

# Sandy Town Council

**To: Cllrs P N Aldis, P Blaine, A Gibson, J Hewitt, A M Hill, W Jackson, T Knagg, R Lock, C Osborne, S Paterson, M Pettitt, M Scott, P Sharman, S Sutton and N Thompson**

**You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 9 August 2021 commencing at 7.30pm for the purpose of transacting the items of business below.**



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
3<sup>rd</sup> August 2021

*Following the easing of Covid19 restrictions the government has stated that it is 'expected and recommended' that people should wear face coverings (unless exempt) in crowded public settings. Due to the size of the Council chamber and the potential number of people present, Councillors, officers and members of the public are encouraged to wear face coverings during the meeting.*

## **A G E N D A**

### **1 Apologies for Absence**

To receive any apologies for absence.

### **2 Declarations of interest and requests for dispensations**

*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 Pecuniary Interests*
- iii) Dispensations*

# Sandy Town Council

## **3 Public Participation Session**

To receive questions and representations from members of the public. Members must raise their hand to indicate they wish to speak and the Chairman will advise them when it is time to do so.

## **4 Minutes of previous Town Council meetings**

To receive the Minutes of an extraordinary meeting of Sandy Town Council held at 5:00pm on Monday 28<sup>th</sup> June 2021 and the meeting of Sandy Town Council held at 7.30pm on Monday 28<sup>th</sup> June 2021 and to approve them as a correct record of proceedings.

## **5 Minutes of committees and recommendations therein**

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Development Scrutiny Committee held on 28 June 2021 and 19 July 2021
- ii) Community, Services and Environment Committee held on 19 July 2021
- iii) Policy, Finance and Resources Committee held on 26 July 2021

## **6 Scheme of Delegation**

- i) To readopt the Council's Scheme of Delegation. A temporary Scheme of Delegation was in place to allow the Council to continue to operate when regulations allowing remote Council and committee meetings ended on 7<sup>th</sup> May 2021, but 'in person' meetings were not possible due to the Government's Covid19 restrictions.
- ii) To receive and ratify a list of decisions and recommendations made by the Council and its committees under the temporary scheme of delegations.

Appendix I

Appendix II

## **7 Reports from Central Bedfordshire Councillors**

To receive reports or points of information from Sandy's Central Bedfordshire Ward Councillors.

## **8 Planning Application**

To receive and consider the following planning applications which are for 6 or more dwellings and cannot be delegated to the Development Scrutiny Committee as per the Council's Scheme of Delegations;

# Sandy Town Council

To receive and consider amendments to an application that Town Council considered in January 2020.

CB/19/04301/OUT Land North of Biggleswade Bedfordshire SG18 0HB	Outline application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure, accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.
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Appendix  
III

## 9 Action List

To receive and note an action list on Full Council items.

Appendix  
IV

## 10 Bedfordshire Local Emergency Volunteers Executive Committee (BLEVEC) Membership

To approve representation the the BLEVEC committee.

Appendix V

## 11 Police and Crime Commissioner

To agree a list of questions, topics or matters the Council wishes to raise at a proposed meeting with the Police and Crime Commissioner for Bedfordshire.

Appendix  
VI

## 12 Neighbourhood Development Plan

To receive a report from the Neighbourhood Plan Steering Group.

Appendix  
VII

## 13 Skatepark Project Contractor

To receive and consider a report and recommendation from the Skatepark Working Group on the appointment of a preferred contractor to partner with the Council in moving forward its new skatepark project.

To Follow

## 14 Correspondence

To receive and note a copy of correspondence passed to the Council from the Hon R Fuller MP for information on alteration to a A1 sign.

Appendix  
IX

## 15 Consultations

- i) To note that the government is consulting on a vision for the Oxford to Cambridge Arc. The consultation closes on 12<sup>th</sup> October 2021. Full details can be found at;

<https://www.gov.uk/government/consultations/creating-a-vision-for-the-oxford-cambridge-arc>

# Sandy Town Council

- ii) To receive and consider a public notice from Central Bedfordshire Council on the installation of a zebra crossing on the High Street, Sandy.

Appendix X

## 16 Leisure Services

To receive any updates from the Clerk or Leisure Services Working Group on Leisure Services in Sandy.

## 17 Reports from Councillors on Outside Bodies

To receive the following reports from Council representatives on outside bodies;

- i) Report from Cllr M Hill on the Sandy Sports and Leisure Association (SSLA) committee
- ii) Report from Cllr A Gibson following a meeting of the Sandy Village Hall Management Committee.
- iii) Report from Cllr M Hill on the Sandy Twinning Association.
- iv) Report from Cllr M Hill on the Talk of the Town.

Appendix XI

Appendix XII

Appendix XIII

Appendix XIV

## 18 News Release

## 19 Chairman's Items

## 20 Mayoral Engagements

To note a list of recent engagements undertaken by the Mayor and/or Deputy Mayor;

**12 July** – Mayor presented awards to the winners of the Greener Sandy anti-litter poster campaign.

**7 August** – Deputy Mayor attended Houghton Regis Town Council Garden Party.

## 21 Date of Next Full Council Meeting: 20<sup>th</sup> September 2021

### **PRIVATE SESSION**

*RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.*

## 22 Adoption of Taylor Wimpey Owned Land

To receive a report from the Town Clerk.

Appendix XV

# Sandy Town Council



## Scheme of Delegations

Amended and Adopted November 2020

## **FUNCTIONS DELEGATED TO COMMITTEES**

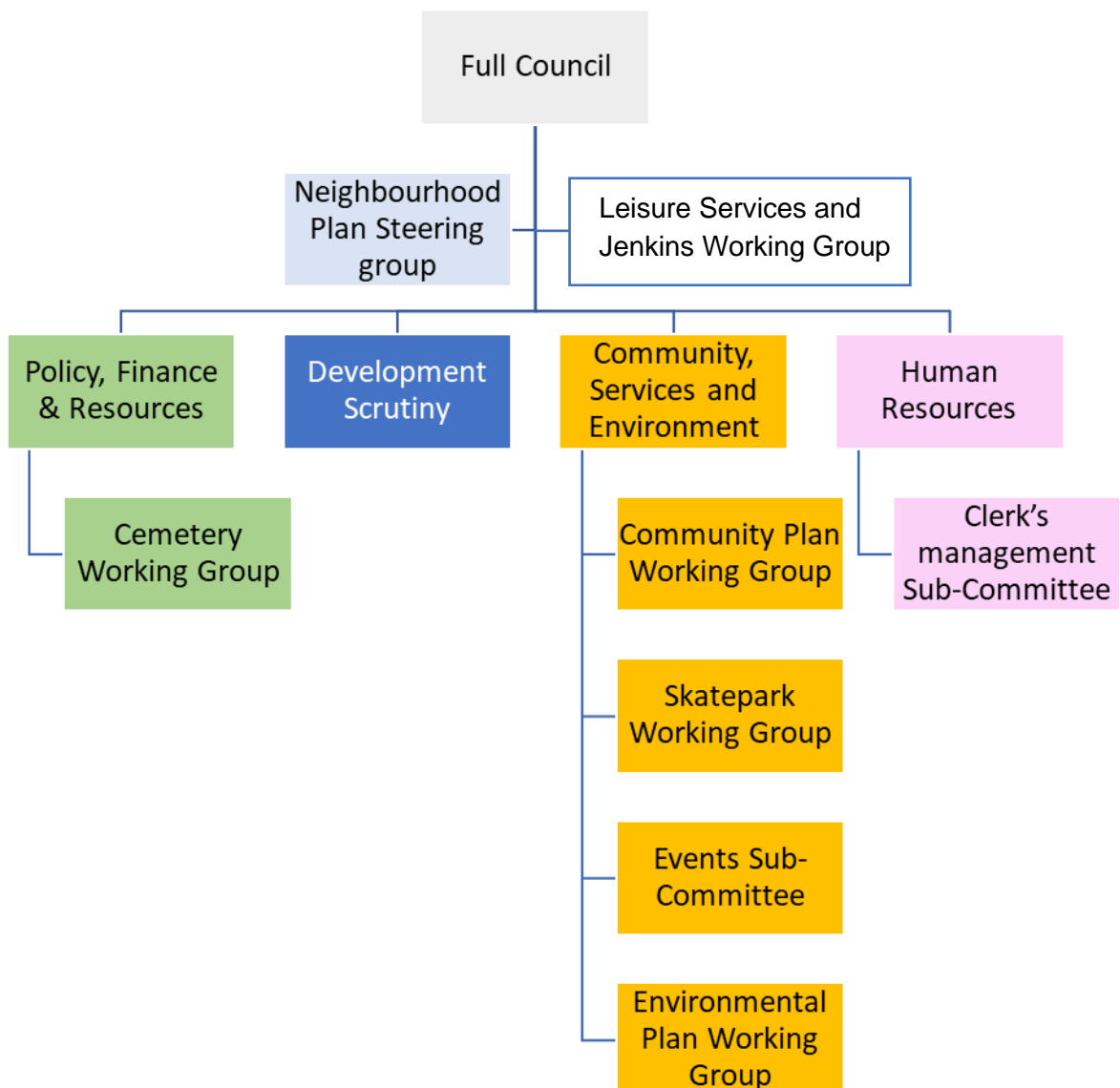
1. Delegated Powers
2. Development Scrutiny Committee
3. Policy, Finance and Resources Committee
4. Community Services and Environment Committee
5. Human Resources Committee
6. Clerks Management Sub-Committee
7. Grievance and Complaints Committee
8. Events Working Group
9. Cemetery Working Group
10. Community Plan Working Group
11. Neighbourhood Plan Steering Group
12. Leisure Services and Jenkins Working Group
13. Skatepark Working Group
14. Responsibilities Delegated to Town Council Officers

# FUNCTIONS DELEGATED TO COMMITTEES

## 1. DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's/Working Group's) delegated powers. The minutes will then record the decision as "**Resolved**".

