

# Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill, T Knagg, G Leach, C Osborne, M Scott,  
J Sparrow, S Sutton (Chairman), N Thompson  
c.c. Cllrs P Blaine, A Gibson, W Jackson, 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 19 November 2018 commencing at 7.30pm.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
13 November 2018

## 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 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.

### 4 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 1 October 2018 and to approve them as a correct record of proceedings.

# Sandy Town Council

- 5 Action List**  
To receive the Action List and any updates. Appendix I
- 6 Assistance Dogs in Bedford Road Recreation Ground**  
To receive and consider a report from the Town Clerk. Appendix II
- 7 Sandy Greenwheel Development**  
To receive and consider a request to support further development to the Sandy Green Wheel. Appendix III
- 8 Bulletin**  
To consider whether the Council wishes to continue with its page in the Bulletin as part of its community engagement for a further year. Appendix IV
- 9 Christmas Tree Festival**  
To consider entering a tree into the Sandy Parish Church Christmas Tree Festival on 1<sup>st</sup> & 2<sup>nd</sup> December 2018. Appendix V
- 10 Sandye Place Academy**  
To note that the application to have Sandye Place Academy registered as an asset of community value, which was submitted by the Sandy Historical Research Group and supported by the Town Council has been approved.
- 11 A Nations Tribute**
- i) To note that due to the generosity of residents the Council's lamppost poppies and 'There but not There soldiers' raised £421 above the cost of purchasing the poppies and soldiers which will be donated to the Poppy Appeal as previously agreed.
  - ii) To receive a review of the Nations Tribute Event. Appendix VI
- 12 Central Bedfordshire Council Highway Improvements**  
To note that following discussions with the CBC Project Officer and the Highways Team the resurfacing of Pleasant Place cannot be included in a scheme of works as it is private land to which Highways have never carried out any works in the past.
- 13 Establishing Rights of Way**  
To receive and consider a report from the Town Clerk on the case for establishing rights of way on long existing routes. Appendix VII
- 14 Chairman's Items**
- 15 Date of Next Meeting: Monday 14 January 2019**

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

Subject	Action to be taken		Response /Status
	Minute	Action	
<b>Full Council Meeting 20/4/16</b>			
Allotments and Community Orchard	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	CBC legal amending HoT in response to comments submitted by STC. Measurements of proposed area sent to Clerk. Clerk meeting with project officer week of 19 <sup>th</sup> November. HoT to go to next Full Council for approval.
<b>Meeting 19/12/16</b>			
Parking Restrictions	(77-16/17)	Clerk contact Central Bedfordshire Council to request that a parking study be carried out for Sandy Town Council and that the 1-hour parking restriction be considered within this study.	CBC to carry out consultation with STC on possible solutions to some parking problems.  Update (6/8/18): CBC stated that a presentation on a parking strategy is to go to Overview & Scrutiny Committee in September.  Update (13/11/18) Elements of the Parking Management Strategy are still being worked on. Once a draft version is in place they will contact STC.
<b>Meeting 16/10/17</b>			
Rural Match Fund	(46-17/18)	Submission of application for road signage and dropped kerbing. Costs and feasibility to be drawn up by CBC Highways for financial Q4 2018/19.	One road HGV road sign has been installed in the market square. Awaiting details of dropped kerbing.

**AGENDA ITEM 6**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services and Environment

**DATE:** 19<sup>th</sup> November 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Assistance Dogs in Recreation Grounds

**1. Summary**

1.1 Sandy Town Council has received a request from a volunteer for Hearing Dogs for Deaf People. The volunteer is training a puppy to become an assistance dog for a deaf person and is requesting permission to take the assistance dog into Bedford Road recreation ground as part of its training.

**2. Information**

2.1 As part of an assistance dog's training, the dog must be introduced to all aspects of life so that when they are matched with their deaf owner, they can help them live normal lives.

2.2 Permission is sought to take the dog into the recreation ground on Bedford Road to help introduce her to play equipment and for her to observe children playing. If the request is approved, the volunteer will ensure the park is as quiet as possible and will clear up any mess the dog might make. The dog will be kept on a lead at all times. The dogs are trained to not relieve themselves while out of the residence, however the dog is young during its training.

2.3 The puppy's lead has a notice on it explaining that it is an assistance dog in training and the volunteer can explain this to anyone who is suspicious of it being in the park.

