

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 7 November 2016 commencing at 7.30pm.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
1 November 2016

A G E N D A

1 Apologies for absence

2 Declarations of Interest

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 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 26 September 2016 and to approve them as a correct record of proceedings.

Previously
circulated

4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

Sandy Town Council

- 5 Action List**
To receive the Action Report and any updates. Appendix I
- 6 River Ivel Clearance**
To receive and note a report on concerns received by a resident. Appendix II
- 7 Sandy Green Wheel**
- i) To receive and note an update report following a meeting of the Green Wheel Steering Group. Appendix III
 - ii) To receive a request from BRCC for Sandy Town Council to take on grass cutting work to support improvements to Bridleway 22. Appendix IV
 - iii) To receive a letter and funding request from BRCC. Appendix V
- 8 Picnic Table and Seats on Beeston Village Green**
To receive a request from Beeston Open Gardens Appendix VI
- 9 CCTV Coverage in Sandy**
To receive a report from the Town Clerk on CCTV coverage in Sandy. Appendix VII
- 10 Mosaics Project**
To receive and note an update report from the Town Clerk on the Story in Stone Mosaics Project which came through Central Bedfordshire Council's Market Town Regeneration Fund Scheme. Appendix VIII
- 11 Chairman's Items**
- 12 Date of Next meeting: 19 December 2016**

Agenda item 5 - Community Services and Environment Committee - Action list

Subject	Action to be taken		Response /Status
	Minute	Action	
Meeting 1/6/15			
Engayne Avenue Estate	(6-15/16)	Cllrs Aldis and Ali research and gather information about the area and report back to the Council in six to nine months' time.	CBC Cllr. P Smith continuing to liaise with Aragon. Maintenance work on walls and lighting to be commenced. Aragon to confirm date.
Bus Turning Circle	(12-15/16)	Defer a decision on whether the bus shelter outside Quince Court be moved until after the meeting with CBC had taken place.	Stagecoach that they will re-register the Service 73 to operate back round Engayne Avenue as from Sunday 4th December. A new bus shelter will be installed by CBC which should include Real Time information.
Bus Shelter in Fallowfield	(15-15/16)	Defer this item until the bus route is decided.	CBC has received STC requests for bus shelters at Fallowfield and is currently investigating. CBC's J Hardy due to report back to Clerk.
Meeting 5/10/15			
Beeston Green	(44-15/16)	The Town Clerk prepare a draft Management Plan. The Town Clerk to contact CBC about the possibility Community Orchard project.	Draft in process of being finalised by Clerk and Cllr Hill. Due to go on Full Council agenda of 28 th November. As at 1/11/16 CBC officers were confirming housing layout proposals and the BRCC orchard/allotment management plan. Due to report back to Clerk once complete.

Meeting 22/2/16			
Fingerpost Signs	(89-15/16)	Investigations proceed to have a finger post in the Town Centre and that this could be included in the bid for Market Town Regeneration funding.	<p>On going To form part of CBC Match funding project.</p> <p>Initial review by CBC to inform Ringway Jacobs occurred in September. Ringway Jacobs to produce advisory report on and street furnishing, potential changes and locations. It is anticipated this will be ready in January 2017.</p>
Full Council Meeting 20/4/16			
Allotments	(22-2016/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>On going.</p> <p>BRCC drawing up management plan for Orchard/Allotment which is required for planning submission. CBC officers are currently working with Planning ahead of a submission. No further updates from CBC at time of issuing agenda.</p>

AGENDA ITEM 6

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 7 November 2016

AUTHOR: Town Clerk

SUBJECT: River Ivel Clearance

Summary

The Council has received complaints about the lack of maintenance on an area of the River Ivel, specifically lack of clearance work. Work is not the responsibility of the Town Council; however the Clerk assured he would bring the matter to Members attention following correspondence with a resident.

Information

A resident of Park Court has complained to the Council about the lack of clearance work on the River Ivel at the location highlighted by the yellow box on the image below.



