

Sandy Town Council

To: Cllrs N Aldis, P Blaine, S Doyle, A Gibson, A M Hill, T Knagg, C Osborne, M Scott, S Sutton (Chairman), N Thompson
c.c. J Hewitt, W Jackson, R Lock, M Pettitt, 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 16 December 2019 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
10th December 2019

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 4 November 2019 and to approve them as a correct record of proceedings.

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 List and any updates. Appendix I
- 6 Reported Parking Problems**
To receive and consider a request from a member of the public in regards to parking issues on a residential street. Appendix II
- 7 Anti-Social Behaviour Complaints**
To receive and consider information and a request in regards to complaints of anti-social behaviour in two locations in Sandy. Appendix III
- 8 Community Engagement**
To confirm whether the Council wishes to renew its monthly page in the Bulletin for a further year as part of its community engagement. Appendix IV
- 9 Youth Engagement**
To consider the creation of a Youth Advisory Panel. Appendix V
- 10 Events Working Group**
- i) To receive and note minutes from the Events Working Group Remembrance Day wash up meeting. Appendix VI
 - ii) To consider a request from the Events Working Group that the Council pay for a four speaker PA system to be provided for future remembrance days at a cost of £100 and that this be included in the 2020/21 community events support budget.
- 11 Upcoming Events**
- i) To note a list of upcoming events. Appendix VII
 - ii) To note an update on the proposed VE Day Event. Appendix VIII
- 12 Chairman's Items**
- 13 Date of Next Meeting**
Monday 27 January 2020

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Full Council Meeting 20/4/16			
Allotments and Community Orchard	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>Full Council approved of HoTs for lease of land on 9 April 2019.</p> <p>Quote for lease work received and agreed. Awaiting response from CBC to progress the drawing up of a lease to the next stage.</p> <p>On 23/9/19 Town Clerk informed that matter was awaiting a Manager in CBC's attention. Further response chased on 21/10/19.</p> <p>28/10/19 Clerk informed that positive news on progress is anticipated by 1st November.</p> <p>13/11/19 – Confirmation from CBC that the project has been given the go ahead and lawyers have been instructed. Clerk awaiting communication from CBC solicitor.</p>

AGENDA ITEM 6

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 16th December 2019

AUTHOR: Town Clerk

SUBJECT: Reported Parking Issues

1. Summary

- 1.1 A resident of Abbey Grove has contacted the Town Council to report issues with on-street parking in that road. The resident was advised to contact the Town Council following reporting the matter to Central Bedfordshire Council (CBC).
- 1.2 CBC has suggested he contact the Town Council to request that STC gather information on the parking issues in the above-mentioned road and submit these to CBC's Traffic Consultation. They have suggested that the resident request this as individuals' reports alone may be insufficient for CBC to take any action.
- 1.3 Members are asked to consider the request and whether they wish to carry out an exercise to gather information on parking issues on the aforementioned street to submit to CBC, as previously done with two other areas in the town that were reported to have on-street parking issues.

2. Information

- 2.1 The residents have reported that there are too many residents with too many cars for the parking spaces and kerbsides available on the road. This leads to people having to park on verges and on the road in ways which prohibit access to the farthest end of the road. The resident is particularly concerned about emergency vehicle access for the safety of vulnerable residents who are having to walk across slippery verges (which are damaged and muddy) to access vehicles as they are the only places they can park. It was suggested that consideration should be given to the removal of grass verges and conversion to parking bays to help meet the demand.
- 2.2 CBC have suggested that if STC were to gather information and determine there is an issue - and possible solutions, this could be put forward to CBC's Traffic Team for consideration.
- 2.3 The Clerk carried out a site visit and confirmed evidence of badly churned up verges as a result of parking.

3. Possible Actions

- 3.1 Members are asked to consider whether they wish to look further into this matter and establish if there is an issue which could be evidenced and put forward to CBC. If this is the case, delegated Members will need to initially carry out a site visit to establish if there is sufficient evidence of an issue and consider whether they wish to consult with residents in a similar exercise as carried out for St Swithun's Way and Kings Road. The results of any such consultation will then need to form a submission to CBC, if it is determined that the consultation evidences consensus of issues and possible solutions.
- 3.2 Similar issues in the Winchester Road area are to be addressed via the proposed regeneration project which is underway. Further engagement could be had with Grand Union and the Regeneration working group to establish whether the work carried out by the group could provide insight into addressing problems in the above-mentioned area.
- 3.3 If Members are to undertake the request, the committee will need to consider and put forward proposals for how other similar roads or requests will be dealt with.

