

Sandy Town Council

To: Cllrs P N Aldis, P Blaine, J Hewitt, J Ivanciu-Wilkinson, L Ivanciu-Wilkinson, R Lacey, A Lock, R Lock, C Osborne, M Pettitt (Chair), 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 23rd January 2023 commencing at 7.30pm for the purpose of transacting the items of business below.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
Date 18th January 2023

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS 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.

4 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 19th December 2022 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 Committees held on 5th December
- ii) Policy, Finance and Resource Committee held on 12th December 2022 and 16th January 2023

It was **RESOLVED to RECOMMEND** the Council agree and sign the Civility & Respect Pledge (see item 16)

It was **RESOLVED to RECOMMEND** that the 2023/24 budget and precept as set out in the papers submitted to the committee be recommended to the Full Council for approval. The proposed budget will require an increase in the budget of £5,339.00 resulting in a total precept of £633,459. This will result in a Precept per Band D Equivalent of £156.53, which will be a £1.67 (1.08%) increase per Band D Equivalent for the financial year 2023/24. It should be noted that CBC has advised the Town Council that its tax base was reduced by 0.22% which impacted this increase (see item 9).

It was **RESOLVED to RECOMMEND** the calendar of meetings for 2023/24 (see item 18).

- iii) Community Services and Environment Committee held on 9th January 2023

6 Neighbourhood Plan Update

To receive an update and presentation on traffic management and town centre improvements from Chris Patterson and the Sandy Neighbourhood Plan Steering Group.

7 Reports from Central Bedfordshire Council

To receive reports from Ward Councillors.

Appendix I

Sandy Town Council

8 2023/24 Budget and Precept

To consider a recommendation from the Policy, Finance and Resources Committee on the 2023/24 Budget and Precept. Agreement of precept required to meet Central Bedfordshire Council deadlines.

Appendix II

9 Reports from Councillors on Outside Bodies

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

i) Cllr M Pettitt – Sandy Sports and Leisure Association

Appendix III

ii) Cllr M Pettitt – Sandy Twinning Association

Appendix IV

10 Action List

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

Appendix V

11 Correspondence

i) To receive and note email correspondence from CBC regarding the Adoption of the Electric Vehicle Charging SPD and Forest of Marston Vale Design Guidance SPD on 6th December 2022.

Electric Vehicle Charging SPD documents:

- [Adopted Electric Vehicle Charging SPD](#)
- [EV Charging SPD - Consultation Statement](#)
- [EV Charging SPD - Adoption Statement](#)

Forest of Marston Vale Design Guidance SPD documents:

- [Adopted Forest of Marston Vale SPD](#)
- [Forest of Marston Vale SPD - Consultation Statement](#)
- [Forest of Marston Vale SPD - Adoption Statement](#)

ii) To receive and note email correspondence from Pan-Bedfordshire Bus Users Forum requesting volunteers to participate in the Forum

Appendix VI

iii) To receive and note email update from the Planning Inspectorate with an updated plan for the Proposed deregistration of common land/town or village green at: BEESTON VILLAGE GREEN VG14 (5).

Appendix VII

12 Data Protection Support

To consider and agree to renew a contract for Data Protection Support through PNC, which expires on 31st January 2023 at a cost of £500.00.

13 Skip supply for IDB works at Beeston

To receive and consider a report from the Deputy Clerk regarding an

Appendix VIII

Sandy Town Council

agreement to fund the supply of a skip for the drainage works to be carried out by the Internal Drainage Board at Beeston, and its associated fees.

14 Fire Safety Works, 10 Cambridge Road

To receive and consider a report from the Clerk regarding suggested works at 10, Cambridge Road following an annual Fire & Security.

Appendix IX

15 Civility & Respect Pledge

To receive a report on NALC's Civility & Respect Project and consider PF&R's recommendation to sign up to the Civility & Respect Pledge.

Appendix X

16 Consultation

To receive information regarding a six-week consultation on two new planning guidance documents that began at 10am on Tuesday 17th January 2023:

Appendix XI

- Design Guide SPD
- Housing Policy Technical Guidance Supplementary Planning Document

The consultations will end at 10am on Wednesday 1st March 2023.

17 Meeting dates for 2023/24

To consider and agree dates for Council and Committee meetings for 2023/24.

Appendix XII

18 COMMITTEE IN 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.

19 HR update and Staffing request

To receive a report from the Clerk regarding current staffing levels and a request to hire specialist support on a fixed term basis.

Confidential

20 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 READMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

21 News/Press Release

22 Chairmans Items

Sandy Town Council

Date of next meeting: 6th March 2023



Sandy Town Centre Improvement Presentation

Introduction

The Sandy Neighbourhood Plan steering group were formed in late 2020 and is made up of a combination of Town Councillors and volunteers from the Sandy public. Very early in the 'life' of the steering group it was agreed to gauge opinion on what the public think of Sandy in terms of their hates, dislikes, improvements and the additions they would like to see to their Town. From the results of the largely on-line questionnaire the steering group established several focus/working groups to take the wishes of the public forward. One of these working groups was the Town Centre and High Street working group. From the survey analysis they summarised the aspirations of the townspeople of Sandy below:

- More shops providing a wider choice of goods
- Return of Banking facilities (unlikely but we should try and protect our Post Office)
- A regular market or events in the market square, partial pedestrianisation
- Reduction of HGV and traffic through the town
- More restaurants/outside eating and leisure space
- Community Hub
- Improve appearance, reuse of empty buildings, such as Barclays bank

There was a large number of respondents expressing their disappointment with the appearance of the High Street and Town Square and lack and variety of shops and wanted to see regular/weekly markets as well as part pedestrianisation of the Town Square.

The working group resolved to consider what policies could be included in the Neighbourhood Plan that will improve the Town Centre, to be more attractive for businesses to locate and a place where people want to spend time, for leisure as well as shopping and the use of essential services.

The chair of the steering group was made aware by Locality of a government initiative (Build Back Better High Streets), to provide funding to local communities to explore and implement ways to improve their High Streets & Town Centres. A successful application was made to Locality to fund a traffic survey and the investigation of possible improvements to the town centre that would create the right environment for an increased footfall (People & Places surveys of Sandy in 2017 and 2019 have shown that Sandy Town Centre has a lower footfall than the national average for similar small towns) by increasing public space, improving pedestrian and cycle access in the town. The traffic survey would be the first step in developing a transport strategy to assist in meeting the aspirations of the Sandy community for a more welcoming town centre to shop, relax and do business in, together with creating space to hold community events such as markets, seasonal music events, etc.

The Transportation Consultancy were appointed in July 2022 to undertake a survey of town centre traffic movements and produce an initial town improvement scheme to present to the steering group and town councillors. Once a scheme 'in principle' has the backing of the town council, the scheme can be costed and funding streams identified to implement the improvements.

Sandy Neighbourhood Plan Steering Group January 2023

Briefing Note for Sandy Town Council

Sandy Town Centre Improvement Study

1. Introduction

1.1 Introduction

The Transportation Consultancy 'ttc' have been appointed by Sandy Town Council to undertake and prepare a transport strategy for the Town Centre. The principal aim of the strategy is to review the movement of people and vehicles through and around Sandy Town Centre, with a view to providing a Transport Strategy which will improve accessibility and safety for all road users, creating a comprehensive and cohesive transport system for the town for the future.

1.2 Purpose of Briefing Note

This Briefing Note (BN) has been produced to provide commentary on the initial first draft of preliminary design improvements proposed to Sandy Town Centre.

Informed by the 'Baseline Report', Consultation with the steering group and Site Audits, 'ttc' have provided a preliminary design of recommended improvements for the study area, which aims to provide the justification and reasoning behind the proposed improvements.

This briefing note should be read in conjunction with the issued drawings, namely;

- 210653-01 – Sheet 1
- 210653-01 – Sheet 2
- 210653-01 – Sheet 3

A full copy of the drawings is provided in **Appendix A**.

1.3 Proposed Town Centre Improvements

A preliminary design of the proposed Town Centre Improvements has been provided and for descriptive purposes, the improvements have been discussed and broken down into user groups for ease of analysis.

