

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, 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 24 January 2022 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
18 January 2022

Following the increase of Covid19 restrictions it is now mandatory that people wear face coverings (unless exempt) in indoor venues. Due to the size of the Council chamber and the potential number of people present, Councillors, officers and members of the public are reminded 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) Dispensations*
- iii) Non Pecuniary Interests*

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 minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 13th December 2021 and the minutes of the Special meetings of Sandy Town Council held at 6.30pm on Monday 10th January 2022 and 7pm on Monday 17th January 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 Committee held on 13 December 2021
- ii) Community, Services and Environment Committee held on 20 December 2021
- iii) Human Resources Committee held on 20 December 2021
- iv) Policy, Finance and Resources Committee held on 10 January 2022

It was proposed, seconded and **RESOLVED to RECOMMEND** that 2022/23 budget and precept as set out in the papers submitted to the committee be recommend to the Full Council for approval. The proposed budget will require an increase in the budget of £28,764, resulting in a total precept of £628,120. This will result in a Precept per Band D Equivalent of £154.86, which will be a £5.62 (3.77%) increase per Band D Equivalent for the financial year 2022/23.

- v) Extraordinary Meeting of Human Resources Committee held on 12 January 2022.

6 Co-option for Vacancy of Fallowfield Ward

To receive and note correspondence from Central Bedfordshire Council on the procedure for filling the vacant councillor seat in the Fallowfield Ward. To note applications from candidates will be invited to be considered at the next meeting of the Full Council.

Appendix I

7 Reports from Central Bedfordshire Councillors

To receive notes from a meeting of the Mayor, Deputy Mayor and Central Bedfordshire Ward Councillors.

Sandy Town Council

8 Interim Audit Report

To receive a letter and report from the Council's appointed internal auditor following a review of the Council's internal process in November 2022.

Appendix
II

9 2022/23 Budget and Precept

To consider a recommendation from the Policy, Finance and Resources Committee on the 2022/23 Budget and Precept. Agreement of precept required to meet Central Bedfordshire Council deadlines.

Appendix
III

10 Action List

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

Appendix
IV

11 Leisure Services Jenkins Pavilion Proposal

To receive any updates on Central Bedfordshire Council's Jenkins Pavilion Leisure Proposal.

12 Neighbourhood Development Plan

To receive a report from the Neighbourhood Plan Steering Group.

Appendix
V

13 Correspondence

i) To receive an email from the Head of Primary Care Development and Transformation at the Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group. This is in response to a letter sent to the CCG from the Council.

Appendix
VI

ii) To receive communication from Bedfordshire Fire and Rescue Service's Consultation Budget and Action Plan.

Appendix
VII

iii) To receive correspondence from Central Bedfordshire Council's Traffic Management Team in regards to a Highway Improvement Scheme and applications from Town and Parish Councils.

Appendix
VIII

iv) To receive correspondence from the Police and Crime Commissioners office in relation to a Council cluster meeting and to confirm attendance.

Appendix
IX

v) To receive correspondence from Central Bedfordshire Council's Partnership Team on a registered Asset of Community Value.

Appendix
X

<https://forms.centralbedfordshire.gov.uk/officeforms/external/CommunityRightToBidCommunity.ofml>

Sandy Town Council

14 Consultations

- i) To note that Central Bedfordshire Council are currently consulting on their 2022/23 budget.

https://www.centralbedfordshire.gov.uk/info/141/budget/1086/budget_2022?utm_medium=website&utm_source=consultations-page&utm_campaign=budget2022

15 Reports from Councillors on Outside Bodies

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

- | | |
|--|---------------|
| i) Cllr A Gibson – Sandy Carnival Committee | Appendix XI |
| ii) Cllr M Hill – Sandy Sports and Leisure Association | Appendix XII |
| iii) Cllr M Hill – Sandy Twinning Association | Appendix XIII |
| iv) Cllr M Hill – Talk of the Town Minibus (TOTT) | Appendix XIV |

16 News Release

17 Chairman's Items

18 Mayoral Engagements

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

Unfortunately several events for which invitations had been accepted from outside Sandy, including three Carol Services, were cancelled or postponed in the lead up to Christmas, due to Covid-19 restrictions.

The Mayor's Carol Service did take place in St Swithun's Church, Sandy on Saturday 18 December. The Mayor wishes to thank all those who attended, Anne Elliott-Flockhart for all her assistance with the organisation, the Clerk and Deputy Mayor for their readings, and all at the church for working so hard to put together such an enjoyable and safe event, especially in the prevailing circumstances.

19 Date of Next Full Council Meeting: 7 March 2022



**Central
Bedfordshire**

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

Fax no:
Your ref:
Our ref:
Date: 6 January 2022

Dear Mr Robson

CASUAL VACANCY – SANDY (PART) FALLOWFIELD PARISH COUNCIL

I refer to your notice of election dated 10 December 2021 and confirm that no request for an election has been received. Accordingly, you may now proceed to co-opt.

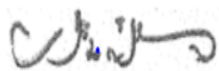
Using best practice we would advise that you always post a Notice of Co-option on the town/parish notice board or newsletter.

Please ensure that every Town and Parish Councillor submits a register of their interests within 28 days of entering office. The form used for registering Interests for Town or Parish Councillors is available for completion online. Please use this link to access the form:-

https://forms.centralbedfordshire.gov.uk/officeforms/ROI_Application_Form.ofml

Guidance notes are included to help complete the form appropriately.

Yours sincerely



Brian Dunleavy
Democratic Services Manager

Telephone 0300 300 4049

Email brian.dunleavy@centralbedfordshire.gov.uk

Central Bedfordshire Council

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

Telephone 0300 300 8301

Email electoral.registration@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk



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

Our ref: RH/AA/S3535A

11th January 2022

Dear Chris,

Thank you for letting Aaron attend your office on 25th November 2021 to carry out our interim internal audit visit for the year ended 31st March 2022.

Enclosed is a report detailing the work undertaken during this visit along with our findings. If you wish to discuss this in further detail, please contact us.

As this brings our work on the internal audit up to date, we enclose our firms' fee account for your kind attention in due course.

Yours sincerely

A handwritten signature in black ink, appearing to read "R Hammond".

R Hammond
Partner

Enc

www.hwca.com

2 Railton Road, Woburn Court, Kempston Industrial Estate, MK42 7PN
Telephone: 01234 841842 Fax: 01234 841843 Email: bedford@hwca.com
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F:\S\3535 - Sandy Town Council\Sandy TC 31.03.22\Interim Audit\Interim Letter.doc

SANDY TOWN COUNCIL INTERIM INTERNAL AUDIT REPORT

The interim internal audit was carried out on 25th November 2021 at the offices of Sandy Town Council.

Work Done

External audit report review

- The external auditor's report for year ending 31st March 2021 was reviewed.

Minutes of meetings

- The minutes of meetings were reviewed and any relevant information was noted.

Payroll

- Harrison's an Accountancy firm in Biggleswaide prepares the payroll externally. Reliance can be placed on the work of this third party in respect of the wage preparation.
- For the month of July 2021, the gross pay for five employees was verified to the contract files and SLCC 2020-2021 pay scale.
- The Town Clerk confirmed that the NALC rates for the 2021-22 financial year are yet to be updated and it is expected that the new rates are to be released by the end of 2021

Bank Reconciliations

- The bank reconciliation file was reviewed to ensure that regular reconciliations are being prepared.
- The bank reconciliations for September 2021 were tested to ensure that they were being prepared correctly.
- Clearance of outstanding items was viewed.

