

Sandy Town Council

To: All members of Sandy Town Council

You are hereby summoned to attend a meeting of Sandy Town Council which will be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 24 February 2014 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
17 February 2014

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

A G E N D A

Reports

1 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) Declarable Pecuniary Interests X
- ii) Personal Interests X
- iii) Dispensations X

3 Minutes of previous Town Council meeting

To consider the minutes of a meeting of Sandy Town Council held at 7.30 pm on 13 January 2014 and to approve them as a correct record of proceedings. X

4 Co-option of new Councillor

To consider applications from candidates for co-option to Sandy Town Council to fill the casual vacancy in Fallowfield Ward ✓

5 Public Participation Session

To receive questions and representations from members of the public X

Sandy Town Council

6 Police Matters

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

7 Financial Matters

- i) To consider a summary report on progress to date against budget for the financial year 2013/14 ✓
- ii) To note a list of payments made since the last meeting of the council ✓
- iii) To consider subscription to BATPC for the financial year 2014/15 at a cost of £1,960. ✓
- iv) To consider a request from the Town Clerk to make a salary payment in place of providing time off in lieu for a member of Town Council staff*

8 Minutes of committees and recommendations therein

To note the minutes of the following committees and sub-committees and (if applicable) to approve recommendations therein

- i) Development Scrutiny Committee on 6 January 2014 and 27 January 2014 x
- ii) Community Services and Environment Committee on 27 January 2014 x
- iii) Policy Finance and Resources Committee on 17 February 2014* To follow

9 War Memorial and World War I Centenary Commemorations

To consider a proposal to place a memorial plaque on the wall near Sandy War Memorial to commemorate the centenary of the start of World War I and to discuss additional issues connected with the war memorial and the centenary commemorations ✓

10 Land to the rear of Ash Close and Lime Avenue

To consider a report from the Clerk on the proposed transfer of land near Lime Avenue in Beeston to residents of the area ✓

11 Cemetery Extension

To consider a report from the Clerk and to approve the next stage of development work ✓

12 Mayoral Communications

To note the Mayor's engagements and any items for information To follow

13 Reports from Representatives

- v) To receive report from the Ward Councillors of Central Bedfordshire Council To follow
- vi) To receive reports from Town Council representatives on external bodies x

Sandy Town Council

14 News Release

X

**Members of the public and press are warned that under the Public Bodies (admission to Meetings) Act 1960 (as extended) they are likely to be excluded from the meeting for several items of business on this agenda should the committee resolve that the item involves the likely disclosure of confidential personal information as defined as exempt information in Part 1 of Schedule 12a of the Local Government Act 1972 (personal and confidential data).*

Sandy Town Council

Meeting of Sandy Town Council 24 February 2014

REPORTS

4 Co-option of new Councillor

Clerk's Notes

Members are reminded of the procedures to be followed in the co-option of a new councillor. Copies of the application documents of all candidates will be circulated to members in advance of the meeting. In order to comply with the Data Protection Act 1998 these written applications should be treated as confidential papers.

The Mayor will give candidates the opportunity to say a few words about why they wish to join the council.

Voting will then take place; members may prefer to vote by ballot in this instance instead of the usual show of hands. The successful candidates must receive an absolute majority vote of those present and voting (as described in the LGA 1972 Sch12). Therefore if there are more than two candidates and no one of them at the first count receives a majority over the aggregate votes given to the rest the candidate with the least number of votes will be eliminated from the contest and the remainder put to the vote until an absolute majority is obtained. The council is not obliged to consider the claims of candidates who were unsuccessful at a previous election.

The successful candidate should immediately make a declaration of acceptance of office.

