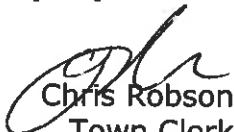


# Sandy Town Council

To: Cllrs P N Aldis, J Ali, P Blaine, T Cole, A M Hill, W Jackson, G Leach, C Osborne, M Pettitt, M Scott, D Sharman, P Sharman, J Sparrow, and S Sutton

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 12 September 2016 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  
6 September 2016

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**

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

### **1 Apologies for Absence**

To receive any apologies for absence

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

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

### **3 Public Participation Session**

To receive questions and representations from members of the public.

# Sandy Town Council

## 4 Central Bedfordshire Police

To hear from Wayne Humberstone, Head of Bedfordshire Police Force's Control Room, on the new policing model and its implications for Sandy.

## 5 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 1 August 2016 and to approve them as a correct record of proceedings.

## 6 Minutes of committees and recommendations therein

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

- i) Development Scrutiny Committees held on 8 August 2016 and 5 September 2016

**RESOLVED to RECOMMEND** that lack of Central Bedfordshire Planning Enforcement action and responses in relation to the Bartram Timber site is discussed at Full Council.

- ii) Community Services and Environment Committee held on 8 August 2016

**RESOLVED to RECOMMEND** that the office and grounds team continue to map and catalogue all trees and that quotes for a 4 year inspection programme be acquired, with further negotiation on areas of inspection with a selected contractor. These quotes will be brought to an appropriate Policy Finance & Resources Committee.

- iii) Policy, Finance and Resource Committee held on 22 August 2016

**RESOLVED to RECOMMEND** that the Council repair all three highlighted sections of the Riddy Fencing and that the required funds come from the Nature Reserve Maintenance budget with the remainder coming from the Council's reserves.

## 7 Financial Matters

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 22 August 2016).

# Sandy Town Council

- ii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 22 August 2016).

## **8 Action List**

To receive any updates and note the Action List.

Appendix I

## **9 Reports from Central Bedfordshire Councillors**

To receive reports from Sandy's Central Bedfordshire Councillors.

## **10 Health Care Provision in Sandy**

To receive a response from the NHS in regards the Town Council concerns over pressure on local health facilities.

Appendix II

## **11 Community Plan**

To receive an update report from the Town Clerk.

Appendix III

## **12 Abbey Grove and Surrounding Areas**

To receive an update report from the Town Clerk following a site meeting with Aragon housing.

Appendix IV

## **13 Jenkins Pavilion Management Agreement**

To receive a report from the Town Clerk following the working groups review of the draft agreement.

Appendix V

## **14 Vacancy in the Office of Councillor**

To receive confirmation that the Town Council will be co-opting a new Councillor to fill the current vacancy and to note the agreed co-option policy that will be followed.

Appendix VI

## **15 Reports from representatives on outside bodies**

To receive written reports from Council representatives on outside bodies/organisations.

- i) To receive an update from Cllr. M Hill on the organisation of the 2016 light switch on event.

- ii) To receive feedback from Cllr. M Hill on a recent trip to Skarszewy as part of Sandy's twinning relations.

## **16 News Releases**

## **17 Chairman's Items**

## **18 Date of Next Meeting: 24 October 2016**



**AGENDA ITEM 8**

**APPENDIX I**

**Town Council - Action list**

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
Bedford Road Recreation Ground – Outdoor Gym Equipment	(86-15/16)	Completion of Sport England park user’s survey to support grant application. This is external to the Council.	Consultation/ Surveying to take place at Bedford Road park re need for to establish interest. On-going
Surgery relocation to Shannon Court	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	On going. Dr Graffy informed Clerk that he is awaiting confirmation of additional support to ensure the project can go ahead. Letter from NHS on agenda.
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.	Awaiting publication of Sandy corridor details. Delayed from May 2016. No update at time of agenda.
<b>Meeting 7/3/16</b>			
Allotments Site Search	(129-2015/16)	<p>That members have reviewed the new information presented regarding the development of the site and no longer consider it to be a viable option for the investment and creation of an allotment site.</p> <p>That the above resolution is ‘without prejudice’ to any views we may take to the possible development on that site’ and that the Council actively seek alternative land for allotments.</p> <p>That the Council support the Beeston Green Orchard project with allotments being incorporated into the project.</p>	<p>On going</p> <p>Progress and updates to go to the Community Services and Environment Committee</p> <p>BRCC currently drawing up management plan for orchard/ allotments in preparation for CBC planning application</p>