Petty Cash

- For the month of September 2021 petty cash was reviewed to ensure procedures are being followed and expenses are reasonable.

Trade Debtors

- Trade debtors were reviewed for reasonableness and to ensure that they agreed in total to the financial statements.

Trade Creditors

- The balance for trade creditors was reviewed to ensure that it was reasonable and to ensure that they agreed in total to the financial statements.

Income

- Sales invoices was selected at random from the sales invoices file. They were traced back through the system to ensure that income had been recorded correctly and accounted for.
- A sample of bookings was selected at random from the booking's diary. They were traced through the system to ensure that income had been recorded,

Payments

- A sample of five purchase invoices were selected at random from the purchase invoices file. For each invoice it was ensured that they were correctly posted, the details were correct, the payment was authorised and the payment was agreed to the bank statements.
- A sample of five purchases were selected from the purchase day book and traced through the system to invoice to ensure that they were correctly recorded and accounted for.

Results

External audit report review

- The external auditor, Mazars LLP, provided an unqualified opinion on the accounts for the year ending 31st March 2021.

Minutes of Meetings

The full Council meets on a monthly basis with various committees including the finance and resources committee meeting less regularly. All payments are agreed by the Council meeting prior to payment being made to suppliers (although some regular direct debits will be taken before the meeting date).

Points of interest from meetings held since the last internal audit include:

- It was resolved that an uncommitted £7,000 received from the "Tempsford Solar Farm" will be allocated to the skate park project.
- It was resolved that the Council was to exit its insurance agreement with RSA at the end of the second year and enter into a new agreement with "Military Mutual". The new agreement will save the Council £1,658 while still providing the same coverage as the existing agreement.
- It was resolved that the Council is to continue using Zoom to chair all future meetings to minimise the spread of Covid-19.
- Works were undertaken at a cost of £2,810 at the car park toilets and this will be taken out of the "Rolling Capital Fund".
- Post-Excavation work is to be carried out at the cemetery extension site and will cost £15,525.

Payroll

- Reliance has been placed on the work of third parties in respect of the calculation of net wages, PAYE & national insurance liabilities and pension contributions.

Bank Reconciliations

- Bank reconciliations are being prepared on a monthly basis. The current reconciliation was reviewed and found to be prepared correctly. In relation to the clearance of un-presented cheques, one item was identified of being a potential issue. This related to 032341 for a payment of £97.18 to "Colin Ross (Dated 08/09/2021) Work wear & Safety". We strongly recommend that the supplier is to be contacted, or alternatively the cheque be re-issued and sent.

Petty Cash

- Petty cash transactions are posted on to Rialtas on a monthly basis from the petty cash spreadsheet and therefore the balance on Rialtas continuously remains at the float balance of £250. This will differ from the balance held in the petty cash tin as expenses are paid during the month, but can be easily reconciled by viewing the petty cash spreadsheet.
- The procedures were considered adequate for controlling petty cash and the expenses reviewed were reasonable

Trade Debtors

- A file with all sales invoices is kept & regularly checked for unpaid items which are effectively chased by office staff. Any bad debts must be agreed by the Council, but this is very rare.
- It is recommended that an aged debtor's summary is produced from Rialtas each month to provide detail behind the figure on the balance sheet.

Trade Creditors

- Unpaid invoices are collected & taken to the Council for approval & payment on a monthly basis.
- It is recommended that an aged creditor's summary is produced from Rialtas each month to provide detail behind the figure on the balance sheet.

Income

- Income receipts tested were agreed to supporting documentation and had been correctly recorded.

Payments

- The payments tested were agreed to supporting documentation. They had all been correctly recorded and approved by the Finance Committee.

Conclusion

In our opinion, the Council are keeping their books and records in order and are following internal control procedures that they have set up.

Haines Watts

.....
R Hammond – Partner
Haines Watts
First Floor, Woburn Court, 2 Railton Road,
Woburn Road Industrial Estate,
Kempston, MK42 7PN

11/1/22

AGENDA ITEM 9

APPENDIX III

Sandy Town Council

(Prepared 22.12.21)

Budget Summary

Year Ended 31st March 2023

	<u>2021-22</u>		<u>2022-23</u>	<i>Budget</i>
	Projected	<i>Budgeted</i> (Revised)	Proposed	<i>Incr/Decr</i>
REVENUE EXPENDITURE				
Staffing & Admin	415934	447015	470600	23585
Services	107168	125283	132329	7046
	<u>523102</u>	<u>572298</u>	<u>602929</u>	<u>30631</u>
INCOME				
Staffing & Admin	1298	1250	2600	1350
Services	32794	34992	36117	1125
	<u>34092</u>	<u>36242</u>	<u>38717</u>	<u>2475</u>
NET REVENUE EXPENDITURE	<u><u>489010</u></u>	<u><u>536056</u></u>	<u><u>564212</u></u>	<u><u>28156</u></u>

Capital Expenditure (Net)

Rolling Capital Fund Allocation	51300	51300	51300	0
Capital & Projects (net)	0	0	0	0
Loans	609	609	608	
Loan - Internal Repayment	12000	12000	12000	0
	<u>63909</u>	<u>63909</u>	<u>63908</u>	<u>0</u>

TOTAL NET EXPENDITURE 552919 599965 628120 0

Financed as follows

Reserves at 1st April	234043	286636	280480	
Reserves at 31st March	<u>280480</u>	<u>286027</u>	<u>280480</u> **	

Used to Fund Expenditure\ (Incr in Gen Rsv) (46,437) 609 **0** ***

PRECEPT FUNDING REQUIRED 599356 599356 628120 28764 4.80%
552919 **599965** **628120**

Precept information

ADJUSTED BASIS

Band D Equivalents	<u>4016</u>	<u>4056</u>	(NYA)	1.00%
Precept per Band D Equivalent (£/annum)	<u>£ 149.24</u>	<u>£154.86</u>	£5.62	3.77%
Precept per Band D Equivalent (p/week)	<u>286.21</u>	<u>296.99</u>	10.78 p	

**Note: Recommended minimum reserve equal to			
3 months net revenue expenditure	122253	134014	141053
General Reserve Shortfall /Surplus	158227	152013	139427

<u>Earmarked Reserve</u>	<u>31/03/2021</u>	<u>31/03/2022</u>	<u>31/03/2023</u>
	<i>(Actual)</i>	<i>(Projected)</i>	<i>(Available)</i>
Rolling Capital Fund	246680	243985	295285
Earmarked Reserves	46047	45027	45027
Fallowfield	55717	60217	64717
Fallowfield Internal Loan	238000	226000	214000
TOTAL Earmarked Funds	<u>586444</u>	<u>575229</u>	<u>619029</u>
General Reserve (see above)	234043	280480	280480
Total Reserves	<u><u>820487</u></u>	<u><u>855709</u></u>	<u><u>899509</u></u>

B Recommend transfer to RCP at 31/3/22 of 2021/22 Final Surplus

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.	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. No further update at time of issuing agenda.
Meeting 21/5/18			
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. Working Group response to Highways England consultation on agenda for consideration. Mayor to Chair meeting in January with representatives of neighbouring authorities to discuss shared concerns and priorities in relation to the A1.
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.	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. Extra ordinary 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. Clerk attending site meeting in January to discuss use of open space land by the Town Council and the Carnival Committee.