Clearance and management of this stretch of river falls to the Environmental Agency. Clearance work does not appear to have been carried out on the highlighted area and it is reported only 6 ft of clear water is free flowing. The minimal area that is free flowing is due to the work of residents. Concern has been expressed over the increased potential of flooding during winter.

The EA have carried out some clearance work along the river, however clearly not on this stretch. They have made them aware of the situation and residents' concerns and we are awaiting a response from the local area team.

SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**DATE:** 7 November 2016**AUTHOR:** Carol Baker-Smith**SUBJECT:** Sandy Green Wheel**Summary**

At a meeting of the Full Council on the 20th June 2016 it was resolved that the Council confirm its commitment to the Green Wheel project and that Cllrs N Aldis and D Sharman be appointed to sit on the steering group. This report is meant as an update for Members following a second meeting of the steering group on 6th October 2016.

Green Wheel Progress - Update on WorksStratford Road

Levelling and re-surfacing 700m to the RSPB gateway started in the middle of October.

Railway bridleway

Levelling and re-surfacing could start in the middle of October. A length of hedge will be planted following the re-surfacing pending talks with the landowner. The overgrown ditch might be improved

South Mills Landscaping

Surfacing and tree and hedge planting were done last year. More tree and hedge planting to be done this winter.

Beeston Orchards / allotments

The works are subject to a planning application. BRCC have produced a management plan for the orchard for CBC.

'Chapel Meadow' path

A permissive agreement for a field edge rather than cross field path is in progress. There will be fewer associated landscaping works and part will require fencing.

Review of 'Short Term' projects in Action Plan

Each of the short term actions in the plan were discussed and a revised action plan incorporating revisions, re-scheduling and noting completed actions will be produced and made available to council when complete.

Future Resourcing

Actions in the plan will need to be more tightly costed than at present in order to apply for funding (especially CIL funding).

The profile of the Wheel needs raising in order to build momentum in the community and possibly to help to generate funds (such as through sponsorship). It is proposed to open some suitable practical works up to the general public and to attempt to set up a "Friends of Sandy Green Wheel group" initially supported by BRCC.

Next Steps, Targets and Timetables

It was agreed that a walking route leaflet would be produced in advance of a full Green Wheel leaflet due to the difficulties with up-grading some sections to bridleway or cycle track. An action plan and timetable for the production of the leaflet which will be launched at a public event will be produced. Sponsors will be looked into but funding is probably available from existing posts. Crowdfunding was also mooted.

Waymarking will be required for the route, this will be discussed by BRCC and David Leverington (CBC).

A further meeting of the Steering group is to be held on Thursday 15th December and Members will be kept informed of further progress.

AGENDA ITEM 7

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 7 November 2016

AUTHOR: Town Clerk

SUBJECT: Sandy Green Wheel - Bridleway 22 Improvements

Summary

Sandy Town Council has received a request from the Bedfordshire Rural Communities Charity (BRCC) to take on a mowing commitment along a section of Bridleway 22 to support improvement works carried out by BRCC as part of the Sandy Green Wheel.

Information

BRCC and Central Bedfordshire Council's (CBC) Rights of Way Office have recently reviewed Bridleway 22; in particular, the section highlighted below.



CBC has funds available from the adjacent development to enhance this access corridor, potentially having a 2m wide tarmac path in parallel with a 2m grassed surface path; which would provide suitable surfaces for all users.

The enhancement work would require some of the encroaching vegetation to be removed, or trimmed back and BRCC are looking to make the most of the opportunity to carry out improvement works by improving the visual and wildlife value of the corridor. There are a number of sections where nettles are being taken over by brambles and BRCC would like to totally remove this and start again. In these

sections BRCC would like to create wildflower verges which would need a few cuts in the first year or 2; and then a max of 2 cuts per year (spring / summer).

The initial ground preparation and seeding can be funded (as part of any surface enhancement works) however funds available to CBC / BRCC are capital only, and would not be able to pay for the mowing costs of these areas in future years.

BRCC are asking whether STC could take on the future mowing responsibility for the verges.

The Grounds Team Leader has assessed the site and believes the mowing would involve two men over one morning and that this could be accommodated into the works schedule.