If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "**Recommended**", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee (or Sub-committee) Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.



## **2. DEVELOPMENT SCRUTINY COMMITTEE**

- 2.1 Membership shall comprise 10 members and the committee has delegated powers.
- 2.2 The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
- 2.3 The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority. If the planning application under consideration exceeds 6 houses or concerns a major development of significance to the Town (eg supermarket) or if the application is of a sensitive nature the application shall be referred to the Town Council.
- 2.4 The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.
- 2.5 The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters.

## **3. POLICY, FINANCE AND RESOURCES COMMITTEE**

- 3.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 3.2 The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
- 3.4 The Committee shall propose, monitor and review such policies as the Committee considers necessary to achieve the Council's long term aims and objectives and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
- 3.5 The Committee shall monitor and review the management of the Council's assets, including the total level of expenditure of the Council reporting this to Council as necessary and shall advise the Council generally as to its financial and economic policies and as to the allocation and control of its financial resources.
- 3.6 The committee shall receive bi-monthly reports from the Responsible Finance Officer on the budget to date and shall review income and expenditure against budget at each meeting.



- 3.7 The committee shall make recommendations to Council on:-
  - a) the annual estimates of revenue and capital expenditure
  - b) the management of the Council's finances and the budgetary framework and processes
- 3.8 The committee shall monitor annually the performance and effectiveness of external and internal auditors, and make recommendations to the Council concerning their re-appointment, terms of engagement of the internal auditor and the audit fee where appropriate.
- 3.9 The committee shall monitor the implementation of agreed audit-based recommendations.
- 3.10 The committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review the Council's Risk Register, Risk Policy and corporate risk management.
- 3.11 The committee shall consider the Council's annual financial statements, the auditors' formal opinions, Members' responsibilities and the review of effectiveness of internal controls before recommending these to Council.
- 3.12 The committee shall oversee the Council's policy on fraud and irregularity including being notified of any action taken under that policy.
- 3.13 The committee shall oversee the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
- 3.14 The committee shall monitor and review all aspects of the Council's Health and Safety Management system and make recommendations to Council about the provision of specialist Health and Safety support services.
- 3.15 The committee shall prepare any emergency planning strategies or arrangements for recommendation to the Council.

#### **4. COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE**

- 4.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 4.2 The Committee shall elect a Vice Chairman for each civic year.
- 4.3 The committee shall propose, monitor and review such services and activities of the Council as the Committee considers necessary to achieve the Council's long term aims and objectives.

- 4.4 The committee shall review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the skate park are safe and fit for purpose and shall investigate grants to provide new play equipment.
- 4.5 The committee shall review and monitor the inspection and maintenance schedules of all the public open spaces owned or managed by the Town Council and oversee grass cutting contracts and other maintenance contracts.
- 4.6 The committee shall monitor and maintain the management arrangements of the cemetery, chapel and closed churchyard.
- 4.7 The committee shall monitor and maintain the former allotment site and endeavour to provide adequate allotment provision for the whole community of Sandy.
- 4.8 The committee shall review, monitor and maintain The Pinnacle and The Riddy nature reserve, overseeing relevant management agreements with specialist service providers.
- 4.9 The committee shall review, monitor and maintain the footway lighting provided by the Town Council as well as all street furniture including litter bins, seats and planters.
- 4.10 The committee shall take action to enhance the environment of the town and shall use the planting budget allocated on an annual basis to make provision for horticultural decorations within the town.
- 4.11 The committee shall consider additional service provision to meet the needs of the Town and to promote the Town of Sandy.
- 4.12 The committee shall formulate a plan and monitor and promote participation in civic events, Town Centre events and annual town events.
- 4.13 The committee shall recommend a community engagement strategy to the Council and shall review, monitor and oversee the Town Council's publications scheme and all publicity materials save the Annual Report.
- 4.14 The committee shall receive and consider reports from the Town Plan Steering Group, the Town Team and the Sandy Enhancement Group (or any other community group) and recommend actions to the Town Council arising from the reports.

## **5. HUMAN RESOURCES COMMITTEE**

### **5.1 Purpose of the Committee**

This committee is appointed to make decisions about all staffing matters subject to budget and expenditure limits decided by the PF&R committee and has delegated powers within these limits. Membership shall comprise 7 members and the committee will report to the Town Council.

5.2 The meetings of the committee will be open to members of the public but in practice in order to comply with the requirements of the Data Protection Act 1998 many items of business may be considered as confidential items.

### **5.3 Operation**

The committee will meet no less than 4 times per year in line with the published schedule and receive reports as described in the schedule. The Council will elect a committee Chairman each year and the committee will appoint a vice-chairman for each civic year.

### **5.4 Terms of reference**

1. Membership shall comprise 7 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
2. The Committee shall elect a Vice Chairman each year civic year.
3. To establish and keep under review the staffing structure of the council in consultation with the PF&R Committee.
4. To draft, implement and monitor and review staff policies and to make recommendations regarding the outsourcing of specialist HR advice.
5. To establish and review salary pay scales for all staff and to be responsible for their administration; also to make recommendations on staffing related expenditure to the PF&R Committee.
6. To oversee the recruitment and appointment of staff.
7. To keep under review staff working conditions and the health and safety at work of all council employees.
8. To consider any appeal against a decision in respect of pay.
9. To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Clerk.
10. To oversee any process leading to dismissal of staff (including redundancy)
11. To consider grievances and disciplinary matters
12. To oversee the work of the Clerk and to handle grievance and disciplinary matters and pay disputes

## **5.5 Town Clerk's Responsibilities**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- 1 the employment of temporary employees
- 2 the employment of permanent employees in conjunction with members of the Human Resource Committee
- 3 control of staff performance and discipline, including the power of temporary suspension from duties
- 4 monitoring, management and reporting of regular or sustained staff absence
- 5 payment of expenses and allowances in accordance with the Council's agreed policies
- 6 to present to the Human Resources Committee recommendations for employees' increments, in accordance with the Council's staff appraisal system
- 7 The Town Clerk will also report on HR matters to the Human Resources Committee

## **6. CLERKS MANAGEMENT COMMITTEE**

### **6.1 Purpose of the Committee**

This committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the HR committee and to manage the Town Clerk. Membership shall comprise of the Chair of Human Resources committee, the Mayor and Deputy Mayor and the committee will report to the HR Committee. The annual Appraisal of the Town Clerk will be carried out by the Chair of Human Resources Committee, the Mayor and Deputy Mayor. This will be reported back to the Human Resources Committee.

- 6.2 The committees' purpose is to deal with complaints and grievances and the committee has delegated authority to deal with these in line with the policies outlined in the employment handbook of the council. The public has no right of advance notification or right to attend a meeting of the Clerks Management Committee since its delegated business will always be confidential as it will involve personal information.

### **6.3 Operation**

The committee will meet as required. The Chair of the Human Resources Committee will act as chairman of the committee.

#### **6.4 Terms of reference**

1. To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies as laid out in the employment hand-book
2. To manage the Town Clerk
3. To consider any appeal by the Clerk against a decision on pay

*(If an appeal is to be held against the decision of the committee, this must be taken to a sub-committee appointed for this purpose. As a sub-committee must be composed of three members at least, it may be necessary to make up a sub-committee from any remaining HR committee members who have not been involved in the matter it may also be necessary to include members of council who are not members of the main HR committee in some circumstances.)*

### **7. GRIEVANCE AND COMPLAINTS COMMITTEE**

- 7.1 The Grievance and Complaints Committee will have five members elected at the annual meeting of the Town Council specifically for the purpose of hearing complaints which fall into the Town Council's grievance complaints policy. The Grievance and Complaints Committee will not deal with complaints against individual members of council or members of staff. If members of the committee elected at the annual meeting are unable to participate in a complaints hearing for any reason (eg conflict of interest, absence) the Town Council will appoint additional members to the committee.
- 7.2 The committee has delegated powers to deal with complaints about administration or procedure by Sandy Town Council.
- 7.3 The Committee reports direct to Town Council and any appeal against its findings will be dealt with by the Town Council.