Sandy Town Council

Date:	24th January 2022
Title:	Neighbourhood Plan Steering Group Report
Contact:	Cllr Amanda Gibson, Chair of Neighbourhood Plan Steering Group

Purpose of the Report

1. This is the 10th Neighbourhood Plan Steering Group report for Council. The purpose is to provide Members with an update on progress and the key decisions/recommendations from the Steering Group at each Council meeting as agreed in the Terms of Reference.

Recommendation

2. That the Council note the information within the report and supports the use of a Neighbourhood Plan Consultant, subject to costs, to write the policies for the plan.

Background/Information

3. The following report provides an overview of progress made since the last report at Full Council on 13th December 2021. Since the last report, the Steering Group has met once with multiple working group meetings taking place to progress the development of the plan.

Working Timeline for Plan Adoption July 2023

- There is a lot of work to be done to complete the Neighbourhood Plan and prepare for the referendum, the current timeline indicates a referendum and plan adoption in July 2023. The Steering Group is using the guidance of CBC's Neighbourhood Involvement Officer and BRCC who are employed by CBC to check our timeline and ensure that we are following process correctly.
- Our latest timeline review with CBC and BRCC shows we are moving in the right direction. We have made a lot of progress in our first year and have achieved a good level of participation from our initial surveys. The detailed work to produce outline policies and hold further consultations with the public will take us to the end of 2022.
- To meet the timeline of July 2023, the Steering Group recommends that we employ a Neighbourhood Planning Consultant to write the policies ensuring that these comply with the NPPF and Local Plan before we submit the plan for Independent Verification, in January 2023. A subgroup has begun the work to identify a potential consultant and costs for their services. It has been recommended that having a consultant engaged with us early will help us to ensure that we have the right evidence to support the plan policies.

Working Groups

- The working groups have started to meet on a regular basis to evaluate the feedback from the initial surveys to identify where further consultation may be needed to inform the policies that may be proposed in the plan. We will report back on the recommendations and policies that these groups want to test with the Council as and when necessary.

Environment – Green Infrastructure Update

- Grant funding of £1,500 for Phase 1 of the Green Infrastructure Plan review has been received from Locality. BRCC will manage this process for us and have outlined a plan for a public consultation to begin at the end of January. It would be helpful if all Councillors would participate in the consultation process and share their views. This will mostly be an online survey hosted by BRCC, but paper copies will be available for those who need it. We will also want to have an informal engagement walk-in session during this time possibly at the library or using the STC Chamber with displays that show the plan area, current ambitions and seek new ideas from residents.

Grant Funding Applications

- High Streets and Infrastructure, up to £15k of funding for technical support for potential improvements and change of use of buildings or public space. We passed the initial assessment, there are 68 applicants in total, we now need to put a more detailed plan with costs of how the money would be used including quotations for consultants to support the grant application which Locality will submit on our behalf by the end of March.
- Initial thoughts are to explore a scheme to reshape the use of the Market Square, making this more flexible and an attractive place. CBC Placemaking will support us with our application, a cross functional team including Highways and Transport will look at the feasibility of bringing a plan forward. Monies if awarded need to be spent in FY22/23.

Communication/events/PR

- Our Plan for 2022 includes:
 - Presence at all community events, including markets, Carnival etc.
 - Specific consultation/presentations to be determined by the Working Groups. We expect to hold a walk-in event during the second half of 2022 to share our emerging policies for feedback.
 - Continued updates through our social media pages, press releases and use of vacant shop windows in the town when possible.

Date of next Steering Group Meeting

4. The next Steering Group meeting will be on 20th January 2022. Whilst the levels of Covid remain high in the community, we have decided to hold Steering Group meetings on Zoom for the foreseeable future.

From: COLLINS, Beth (NHS BEDFORDSHIRE, LUTON AND MILTON KEYNES CCG)
<beth.collins@nhs.net>
Sent: 07 January 2022 18:01
To: Admin <Admin@sandytowncouncil.gov.uk>
Cc: MEDWELL, Tony (NHS BEDFORDSHIRE, LUTON AND MILTON KEYNES CCG) <t.medwell@nhs.net>
Subject: Letter dated 12th November

Dear Chris,

Thank you for your letter dated the 12th November (copy attached) which you sent to our Wrest Park offices. Unfortunately it has taken the letter some time to reach me as we are working remotely again. Please accept my apologies for the delay in the response.

We are aware of the housing developments planned in the Sandy area and are working with the Planners at Central Bedfordshire council to ensure that access to health services is recognised in the planning applications and s106 funding made available.

We are continuing to work with both the local practices to ensure that they are able to build capacity to cope with the potential additional population in coming years.

We are actively working with all practices to review their access as we are aware of the huge increase in demand we are currently seeing for primary care services. We would encourage patients to contact their practice throughout the day and not only first thing in the morning when telephone lines are always busy and where possible to use the online options to order prescriptions and ask for advice etc as this will help to reduce the pressures on the telephone lines.

Best wishes,

Beth

Beth Collins

Head of Primary Care Development and Transformation

Bedfordshire, Luton and Milton Keynes Clinical Commissioning Group

07770 335432

Beth.collins@nhs.net

www.blmkccg.nhs.uk

https://twitter.com/BLMK_CCG

Steve Frank <steve.frank@bedsfire.gov.uk>
Fri 07/01/2022 09:40

Good morning Chris. Hope you are well. I'd really appreciate it if you spent 10 minutes completing our survey? Engaging with town and parish councils is something I'm keen to do much more of as we don't do enough of it....

Bedfordshire Fire and Rescue Service's Consultation Budget and Action Plan is launched

Bedfordshire Fire and Rescue Service (BFRS) has launched a consultation on its proposals for Service delivery and its Budget and Council Tax requirements for 2022/23.

BFRS is engaging with the local community to seek views on its priorities and proposals to increase contributions to its funding from council tax. You can view the full consultation document [here](#).

You can take part in the consultation [here](#).

Our Community Risk Management Plan (CRMP) which you can view [here](#) sets out how we propose to focus our efforts on delivering next year. The Fire and Rescue Authority is currently considering a council tax increase of 1.99%, increasing the Band D charge to £104.45 per annum or an increase for a Band D property of £2.04 per year or just under 4 pence per week.

We would like your views on whether this increase is reasonable or not. We would also like to hear any ideas you have for future savings and proposals.

The closing date for the consultation is the 31 January 2022. Once the consultation is closed we will share the outcome with you.