**AGENDA ITEM 8**

Road Investment Strategy A1	(130-2015-16)	To respond to Cllr M Russell and write to the local Member for Parliament and the Under Secretary for Department of Transport outlining the points made.	Acknowledgements of receipt letters have been received. A report from the latest A1 Investment Strategy Stakeholder meeting (July '16) has been circulated to Members.

Midlands & East (Central Midlands)  
Charter House  
Parkway  
Welwyn Garden City  
Hertfordshire  
AL8 6JL

Tel: 0113 824 8885

[Elliot.howard-jones@nhs.net](mailto:Elliot.howard-jones@nhs.net)

**Our Ref 16-123**

**Sent via email**

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

*Dear Mr Robson*

**Re: Health Care Provision in Sandy, Bedfordshire**

Thank you for your letter dated 7 July, 2016 regarding the provision of health care services in Sandy, Bedfordshire.

You refer to a practice in Sandy with a closed patient list and I can confirm this is Sandy Health Centre. A 6-month closure was approved from 1 March 2016 to 1 September 2016 after which the practice must re-open their patient list or apply for an extension to their closure.

I note you would like more detail and timescales regarding the relocation of the other practice in Sandy. The NHS England Premises Team are currently undertaking the required due diligence processes in relation to GP premises development and relocation for this practice. They are currently awaiting reports back from the District Valuer and therefore it is difficult, at this time, to give a definitive timeline. All parties are working jointly to achieve a timely a completion as possible.

I do hope this assures the Town Council that NHS England, together with all key stakeholders, are working to ensure practice resilience in Sandy is addressed as swiftly as possible.

Yours sincerely

*Elliot Howard-Jones*

Elliot Howard-Jones  
Director of Commissioning Operations





**SANDY TOWN COUNCIL****DATE: 12 September 2016****AUTHOR: Town Clerk****SUBJECT: Community Plan Update****Summary**

The following report is to provide Members with an update following two meetings of the Community Plan Steering group and the results of the Council's 'Have your Say' consultation.

**Information**

The last update report issued to Council on the progress of the Community Plan Steering Group outlined the groups intended actions to consult with the public on Central Bedfordshire Council's (CBC) Call for Sites land. The purpose of the consultation was to help inform the Council in forming a Community Plan and agreeing how Sandy should develop. The Council completed all actions outlined, including the publishing of a leaflet, consultation open day and the collating of consultation results.

The Community Plan Steering group met on 15 August 2016 to review the results of the recent consultation work carried out with residents. The results of the survey support Councils discussions and thoughts on the subject of growth. A brief summary of the results is outlined below;

- Respondents favoured development to the North or East of Sandy.
- Housing development to the West and South of Sandy could be ruled out
- The majority of respondents made it clear that no development should occur on any of the surrounding flood zones.
- The majority of respondents stated that infrastructure, such as doctors and schools were key to any development and that Sandy could take no more development without first address infrastructure short falls.
- The East West Rail Link was widely welcomed but respondents did not feel they had enough information to consider how this would affect the growth of Sandy.
- Several respondents highlighted the area North of Sandy as a potential for industrial and scientific development rather than housing.
- Several respondents expressed a desire for development to be centred on new communities rather than existing ones.

Members agreed that in the light of development to the east being an option highlighted by the consultation, the Council would need more information about the possibility and potential of development to the east before it could make an informed decision on development and feed this into CBC's Local Plan. Particularly in reference to the number of houses proposed and what level of housing would be needed to finance the crossing of the rail line. It was also agreed that more information was needed from Highways England on the impact development to the North would have on roads and how it would link in with the A1.

