to be factored in.

The first step would be a review of open space in Sandy to identify space and ownership and consider the number of trees land might be able to support if a scheme was to be put forward.

COMMITTEE: Community Services and Environment

AUTHOR: Town Clerk

DATE: 4 November 2019

SUBJECT: Dog Waste Complaint

1. Summary

- 1.1 The Clerk has been asked to make Members of the Council aware of complaints about dog waste on Fallowfield recreation ground and incidents of school children getting this on them while entering and leaving Maple Tree School. The complaint was forwarded to the Clerk by Maple Tree School to inquire if any action could be taken to tackle the issue.
- 1.2 Complaints about dog waste in this area have been received before. The Clerk wishes to make Members aware of the complaint, as requested and provide some information on action being taken.

2. Information

- 2.1 Dog waste continues to be a problem nationally and complaints are regularly received about excessive dog waste in some areas of Sandy. Complaints have been received before about the Fallowfield recreation ground, along with a suggestion that more education signing is placed in the recreation ground to help tackle the problem.
- 2.2 Due to the concerns raised and because of the number of children using the park to enter Maple Tree School daily, the Clerk has contacted CBC enforcement to ask that increased monitoring and enforcement action is carried out in Fallowfield recreation ground. The Clerk has also contacted CBC's Community Safety team to see what other steps could be taken in partnership with CBC and their enforcement team to tackle the issue of dog waste. The Community Safety Team has also asked that Fallowfield be put on the Dog Warden's patrols.
- 2.3 A review of signage at the recreation ground is to be included in the audit of this area and any recommendation can be brought forward/actioned. The office will investigate the possibility of creation, design and cost of producing positive educational signage about dog ownership and clearing up of dog waste which could be installed in recreation grounds. A proposal will be brought back to the committee for consideration.
- 2.4 The results of CBC's consultation on Public Space Protection Orders may provide some more guidance on how this matter could be approached. Following the closure of CBC's consultation, and once information is received from them on the consultation outcome the matter will be brought back to the committee for further consideration.

COMMITTEE: Community Services and Environment
AUTHOR: Town Clerk/Cllr Amanda Gibson
DATE: 4 November 2019
SUBJECT: Sandy Green Wheel Development Group Report

1. Summary

- 1.1 A meeting of the Sandy Green Wheel Development Group was held at 10:00am on Wednesday 16th October 2019, at Sandy Town Council offices, Cambridge Rd, Sandy. Present from Sandy Town Council were Cllrs Aldis & Gibson and Chris Robson, Town Clerk.
- 1.2 The meeting was well attended by representatives from BRCC and updates were provided on all current identified improvements and enhancements.

2. Actions from the Previous Meeting

- 2.1 Chapel Meadow path will receive a one-off cut this Autumn and will seek to have the path added to the SVC programme next year so that it is cut more regularly.
- 2.2 The bridge at the western end of The Riddy has been repaired by volunteers with materials donated by a local business.
- 2.3 Central Beds Council have been notified of the litter/fly-tipping at the A603 slip road. The fly-tipping is to be cleared and signage regarding littering is to be installed, and this action is on-going.

3. Girtford Bridge – Route 51 Update

- 3.1 The ownership of Bailey Bridge is in dispute between the Environment Agency and Central Beds Council, and the Environment Agency's legal team is reviewing evidence. It is hoped that once resolved, the Environment Agency will repair the bridge and thereafter transfer ownership to Central Beds Council to maintain.
- 3.2 Once this is resolved, work will start to create the cycle path from the A603 to South Mills. This work will include the section from the A603 to the riverside which is in very poor repair.
- 3.3 If the Environment Agency doesn't accept ownership of the bridge or pay for the repair, then an alternative path may need to be considered.

4. Other Issues/Opportunities to improve the route

- 4.1 There was a request to Sandy Town Council to improve the post marking through the Riddy by making them livestock proof. There is also a need to look at increasing waymarking /signage at the northern route between the A1 underpass and the railway bridge crossing. An increase in litter bins and the frequency of emptying is needed - especially on Route 51.

- 4.2 We need to consider locations where additional tree planting could be done to enhance the Green Wheel, and some grant funding is still available. Sandy Town Council will provide a plan of green spaces where tree planting could take place as well as BRCC approaching local land owners.
- 4.3 Disabled Fishing Platform for Sandcast Wood: the contractor is checking that the bridge in Ivel Road can take the weight of the equipment required. Assuming there are no problems, the work should be completed in the next 3 – 6 months.