Sandy Town Council

7 Financial Matters

- i) Summary report on progress to date against budget for the financial year 2013/14 attached
- ii) List of payments made since the last meeting of the council
- iii) Renewal of subscription for NALC – correspondence attached, subscription fee £1,960 to be paid by 30 June 2014 should STC rejoin. The Town Clerk advises that lack of access to NALC legal topic notes has been a disadvantage during the course of the past year whilst STC has not been a member of this organisation. Also members have not had the opportunity to participate in member training provided by BATPC or to read the Bugle, the local newsletter provided by BATPC. There has been no perceived disadvantage in terms of staff training or advice for the clerk from the local county officer as this support can be and is obtained from elsewhere. On balance the Town Clerk recommends that the council should consider rejoining NALC as the more councils which defect from BATPC the weaker this body becomes in terms of local and national influence. It is very useful to have access to the NALC legal topic notes and the locally provided Bugle, County officer, member training etc. Members should note that the largest proportion of the membership fee goes to support NALC at a national level rather than to support BATPC.
- iv) Confidential Clerk's Report - provided separately at back of papers

Summary Income & Expenditure by Budget Heading 31/01/2014

Month No : 10

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	19,373	186,912	217,748	30,836		30,836	85.8 %
402 Administration-Office	Expenditure	2,876	63,124	74,094	10,970		10,970	85.2 %
	Income	595	457,343	443,601	13,742			103.1 %
403 Administration-Works	Expenditure	3,185	21,592	30,700	9,108		9,108	70.3 %
404 Allotments	Expenditure	528	800	500	-300		-300	160.1 %
405 Footway Lighting	Expenditure	767	6,363	9,555	3,192		3,192	66.6 %
406 Cemetery	Expenditure	615	8,795	9,580	785		785	91.8 %
	Income	1,246	21,951	17,653	4,298			124.3 %
407 Churchyard	Expenditure	0	0	150	150		150	0.0 %
408 Car Park (Including Market)	Expenditure	111	15,095	17,098	2,003		2,003	88.3 %
	Income	60	4,142	2,550	1,592			162.4 %
409 Public Toilets - Car Park	Expenditure	0	3,967	4,299	332		332	92.3 %
500 Bedford Road Open Space	Expenditure	217	6,345	7,083	738		738	89.6 %
	Income	437	753	1,070	-317			70.3 %
501 Sund.Rd Open Space & Pavilion	Expenditure	1,462	40,084	35,720	-4,364		-4,364	112.2 %
	Income	0	-4,489	5,806	-10,295			-77.3 %
502 Beeston Green	Expenditure	0	40	1,000	960		960	4.0 %
503 The Pinnacle	Expenditure	1,526	1,526	3,700	2,174		2,174	41.2 %
504 Tourist Information Centre	Expenditure	3,478	31,257	34,980	3,723		3,723	89.4 %
	Income	668	11,119	12,325	-1,206			90.2 %
505 Grass Cutting	Expenditure	0	0	9,650	9,650		9,650	0.0 %
506 Litter Bins, Seats & Shelters	Expenditure	0	318	310	-8		-8	102.7 %
507 Annual Report & Newsletter	Expenditure	476	1,904	3,500	1,596		1,596	54.4 %
508 S.E.G.	Expenditure	0	302	1,276	974		974	23.7 %
	Income	0	121	0	121			0.0 %
509 Christmas Lights	Expenditure	460	11,175	15,433	4,258		4,258	72.4 %
	Income	1,065	6,149	4,000	2,149			153.7 %
510 Fallowfield	Expenditure	191	2,087	3,000	913		913	69.6 %

Summary Income & Expenditure by Budget Heading 31/01/2014

Month No : 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
600 The Riddy	Expenditure	0	64	6,413	6,349		6,349	1.0 %
	Income	0	3,133	1,474	1,659			212.5 %
601 Miscellaneous (Incl Interest)	Expenditure	0	776	22,200	21,424		21,424	3.5 %
	Income	0	6,151	7,500	-1,349			82.0 %
700 Capital A/c	Expenditure	0	10,575	0	-10,575		-10,575	0.0 %
	Income	0	9,078	0	9,078			0.0 %
702 Reserve A/c	Expenditure	0	3,143	0	-3,143		-3,143	0.0 %
	Income	0	0	7	-7			0.0 %
INCOME - EXPENDITURE TOTALS								
	Expenditure	35,263	416,243	507,989	91,746	0	91,746	81.9 %
	Income	4,071	515,450	495,986	19,464			103.9 %
	Net Expenditure over Income	31,192	-99,207	12,003	111,210			