Members may wish to consider widening the site audits which are to take place to cover parking and residential streets rather than focusing on Town Council sites. This may provide an opportunity to identify problem areas for further consultation or highlighting to CBC. Alternatively, reported issues of parking problems and whether evidence needs to be gathered and submitted to CBC's traffic consultation could be dealt with individually if an issue is reported to the Council.

COMMITTEE: Community Services and Environment

AUTHOR: Town Clerk

DATE: 16 December 2019

SUBJECT: Anti-Social Behaviour Complaints

1. Summary

- 1.1 The Clerk has received communication from members of the public who have raised concerns over incidents of anti-social behaviour in two areas of the town and have asked whether the Town Council can provide support in addressing these issues or consider the installation of CCTV to help tackle reported problems.
- 1.2 The following report is to help members identify how the Town Council might be able to help residents address anti-social behaviour.

2. Information

- 2.1 The Clerk has received complaints about anti-social behaviour and drug related activity at the Cauldwell Court area of Sandy. A further complaint was also received about anti-social behaviour at Georgetown. These complaints have been reported to the police and residents are advised to call any incidents in to 101 so police can build up patterns of evidence/incidents. As part of both communications to the Town Council, residents have referred to the use of CCTV cameras to tackle anti-social behaviour.
- 2.2 In the case of Cauldwell Court, residents have raised queries about reinstating a mobile camera that used to be located in the area. In September 2011, a mobile camera owned by STC was relocated to Cauldwell Court at a cost of £1,295.21. This was in response to reports of serious anti-social behaviour at the time. As this was located in an area managed by Aragon Housing (Grand Union), the housing association agreed to contribute towards the annual revenue costs for the camera.

In March 2014 it was recommended that the mobile camera be decommissioned. The recommendation was not approved, and the Council agreed to continue with the camera monitoring and maintenance on the basis that Aragon Housing would provide funding towards the cost.

In 2016 Aragon Housing made the decision to end their contribution as they felt the camera was no longer justified. The camera was redeployed to the Fallowfield recreation ground in response to reports of anti-social behaviour. Unfortunately, due to the age of the camera, it failed following its re-deployment and was deemed uneconomical to repair by the CCTV service provider.

- 2.3 There have never been any CCTV cameras operated by the Town Council in the Georgetown area.

- 2.4 For Members' information, the approximate cost of a mobile CCTV camera would be £1,800 plus costs of a further £1,200 if a supporting police and power connection was required. There would be a revenue cost of approximately £1,250 a year for a mobile camera to be maintained and monitored. The installation of any CCTV must be justified to the Information Commissioners Office, with evidence to support that justification.
- 2.5 Grand Union have stated that they have not received any recent or current complaints of any form of anti-social behaviour for the Cauldwell Court area. They have stated that should that change, they would be keen to work with all parties to see a resolve and would consider all options available. Grand Union have asked that they be made aware of specific reports or complaints and the specific details of the incidents.
- 2.6 The police have spoken with residents of the Cauldwell Court area. They have indicated to the Clerk that they do not have any mobile CCTV cameras that could be deployed to areas reporting anti-social behaviour.

3. Potential Actions

- 3.1 The Council may be limited in how it can directly reduce incidents of anti-social behaviour but could provide support to residents by considering some proactive actions;
- Request a police heat map showing all reported incidents so a greater understanding can be established of how many people are reporting anti-social behaviour, its frequency and where it is occurring. Note that anti-social behaviour statistics are not reported as part of the police.uk crime statistics.
 - Continue to encourage residents to report incidents to 101 and provide details to Grand Union as well as the Town Council.
 - Facilitate site meetings with Grand Union and representatives from the community policing team to discuss potential joined up approaches to tackling reports of anti-social behaviour.
 - Consider whether evidence provided could justify CCTV and whether this would have the desired impact on incidents of anti-social behaviour.

AGENDA ITEM 8

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 16th December 2019

AUTHOR: Town Clerk

SUBJECT: Community Engagement

1. Summary

- 1.1 Sandy Town Council has a news page in the Bulletin, which is used to publish Councillors' details, information on meetings and news items. The Council has used the Bulletin for over six years. Use of the Bulletin is part of the Council's engagement strategy.
- 1.2 The Council has been asked whether they wish to renew the agreement ahead of the new financial year and Members are asked to consider whether they wish to continue with a newsletter publication within the Bulletin.