5. Raising Awareness and Friends of Sandy Green Wheel

- 5.1 After the success of the one-year anniversary walk, additional seasonal walks will be organised to correspond with walking festivals and other local events. The next walk proposed is for 5th January, which will be our winter walk
- 5.2 Suggested a 3 Green Wheel Challenge to be part of the Bedfordshire Walking Festival next September, to include Sandy, Biggleswade and Eatonbury.
- 5.3 FoSGW volunteers have done some light pruning and a litter pick of the Sunderland Road path.

6. Proposal

- 6.1 Sandy Town Council give permission for the installation of suitable waymarker posts on The Riddy.

COMMITTEE: Community Services and Environment

AUTHOR: Town Clerk

DATE: 4 November 2019

SUBJECT: Site Audits

1. Summary

- 1.1 The Committee previously resolved to carry out a series of audits of Council sites to look for any areas of unidentified maintenance work which can be added to the grounds team work schedule. While this work is regularly carried out for Council owned sites by the works team, it was agreed that the audits would provide an opportunity for Members to review sites and look at areas for potential enhancement which could be included in future works programmes or potential projects. An initial audit was carried out for Beeston Green and it was agreed that other audits would happen over 12 months.
- 1.2 It was agreed that the town would be split into sections (possibly via ward areas) and that a small team of officers and Councillors would be assigned to each area to complete the site audits. It was proposed that CBC Ward Councillors be invited to take part, with Cllr Stock already sitting on a Beeston Working Group.
- 1.3 As Members are aware, the works team is currently under staffed and it is planned to make an appointment to fill a vacant position in January. Given the start of the winter weather and the grounds team operating at reduced capacity, auditing work should start in spring 2020.
- 1.4 The purpose of the following report is to start the process of planning the audits and agree the sites to be audited so they are ready to take place in 2020.

2. Audit Sites

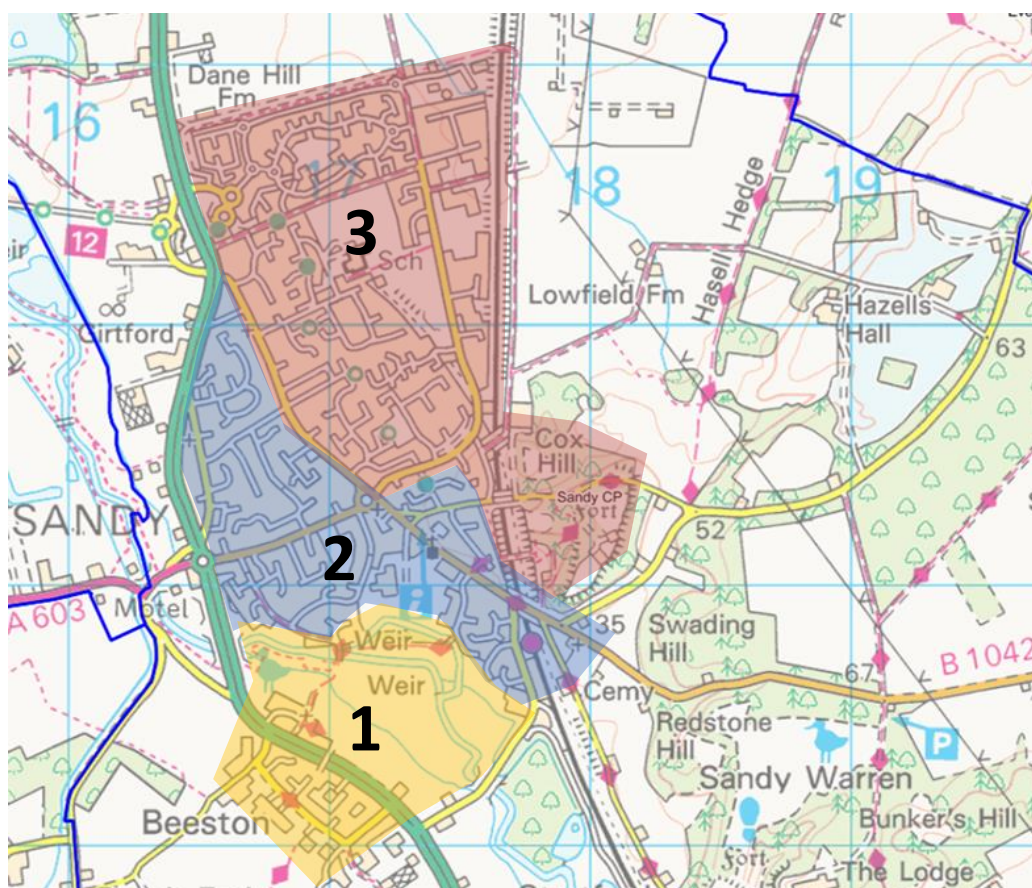
- 2.1 The main focus of the audits was initially intended to be Town Council owned property and the division of work in the tables below has been based on that principle. It may be that during the audit's other areas of land, such as Highways land, they may have issues identified which will need to be communicated to CBC for action or potential joint action with STC.
- 2.2 The following table divides the Council's key sites by ward;