At : 14:13

Current Bank A/c

List of Payments made between 01/01/2014 and 31/01/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2014	SOLT	110823	-14.40		Theatre tickets - TIC
02/01/2014	Power Computing	DD	300.00		IT Support
02/01/2014	Aviva	DD	1,643.97		Insurance
03/01/2014	1st Choice Staff Recruitment L	110826	1,622.50		Temporary staff wages
03/01/2014	Southern Electric	DD	94.60		Electric - Depot
06/01/2014	Lamps & Tubes Illuminations Lt	110827	90.00		Change timers on Xmas lights
06/01/2014	Rosetta Publishing Ltd	110828	285.60		Monthly Bulletin fee
06/01/2014	First Capital Connect	110829	527.80		Train tickets
06/01/2014	Colin Ross Workwear	110830	148.87		Colin Ross Workwear
06/01/2014	Society of London Theatre	110832	225.60		Theatre Ticket sales TIC
06/01/2014	Glass & Glazing (B'wade) Ltd	110833	261.48		Replacement window
06/01/2014	Arthur Ibbett Ltd	110834	131.40		Replacement blade
06/01/2014	1st Choice Staff Recruitment L	119835	185.40		Temporary staff wages
06/01/2014	Hertfordshire County Council	110836	287.65		Stationery etc
06/01/2014	Telefonica UIK Ltd	110837	30.00		Mobile phone monthly fee
06/01/2014	Steve Frod Autos LLP	110838	69.00		Tracot Wheel repair
06/01/2014	SandyTown Council	110839	71.37		Petty Cash
06/01/2014	Sandy Football Club	110840	50.86		Electricity - Bedford Road
06/01/2014	K Davis	110841	50.00		Entertainment - Xmas Lights
06/01/2014	Sandy Football Club	110840	-50.86		Electricity - Bedford Rd
06/01/2014	Taylor & Craig	110821	-50.00		Entertainment - Xmas Fayr
09/01/2014	Central Bedfordshire Council	DD	111.00		Rates
13/01/2014	Society of London Theatre	110842	587.50		Theatre ticket sales
13/01/2014	Anglian Water	110843	216.57		Water
13/01/2014	1st Choice Staff Recruitment L	110844	364.62		Temporary staff wages
13/01/2014	St John Ambulance	110845	126.00		First Aid Cover for Xmas lites
13/01/2014	Mr J A Gurney	110846	27.19		Petrol - Bowls Club
13/01/2014	Terry C Seymour	110847	414.00		Street Lights maintenance
13/01/2014	Trade & Discount Signs Ltd	110848	192.00		Xmas Banner and Sign
13/01/2014	Gilgen Door Systems UK Ltd	110849	234.00		Depot door repair
13/01/2014	F D Odell & Sons Ltd	110850	899.60		Metal skip hire
13/01/2014	Travis Perkins T/C Ltd	110851	168.64		Fallowfield maintenance
13/01/2014	BRCC	110852	1,831.20		Wardening service Pinnacle
13/01/2014	VFM Products Ltd	110853	261.96		Pitch marking paint etc
13/01/2014	Power Computing	110855	46.80		Replacement keyboards
13/01/2014	Amberley Publishing	110856	54.58		Books TIC
13/01/2014	First Response Fire Protection	110854	272.74		Various works
13/01/2014	1st Response Fire Protection	110857	272.74		Various works
13/01/2014	First Response Fire Protection	110854	-272.74		Various works
15/01/2014	Power Computing	DD	258.78		Telephone Bill
15/01/2014	Power Computing	DD	-258.78		Telephone - Error
15/01/2014	Power Computing	DD	255.78		Telephone Bill
16/01/2014	Bedford Borough Council	DD	18,822.77		Wages
17/01/2014	Southern Electric	DD	503.02		Street Lights
27/01/2014	The Mayor's Charity Fund	110858	25.00		Mayoral event fee - Luton
27/01/2014	Kempston Town Mayor's C/Acct	110859	40.00		Mayoral event fee
27/01/2014	Mr T Miles	110860	600.00		Gravedigging fees