It was agreed that more information was needed on what growth to the east would like and what level of growth would be required to support the required infrastructure for crossing the railway line. It was also agreed to pursue a meeting with Highway England and MP A Burt.

**SANDY TOWN COUNCIL**

**DATE: 12 September 2016**

**AUTHOR: Town Clerk**

**SUBJECT: Abbey Grove and Surrounding Areas**

**Summary**

At a meeting of the Town Council on 1 August 2016 the Chairman informed Members of a letter received in regards to the poor condition of Abbey Grove and the surrounding area. Members echoed residents' concerns and asked that pressure be put on Aragon Housing to carry out improvement works.

This report is meant as a brief update on action been taken to address concerns and required improvements to the area.

**Information**

The Town Clerk attended an onsite meeting with two representatives from Aragon Housing on 31<sup>st</sup> August 2016. The area was walked and the Clerk pointed out matters of concern which had been highlighted by the Council and residents in recent communications with Aragon Housing and Central Bedfordshire Council. It also provided an opportunity to speak with some residents.

There was uncertainty as to the ownership and responsibility for maintenance of some areas. Aragon Housing agreed to look into areas owned by the association and come back to the Clerk with confirmation on where their responsibility lay and what action would be taken.

Particular areas of concern discussed included the poor condition of some walls, damaged/unused lighting, paving, curbs, fly tipping, weeds and overgrown hedges and shrubbery.

Aragon Housing has agreed to look into work on walls and unused lighting and a report will be issued to the Clerk with a recommendation on what action should be taken. This would fall under 'project' costs rather than maintenance. It was the opinion of Aragon Housing that the other matters would fall under CBC's remit.

The Clerk has contacted CBC to request a meeting and ask that the other areas of concern which fall under their remit be viewed and addressed. As soon as a report is received from Aragon Housing the Clerk will bring back the recommendations to Council.



**SANDY TOWN COUNCIL****DATE: 12 September 2016****AUTHOR: Town Clerk****SUBJECT: Jenkins Pavilion Management Agreement****Summary**

At a meeting of the Policy, Finance and Resources Committee on 22 August 2016 Members reviewed a draft agreement with Central Bedfordshire Council for the Management of the Jenkins Pavilion. It was resolved to set up a working group to fully review the draft agreement and report back to Council. The following report is a summary of the working group's findings and a recommendation on next action.

**Information**

The working group have carried out a first review of the draft agreement and considered its implications. A copy of the draft agreement is attached to this report for reference. The following initial points were made;

<b>Point Number</b>	<b>Comment</b>
1.	The agreement mentioned 2014, when the original document is signed. Is this correct as a continuation, or should it be as of when a new agreement is signed?
2.	Is the £15,000 fee fixed over the seven year agreement or should the wording indicate an 'initial' £15,000 – is this linked to RPI?
3.	Insert - Central Bedfordshire Council 'Via its named contractor' as it will be that contractor, rather than CBC carrying out the work.
3.	Clarification on the definition of utilities – Is this just running costs?
4.	ii) remove 'maintenance' and leave as 'responsibility for'
5.	Clarification of which groups actually use the Jenkins on a regular basis
6.	Clarification on whether a standardised pricing for bookings has been established and if it is being applied.
8,9,10.	It is not practical or realistic to expect the Council and SLL employees to inspect playing pitches and make a decision on whether a game should go ahead. This should be the responsibility of the club, captains, umpires and referees as to whether a game goes ahead.
11.	Include the need for an annual report from the contractor and provision of user numbers.
12.	vi & vii) How can the Town Council ensure this point is covered? CBC will have entered into an agreement with the service provider and they will need to ensure day to day health and safety and good management is carried out.
14.	To what does this actually refer? Further clarification is needed.

**Recommendation**

That an annotated copy of the initial agreement, highlighting with amendments, questions and matters of clarification, is sent to CBC's legal team for comment.

That the Clerk seeks to set up an open meeting between all parties involved in the agreement and running of the facility to hold around the table discussions on the future management of the facility and an agreement between parties.

