

# Sandy Town Council

**There will be a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 3 November 2014 commencing at 7.30pm for the purpose of transacting the items of business below**

Delia Shephard, Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
26 October 2014

**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 Disclosable Interests*
- iii) Dispensations*

### **3 Public Participation Session**

To receive questions and representations from members of the public.

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

To consider the minutes of a meeting of Sandy Town Council held at 7.30 pm on Monday 22 September 2014 and to approve them as a correct record of proceedings

### **5 Police Matters**

To receive a report from PCSO Ann Jeeves on policing in Sandy

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

To receive and note the minutes of the meetings of the following committees

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and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere

- i) Development Scrutiny Committee on 29 September 2014 and 20 October 2014
- ii) Policy, Finance and Resources Committee on 20 October 2014
- iii) HR Committee held on 9 October 2014

## **7 Financial Matters**

- i) To note a summary statement of income and expenditure against budget for the year to date
- ii) To note a list of payments made since the last Town Council meeting
- iii) To approve a recommendation to renew the town centre planting contract for 2015-18
- iv) To note financial arrangements for employment of temporary staff as laid out in a confidential report\*

## **8 Public Participation in Meetings**

To consider a report from the Town Clerk on Sandy Town Council's arrangements for public participation in meetings and general community engagement.

## **9 Dog Control Orders**

To note the introduction of Dog Control Orders by Central Bedfordshire Council under the Clean Neighbourhoods and Environment Act 2005 which include The Dogs on Leads (Central Bedfordshire) Order 2014 and The Fouling of Land by Dogs (Central Bedfordshire) Order 2014 and which apply in the parish of Sandy including at Bedford Road and Sunderland Road Recreation Grounds.

## **10 Sandy Sports and Leisure Association**

To note correspondence from Sandy Sports and Leisure Association and to authorise the Town Clerk to investigate the possibility of Sandy Town Council acting as Custodian or Sole Trustee of SSLA in the future

## **11 Reports from Representatives**

To receive written reports from :

- a) CBC Ward members
- b) STC Representatives on external bodies

## **12 News Release**

**\* Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media may be excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

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Sandy Town Council Monday 3 November 2014

## REPORTS

### 7 Financial Matters

- i) Statement of summary income and expenditure against budget for the year to date is attached. Members will note that the minutes of the meeting of the PF&R Committee on 20 October describe software and coding issues which mean that not all the budget figures or codes used in the report are correct. Overall expenditure and income is accurate.
- ii) List of payments made since the last Town Council meeting and approved by PF&R committee on 20 October 2014 is attached.

#### iii) **Recommendation to renew the town centre planting contract for 2015-18**

The council's existing three year planting contract for pre-planted summer floral displays in the town centre concluded in 2014. Experience with the contractor (Plantscape) has been generally positive and feedback from the community on the floral displays has been exceptionally good during the summer of 2014.

Quotations for the same planting scheme have been requested from three recommended contractors. The scheme consists of 42 lamp post baskets, 12 hanging baskets, 4 barrier baskets, 4 3 tier flower towers and 1 window box and prices include delivery and installation.

Plantscape – Three year fixed contract £2,123.00 pa

Amethyst Horticulture – Three year fixed contract £2,184.00 pa

Premier – quotation not supplied

**It is recommended that the contract is placed with Plantscape on the grounds of best value and known quality.** This issue was discussed as an item for information at PF&R Committee on 20 October.