## **Working Groups of the Council**

### **8. EVENTS WORKING GROUP**

#### **8.1 Functions:**

- 8.1.1 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.
- 8.1.2 To consider and manage any Council involvement or attendance at events within the town which are run by other groups/organisations.
- 8.1.3 To work with the Royal British Legion on the organisation and management of the annual remembrance day parade.
- 8.1.4 To consider and propose one off Council events throughout the year.
- 8.1.5 To organise, set up and manage any such Council events.
- 8.1.6 To consider all aspects relating to planning and hosting of council events, including health and safety requirements.
- 8.1.7 To monitor and review any council events.
- 8.1.8 To consider and request suitable funding for events from the Policy, Finance and Resources Committee during the financial year.
- 8.1.9 To consider any budget requirements for future financial years ahead of the annual precept and feedback to the Policy, Finance and Resources Committee accordingly.
- 8.1.10 To report to the Community Services Environment Committee on its activities.

#### **8.2 Operation**

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

#### **8.3 Terms of Reference**

- 8.3.1 The Events Working Group reports to the Community Services and Environment Committee.
- 8.3.2 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.
- 8.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.
- 8.3.4 The Events Working Group shall elect its own Chair on an annual basis.

- 8.3.5 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*)
- 8.3.6 The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.
- 8.3.7 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.
- 8.3.8 Financial expenditure above £500 for any Council event must be approved by the Policy, Finance and Resources Committee.
- 8.3.9 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.
- 8.3.10 Meetings of the working group are not usually but may be public meetings.

## **9. CEMETERY AND COUNCIL DEPOT WORKING GROUP**

### **9.1 Functions**

- 9.1.1 To review and recommend revisions or amendments to the Council's burial regulations.
- 9.2.2 To consider and make recommendations on the ongoing management of the existing cemetery.
- 9.2.3 To consider and determine matters surrounding the development of a new cemetery and Council depot, including but not restricted to:
- a. Environmental matters
  - b. Policy matters
  - c. Visual impact matters
  - d. Design matters
  - e. Public consultation matters
  - f. Future operation and management of the new cemetery, cemetery car park, public toilet and council depot building.

9.2.4 To work with the Clerk to manage and progress the building and completion of the new cemetery, car park and depot building in line with the tender approved by the Full Council.

## **9.2 Operation**

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

## **9.3 Terms of Reference**

9.3.1 The Cemetery Working Group reports to the Policy, Finance and Resources Committee.

8.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors.

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

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

8.3.5 The Cemetery Working Group is able to invite persons other than members of the Council to participate in meetings.

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

8.3.7 The group shall provide reports to the parent body in the following manner:

- a. Reporting on relevant issues
- b. Reporting on suggested improvements to the cemetery
- c. Reporting on development of the new cemetery and depot build
- d. Any other cemetery related matters/projects which may be assigned to the group by the Policy, Finance and Resources Committee.

## **10. COMMUNITY PLAN WORKING GROUP**

### **10.1 Functions**

10.1.1 To develop a new Sandy community plan, with actions and timescales for adoption by Sandy Town Council.

10.1.2 To review the adopted community plan at least once every six months and recommend any required updates and changes to the Community Plan.

10.1.3 To regularly monitor progress on action points within the adopted community plan.



10.1.4 To promote the community plan to partners, stakeholders and the public.

## **10.2 Operation**

10.2.1 The Community Plan Working Group will meet as and when it is required throughout the year.

## **10.3 Terms of Reference**

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

10.3.2 Membership shall comprise of at least six Councillors, with a quorum of three Councillors.

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

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

10.3.5 The Working Group is able to invite persons other than members of the Council to participate in meetings.

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

## **11. Neighbourhood Plan Steering Group**

### **11.1 Background**

11.1.1 Sandy Town Council is the qualifying body for the preparation of a Sandy Neighbourhood Development Plan (henceforth referred to as the "NP") for the parish of Sandy.

11.1.2 Sandy Town Council resolved to prepare an NP at the meeting of the Full Council on 28<sup>th</sup> September 2020, covering the entire area of the parish of Sandy (the "Plan Area").

11.1.3 Sandy Town Council has notified Central Bedfordshire Council its intent to prepare an NP in consultation with:

- The residents of Sandy
- Organisations employing persons within the Plan Area
  - Organisations that enhance Sandy such as BRCC, Greensand Country Landscape Partnership

11.1.4 Sandy Town Council will be the body that formally submits the NP to CBC.

11.1.5. The NP will seek to:

- Provide a framework for future development and land use within the Plan Area
- Set planning policies that accord with adopted policy at the national, county and district level, but which recognise the specific character of Sandy and preserve or enhance the quality of life within the Plan Area

11.1.6 Sandy Town Council has agreed to establish a Steering Group to lead the preparation of the NP.

## **11.2 Purpose**

11.2.1 The Steering Group is a working party of Full Council and will work within the relevant Town Council Standing Orders.

11.2.2 The Steering Group will lead the NP preparation process, including project management and decision making.

11.2.3 The Steering Group will:

- Promote the process of preparing the Neighbourhood Plan and encourage Sandy residents, employers and service providers to participate and provide their views and opinions on the specific topics which are covered during the preparation of the plan.

Report to the Full Council at every meeting on the progress of the NP project and seek to gain input and agreement regularly to ensure that there is understanding and alignment at key decision points in the process.

- Refer all items of expenditure, outside an approved budget, to Full Council.
- Work with and manage any appointed contractors or supporting bodies as agreed by the Town Council
- Prepare a budget for the NP process for each financial year for consideration in the Town Council's annual budget setting.
- Liaise with Central Bedfordshire Council (CBC) as required.
- Hold public, employer and service provider consultation events and analyse the responses received to inform the NP preparation.
- Gather and assess evidence about the needs and aspirations of Sandy.
- Determine the number of topic areas to be addressed in the preparation of the NP.

- Establish, and approve the terms of reference of, working parties for each policy area. The working parties will consult on, consider and develop policies in that area that are considered appropriate for incorporation in the draft NP.
- Retain oversight of the working parties and ensure that the outputs of individual working parties are in accordance with adopted policy and do not contradict each other. Where an individual policy could reasonably be considered by more than one working party, the Steering Group will coordinate and direct those working parties to ensure co-operation in the consideration of that policy.
- Approve all reports and consultation documents before they are issued.
- Agree, subject to ratification by Full Council, the final submission version of the NP.
- Support Sandy Town Council and CBC during the referendum process.

### **11.3 Membership**

11.3.1 The Steering Group will select its own Chairman.

11.3.2 Members will either be Sandy Town Councillors, residents or people who work in Sandy or representatives of organisations that enhance Sandy as in 12.1.3.

11.3.3 The Steering Group will consist of up to 10 members.

11.3.4 Members are volunteers and may chose to leave during the project. At which time a new Member may be appointed.

### **11.4 Obligations of the Steering Group Members**

12.4.1 Steering Group members shall:

- Work together for the benefit of Sandy.
- Abide by the Localism Act and Sandy Town Council's Code of Conduct.
- Declare any pecuniary or personal interests that may be perceived as being relevant to any decisions or recommendations made by the group, including membership of any organisation, any ownership or interest in land or businesses (directly or indirectly) within the Plan Area or any other matter likely to be relevant to the work undertaken by the Steering Group. Such declarations are to be recorded and made publicly available.

- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process.

## **11.5 Frequency, Timing and Procedure of Meetings**

11.5.1 The Steering Group will meet at monthly intervals.

11.5.2 The Steering Group shall keep minutes of meetings which will be open to public scrutiny. These will be published on the Town Council website, once they have been approved by the Steering Group.

11.5.3 Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.

11.5.4 Notices, Agendas, Minutes and associated papers will be emailed to all Steering Group members.

11.5.5 The Steering Group has up to 10 members and shall be quorate provided that:

- At least 3 members or a third of the group are present.
- One of the members present is a member of Sandy Town Council
- The meeting has been properly convened.
- Outside persons, including planning consultants may attend by invitation and participate in Steering Group meetings, but may not vote.
- These Terms of Reference will be reviewed throughout the project and amended as required by the Steering Group or Full Council.

## **11.6 Tenure**

11.6.1 The Steering Group, in its present form, shall continue to operate for three years or until the NP is adopted or rejected in referendum, whichever is the sooner. In the event that the referendum is rejected the Steering Group will continue to meet until such time as the referendum is adopted or a new Steering Group is appointed. At that stage the TC will form appropriate implementation body.

## **11.7 Application of Terms of Reference**

11.7.1 These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Steering Group.

## **12 RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS**

### **12.1 Proper Officer**

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

### **12.2 General Matters**

The Town Clerk is authorised:

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council
2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
3. to institute, defend and appear in any legal proceedings authorised by the Council
4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Sandy)
5. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chairman about the need for the change and about convenient alternative dates and times
6. to decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000
9. to act as the Council's proper officer as per section 281 Local Government Act 1972.