Pedestrians

In order to improve pedestrian mobility and create a permeable environment for pedestrians throughout the study area, additional footway space has been reclaimed from the carriageway and provided through High Street, Cambridge Road and Park Road.

This aims to make the environment more pedestrian friendly, by giving greater space to pedestrians. Priority crossing points have been provided across Market Square and Cambridge Road. The junction has been narrowed at Park Road to make it easier for pedestrians to cross safely. Carriageway narrowing at the Park Road junction have been provided to encourage and make safe pedestrian movements to Sandye Place.

Cyclists

A number of improvements have been proposed to improve cycle infrastructure and improve connectivity for cycling through the study area. A section of parking is proposed to be removed and off-road cycle advisory lanes replaced on the Westbound section of the B1042 at the roundabout with High Street, providing a dedicated cycle lane for cyclists segregated from traffic whilst navigating the busy roundabout between B1042 and High Street.

A dedicated proposed shared pedestrian and cycle provision will be provided to tie in with the existing cycle infrastructure leading up to the study area which provides a link to Sandy Station and the Town Centre. At present there are no facilities for cyclists which creates a barrier to movement across the study area. Cycle parking locations have been provided in Market Square to ensure that cyclists have a dedicated area to securely and safely park their bicycles.

The proposed cycle lane will provide a continuous link along with prioritised crossing points on Market Square and Cambridge Road. On carriageway advisory cycle lanes will be provided on the northbound carriageway to help protect cyclists and provide dedicated carriageway space from general traffic.

Cycle lanes were examined to be installed on Park Road to provide a link to Sandye Place, and advisory cycle markings have been placed on the carriageway. Although the width of Park Road is too constrained to provide a dedicated facility, the low trafficked nature of Park Road means that is suitable for cyclists without any dedicated facilities.

Public Space

Increased public space will be provided at Market Square, which will be replace the existing on-street parking bays. The parking surveys revealed that 100% of the bays in Market Square were not utilised and there is sufficient availability to accommodate the displaced parking demand in the off-street car parks at Co-op and High Street during peak periods.

It is acknowledged that the use of the Co-op car park will be subject to an agreement between the Town Council and Co-op.

Creating an increased amount of public space will make the area more attractive to pedestrians and cyclists, create a safer environment and also provide the space for events to be hosted by Sandy Town Council, which will attract investment and footfall to the Town Centre.

Parking

Data collected from a series of parking surveys revealed that there is available capacity at the off-street car parks surveyed at Co-op and High Street car park during peak periods, therefore there is the opportunity to remove the on-street un-utilised parking spaces from the High Street and Market Square and provide better use for this space.

Bus Services

In order to create more space for the urban realm within the town centre, it is proposed that the existing bus stop on Cambridge Road will be removed. This will reduce the number of bus movements through Market Square, which will make for a more pedestrian friendly environment.

Currently Market Square is a complex environment with pedestrians, vehicles parking and reversing out of spaces and bus movements, by removing the bus movements, the majority of traffic using Market Square will be removed, which will support the aims and objectives by providing more public urban realm space at this location.

In order to replace the bus stop on Cambridge Road, new bus stops are proposed on High Street outside of the China Express restaurant and Sandy Library. As a result of the introduction of the bus stops, the existing parking will be removed and pushed out to the off-street car parks.

Consultation will be required to be undertaken with the bus companies to determine if the loss of the Cambridge Road stop would be suitable and agreeable. The main bus services to be affected would be 72 & 73, therefore any passenger wishing to utilise this service would need to use bus stops on Sunderland Road and Bedford Road. With the potential to move the existing bus stops on Bedford Road closer to the High Street.

General Traffic

It was noted through consultation that concerns were raised with regard to HGV traffic traversing High Street creating congestion, it is proposed that a weight restriction or banning HGV movements through the Town Centre will be included within the Town Centre improvements.

These will be required to be supported by The Local Highway Authority, but it can be realised as an aspiration to remove HGV traffic from High Street, in order to make a safer and more appealing environment for vulnerable road users such as pedestrians and cyclists.

In addition to this, measures have been proposed as part of the concept plan to reduce the speed of traffic travelling through the study area for general traffic as well by narrowing the width of High Street.

1.4 Next Steps

The next steps are for the steering group to discuss the improvements present in **Appendix A** and agree a 'preferred option' to present in the Transport Strategy.

Once members have digested the briefing note it is suggested a virtual meeting is arranged to discuss feedback. A detailed costing exercise of the proposals will be provided once an 'preferred option' has been agreed.

Appendix A

Proposed Town Centre Improvements



Date of 1st Issue 16/09/22	Description Revision A	Drawn by LF	Checked by JM
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REVISIONS

Mark	Revision	Drawn	Date	Chkd
A	Updates following Town Council comments.	LF	16/01/23	JM

- Key:
- Existing
 - Proposed
 - Carriageway
 - Footway
 - Raised Pedestrian Crossing
 - Cycle Lane
 - Tactile Paving
 - Dropped Kerb
 - Parking Areas

- Notes:
1. Design based on Ordnance Survey data.
 2. This design is for illustrative / conceptual purposes only. Detail will be determined at the detailed design stage.
 3. All measurements are in metres unless otherwise specified.