- iv) Confidential report attached for members only at the back of the bundle

## Summary Income &amp; Expenditure by Budget Heading 30th September 2014

Month No : 6

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
401 Staff	Expenditure	16,465	100,113	242,250	142,137		142,137	41.3 %
402 Administration-Office	Expenditure	7,329	43,610	76,005	32,395		32,395	57.4 %
	Income	263	3,700	2,822	879			131.1 %
403 Administration-Works	Expenditure	1,534	14,869	30,520	15,651		15,651	48.7 %
404 Allotments	Expenditure	0	0	300	300		300	0.0 %
405 Footway Lighting	Expenditure	2,393	6,433	10,855	4,422		4,422	59.3 %
06 Cemetery & Churchyard	Expenditure	200	4,922	10,930	6,008		6,008	45.0 %
	Income	2,170	13,188	20,026	-6,838			65.9 %
408 Car Park (Including Market)	Expenditure	719	16,847	16,828	-19		-19	100.1 %
	Income	130	808	3,500	-2,692			23.1 %
409 Public Toilets - Car Park	Expenditure	0	2,668	4,730	2,062		2,062	56.4 %
500 Play Areas and Open Spaces	Expenditure	2,874	3,893	15,579	11,686		11,686	25.0 %
	Income	0	0	780	-780			0.0 %
501 Sunderland Road Rec Ground	Expenditure	4,291	13,625	22,090	8,465		8,465	61.7 %
	Income	387	899	819	80			109.7 %
502 Nature Reserves	Expenditure	1,600	2,612	11,290	8,678		8,678	23.1 %
	Income	203	1,759	1,000	759			175.9 %
504 Tourist Information Centre	Expenditure	2,128	12,917	6,120	-6,797		-6,797	211.1 %
	Income	670	6,932	12,000	-5,068			57.8 %
505 Grass Cutting	Expenditure	0	3,831	10,000	6,169		6,169	38.3 %
506 Litter Bins, Seats & Shelters	Expenditure	0	0	500	500		500	0.0 %
508 S.E.G. NOT IN USE	Expenditure	0	0	1,276	1,276		1,276	0.0 %
509 Christmas Lights	Expenditure	508	1,748	16,000	14,252		14,252	10.9 %
	Income	1,167	1,345	4,000	-2,655			33.6 %
601 Precept and Interest	Expenditure	1,000	1,000	15,000	14,000		14,000	6.7 %
	Income	86	231,453	461,204	-229,751			50.2 %
602 Democratic and Civic Costs	Expenditure	1,225	3,579	11,600	8,021		8,021	30.9 %
	Income	228,338	228,338	475	227,863			48071.1 %
700 Capital and Projects	Expenditure	325	6,313	0	-6,313		-6,313	0.0 %
	Income	0	106	0	106			0.0 %

## Summary Income &amp; Expenditure by Budget Heading 30th September 2014

Month No : 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Expenditure	42,591	238,980	501,873	262,893	0	262,893	47.6 %
Income	233,414	488,527	506,626	-18,098			96.4 %
Net Expenditure over Income	-190,824	-249,547	-4,753	244,795			