### **12.3 Financial Matters**

The Town Clerk is authorised as follows:

1. To incur expenditure up to a maximum of £1,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations

2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
  - a. the cost not exceeding the amount of the approved budget
  - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation
  - c. all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

#### **12.4 Staffing Matters**

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, see list above at 5.

#### **12.5 Property Matters**

The Town Clerk is given authority to manage the land and property of the Council including:

1. agreeing the terms of any lease, licence, conveyance or transfer approved by Council.
2. the granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature
3. the granting of easements, wayleaves and licenses over Council Land approved by the Council
4. initiating legal action or proceedings against unauthorised encampments on Council land.

#### **12.6 Urgency**

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or sub-committee. The Mayor and Deputy Mayor are to be consulted before such action is taken.

## Sandy Town Council

<b>Date:</b>	<b>9<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Resolutions to be Ratified</b>
<b>Contact:</b>	<b>C Robson, Town Clerk</b>

**Purpose of the Report**

1. To provide a list of those decisions and recommendations made by the Council, and to the Clerk for the period between 7<sup>th</sup> May 2021 and 9<sup>th</sup> August 2021 for ratification.

**Recommendation**

2. That the Council note and ratify those decisions made by the Council and resulting actions recommended to the Clerk under the temporary scheme of delegations.

**Background**

3. The regulations which allowed for the Council to meet remotely ended on 7<sup>th</sup> May 2021. The government did not extend these regulations, meaning that Councils were not legally able to hold public meetings and make decisions via remote meetings from that date. However, COVID19 regulations on social distancing and maximum numbers within rooms remained in place, meaning the Council was not able to hold face to face meetings in the Council Chamber as it could not meet the government guidance for doing so.
4. To allow the Council to continue to function during a period when it was not able to meet to make decisions, a scheme of temporary delegation was agreed. This scheme gave the Clerk greater decision-making authority and worked alongside a continued schedule of remote meetings, at which Councillors consider council matters and business and resolved their position, which the Clerk acted on as recommendations from the Council on how delegated authority should be used. Following the return to face-to-face meetings the Council can re-adopt their usual Scheme of Delegations, ending the temporary scheme and the greater delegation of decision making within it.

**Proposal/Information**

5. The following resolutions were made under the temporary scheme of delegation and are provided to members for record keeping and ratification.

<b>FULL TOWN COUNCIL</b>	
<b>MINUTE NUMBER</b>	<b>RESOLUTION</b>
(27-2021/22)	<p><b>RESOLVED</b> to approve the Minutes of 6<sup>th</sup> May 2021 as a correct record of proceedings subject to the following amendments;</p> <ul style="list-style-type: none"> <li>• Cllr Hill be deleted from 'Present'. Cllr Hill was absent and had sent apologies.</li> <li>• Cllr Osborne be added to the list of Leisure Services Working Group Members.</li> </ul>
(28-2021/22)	<p><b>RESOLVED</b> to receive and note the minutes of the Development Scrutiny Committee held on 26<sup>th</sup> April 2021 and 10<sup>th</sup> May 2021.</p> <p><b>RESOLVED</b> to receive and note the minutes of the Community Services and Environment Committee held on the 26th April 2021.</p> <p><b>RESOLVED</b> to receive and note the minutes of the Policy, Finance and Resources Committee held on the 10th May 2021.</p>

(31-2021/22)	<b>RESOLVED</b> that the Council write to Sir Edward Leigh MP expressing the Council's full support for his statement and the renaming of the A1, but that a proper solution would be to bypass areas such as Sandy and Buckden and to invite him to work with local MP, Richard Fuller to lobby for action.
(35-2021/22)	<p><b>RESOLVED</b> that the Council respond to the East West Rail consultation stating;</p> <ul style="list-style-type: none"> <li>• The Council is disappointed that the North route is to be taken and that going through Bedford will be expensive, offering little development opportunity.</li> <li>• Out of the four options currently being consulted on, the Council believes that the most southerly route has the most advantages for Sandy, but those advantages are limited.</li> <li>• The Council supports the creation of a Sandy/St Neots development corporation and that the resources of planning and investment resulting from the corporation are welcome, as long as planning is of a high standard.</li> <li>• Addressing the physical constraints around Sandy is the only way it can develop. Major investment is needed in the area, in particular the movement of the A1.</li> </ul>
(37-2021/22)	<b>RESOLVED</b> that the Welcome Back Fund proposals as reported be approved and a delivery plan be submitted to Central Bedfordshire Council.
(44-2021/22)	<b>RESOLVED</b> to object to application CB/19/04298/OUT on the grounds of highway safety, with the deceleration and acceleration lanes for access to this site too short and unsafe. The council maintains its concern regarding noise and pollution on this site as a result of its proximity to the A1.
(44-2021/22)	<b>RESOLVED</b> to not object to application CB/21/02363/FULL, but that the Council would like to see a planning condition ensuring that the applicants establish a solution to a parking plan before any building work takes place. That the Council is concerned about the lack of amenity space for residents, especially after what the country has experienced during lockdown. That the Council feels that the building will be out of keeping with the street scene and an alternative appearance should be considered.
(49-2021/22)	<b>RESOLVED</b> to note the Internal Auditors report for the year 2020/21.
(50-2021/22)	<b>RESOLVED:</b> To approve Section 1, Annual Governance Statement, of the Annual Governance & Accountability Return (AGAR) Part 3 for 2020-2021.
(51-2021/22)	<p><b>RESOLVED:</b> to approve the unaudited Financial Statements for the year 2020-2021.</p> <p><b>RESOLVED:</b> To approve the Section 2 of the Annual Governance &amp; Accountability Return (AGAR) Part 3 for the year 2020-2021 subject to external audit.</p>
(57-2021/22)	<b>RESOLVED</b> to approve the minutes of 14 <sup>th</sup> June 2021 as a correct record of proceedings.
(58-2021/22_	<p><b>RESOLVED</b> to receive and note the minutes of the Development Scrutiny Committee held on 7<sup>th</sup> June 2021.</p> <p><b>RESOLVED</b> to receive and note the minutes of the Community Services and Environment Committee held on the 7<sup>th</sup> June 2021.</p> <p><b>RESOLVED</b> that an uncommitted £7,000 EMR received from the Tempsford Solar farm be allocated to the skatepark project.</p>



	<p><b>RESOLVED</b> to receive and note the minutes of the Policy, Finance and Resources Committee held on the 14<sup>th</sup> June 2021.</p> <p><b>RESOLVED</b> that the Council adopt the 2020/21 Unaudited Financial Statements for the year ended 31<sup>st</sup> March 2021. It was noted that this matter had been dealt with at a legally held extraordinary meeting that met in the Council chamber at 5pm on 28<sup>th</sup> June 2021.</p> <p><b>RESOLVED</b> that the Annual Report be approved and adopted by the Council with a few typo amendments.</p>
(59-2021/22)	<p><b>RESOLVED</b> that Cllrs Gibson, Hewitt, Lock, Scott and Sharman be appointed to the Complaints Committee. This would be ratified at the next meeting of the Full Council held in the Council Chamber.</p>
(60-2021/22)	<p><b>RESOLVED</b> to write to CBC's agent reviewing educational demand for the SPA site to confirm that the Town Council is not aware of a need for educational use, but that the site has huge potential for community use in the future. The letter should emphasise that the site is an important integral and iconic part of Sandy's heritage.</p>
(61-2021/22)	<p><b>RESOLVED</b> that the Council exit its insurance agreement with RSA at the end of the second year and enter a new agreement with the Military Mutual via the Council's independent insurance broker, WPS. The new agreement will save the Council £1,658 while still providing the same coverage as the existing agreement, as required by the Council.</p>

COMMUNITY, SERVICES & ENVIRONMENT	
MINUTE NUMBER	RESOLUTION
(2-2021/22)	<p><b>RESOLVED</b> to elect Cllr A Gibson as Deputy Chairman for the forthcoming year.</p>
(4-2021/22)	<p><b>RESOLVED</b> to receive the minutes of the meeting of Community Services &amp; Environment Committee held on Monday 26<sup>th</sup> April 2021 and to approve them as a correct record of proceedings.</p>
(11-2021/22)	<p><b>RESOLVED</b> that the committee note the Working Group's intention to release press and media statements about the project and establish a Skatepark project Facebook page.</p> <p><b>RESOLVED to RECOMMEND</b> to Full Council that an uncommitted £7,000 EMR received from the Tempsford Solar farm be allocated to the skatepark project.</p>
(17-2021/22)	<p><b>RESOLVED</b> to receive the minutes of the meeting of Community Services &amp; Environment Committee held on Monday 7<sup>th</sup> June 2021 and to approve them as a correct record of proceedings.</p>
(20-2021/22)	<p><b>RESOLVED</b> that Council approve CBC's proposals to install two dog poo bag dispensers at Sunderland Road recreation ground on a trial basis and that a few large, alternative designed A3 corrugated posters are printed and displayed around Sandy's recreation grounds as part of an anti-dog fouling campaign.</p>
(22-2021/22)	<p><b>RESOLVED</b> that the Council note the report and that further consideration is given following the receipt of a formal letter from Central Bedfordshire Council (CBC) on inclusion in their EV scheme and a presentation/meeting from Mr Stephen Mooring, CBC's Head of Sustainability at a meeting of the Community, Services and Environment Committee to be held on 23<sup>rd</sup> August 2021.</p>