2. Recommendation

- 2.1 That the Committee recommend that the Council continue to use the Bulletin in 2020/21 as part of its community engagement strategy and that the costs be included for consideration by the PF&R committee.

3. Information

- 3.1 The Council pays £238.50 (plus VAT) per issue of the Bulletin for a 1/3 of a page. This equates to £2,862 per annum. This would increase to £242 (plus VAT) per issue in 2020/21, which will equate to £2,904 per annum.
- 3.2 The Council's current annual budget for the annual report and newsletters is £3,000.
- 3.3 The Bulletin is, and continues to be, a free publication. Copies are made available at points within Sandy, including the Council offices. The Bulletin is issued to residents in Sandy via letterbox drop. Biggleswade Town Council also uses the publication to issue a newsletter page which appears alongside the STC article. The publication offers the Council a way to issue regular news in a written publication without the costs involved in producing such a newsletter publication itself.
- 3.4 In November 2018 the format of the Bulletin changed from a magazine covering Sandy, Beeston and Biggleswade to a newspaper covering central and north Bedfordshire.
- 3.5 Other publications, such as The Villager are used for editorials on issues/events/projects, as opposed to the regular newsletter format published in the Bulletin.

COMMITTEE: Community Services and Environment

AUTHOR: Town Clerk

DATE: 16 December 2019

SUBJECT: Youth Engagement

1. Summary

- 1.1 At a meeting of the Full Council held on 9th December 2019, a report was received from Cllr Martin Pettitt on the latest NALC conference at which youth engagement by councils was discussed. Youth engagement forms one of the Community, Services and Environment Committee's (CSE) action points for the current year. As such, this report proposes the establishment of a Youth Advisory Panel/Forum to form the basis of a Youth Engagement Strategy.

2. Current Engagement

- 2.1 The Clerk is in communication with the Head of Sandy Secondary School on improving links between the school and the Council. It is planned for a group of secondary school students to attend the next meeting of the CSE committee in January. This will be to present and speak with the Council about a project students have carried out around town planning. It is hoped that this could form the start of one element of youth engagement by the Council.

3. Potential Youth Engagement

- 3.1 Youth Councils have been set up by some town and parish councils with a varying degree of success. Youth councils can be difficult to establish due to the councils operating in the same procedural way a parish or town council does (adopting standing orders, codes of conduct). There is a focus on learning about local government, how decisions are made and independently carrying out youth council led projects. There is a large degree of commitment required and a need for some level of continuity for a youth council to effectively run and develop initiatives year on year.
- 3.2 While establishing a youth council could be a long term goal, CBC already have a youth parliament and it may be more practical for Sandy Town Council to consider a level of youth engagement that works with these existing bodies to develop a strategy that allows for young people in Sandy to raise issues important to them and have meaningful dialogue with the Council while also providing the Council with a way to get youth input on its own projects and initiatives.
- 3.3 An alternative suggestion could be the establishment of a Youth Advisory Panel or Forum as a way to engage with young people. The development of such a forum would facilitate an 'engagement space' for Members to involve young people and develop closer interaction. This in turn could bring about greater benefits and information to the Council's decision-making.

- 3.4 The exact terms and principles of a panel/forum, along with its aims would need to be developed if such an initiative is considered desirable by the committee. However, a panel or forum set up on a community forum basis could operate in a less formal way, allowing for freer discussion and raising of ideas. The aim would be to provide a vehicle by which Councillors could hear from young people, feedback on work of Council and develop projects or ideas that could be taken forward by the Town Council or partnership organisations.
- 3.5 In principle the panel would require a number of elected Town Councillors to facilitate and support the panel, while making sure young people are in control of issues raised. A panel would need to meet regularly and would still require a level of commitment with youth representatives appointed to it. Representatives from other organisations, such as Youth Central or CBC should be invited to sit on the panel/forum to provide support and allow for wider input and engagement.

4. Key Contacts

- 4.1 The Council's development of a youth engagement panel/forum will require the input of a number of key contacts;

Contact	Involvement	Potential Actions
CBC Youth Parliament	Involvement in establishment of a Youth Advisory Panel/Forum and to provide a representative to sit on the panel.	Invite a Member of the Youth Parliament to attend a committee meeting to provide information on what the Youth Parliament does. Invite a representative of the parliament to sit on the panel/forum.
Youth Central	Key contact for providing advice on engagement and establishing links with relevant youth groups. Possibility of a representative sitting on the Youth Advisory Panel to help provide guidance and support.	Establish appropriate contact from Youth Central and seek their advice and support in terms of establishing a panel/forum. Invite a representative of the parliament to sit on the panel/forum.
Sandy Schools	Key contacts for engaging with young people to sit on the panel/forum.	Invite young people from schools to sit on the panel/forum. Ask that Councils be allowed to attend schools to speak with and promote the panel/forum.

