

Sandy Town Council

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

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 26 June 2017 commencing at 7.30pm for the purpose of transacting the items of business below

Cl Robson

Chris Robson
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
20 June 2017

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

A G E N D A

1 Apologies for Absence

To receive any 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) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

3 Public Participation Session

To receive questions and representations from members of the public.

Sandy Town Council

4 Minutes of previous Town Council meetings

- i) To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 22 May 2017 and to approve them as a correct record of proceedings.
- ii) To consider the Minutes of an extraordinary meeting of Sandy Town Council held at 7:15pm on Monday 12th June 2017 and to approve them as a correct record of proceedings.

5 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Community Services and Environment Committee held on 5 June 2017

RESOLVE TO RECOMMEND that a town guide is produced but not delivered to 5,000 households in Sandy and a new quote be sought, that a Working Group is set up to write the copy for the guide and that it is put forward for next year's estimates.

- ii) Policy, Finance and Resource Committee held on 12 June 2017

RESOLVED to RECOMMEND that the Council approve the contract between STC, CBC and SLL for the management of the Jenkins Pavilion, subject to changing 10.VI of the contract. That the contract be reviewed annually.

RESOLVED to RECOMMEND to adopt the proposed social media policy subject to amendments to section 6.2.

RESOLVED to RECOMMEND that one councillor and two members of staff are appointed as editors and moderators of the proposed Facebook page.

- iii) Development Scrutiny Committee held on 5 June 2017

6 Financial Matters

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 12 June 2017).

Sandy Town Council

- ii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 12 June 2017)

7 Central Bedfordshire Local Plan

- i) To receive and consider the latest documentation on Central Bedfordshire Council's draft Local Plan. Central Bedfordshire Councils' public consultation on the documentation will end on 29th August 2017. APPENDIX I

- ii) To receive and consider an email from the Rt Hon Alistair Burt with regard to Central Bedfordshire's Local Plan. APPENDIX II

8 Reports from Central Bedfordshire Councillors

To receive reports from Sandy's Central Bedfordshire Councillors. Members have already received Central Bedfordshire Council's briefing notes.

9 Action List

To receive any updates and note the action report. APPENDIX III

10 Filling of Sandy Town Council Casual Vacancy on Pinnacle Ward

To consider arrangements to fill the casual vacancy on Pinnacle Ward by co-option. APPENDIX IV

11 Internal Audit Report

To receive and review the Councils internal audit report for the financial year 2016/17. APPENDIX V

12 Sandy Town Council Annual Report 2016/17

To review and approve a draft copy of the Council's Annual Report. APPENDIX VI

13 Community Emergency Plan

To receive a report on the Community Emergency Plan. APPENDIX VII

14 Weed Spraying and Grass Cutting in Sandy

To receive a report following a meeting with Central Bedfordshire Council's Waste Services department. APPENDIX VIII

15 Cemetery Extension

To receive an update from the Town Clerk. APPENDIX IX

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16 Reports from Representatives

- i) To receive a report from Cllr M Pettitt on a recent meeting with a representative of CBC's Planning Team. APPENDIX X
- ii) To receive minutes of the 22 (Sandy) Squadron Air Cadets AGM from Cllr S Sutton. APPENDIX XI
- iii) To receive details of the Bedfordshire Association of Local Councils Annual AGM. APPENDIX XII

17 News Release

18 Chairman's Items

19 Date of Next Meeting: 14 August 2017

Draft Local Plan overview

What is the Draft Local Plan?

The Local Plan sets out how Central Bedfordshire will develop over the next 20 years. It outlines the strategy for ensuring the growth that we need is delivered in the right place, and is of the right character and quality. It also ensures that growth is delivered with the supporting roads, schools and services such as health, as well as retail, leisure and community facilities.

We are consulting the public on the first draft of our Local Plan which sets out the options for growth.

Why the Local Plan is important?

Our prime location and excellent connectivity means that we have high growth pressures and this is the reason we need to plan for it. We need more homes and in particular, homes that you and your families can afford to buy and to rent. It means that we need to continue to create more jobs to grow the local economy and keep improving our transport networks. It also means that we need to protect and enhance what you love about where you live.

Producing a Local Plan is a priority for the Council for a number of reasons. The Government is clear that local authorities are expected to have up to date plans in place to guide development within their area to plan for the infrastructure, homes and jobs that our residents need.