DEVELOPMENT SCRUTINY	
MINUTE NUMBER	RESOLUTION
(2-2021/22)	<p><b>RESOLVED</b> to elect Cllr T Knagg as Vice Chair for the council year 2021/22.</p>
(04-2021/22)	<p>CB/21/01651/ REG3 - <b>Resolved:</b> to make no objections to this application.            CB/21/01389/Full - <b>Resolved:</b> to make no objections to this application.</p>
(05-2021/22)	<p>CB/18/00561/ FULL - <b>Resolved:</b> <i>Members were minded to support in principal the proposed changes to facilitate 19 pitches for touring caravans. However,</i></p>

	<i>members were concerned that the applicant seems to have provided inadequate, confusing or misleading information by way of a suitable revised site access plan in support of the application. The plan provided does not appear to comply with what the Highways Officer (HO) set out in their memorandum dated 13 February 2020 which related to the former proposed access. There seems to be no compass point, no scale indicated and no scale bar to enable the correct scale to be determined. Members raised road safety concerns around either access and urged that a suitable and safe access and egress onto the B1042 is established by discussion and agreement with the HO. Finally, members would be strongly opposed to any access and egress from this site (apart from in an emergency) via. Stratford Road.</i>
(06-2021/22)	<b>RESOLVED</b> to approve the minutes of meeting of the Development Scrutiny Committee held on Monday 26 April 2021 as a correct record of proceedings.
(10-2021/22)	CB/21/00562/ FULL - <b>Resolved:</b> to make no objections to this application. CB/21/02094/ FULL - <b>Resolved:</b> to make no objections to this application. CB/21/01728/ FULL - <b>Resolved:</b> to make no objections to this application. CB/21/02165/ FULL - <b>Resolved:</b> to make no objections to this application. CB/21/01884/ FULL - <b>Resolved:</b> to object to this application on the grounds that the proposed visibility splays are insufficient, the on-site turning area and parking layout is unclear and there is no reason given as to why the additional access is required. CB/21/02294/ FULL - <b>Resolved:</b> to object to this application on the grounds of overdevelopment which will be overbearing and cause long established right of access issues for the near neighbours. CB/21/02176/ FULL - <b>Resolved:</b> to make no objections to this application.
(12-2021/22)	<b>RESOLVED</b> to approve the minutes of meeting of the Development Scrutiny Committee held on Monday 10 May 2021 as a correct record of proceedings.
(16-2021/22)	CB/TCA/21/ 00256 - <b>Resolved:</b> to make no objections to this application. CB/21/02521/ FULL - <b>Resolved:</b> Whilst members do not object to the extension, they do have concerns regarding the parking. The car parking spaces shown on this application are not consistent with the spaces shown in 2015 when the houses were built. Members ask that the parking be scrutinised to ensure that it will not lead to parking on St Neots Road. CB/21/01827/ FULL - <b>Resolved:</b> to make no objections to this application. CB/21/02565/ FULL - <b>Resolved:</b> to make no objections to this application. CB/21/01554/ FULL - <b>Resolved:</b> Members make no objection to this application but were disappointed that there was no plan to refurbish the onion barn.
(18-2021/22)	<b>RESOLVED</b> to approve the minutes of meeting of the Development Scrutiny Committee held on Monday 7 June 2021 as a correct record of proceedings.
(22-2021/22)	CB/21/02863/ FULL - <b>Resolved:</b> to make no objections. CB/21/02839/ FULL - <b>Resolved:</b> to make no objections to this application subject to the issues raised by CBC officers Highways regarding adequate vision splay and Natural Environment requiring a Tree Survey being addressed. CB/21/02878/ FULL - <b>Resolved:</b> to make no objections. CB/21/01986/ FULL - <b>Resolved:</b> to make no objections. CB/21/02987/ FULL - <b>Resolved:</b> to make no objections. CB/21/02975/ FULL - <b>Resolved:</b> to object to this application on the grounds that there is insufficient parking for both the existing 3 bed property or proposed new 3 bed dwelling. Members had concerns regarding the trees at the front and side of the property. These trees were planted when the estate was built and members would not wish to see them damaged or removed to enable parking. Members also felt that this application would be to the detriment of near neighbours. CB/21/03054/ FULL - <b>Resolved:</b> to make no objections. CB/21/03115/ FULL - <b>Resolved:</b> to make no objections.

(23-2021/22)	CB/TCA/21/ 00346 - <b>Resolved:</b> to make no comment.
(24-2021/22)	<b>RESOLVED</b> to approve the minutes of meeting of the Development Scrutiny Committee held on Monday 28 June 2021 as a correct record of proceedings.

<b>HUMAN RESOURCES</b>	
<b>MINUTE NUMBER</b>	<b>RESOLUTION</b>
(2-2021/22)	<b>RESOLVED</b> to elect Cllr W Jackson as Deputy Chairman for the forthcoming council year.
(8-2021/22)	<b>RESOLVED</b> to agree the Managing Relationships at Work Policy. <b>RESOLVED</b> to agree the Whistleblowing Policy. <b>RESOLVED</b> to agree the Lone Working Policy.

<b>POLICY, FINANCE AND RESOURCES</b>	
<b>MINUTE NUMBER</b>	<b>RESOLUTION</b>
(4-2021/22)	<b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 29 March 2021 and to approve them as a correct record of proceedings.
(6-2021/22)	<b>RESOLVED</b> to approve the list of March 2021 payments.
(6-2021/22)	<b>RESOLVED</b> that the Chair of Policy, Finance and Resources check and approve the bank reconciliations and statements.
(7-2021/22)	<b>RESOLVED</b> to award the sum of £500.00 to Sandy Helping Hands.
(9-2021/22)	<b>RESOLVED</b> that the Council approve the renewal of the agreement for the siting of a shed at the Sandy bowling green, to be reviewed in future in line with the lease for the bowling green.
(10-2021/22)	<b>RESOLVED</b> that the committee approve works to be undertaken to the car park public toilets at a cost of £2,810 and that the cost of the work come from the Council's Rolling Capital Fund.
(11-2021/22)	<b>RESOLVED</b> that the Committee approve the quote from the Council's IT service provider for the installation and provision of Wi-fi in the Council Chamber and that the costs for the work come from the Council's miscellaneous establishment budget, 402 4020.
(12-2021/22)	<b>RESOLVED</b> that the Clerk instruct the contractor to complete post-excavation work related to the full-scale excavation at the cemetery extension site. The work be completed at a cost of £15,525 and funded from the Council's rolling capital fund.
(13-2021/22)	<b>RESOLVED</b> that the Council adopt the amended Flag Flying policy, which incorporates changes in guidance from MHSLG.
(18-2021/22)	<b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 10 May 2021 and to approve them as a correct record of proceedings.
(20-2021/22)	It was <b>RESOLVED</b> to approve the list of April 2021 payments. It was <b>RESOLVED</b> to approve the list of May 2021 payments. It was <b>RESOLVED</b> that the Chair of Policy, Finance and Resources check and approve the bank reconciliations and statements.
(21-2021/22)	<b>RESOLVED to RECOMMEND</b> that the Full Council adopt the 2020/21 Unaudited Financial Statements for the year ended 31 <sup>st</sup> March 2021.
(22-2021/22)	<b>RESOLVED</b> that the Council continue with its procedure for managing petty cash and that the Council's accountant is requested to make sure the balance is reconciled as of 31 <sup>st</sup> March each year for the purpose of annual accounts.
(23-2021/22)	<b>RESOLVED to RECOMMEND</b> that the Annual Report be approved and adopted by the Council.
(25-2021/22)	<b>RESOLVED</b> to approve the skatepark tender document and that the Working Group carry out the tender process, reporting back to the Council with a recommended contractor.