If you would like a printed copy of the document please contact us [here](#).
Best regards

Steve

Steve Frank MBA BSc (Hons) FRSA FRICS AIFireE

Head of Strategic Support and Assurance
Bedfordshire Fire and Rescue Service
Southfields Road
Kempston
Bedford MK42 7NR
Tel: 01234 845000 / 07876 144846

Title:	Central Bedfordshire Local Transport Plan
Date:	12 January 2022
Subject:	Request for schemes - LTP Integrated Programme - Rural Match Funding 2022/23 to 2023/24
Summary:	<p>Town and Parish councils are invited to submit <u>two</u> small-scale highway improvement proposals for consideration.</p> <p>Proposals will be reviewed and ranked. The highest scoring schemes will be included in the Integrated Schemes Programme of Works for the following financial years: 2022-23 and 2023-24 (dependant on delivery timescales of each scheme).</p> <p>Funding for selected schemes will draw on the funding allocated within the Highways Programme for Rural Match Funded schemes.</p>
Overview	
1.	<p>This note forms a guide to Town and Parish Councils seeking to secure funding from Central Bedfordshire Council for up to two small-scale highway related improvement schemes.</p> <p>Completed application forms should be returned to Central Bedfordshire Council by Friday 8 April 2022 via the following Inbox:</p> <p>HighwayImprovementSchemes@centralbedfordshire.gov.uk</p>
What is the Local Transport Plan?	
2.	<p>The Local Transport Plan (LTP) sets out a long-term framework for investment in transport across Central Bedfordshire. It establishes a strategic approach to deal with key transport issues, a series of objectives, and broad areas of intervention where schemes are identified, and improvements made to the transport network.</p>
What is the “Rural Match Fund”?	
3.	<p>The Rural Match Fund is a mechanism through which local Town and Parish Councils can request small-scale improvements to the highway in their area.</p>
4.	<p>Towns and Parishes may submit up to <u>two</u> scheme requests. There is a requirement for a 50% contribution towards each scheme cost.</p>
5.	<p>All proposals will be assessed using a matrix scoring-based approach, taking account of available evidence on traffic speeds, flows and collisions, if applicable.</p>
6.	<p>Please note that the issues below are considered unsuitable and do not form part of the RMF:</p> <ul style="list-style-type: none"> • Parking restrictions (a holistic approach should be maintained) • Speed limit change (high level of risk to delivery through RMF) • Pedestrian Crossings (outside of RMF funding envelope) • Weight limit change (high level of risk to delivery through RMF) • Junction re-design (outside of RMF funding envelope) • Maintenance issues (Revenue function managed through Maintenance team)

	<ul style="list-style-type: none"> Street Lighting (outside of RMF funding envelope)
<p>What are the benefits of the fund?</p>	
7.	<p>The ring-fenced funding for small-scale improvement schemes operated by Central Bedfordshire Council benefits Town and Parish councils by:</p> <ul style="list-style-type: none"> Offering the opportunity to secure funding for local schemes that may not otherwise have been prioritised Delivering positive outcomes for local communities
<p>How much is provided to Town and Parish Councils through the fund?</p>	
8.	<p>The Rural Match Fund forms a significant percentage of Central Bedfordshire Council’s allocation of the Integrated Transport Budget which underpins the Local Transport Plan.</p>
9.	<p>Each scheme will involve a maximum spend of no more than £25,000, with costs matched by each Authority, to a maximum of £12,500 each (50/50 split of total costs). You will not receive the final invoice until the works have taken place.</p>
10.	<p>Town and Parish Councils will be requested to pay 50% of the costs in advance for any design work (if required) if a submission is accepted.</p> <p>A meeting will be held with respective Councils prior to any design work (if required) to ensure a greater understanding and acceptance in principle of the likely solution to be designed.</p>
11.	<p>Section 106 Agreements can only be spent to resolve matters detailed in a specific legal S106 agreement and will not form part of the RMF.</p>
<p>How does the scheme work?</p>	
12.	<p>Schemes are typically designed in one year and constructed in the subsequent year. The budget in any one year includes both the cost of schemes in design and those in construction.</p>
13.	<p>We may contact you to obtain further information about your scheme. A meeting or site visit may be arranged to discuss your scheme in more detail.</p>
14.	<p>The Traffic Management team can deliver some smaller-scale schemes without the need for statutory consultation or detailed design. Schemes that require this additional work may not be delivered until 2024.</p>
15.	<p>For any small-scale speed related submissions, Town and Parish Councils should provide details of the speeding issue they wish to address, rather than specifying a solution, unless they wish to directly request a SID which meets the criteria set in the SID guidance document.</p> <p>Survey work must demonstrate that there is an identifiable problem before further consideration is given. If a problem is identified, an appropriate design solution will be determined by an experienced Highways engineer.</p> <p>The costs associated with any speed survey works for successful schemes will be split 50/50 and included within the final invoice once the scheme has been delivered.</p>

How will schemes be assessed and prioritised?	
16.	Projects which clearly demonstrate local need will be prioritised. Requests will be assessed in respect of policy compliance, affordability, stakeholder support, tangible benefits to communities, environment enhancement, deliverability, and value for money. Supporting evidence will be taken into consideration.
How much do different schemes cost?	
17.	<p>Please refer to Appendix B for indicative costs for various schemes. It is important to note that this example list is not exhaustive, and costs are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed.</p> <p>Design costs can vary dependant of the type of scheme being considered but can cost more than £5000.</p>
Which authorities can submit a request?	
18.	<p>The RMF programme is open to all Towns and Parishes, though priority will be given to rural areas for the following reasons:</p> <ul style="list-style-type: none"> • Most Local Transport Plan funding flows to urban areas. • The small-scale nature of requirements in rural areas often means that schemes do not score highly through existing scheme prioritisation processes and are less likely to secure funding through typical mainstream allocations.
Closing date for applications	
19.	We welcome requests from town and parishes up to Friday 8 April 2022 . Requests should be made using the application form in Appendix A and emailed to: HighwayImprovementSchemes@centralbedfordshire.gov.uk
Is there assistance to help authorities understand what schemes are likely to be successful?	
20.	If you require additional guidance prior to submission, please contact us on: HighwayImprovementSchemes@centralbedfordshire.gov.uk
Notification of Successful Requests	
21.	Every Town and Parish Council will be notified of the outcome of their application by June 2022. This date may be subject the change, however we will inform Councils if there are any delays.
22.	If we accept your submission for RMF, we will make a conditional offer. This offer will detail the funding we will award, along with any conditions attached. The conditional offer will be subject to you achieving other sources of funding (50% split cost).

Appendix A: Application Form

Council:	Name of town or parish
Scheme location:	Location of scheme proposal (please provide a map if possible)
Priority 1:	Describe the opportunity or issue
Priority 2:	Describe the opportunity or issue
Contact:	Name Email address Contact phone number
Supporting statement	In no more than 200 words, please explain why the above opportunities or issues would be beneficial to the Town/Parish, demonstrating the local need.