Beeston	Ivel	Pinnacle	Fallowfield
Beeston Village Green	Bedford Road Rec Ground	Sunderland Road Recreation Ground	Fallowfield Recreation Ground
Limes Recreation Ground	Faynes Corner	The Pinnacle	
The Riddy	Offices and Car Park		
	Cemetery Site and Depot		

2.3 Division by ward would mean Ivel ward would need have a higher proportion of sites to audit. If CBC Ward Members are to be invited to take part in the audits, it may be more practical to split the town into three audit areas and even out the number of Council owned/managed sites between the auditing areas.

The table below provides a breakdown and a map of the town.

Area 1	Area 2	Area 3
Beeston Village Green	Bedford Road Recreation Ground	Fallowfield Recreation Ground
The Limes Recreation Ground	Faynes Corner Offices and Car Park	Sunderland Road Recreation Ground
The Riddy	Cemetery Site and Depot	The Pinnacle



2.4 Audit forms will be produced for use on sites to check and record maintenance and identify opportunities for areas of enhancement, such as tree planting, picnic benches etc. The results of the audits will be reported back to the committee with cost implications and priority ratings for inclusion within work schedules.

3. Recommendation

Recommended that three audit areas are created and that Councillors, along with CBC Councillors, are invited to be a part of each audit group. That audits start as soon as weather allows in 2020.

COMMITTEE: Community Services and Environment
AUTHOR: Town Clerk
DATE: 4 November 2019
SUBJECT: Litter Picking

1. Summary

- 1.1 The Town Council took part in the 2019 Great British Spring Clean by providing litter pickers and waste sacks to community groups who wanted to litter pick within the parish. The Council arranged disposal of waste collected. It was agreed that the Council would take part in the 2020 spring clean and would consider ways in which it could enhance its involvement.
- 1.2 The 2019 spring clean was successful with a number of groups utilising Council resources to hold community litter picks. From this, a regular group of between 30 to 40 volunteers have formed who continued to carry out litter picking during the summer and autumn. The group has asked if Sandy Town Council would consider purchasing and holding up to 40 litter picks which the group, and other community groups could use during spring, summer and autumn.

2. Information

- 2.1 The Council currently has 18 litter pickers (following breakage of others during the year). The cost of purchasing an additional 30 litter picks would be £71.34. This is within the Clerk's delegated remit and will be purchased from the works equipment budget.
- 2.2 Given the success of the litter picking group, Members may wish to think about supporting the community activity further as part of its 2020 involvement in the Great British Spring Clean, but also as a year-round commitment to help meet the Council's environmental commitments for Sandy.
- 2.3 The Council could support further via the purchase of additional equipment, such as sack hoops, for use on loan by community groups and volunteers. This could also be utilised by Friends of the Sandy Green Wheel. Sack holders and hoops clip or clamp the refuse sack in place, keeping it open for easy transferal of litter and waste and cost £8.27 per hoop. To help in making Sandy greener, the Council could invest in 20 sack hoops at a cost of £164.40. This is within the Clerk's delegated expenditure and can form a key point in any future strategy for encouraging a greener Sandy.

3. Recommendation

- 3.1 That the Council makes an annual commitment to participate in the Great British Spring Clean and supports making Sandy a tidy and greener place by providing year-round resources and engagement for community litter picking.
- 3.2 That the Council's commitment to community litter picking forms part of a future emerging environmental strategy for the CS&E committee.