A3 SCALE
N/A

Drawing Title
**Sandy Town Centre Study
Concept Design
Sheet 1 of 3**

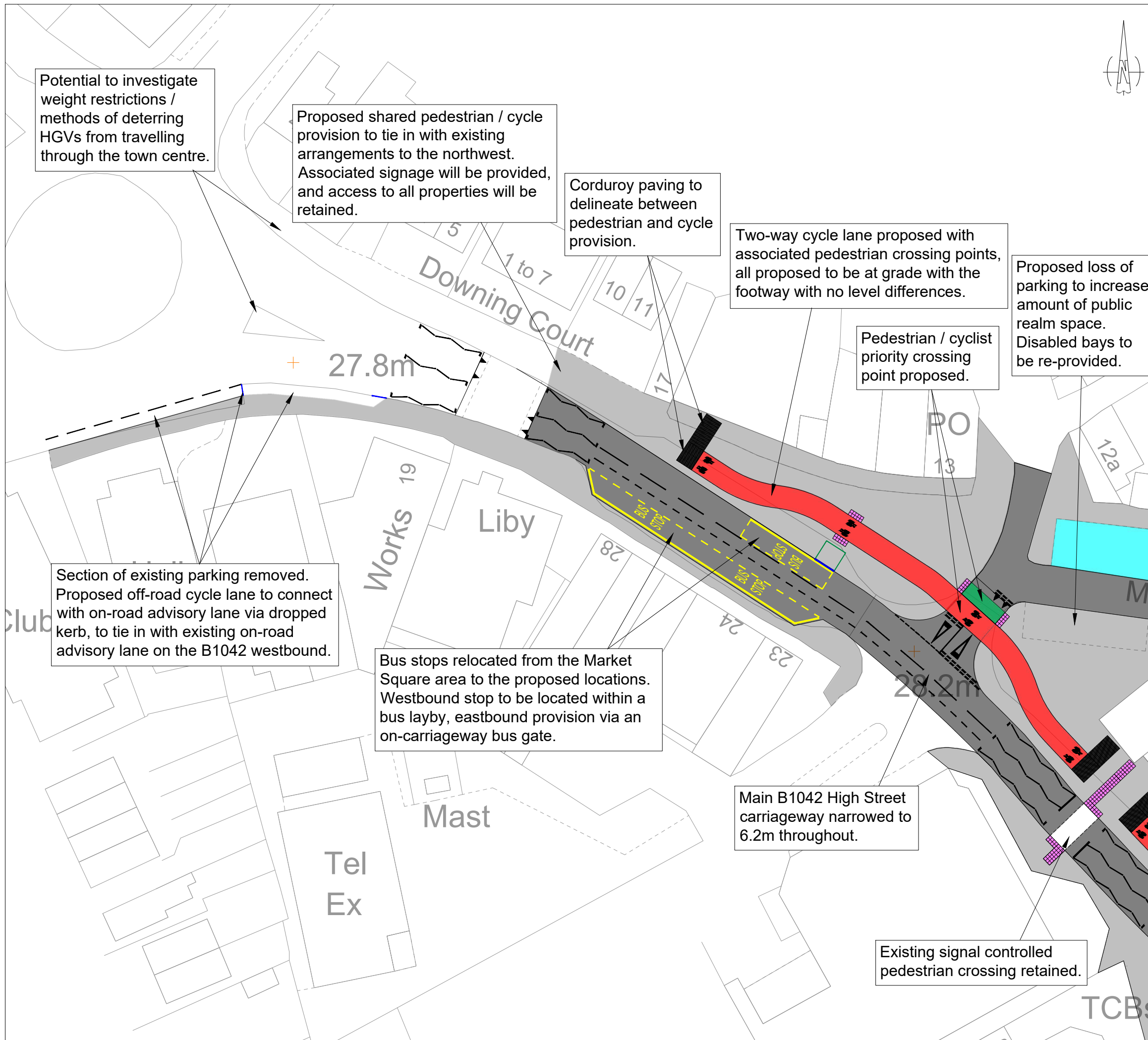
Architect

Drawing Status
Preliminary Concept Design

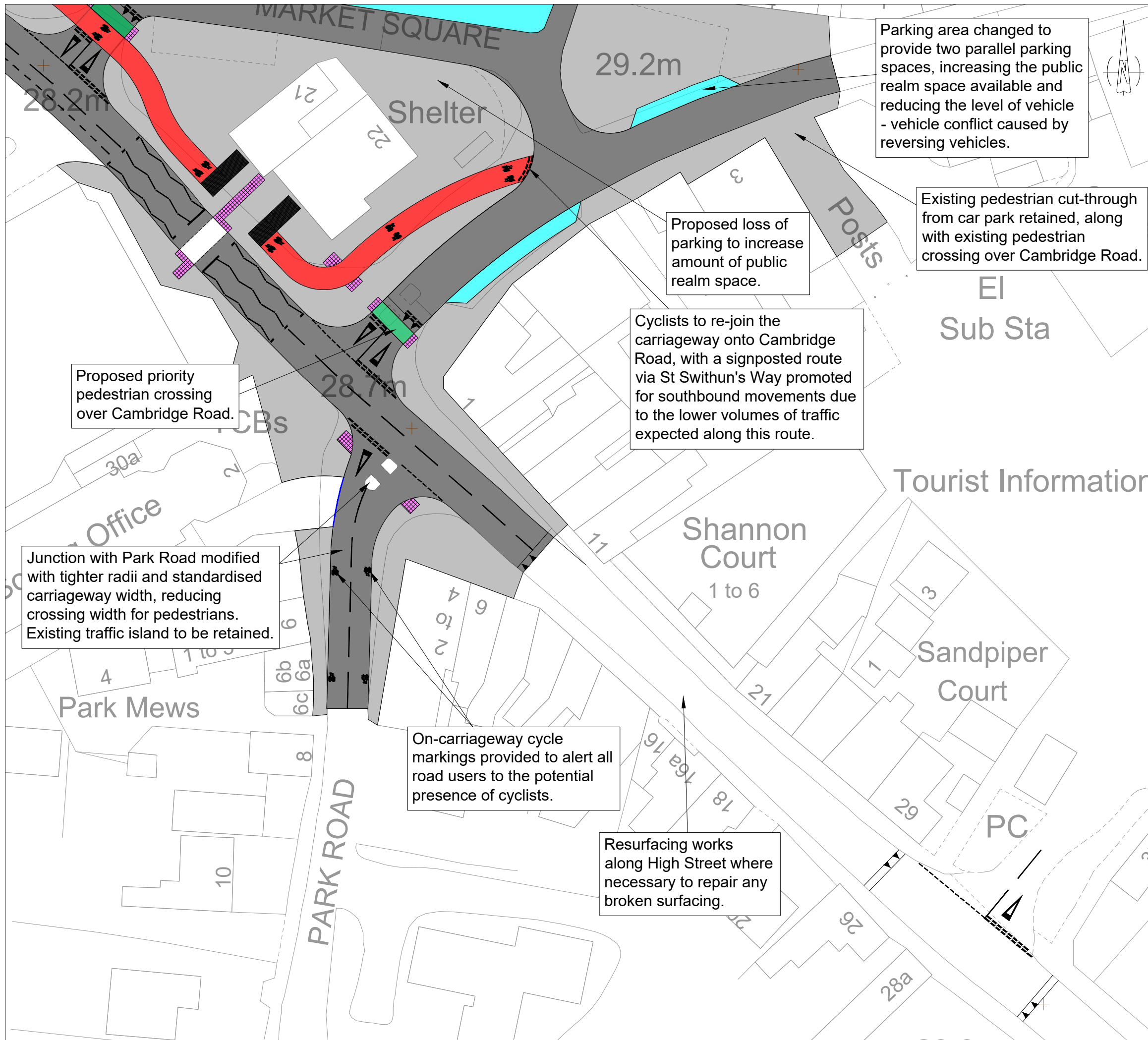
27 Park Street
Leamington Spa
CV32 4QN
E: info@ttc-transportplanning.com



Drawing Number 210653-01	Revision A
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Date of 1st Issue 16/09/22	Description Revision A	Drawn by LF	Checked by JM
REVISIONS			
Mark	Revision	Drawn	Date
A	Updates following Town Council comments.	LF	16/01/23
Key:			
	Existing		
	Proposed		
	Carriageway		
	Footway		
	Raised Pedestrian Crossing		
	Cycle Lane		
	Tactile Paving		
	Dropped Kerb		
	Parking Areas		
Notes:			
1. Design based on Ordnance Survey data.			
2. This design is for illustrative / conceptual purposes only. Detail will be determined at the detailed design stage.			
3. All measurements are in metres unless otherwise specified.			
A3 SCALE 1:500			
Drawing Title			
Sandy Town Centre Study Concept Design Sheet 2 of 3			
Architect			
Drawing Status			
Preliminary Concept Design			
27 Park Street Leamington Spa CV32 4QN E: info@ttc-transportplanning.com		the transportation consultancy	
Drawing Number			Revision
210653-01			A



Parking area changed to provide two parallel parking spaces, increasing the public realm space available and reducing the level of vehicle conflict caused by reversing vehicles.

Existing pedestrian cut-through from car park retained, along with existing pedestrian crossing over Cambridge Road.

Proposed loss of parking to increase amount of public realm space.

Cyclists to re-join the carriageway onto Cambridge Road, with a signposted route via St Swithun's Way promoted for southbound movements due to the lower volumes of traffic expected along this route.

Proposed priority pedestrian crossing over Cambridge Road.


Junction with Park Road modified with tighter radii and standardised carriageway width, reducing crossing width for pedestrians. Existing traffic island to be retained.