Failure to have an up to date plan would risk government intervention and a resulting loss of control of the process. Having an up to date plan in place also means that the Council retains control over where development should be located rather than it being delivered in an scattered way as a result of speculative development, sometimes without sufficient benefit to local communities.

How we've been developing our Plan

The Plan has been informed by around 15 new evidence studies and modelling. These look at issues such as population, housing, employment, retail and flooding.

We've also considered existing, potential and new transport infrastructure e.g. roads and railways, so that growth and transport infrastructure go hand in hand.

We've developed this Draft Plan with residents' input – through Community Planning events and our Shaping Central Bedfordshire Consultation and we will continue this engagement with you because we want to make sure we get this right.

Listening to the community

From the consultations and community engagement events, we know that local communities want us to:

- keep the character of Central Bedfordshire
- limit the impact on the countryside
- plan for homes for the older generation and affordable homes
- plan for local jobs and services
- make sure our roads can cope
- build near to existing roads and infrastructure
- use brownfield sites

What the Draft Plan proposes

1. Homes - 20,000-30,000

The number of homes we need to plan for is calculated using a standard national approach. However, we need to be flexible and therefore we're planning for a range of between 20,000-30,000 new homes. Further work will be undertaken to establish an exact amount when we produce the next version of the Plan in 2018. This is in addition to the 23,000 homes that are already planned for.

The options put forward in the draft plan to deliver this housing growth are through:

- creating new attractive villages
- creating a new market town
- expanding existing towns; and
- growth in existing villages, but only where services can support it.

Some of this development will be dependent on improvements to our transport networks, plus the development of critical new infrastructure, like the proposed East-West Railway.

The plan includes a range of different homes to rent and buy with a mixture of sizes including family homes, two bedroom homes, apartments and bungalows. To help people get on the housing ladder, this will include 30% affordable housing which will be provided as lower cost options including shared ownership.

The options for growth are shown on the map and more detail on each growth location is provided in the growth summaries document.

2. Jobs - 24,000-30,000

A range of new jobs would be delivered through existing sites and the proposed growth locations. Additionally, the plan proposes the following key employment sites at strategic locations close to the M1 and A1:

- J11a of M1 motorway
- J13 of M1 motorway
- Biggleswade South, West of the A1.
- RAF Henlow

These are also shown on the map.

3. Transport & Services

We are planning for new infrastructure such as roads, schools, shops, leisure, community facilities and open space.

Sometimes infrastructure is put in place before housing is developed (for example, major link roads and schools have been developed to support future growth). At other times infrastructure follows development, but they support each other, so we need to plan for both.

4. Transport

Existing and potential new roads and rail have already informed the draft plan, such as the A6-M1 link road and the Ridgmont Station upgrade.

Others are key to development in the areas we have proposed, such as the proposed East-West Railway and the Oxford to Cambridge Expressway. We are also lobbying Government for improvements to the A1 and A421 to support this growth too.

5. Services

Small developments in and around villages will only happen where this can be supported by existing services or where the development will enhance these services and there is good accessibility.

Larger developments include requirements for road improvements, new shops, community facilities, leisure facilities, schools and health and care hubs.

Some of the larger developments are dependant on critical road and/or rail improvements to support them.

6. Countryside

We know how important the countryside and rural character of Central Bedfordshire is. Whilst we recognise that the number of homes we're required to build is significant, in total these homes, together with those that already have planning permission, would equate to new development on only 4% of Central Bedfordshire land.

88% of Central Bedfordshire is countryside and 84% of it still would be countryside if the maximum number of homes that are proposed and planned are delivered.

Two of the options proposed in the plan use brownfield land (land that has previously been developed) and we're seeking to use as much of this as we can. Unfortunately supply of brownfield land in Central Bedfordshire is very limited and there isn't enough to deliver all of the growth that we require.

The draft plan proposes to increase public access to the countryside by creating more rights of way and country parks as well as play parks and open spaces within the proposed developments.

The plan includes protecting the Greensand Ridge, the Forest of Marston Vale, the Ivel Valley and the Chilterns ANOB, enhancing where possible and increasing access.

Planting, landscaping and creating green space between developments and existing areas of natural beauty will limit the impact of development on these important areas.