It would be anticipated that as a result of the clearance work there may be an increase in dog fouling and that the Council may wish to address this with Central Bedfordshire Council in terms of bins and signage.

Recommendation

That following clearance and improvement work by BRCC, and on completion of the project, the Town Council takes on the responsibility of a spring and summer cut of the wildflower verges along the highlighted area.

AGENDA ITEM 7

APPENDIX V



Sandy Town Council
Town Council Offices
10 Cambridge Road
Sandy
SG19 1JE

19th October 2016

Serving communities
across Bedfordshire

Dear Sandy Town Council

Sandy Green Wheel

As you are aware BRCC and CBC, with support from Sandy town Council, produced the Sandy Green Wheel Masterplan. The Green Wheel seeks to provide a multi-user off-road accessible corridor through areas of landscape, heritage and biodiversity value around Sandy. The Masterplan was adopted by CBC in 2014; and since then BRCC have been successful in securing funds to deliver specific components of the Green Wheel.

In a bid to increase momentum in developing other elements of the Green Wheel, a Sandy Green Wheel Development Group has been established by BRCC. To date we have had 2 meetings, kindly hosted by Sandy TC. The meetings have been attended by representatives of Sandy TC, CBC (Leisure, Rights of Way and Highways) and BRCC; but will also be open to other appropriate stakeholders.

Over the last year, delivery of works on the ground have been relatively modest - having undertaken environmental enhancements (including the tree planting on The Riddy and hedge / tree planting at South Mills); and some path surfacing works at South Mills. We have however been working on other aspects of the project, including producing a management plan for the proposed community orchard / allotment site in Beeston (which we have funding to implement).

However, more significant works are due to be implemented in the coming weeks; with further enhancements planned over the next couple of years.

In the immediate future works will include:

- Surfacing and hedge planting along the Public Bridleway running along the eastern side of the Eastcoast Mainline (including the link from Sunderland Road to the railway underpass).
- Surfacing enhancements to the Public Bridleway at the end of Stratford Road (a key link between the Sandy and Biggleswade Green Wheels, which also carries the Great North Cycleway).
- The dedication (and surfacing) of a new Permissive Cyclepath between The Baulk and A1 footbridge.
- The installation of disable angling platforms is Sandcast Wood.
- Improving the surfacing and landscaping of the BW22 corridor forming the southern boundary of the Fallowfield estate.

The Old School

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Bedfordshire Rural
Communities Charity
is a registered
charity no.1061538
and a company limited
by guarantee and registered
in England no. 3327628
VAT registration no.
874 7702 87

While BRCC and CBC have secured funding for these capital elements (to date, over £125,000 for the SGW as a whole), this funding cannot be used to cover the time consuming tasks of project development, landowner liaison, community engagement, grant applications etc.

While gratefully acknowledging a contribution from Sandy TC to help produce the Masterplan, CBC's Countryside Service has funded our project development time since then. However, following a restructure within CBC and increasing pressures on budgets, we are needing to explore alternative ways of funding the future project development / management aspects of the Sandy Green Wheel.

<p>The purpose of this letter is to request that Sandy Town Council makes a contribution of £2,000 toward the ongoing development of the Sandy Green Wheel for each of the next 2 years – 2017/18 and 2018/19.</p>
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A contribution of £2,000 per year, with an additional contribution from CBC would secure sufficient BRCC staff time to continue the creation of the Etonbury Green Wheel; an asset which will bring significant benefits to the community in terms of enhanced local environment, increased physical and mental well-being, improved connectivity and safer and more enjoyable access routes.

I believe that you will soon commence discussions re budgets for 2017/18, hence the timing of this request. It will also help our budgeting and work programming for the next financial year, if we are able to have an indication of likely funding by the end of this calendar year.

In addition to the above request for a financial contribution towards BRCC's time; I would also invite the Town Council to consider the Green Wheel in relation to any relevant S106 funds it may hold / receive in the future. The funding source that BRCC has been successful in accessing for the previously mentioned capital items is no longer available, and so alternative sources will be needed to undertake works such as additional path surfacing and associated landscaping. Although BRCC will be active in seeking funding from other grant sources, we are aware that locally-held S106 contributions could, in some circumstances, be the most appropriate option.