At : 16:34

## Current Bank A/c

## List of Payments made between 01/09/2014 and 30/09/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2014	Aviva	Std Ord	1,785.54		Annual Insurance Premium
01/09/2014	Powerc IT Business Solutions	DDR	300.00		330/IT Support Sep 14
01/09/2014	UK Fuels Limited	DDR	65.81		Purchase Ledger Payment
01/09/2014	British Gas	DDR	11.71		324/Supply to 09.08.14
02/09/2014	Barclays Active Saver	tfr	30,000.00		
08/09/2014	BNP Paribas Leasing Solutions	DDR	175.50		378/Copier Cover sep-dec 2014
09/09/2014	Central Bedfordshire Council R	DDR	113.00		92/Annual Rates 14/15
11/09/2014	1st Choice Staff Recruitment L	30038	1,169.48		346/R. Loake Hrs to 09.08.14
11/09/2014	Bedford Borough Council	30039	75.50		331/Refuse Disposal
11/09/2014	Sandy Town Bowling Club	30040	25.63		364/Fuel for SBC
11/09/2014	DCK Beavers Ltd	30041	1,902.54		341/Printed Cheques
11/09/2014	Flitwick Town Council	30042	20.00		347/Flitwick Mayor Charity Nig
11/09/2014	Hertfordshire County Council	30043	288.83		348/Stationery Supplies
11/09/2014	C. Osborne	30044	55.00		349/High Sheriff Charity Night
11/09/2014	Martin Howlett Trading Company	30045	46.80		351/Black Refuse Sacks
11/09/2014	Luton Borough Council	30046	36.00		350/Luton Mayor Charity Dinner
11/09/2014	Mayfield Books & Gifts	30047	56.90		352/TIC Stock
11/09/2014	Tim Miles	30048	600.00		353/Grave Digging 27.08.14
11/09/2014	M. W. Cleansing Ltd	30049	195.00		334/Empty Sewerage Tanks
11/09/2014	FD Odell & Sons Ltd	30050	424.60		356/Skip Hire
11/09/2014	PHS Group	30051	129.12		357/Annual Duty of Care
11/09/2014	Pirtek Cambridge Ltd	30052	296.27		336/Vehicle Service
11/09/2014	Proludic Ltd	30053	183.12		359/Play Equip. Maintenance
11/09/2014	B & W Services	30054	85.19		337/Horse Racing Night
11/09/2014	Michael Reynold	30055	64.23		362/Fuel Claim SCC
11/09/2014	Rosetta Publishing	30056	285.60		338/The Bulletin Sep14
11/09/2014	Stevenage Borough Council	30057	1,200.00		339/Sim Card for CCTV
11/09/2014	A. J. & R. Scambler and Sons L	30058	53.40		365/Extension
11/09/2014	Sandy Football Club	30059	14.91		363/Supply to 28.08.14
11/09/2014	SLCC Enterprises Ltd	30060	30.00		367/SLCC GPoC Submission
11/09/2014	St. John Ambulance	30061	240.00		360/First Aid Training
11/09/2014	Lloyds Bank Commercial Finance	30062	63.90		369/Entrance Sign
11/09/2014	Brian Taylor	30063	14.63		361/Fuel Claim SCC
11/09/2014	T&E Seymour Electrical Install	30064	1,920.00		366/Street Light Repairs
11/09/2014	Society of London Theatre	30065	94.00		368/Ticket Sales SOLT
11/09/2014	TTM Consultancy Ltd	30066	718.56		370/Car Park Barrier Repairs
11/09/2014	VFM Products Ltd	30067	251.40		340/Grassline
11/09/2014	Walters Ltd	30068	176.14		371/Photocopier Charges
11/09/2014	Woodman & Sons Funeral Directo	30069	700.00		372/Refund of Burial Fee
11/09/2014	Central Bedfordshire Council	30070	1,500.00		332/Monthly Manage Fee
15/09/2014	Powerc IT Business Solutions	DDR	241.85		Purchase Ledger Payment
16/09/2014	Southern Electric	DDR	503.76		328/Supply to 01.09.14
16/09/2014	Bedford Borough Council	DDR	16,765.06		376/Ers Superann
18/09/2014	Central Beds - Building Regs	111133	318.00		Central Beds - Building Regs
19/09/2014	Barclays Active Saver	tfr	30,000.00		
19/09/2014	Barclays Active Saver	tfr	227,852.00		
22/09/2014	Corona Energy Retail 2 Ltd	DDR	107.77		381/Supply to 01/09/14

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Current Bank A/c

## List of Payments made between 01/09/2014 and 30/09/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/09/2014	UK Fuels Limited DDR	DDR9	52.49		326/Fuel Cards
26/09/2014	China Express - Fundraiser	111135	433.50		China Express - Fundraiser
29/09/2014	Southern Electric DDR	DDR	236.88		406/Supply 09.08.14-08.09.14
29/09/2014	UK Fuels Limited DDR	DDR2	55.60		327/Fuel Cards
30/09/2014	Petty Cash Top Up	111134	169.90		Petty Cash Top Up
30/09/2014	UK Fast Fuels Cheque Reverse	CHQ REVERS	-213.56		UK Fast Fuels Cheque Reverse
30/09/2014	British Gas DDR	DDR3	10.68		380/Supply 10.08.14-09.09.14
<b>Total Payments</b>			<u>321,902.24</u>		

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## **8 Public Participation in Meetings**

### **Town Clerk's Report**

Recently members of the public and councillors have questioned the arrangements which have been developed by Sandy Town Council for participation of the public in full meetings of the Town Council, committee meetings and sub-committee meetings. A review of current arrangements and relevant legislation is provided below. This report also considers the council's current community engagement profile in the light of suggestions that the council is not sufficiently transparent and open about its activities.

