

Sandy Town Council

To: Cllrs N Aldis, J Ali, C Butterfield, W Jackson, K Lynch, A Maycock, M Runchman, R Smith, S Sutton, and S Walsh

Cc: Cllrs C Osborne, M Pettitt, D Sharman, M Scott (One Vacancy)

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council which will be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 27 January 2014 commencing at 7.30 pm. The items of business to be transacted are specified below.



Delia Shephard
Town Clerk
10 Cambridge Road, Sandy
SG19 1JE
01767 681491
22 January 2014

A G E N D A

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*
- ii) Personal Interests*

3 Minutes of previous meeting

To receive the minutes of the Community Services and Environment Committee held on 16 December 2014 and to approve them as a correct record of proceedings.

Sandy Town Council

4 Town Council Gazebos

To consider arrangements for the use/hire of Town Council gazebos by community groups.

5 Aragon Estate/Engayne Avenue

To receive a report from Cllr Aldis on a meeting organised by him with representatives of Aragon Housing Association and Central Bedfordshire Council on matters concerning this area of the town.

6 Community Orchard

To receive an update report on progress with the Community Orchard following a meeting on Friday 17th January 2014.

7 Christmas Lights

To receive a verbal update on Sandy Christmas lights following two meetings of the Friends of Sandy Christmas Lights on Thursday 18th December 2013 and Thursday 23rd January 2014.

8 Fallowfield

To consider a further report on areas managed by the Town Council in Fallowfield.

9 Cemetery Extension/Formal Allotment Site

To receive an update report on management of the former allotment site and to consider next steps on the cemetery extension project.

10 Adoption of Public Open Space at Berwick Way

To receive an update report on the adoption of land at Berwick Way/Sunderland Road previously approved by Sandy Town Council.

Sandy Town Council

Community Services and Environment Committee 16 December 2013

REPORTS

4 **Town Council Gazebos Clerk's Report**

Members will remember that the Friends of Sandy Christmas Lights purchased 25 gazebos to be used for the Christmas Lights Community Event and for other community events in Sandy. The gazebos were part funded by Sandy Community First on the basis that they would be made available as a community resource to groups working to further the aims of Sandy Community First and for the general good of the community.

The committee now needs to consider the following issues:

- 1 **Permanent storage/access for the 25 gazebos** – the gazebos are currently stored in the cemetery chapel. It was intended to store them in the cemetery tool shed but this is not weather proof and it would be damaging for the gazebos to become damp. The future use of the chapel is an issue which the committee needs to consider as part of the cemetery extension plan but in any event storage in the cemetery is not ideal as there are already many demands on the space in the chapel. If the gazebos are to remain there permanently then it would be helpful to ask SHRG to remove their artefacts from the chapel (and this may be desirable in any case) since it is not an ideal storage area. Six gazebos have been retained at 10 Cambridge Road for immediate access but space is limited, at the moment these are in the foyer it is hoped to remove them to the store room upstairs but this can only be done if other material is removed.
- 2 **Charging for use of the gazebos** – costs to be considered are the administration of the booking/collection arrangements; explaining to the users how to construct the gazebos and checking the condition of the gazebos when returned.
- 3 **Deposit scheme for use of the gazebos** – the gazebos are not as robust as market stalls etc and need to be handled carefully. A deposit scheme would encourage users to take care of the equipment but if out of the financial reach of some groups will defeat the purpose of making the gazebos into a community resource.
- 4 **Advertising the availability of the gazebos** – probably the best way to do this is via the website and an email/letter to all

Sandy Town Council

community groups on our database.

- 5 Replacement of gazebos** – the gazebos will inevitably have a limited shelf life. This should be borne in mind when considering the storage and charging etc. Does the council wish to replace as it goes along or should the equipment be regarded as a short term asset?

Members are asked to express their views so that the Clerk can produce a set of terms and conditions for borrowing of this equipment.

Sandy Town Council

6 **Community Orchard**

Clerk's update report for information will follow or will be tabled at the meeting depending on the availability of outstanding information not received at the time of writing.