If you would like any further information, please do not hesitate to contact me.

Yours faithfully

Cliff Andrews

Supporting Communities Manager &
Green Infrastructure Team Leader

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BEESTON OPEN GARDENS.

19 The Green

Beeston.

Sandy.

SG19 1PE

1st November 2016.**The Clerk****Sandy Town Council.****Council Office****Cambridge Road.****Sandy. Bedfordshire.****Dear Sir,****Picnic Table and Seats on Beeston Green.**

Some years ago the Town Council gave permission for a picnic table and seats to be placed on Beeston Green at the entrance to the Greensands Ridge Walk.

This was made from soft wood and has since fallen into disrepair and we have removed it for safety reasons.

We would very much like to replace it with a hardwood version made from Oak and Red Cedar. One of the problems with the old one was that it was standing directly on the grass and consequently rotted at the bottom of the legs.

What we would like to do is to put the new one on a paving slab base, this to be level with the ground surface so that it is not a trip hazard but would prevent the rotting process and also make maintenance easier, as there would be no problems with overgrown grass or strimmer damage. The slabs would be laid on sand and not cemented so that in the event of the table being removed in the future the green would remain unchanged, the grass regenerating and we would guarantee to make any damage good.

If we are allowed to do this we want to fix to it a memorial plaque in memory of Mrs. Poppy Cope who passed away this year and gave such a tireless contribution to our village.

Could we therefore ask that you consider this proposal at your next meeting and thank you in anticipation.

Yours faithfully,

Valerie Heygill (CHAIRMAN)

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 7 November 2016

AUTHOR: Town Clerk

SUBJECT: CCTV Coverage

Summary

Members have recently expressed concern about CCTV coverage within Sandy and the associated costs.

The Town Clerk is awaiting additional information from the police on statistics linked to CCTV evidence and arrest within Sandy. The purpose of the following report is to provide Members with an overview of on CCTV in the town for consideration.

Information

Number of CCTV Cameras in Sandy: 8

Number of CCTV Cameras owned and paid for by STC: 5

Number of CCTV Cameras owned and paid for by CBC: 3

Location of Cameras;

Camera	Location	Authority	Comment
20024	Cauldwell Court	STC	Mobile Camera
551	Budgens/ Post Office	CBC	
552	Market Square	CBC	
553	Queens Head Beer Garden	STC	
554	Church Yard	CBC	To be disconnected
556	Bedford Road	STC	
557	Sunderland Road – Skateboard Park	STC	
558	Sunderland Road Pavilion	STC	

Incidents recorded between 01/01/2016 and 20/10/2016: 27

Incidents recorded for the same period in 2015: 25

Incidents requested by police for use in evidence during the same period: 12

STC budget for CCTV: £18,000

CCTV Costs in the last financial year:	£15,895.17	Static cameras
	£1,360	Mobile camera
	Total: £17,255.17	

Contribution to mobile CCTV by Aragon Housing: £833

Monitoring of CCTV is carried out by the Hertfordshire CCTV Partnership, who via an agreement with CBC monitor cameras in Sandy, Biggleswade and Shefford.

Recharges are calculated for Sandy, Biggleswade and Shefford via a formula which takes into account all the costs of running the cameras in all three towns; this is then divided by the total number of cameras. CBC pays its share based on the number of camera assets owned over the three towns and then invoices each of the Town Councils accordingly based on the cost per camera multiplied by the number of cameras in each town.

Monitoring of Cameras;

Cameras are monitored 24/7 365 days of the year by the Hertfordshire CCTV Partnerships Stevenage based control room. Recordings are kept for 28 days. Over 550 CCTV cameras are monitored from the control room by three full time operators.

Cameras have a set number of pre-set locations (maximum of 10) and do not focus on any one location for longer than a minute. The cameras automatically move to view each of the 10 locations within the fixed pre-set. As cameras automatically adjust to check each of the pre-sets in some cases incidents are not always caught by the camera.