At : 14:13

Current Bank A/c

List of Payments made between 01/01/2014 and 31/01/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/01/2014	Anglian Water	110861	1,032.08		Water charges
27/01/2014	Beds Assocn of Town & Parish	110862	65.59		Publication
27/01/2014	UK Fuels Ltd	110863	161.28		Fuel
27/01/2014	Spaldings Ltd	110864	142.04		Workwear and consumables
27/01/2014	1st Choice Staff Recruitment L	110865	457.32		Temporary staff wages
27/01/2014	1st Choice Staff Recruitment L	110865	-457.32		Temporary staff wages
27/01/2014	1st Choice Staff Recruitment L	110865	914.64		Temporary staff wages
27/01/2014	CVS Mid & North Beds	110866	60.00		Training course
27/01/2014	Martin Howlett Trading Company	110867	31.50		Cleaning items
27/01/2014	Mrs J Thrale	110868	59.40		Sale of honey TIC
27/01/2014	St John Ambulance	110869	67.20		Training course
27/01/2014	Steve Frod Autos LLP	110870	69.00		Vehicle repairs
27/01/2014	Gilgen Doors Ltd	110871	508.80		Repair to depot door
27/01/2014	Rosetta Publishing Ltd	110872	285.60		Monthly Bulletin
27/01/2014	Groundcare Machiner Sercs Ltd	110873	1,339.52		Vehicle repairs
27/01/2014	Corona Energy	DD	419.58		Gas - Jenkins
27/01/2014	Southern Electric	DD	215.18		Electric - Jenkins
28/01/2014	British Gas	DD	10.13		Electric - Banks
28/01/2014	Pitney Bowes	DD	50.22		Franking

Total Payments 37,447.57

31 JAN 2014

BATPC

*Bedfordshire Association
of Town & Parish Councils*

Mrs Delia Shephard
Sandy Town Council
Council Offices
10 Cambridge Road
Sandy
Beds
SG19 1JE

30th January 2014

Dear Delia

Sandy Town Council is not currently a member of BATPC so I am writing to you now to remind you of the service BATPC can offer your council:

- Advice on local council matters by e-mail, telephone, or letter. Office hours 09.00 – 13.00, Monday to Friday.
- Information and guidance on new procedures, legislation and other requirements.
- Support with staffing matters including free advertising of vacancies
- Automatic membership of the National Association of Local Councils (NALC) with access to expert and third party legal advice; regular briefing notes; nationally organised conferences.
- 8 copies of the bi-monthly Bedfordshire Bugle newsletter.
- 1 subscription to Local Council Review, published quarterly by NALC,
- Access to training courses for clerks, councillors and councils.
- Opportunity to purchase publications as member rates.
- Representation within the county, regionally and nationally on matters affecting local councils.

Our aim is to capacity build parish and town councils so that are in the best position to do what they are best placed to ie represent, provide services for and contribute to the well-being of their communities.

BATPC does not receive any financial support from external bodies. It is funded to a larger extent by member subscription, some income is generated through training provision and we are active in applying for any grants for which we might be eligible, but these are limited. The more councils that join BATPC, the larger the pool to share costs and the greater the resource we have to provide services within the county and at national level.

Bedfordshire Association of Town & Parish Councils
Suite 11, Baystrait House, 15 Station Road, Biggleswade Beds SG18 8AL
Tel: 01767 312669 email: louise.ashmore@batpc.co.uk

BATPC pays affiliation fees to NALC in accordance with the electorate size of our membership. NALC in turn provides us with services for member councils' benefit. As well as guidance from the Legal Team and other resources, at the time of writing with matters such as the Council Tax Support Grant and council tax referendum principles being issues of concern, NALC has been active in engaging with DCLG officials, Ministers and the Secretary of State to make the case for parish and town councils. There continues to be important on-going liaison through the Joint Practitioners Advisory Group with Government departments and HMRC.

We hope your council will consider joining BATPC; it would be welcomed back into membership. Our fees for 2014-15 are 25p per elector for the first 2000, and 21p per elector for additional electors with a maximum of £1960. Our calculations are based on the most recently published electorate figures.

The fee for Sandy Town Council for the year 2014-15 would be **£ 1960.00**; fees would become due on 1st April 2014, to be paid by 30th June 2014.

I hope that your Council will consider joining BATPC and I look for to your response in due course.