Members will be asked to note the information provided.

Sandy Town Council

7 Christmas Lights

Financial information attached, however this is not yet complete. Oral report from members of the group will be given at the meeting.

Members will be asked to note the information provided.

A/c Code 5987		Christmas Illuminations					Annual Budget	10,433
Centre 509		Christmas Lights					Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance							0.00	
5987	509	7	21/10/2013	110597	Cashbook	Christmas Lights installation	1,160.00	
5987	509	8	11/11/2013	110753	Cashbook	Xmas Lights	3,742.88	
5987	509	10	06/01/2014	110827	Cashbook	Change timers on Xmas lights	75.00	
Account Christmas Illuminations						Account Totals	4,977.88	0.00
Centre Christmas Lights						Net Balance Month 10	4,977.88	

A/c Code 5988		Community Christmas Event					Annual Budget	5,000
Centre 509		Christmas Lights					Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance							0.00	
5988	509	5	12/08/2013	110664	Cashbook	Lottery registration fee	20.00	
5988	509	7	07/10/2013	110728	Cashbook	Christmas Event Notice	21.00	
5988	509	7	07/10/2013	110729	Cashbook	Project management fee	500.00	
5988	509	7	28/10/2013	110607	Cashbook	Wooden Stars for Xmas Lights	162.00	
5988	509	8	04/11/2013	110615	Cashbook	Wooden stars - Christmas Fayre	2,494.04	
5988	509	8	11/11/2013	110746	Cashbook	Gazebo Weight - Xmas Fayre	124.95	
5988	509	8	11/11/2013	110747	Cashbook	Xmas Lights Dinner	748.80	
5988	509	8	11/11/2013	110751	Cashbook	Raffle Tickets	85.50	
5988	509	8	11/11/2013	110762	Cashbook	Petty Cash	19.50	
5988	509	8	19/11/2013	110772	Cashbook	Petty Cash	29.00	
5988	509	8	27/11/2013	110773	Cashbook	Sandy Town Council	500.00	
5988	509	8	27/11/2013	110773	Cashbook	Xmas Fayre raffle prize etc	500.00	
5988	509	8	27/11/2013	110773	Cashbook	Sandy Town Council		500.00
5988	509	9	02/12/2013	110794	Cashbook	Bal payment - Xmas Consultancy	500.00	
5988	509	9	02/12/2013	110801	Cashbook	Sandy Lights event expenses	216.77	
5988	509	9	02/12/2013	110806	Cashbook	Christmas tree	265.00	
5988	509	9	02/12/2013	110820	Cashbook	Collection/erection of tree	75.00	
5988	509	9	02/12/2013	110821	Cashbook	Entertainment - Xmas Fayre	50.00	
5988	509	10	06/01/2014	110839	Cashbook	Petty Cash	6.50	
5988	509	10	06/01/2014	110841	Cashbook	Entertainment - Xmas Lights	50.00	
5988	509	10	06/01/2014	110821	Cashbook	Entertainment - Xmas Fayr		50.00
5988	509	10	13/01/2014	110845	Cashbook	First Aid Cover for Xmas lites	105.00	
5988	509	10	13/01/2014	110848	Cashbook	Xmas Banner and Sign	110.00	
5988	509	10	13/01/2014	110854	Cashbook	Timer Xmas Lites	163.68	
5988	509	10	13/01/2014	110857	Cashbook	Various works	163.68	

5988	509	10	13/01/2014	110854	Cashbook	Various works	163.68
------	-----	----	------------	--------	----------	---------------	--------

Account Community Christmas Event

Account Totals

6,910.42

713.68

Centre Christmas Lights

Net Balance Month 10

6,196.74

A/c Code	7365	Christmas Lights	Annual Budget	4,000
----------	------	------------------	---------------	-------

Centre	509	Christmas Lights	Committed	0
--------	-----	------------------	-----------	---

Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance								0.00
7365	509	1	03/04/2013	200443	Cashbook	Christmas Lights Donation		10.00
7365	509	5	16/08/2013	200473	Cashbook	Tesco Donation		1,000.00
7365	509	7	04/10/2013	200485	Cashbook	Dinner		70.00
7365	509	7	11/10/2013	200486	Cashbook	Dinner		17.50
7365	509	7	23/10/2013	DCR	Cashbook	Christmas		35.00
7365	509	7	23/10/2013	200489	Cashbook	Xmas Dinner		417.50
7365	509	7	25/10/2013	200490	Cashbook	Xmas Dinner		70.00
7365	509	8	01/11/2013	200491	Cashbook	Dinner		122.50
7365	509	8	01/11/2013	200491	Cashbook	Lights Donation		30.00
7365	509	8	04/11/2013	200494	Cashbook	Dinner		367.50
7365	509	8	08/11/2013	200495	Cashbook	Dinner		262.50
7365	509	8	08/11/2013	200496	Cashbook	Xmas Lights		554.50
7365	509	8	11/11/2013	200500	Cashbook	Xmas Lights		136.50
7365	509	8	13/11/2013	DCR	Cashbook	Refund		19.91
7365	509	8	19/11/2013	Donations	Cashbook	Xmas		200.00
7365	509	8	25/11/2013	200504	Cashbook	Xmas		194.91
7365	509	8	27/11/2013	200505	Cashbook	Fun fair		400.00
7365	509	8	27/11/2013	200505	Cashbook	Xmas Stars		12.00
7365	509	9	04/12/2013	200506	Cashbook	Lights dinner		35.00
7365	509	9	06/12/2013	200507	Cashbook	Xmas Fayre		747.73
7365	509	9	06/12/2013	200508	Cashbook	Xmas Lights		2.00
7365	509	9	19/12/2013	200509	Cashbook	Xmas Lights		50.00
7365	509	9	20/12/2013	200510	Cashbook	Christmas Tree		170.00
7365	509	9	24/12/2013	200511	Cashbook	Xmas Trees		159.00
7365	509	10	07/01/2014	200513	Cashbook	Xmas Dinner		35.00
7365	509	10	07/01/2014	200513	Cashbook	Xmas Lights		1,000.00

Account Christmas Lights

Account Totals

0.00

6,119.05

Centre Christmas Lights

Net Balance Month 10

6,119.05

8 Fallowfield

Various works have been undertaken across a number of the sites the Town Council owns in the Fallowfield area and these include the following.

Rear of properties hammer-head Falcon Close.

Rear of properties The Harriers / Avocet Close.

Dove Close.

Fieldfare.

Hammer-head Partridge Piece.

Goldfinch Drive.

Sunderland Road (rear of the Jays).

The main area where work is required is along Sunderland Rd and the Recreation Ground.

Members have previously had a price from one contractor to carry out work along Sunderland Road, a further quotation has arrived to carry out work along Sunderland Rd and this is attached. Another quotation is awaited.

Maple Tree Lower School have been contacted about the moving of the fence, removal of the shrubbery and the grassing of the area. Copy of the response from the school attached.