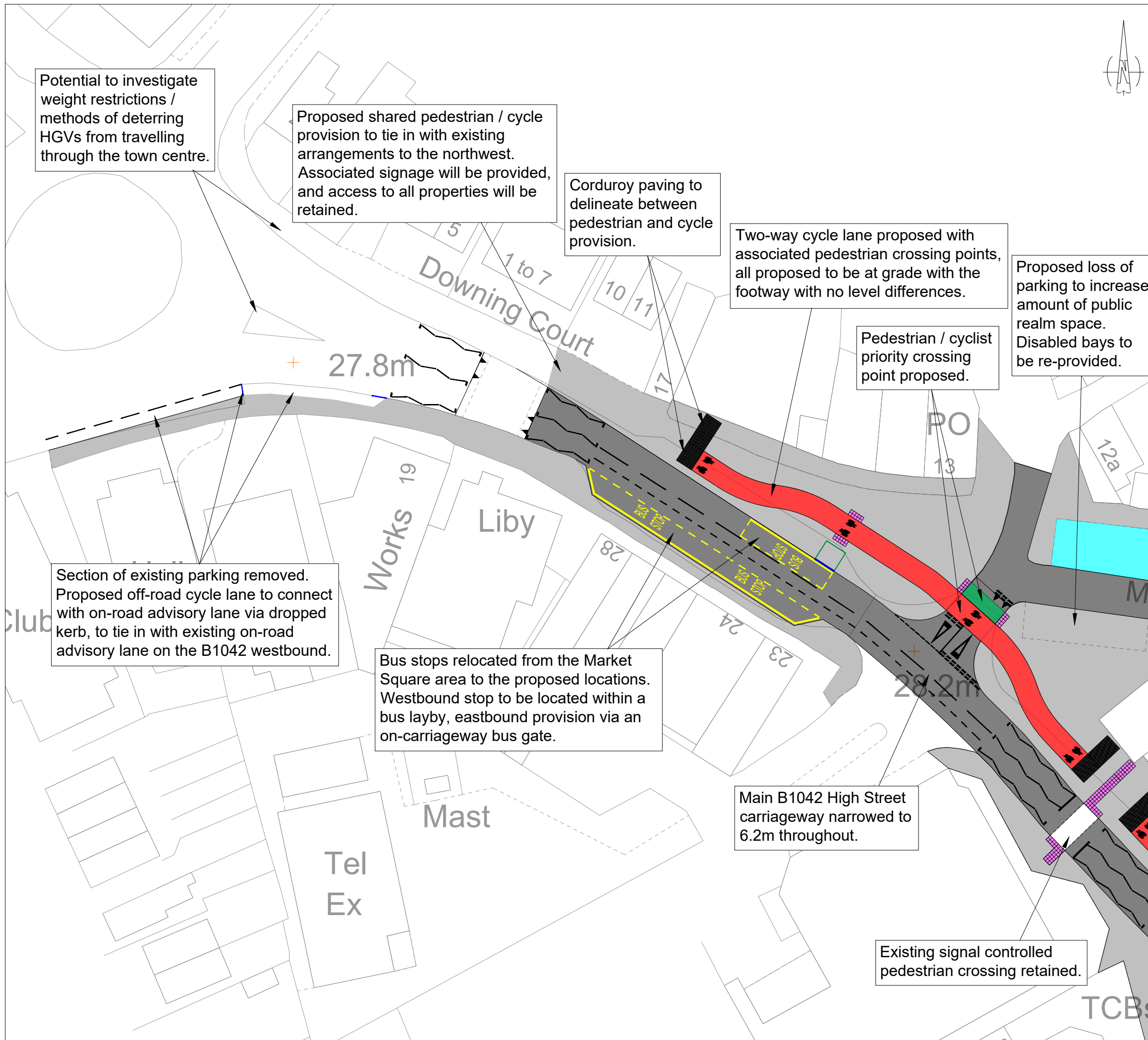
On-carriageway cycle markings provided to alert all road users to the potential presence of cyclists.

Resurfacing works along High Street where necessary to repair any broken surfacing.

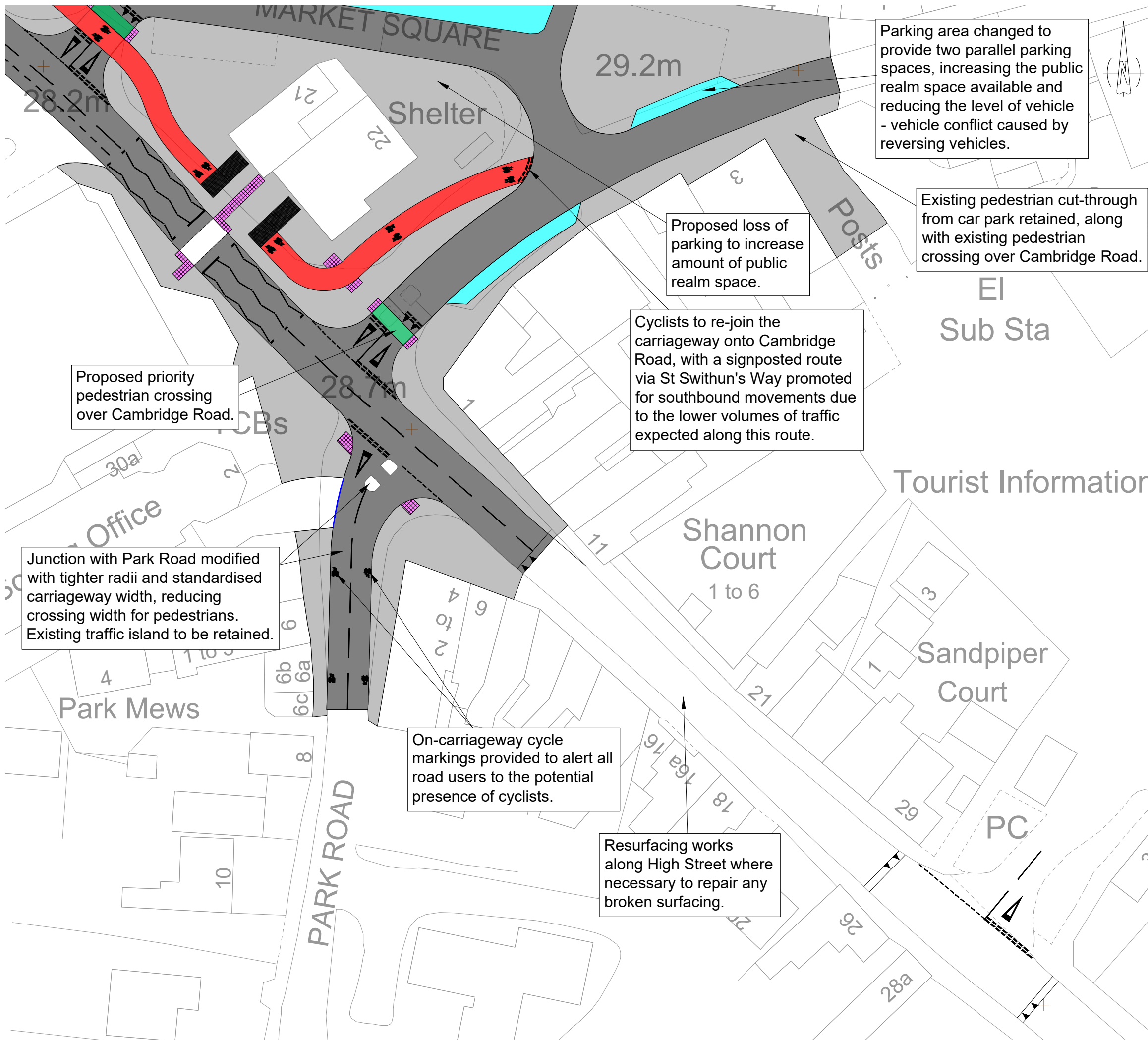
Date of 1st Issue 16/09/22	Description Revision A	Drawn by LF	Checked by JM
REVISIONS			
Mark	Revision	Drawn	Date
A	Updates following Town Council comments.	LF	16/01/23
Key:			
	Existing		
	Proposed		
	Carriageway		
	Footway		
	Raised Pedestrian Crossing		
	Cycle Lane		
	Tactile Paving		
	Dropped Kerb		
	Parking Areas		
Notes:			
1. Design based on Ordnance Survey data.			
2. This design is for illustrative / conceptual purposes only. Detail will be determined at the detailed design stage.			
3. All measurements are in metres unless otherwise specified.			
A3 SCALE 1:500			
Drawing Title			
Sandy Town Centre Study Concept Design Sheet 3 of 3			
Architect			
Drawing Status			
Preliminary Concept Design			
27 Park Street Leamington Spa CV32 4QN E: info@ttc-transportplanning.com		the transportation consultancy	
Drawing Number			Revision
210653-01			A



Date of 1st Issue 16/09/22	Description Revision A	Drawn by LF	Checked by JM
REVISIONS			
Mark	Revision	Drawn	Date
A	Updates following Town Council comments.	LF	16/01/23
<p>Key:</p> <ul style="list-style-type: none"> Existing Proposed Carriageway Footway Raised Pedestrian Crossing Cycle Lane Tactile Paving Dropped Kerb Parking Areas <p>Notes:</p> <ol style="list-style-type: none"> 1. Design based on Ordnance Survey data. 2. This design is for illustrative / conceptual purposes only. Detail will be determined at the detailed design stage. 3. All measurements are in metres unless otherwise specified. 			
A3 SCALE N/A			
Drawing Title Sandy Town Centre Study Concept Design Sheet 1 of 3			
Architect			
Drawing Status Preliminary Concept Design			
27 Park Street Leamington Spa CV32 4QN E: info@ttc-transportplanning.com		 the transportation consultancy	
Drawing Number 210653-01			Revision A