#### **1 Statutory Background**

A meeting of a local council and its committees must be open to the public including the press [Public Bodies (Admission to Meetings) Act 1960 s1(1) as amended by the Openness of Local Government Bodies Regulations 2014 and Local Government Act 1972 s 100(2)]. The press and public do not have a right to attend a sub-committee. Sandy Town Council's standing orders have recently been amended to include the new regulations on filming and recording council meetings which came in to force on 20 March 2014.

Members of the public have no statutory right to speak at a meeting of a local council, its committees or sub-committees.

The minutes of a meeting should not ordinarily include personal data relating to members of the public who attend and speak at the meeting (unless this is for the performance of contractual obligations, statutory powers or function of the council). This is because the council has a statutory duty to observe the data protection principles in the Data Protection Act 1998. However the fact that a meeting includes a public participation session must be minuted.

#### **2 Good Practice Background**

It is good practice for a local council's standing orders to do more than reflect the statutory requirements and give those who are attending a short part of its meeting to ask questions or give views on the business on the agenda for the meeting ie a public participation session. A council's standing orders should regulate the purpose and nature of the planned public participation (eg ask questions only or ask and answer questions, make statements and representations) and the meetings at which it will take place as well as the length of the session. Sandy Town Council's standing orders were adopted in May 2014 and amended in September 2014 and are based on the current model orders published by the National Association of Local Councils

According to the NALC publication "Local Councils Explained" (2013)

*"The questions and representations of the public should ideally be confined by the use of standing orders, to the matters that are on the agenda for the meeting. However, it can be difficult to police this and there is some merit in permitting questions about matters that are not on the agenda. Limiting members of the public to speak at a meeting only about the items on the*



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*agenda may be perceived as pedantic and obstructive. The chairman of the meeting must keep control of the public participation session otherwise it may be in danger of becoming unfocussed and unhelpful.*

...

*Despite standing orders, the public participation session of a meeting may sometimes overrun or influence the rest of the meeting. It is very important that councillors do not allow the views expressed by the public to determine their decisions without careful consideration. The councillors must make sure that, amongst themselves, they rigorously consider all relevant facts and representations made at the meeting before voting."*

### **3 Sandy Town Council Local Arrangements**

STC's current standing orders 3d to 3k concern public participation. The orders have not been marked as applying to all meetings, committee meetings and/or sub-committee meetings and it has been the practice for a dedicated public participation session to take place at Town Council meetings only. However, members of the public have also been able to address council and committees before individual specific agenda items if they had relevant representations to make.

It is recommended that standing orders be marked to show that a public participation session will take place at every meeting of council and every committee meeting (though not every sub-committee as the only sub-committee is the HR sub-committee which generally deals with confidential items in any event) and that current standing order 3e applies to committee meetings only. It is also recommended that a further standing order be included to permit members of the public present at full meetings of the council to make representations, answer questions and give evidence at that meeting in respect of any business of the council whether it is on the agenda or not. This would encourage members of the public to raise any item of concern in before the whole council rather than before a limited number in a committee setting (which should be dealing only with the business which has been delegated to it only).

Proposed wording:

*3e "Members of the public attending committee meetings which they are entitled to attend may make representations, answer questions and give evidence at a meeting in respect of the business on the agenda. Members of the public attending full meetings of council may make representations, answer questions and give evidence at such meetings in respect of any item of council business."*

The practice of permitting questions and representations before individual items of business at any meeting could then be discontinued (this is not in fact provided for within current standing orders). These arrangements may make for slightly longer public participation sessions but may assist chairmen to

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manage meetings more effectively. It is proposed that the public participation session should be held as close to the beginning of the agenda as practical on each occasion.

## 4 Other ways of working with the public

Members will be well aware that although the procedures and conduct of council meetings are prescribed by statute this is not always understood by members of the public. Dialogue or rather the lack of opportunity for dialogue at a formal meeting is often found unsatisfactory and frustrating by members of the public. It is important that chairman remember to explain the procedures to the public and offer alternative ways of communicating with members after the meeting.

Most information about a council that is of interest to the public will be available via the publication scheme or on request but many residents who attend meetings are seeking the opportunity to talk with the elected members so as to understand the reasons behind decisions and express their concerns about them.