Appendix B: Examples of some Highway improvement schemes (indicative costs only)

Type of scheme	Description and some indicative costs
Gateways for Villages or Towns	<ul style="list-style-type: none"> • Create 'a sense of place' when drivers enter a Parish or Town. • Costs can vary significantly and can exceed £25,000 when physical measures are included, falling outside the scope of RMF. • Minimum costs for gates with signage and planters would be approx. £12,000 without physical measures
Benches and Planters	<ul style="list-style-type: none"> • Typical bench can cost approx. £1000 • Should be at least 450mm back from kerb line and should maintain 1.6m footpath width when placed on footway • Should not be in locations where cars are prone to leave carriageway • Avoid materials like stone or cast iron, as they can break on impact and be thrown like projectiles
Tree / shrub / bulb / seed planting	<ul style="list-style-type: none"> • Costs very dependent on scheme size and any required accommodation works (i.e., excavation) • For instance, a roadside verge wildflower habitat creation project would likely cost up to the maximum £25,000
Bollards	<ul style="list-style-type: none"> • Installation of 4 wooden bollards approx. £1500 • Costs are dependent on location and type of bollard provided • Bollards should be in keeping with local environment
Safety railings	<ul style="list-style-type: none"> • Example scheme of 6 metres in length cost approx. £1500
Cycle parking	<ul style="list-style-type: none"> • Costs are dependent on scheme size and any required accommodation works (i.e., excavation) • An example cycle hanger cost £12,500 to purchase and install
Dropped kerbs	<ul style="list-style-type: none"> • To improve accessibility for pedestrians, including people with mobility issues • A pair of dropped kerbs each side of the road can cost approx. £5000 • Costs depend on the traffic management required
Multi-modal transport	<ul style="list-style-type: none"> • To promote walking, cycling, public transport facilities • Costs can vary dependant on nature of the scheme
New footways	<ul style="list-style-type: none"> • Footway construction approx. £150 per square metre • Drainage, utility diversion, traffic management and lighting requirements involve significant additional costs
Speed Indicator Devices	<ul style="list-style-type: none"> • Approximately £5000 each (dependant on location / excavation etc.). • Please refer to the SID guidance document for further information
Warning signs	<ul style="list-style-type: none"> • Estimated approx. £200 for a new post and sign only (without traffic management) • Must be in line with Regulations • Total costs depend on the traffic management required
Slow road Markings	<ul style="list-style-type: none"> • £800 minimum charge, not including Traffic management costs • Must be in line with Regulations • Total costs depend on the traffic management required
Dragon's teeth	<ul style="list-style-type: none"> • At gateways to give effect of road narrowing • £800 minimum charge, not including Traffic management costs • Must be in line with Regulations • Total costs depend on the traffic management required

Appendix C: Key contact

Jenny Goddard

Senior Highways Officer

Traffic Management team

Email: HighwayImprovementSchemes@centralbedfordshire.gov.uk

Central Bedfordshire Council

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

Highway Improvement Schemes**<HighwayImprovementSchemes@centralbedfordshire.gov.uk>**

Wed 12/01/2022 09:18

Dear Town and Parish Councils

The Rural Match Fund (RMF) application process is now open for inclusion for the 2022/23 and 2023/24 programme of works.

Please see attached guidance, along with the application form to be completed for scheme submissions. Please read the guidance carefully as the RMF process has altered from previous years. Our Speed Indicator Device (SID) guidance document is also attached for your information. Once again, please read this document before submitting any relevant bids to ensure proposals are in line with this guidance.

We have reviewed how the RMF has operated in previous years and have made some changes to improve the process. While speeding is often seen as a key priority for residents, the costs associated with many traffic calming schemes can be significant and proposals have previously fallen outside of the RMF affordability envelope. This year, we would like to encourage consideration of a broader range of schemes to improve health and wellbeing, enhance sustainability and the overall environment so that investment through RMF reaches a wider section of our community.

Any suggestions for large-scale schemes which fall outside of RMF affordability should be discussed separately so we can determine whether there are safety critical issues that need to be investigated through a longer-term programme of works.

We have included a rough guide of potential RMF opportunities, along with some indicative costs, to enable Town and Parish councils to consider a broader range of improvements. It is important to note that the costs are indicative only and are provided with the caveat that we are not able to confirm final costs until a detailed assessment has been completed.

Please consider providing supporting information, which should include a summary of the positive outcomes that will be delivered for local communities, photographic evidence or, in the case of speed-related proposals such as SID's, any data collected through local Speed Watch activities within the last 3 years.

To improve engagement, we kindly request that Town and Parish councils review the information provided and return any general queries related to the RMF process

by **Friday 11 February 2022**, via this

Inbox: HighwayImprovementSchemes@centralbedfordshire.gov.uk.

Officers will review these general queries, with the intention of holding a video conference meeting at the beginning of March to provide answers to any submitted questions. These additional Q&A's will also be provided by email to Councils following this meeting.

The closing date to submit final applications is **Friday 8 April 2022** and should be sent to: HighwayImprovementSchemes@centralbedfordshire.gov.uk

Once received, the Traffic Management team will review submissions to assess the benefits and risks. Proposals will be scored against a set of evaluation criteria to determine which

schemes will be progressed. We expect to let you know the outcomes of our evaluation in June 2022. A brief explanation will be provided to those who have not been successful.

Thank you for your cooperation and, as discussed above, please do not hesitate to contact us directly by this email address by **Friday 11 February** if you have any questions related to the RMF process.

Kindest regards

Jenny Goddard

Senior Highways Officer | Traffic Management Team – Community Services



Speed Indicator Device Guidance Document

A great place to live and work.

Revision History

Version	Description	Date	Initials
1	Final version	December 2021	CD, AS & JG

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Guidance Documents

National Guidance

[Traffic Advisory Leaflet 1/15 Variable Message Signs](#)

[Traffic Advisory Leaflet 1/03 Vehicle Activated Signs](#)

[The Traffic Signs Regulations and General Directions, 2016](#)

[Traffic Signs Manual Chapter 4: Warning Signs](#)

[ACPO Speed Enforcement Policy Guidelines](#)

[DfT Circular 1/13 Setting Local Speed Limits](#)

[DfT Speed Limit Appraisal Tool](#)

Local Guidance

Speed Management Guidance Document

Glossary of Terms

Vehicle Activated Signs (VAS)

A vehicle activated sign (VAS) is a type of road traffic sign which displays a message when a vehicle passes it. It helps drivers by alerting them to a danger, or that they are driving too fast. A vehicle activated sign should conform to EN12966:2014 to ensure that it is fit for use on the public highway. A vehicle activated sign should also use the design standards in the *Traffic Signs, Regulations and General Directions, 2016*.

Speed Indicator Device (SID)

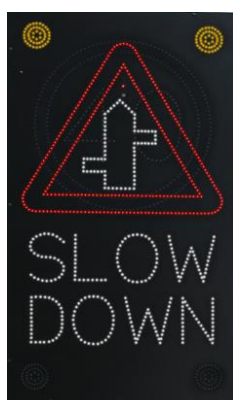
A variation of a vehicle activated sign is a 'Speed Indicator Device' (SID). They are a tool to remind drivers of the speed limit and can be useful when there is a disparity between the posted limit and observed speeds. They are informational repeater signs only, and do not provide any enforcement function.

A Speed Indicator Device (or vehicle activated sign) triggers when an approaching vehicle exceeds a pre-set speed. The speed limit and/or a warning message will illuminate on the sign to remind the motorist to slow down.

The sign displays the speed of the vehicle, and either a happy or sad face in red or green, depending on the vehicle speed in relation to the speed limit. The sign displays 'slow down' when a vehicle is travelling much higher than the speed limit. The sign can be effective where there is a history of non-compliance with the speed limit in residential areas.

Hazard Warning Signs

Hazard warning signs highlight a hazard such as a bend, or junction. The sign displays a warning message and /or an image of a road sign. The purpose is to alert drivers that they may be travelling too fast for the road environment. The sign is effective at a small number of locations where standard signs alone are not enough. Hazard warning signs are usually used where the speed limit is 40mph or above.