Contact	Involvement	Potential Actions
Sandy Youth Groups and Organisations	Key contacts for engaging with young people to sit on the panel/forum.	Engage with groups directly via visits from Councillors to promote young people joining the panel/forum.

5. Challenges

Challenge	Consequences	Controls Required
Financial Implications	Possible costs to the Council	<p>The panel/forum would not require a budget to operate.</p> <p>If any ideas/projects came forward from the panel/forum these would need to be considered in the same way the Council considers all projects and expenditure.</p>
Members and Staff Capacity	Limited Councillor and Staff capacity to lead the project	<p>Councillors with an interest in youth engagement to volunteer to facilitate.</p> <p>Clarification of the roles.</p> <p>Action Plan and for a First Open meeting and a formal launch Event/Forum would need to be developed.</p>
Recruiting panel/forum members	Limited uptake from youth to participate in panel/forum	<p>A publicity plan would need to be put in place and organisations directly approached to ask for participation.</p> <p>Councillors to visit schools and youth groups.</p>
Reputational - damage to the Council's reputation and the reputation of young people by bad press or inappropriate behaviour or practices by Staff, Members or young people	The Youth Advisory Panel/Forum may not achieve its full potential and may even fail	<p>Safeguarding Policy to be adopted</p> <p>Ensure young people are supported by Members who listen to their views and facilitate discussion</p> <p>Close liaison and clarification of roles</p> <p>All aspects of the development of the panel/forum to be regularly evaluated and assessed, particularly in the early stages, and appropriate changes made to promote long term success.</p>

<p>Recognition</p>	<p>Young people do not receive credit for the work they are doing.</p>	<p>A marketing and publicity plan will need to be prepared to ensure recognition is given to everyone involved, while also highlighting different roles, the vision for the panel/forum, as well as benefits and all achievements.</p> <p>Regular reports from the panel/forum to Town Council. Town Council to respond to and consider all issues and ideas put forward.</p>
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6. Recommendation

- 6.1 That the committee agree in principle to the establishment of a Youth Advisory Panel to facilitate engagement with young people in Sandy. That the Council aim to launch the panel in September 2020.
- 6.2 That councillors are assigned to help develop a more detailed proposal on the structure, aims, objectives and how the Youth Panel will operate. That a detailed proposal is brought back to the committee at its meeting of 9th March 2020 for further consideration.

Events Working Group**Minutes of the Meeting on Thursday 21st November 2019 at 10.00am**

In attendance: Cllrs P N Aldis, A Gibson, M Scott, S Sutton
 Rev. H Davies (St. Swithuns' Church)
 C Robson (Town Clerk), K Barker (Administrator)

Not in attendance: Cllr N Thompson, R Sparks (Royal British Legion), SI R Marino (Army Cadets)

Action**1 – Apologies for absence:**

- Apologies had been received from Cllr N Thompson, Roger Sparks from the Royal British Legion and the Army Cadets' SI Roberto Marino.

2 – Feedback Received:

- Feedback received from some Councillors, participating groups and volunteers involved in the Remembrance parade and service was shared.
- Enforcing the closure of Swan Lane was the right thing to do, although this could be better signed and another barrier placed at the opposite end of the road, as a volunteer only stepped out there late into the muster. The Town Clerk reminded Members that the police have the power to stop traffic and were manning the road closure on that day.
- The new speakers were well received, and it was noted that the crowds were more able to hear the service at the memorial than in previous years. It was suggested that 2 extra speakers were hired for an additional cost of £25 to ensure people at the furthest points along the road could hear well. The Clerk informed the group that if the hiring of the PA system was to become an annual cost to the Council it should go to the CSE committee for consideration and recommendation.
- It was felt that the wreath-laying at the memorial could be improved by being shorter and by making the announcements audible to the crowd, as some spectators, especially young children, became restless during this time. It was suggested that organising for 2 or 3 wreaths to be laid by related groups simultaneously (e.g. Fire & Police Services; schools; Guides & Scouts) and to have the person announcing the wreath-layers do so over the PA system may help. It was also noted that some people arrived to lay wreaths without having made their intentions known, and some wreath-layers mistakenly expected to be accompanied by partners, meaning this section looked disorganised.
- It was agreed that in general the event ran very well and there was a large public turnout.
- Some of the children's groups relayed that the whole event had run too long for their children and suggested they might not be able to take part again in future years because of this. It was mentioned that some groups gather at their own meeting places ahead of the parade muster, meaning the whole event takes 3 or more hours and that this is a lot for the younger children.