We will use green open space to prevent existing settlements merging, keeping their identity and the rural character of the area.

Have your say

The consultation will be open for feedback from 4th July to 29th August 2017.

We want public feedback on these options. Whilst we need to plan for growth, we are asking for views on how we deliver it.

You can read more detail about the individual growth locations, the full Draft Local Plan document as well as the supporting evidence and studies on our website at www.centralbedfordshire.gov.uk/localplan or by visiting your local library or our Council office's where copies are available to view from 4th July.

Priory House, Monks Walk , Chicksands, Shefford, Bedfordshire SG17 5TQ

Watling House, High Street North, Dunstable, Bedfordshire, LU6 1LF , During the consultation we will be holding a drop in session for Town and Parish Councils; this will be on 18 July at Priory House from 2pm-8pm.

We will also hold a number of drop-in-sessions for members of the public to talk to us and ask questions, there's no need to book just come along.

Public drop in sessions (2pm – 8pm):

11 July, Marston Sports Pavilion
20 July, Biggleswade Town Council Office
26 July, Arlesey Village Hall
7 August, Sandy Village Hall
9 August, Caddington Village Hall

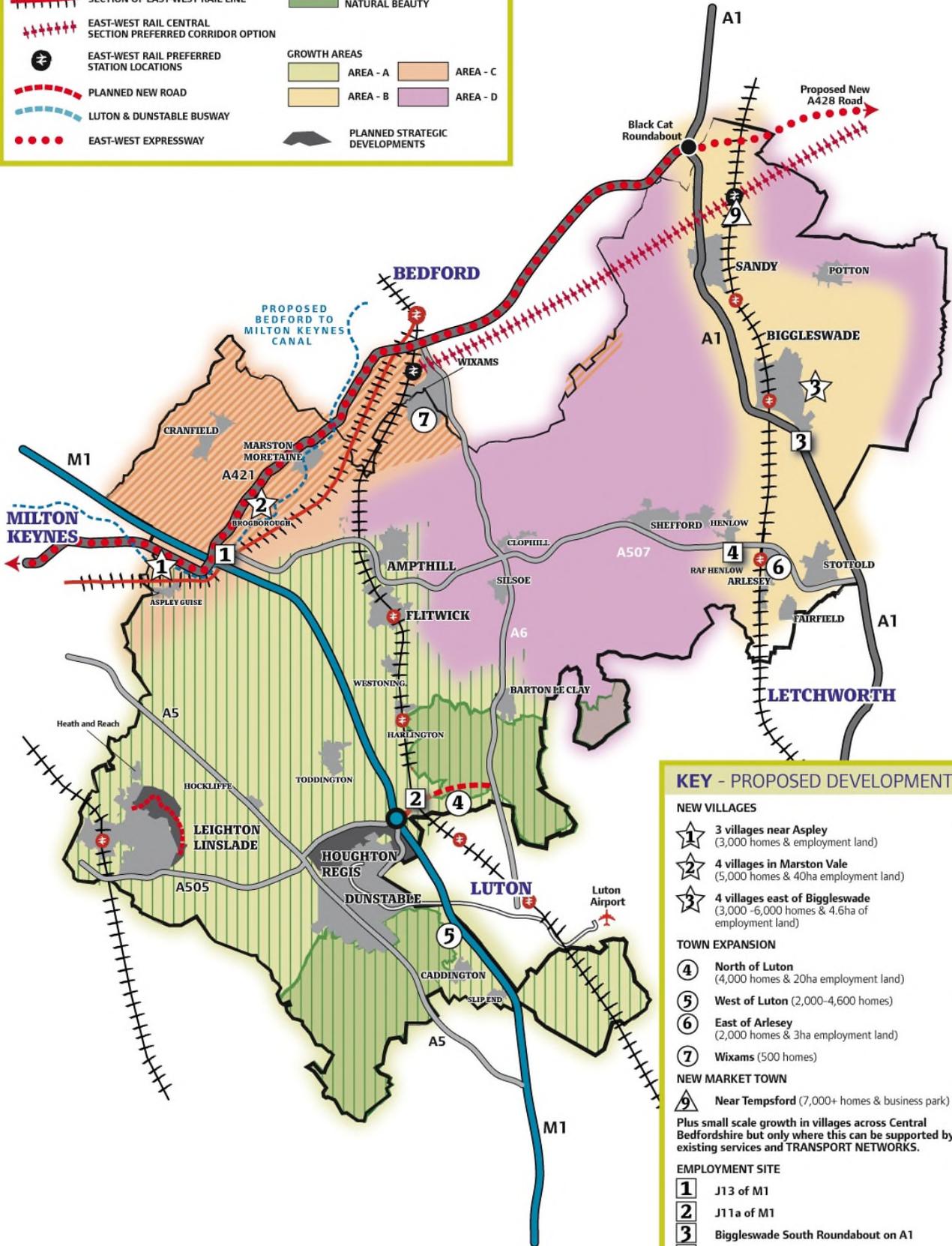
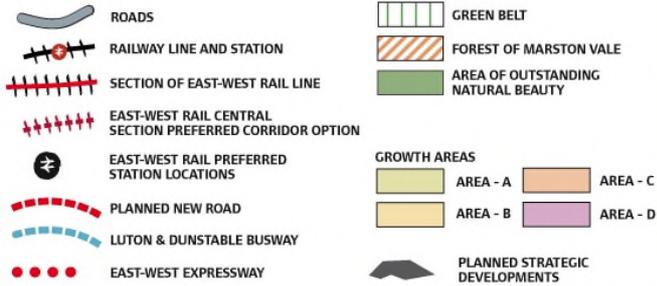
Feedback can be submitted online or in writing to us at Local Plan, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ.