Yours sincerely



Louise Ashmore
County Officer

Bedfordshire Association of Town & Parish Councils
Suite 11, Baystrait House, 15 Station Road, Biggleswade Beds SG18 8AL
Tel: 01767 312669 email: louise.ashmore@batpc.co.uk

Sandy Town Council

9 War Memorial and World War I Centenary Commemorations

Clerk's Report

Commemorative Plaque

Sandy Royal British Legion is planning a commemorative parade to mark the centenary of WWI which will take place in August 2014. The details are yet to be confirmed but it is hoped to unveil a plaque in the wall near the war memorial as part of this act of commemoration. The RBL have suggested a brass or metal plaque although there is already a stone plaque fixed to the wall marking the refurbishment of the memorial in 2004 and a stone plaque is more likely to be enduring. The proposed wording for the plaque is

"1914 - 2014

We still remember"

Quotations are being sought for a suitable plaque both in brass and in stone to match the existing plaque and will be brought to council when available. It is not expected that the costs will be prohibitive. The Mayor has suggested that donations or a public subscription could be considered to fund such a plaque.

Members are invited to consider this proposal from the RBL and if so minded to give permission in principle subject to suitable costs and design being provided.

War Memorial Restoration

The Clerk has also been researching the possibility of undertaking further work to improve the condition of the war memorial as part of the centenary of the war. A condition survey has been completed and photographs prepared for submission to the War Memorial Trust for professional advice about its maintenance. In general the condition of the memorial is good; it was repaired in 2004/5 and cleaned in 2010. However the inlaid lettering on some faces of the memorial is weathering and the steps around the memorial are cracked. There are also cracks in the mortar of the memorial. It is for these reasons advice about the condition and the availability of grants has been requested.

It is noted that the roll of honour and the names on the memorial do not match and further research is to be undertaken to see whether any names should be added to the memorial.

Articles and Talk

The TIC has arranged a talk from local author, Steven Fuller, about the activities of the 1st Bedfordshires during the battle of the Somme and it is hoped that this will appeal to residents. The talk will be delivered in November 2014 close to Remembrance Day.

Barry Groom has also prepared an article with information about Sandy's

Sandy Town Council

involvement in WWI which will be published in local papers and magazines and in the latest Sandy Local Guide due to be produced in the spring. This article and any associated information which is uncovered will be added to the council website on a new page with information about the centenary.

Interpretation Board

The TIC team has also suggested that the council might like to consider purchase of an interpretation board to be placed near the war memorial in honour of the centenary. Their idea for an interpretation board would be similar to those previously erected eg the one in the car park to commemorate the William Peel connection. Barry Groom has sourced suitable photographs from the period as well as information about local people who were involved in the fighting. The history of the war memorial could also be recorded on the board. The cost for art work and board is anticipated to be in the region of £500. However quotations have not been obtained at this stage.

The Clerk has some concerns about placing an interpretation board close to the Recreation Ground in Bedford Road as there is potential for criminal damage, especially graffiti and climbing, depending on the type of board chosen. However wall mounted interpretation panels on the low wall which also contains the plaque(s) would perhaps be less of a risk.

Members are asked to respond to this proposal.

Other commemorations

Local communities across the UK have been planning different acts of commemoration to take place between 2014-2018. There is scope for more to be done within Sandy provided there is sufficient interest and commitment from volunteers and a number of websites and organisations are suggesting ideas and offering support.

(Some example sources are included here:

For the Last Post community music initiative see

<http://www.superact.org.uk/>

For the First World War Centenary Partnership see

<http://www.1914.org/>

For grants see the Heritage Lottery understanding the first world war initiative

<http://www.hlf.org.uk/HowToApply/whatwefund/FirstWorldWar/Pages/FirstWorldWar>)

It is likely that community organisations in Sandy may have planned their own commemorative events and the Town Council may wish to consider promoting any they know about via a dedicated page on the Town Council website.

Sandy Town Council

10 Land to the rear of Ash Close and Lime Avenue

Clerk's Report

Following instructions given at a meeting on 2 December 2014 progression of transfer of land behind Ash Close and Lime Avenue to three sets of residents has been followed up. It was necessary to take legal advice and a solicitor's letter is attached which clearly outlines the current position.