Sandy CP

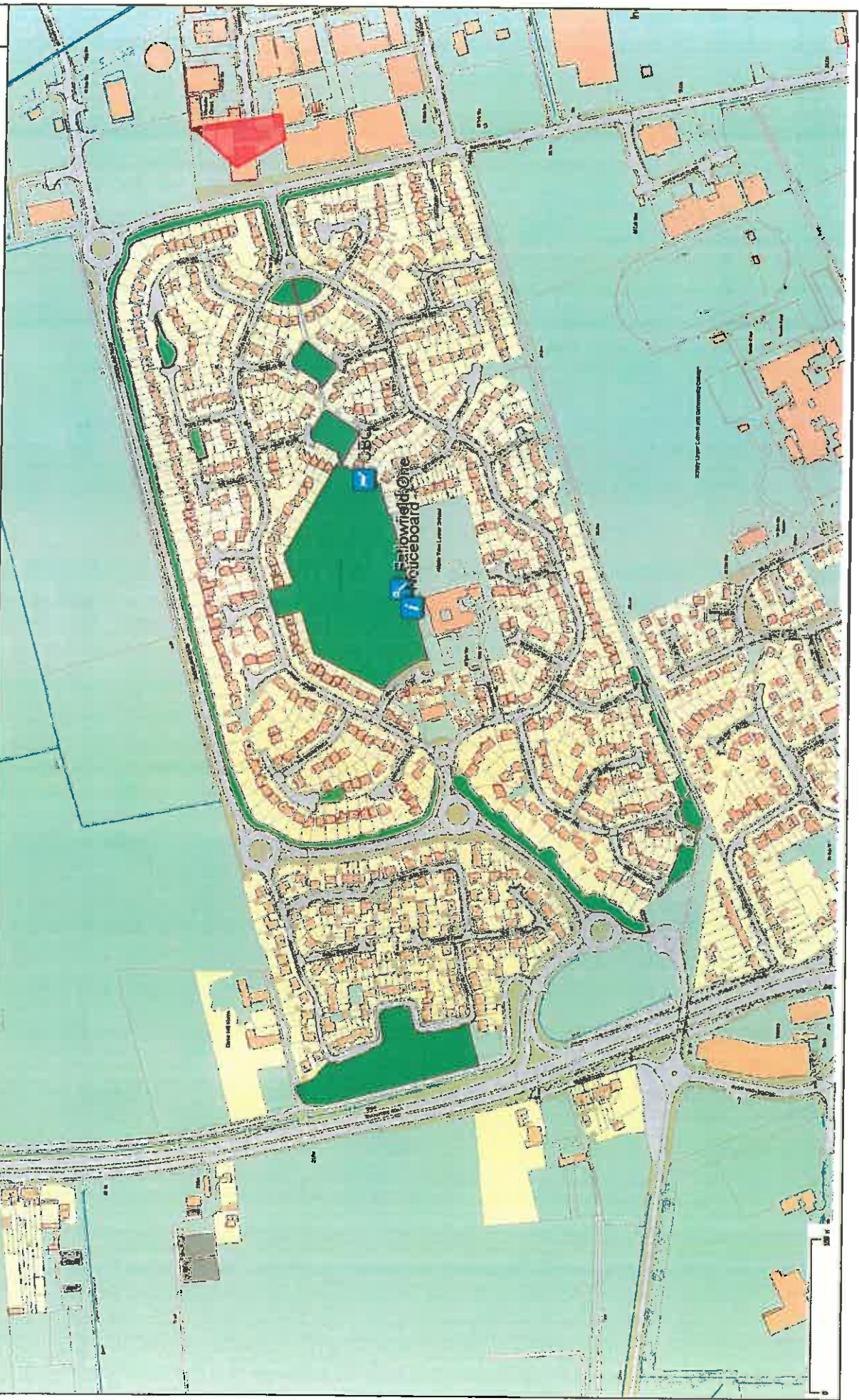
Date: 27-1-2014

Scale: 1:5000

Map Centre - easting / northing:
516809 / 250865

ParishOnline

© Crown copyright and database right. All rights reserved (0100052089) 2014





Tree & Hedgecutting Services

NPTC Qualified with £5m Public Liability Cover

Park & Grounds Maintenance

Tractor Mounted Hedge Cutting : Flailing : Circular Saw : Ditch Cleaning

Tree Maintenance : Felling : Woodchipping : Suppliers of Wood Chippings

VAT Reg No 138 5590 87

Tony Barnett

68 Sandy Road, Everton,

Sandy, Beds SG19 2JU

Tel : 01767 681 752

Mob : 07973 977 120

RECEIVED
23 JAN 2014

22nd January 2014

Mr J Whitehurst
Deputy Town Clerk
Sandy Town Council
10 Cambridge Road
Sandy
Beds SG19 1JE

Dear Mr Whitehurst

Re : Cutting back shrubbery and small trees along section of Sunderland Road

Further to our recent meeting, thank you for taking the time to show me the work required. Please find my quote as promised :-

For one chainsaw operator and one labourer, per day £360.00

For one chainsaw operator and two labourers, per day £480.00

Both of the above prices would be subject to VAT. Chippings to be left on site unless otherwise instructed by yourself. I enclose a copy of my insurance details for your information and records - I find I am often asked to provide this documentation.