It is difficult to change meetings but members may like to give consideration to improving their dialogue with the community in the following ways:

- **Review of newsletter arrangements** – the current advert in the bulletin includes limited content and although it is delivered to most dwellings in the town does not appeal to all residents. A monthly e-zine and/or short form printed newsletter could increase community engagement. Alternatively a quarterly version may be preferred (NB the council is restricted by the 2011 code of recommended practice on local authority publicity issued under the Local Government Act 1986 and so any publications must be very carefully managed.) Increased focus on explaining the reasons for council decisions and increased member input may be helpful.
- **Annual Report/Town Meeting** – during the last three years the council has reviewed the format of its annual report which now contains up to date financial information and concentrates on reporting council activities during the past year. The annual town meeting has been used to introduce the annual report and a range of differing community groups have been asked to participate and explain their activities. Attendance has been good by comparison with neighbouring local councils of similar size.
- **Development of website/use of social media** – the council has previously declined to use Facebook or twitter or to have a blog on its website but increasingly many types of council are using these methods to communicate with the public. The Clerk has previously posted some factual council information on local FB groups using her personal profile but stopped when criticism was leveled at the council for use of a personal rather than a corporate profile. Moderation of social media communications would take up staff time but many other councils use

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these methods successfully.

The town council website was redesigned and relaunched in early 2013 and feedback has generally been positive. There is far more information on the site and it is currently being updated with all the documents approved for inclusion in the recently revised publication scheme. The website will always be a work in progress and members of the public and the council are encouraged to contribute ideas for how it may be improved. During 2013/2014 an RSS news feed has been added as have additional pages about the Mayor. It is recognised that some information is still not easy to find although this is regularly reviewed with the council's providers. (NB The Roman Sandy website is now very out of date and in need of review.)

- **Surgeries** – councillor surgeries have not been very well attended in recent years perhaps because of the location or the way they have been advertised. Local understanding of their purpose has been as reactive problem solving exercises rather than proactive promotional activities. A good council surgery should involve more than one councillor at a time and should be an opportunity to explain decisions or promote proposals and obtain information from the local community rather than just being a one to one “problem” surgery. Surgeries can be taken out to the community via different locations ideally at weekends or in the evenings when they can be accessed by as many people as possible. The Mayor’s recent coffee mornings were successful examples of this type of engagement. Perhaps an informal surgery before town council meetings would make the public participation sessions more successful?
- **Surveys** – recently the council has not made use of online, postal or face to face surveys although individual councillors have sometimes facilitated petitions. This is a limited way of working with the public but one which may be appropriate at times eg to gauge priorities or interest and to increase consultation.
- **Review of statement of community engagement** – the council’s statement of community engagement is due for review but work on this subject is difficult during the pre-election period so it must be undertaken quickly or alternatively after the elections in May 2015.

Members may also wish to refer to the Action Plan section of Sandy Town Council’s Strategic Plan for 2013-15 which makes specific reference to its goals in terms of democracy and community engagement.

**Members are asked to approve changes to meeting arrangements for public participation as outlined above including the change to standing orders and to consider actions to improve the council’s dialogue with the public.**

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## 9 Dog Control Orders

Dog Control Orders have been introduced by Central Bedfordshire Council under the Clean Neighbourhoods and Environment Act 2005 and these became effective on 19 October 2014. Members were provided with full information about this topic during CBC's consultation period prior to introduction of the orders. The impact of the Dogs on Leads (Central Bedfordshire) Order 2014 and The Fouling of Land by Dogs (Central Bedfordshire) Order 2014 is to negate the existing dog control orders in Bedford Road and Sunderland Road Recreation Grounds. The public notice information provided by CBC is attached for information.

The Town Council has been asked to provide CBC with information including

- exact locations for play areas, cemeteries, gardens of remembrance, marked sports pitches etc to CBC to assist them to introduce new signage
- locations of any dog fouling "hot spots"
- audit of any existing dog related signage in the parish

Officers will prepare this information but members are asked to contribute local knowledge by speaking to office staff directly as soon as possible before 7 November 2014.

Members will recall from previous reports that no additional resources for enforcement of dog control orders have yet been allocated by CBC although the opportunity for local enforcement by town and parish councils is expected if councils have resource and capacity for the necessary training etc.