SANDY TOWN COUNCIL**COMMITTEE: Community Services and Environment****DATE: 4 November 2019****AUTHOR: Town Clerk****SUBJECT: French Market Review****1. Summary**

1.1 The following report is intended as a brief review of the recent French Market that was held in the Town Council's Car Park. The Council previously resolved to try and get a series of specialised markets in Sandy. The French Market was given permission to use the car park in Sandy free of charge.

2. Review

- The event was held on Sunday 13th October 2019 from 10am to 4pm. The market arrived at 8am to set up in the area outside of Shannon Court. Twenty four parking bays were taken out of use to host the market.
- Sandy was the last stop on the market's three-day trip from France. There were nine stalls in total, a tenth stall selling bakery products was supposed to be included but ill health meant the stall holder had to pull out.
- The Market organiser provided a banner, which was hung at the entrance to the car park, and some A3 size signs which were placed at points in the town. The majority of the publicity was via social media along with the Bulletin and a press release in the Chronicle.
- The Market organiser was not able to provide figures on how many people attended, however they did deem it a successful market despite the poor weather. The food stalls did particularly well and there was a steady flow of customers, with the morning being the busiest time for the traders.
- Two traders who opened their businesses on the day have stated that it was a worthwhile event which did have a positive impact. Positive feedback was also received from some members of the public via the Council's Facebook page.
- The organiser would like to return to Sandy next year, with a view to making the market an annual event if it proves successful in 2020. The market could return in either spring or autumn 2020 with a couple of additional stalls.

3. Recommendation

- 3.1 That the Committee give permission for the French market to use the car park free of charge in 2020.
- 3.2 That the office liaises with the market organisers to push for a two day, or a Saturday market, instead of a Sunday market, in Autumn 2020.
- 3.3 That the office continues to look for other opportunities to bring specialised markets into the town.

AGENDA ITEM 14**APPENDIX X****SANDY TOWN COUNCIL****COMMITTEE:** Community Services and Environment**DATE:** 4 November 2019**SUBJECT:** Events Report**1. Events**

Members are asked to note upcoming Council and Mayoral Events.

Date	Event	Details	Lead
Sunday 10 th November 2019	Remembrance Day Parade and Service	Annual Parade from Swan Lane to St Swithun's Church.	RBL Events WG
Friday 30 th November (Set up) Monday 2 nd December (Take down)	Christmas Tree Festival	Entry into annual Christmas Tree festival. Theme is 'Sandy Green Spaces' – Green Wheel, The Riddy, the parks etc. Colours to be in red, gold and green to represent the Council colours.	Events WG (Cllrs TBC)
Sunday 1 st December 2019	Christmas Lights	Annual Christmas Light Switch on organisation, set up and pack up Town Council mulled wine stall	FOSCL Cll Staff Cll Staff
Saturday 21 st December 2019	Mayor's Carol by Candlelight	Mayors annual Christmas carol concert to be held at St Swithun's Church	Mayor H. Davies A Elliott- Flockhart
Sunday 5 th January 2020	Winter Green Wheel Walk	Repeat of the successful Green Wheel walk and start of annual seasonal	A Gibson

AGENDA ITEM 14

APPENDIX X

Date	Event	Details	Lead
Sunday 9 th February 2020	ATC Parade and Service	Parade and Church Service	ATC Events WG
Civic Service	Sunday 22 nd March 2020	Mayor's Annual Civic Service at St Swithun's	Mayor A Elliott-Flockhart
St George's Day Dinner and Ball	Friday 24 th April 2020	Charity ball in aid of Mayor's charities.	Mayor A Elliott-Flockhart
Friday 8 th May 2020 Sunday 10 th May 2020	VE Day	Street Party to be held in Market Square using street food market and featuring live entertainment.	Events WG RBL St Swithun's
Sunday TBC May 2020	Spring Green Wheel Walk <i>(Possibility of exploring a walk the '3 Green Wheel Challenge')</i>	Walk to feature in Bedfordshire Walking Festival	A Gibson
Sunday TBC July 2020	Summer Green Wheel Walk		A Gibson
Sunday 13 th September 2020	Autumn Green Wheel Walk	Anniversary walk of the Green Wheel launch	A Gibson