I hope you will find my quote favourable and look forward to hearing from you.

Yours sincerely

Tony Barnett

Enc

Terms - Full payment within 28 days of invoice date.

Thanking you for your much appreciated custom.

Please make cheques payable to Tony Barnett.



To: Whom it may concern

Ref: 00158629/1
4th November 2013

Dear Sir/Madam,

Re: Mr Tony Barnett
Liability insurance with Camberford Law Plc
Policy number XLTS0108
Renewal Date 7th November 2014

We are pleased to confirm cover under the policy mentioned above as follows:

Employer's Liability: £10,000,000

Public Liability : £5,000,000

Products Liability : £5,000,000

Expiry date: 7th November 2014

Usual disclaimer

The information provided is based on our understanding of the insurance arrangements at the time of writing. Whilst every effort is made to ensure that this information is accurate, it does not replace the insurer's own policy documentation and schedule, to which reference must be made; in the event of contradictory information, the insurer's policy documentation should be taken as the extent of cover provided by the insurer. Alterations may be made during the period of cover.

Any expiry date shown represents the normal expiry date of the policy.

In some circumstances, such as in the event of non-payment of premiums due, cancellation could occur before the normal expiry date. We would be pleased to confirm the current position on request.

Yours faithfully,

Jack Pryar
Four Counties Insurance Brokers Ltd



Member of the
British Insurance
Brokers Association



Four Counties
Insurance Brokers
Limited are part
of the CCV Group.



Personal Insurances:
Quotations: 0845 249 0052
Renewals: 0845 481 0858
Customer Service: 08456 300 200

Business Insurances:
All departments: 0845 249 0053

Branches at:

40 Huntingdon Street, St Neots, PE19 1XF
40 East Street, St Ives, PE27 5PD
Mansefield Close, Desborough, NN14 2RA
Fax: 01480 407101
Email: insure@4counties.co.uk
Website: www.4counties.co.uk

Jonathan Whitehurst

From: Maple Tree Lower <mapletree@cbc.beds.sch.uk>
Sent: 21 January 2014 10:42
To: Jonathan Whitehurst
Subject: Re: Fallowfield Recreation Ground

Hi Jonathan,

Looking at the plans and reflecting on our experience since the play area opened, I have listed our initial concerns below:

- The plan to move the fence may provide easier access to cause damage to school property, we are already finding debris (cans etc) which have been thrown over, replaced one broken window and broken roof tiles caused by missiles (i.e bins from the play area launched over the current fencing)
- We have already had damage to the schools metal fencing near the basket ball area where kids have unscrewed parts of it and bent areas of fencing up to retrieve balls, this raised immediate Health and Safety concerns for our pupils security in the playground during the course of the school day and meant that unexpected repairs had to be made in a hurry at expense to the school. Repairing or replacing the fence will take much needed funds away from teaching and learning and we would like to prevent this where possible.

In order for us to support the town councils plans we would be keen for them to take our issues into consideration. Will they be planning to install CCTV in the area or would they be willing to cover any costs relating to any future damage?

Pauline and I would be pleased to meet with you here at school to discuss the plans further, (we have access to the play area from the school grounds). Would you be available on Friday morning at 10am?

Kind regards

Kim Varley

Office Manager

*Pauline Duncombe
Head Teacher
Maple Tree Lower School
Hawk Drive
Sandy*

Beds
SG19 2WA
Tel 01767 699806

On 20 January 2014 13:15, Jonathan Whitehurst <Jonathan.Whitehurst@sandytowncouncil.gov.uk> wrote:

Dear Kim

Further to our conversation, please find attached a plan of the area with the changes the Town Council would like to make.

Please feel free to contact me. I am available to meet with you at the location if you would like.