**Members are asked to note the information provided.**

## **Public notice – Introduction of Dog Control Orders by Central Bedfordshire Council**

### **1. Introduction**

Central Bedfordshire Council (the Council) seeks to promote responsible dog ownership. We recognise that the vast majority of dog owners are caring and considerate as to the effect their dog has on others. One of the key issues in relation to promoting responsible dog ownership is tackling the problem of dog fouling – allowing a dog to foul and not clearing up after it.

The existing legislative framework concerning dog control and dog fouling is fragmented, limited in scope, and not fit for purpose e.g. significant types of land are not covered, or are covered by old bye-laws that are difficult to enforce and where a Fixed Penalty Notice cannot be issued.

### **2. Dog Control Orders**

The Council has consulted widely on introducing a range of new Dog Control Orders, that are designed to meet local needs and that provide more flexibility in promoting responsible dog ownership. Responses were received from a range of stakeholders including town and councils, landowners, dogs' charities, countryside user groups, and the Joint Local Access Forum. 529 persons responded to an on-line public questionnaire, with two thirds of respondents identifying themselves as dog owners.

**The Council has made the following Dog Control Orders which come into force on 19 October 2014:**

**1. The Fouling of Land by Dogs (Central Bedfordshire) Order 2014**

This order will make it an offence for a person in charge of a dog to fail to remove dog foul.

*This will apply across the whole of Central Bedfordshire on any land that is open to the air and to which the public are entitled to have access, whether on payment or otherwise. The following are examples of the type of land to which this order would apply to: parks, public open spaces, town centres, roads, pavements, public footpaths, byways, bridleways, woodlands, agricultural land, access land and common land.*

**2. The Dogs on Leads (Central Bedfordshire) Order 2014**

This order will make it an offence for a person in charge of a dog to fail to ensure that it is on a lead of no more than 2 metres on any land to which this order applies.

*The order will apply to land across Central Bedfordshire which is used as a cemetery, burial ground, garden of remembrance, or marked sports pitch. It will include all designated carriageways (A and B roads) and their adjoining footpaths and verges. And at countryside sites it will apply to some car parks, high use areas, including picnic sites, and areas where wildlife is sensitive to*

*disturbance by dogs. Sites affected are Rushmere Country Park, Dunstable Downs, Houghton Hall Park, Sharpenhoe Clappers, Sundon Hills, Totternhoe Knolls Picnic Site, and Whipsnade Tree Cathedral.*

**3. The Dogs on Leads by Direction (Central Bedfordshire) Order 2014**

This order will make it an offence for a person in charge of a dog to fail to put that dog on a lead, and keep it on a lead, by direction of an authorised Council officer, dog warden, site manager or park ranger.

*It will apply across the whole of Central Bedfordshire on any land to which the public have access whether on payment or otherwise. The order will enable an authorised officer to respond to a situation where a dog is not under proper control and is likely to cause a nuisance or disturbance to other people or animals.*

**4. The Dogs Exclusion (Central Bedfordshire) Order 2014**

This order will make it an offence for a person in charge of a dog to permit the dog to enter or remain in an exclusion area.

*The order will apply to all enclosed children's play areas and closed multi-use games areas across Central Bedfordshire. At Rushmere Country Park it will also restrict dogs from education areas and areas of designated recreational use.*

Dog Control Orders provide exemptions in particular cases for registered blind people, deaf people, and for other people with disabilities who make use of trained assistance dogs. Additionally no offence will be committed if a person has a reasonable excuse for failing to comply with an order, or the person in control of the land has consented to his failing to do so. They exclude Forestry Commission Land which is exempt from the legislation, but do include Access Land.

The penalty for committing an offence contained in a Dog Control Order is a fine: alternatively the opportunity to pay a Fixed Penalty Notice of £80 may be offered in place of prosecution that can be reduced to £50 if paid within 14 days.

These orders seek to strike a balance between the interests of those in charge of dogs and those affected by the activities of dogs, bearing in mind the need for people, in particular children, to have access to dog-free areas and areas where dogs are kept under proper control, and the need for those in charge of dogs to have access to areas where they can exercise their dogs without undue restriction. It also recognises that any order made requires enforcement, and that the Council has a limited amount of resource available for this purpose. Enforcement will be carried out by authorised Council officers, dog wardens, and countryside site managers and park rangers.