CR

3 – PA System:

- It was agreed that the Events Working Group would recommend to the Council that a budget of £100 be allowed for next year's parade, for the hire of a PA system to include 4 speakers and one microphone. CR
- The Clerk expressed his thanks to Mr Havergal who had set up and operated the PA system. It was a far less stressful and more successful than previous years when one stand alone speaker had been used. It also freed the Clerk up to help with other aspects of the parade.

4 – Road Closure:

- It was agreed the closures worked well, although there was some confusion around the timings of the whole event in the preparation stages as 'worst-case scenario' timings were given for the TTRO, which were at odds with the official parade and service schedule sent out with invitations to guests.
- The earlier muster timing and closure of Swan Lane worked well. It was agreed there should be larger signs, and preferably at drivers' eye-level, to give prior warning of the closure.

5 – Parade and War Memorial Service:

- The formation and direction of the parade worked well.
- Following feedback, members were in favour of shortening the wreath-laying by having representatives of similar groups go up two or three at a time.
- The group also agreed that having the wreath-layers' names announced over the PA system would improve this section of the service for those unable to see the goings on at the memorial and reduce restlessness.
- A suggestion was made that in future years, a dedicated wreath marshal could be appointed - possibly a volunteer from the Army Cadets. This person could keep the register, brief them all on the process during the parade muster, ensuring any additional unknown individuals who appear on the day are included, and then ensure the smooth-running of the process, and announce each of the wreath layers over the PA system.
- It was also mooted that RBL / STC could publicise ahead of the parade that those intending to lay wreaths must register with RBL beforehand.

6 – Church Service and Mustering of Parade to Return to Market Square

- Rev H Davies agreed with the feedback received that the church service could be shortened, especially for the young children, and said he intends to implement this next year – aiming for 40 minutes, rather than an hour. He also suggested that the dignitaries who had reserved seating in the front rows could be moved to the choir pews so that the children could be seated in the centre-front of the church and be more involved in the service. It is important for the children to feel included as they are the ones who will continue to mark Remembrance in years to come. Rev Davies would write a letter to the children's groups to this effect, for the Council to send out. HD
- A member suggested that concluding the whole event with an address from the RBL branch chair at the church, rather than marching back to the Market Square, would shorten the morning, without losing too much.
- The group queried whether the salute could be incorporated into the earlier part of the procession, from the war memorial to the church. It was

suggested that if this were done, the location for the salute could be moved nearer to the memorial (possibly to Faynes Corner or somewhere suitable on the High Street nearer Bedford Road).

7 – Pre-Event Preparations

- It was raised that there was a small amount of confusion relating to the invitations sent out to guests and parade participants – some people may have been contacted by both RBL & STC. Roles for deciding on invitees and sending invitations should be clarified ahead of next year's parade.
- One clear schedule for the day, to be shared with CBC for the TTRO, as well as the police, guests and the public, would improve preparations. SS, AG

8 – Christmas Tree Festival

- The decorations for the Town Council's entry for the festival were finalised.
- Members confirmed their availabilities to help set up and take down the Council's tree between 10am & 2pm on 29th November and 4th December.
- Cllr Gibson advised the Sandy Green Wheel winter walk would be advertised via leaflets displayed alongside the Council's tree. It was confirmed the date for this is Sunday 5th January, meeting at the Community Stand at 10am for a 10.15am start, to finish at the Queen's Head, where walkers will be encouraged to stay for a warming pub lunch.

AGENDA ITEM 11**APPENDIX VII****SANDY TOWN COUNCIL****COMMITTEE: Community Services and Environment****DATE: 16 December 2019****SUBJECT: Upcoming Events Report****1. Events**

Members are asked to note upcoming Council and Mayoral Events.