Examples of a vehicle activated sign (VAS), a Speed Indicator Device (SID) and a vehicle activated Hazard Warning Sign.

Mean speed

The speed at or below 50% of all vehicles travel under free-flowing conditions.

85th percentile speed

The speed at or below that 85% of vehicles do not exceed under free-flowing conditions.

National Police Chiefs' Council Enforcement Tolerances

The National Police Chiefs' Council sets a tolerance of speeds above the set speed limit. This is set out in the ACPO Speed Enforcement Policy Guidelines. To calculate the tolerance, add 10% to the speed limit, plus a further 2mph. For example, in a 30mph limit, add 10% to the speed limit and an extra 2mph = 35mph). The table below shows the tolerance of speed for each speed limit. It also shows at what speed it will be appropriate to consider a Speed Indicator Device.

Speed limit	Minimum 85th %ile speed (mph) before a Speed Indicator Device will be considered
20	24
30	35
40	46
50-70	Not recommended

Introduction

Central Bedfordshire Council manages all public roads in the authority and is responsible for deciding where to install Speed Indicator Devices. The council receives requests for new Speed Indicator Devices in the following ways:

- From a Town or Parish Council, an Elected Member, or member of the public.
- As part of a larger highway safety improvement scheme.
- As part of a housing / commercial development, usually as part of a wider package of works.

This guidance document outlines the use of Speed Indicator Devices in Central Bedfordshire.

Objectives of the Speed Indicator Device Guidance Document

This document will provide information on all aspects of Speed Indicator Devices, from their source and operation through to the policy and procedures that govern their deployment. The objectives of the Speed Indicator Device Guidance Document are:

- To set out guidance to assess vehicle activated signs when they reach the end of their life.
- To assess and prioritise requests for new Speed Indicator Devices.
- To achieve consistency in the implementation of Speed Indicator Devices, using national guidance. *Traffic Advisory Leaflet 1/03 Vehicle Activated Signs.*
- To maintain the effectiveness of Speed Indicator Devices to prevent overuse.
- To install Speed Indicator Devices in appropriate locations.
- To continue to work towards reducing the authorities carbon footprint by replacing wired units when they reach the end of their life with solar powered systems

Background

There are approximately 120 vehicle activated signs or speed indicator devices installed in Central Bedfordshire (2020). Some are old, wired signs and have reached the end of their working life. Others are newer solar powered signs, and a few are hazard warning signs, with the majority aimed at speed reduction.

From 2005, Bedfordshire County Council (which became Central Bedfordshire Council in 2009), installed many vehicle-activated signs across the region. These signs were part financed through the 'Parish Partnership' fund, funding made available for each town or parish to have a set number of vehicle activated signs. This required the Town or Parish Council to contribute towards the cost of the sign and the technology proved to be very popular.

Each sign powered by a cable, was usually wired into the nearest lamp column. Battery-operated and solar powered alternatives were emerging; however, these technologies had a limited lifespan at this time. The preferred location for each sign was often suggested by the Town or Parish Council. The practicalities of installation were investigated by a Highway Engineer; however, many signs were installed in locations that did not follow Department for Transport guidance.

Many of the original wired units had a life expectancy of approx. 7 years and although some may appear to still function, many no longer trigger at the correct speed. Also, the effect that they have is likely to have reduced over time as motorists have become accustomed to them.

Speed Indicator Devices

Speed Indicator Devices (SIDs) are a more recent and reliable version of a vehicle activated sign and show the speed a vehicle is travelling, displaying 'happy' and 'sad' faces. SIDs are self-contained units mounted into a standard retention socket and are partially mobile. They can be uplifted, swiveled, rotated, or placed in a similar socket. They house a rechargeable battery within the sign which is charged by the solar panel and provide more flexibility as they don't need to be installed near to a power supply, although they do need to be positioned to absorb sufficient sunlight.

Their relatively low cost, high visibility and simple installation has made these signs attractive to Members, Town, and Parish Councils as they are considered to address community fears over safety and localised speeding issues. This has led to a significant increase in new requests for SID installations. Too many Speed Indicator Devices can diminish effectiveness over time and this guidance document has been produced to ensure that the maximum benefits are achieved across Central Bedfordshire through appropriate provision of Speed Indicator Devices.

Assessing new requests for Speed Indicator Devices

New SID requests will only be successful when the 85th Percentile speed is above the NPCCs guideline values i.e., 10% of the posted limit and an additional 2mph. In the case of a 30mph speed limit, this would be an 85th percentile exceeding 35 mph.

Requests will be assessed by a Central Bedfordshire Client Officer or Highway Engineer completing work for the Council to determine if there is an issue with excess speed at the specified location. The process for assessing new speed indicator device requests is as follows:

- A review of the Traffic Master data for the road will be conducted in the first instance and the 85th percentile speed will be checked. The results will be compared to the National Police Chiefs' Council Enforcement Tolerances for the speed limit.
- If the outcome is that the 85th percentile speed is within the speed limit tolerance the request for the new SID will be declined.
- If the 85th percentile speed is higher than the prescribed tolerance, a speed and volume survey will be arranged by CBC over a seven-day period.
- Historical data (no older than 3 years) may also be used if there has been no significant change to the environment.
- A single speed and volume survey costs approx. £300.
- The accident history in the proposed location of a requested new SID will also be assessed to determine whether alternative safety measures are required.
- If the assessor considers that alternative measures are required, the SID request will be declined, and the road will be included in the forward plan for further safety assessment.
- In some circumstances where the 85th percentile speed is higher than the tolerance for the speed limit, the assessor may decide that a Speed Limit Assessment should be held.
- The speed limit will be checked in relation to road characteristics, set by the Department for Transport for each speed limit to ensure that the speed limit is consistent with other roads with the same speed limit. See *Speed Management Guidance Document* for further details.

Location Requirements

For all SID requests, the following location criteria must be met:

Daylight	The proposed location must receive a high level of daylight and should be free of existing / seasonal vegetation. The solar panel should be facing as close to due south as possible
Footway clearance	At least 1.2m footway clearance is available for pedestrians. Shared use paths should be avoided where possible, or at least 1.5m clearance with post at back of footway
Visibility	There is forward visibility of at least 50m (20-30mph limit) or 75m (40mph limit) and visibility splay at any junctions
Highway land	The proposed location is on highway land
Multiple detection vectors	SIDs will not activate for other roads running adjacent to the site
Operational distance	The SID has no large obstructions (gates / fences, buildings, railings) within 100m
Property boundary	The SID should not interfere with existing or potential access.
Set back	The proposed location of the pole is set back a minimum of 1 metre from the kerb edge and 0.5 metres from the edge of the sign
STATs	The site is clear of utility or manhole covers
Structures	The proposed location is at least 5 metres from a bridge, culvert, or other structure
Vertical clearance	There is at least 2.4 metres vertical clearance or 2.5 metres if the sign is within a cycle track or shared use footway
Visibility splay of other signs	The sign is clear of the visibility splay of other highway signs

When a Speed Indicator Device will not be installed

A new or replacement Speed Indicator Device will not be installed in the following circumstances:

- Where the speed limit is higher than 40mph.
- When the recorded 85th percentile speed is below the tolerance for the speed limit.
- When the proposed location is not on the public highway.
- When the proposed location will be included in the 4-year capital works program for an alternative speed reduction scheme.