**SANDY TOWN COUNCIL  
CO-OPTION POLICY**

Introduction

Although the process for co-option is not prescribed in Law, County & District Councils and Local Council Associations provide best practice advice and guidelines. It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair and transparent. The co-option process to be employed by Sandy Town Council is as follows:

Whenever the need for co-option arises, Sandy Town Council will seek and encourage applications from anyone in the Town who is eligible to stand as a Town Councillor. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.

The Town Council has resolved that it will advertise the vacancies in the local area via the Town Council noticeboards, the Town Council website and a media release.

The co-option procedure will be reviewed every four years.

**Co-option Policy**

1. The advertisement to co-opt will include:
  - a. the method by which applications can be made
  - b. the closing date for all applications
  - c. a contact point to obtain more information
  - d. show that further information is available electronically via the website, to include application forms, nomination forms and information about the roles and responsibilities of the council.
2. Existing Members may point out the vacancies and the process to any qualifying candidate(s)
3. Any candidate(s) found to be offering inducements of any kind will be disqualified.
4. Eligibility of the candidate(s) will be confirmed by the Clerk.
5. All eligible candidates shall be invited, by letter, to attend the next full Town Council meeting following the application deadline.

6. If candidates are unable to attend, this meeting will not be rearranged.
7. All members will receive copies of candidate applications, along with the summons to attend the next full Town Council meeting following the application deadline. Candidate applications are strictly confidential.
8. An agenda item is set aside for candidates to make a brief verbal presentation to members, outlining their relevant skills and experience. Each candidate will be allocated a maximum of three minutes. These presentations will be open to the public.
9. After presentations, members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still take place and voting will subsequently be based on this meeting and application form).
10. The Chair will then place the names of candidates in alphabetical order and proceed to vote.
11. The Town Council will appoint the co-opted members by voting according to Standing Orders.
12. Only Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
13. If a Candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.
14. A successful candidate must have received an absolute majority vote by those Councillors present.
15. It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.
16. This process must, if necessary, be repeated until an absolute majority is obtained.
17. The Chair has the casting vote.
18. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by



a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.

19. The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold an election to fill vacancies.
20. Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member.
21. The co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. They may then take their seat at Council and will be appointed to a committee and as a representative to local organisations.
22. Any application can be considered in the candidate(s) absence, but if successful, members would need to agree for him/her to sign the Declaration of Office either before or at the next meeting.
23. As soon as practicable following their co-option, members will be invited to attend an Induction and Training session with the Town Clerk.

Adopted July 2015

Review July 2019

NEWS  
RELEASE

FROM

**SANDY TOWN COUNCIL**

Dated: \_\_\_\_\_ for immediate release

**TOWN COUNCIL SEEKS NEW MEMBER**

Sandy Town Council wants to co-opt a new member onto the council. Expressions of interest are invited from applicants who must be over 18 and be an elector, live or work in or near Sandy and be a citizen of the EU or the Commonwealth. Application forms and more information can be found on the Town Council's website [www.sandytowncouncil.gov.uk](http://www.sandytowncouncil.gov.uk) in the news section on the front page or by direct application to the Town Council offices at 10 Cambridge Road, Sandy.

Completed forms must be submitted to the Town Clerk no later than noon on \_\_\_\_\_.

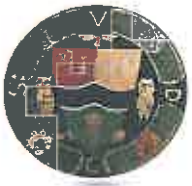
The Town Council intends to select its new member at a meeting on Monday \_\_\_\_\_.

ENDS

For further information please contact:

Town Clerk  
Sandy Town Council  
10 Cambridge Road  
SANDY  
SG19 1JE  
Telephone: 01767-681491  
Fax: 01767-692527  
Email: [clerk@sandytowncouncil.gov.uk](mailto:clerk@sandytowncouncil.gov.uk)

[www.sandytowncouncil.gov.uk](http://www.sandytowncouncil.gov.uk)



**SO YOU ARE INTERESTED IN BECOMING A TOWN COUNCILLOR!**

No doubt, you will want to know what will be required of you?

Sandy Town Council is a non-political body made up of fifteen Members interested in serving their Town.

1 from Beeston Ward, 5 from Ivel Ward, 6 from Pinnacle Ward and 3 from Fallowfield Ward.