Signs will be erected to advise those in charge of dogs of the relevant restrictions in their locality.

### 3. Inspecting or obtaining copies of the Orders

The Orders may be inspected by arrangement at The Council Offices, Watling House, High Street North, Dunstable, or copies obtained, by writing to Steve Barrett, Community Safety Operations Manager, at the above address; or by telephone by calling 0300 300 5639; or by e-mailing [steve.barrett@centralbedfordshire.gov.uk](mailto:steve.barrett@centralbedfordshire.gov.uk)

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## **10 Sandy Sports and Leisure Association**

Correspondence from Sandy Sports and Leisure Association is attached. The Town Clerk has held preliminary discussions with the Secretary of SSLA with a view to exploring the potential for STC to act managing trustee of this charity in the future. As members will be aware the artificial pitch is adjacent to the Jenkins Pavilion and the grass pitches at Sunderland Road Recreation Ground and forms an integral part of the sports "offer" at this site, it makes sense for this facility to be managed for the community in conjunction with the STC facilities and this goal is compatible with several goals in the Town Council's Strategic Plan 2013-15.

A full report on the implications for the council of taking on the role of managing trustee can follow.

**Members are asked to confirm whether they wish the Town Clerk to pursue this matter on behalf of the council.**



RECEIVED  
16 OCT 2014

## Sandy Sports & Leisure Association

(Registered Charity No. 1058457. VAT No. 650753047)

Treasurer  
Philip Wood  
17 Rutland Gardens  
Sandy  
SG19 1JG  
Tel: 01767 682547

Chairman  
Michael Tipper  
"Claremont"  
16 Station Road  
Potton, SG19 2PU  
Tel: 01767 261625

Secretary  
Martin Pettitt  
42 Swansholme Gardens  
Sandy  
SG19 1HL  
Tel: 01767 680082  
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13 October 2014.

Mrs Delia Shephard  
Clerk to Sandy Town Council  
10 Cambridge Road  
SANDY  
SG19 1JE

Dear Mrs Shephard

I refer to our several discussions over the past few months and am now writing to you as it was agreed I would.

Mainly for the benefit of newer members of Sandy Town Council I will begin by outlining the history of the SSLA and its connection with the council before moving on to set out my reasons for writing to you now.

The SSLA evolved from a small group which was formed by myself and 3 other residents around 1990 with the working name of the Sandy Sports & Hockey Initiative. The aim of the group was to seek to provide a full size floodlit artificial surface sports facility in the town to supplement the existing traditional grass pitches. Hockey was incorporated into the group's title having had fruitful discussions with the then Shefford Hockey Club which had ambitions to play their matches on an up to date artificial pitch in common with most of their rival clubs.

The SSHI became properly constituted and with letters of support having been obtained from numerous sports clubs and associations in the area as well as from schools and other organisations an approach was made to Sandy Town Council to seek outline support and an indication as to whether land on Sunderland Road playing fields, thought to be a potentially suitable location might in the right circumstances be leased to SSHI or a successor organisation.

Sufficient funds were raised over the ensuing months for a full scale feasibility study to be

undertaken to ensure the proposed land and location were suitable. In addition many, many hours were spent in correspondence and at meetings with such organisations as The Sports Council, Bedfordshire County Council (BCC), Mid Beds District Council (MBDC), The Football Association, Foundation for Sport and the Arts and others as well as staging open public meetings at which we gave presentations around what was proposed in order to raise public awareness and gain wider support.

It became apparent that whilst almost every organisation and individual we spoke to was in favour of the scheme it needed one firm commitment in order to set the ball rolling. Arguably that commitment came from Sandy Town Council which resolved to make the land available by way of a lease subject to certain important conditions being met the most crucial I suppose that the necessary funding was in place and that planning consent was granted by MBDC. That decision had a domino effect of encouraging the main potential funders stepping forward and over the ensuing 12 months pledging around £450,000.00.