- When the proposed location has existing physical traffic calming features within 100 metres.
- When the proposed location is within 100 metres of a speed limit change.
- Where the assessor determines that the existing speed limit is not clear / incorrectly signed.
- When site constraints determine that it is not possible to install a Speed Indicator Device.

Vehicle Activated Signs in the form of Hazard Warning Signs

Requests for hazard warning vehicle activated signs will only be considered where the speed limit is 40mph or above and will only be installed where the assessor recommends. It may form part of a wider scheme. The assessment will be completed by an assessor using the following metrics and information:

- The collision history
- Speed data
- The highway features on each approach to the hazard, including street lighting, road surface, road markings and signage.

Assessing existing vehicle activated signs for replacement or removal

Existing vehicle activated signs will be reviewed when they reach the end of their operating life. Where a sign does not meet the assessment criteria described above, it will not be replaced.

Specification of Equipment

- All new Speed Indicator Devices will be solar powered.
- All new Speed Indicator Device will be installed on a new post set in a retention socket.
- Speed Indicator Devices will not be attached to existing street furniture.
- The preferred type of sign is Truvelo TruSign 30CR.
- All speed indicator devices will incorporate the message 'slow down' when triggered at the upper threshold. This is to prevent any drivers attempting to trigger the device by travelling at higher speeds to 'test' the performance of their vehicle.

Data Validity

Speed Indicator Devices are used as an educational tool only. It is not the Council's intention to use Speed Indicator Devices for data collection purposes as data is not considered accurate due to the following:

- Multiple records being created for single vehicles
- Non-vehicular traffic (pedestrians, cyclists, wildlife) creating data records
- Local foliage obscuring/triggering the radar sensor
- Receding rather than approaching vehicles being detected and creating false records
- Vandalism of the sign, including altering the direction and obscuring the visible panel
- Obstruction of the sign by parked vehicles
- Sporadic periods of in-operation owing to loss of power or device defects

Ownership

Speed Indicator Devices will remain in the ownership of Central Bedfordshire Council, regardless of the funding mechanism. New signs must be installed by CBC approved highways contractors. No third party is authorised to instruct installation of a Speed Indicator Device on the public highway.

Maintenance

Central Bedfordshire Council is responsible for the maintenance of all Speed Indicator Devices. Third parties such as a Town or Parish Councils are not permitted to remove, move or install a Speed Indicator Device on the public highway.

Effectiveness

Permanent Speed Indicator Devices have a novelty effect which wears off over time. Evidence suggests that SIDs are most effective in their first six months of operation and the primary benefit of mounting a SID in a retention socket is the ability to relocate the SID at some point in the future.

By changing the location periodically, one SID can potentially serve multiple sites and deliver better targeted speed reduction than a permanent device. When requests are made for new SIDs, requesters should consider whether it is appropriate to identify additional sites for new sockets to be installed so that the SID can be moved in the future. The cost of approximately £500 associated with moving a SID to an alternative socket will be paid for by the third party.

Funding

The following funding mechanisms will be available for new Speed Indicator Devices:

- Rural Match Funding scheme – biennial (every 2 years) scheme for Town and Parish Councils to apply for match-funded highway improvements for their community
- Third Party funding – funded through Town and Parish Council budgets with support from ward members.
- Section 278 agreement (s278) - A section of the Highways Act 1980 where developers enter into a legal agreement with CBC to make permanent alterations to the public highway.

A commuted sum of £5,000 will be charged for a new SID & socket, which will include installation, annual maintenance costs for a five-year period and replacement if the SID reaches the end of its life within the five-year period. In year 6, an additional £1,000 commuted sum will be required for each SID to ensure funds are available for ongoing maintenance. The commuted sum will be subject periodic review and any changes will be communicated with affected parties.

All new SID applications must meet the same criteria regardless of funding source, including recent speed and volume surveys identifying a speed compliance issue and the SID location criteria. The core budget will only be available when there is a proven benefit to replacing an existing redundant VAS.

Applications

Town and Parish Councils can request a maximum of 2 new SIDs and 6 sockets (if they require the devices to be mobile) via the Rural Match Fund (RMF) scheme. The RMF currently operates every

2 years and the next RMF will be launched in 2022. The criteria described above will be used to determine if a SID is a suitable provision in each instance.

There will also be an opportunity each year (between December and February) for third parties to request and fully fund an additional 2 new SIDs and 6 sockets or request to move existing SIDs to another socket.

Once new SIDs, sockets or re-location requests have been approved, any works will be batched together to ensure a cost-effective approach and value for money for the Council.

Appendix 1: Speed Indicator Device Assessment Form

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Email: Highwayimprovementschemes@centralbedfordshire.gov.uk

Write to: Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

FRASER, Zoe-Jade 7531 on behalf of PCC Events

Wed 12/01/2022 14:08

To:FRASER, Zoe-Jade 7531 <Zoe-Jade.Fraser@beds.police.uk>+25 others

Good Afternoon All,

Firstly, the OPCC would like to thank all of you who took the time to join the PCC and the OPCC at his parish council cluster sessions over 2021.

Due to the high response from Town/Wards and Parish Councils attending and engaging, the PCC would like to go ahead and book more of these sessions in for 2022.

So as to not disappoint, we have spread these across the whole year and booked them in early so that his diary can accommodate.

Once again, this will be you and your neighbouring Towns/ Wards/ Parishes opportunity to join the PCC via a Microsoft Team Meeting and have the opportunity to ask the new PCC and the OPCC any questions you may have.

Please forward this invite to all of your councillors/clerks etc. all are welcome to join.

Your Cluster Session will take place on Wednesday 16th March 2022 at 18:30 via Microsoft Teams.

Your Cluster will be the 'Orange Cluster' and will include:

Clerk to Arlesey Town Council
Clerk to Astwick Parish Meeting
Clerk to Biggleswade Town Council
Clerk to Blunham Parish Council
Clerk to Clifton Parish Council
Clerk to Dunton Parish Council
Clerk to Edworth Parish Meeting
Clerk to Everton Parish Council
Clerk to Eyeworth Parish Meeting
Clerk to Fairfield Parish Council
Clerk to Henlow Parish Council
Clerk to Langford Parish Council
Clerk to Moggerhanger Parish Council
Clerk to Northill Parish Council
Clerk to Old Warden Parish Council
Clerk to Potton Town Council
Clerk to Sandy Town Council
Clerk to Shefford Town Council
Clerk to Southill Parish Council
Clerk to Stotfold Town Council
Clerk to Sutton Parish Council
Clerk to Tempsford Parish Council
Clerk to Wrestlingworth & Cockayne Hatley Parish Council

Partnerships Community & Engagement Team

<Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk>

Fri 14/01/2022 10:53

Dear Clerk

Asset Name: **The Bell Public House, Sandy**
Address: **1 Station Road, Sandy, Bedfordshire**
Postcode: **SG19 1AW**

Under the Community Right to Bid provisions of the Localism Act 2011, I am writing to formally notify you, as the nominating body, that the 5-year period of listing the above as an Asset of Community Value (ACV) expires on **03/04/2022**.

The List of Assets of Community Value on the Council website will be updated at that time to show that the above is no longer listed as an ACV.

Please note that as the above will no longer be listed as an ACV, the moratorium on disposing of listed land will no longer apply if the owner elects to sell the property/land.