**AGENDA ITEM: 6****APPENDIX II**

(35-2021/22)	<b>RESOLVED</b> to receive the minutes of the Policy, Finance and Resources Committee held on 14 June 2021 and to approve them as a correct record of proceedings
(37-2021/22)	<b>RESOLVED</b> to approve the list of June 2021 payments. <b>RESOLVED</b> that the Chair of Policy, Finance and Resources check and approve the bank reconciliations and statements.
(38-2021/22)	<b>RESOLVED</b> that a grant of £600 be awarded to the Magpas Air Ambulance Service. <b>RESOLVED</b> to award a grant of £200 to Keech Hospice Care. <b>RESOLVED</b> to award a community event support grant of up to £1,000 to Let's Get Going Interest Group to support the holding of a family fun day event in Bedford Road recreation ground on 22 <sup>nd</sup> August 2021. Final amount subject to working with organiser to reduce costs. <b>RESOLVED</b> to award a grant of £400 to Pecero/Salt and Pepper events for a community music event to be held in Sandy Town Centre in August 2021.
(39-2021/22)	<b>RESOLVED</b> that the Council's outdoor team make secure any post/sections of Sunderland Road knee rail fencing and only the most damaged sections are replaced, totaling approximately 20m at an estimated cost of £843 by the contractor submitting quote 2.
(40-2021/22)	<b>RESOLVED</b> to approve quote 3 at a cost of £2,121.60 inc VAT. That costs come from the Outdoor/Play Parks maintenance budget. (500 – 4042)
(42-2021/22)	<b>RESOLVED</b> to readopt the Council's Internal Audit Plan.
(43-2021/22)	<b>RESOLVED</b> to readopt the Information & Data Protection policy.
(44-2021/22)	<b>RESOLVED</b> to readopt the Freeman/Woman of the Town Policy
(45-2021/22)	<b>RESOLVED</b> to readopt the policy subject to the addition of 'or the Deputy Mayor' under section 8, box 2.

**Author: C Robson**

## Development Management

### Central Bedfordshire Council

Priory House, Monks Walk  
Chicksands, Shefford  
Bedfordshire SG17 5TQ  
www.centralbedfordshire.gov.uk



Mr Chris Robson  
Clerk to Sandy Town Council  
Council Offices  
10 Cambridge Road  
Sandy  
Beds  
SG19 1JE

Date 26 July 2021

Dear Mr Robson,

**Application No:** CB/19/04301/OUT  
**Location:** Land North of Biggleswade Bedfordshire SG18 0HB  
**Proposal:** Outline Application: planning permission with all matters reserved except for access for the development of the land situated north of Biggleswade, east of the ECML railway to provide for up to 416 dwellings including affordable housing; green infrastructure accommodating landscaping, allotments, community orchard, public open space, children's playspace; new roads, car parking, cycleways and footways; associated infrastructure, including a sustainable drainage system; vehicular access to be secured from Furzenhall Road.

I have received amendments to this application in respect of the above property. Historic England has recently designated new Scheduled Ancient Monuments within the vicinity of the site.

Submission of new and updated planning application plans and supporting documents, including:

- Revised site location plan (rev F) (showing a reduced site area)
- Revised Development Framework Plan (rev F)
- Revised Land Use Plan (rev D)
- Revised Illustrative Masterplan (rev G)
- Revised Open Space Plan (rev E)
- Revised Landscape Strategy (rev E)
- Revised Building Heights Plan (rev B)
- Revised Preliminary Drainage Strategy (rev F)
- Furzenhall Bridleway Provision Drawing (rev A)
- Mineral Potential Plan;
- Updated Archaeological Desk Based Assessment;
- Revised Ecological Impact Assessment (rev C)
- Revised Landscape and Visual Impact Assessment (rev C)
- Transport Technical Notes

Revisions to the proposed development include:

- The provision of bungalows to the site's southern boundaries;
- Increased separation between buildings at the southern edge of the site
- The introduction of gateway/feature buildings

- Limiting the maximum height of buildings to 2.5 storeys  
Upgraded bridleway alongside Furzenhall Road

Internal consultees should follow the consultee procedure available on the [intranet](#). Comments should be submitted by no later than 16 August 2021.

Ward Councillors and other external consultees can view this application by visiting <http://www.centralbedfordshire.gov.uk/planning-register> and entering the application reference 19/04301. Please provide any comments by no later than 16 August 2021.

For consultees unable to access documents via the website, please contact us to arrange access another way.

Consultee comments will be published to our website as they are received.

### **How coronavirus is affecting planning**

We were already well prepared for agile working, operating a paper light planning application process. Most of our staff are now working from home, but can be contacted as normal via email or phone during working hours. A number of staff are working flexibly around childcare - please leave a message and they will get back to you as quickly as they can. We will of course be keeping staffing levels and workloads under constant review in light of any cases of self-isolation and childcare needs.

A small number of our planning technical support team are in the office to register post, scan documents and print. However, as most applications can be registered remotely, please help us by making electronic submissions. Hard copy applications and postal comments are still being received, but there could be a delay in getting these logged as they have to be scanned in at the office. Please also be advised that we are unable to offer case history copies or other printing requests at this time.

We are continuing to consult on planning applications and consider any comments made. We will not be sending hard copy plans to parish and town councils in addition to electronic consultations. If you are unable to view plans then please contact the case officer to discuss.

Site visits by officers will only be carried out once the applicant / agent has first been contacted to discuss the suitability of a visit and whether arrangements can be made to accord with up to date advice on social distancing. Case officers will then make a judgement as to whether a site visit can be made in a safe way – if this is not possible we will discuss the potential for alternative ways of assessing the site or in appropriate cases request your agreement that consideration of the application be paused.

In accordance with the latest advice on social distancing, we are unable to have face to face meetings, so we are asking customers not to come into our offices. Your case officer will contact you to discuss alternative arrangements which could be via phone call or video conferencing.

Read about our Development Management Committee for updates and information about meetings:  
[https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development\\_management\\_committee\\_-\\_meetings\\_and\\_agendas](https://www.centralbedfordshire.gov.uk/info/31/meetings/219/development_management_committee_-_meetings_and_agendas).

All of these arrangements will be kept under review and we would like to thank you for your co-operation during these challenging times.

Yours sincerely,

**Nikolas Smith**  
Planning Consultant

Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	The Council submitted a response to the most recent EWR consultation on 9th June 2021. No further update at time of issuing agenda.
<b>Meeting 21/5/18</b>			
A1 – Local Issues	(19-18/19)	To push for decisions on the future of the A1 and action on safety and environmental issues.	Representatives of STC previously joined a meeting with a representative from Highways England, facilitated by local MP Richard Fuller. Notes were received by Council. R. Fuller's office is pressing for a response from Highways England to matters raised at the meeting. No update at time of issuing agenda.
<b>Meeting 17/12/18</b>			
Sandye Place Academy	(142-18/19)	That the Town Council place on record its opposition to any future residential development on the site and all other aspects the site could be used for as highlighted in the Council's Community Plan and that CBC Ward Councillors support the Council's position.	Members received briefing notes from CBC on the process involved in getting the SPA site released from the DfE and educational use. Following the last meeting of the Council a response was issued to a letter received from CBC's agent in relation to educational use at SPA. No further updates at time of issuing agenda. Further meeting with CBC single point of contact due to be held.
<b>Meeting 14/12/20</b>			
Councillor Street Audit	(77-20/21)	Members to carry out an audit of streets and report back concerns or areas in need of attention to Cllr Pettitt, who will compile a report.	No further updates at this time. All matters identified have been reported and will be monitored.

**Sandy Town Council**

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<b>Date:</b>	<b>9<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Bedfordshire Local Emergency Volunteers Executive Committee</b>
<b>Contact:</b>	<b>C Robson, Town Clerk</b>

**Purpose of the Report**

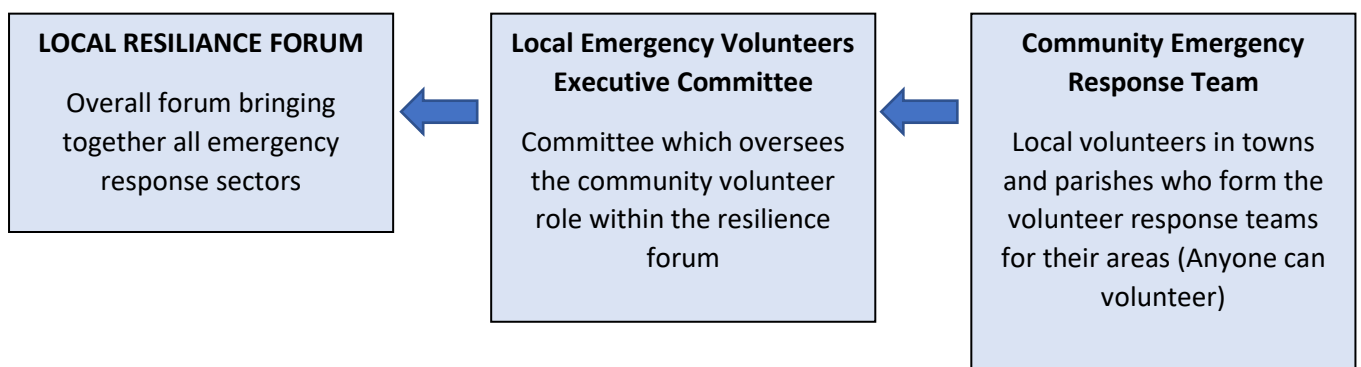
1. To provide Members with information on the Bedfordshire Local Emergency Volunteers Executive Committee (BLEVEC) and agree representation on that committee.