Date of 1st Issue 16/09/22	Description Revision A	Drawn by LF	Checked by JM
REVISIONS			
Mark	Revision	Drawn	Date
A	Updates following Town Council comments.	LF	16/01/23
Key:			
	Existing		
	Proposed		
	Carriageway		
	Footway		
	Raised Pedestrian Crossing		
	Cycle Lane		
	Tactile Paving		
	Dropped Kerb		
	Parking Areas		
Notes:			
1. Design based on Ordnance Survey data.			
2. This design is for illustrative / conceptual purposes only. Detail will be determined at the detailed design stage.			
3. All measurements are in metres unless otherwise specified.			
A3 SCALE 1:500			
Drawing Title			
Sandy Town Centre Study Concept Design Sheet 2 of 3			
Architect			
Drawing Status			
Preliminary Concept Design			
27 Park Street Leamington Spa CV32 4QN E: info@ttc-transportplanning.com			
the transportation consultancy			
Drawing Number			Revision
210653-01			A



Date of 1st Issue 16/09/22	Description Revision A	Drawn by LF	Checked by JM
REVISIONS			
Mark	Revision	Drawn	Date
A	Updates following Town Council comments.	LF	16/01/23
Key: 			
Notes: 1. Design based on Ordnance Survey data. 2. This design is for illustrative / conceptual purposes only. Detail will be determined at the detailed design stage. 3. All measurements are in metres unless otherwise specified.			
A3 SCALE 1:500			
Drawing Title			
Sandy Town Centre Study Concept Design Sheet 3 of 3			
Architect			
Drawing Status			
Preliminary Concept Design			
27 Park Street Leamington Spa CV32 4QN E: info@ttc-transportplanning.com			
Drawing Number			Revision
210653-01			A

Sandy Town Council

(Updated 07.12.22)

Budget Summary

Year Ended 31st March 2023

	2022-23		2023/24	<i>Budget</i>
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
REVENUE EXPENDITURE				
Staffing & Admin	456691	470600	517430	46830
Services	137343	131721	129600	-2121
	<u>594034</u>	<u>602321</u>	<u>647030</u>	<u>44709</u>
INCOME				
Staffing & Admin	10460	2600	5800	3200
Services	47536	36117	43505	7388
	<u>57996</u>	<u>38717</u>	<u>49305</u>	<u>10588</u>
NET REVENUE EXPENDITURE	<u>536038</u>	<u>563604</u>	<u>597725</u>	<u>34121</u>
Capital Expenditure (Net)				
Rolling Capital Fund Allocation - per Budget	51300	51300	51300	0
Rolling Capital Fund Allocation - Budget Saving	28174		-28174	
	<u>79474</u>	<u>51300</u>	<u>23126</u>	
Capital & Projects (net)	0	0	0	0
Loans	608	608	608	
Loan - Internal Repayment	12000	12000	12000	0
	<u>92082</u>	<u>63908</u>	<u>35734</u>	<u>0</u>
TOTAL NET EXPENDITURE	<u>628120</u>	<u>627512</u>	<u>633459</u>	<u>0</u>
Financed as follows				
Reserves at 1st April	234786	280480	234786	
Reserves at 31st March	<u>234786</u>	<u>281088</u>	<u>234786</u> **	
Used to Fund Expenditure\Incr in Gen Rsv)	0	(608)	0 ***	
PRECEPT FUNDING REQUIRED	<u>628120</u>	<u>628120</u>	<u>633459</u>	<u>5339</u> 0.85%
	<u>628120</u>	<u>627512</u>	<u>633459</u>	
Precept information				
ADJUSTED BASIS				
Band D Equivalents		<u>4056</u>	<u>4047</u>	(Advised) -0.22%
Precept per Band D Equivalent (£/annum)		<u>£ 154.86</u>	<u>£156.53</u>	£1.67 1.08%
Precept per Band D Equivalent (p/week)		<u>296.99</u>	<u>300.19</u>	3.20 p

**Note: Recommended minimum reserve equal to			
3 months net revenue expenditure	134010	140901	149431
General Reserve Shortfall /Surplus	100776	140187	85355 ***

Earmarked Reserve	<u>31/03/2022</u> (Actual)	<u>31/03/2023</u> (Projected)	<u>31/03/2024</u> (Available)
Rolling Capital Fund	214649	316939	340065
Earmarked Reserves	54272	43027	47027
Fallowfield	60217	64717	69217
Fallowfield Internal Loan	226000	214000	202000
TOTAL Earmarked Funds	<u>555138</u>	<u>638683</u>	<u>658309</u>
General Reserve (see above)	234786	234786	234786 B
Total Reserves	<u>789924</u>	<u>873469</u>	<u>893095</u>
Recommend transfer to RCP at 31/3/23 of 2022/23 Final Surplus			

B

SANDY TOWN COUNCIL.

Date: 23 January 2023

Title: Sandy Sports & Leisure Association

Contact: Cllr Martin Pettitt (MP)

Purpose of the Report

1. To provide an update on Sandy Sports & Leisure Association. Previous report was dated 14 November 2022.

Summary and Key Bullet Points

- A routine meeting of SSLA took place by Zoom on Tuesday evening 22 November 2022 and the draft minutes of that meeting will be circulated shortly.
- Treasurer Phil Wood (PW) had apologised for absence but had provided a summary of balances in the Community & Business Accounts as being, £96,366.17. and £1,978.94. respectively.
- Highlights Floodlighting Ltd have been on site to conduct integrity tests on the floodlight fitting bolts and column foundation bolts. All OK – no issues reported.
- SLL reported that the right hand of the pair of double gates on the north side seems to have dropped slightly and binds on the ground preventing it from opening easily. Fencing contractors will be asked to try to remedy when they move on site in connection with the Jenkins Project and undertake relocation of the other double gates from the northwest to the southwest corner of the facility.
- MP & PW met with Heather Piper and Phillip Rose on Tuesday 10 January to work through, agree and bring up to date payment of the Management Fee taking into account closures of the facility in 2020 and 2021 due to Covid and the refurbishment, respectively. Also, the annual CPI/RPI uplift in the Management Fee which was not applied in 2 of the past 3 years and as of August 2022 which will take effect on 1 April 2023. At what was a lengthy but productive meeting there was full agreement and PW will invoice SLL for the agreed amount which will bring everything completely up to date.
- The Charity Commission Annual Return for the period 1st April 2021 to 31 March 2022 (due by 31/01/2023) was submitted online on 10 January. The Trustees Annual Report is also due before the end of January.
- The next routine meeting of SSLA is scheduled for Tuesday 28 February 2023.

SANDY TOWN COUNCIL

Date: 23 January 2023.

Title: Sandy Twinning Association.

Contacts: Cllr Martin Pettitt & Cllr Ruth Lock.

Purpose of the Report

1. To provide an update on Sandy Twinning Association

Summary & Key Bullet Points.

- The previous report was for the meeting of STA on 14 November 2022.
- The small committee has continued to meet.
- After a great deal of difficulty and frustration we have eventually found hosts for 30 visitors who will travel by coach from Malaunay to Sandy on Friday 28 April 2023 and depart for home on Monday morning, 1 May.
- The visit will mark the delayed 40th Anniversary of the signing of the Twinning Charter.
- All timings around the visit will be confirmed in due course. However, an informal reception will take place in the Council Chamber to greet our visitors on the Friday afternoon. Saturday will be a day with families and on Sunday 30, early evening there will be a celebration 3 course dinner in the main hall at Sandy Conservative Club.
- Entertainment will be provided by The Sandy Ukulele Group 2 of whose members are hosting for the weekend.
- Further details will be circulated in due course.

Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
Meeting 9/11/15			
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.	<p>The Council submitted a response to the most recent EWR consultation on 9th June 2021. Letter issued to MP's office reaffirming Council's view. Cllr Blaine attended a stakeholder meeting and is due to report back to the Council. Cllr Blaine attended a meeting on 10th Feb 2022 and circulated links to Consultation Summary and Consultation Documents on 21st April 2022. On 17.08.2022 Cllrs Pettitt, Hewitt and Blaine met with Cllrs Ben Pitt St Neots Town Mayor and Stephen Ferguson Chairman of Cambridgeshire CC to discuss matters of mutual interest, notably East West Rail.</p> <p>Following a meeting on 8th November Cllr Blaine, reported: "Essentially the subject of the meeting was a presentation on the methodology for the preparation of the Business Case for the project. Since the subject was confined to methodology, no information was provided on subjects such as potential routes, the location of stations, interaction with roads or other means of transport or even when the Business Case might become available. Ultimately it will be subject to ministerial approval. I tried to get information as to project timescales and was shocked to discover that nothing of the sort appears to exist. Apparently, the attitude is that the complexity is so great that the work will just take as long as it takes.</p> <p>I enquired as to what had happened to the promised report on the last public consultation,</p>

			<p>which is now many, many months later than anticipated. The delay is being put down to ministerial changes and therefore timescales remain unpredictable.</p> <p>The next meeting will take place in approximately 3 months' time. It will concentrate on access. As far as I can tell, this is not intended to refer to any interface with the rest of the transport system but will concentrate on facilities for bicycles, wheelchairs and perhaps pedestrians.</p> <p>The representatives of the East-West Rail Company left the meeting with a good understanding that I, and certainly some other representatives found the information made available thoroughly unsatisfactory but failed to give confidence that this would improve in future.</p>
Meeting 21/5/18			

<p>A1 – Local Issues</p>	<p>(19-18/19)</p>	<p>To push for decisions on the future of the A1 and action on safety and environmental issues.</p>	<p>Representatives of STC previously joined a meeting with a representative from Highways England, facilitated by local MP Richard Fuller. Working Group response to Highways England consultation on agenda for consideration.</p> <p>Mayor chaired meeting in January with representatives of neighbouring authorities to discuss shared concerns and priorities in relation to the A1 and further work undertaken with Biggleswade TC reps on developing a proposed joined up approach to take forward.</p> <p>R. Fuller’s office has contacted the Mayor to arrange a follow up meeting.</p> <p>Cllrs Pettitt and Hewitt met with Mr Fuller MP on 6.04.2022.</p> <p>Cllr Pettitt wrote to the Mayor of Biggleswade on 01.07.2022 to facilitate further dialogue with Richard Fuller MP and move this issue along.</p> <p>At the TC meeting of 22.08.2022 Members asked the Clerk to write to National Highways to urge them to carry out and publish a comprehensive study of traffic coming into Sandy via these routes, to provide a real understanding of the impact these projects would have on the town, asserting that no work should proceed until this study had been undertaken. A copy of the letter was to be sent to Grant Shapps, Secretary of State for Transport, Richard Fuller MP and Lorna Carver Director of Place and Communities at Central Bedfordshire Council. A letter was drafted on 23rd August and sent</p>
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			<p>out. STC has received a response from National Highways which was forwarded to Members on 14.09.2022 and a response from Richard Fuller was circulated to Members on 09.09.2022 which can be viewed here: https://www.richardfuller.co.uk/news/proposed-closure-gap-central-reservation-a1-biggleswade-road-upper-caldecote-tingeys-corner</p> <p>A meeting has been set up for Saturday 28th January 2023 with Richard Fuller and other local counterparts to take the matter forward.</p>
Meeting 17/12/18			
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.	<p>Extraordinary meeting of Council considered the CBC public consultation on SPA. Response sent restating Council's previous position and emphasising value of site as a community asset. CBC stated that they should know the outcome of their application to have the site released from its DfE status in June 2022. On 11.07.2022 Cllr Maudlin reported that the DfE were still asking questions of CBC about the site and that there would be no further updates about the future of the site before September and that in the meantime, she was investigating the possibility of having sheep graze the area to keep the grass down.</p> <p>No further updates</p>

Proposed Pan-Bedfordshire Bus Users' Forum

The National Bus Strategy for England, "Bus Back Better" published by the DfT in March 2021, formalised the expectation that all local transport authorities in England would establish Enhanced Partnerships with the local bus operators to deliver better bus services in their areas.

In October 2021, local authorities published their Bus Service Improvement Plans (BSIP), which act as the bidding documents for funding from the Department for Transport (DfT), Bedford Borough Council, Luton Borough Council and Central Bedfordshire Council liaised on the development of a number of joint proposals, which were included in the BSIPs.

The BSIP for Central Bedfordshire can be found here: <https://centralbedfordshire.app.box.com/s/vfor4v8g3als6b3xkiwp13bcfe9968ws>

The BSIP for Bedford can be found here: <https://www.bedford.gov.uk/media/1487/download?inline>

The BSIP for Luton can be found here: [https://m.luton.gov.uk/Page/Show/Transport and streets/Public transport/Pages/national-bus-strategy-bus-back-better.aspx#our](https://m.luton.gov.uk/Page/Show/Transport%20and%20streets/Public%20transport/Pages/national-bus-strategy-bus-back-better.aspx#our)

In November 2022, the DfT has confirmed a total funding allocation of £19.1 million for Luton and £3.7million for Central Bedfordshire, from 2022/23 to 2024/25.

One of the BSIP joint commitments is to create a pan-Bedfordshire Bus Users' Forum covering Bedford, Central Bedfordshire, and Luton. The Partnerships recognise the importance of the views of their local communities and want to build on existing relationships with bus passengers to better understand their needs and to expand that relationship to include under-represented user groups and the views of non-users. The Bus Users' Forum will serve as a consultation medium for considering Partnership Schemes as they emerge and develop and will also provide valuable feedback on all aspects of the bus network. The Partnerships have agreed that Central Bedfordshire Council will act as the lead on the establishment of the Forum.

The intention is that the Bus Users' Forum would act as an umbrella organisation comprising representatives from any current bus user groups within the Bedfordshire area as well as transport representatives from Parish and Town Councils.

As an example, Leighton-Linslade Town Council has recently established a local bus user group "to represent local views on issues concerning public transport" and this group would be welcomed into the pan-Bedfordshire Forum

The purpose of the proposed pan-Bedfordshire Bus Users' Forum is:

- To provide community and bus operator awareness of public transport needs and developments
- To allow informed and constructive public discussion of existing and proposed service and infrastructure provision
- To consult on both current and future transport policies, strategies, and proposals
- To ensure the voice of regular bus users is heard in an equitable way.

The Bus Users' Forum will be non-party-political and participation in the forum, including attendance at any meeting, will not require the payment of any membership subscription. Similarly, there would be no financial remuneration for participation in the forum, or attendance at any meeting