Once an ACV has expired the asset can be nominated again. A completely new nomination would need to be made and the process would start again from the beginning. Any information supplied for a previous nomination will be disregarded.

Please visit our website to view all of the guidance, leaflet and nomination form: [Community Right to Bid](#)

The council reserves the right to reject re-submissions if, in its opinion, insufficient additional information has been provided.

Regards

Community Engagement Team
Communications, Insight and Engagement
Transformation Directorate

Central Bedfordshire Council Priory House, Monks Walk, Chicksands,
Shefford, Bedfordshire, SG17 5TQ
Email: Partnerships Community & Engagement
Team Partnerships.CommunityEngagementTeam@centralbedfordshire.gov.uk

Sandy Town Council

Date:	24th January 2022
Title:	Sandy Carnival Meeting 11 January 2022
Contact:	Cllr Amanda Gibson

Purpose of the Report

1. To provide STC with an update on the plans for the Carnival to be held on 11th June 2022.

Recommendation

2. That Council note the information within the report.

Background/Information

3. The Sandy Carnival Committee meets every month from January to June to plan the Carnival. A one-day event that includes a parade and fete with arena attractions that traditionally is held in the grounds of Sandye Place. CBC has agreed in principle that Sandye Place can be used for the 2022 event.
 - 2022 will be the 50th Carnival event in the modern era – the theme will be open, pick your favourite memory of past carnival themes. We are hoping that as this is a significant anniversary, we will be able to evoke memories of the past and have a display of photographs from past Carnivals.
 - CBC have agreed in principle that the Carnival can be held at Sandye Place. Members of the Carnival Committee will meet with a CBC representative on 26th January to discuss access and what parts of the site are required for the event. We will also be seeking for permission to have dogs on site, previously they were not allowed as the site was a school.
 - Community groups, stall holders and schools are being contacted with an invitation to participate in the parade and arena. We are also contacting local businesses to try and raise sponsorship.
 - The costs of the event will increase this year as insurance, a rolling road closure for the parade and portaloos at Sandye Place will be needed. We also expect that arena attractions will increase in price.
 - Fundraising at the Christmas Lights raised £371 which was a great result, a grant application will be made to STC for help with the funding for the event.
 - Promotion of the event will start early with posters and posts on social media to get as much publicity as we can and maximise community participation.

Date of the Next Committee Meeting

4. The next committee meeting will be held on 8th February 2022.

Sandy Town Council

Date:	24th January 2022
Title:	Sandy Sports & Leisure Association (SSLA)
Contact:	Cllr Max Hill

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:

Whilst the all-weather pitch is back to regular use and performing well, it is a bit galling that there are still a number of outstanding niggling issues, several of which seem to be in limbo:

- Phillip Rose and MPI met with Terry Seymour again in the car park on 11 January. Remedial works will be carried out before the end of week commencing 17 January.
- Tree branches and prunings still to be removed.
- SIS quote received - £2357.00 + VAT compared with Huntree Fencing estimate of £1675 + VAT. Huntree due to carry out the work in February - probably during half term week.
- Still no suggestions regarding the rebound boards. Huntree Fencing not interested in carrying out the work.
- Work to refurbish the seats in the old shelters still to be carried out. Suggestion that high winds over the Christmas period partially lifted the shelters loose from new concreted anchorage points! To be investigated.
- Issues pertaining to the safe use of the winch mechanism remain unresolved. MP still having correspondence / email exchanges with Mat Young and SIS. The position is unsatisfactory.
- Awaiting updated quote from Highlights Floodlighting for integrity checks etc. on the 8 x pylons and foundation bolts.
- SLL have reported that certain of the lines which were newly painted when the pitch carpet was installed have already faded / worn and are in need of repainting. Also some concern regarding sand levels. Phillip at SLL, having checked with SIS that it will pose no threat to the warranty on the new carpet, both concerns will be checked when a routine service is carried out on the pitch on 25 January, and findings will be referred to SIS for comment.
- The Shefford & Sandy HC pre-Christmas event went ahead on Tuesday evening 7 December. Very well attended by club members and supporters of all ages, especially juniors, all seasonally dressed! Ward members, Cllrs Stock and Maudlin attended.
- Annual Trustees Report due to the Charity Commission for our financial year ended 31 March 2021 before end of January 2022.

- Valuation 4 received from SIS for £7,660.44 + VAT now due for payment. Once this has been paid then all contract, consultancy costs and contingencies will have been paid.
- The Treasurer should soon be in a position to provide a detailed financial summary and to report on sums in hand including the reclaiming of VAT.

Date of Next Meeting

3. Date for the 2022 AGM set for Tuesday 17 May. A previous routine meeting may be necessary in order to consider ongoing issues plus the postponed reopening event and possible adoption of a new policy required by Sport England.

Sandy Town Council

Date:	24th January 2022
Title:	Sandy Twinning Association
Contact:	Cllr Max Hill

Purpose of the Report

1. To provide the latest updates from Sandy Twinning Association

Summary & Key Bullet Points

2. Summary below:

- The Association did manage to hold a Zoom meeting on January 12th to exchange New Year greetings and discuss the current state of affairs.
- Discussion about Malaunay took up the large part of the meeting. In respect of Skarszewy:
 - No real decisions to take 'though we might consider inviting a small delegation for
 - Remembrance weekend in November if circumstances permit. Summer schools cancelled before
 - Christmas and it is uncertain whether either secondary school will want to take this up again.
 - Inter-club activities inevitably on hold.
- As for Malaunay all those present at the meeting were unanimous that at this point in time it is pointless to consider any kind of visit for May 2022. Visits can only be restarted when the pandemic has subsided to a degree which permits a return to relative normality and when costs and travel restrictions can be fully assessed. This being the case we can, at this time, only suggest the following for 2022:
 - Acknowledge the 40th by trying to reciprocate the Malaunay gesture of a commemorative album of photos and news items etc. All members to be invited to search through their files and look out personal photos covering the past 40 years. MP to liaise with the Council; with a view to collating this. Offer of help from FK, which will be very welcome.
 - Over the Bank Holiday weekend, which was originally earmarked for the 40th visit, invite the jumelage to take part in a zoom meeting with us. To be conducted in English and French and consist largely of greetings and personal exchanges.
 - Organise a Sunday walk, perhaps with picnic, as an opportunity to try and recruit new members. Emphasis on 'gentle walk'!
 - Possibility of a 'small' visit being organised in the autumn depending entirely on the progress of the pandemic. By this time we should have a reasonable idea as to what might be possible in 2023.

Social Events for 2022

3. Important to do what we can to try and recruit new members. Three dates to note:

- Sunday May 8th - walk and picnic. Advertised to encourage new members.
- Sunday September 25th - late summer barbecue.
- Friday November 25th - Roundabout Club.

Sandy Town Council

Date:	24th January 2022
Title:	Talk of the Town Minibus (TOTT)
Contact:	Cllr Max Hill

Purpose of the Report

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

Summary & Key Bullet Points

2. Summary below:
 - The Ivel Sprinter continues to be the principal user but there have been a few other hires. The significant rise in fuel prices nationally has led to a decision to increase mileage charges to £1.20 per mile.
 - Regular safety checks still have to be organised, despite low mileage.