Regards

Jonathan Whitehurst

Deputy Town Clerk

Sandy Town Council

10 Cambridge Road

Sandy

Bedfordshire

SG19 1JE

Tel: 01767 681491

From: c220@sandytowncouncil.gov.uk [mailto:c220@sandytowncouncil.gov.uk]

Sent: 20 January 2014 12:55

To: Jonathan Whitehurst

Subject: Message from KMBT_C280

Sandy Town Council

Community Services and Environment Committee 27 January 2013

ADDITIONAL REPORTS

6 Community Orchard Clerk's Report

Following a resolution made by Town Council on 2 December 2013 RESOLVED that a minimum sum of £1,000 to meet the planning/legal fees of the project is included in the 2014/15 budget and that officers are authorised to continue work on this project work has progressed somewhat. The Town Clerk has attended several meetings with members of the community and with officers of Central Bedfordshire Council and enthusiasm for the project is strong.

An agreed template for the required business case to be put to Central Bedfordshire Council has been obtained and the Town Clerk has begun work on the business case which will come to Town Council for approval at the earliest opportunity. Most of the information required is already available but the following items remain outstanding:

- Clarification of the wording of one element of the template document (information awaited from CBC)
- Clarification of the preferred constitution/status of the new community group which is to manage the orchard (information awaited from CBC). Central Bedfordshire Council has made it clear that it will be necessary to form a new community group to manage the orchard once the lease is agreed. The group will be drawn from the existing Beeston community groups (ie Beeston Wildlife Group and Beeston Open Gardens) who have already expressed support for the project but it will also be necessary for the group to have representation from the Town Council and from the wider community of Sandy including schools, other relevant community groups etc. Town Council already has considerable evidence about the level of support for the project from Beeston but support from elsewhere in Sandy must also be demonstrated.
- Confirmation of the type and nature of the valuation and survey of the land which CBC will require from STC also whether any soil

Sandy Town Council

testing or other requirements are likely (again information awaited from CBC).

Members are asked to note the position and a further report will be brought to Council at the earliest opportunity.

Sandy Town Council

9 **Former Allotment Site Clerk's Report Site Security**

The allotment site has been closed and good progress had been made with clearance work by the outdoor team. All scrap metal on the site had been removed and sold. All remaining asbestos on site had been collected and quotations for removal of the same have been obtained. This work is expected to cost £600. Arrangements have been made for a trench to be dug around the perimeter of the site to prevent vehicular access to the land (work to be carried out by a member of the community at no cost to the council). Once this work is completed temporary fencing panels will be erected at the entrances to the site to prevent pedestrian access and fly tipping, trespass etc.

The cost of the temporary fence panels is expected to be in the region of £1,800 but further quotations are being obtained to secure the best price for the equipment needed. Unfortunately there is no alternative to buying and installing this fencing as it will be needed for a considerable period whilst the land settles and as future work is done on the site both for security and for health and safety reasons. The panels will be reusable in different locations thereafter.

There is some scope within the 2013/14 budget to meet part of these expenses from cost centre 403 code 4338 new equipment and from code 4345 Health/Safety & Environmental. The Clerk will also ask the council (via the PF&R Committee) to consider virement of unspent funds from allotment water charges cost centre 404, account 4404, cemetery and chapel maintenance cost centre 406, codes 4650 and 4651 (not likely to be spent) and from the net income from the cemetery which has exceeded the anticipated budget. There are sufficient funds using a combination of these codes to fund these essential purchases from the 2013/14 revenue budget.

Cemetery Extension

Following previous decisions of Sandy Town Council made in February 2013 work was done on site by CDS last year with a view to completing a further extended desktop study compliant with CLR11 "Model Procedures for the Management of Land Contamination" in order to take the Council over the final hurdle with regard to securing permission from the Environment Agency (EA) for the site to be used as a cemetery extension. The advice from CDS is that this is well underway and so far responses from the EA are positive.

As far as the next stages are concerned a planning wish list is attached which shows the documents which will be needed for planning. The

Sandy Town Council

estimated cost for this next stage of the project will be £10 to £15K and I have asked CDS for a more detailed cost analysis although it is difficult to give precise figures since the most uncertain area is the archaeology and recent local finds as well as earlier ones suggest there is likely to be a considerable cost.