**Recommendation**

2. That Members resolve to appoint a member of the committee and a deputy representing Sandy.

**Background/Information**

3. Central Bedfordshire Council’s Emergency Planning Manager is currently updating and agreeing BLEVEC membership for all organisations and areas across Central Bedfordshire. Each organisation requires a member and a deputy. The Clerk has been listed as a committee member representing Sandy. This is because the Clerk is listed as a priority contact in the Sandy Community Emergency Plan, which was produced by the Town Council using a BLEVEC template.
4. BLEVEC is how the voluntary sector fits into the wider Bedfordshire Local Resilience Forum, which is comprised of numerous organisations that plan and react to emergency incidents across central Bedfordshire. The Bedfordshire Community Emergency Response Team (CERT) forms part of BLEVEC and includes plans such as the Sandy Community Emergency Plan. Emergency volunteer organisations such as Midshires Search and Rescue, the British Red Cross, Beds and Cambs 4x4 Recover and Royal Voluntary Service all contribute to the Central Bedfordshire CERT.
5. A Local Resilience Forum (LRF) is a statutory body covering a police force area, designed to bring together category 1 and 2 responders for multi-agency co-operation and information sharing. Under the Civil Contingencies Act (2004) every part of the United Kingdom is required to establish a Local Resilience Forum.
6. The Bedfordshire Local Resilience Forum (BLRF) was formed in 2004. It brings together the emergency services, local authorities, National Health Service and other agencies which are all needed to respond to any major emergency in Bedfordshire.





7. The BLEVEC (Emergency Volunteers) Committee meets twice per year officially and is a forum to discuss and agree all issues to do with the BLEVEC emergency response. Those who are members of the committee are essentially the single point of contact and deputy for your group/organisation.
8. Monthly training is also to be run for CERT members. Any number of councillors and community volunteers can join the Sandy CERT, which uses Whatsapp as its main communication tool. Those interested can find out more about volunteering and the Bedfordshire Resilience Forum at the website linked below. The Council may want to consider actively promoting the Sandy CERT for local volunteers to join.
9. The Council needs to appoint a committee member and a deputy. As mentioned, the Clerk has been listed as his name is within the Sandy Community Emergency Plan. However, any Councillor could act as the Sandy CERT representative as is the case with some other local councils.

**Author: C Robson**

## Sandy Town Council

<b>Date:</b>	<b>9<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Police and Crime Commissioner – Issues to Raise</b>
<b>Contact:</b>	<b>C Robson, Town Clerk</b>

**Purpose of the Report**

1. To collate Police and Crime related questions and issues raised by Members ahead of a future meeting with the Police and Crime Commissioner (PCC).

**Recommendation**

2. That Members agree a list of questions, issues and policing priorities for the Council, to ensure that at future meeting with the Police and Crime Commissioner the council has agreed its priorities and can make the most of the meeting time available.

**Background**

3. Members previously received an invitation to a town and parish council cluster meeting with the new Police and Crime commissioner (PCC) for Bedfordshire. Members expressed some concern at the size of the cluster meeting and the number of parishes involved. It was felt that such a meeting would not allow for Councils to raise and discuss issues of specific importance to their communities. As such communication was had with the PCC and his office whereby it was indicated that a further meeting could be had between Councillors for Sandy and the PCC.
4. Members are still encouraged to attend the cluster meeting with the PCC which is due to be held on Tuesday 21<sup>st</sup> September 2021. However, it was also requested that an agenda item be included on the Full Council agenda to allow Councillors to agree those areas of priority for Sandy in reference to crime and policing and to agree questions and matters that need to be raised with the PCC. Members were asked to provide the Clerk with their questions or issues in advance of the meeting so an initial document could be created collating questions and matters of importance to Councillors and the community.

**Information**

5. At the time of writing this report, three Councillors had put forward questions/matters which are listed below.

1	How can we influence how resources are used to ensure that Sandy residents feel safe?
2	What response should residents expect when reporting a crime?
3	The perception is that crime in Sandy is rising, especially drug dealing, vehicle crime and antisocial behaviour. What is the plan for tackling these issues specifically in Sandy?
4	In June 2021 Blunham had no reported crimes. When is this likely to be so in Sandy?
5	Known drug dealers are openly selling drugs on the streets of Sandy. Why are they allowed to do this unmolested by police officers?
6	The recent knife attack in St Neots Road has brought to the fore the problem of drug related serious violence.

The problem is not new. Those who want to buy drugs know that they are readily and routinely available in the area of the "Mushroom" at the east end of Longfield Road.

For a long time this trade has been "regulated" by violent thuggery. As an example, around 2 weeks before the event referred to above a less serious but worryingly violent incident, of which the police are aware, occurred in this vicinity. The fear and expectation is that such occurrences will get even worse. Our apparently safe and pleasant small town is steadily ceasing to be either.

My question is: what strategies are being applied by the police in Sandy to eliminate this curse of drug related and violent crime.

**Author: C Robson**

**Sandy Town Council**

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<b>Date:</b>	<b>9<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Neighbourhood Plan Steering Group</b>
<b>Contact:</b>	<b>Cllr Amanda Gibson</b>

**Purpose of the Report**

1. This is the 6th Neighbourhood Plan Steering Group report for Council. The purpose is to provide Members with an update on progress that is being made and the key actions at each Council meeting as agreed in the Terms of Reference.

**Recommendation**

2. That the Council note the information within the report.

**Background/information**

3. The following provides an overview of progress made since the last report on 28th June.

**Initial Consultation Survey**

4. Completed surveys
  - The number of completed initial consultation surveys received continues to rise steadily (at the time of writing – 272), we are very pleased with the level of engagement so far. With more being completed online than manually.
  - Of those answered on line 93% of responders live in Sandy. 62% work in Sandy and 10% were visiting. Most responders were from the 31-61 age group and 72% were female.
  - The survey remains open until end of August. Analysis will begin in September, most of which will be a manual task.
  - Key themes emerging are:
    - Dislikes - The A1, the lack of variety in the shops on the High Street, anti-social behaviour, drug taking and lack of policing.
    - Likes – greenspaces, community spirit and good transport links, including the A1
    - Improvements – The High Street, Sandye Place and recreation grounds, more space for teenagers, they would also like to see a swimming pool.
    - People were pleased to be consulted.
    - ~25% have left email addresses for further information and a few asked about how to get involved.
  - As you would expect, there are a lot of micro comments about specific areas which we will collect and ensure that these are addressed via other channels so that people don't feel ignored.

**CBC/BRCC Support**

## 4. CBC and BRCC representatives

- At our Steering Group meeting on 15 July CBC and BRCC representatives attended to provide feedback and answer some questions that the group had. We were pleased to hear that we are on track, that our level of response is good, and that some of the plan writing such as information about the town, can be done now building on the work done for the Community Plan in 2018. The Group has agreed to use the Locality NP guidelines to structure the plan.
- We discussed commissioning a Housing Needs Survey (Sandy doesn't have one from previous consultations) and updating the Green Infrastructure Plan written in 2011. Both were deemed to be good ideas to gather evidence for policies especially if we include land for development or have Designated Green Spaces as this provides additional protection.
- BRCC can carry out both of these tasks, we will get quotes shortly and then make a grant application to Locality for funding.
- We were reminded to document all engagement and keep evidence of all attempts made to reach the whole community and be inclusive of all.

**Engagement and Consultation with Businesses**

## 5. Questionnaire for Businesses

- A questionnaire specifically for businesses has been put together and will be distributed in August/September.
- Depending on results we may offer to hold a forum with businesses at a later date to discuss results and next steps.

**Future Events /PR**

## 6. Future Events &amp; PR

- Inside NE Bedfordshire gave us a full page in their August edition.
- The Neighbourhood Plan Steering Group will have a stand at the Summer Market on 22<sup>nd</sup> August in the Market Square. We will also provide information at the Summer Fun Day taking place in Bedford Rd recreation ground on the same day.
- We have started to engage with Community Groups, raising awareness and promoting the initial questionnaire. Face to Face meetings have been arranged with some groups like WI and Rotary, others we will write to.
- To maintain momentum and interest we should also be making regular updates for followers on social media.

**Date of Next Meeting**

The next Steering Group meeting is on 19<sup>th</sup> August at STC chamber.



Our ref:  
Your ref:

Richard Fuller MP  
House of Commons  
London  
SW1A 0AA

Highways England  
Second Floor  
Woodlands  
Manton Lane  
Bedford MK41 7LW

Tel: 07711 916 798

23 July 2021

Dear Richard

### **A1 Sandy – alteration to advanced direction sign**

I'm pleased to inform you that following consultation with Central Bedfordshire Council, they have agreed with our proposal to remove *Sandy* as a destination from the advance direction sign on the A1 at Sandy. *Local Traffic* will replace it.