**3. Assistance Dogs and Public Space Protection Orders**

3.1 Signage at Bedford Road recreation ground states that no dogs are allowed. Members should note that dog exclusion orders do not apply if a person is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he/she relies for assistance. (*Sec.3(b) The Dogs Exclusion Order 2014*)

***Members are asked to consider the request and advice accordingly.***

**AGENDA ITEM 7**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services and Environment

**DATE:** 19<sup>th</sup> November 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Sandy Green Wheel Development

**1. Summary**

- 1.1 In 2016 Sandy Town Council (STC) agreed to support the development of the Sandy Green Wheel via a £2,000 a year contribution for the financial years 2017/18 and 2018/19. The current Green Wheel funding which STC has agreed to provide runs out at the end of March 2019.
- 1.2 Central Bedfordshire Council's (CBC) Countryside and Leisure Project officer has secured some funding to continue development of the Green Wheel in the next financial year and is asking that STC consider a funding request to continue its support for the Green Wheel.
- 1.3 Members are asked to consider the request and whether to make a recommendation to Council that funding be provided.

**2. Funding Request**

- 2.1 In order to ensure continued delivery of the Sandy Green Wheel, funding will be required to support delivery by Bedfordshire Rural Communities Charity (BRCC) from April 2019 onwards.
- 2.2 CBC have secured money to fund BRCC management and delivery time for 2018/19 (the current financial year) and 2019/20. As such, they are hoping that STC may be able to commit to funding for 2019/20 and beyond. If the Council are able to commit to two years of funding (i.e. 2019/20 and 2020/21), the project officer stated it will make it easier to secure CBC funding for 2020/21 as she will be able to demonstrate that they have match funding from the Town Council.
- 2.3 The Project Officer has asked the Council to consider this funding request and whether STC will be able to continue to support the Sandy Green Wheel at our current funding level of £2,000 for each of 2019/20 and 2020/21.

**3. Work to be Undertaken**

- 3.1 The following works are to be undertaken by BRCC during the next two financial years if the funding is secured;
  - Reviewing and updating the Sandy Green Wheel masterplan Action Plan

- Liaising with the Rights of Way Officer and landowners for Green Wheel improvements
- Developing specifications for enhancement works and liaising with contractors
- Assessing viability of setting up a Friends of Sandy GW group to help look after the route
- Exploring funding opportunities for capital works
- Providing secretariat for and attending SGW Development Group meetings
- Upgrades works on priority sections of the route (currently in discussions with landowners)

#### **4. Recommendation**

- 4.1 That the committee recommend that a financial contribution to the ongoing development of the Sandy Green Wheel be included within the Council's precept calculations for the next financial year for further consideration as part of the 2019/20 budget.

**AGENDA ITEM 8**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services and Environment

**DATE:** 19<sup>th</sup> November 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Bulletin Advertising

**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 five years.
- 1.2 The Council will be 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. Information**

- 2.1 The Council pays £238 (plus VAT) per issue of the Bulletin for a full page of print. This equates to £2,856 per annum. The Council's current annual budget for the annual report and newsletters is £3,000.
- 2.2 Regular use of the Bulletin helps the Council meet the criteria for the Local Council Award Scheme. If the Council wishes to achieve the next level of the award scheme it must show it releases regular news bulletins throughout the year, online and hard copy, such as in newsletters or parish magazines.
- 2.3 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. However, not all areas of Sandy appear to receive a copy of the publication, with some residents stating they haven't received a copy in a long time. Biggleswade Town Council also uses the publication to issue a newsletter page. 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.
- 2.4 In November the format of the Bulletin changed from a magazine covering Sandy, Beeston and Biggleswade to a newspaper covering central and north Bedfordshire. The Sandy newsletter covered 2/3 of a page. This is a permanent change which Rosetta Publishing says has been well received.

***Members are asked to consider whether they wish to continue with a page in the Bulletin for the financial year 2019/20.***

# Christmas Tree Festival

1st & 2nd December 2018

Sandy Parish Church is looking forward to hosting its fifth Christmas Tree Festival this year. During the first weekend of December the church has become the backdrop for a beautiful display of decorated Christmas trees, all created by the community of Sandy. The trees are crafted by children and youth groups as well as charities and community groups. Some trees are traditional, some modern and others amusing.

For 2018, we would again like to invite local schools, voluntary groups, charities and businesses to be imaginative and enter a decorated tree into the festival. It is a really good opportunity to advertise your organisation or business to a wide variety of local people.