Members should also take into consideration that neighbours of the site wish to be consulted at the planning stage. The Deputy Mayor and Town Clerk have met with residents of a nearby property during the year in an attempt to allay some concerns and it will be important to maintain an open and transparent exchange of views with neighbours who may be affected by the proposed change of use.

Members are asked to note progress with the project a further report will be provided at each Community Services and Environment meeting from now on.

Documents to be provided for planning

Title	Action
ENVIRONMENTAL	
Environment Agency T2 Groundwater Audit	Completed
Installation of boreholes and 6 monthly monitoring	Maybe a condition of planning
Environment Agency Flux modelling	Completed
Flood Risk Assessment.	To be undertaken
SUD's Policy and design	To be undertaken
Ecology survey Phase 1	To be undertaken
Newt Survey (?)	Subject to findings of above
Tree Officers Comment	Part of ecology survey
POLICY	
Archaeology pre determination survey	To be undertaken
Needs Statement	To be undertaken
Design and Access Statement	To be undertaken
Highways Comment	To be undertaken
Public Rights of Access Statement	To be undertaken
Consultation web doc	To be undertaken
Visual Appraisal / LVIA	To be undertaken
Pre-ap meeting	To be undertaken
DESIGN	
General layout	To be undertaken
Location Plan	To be undertaken
Drainage Plan	To be undertaken
Burial Layout Plan	To be undertaken
Landscape planting Plan	To be undertaken
Site topo	To be undertaken

Application fees from council planning not included

Sandy Town Council

10 Adoption of Public Open Space at Berwick Way Clerk's Report

In 2008 Sandy Town Council resolved to adopt public open space near Berwick Way from Taylor Wimpey which was part of the Meadow Croft project adjoining Sunderland Road playing fields. The commuted sum agreed was £23,904.52. Woodfines were instructed to undertake the legal work for Sandy Town Council and a period of uncertainty and confusion then appears to have taken hold with letters going backwards and forwards between legal representatives of Sandy Town Council and Taylor Wimpey, changes of personnel, delays with the finding of plans and issues with title to the land. In January 2012 I wrote to Woodfines and asked them to contact Taylor Wimpey and obtain from them an undertaking that they would meet all legal costs in the matter given its history and following this instruction the file lay dormant for some months.

In mid-2013 we were contacted by Taylor Wimpey's agents directly and advised that they were now keen to complete the adoption. They were advised that STC would not complete on the old commuted sum and would be applying an increase based on the rate of inflation (RPI) for each of the years since 2008 making the new commuted sum £28,090.76. The agent acting for Taylor Wimpey advised that he would consult with his client. The agent dealing with the file again changed and a delay ensued. We have now contacted the agent and advised that our commuted sum has risen to £28,849.21 as we have added in an increase for 2013. A meeting has been arranged on site on Friday 31 January 2014 with representatives of the agents to discuss matters further. The matter of the legal costs continues to be a concern. Until the site meeting is concluded and a clearer picture of Taylor Wimpey's position is obtained there is little more to say at this stage. The matter will return to council in due course.

Members are asked to note the position.

Copyright Barter Hill Partnership. This drawing shall not be copied in whole or part without the written permission of The Barter Hill Partnership.

NOTES:
Total extent of public open space areas = 5510m²



Rev.	Description	By	Date

barter hill

Barter Hill Partnership Limited
Wynters Farm Barn
Magdalen Laver
Ongar
Essex CM5 0EW
t: 01279 430888
f: 01279 429007
e: mail@barterhill.co.uk

15 Meridian Way
Meridian Business Park
Norwich NR7 0TA
t: 01603 300360
f: 01603 438834
e: mail@barterhill.co.uk

Client Taylor Wimpey	Project Meadow Croft, Sandy	Drawing Title Public Open Space Transfer Plan	Designed by JR	Drawn by NV	Checked by	Date July 2007	Job Ref 2856
Scale @ A3 1:1250		Drawing No. 11122_101	Revision		Status AS BUILT		
Card file P:\2856\CMV1		Contact Office Magdalen Laver					