Fortunately, we won't need to replace the whole sign to do this. Instead, we'll produce a plate to cover the existing wording and display the new. We expect to complete work to make the alterations by the end of August.

If you need more information, please feel free to get in touch.

Yours sincerely

A handwritten signature in black ink, appearing to read "Martin Fellows".

Martin Fellows  
Regional Director  
Operations (East)  
Email: [martin.fellows@highwaysengland.co.uk](mailto:martin.fellows@highwaysengland.co.uk)

# PUBLIC NOTICE



## CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INSTALL A ZEBRA CROSSING ON HIGH STREET, SANDY

Notice is hereby given that Central Bedfordshire Council, in exercise of its powers under Section 23 of the Road Traffic Regulation Act 1984 and all other enabling powers, proposes to establish a Zebra crossing on High Street, Sandy.

### A Zebra Crossing is proposed to be sited at the following location in Sandy:-

High Street, at a point approximately outside No. 61 High Street.

Details may also be viewed online at [www.centralbedfordshire.gov.uk/publicstatutorynotices](http://www.centralbedfordshire.gov.uk/publicstatutorynotices).

Comments should be sent by e-mail to [highways.consultation@centralbedfordshire.gov.uk](mailto:highways.consultation@centralbedfordshire.gov.uk) by 27 August 2021. Any objections must state the grounds on which they are made **and must quote unique reference number A00136**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Central Bedfordshire Council  
Priory House  
Chicksands  
Shefford SG17 5TQ

Jill Dickinson  
Assistant Director of Community Services

06 August 2021

# High Street, Sandy – Proposed Zebra Crossing Location





**Sandy Town Council**

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<b>Date:</b>	<b>9<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Sandy Sports &amp; Leisure Association (SSLA)</b>
<b>Contact:</b>	<b>Cllr Max Hill</b>

**Purpose of the Report**

1. To provide the latest updates from the Secretary of Sandy Sports & Leisure Association (SSLA).

**Summary & Key Bullet Points**

2. Summary below:
  - It is very encouraging that despite all the issues and complications raised by the pandemic, the project to replace the pitch carpet has proceeded more or less as planned. Work is now in full swing and expected to be completed by mid-September (see below) – just a week later than hoped. This has been achieved with a lot of hard work and good communications by key individuals, in particular the project manager.
  - In the latest updated report from project manager, Matt Young, two additional but not unexpected costs have been identified and approved in respect of all spoil and materials from the site plus making good various undulations in the macadam surface (£635 + VAT) prior to the new shock pad being installed. The likely need for this remedial work was highlighted at the pre-contract meeting on June 9<sup>th</sup> when we were warned that defects to the base macadam which would only be exposed at this stage of the project, might prove far worse and much more costly to put right. It looks as though we may have got away lightly, with the cost being relatively modest.
  - Adverse impacts of the pandemic are reflected at the end of the report, notably the moving back by one week of the anticipated completion date to Friday September 11<sup>th</sup>. Unwelcome news but it appears this is happening right across the sector and is entirely beyond the control of the contractors, SIS Ltd. Matt remains confident SIS will do all they can to complete the refurbishment at the earliest date possible.
  - The next site visit is scheduled for August 5<sup>th</sup> when the contract will also be signed.

**Sandy Town Council**

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<b>Date:</b>	<b>9<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Village Hall Report</b>
<b>Contact:</b>	<b>Cllr Amanda Gibson</b>

**Purpose of the Report**

1. To provide Sandy Town Council members with an overview of the Village Hall's recovery following the relaxation of Covid-19 restrictions.

**Recommendation**

2. That Members receive and note the report.

**Background/Information**

3. The following provides background information on the Village Hall management committee meeting.
  - Cllrs Knagg and Gibson attended the first face to face Management Committee meeting of the Village Hall on Wednesday 21<sup>st</sup> July - usually the Committee meets quarterly. The agenda covered a wide range of topics.
  - The main points of the discussion are summarised below.
  - There are no immediate actions for the Council, however I would recommend that we maintain close contact and help the committee to find sources of funding to make required improvements over time.

**Post Unlock Update**

4. An update as follows
  - Hall use is improving with many of the community groups and historical users returning to hold regular events. The bookings co-ordinator provided a 3-month booking schedule and it was good to see this is filling up with both regular users as well as residents booking private parties.
  - All Hall and Social Club users will be encouraged to continue to follow Covid safety advice and guidelines. The QR code for check-in using the NHS App is also displayed at all entrances with hand sanitiser available. Village Hall staff have elected to continue to use face coverings, hopefully others will do likewise when not seated.
  - There are events such as quiz nights and music events being planned that will boost membership and bar revenue which is key to continued success. Showing the Euro 2020 increased both membership and bar takings.
  - Sports clubs like Bowls and Shefford & Sandy Hockey Club also use the Hall bar weekly for socialising. Encouraging other sports clubs / community groups to do the same would also increase use.

**Staffing**

## 5. Staffing Matters

A new bar Manager has been appointed and the Committee is actively recruiting additional bar staff, including an Assistant Manager. As with all hospitality this is proving to be a challenge. Committee members are filling the void when necessary.

Operating hours are being discussed, and it may be that opening hours will be revised based on the pattern of members' usage once post Covid-19 unlock becomes more apparent.

**Financial Matters**

## 6. Financial Matters

The Village Hall is a registered charity and operates as a not-for-profit organisation, any excess cash is reinvested into the property and providing amenity for members and users.

Having had next to no income of 18 months, the Village Hall has a challenge to return to a healthy financial position. The benefit of a bounce back loan from the Government has enabled the Committee to maintain operations and reopen safely. Takings are not quite to the level of pre-Covid, but there are positive signs that this can be achieved in the coming months, especially as Sky and BT Sports will enable Premier League football matches to be shown.

**Major Maintenance Projects**

## 7. Maintenance and Improvement

There are a number of areas that need urgent attention to maintain access for all and to improve security of the building, including replacing the wooden access ramp to the Hall, replacing window and doors, and updating the security system. Post meeting, I sent details of CBC Community Grant fund, which may be helpful.

**Expansion of the Jenkins Pavilion**

## 8. Plans for Jenkins Pavilion

We encouraged the Committee to engage with the CBC Consultation and request a meeting to discuss the plans. We also suggested that this is an opportunity to create a new partnership with all of the sports clubs, leisure users of the Jenkins and provide the social element that is currently missing.

**AGM**

## 9. The Village Hall will hold its AGM in early October - date to be advised. This will be open to all.

**Sandy Town Council**

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<b>Date:</b>	<b>9<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Sandy Twinning Association</b>
<b>Contact:</b>	<b>Cllr Max Hill</b>

**Purpose of the Report**

1. To provide the latest updates from Sandy Twinning Association

**Summary & Key Bullet Points**

2. Summary below:
  - Communications with Malaunay and Skarszewy have continued on a regular basis and we have been able to keep abreast of Covid developments in both countries and how the local populations have been coping.
  - One particular development is that we have agreed with the jumelage in Malaunay that if the pandemic is well and truly under control by next year and there are no further unforeseen developments, we hope to be able to celebrate the 40<sup>th</sup> anniversary of the link with the Normandy town over the weekend of the 7/8<sup>th</sup> May. The French party would arrive on the Friday evening and depart early Monday morning, which is a bank holiday in France, but not here. Over the coming months, we will start to put together a provisional programme for the weekend which we expect will include a day trip to a place of interest and a day of varied community activities locally. For the moment, please just note the date in your diaries.
  - On the Covid front, the two countries have had varying experiences over recent months. France did seem to be returning to normal and had avoided the Delta outbreak which we have been experiencing here. However, over recent weeks, new cases have surged upwards again but primarily of the Beta variant, first identified in South Africa. As here, no new lockdowns have occurred although vaccinations have been speeded up. Levels of vaccinations in France have improved markedly but are still way behind the UK as is the case in Poland where currently life is relatively normal and there has been no new surge of infections to date.

**Sandy Town Council**

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<b>Date:</b>	<b>9<sup>th</sup> August 2021</b>
<b>Title:</b>	<b>Talk of the Town Minibus (TOTT)</b>
<b>Contact:</b>	<b>Cllr Max Hill</b>

**Purpose of the Report**

1. To provide the latest updates from Talk of the Town Minibus (TOTT).

**Summary & Key Bullet Points**

2. Summary below:
  - The Fiat Ivel Sprinter bus is still off the road as it needs a new gear box which has to come from Italy. This will take some time!
  - As a result, the management team are using the TOTT bus each Wednesday for the foreseeable future for the Cambridge run and would also like to use it during term time to take youngsters from a local school for swimming lessons. It is also being used on a Thursday in late September for a trip to Newmarket.
  - No news as yet as to when the TOTT team might start operating again.