The inaugural meeting of SSLA took place in the theatre hall at Sandy Upper School on Thursday 19 January 1995. The Association applied for and was granted Charitable status 2 months later with the declared Object and Aim, *"To provide and assist in the provision of facilities for the recreation and other leisure time occupation in the interests of social welfare and in order to improve the quality of life of residents of Sandy and the surrounding area"*.

With funding in place and draft leases agreed with STC and BCC construction work commenced in the spring of 1995 and the all weather pitch was formally opened by Sir Trevor Brooking on Sunday 17 September that year. This was made possible by a committee made up of a group of around a dozen who worked tirelessly and were supported by representatives from other groups and organisations too numerous to mention.

The lease which is between STC and The Trustees of the Sandy Sports & Leisure Association was signed on 26 May 1995 ahead of the opening of the facility and is for 25 years with a peppercorn rent of £1 per annum. Section 7.3 states that, *"This lease will be reviewed after 21 years (in 2016) with a view to a new lease being granted for a further lease period"*.

STC annually appoints a member, currently Cllr Mrs Susan Sutton to represent the council at meetings of the SSLA's General Committee.

During 2008 SSLA carried out a major refurbishment of the all weather facility at a cost of around £125,000.00 which included complete replacement of the carpet, a section of the shock pad and reconfiguring parts of the perimeter fence to accommodate the player shelters. This and more was paid for from accumulated funds with no call on the public purse.

While the overall responsibility for the facility and its infrastructure still rests with the SSLA day to day management is carried out by Stevenage Leisure Ltd (SLL) in return for an index linked Management Fee which goes into SSLA's reserves and is ring fenced for future repairs and refurbishment. SLL are responsible for the cost of repairs and replacement of equipment, servicing and maintenance including the floodlights and the tractor and electricity.

The present arrangements have been working well for several years and SSLA has been generally

very happy with the way in which SLL have managed the facility and are by no means advocating any or any major changes. Our customers namely the sports clubs, their team, members and visitors, the staff and pupils of not only Sandy Upper School but of visiting schools and colleges and members of general public have all provided positive feedback of their experience after using the all weather pitch.

We believe that over the past 19 years this facility has not only fitted in very well but has complimented all of the other recreational opportunities on offer both to the pupils within the Sandy pyramid of schools but to the sportsmen and women in the area.

However I now move on to the present and emphasize that this letter is being written with the knowledge and agreement of the two present Trustees as well as those others present at this years' Annual General Meeting which was held on Tuesday 3<sup>rd</sup> June. You will be aware that we in fact first spoke of the matter some months before that, indeed back in early 2013 when you provided some informal advice and which long predated the unexpected resignation of our third long serving trustee, Mr John Gurney in January this year.

Twice during the history of SSLA, in 2002 and again in 2007 the general committee has agreed to the trustees making an approach to the Charity Commission with a view to altering the structure of the organisation and helping to ensure the long term future of the all weather pitch. Neither initiative really made any progress thwarted at least in part by obstacles flagged up in a response received from the Charity Commission to the first enquiry and the lack of any really substantive response to the second.

The Association was been served by the same 3 trustees until 9 months ago when Mr Gurney resigned and by the same 4 officers going further back to 1990. Of the 3 officers shown in the heading of this letter, Phil Wood and Mike Tipper are also the present trustees. Neither of the trustees, myself or other members of the small committee wishes to simply abandon our responsibilities and indeed all care greatly about the long term future of something to which many have committed so much over almost 25 years.

However and as you know we have struggled to identify new members to serve on the committee or indeed to become a trustee. Mindful of this we are interested in pursuing the possibility of Sandy Town Council becoming either a custodian trustee working alongside the existing trustees or perhaps even a sole trustee subject in either event to the present cash assets of SSLA being securely ring fenced and used in the future only for the necessary refurbishment of the facility when this becomes necessary, likely between 7 and 8 years from now.

The accounts received at this years AGM showed there is around £153,000.00 at present in our accounts which will continue to accumulate at a minimum of £10,000.00 per annum.

If you would like me to come in and discuss this with you further either alone or with either or both of the trustees I know they would be pleased to do so otherwise I look forward to hearing from you in due course.

Yours Sincerely

  
Martin Pettitt