The Festival will be open from noon on both days with live Christmas music performed by local choirs and musicians on Saturday 1st December.

We hope to have over forty trees this year and will be accepting applications on a 'first come' basis as places will be limited.

*Entry is donation only.*

*Refreshments will be available to purchase throughout the weekend.*

## Sandy Parish Church St. Swithun's

### Is there a charge for exhibiting a tree?

There is no charge for schools, charities and non-profit making organisations, who wish to enter a tree but businesses will be asked for a donation of £25.

All exhibitors, together with the title of the tree, will be listed in the festival programme.

### Guidelines for applications

Each tree should follow a theme, tell a story or represent the activity of your group or organisation. It will also require a title which is reflected by its decorations.

We invite exhibitors to be as **creative** as possible with their trees and decorations as the aim of the festival is to entertain the visitors.

## Small Trees

There are window sills available to exhibit a number of smaller artificial trees or two dimensional cut outs made from cardboard, wood or any other rigid material with a suitable stand.

If this is a suitable option for you, then please indicate this on the booking form.

### TO APPLY:

**Fill in and return a booking form as soon as possible but no later than:**

**Monday 26th November to:**

### **Sandy Christmas Tree Festival**

34 High Street,  
Sandy, Bedfordshire SG19 1AQ

Or email: [sandytreefestival@yahoo.co.uk](mailto:sandytreefestival@yahoo.co.uk)

### **Further enquiries:**

Corinne Hetherington 01767 681353  
Sandy Parish Church 01767 682499

**Set Up Day**

**Friday 30th  
November**

**Set Down Day**

**Monday 3rd  
December**

## Guidelines for Exhibitors

- Each exhibitor should provide their own tree, real or artificial with a suitable, secure stand.
- Tree lights are allowed but no candles please. Do not bring your own extension cables as these will be provided.
- Setting, decoration and the dismantling of the tree is the responsibility of the exhibitor
- All exhibitors will be provided with a suitable location in which to position their tree by the organisers on the day of set up.
- The organisers reserve the right to remove anything which they consider to be unsafe or inappropriate.
- No blow up Santa's or Reindeers etc. please.

**SANDY TOWN COUNCIL****COMMITTEE:** Community Services and Environment**DATE:** 19<sup>th</sup> November 2018**AUTHOR:** Town Clerk**SUBJECT:** A Nations Tribute**1. Summary**

1.1 On Sunday 11<sup>th</sup> November 2018 Sandy joined with other communities across the country to partake in a beacon lighting event in an act of commemoration of the end of WW1. The occasion was developed into a larger event via a working group led by STC and including the Sandy and District branch of the Royal British Legion and St Swithun's Church.

1.2 The following report is intended as a brief event review for Members' information.

**2. Review and Feedback**

Event Name:	Battle's Over - A Nation's Tribute	
Date and Time:	11 <sup>th</sup> November 2018 at 6pm – 7:30pm	
Location:	Sandy Market Square and Cambridge Road	
Description:	Closure of Market Square and Cambridge Road to host staging, gas beacon and seven gazebos. Programme of hymns, poems and readings followed by lighting of beacon and act of community remembrance. Ringing of church bells.	
Organisers:	Town Council Working Group Cllrs Sutton, Scott & Aldis Rev H Davies RBL's Roger Spark Town Council administrator (administrated event) Town Clerk	
Expenditure:	Books for cadets who gave readings (message of thanks)	£50
	St John's Ambulance	£92
	Lest we Forget flags	£37.50
	Booklets (card and copying)	£116
	<i>Staff hours/costs have not been included but can be discussed as part of the event review meeting.</i>	
On site set up times:	3pm to 8:30pm	
Council on site set up Team:	Town Clerk Groundsman Team Leader Cllrs Sharman, Scott, Sutton, Aldis (Number of volunteers recruited by Cllr Scott)	
Partner Organisations:	1 <sup>st</sup> Sandy Scouts (Beacon, Gazebo set up and stall lighting) Sandy Community Choir	