Members are asked to confirm that they wish to proceed in line with the legal advisor's advice.

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

Date: 07 February 2014

Our ref: RST/ SAN0076

Your ref:

Dear Mrs Shephard,

Land at the rear of Ash Close and Lime Avenue, Beeston

Thank you for your letter of the 3rd February, the contents of which are noted.

There is a covenant by the Town Council to retain the Property transferred as a landscaped area for public use. (Clause 13.7) Any incorporation by the adjoining owners into their gardens would therefore be a breach of this covenant.

The Council could therefore only dispose of the land subject to this provision and require that the Buyers indemnify the Council against a breach.

There is a restriction against the title which requires any buyer to enter into a direct covenant with Fairview and obtain a certificate from Fairview that this has been done. This certificate must also be obtained from any person who has acquired any part of the original estate since the date of the Transfer.

Fairview New Homes (Beeston) Limited is still in existence and it would be preferable for them to be approached and ask for a release from the covenant insofar as it relates to this piece of land, enabling you to dispose of it with the covenant.

Fairview will undoubtedly want at least their costs covered for this exercise. It would be necessary to approach them to find out how much this cost is likely to be. The proposed buyers can then be advised of the total cost, including my fees.

The person who wants to purchase part of the area in the south west corner will have to buy those areas which will be landlocked if he buys just his part. The remainder of the land would then be sold as one lot or individual parts with the intention that the Council would not retain any part of this particular piece of land.

The Council would itself impose a covenant that the land was not to be used other than as garden ground.

If the Council wishes to proceed I suggest that I approach Fairview and ascertain their terms. We can then put the costs to the persons interested and proceed from there.

If there are any queries please contact me.

Yours sincerely,



Roger Taylor
Hedleys Solicitors
Email: r.taylor@hedleys-solicitors.co.uk

Sandy Town Council

12 Cemetery Extension

Clerk's Report

The Town Clerk and Deputy Mayor attended a meeting with Justin Smith of Cemetery Development on Friday 14 February 2014 to discuss progress with the cemetery extension project. The meeting was a lengthy one and a table has been prepared which provides some of the information discussed.

To summarise:

1 Pending a final phone call it is expected that EA approval of the site will be given in the next few days. Installation of boreholes may be requested first but it is more likely this will be made a condition of planning *if* they are deemed necessary. It is hoped that this can be avoided altogether as the cost is likely to be considerable.

2 Collection of remaining asbestos materials from the site is being organised By STC and a certificate stating that no visible asbestos remains on site is to be obtained.

3 Once these two items are completed the next step is to arrange a pre application meeting with the planners and undertake site topography. There will be a wait of circa 4 weeks for the planning meeting but the topography report can be undertaken in late February. The pre application advice is likely to cost between £300-£600. The topography work c £600.

4 The following stage will be for a single design of a general layout for the site to be produced. This will not be the final design but will be the basis for discussion with members which will inform the final design. A second design will then be produced and under the standard design fee up to 6 minor amendments will then be allowed on this second design.

5 The planning documents will then be prepared including an ecology survey (phase 1) which is time specific and should be undertaken in April/May estimated cost £1,000 - £2,000. If a phase 2 survey is necessary this will be much more expensive but it should not be necessary unless a protected species eg badgers or newts are found on site which is not anticipated. An archaeological pre-determination survey will be undertaken at a similar time. Cost of archaeology will depend on what is found in the pre-survey.

6 Once a design is agreed by council and all the planning documents are prepared the planning process itself will take at least 12 weeks from submission to completion. Overall it is anticipated that the costs to complete the planning process and design stage of the project will be between £10,000 and £12,000 depending on which documents and reports are needed. The design fee from Cemetery development for this phase of the project will be £5,200. The planning permission will last 3 years.

Sandy Town Council

7 On grant of planning permission the remaining phase will be legal work, specification of the contracts and quantity analysis, tendering process and appointment of contractors followed by project management. Cemetery Development will oversee most of this including the tendering process at a fee of 5-10% of the project cost; in this case it is estimated to be c £4,000. Hard standing costs are expected to be c £45,000, drainage costs between £2-4,000 and seeding and preparation work approximately £3,150. Water installation is likely to be £1,000.