Participation

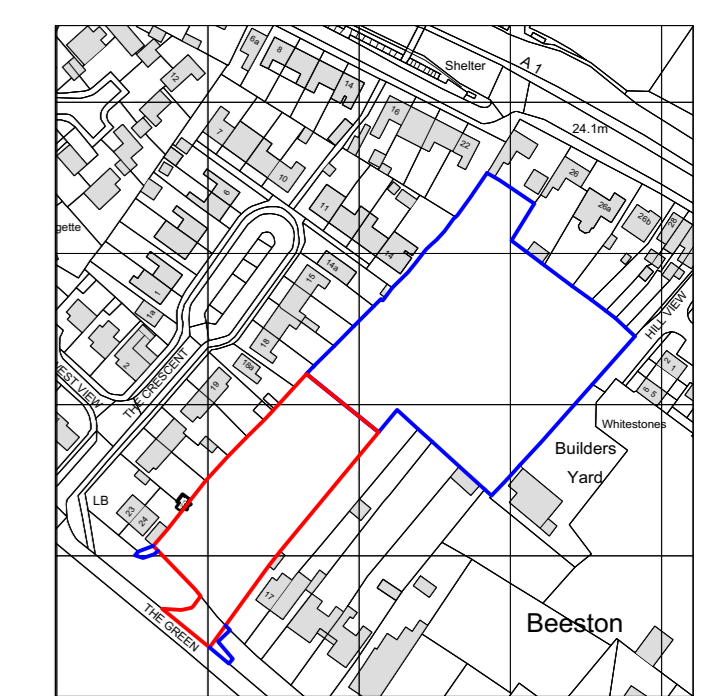
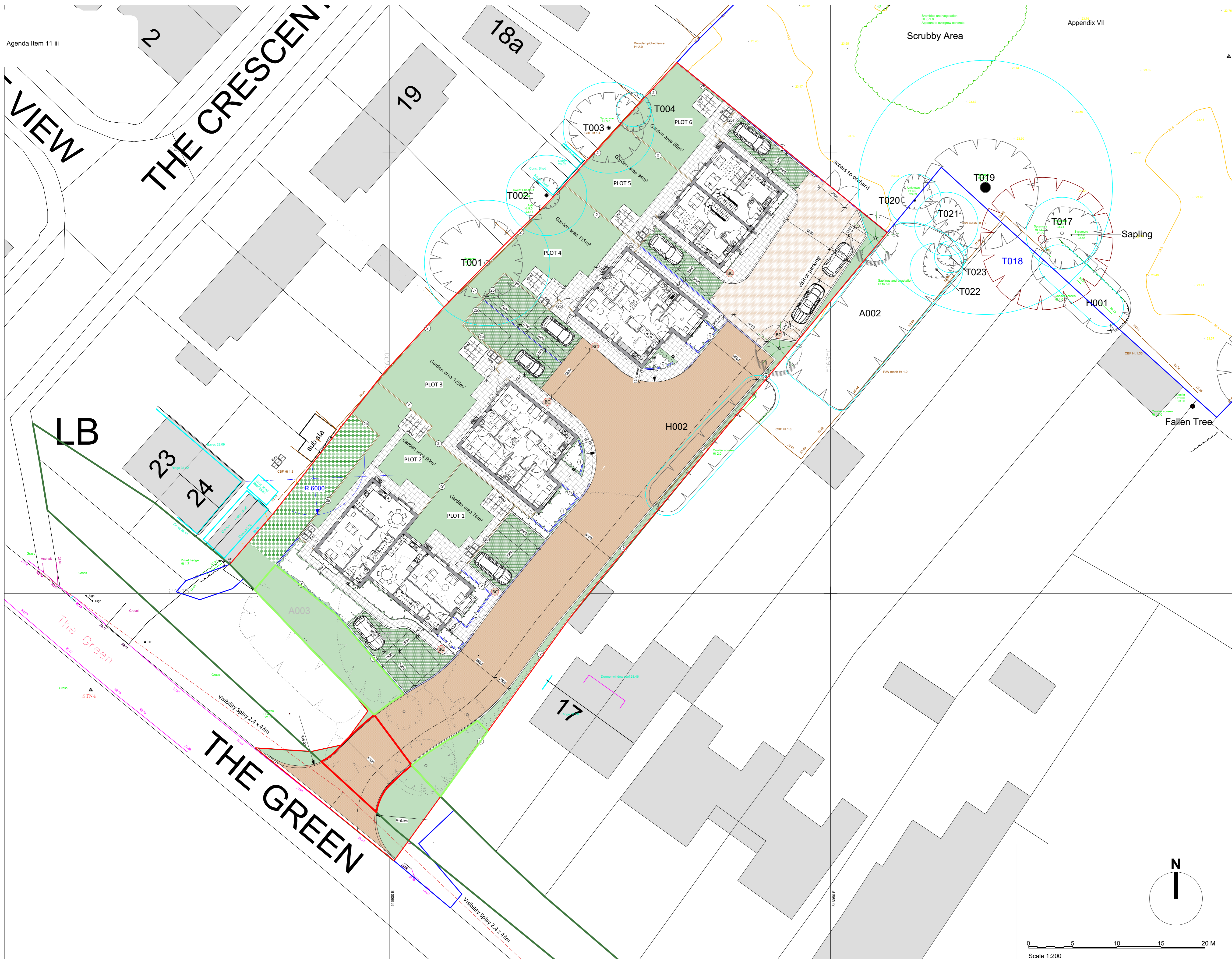
We would like to invite Parish and Town Councils across the area to participate in the Bus Users' Forum to represent the interests of their residents and communities. Councils may choose to participate in the pan-Bedfordshire Bus Users' Forum on an individual basis or may choose to link together with neighbouring Parish or Town Councils, where common bus routes serve adjacent areas, or where a larger Parish or Town may already have a councillor with a transport portfolio who is happy to attend on behalf of a wider local area. The choice is yours.

We are keen that all individuals participating are able to represent their local residents through constructive and strategic discussion at meetings, coupled with the ability to work in a respectful way with both bus operators and council officers, in order to achieve mutually beneficial results.

Launch meeting

We intend to arrange a launch meeting early in 2023, when we will be able to give you a full briefing on the plans for delivering the measures identified in the BSIPs through the Enhanced Partnerships. In advance of this inaugural meeting, we would welcome expressions of interest for involvement in the proposed Forum.

If you would be interested in getting involved with the establishment of a bus user forum across the wider area, or if you would like any further information, please get in touch.



Keyplan
1:2500

Landscape Materials Legend

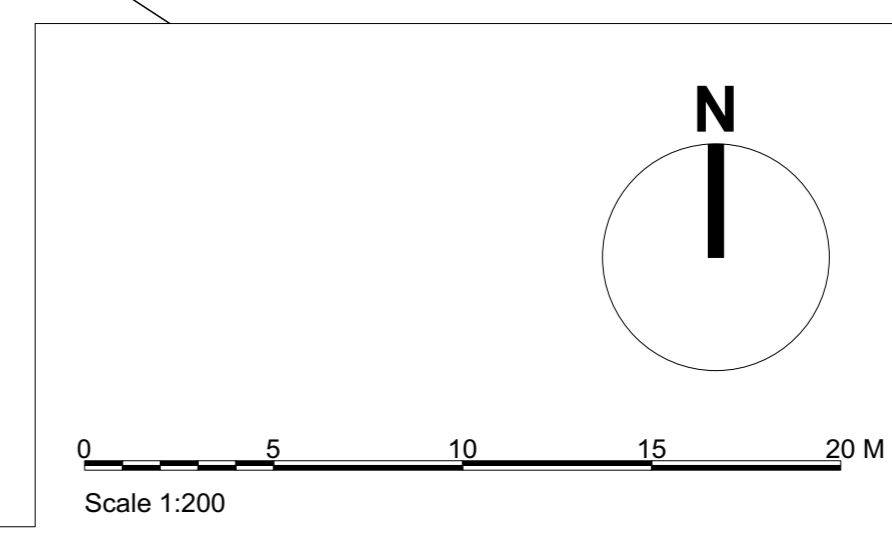
- Permeable Block Paving, Marigold
- Permeable Block Paving, Brindle
- Permeable Block Paving, Multi
- Concrete Slab Patio Paving
- Grassed area
- Grasscrete surface
- Planting bed
- New Trees
- Existing Trees removed
- Existing Trees retained
- Root protection zone of retained trees
- Boundary Line
- Timber knee rail 600mm high
- Timber close-boarded fence, 1800mm high
- Timber close-boarded fence, with trellis
- Bin collection point

- Release land (area = 53.17m²)
- Land with Village Green status Ref. VG14(5) (area = 1081m²)
- Land to be given in exchange (area = 116.37m²)

- C 09/01/2023 Changes to the legend and the drawing.
- B 07/11/2022 Grasscrete area reduced to be a minimum of 5m away from the line of the culvert
- A 12/10/22 Amendments to position of houses on plots 1 and 2.

PLANNING

Project title CBC The Green Beeston		 The Barrs, Sewell, Dunstable Bedfordshire LU5 1BP telephone 01582 690222 www.kylesmartassociates.co.uk Chartered Architects
Drawing title Proposed Site Plan Easement and Village Green		
Drawing no. 20013wd2.05	Rev C	
Scale 1:200@A1	Date Oct 22	Drawn by CH/OP
	Checked by CS	



Policy, Finance and Resources Committee

Date:	23rd January 2023
Title:	Drainage Board Works
Contact Officer:	Deputy Town Clerk

Purpose of the Report

1. To receive and consider a report on a project for the Internal Drainage Board (IDB) and Bedfordshire Rural CC to dredge and clear a drainage channel that is subject to littering and dumping of extraneous materials into the water channel.