There are at least 3 meetings to attend in every 6 weeks, all of them held on a Monday evening.

**Development Scrutiny committee**

**Policy, Finance & Resources committee**

**Community Services & Environment committee**

**HR Committee**

**Complaints Committee**

**Plus**

**A full Council Meeting**

A calendar of meetings for the year is approved each year in advance. Most meetings start at 7.30pm and usually finish between 9.00pm and 10.00pm.

In addition to attending meetings, you will be asked to investigate Townspeople's complaints, problems and difficulties and may be asked to attend daytime meetings with other Councils and additional Working Groups formed for a specific purpose.

The present Council will remain in Office until May 2019, unless a particular Member resigns earlier or is disqualified from Office for non-attendance at meetings or for any other reason.

That is what it will cost you!

**WHAT DO YOU GET IN RETURN?**

Often frustration and financially nothing!

You will however, have the satisfaction of showing a practical interest in your community, in helping to see it properly run, its expenditure sensibly controlled and the reward of knowing that you have assisted others.



**SANDY TOWN COUNCIL  
NOMINATION FORM  
CO-OPTION OF A TOWN COUNCILLOR**

I would like to be considered for co-option to the position of Councillor with Sandy Town Council. I understand that I must seek nomination by two existing Town Councillors (one to nominate me and one to second the nomination). The period of service is from the date of co-option to the next local government Town elections or until I stand-down or am no longer eligible to hold the office of Councillor.

**As part of the voting procedure, it will still be necessary for a formal proposal and secondment of your nomination to take place at the meeting on 24 October 2016.**

<b>APPLICANT DETAILS</b>	
Full name	
Title (please delete as appropriate)	Mr/Mrs/Miss/Other (please state)
Home address (in full)	
Signed	
Date	



**PROPOSER**

I, \_\_\_\_\_ (print name) being a serving Member of Sandy Town Council do hereby PROPOSE the above named individual to be co-opted to fill the vacancy of Councillor with Sandy Town Council.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**SECONDER**

I, \_\_\_\_\_ (print name) being a serving Member of Sandy Town Council do hereby SECOND the proposal for the above named individual to be co-opted to fill the vacancy of Councillor with Sandy Town Council.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please note, the Nomination form will remain strictly confidential. It will be considered by existing Council Members ONLY. It will NOT be made available to the public.**



**SANDY TOWN COUNCIL**  
**APPLICATION FOR CO-OPTION**

Full Name	
Home address (in full)	
Telephone number	
Email address	
Ward I wish to be considered for (If more than 1 vacancy exists)	

**Please note, this application form will remain strictly confidential. It will be considered by existing Council Members ONLY. It will NOT be made available to the public.**

**Please provide some brief details about yourself**



**Why would you like to join the Town Council?**

**What skills or interests do you have that you think might benefit the Town Council?**



**NOTES:**

**Qualifications for being a local councillor:**

You must be over 18 years old **AND**

1. Be an elector
2. Be a Commonwealth citizen (which includes being a British citizen) or a citizen of the European Union
3. For the whole of the twelve months before the date of the co-option either  
Have resided in the locality or within three miles of it  
**or**  
Have occupied any premises or land as owner or tenant therein  
**or**  
Had your principal or only place of work there (such work need not be paid but must be substantial)

**You are disqualified from being a local councillor if:**

1. You hold any paid office, employment or other place of profit in the gift or disposal of Sandy Town Council, or any committee or sub-committee thereof  
**or**
2. you are subject to a bankruptcy restrictions order or an interim order  
**or**
3. you have within five years before the co-option or since been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (suspended or not) for not less than three months without the option of a fine  
**or**
4. you are convicted of offences involving corrupt or illegal practices under Part III of the Representation of the People Act 1983  
**or**
5. you have been convicted for the failure to register or declare disclosable interests under the Localism Act 2011 (England)





**Please complete the following declaration:**

**I have read the conditions for becoming a Town Councillor and confirm that I am qualified to be considered for co-option.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please also complete the nomination form attached and arrange for two current Members of Council to Propose and Second your application.