The total cost of the whole project will be c £80,000 but as work is needed on the existing cemetery paths etc council may be minded to budget for £100,000 for the whole project to include the path restoration in the main cemetery to be undertaken at the same time as the hard standing work in the extension.

The project could be funded from reserves, from a PWLB and/or also from income from the cemetery or a combination thereof. For the cemetery income to be sufficient to make a significant contribution to the costs of the project cemetery fees must be increased in line with real costs of burial provision. This would involve a significant increase on current burial costs which presently do not cover the basic administration of the initial interment and funeral excluding any maintenance on on-going recordkeeping.

The long term funding of the project needs careful deliberation but at this stage **the Clerk is asking members to and authorise the design and planning stage of the project (stages 1-6 above) using funds from reserves to an anticipated maximum of £12,000.**

Expenditure during the planning and design stage will be staged and sequenced to ensure that unnecessary expenditure is avoided if obstacles to progress arise.

SANDY TOWN COUNCIL – CEMETERY EXTENSION PLANNING

Documents to be provided for planning

Title	Action	Anticipated Start Date	Anticipated Cost where known
ENVIRONMENTAL			
Environment Agency T2 Groundwater Audit	Completed		
Installation of boreholes and 6 monthly monitoring	Maybe a condition of planning	Time of construction	£3,000?
Environment Agency Flux modelling	Completed		
Flood Risk Assessment.	To be undertaken	Mid-March 2014	
SUD's Policy and design	To be undertaken	Mid-March 2014	
Ecology survey Phase 1	To be undertaken	April/May 2014	£1,000 - £1,200
Newt Survey (?)	Subject to findings of above		
Tree Officers Comment	Part of ecology survey	March 2014	
POLICY			
Archaeology pre determination survey	To be undertaken	March/April 2014	£2,000
Needs Statement	To be undertaken	March 2014	£1,100 - £2,000
Design and Access Statement	To be undertaken	March 2014	£800 but £3,000 if traffic report needed
Highways Comment	To be undertaken	March 2014	
Public Rights of Access Statement	To be undertaken	March 2014	
Consultation web doc	To be undertaken	March 2014	? Sandy STC website
Visual Appraisal / LVIA	To be undertaken	March 2014	VA £800 but LVIA £3,000 if needed
Pre-app meeting	To be undertaken	March 2014	£300 - £600

DESIGN					
General layout	To be undertaken			March/April 2014	
Location Plan	To be undertaken			February 2014	
Drainage Plan	To be undertaken			March 2014	
Burial Layout Plan	To be undertaken			March 2014	
Landscape planting Plan	To be undertaken			March 2014	
Site topo	To be undertaken			End of February 2014	
Utility Survey	To be undertaken			End of February 2014	
IMPLEMENTATION					
Specifications, Legals and QA	To be undertaken			Following grant of Planning Permission	£4,000
					£5,200

Application fees from council planning not included

Sandy Town Council

11 Mayoral Communications

15.01.13	Attended with Mr David Sutton, the Mayor of Houghton Regis' Charity Dinner at The Old Red Lion, Houghton Regis.
01. 2.14	Attended the 1 st Sandy Scout Groups table top sale at Scout Headquarters, Sunderland Road, Sandy.
07.02.14	Accompanied by Mr David Sutton, attended the Mayor of Houghton Regis Quiz Evening at St Vincent's Social Club, Houghton Regis.
10.2.14	Attended a meeting with Beth Powney and Sharon Bate re: Civic Service
Deputy Mayor	
27.01.14	Attended the Mayor of Bedford Borough's Holocaust Memorial Day Commemorations at the Anne Frank Tree in Russell Park, then at the Harpur Suite Bedford.
16.02.14	Attended with Mrs Sue Jackson, the Mayor of Leighton Linlade's Civic Service at All Saint's Parish Church, Leighton Buzzard.

Letters to:

Daniel Cave, Ewan Dickson, Lucy Traynor & Lily Anderson of Saxon Cub pack on achieving their Chief Scout Silver Awards.

Sandy Town Council