Recommendation

2. That the Town Council supports the scheme by providing £400 towards skip hire

Background

3.0 As part of the Riddy and Pinnacle Management Group the Council is working with the IDB and BRCC on the maintenance of the Riddy, stretches of the river and drainage channels. The IDB are planning to do the clearance of the drainage channel around the Riddy before 1st April 2023 (to avoid disturbing nesting birds).

3.1 The work involves clearing the drainage channel below the layby on the A1; access off the B658 below the Girtford Bridge. The drainage channel will be dredged using a JCB and volunteers provided by BRCC will pick litter etc. BRCC will also plant a hedge to deter further litter being thrown into the watercourse from the A1 layby.

3.2 The Town Council is being asked to support the scheme by donating up to £400 towards skip hire for up to a week.

Financial Implications

4. The Council maintains an annual budget for the maintenance of The Riddy and The Pinnacle. The Council has Countryside Stewardship grants and Ground Maintenance budget to support this work. There is currently very little spend against cost centre 502 budget code 4037 (Nature Reserves/Grounds Maintenance) which still has a budget of £1,458 unspent for 2022/23.

Policy Implications

5. The proposed work will support the Council's Plan to support The Riddy Nature Reserve and support the Council's Health and Safety responsibilities.

Legal Powers

6. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.

Town Council

Date:	23rd January 2023
Title:	Fire Safety Works, 10, Cambridge Road
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide information from Churches Fire Security Ltd following its annual safety check and share recommendations for works.

Recommendation

2. For Members to agree for the work to be undertaken.

Background

3.0 On 4th January Churches Fire Security Ltd carried out an annual fire safety check on the offices at 10, Cambridge Road, Sandy SG19 1JE.

3.1 Their report states:

“Following the service at your premises, please see below quotation for remedial works and areas that require attention to conform to BS5839 and the Regulatory Reform (Fire Safety) Order 2005.

Recommend manual call points are upgraded throughout as the method of operation should be identical throughout the premises. The current callpoints are extremely old.

Quote for works **£545.69 + VAT**

The following emergency lighting requires replacement due to failure, as a minimum duration period, used for emergency lighting has not been achieved:

Main entrance
2X high level in main hall

Tower required to access lights, 2 engineers for half day, extra time added for this job

Quote for works **£1,420.37 + VAT**

Financial Implications

4.0 Under Cost Centre 403 cost Centre 4036 (Property Maintenance and Security) currently £668 remains in the budget. To undertake all the works the cost would be £1,966.06 and create an overspend of £1,298.06 or would need to be vired from another budget line.

Policy Implications

5.0 The council has a duty to comply with the relevant Health & Safety requirements and a duty of care to ensure its staff and visitors to its property remain safe.

Town Council

Date: 23rd January 2023
Title: Civility & Respect Pledge
Contact Officer: Town Clerk

Purpose of the Report

1. To provide information on NALC’s new Civility & Respect Project

Recommendation

2. For Members to make a recommendation to full council to pass a resolution to sign up to the civility and respect pledge.

Background

3.0 **Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

3.1 The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

3.2 By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

3.3 Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	

AGENDA ITEM: 15**APPENDIX X**

Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Financial Implications

4.0 There are none

Policy Implications

5.0 The Civility and respect Project includes several model documents and policies, that if adopted will strengthen the Council's current policies.

Dear Chairs and Clerks,

We are writing to inform you that a six-week consultation on two new planning guidance documents will begin at 10am on Tuesday 17th January 2023:

- Design Guide SPD
- Housing Policy Technical Guidance Supplementary Planning Document

The consultations will end at 10am on Wednesday 1st March 2023.

Background

What is the Design Guide SPD?

Policy HQ1 of the adopted Local Plan sets out the requirement for high quality design in Central Bedfordshire. National planning policy places great emphasis on the need to deliver high quality new development and requires Local Authorities to have up to date design guidance in place. The Council has updated the Design Guide to take account of the changes to planning policy, guidance and legislation since the current Design Guide was adopted in 2014. The new Design Guide sets out the key principles and standards of design for all new development in Central Bedfordshire.

What is the Housing Policy Technical Guidance SPD?

The delivery of the right quantity, quality and type of new housing is fundamental to achieving sustainable communities. The housing policies in the adopted Local Plan set a clear planning framework to support the Council to deliver appropriate housing development within Central Bedfordshire. The Housing Policy Technical Guidance SPD provides further detail to support these policies, setting out how the policies will be applied, what we are expecting from development and how applications will be assessed. The SPD covers the mix of house types required, housing for older people, affordable housing and self-build and custom housing. It also includes guidance on Sustainability, First Homes and Community Led Housing.

Details of the Consultation

The consultations will run for six weeks from 10am on Tuesday 17th January 2023 to 10am on Wednesday 1st March 2023.

The consultation documents can be viewed here:

[Design Guide SPD](#)

[Housing Policy Technical Guidance SPD](#)

Copies of the documents will be available to view at the Council's Offices in Chicksands and Dunstable, and at Central Bedfordshire Libraries.

From 10am on Wednesday 1st March 2023

The consultation documents and further information will be available to view on the [Consultations](#) page of the Council's website.

Representations should be submitted using the Council's [planning consultation portal](#).

Alternatively, representations may be sent by email to localplan@centralbedfordshire.gov.uk or by post to:

Strategic Growth Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ.

Next Steps

After the consultations end, the Council will consider all the comments received and will make changes to the documents where necessary. The final documents will then be presented to committee for adoption. We expect this to be around Summer 2023.

Please direct any queries to localplan@centralbedfordshire.gov.uk or call 0300 300 8307. Please note, representations must be made in writing, we cannot accept representations over the phone.

SANDY TOWN COUNCIL
CALENDAR OF MEETINGS
2023/24

2023	
22.05.23	Town Council Annual Meeting
29.05.23	Spring Bank Holiday
05.06.23	Development Scrutiny Community, Services & Environment (1)
12.06.23	Policy, Finance & Resources (1)
19.06.23	
26.06.23	Development Scrutiny Town Council
03.07.23	Human Resources (1)
10.07.23	
17.07.23	Development Scrutiny Community, Services & Environment (2)
24.07.23	Policy, Finance and Resources (2)
31.07.23	
07.08.23	Development Scrutiny/ Town Council
14.08.23	
21.08.23	Community Services & Environment (3)
28.08.23	Summer Bank Holiday
04.09.23	Development Scrutiny Policy, Finance & Resources (3)
11.09.23	
18.09.23	Town Council
25.09.23	Development Scrutiny Human Resources (2)
02.10.23	Community, Services & Environment (4)
09.10.23	
16.10.23	Development Scrutiny Policy, Finance and Resources (4)
23.10.23	
30.10.23	Town Council
06.11.23	Development Scrutiny Community Services & Environment (5)
13.11.23	
20.11.23	Policy, Finance and Resources (5)
27.11.23	Development Scrutiny Human Resources (3)
04.12.23	
11.12.23	Town Council
18.12.23	Development Scrutiny Community, Services & Environment (6)
25.12.23	Christmas Day
2024	
01.01.24	New Year's Day
08.01.24	Development Scrutiny Policy, Finance and Resources (6)
15.01.24	
22.01.24	Town Council

29.01.24		
05.02.24	Development Scrutiny	Community, Services & Environment (7)
12.02.24		
19.02.24	Policy, Finance and Resources (7)	
26.02.24		
04.03.24	Development Scrutiny	Town Council
11.03.24		
18.03.24	Human Resources (4)	
25.03.24	Development Scrutiny	Community, Services & Environment (8)
01.04.24	Easter Monday	
08.04.24	Policy, Finance and Resources (8)	
15.04.24	Development Scrutiny	Town Council
22.04.24	Annual Town Meeting	
29.04.24	Development Scrutiny	Community, Services & Environment (9)
06.05.24	May Day Holiday	
13.05.24	Policy, Finance and Resources (9)	
20.05.24	Town Council Annual Meeting	
27.05.24	Spring Bank Holiday	