	<p>St. Swithun’s Singers                  Sandy Detachment, Beds &amp; Herts Army Cadet Force                  22<sup>nd</sup> (Sandy) Squadron Ait Training Corps                  Sandy Fire Cadets                  Laburnum Primary School (including staging provision)                  Maple Tree Primary School                  Gunns Bakery (electricity for PA system and stage light</p>
<p>Number of attendees:</p>	<p>Exact number unknown. Over 500 event booklets were handed out on the night.</p>
<p><b>Did the event achieve its aims? Yes</b></p>	
<p>The aim of the event was to join in a national act of remembrance, while also providing members of the community the opportunity to join together in an act of commemoration unique to Sandy. The market square was chosen to bring people into the heart of the town. The positive feedback received and the number of residents in attendance suggest that members of the community felt the event was appropriate and successful.</p>	
<p><b>What was the response received?</b></p>	
<p>Overall the Council has received a very positive response to the event. An example of some social media comments are provided below.</p> <p>“It was an amazing event. Many thanks to everyone who organised it.”</p> <p>“Brilliant evening! Well done to those who organised and contributed to it. Also, great to see how many lovely folk of Sandy turned up and supported it!”</p> <p>“What a lovely time and it was nice to have a sing song at the end”</p> <p>“Great night - loved it, some songs brought a tear to my eye...well done to Sandy”</p> <p>“Lovely evening. Thank you to the organisers”</p> <p>There has been some negative feedback about the level of publicity and advertisement around the event. Some Members of the public have commented that they would have liked to have come along had they known about it.</p>	
<p><b>What went well?</b></p>	
<p>The set up of the event was on time and well organised. Additional help was provided by the Scouts to help set up the gazebos. The working group planned well for the event and the timings ran to plan.</p>	
<p><b>Where could improvements be made?</b></p>	
<p>Develop further ways to advertise and promote the event across the community. Social media, the Bulletin, posters and Biggles FM were used to promote the event. Posters used were informative and detailed, but may have been too long to always catch people’s attention.</p> <p>Poor lighting in some areas of the square. In future check street lighting prior to the event (at least a week) and liaise with CBC to have any faulty street lights repaired.</p> <p>The road closure for Cambridge Road was set for one hour later than the Market Square. This caused some issues in setting up gazebos and lighting. In future have any road closures involved in an event set for the same start and end time.</p>	

<p>Sound was low towards the back of the market square. PA system was working at the max volume it could before feedback would start to interfere with the output. Continue to work with partner organisations to find solutions to PA quality at events.</p> <p>A resident stated that they received a notice about the closure of the market square, but it did not include information about the event itself. For future details of the event to be included in road closure notification letters.</p> <p>Event set up and take down went well. However, it is worth noting that Cllr Sharman worked closely with the Grounds team leader and put 4.5 hours into setting up and clearing the site. Without this volunteering, another member of the Council outdoor team would need to support the event, which would of course have resource implications (cost/Time in lieu)</p>	
<p><b>Will and event revue meeting be held?</b></p>	<p>YES</p>

**SANDY TOWN COUNCIL****COMMITTEE: Community Services and Environment****DATE: 19<sup>th</sup> November 2018****AUTHOR: Town Clerk****SUBJECT: Establishing Rights of Way****1. Summary**

- 1.1 Following the closure of the walkway between Sandy Market Square and the Health Centre, the Clerk has received queries from members of the public as to whether a right of way exists or could be established. A member of the public has contacted the Town Council to ask for permission to place a petition on the matter in the Council information point. The petition has already been placed in other venues in Sandy.

**2. Information**

- 2.1 Neither the alleyway, nor the spur off Northcroft (shown below) are public highways. The Council's definitive map does not show any right of way currently in place over the land.
- 2.2 The Clerk has taken some advice from Central Bedfordshire Council on what can be done to retain well used public access along the routes under private ownership. If pedestrians have used the alleyway to get to the Health Centre, or the Health Centre pathway and alleyway to get from home to the town centre, then it is possible that this use may allow Central Bedfordshire Council to deem that the owners of the land have dedicated this route as a public right of way. There are a number of caveats that need to be met in order for this to be the case. The first requirement is a need to examine evidence of public use of this route. At present CBC have no evidence to support use of the route.
- 2.3 If the Town Council, or any other organisation or an individual wish to claim that a public right of way may exist along a route, it would need to apply to CBC and provide evidence of public use (i.e. witness statements). A formal application, with the supporting evidence will need to be made to Central Bedfordshire Council.

**3. Recommendation**

- 3.1 That the Council give permission for the petition to be placed in the information point.
- 3.2 The Clerk contact the landowner to clarify intentions over public access over the land.