Date	Event	Details	Lead
Saturday 21 st December 2019	Mayor's Carol by Candlelight	Mayors annual Christmas carol concert to be held at St Swithun's Church	Mayor H. Davies A Elliott- Flockhart
Sunday 5 th January 2020	Winter Green Wheel Walk	Repeat of the successful Green Wheel walk and start of annual seasonal Green Wheel Walks.	A Gibson
Sunday 9 th February 2020	ATC Parade and Service	Parade and Church Service	ATC Events WG
Sunday 22 nd March 2020	Civic Service	Mayor's Annual Civic Service at St Swithun's	Mayor A Elliott- Flockhart
Friday 8 th May 2020	VE Day	Street Party to be held in Market Square using street food market and featuring live entertainment.	Events WG RBL St Swithun's
Sunday TBC July 2020	Summer Green Wheel Walk		A Gibson
Sunday 13 th September 2020	Autumn Green Wheel Walk	Anniversary walk of the Green Wheel launch	A Gibson

AGENDA ITEM 11**SANDY TOWN COUNCIL****COMMITTEE: Community Services and Environment****DATE: 16th December 2019****AUTHOR: Town Clerk****SUBJECT: VE Day Event Update****1. Summary**

- 1.1 The following report is intended to provide Members with a brief progress status on the proposed VE Day Event to be held on 8th May 2020. The Events Committee will continue to meet and progress the event providing updates to CSE. It was previously resolved by Full Council to hold the event and commit funds to the costs of staging a street party.

2. Progress to date

Action	Who?	Status	Comment
Submitting Road Closure	V McFarlane	Complete	Awaiting approval by CBC Streetworks
Applying for Temporary Event Notice	V McFarlane	Complete	
Ordering and arranging delivery of barriers	Admin Team Leader	On Hold	To be ordered once road closure approval is confirmed
Research and booking of PA system and staging	Clerk	Complete	Price agreed with company who provide Christmas light switch on staging. Deposit will be paid once road closure notice is approved by CBC.
Contacting and booking musicians	Administrator	Ongoing	Big Band performance confirmed. Community Choir have expressed an interest and other local acts have been approached.

APPENDIX VIII

Action	Who?	Status	Comment
Additional Entertainment	Administrator	Ongoing	<p>Secondary School drama group have expressed an interest in putting on a stage performance.</p> <p>Kingfisher Players have also expressed an interest in performing. K Barker liaising further with both parties to establish their requirements and what form of performance could be included.</p> <p>SHRG have expressed an interest in holding a display within the Market Square as part of the event.</p> <p>Harris's Fun Fair are not able to attend the event due to a long-standing commitment elsewhere. Alternative options are been looked at, including an old fashioned merry-go-round or steam engine.</p>
Ordering Bunting	Administrator w/ Admin Team Leader	On Hold	Prices sought and to be ordered once road closure approval is confirmed
Ordering and arranging delivery of poseur tables	Administrator w/ Admin Team Leader	On Hold	Prices sought and to be ordered once road closure approval is confirmed
Agreeing number of trestle tables and delivery/return with Cllr Scott	Clerk, Lead Cllr on event and Cllr Scott	Ongoing	
Liaising with Street Food Market and stalls, insurances, certifications	Clerk, Lead Cllr, Market on the Green	Ongoing	<p>Street Food organiser has started to recruit stalls for the event (which is to take place on a Friday when they would usually be attending Sandy)</p> <p>Clerk to continue to liaise with market organiser on the number and type of stalls to be present</p>

APPENDIX VIII

Action	Who?	Status	Comment
Organise and book a Piper for the event	Clerk/Administrator/Lead Cllr	Complete	A local piper from community groups/music groups could not be found. Instead a piper has been provisionally booked for the event.
Arrange for a Cryer for the event	Cllr Scott/Administrator	Ongoing	Kingfisher Players have agreed to put someone forward to act as a Town Crier. Council to look at how a suitable costume/outfit could be obtained for the role.
Insurance cover for the event	Clerk	On Hold	Clerk to advise Council's insurers once road closure is confirmed. Event will be covered by STC existing public liability.
Site layout plan	Clerk & Events Group	Ongoing	Plan completed and submitted to CBC with road closure request. Subject to change once final stall numbers are known.
Posters, press releases and advertising material	Administrator	Ongoing	Event to be included in the Greensands Festival magazine. Further advertisements to happen following road closure confirmation.
Letters to pubs, businesses and residents impacted by road closure	Administrator	Ongoing	Initial letter went to community groups asking how they would be getting involved with VE Day. More detailed letter of the Council's event to be sent to all businesses in the New Year following road closure approval.
Direct engagement with pubs over the toast	Designated Councillor / Events group	Ongoing	Initial discussions held with Queens Head Pub
Direct engagement with businesses	Designated Councillor / Events group	Ongoing	
Timings and programme of entertainment	Events Group	On Hold	To be completed once full line-up of acts is confirmed.