In any incident reported to the CCTV monitoring company via the Police, the Council or members of the public they review the cameras to see if anything has been caught. If one of the controllers sees an incident live the Police are notified immediately. All footage is sent to the Police HQ control room and the police alone make a decision on whether to call out a unit.

The Pre-sets of Sandy Town Council's cameras can be changed if instruction is given to the monitoring company. This could allow cameras to focus more on certain locations for longer, or change the number of pre-sets.

Mobile Camera Unit

The Mobile Camera Unit was originally located at Cauldwell Court following discussions with Aragon Housing. As part of the agreement Aragon Housing agreed to pay a portion of the annual camera monitoring costs. Aragon is currently reviewing whether they still believe there is a need for the camera.

The Council can look to relocate the Mobile Camera whenever it wishes, if it believes there is an area where CCTV would be beneficial.

Summary

Over the last couple of years a number of Local Authorities have taken the decision to close their CCTV control rooms; however these have subsequently been turned back on as crime was shown to increase following camera removal. A recent national survey suggested that 85% of people were happy with CCTV coverage in towns.

Locally the new retail area in Biggleswade is looking to install CCTV due to a number of thefts taking place.

The Clerk will continue to get further stats from the Police and make these available to Members. The Clerk has arranged a meeting with the CCTV Operations Manager to review the Cameras in Sandy and their pre-sets and shall report back to committee.

AGENDA ITEM 10

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 7 November 2016

AUTHOR: Town Clerk

SUBJECT: Story in Stone – Mosaics Project

Summary

On the 22 February 2016 Sandy Town Council agreed to support the Story in Stone Mosaics project and to include this in the Town Council’s application to Central Bedfordshire Council for funding under the Market Town Regeneration Scheme. The project was approved for funding and the Town Clerk has been working with CBC’s overall Project Manager, and the mosaics Project Manager, Carolyn Blake, to progress the project.

The project aims to produce a series of historical themed mosaics in Sandy, Potton and Biggleswade as part of a trail.

Information

Following the approval of the project Central Bedfordshire Councils procurement department led on the tender process for an artist to carry out the design and creation of the mosaics. The tendering process was recently completed and as a result mosaic artist Oliver Budd was offered and accepted the brief to carry out the mosaic work. Oliver has worked in the area before, including for Sainsbury’s, Biggleswade. The artist produces high quality work via a method that ensures longevity and makes it easy to install and move if necessary. As the artist went through CBC’s procurement his invoices will be dealt with directly by CBC.

The project is set to be completed by March 2018 and is to be divided into three phases. Each phase will see the completion of one mosaic in each of the towns, including agreeing its designs, location, community workshops to involve schools and other community groups in the making of the mosaics, and the installation of the mosaics by the artist.

2016							2017					2018				
Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	Phase One															
						Phase Two										
										Phase Three						

Next Steps

Research previously provided from the three town's history societies has been passed to the artist, and the Project Manager and artist are working to produce a selection of designs based on the research.

It is intended that an open day will be held in Sandy at the end of November for the public to view the designs and provide comment. The artist will then work on and adapt the designs incorporating the feedback. The event will be an all-day event (including the evening) and will be open to all members of the public. Invitations will be sent to the history groups, Councillors and other bodies the Project Manager has consulted with so far to ask for their thoughts on the initial designs.

The Project Manager will also be approaching CBC and the Town Councils in the coming months to work on narrowing down and agreeing locations for the mosaics.

Once final designs are agreed the artist will begin the creation of the mosaics in his studio. The Project Manager and artist will lead workshops with local schools and groups to actively engage the community in the physical completion of the mosaics. The Clerk will report back to the committee on the details of how the workshops will work and when they will be expected to occur following his management meetings with the Project Manager.

Moving forward the clerk will have regular monthly management meetings with CBC's Project Manager and the mosaics Project Manager to ensure the project is on track and progressing. The Clerk will also meet regularly with the Project Manager separately throughout the project. The Project Manager will report to the Clerk, who will in turn report in to CBC on the projects progress.

The Clerk shall provide progress reports to each meeting of the Committee Services and Environment Committee during the project timeline and the Project Manager will attend to provide updates when appropriate.