We will consider all of the comments we receive and publish the next version of the Local Plan (pre-submission plan) for comment in spring 2018.

From late 2017 to early 2018 we will be running another series of Community Planning events across Central Bedfordshire. Details will be published nearer the time.

To keep up to date with news residents can sign up for our email updates about the Local Plan and Community Planning at www.centralbedfordshire.gov.uk/localplanupdates

KEY - INFRASTRUCTURE



KEY - PROPOSED DEVELOPMENT

NEW VILLAGES

- 3 villages near Aspley (3,000 homes & employment land)
- 4 villages in Marston Vale (5,000 homes & 40ha employment land)
- 4 villages east of Biggleswade (3,000 - 6,000 homes & 4.6ha of employment land)

TOWN EXPANSION

- North of Luton (4,000 homes & 20ha employment land)
- West of Luton (2,000-4,600 homes)
- East of Arlesey (2,000 homes & 3ha employment land)
- Wixams (500 homes)

NEW MARKET TOWN

- Near Tempsford (7,000+ homes & business park)

Plus small scale growth in villages across Central Bedfordshire but only where this can be supported by existing services and TRANSPORT NETWORKS.

EMPLOYMENT SITE

- J13 of M1
- J11a of M1
- Biggleswade South Roundabout on A1
- RAF Henlow

Update on Community Planning

What has happened so far?

Between November 2016 and April 2017 we held 15 community planning events across Central Bedfordshire.

Each event was designed, using interactive techniques, to draw out relevant issues and opportunities to support future growth. More specifically, we explored six themes; local character; growth and infrastructure; transport; jobs and business; environment and homes.

What the public said

Reports detailing all of the feedback for each event are being published on the council website for those who attended the event to review before the reports are finalised.

Below are the headline results from each of the six themes:

1. Local Character – Protect natural open space
2. Transport – Plan for vehicles and buses
3. Jobs & Business – Improve High Streets and support small start-up units
4. Environment – Retain and enhance open space for wildlife
5. Growth & Infrastructure – Provide healthcare
6. Homes – Provide affordable and older generation homes

A report which pulls all of the comments made across all of the events together in one place and also indicates how they could be delivered will be published on the council website on 4th July 2017.

How this feedback will be used?

The information from the community plans has helped to inform the Draft Local Plan and more specifically the policies within it. The Local Plan will set out how our area will develop in the future, up to 2035, and how we will make sure this growth happens in a structured and sustainable way.

Developers have a duty to make financial contributions which are used to help provide schools, roads and other community facilities in the area where new homes are to be built. The community plans can be used to inform where that money could be best spent in the local area.

Some information from community planning may be used to help us make decisions about planning applications and what conditions we might put in place around certain developments.

What happens next?

Our vision is that these events are the start of an ongoing dialogue with the local community about development and local needs.

The information collected will be updated as some areas develop and grow and therefore their needs and issues change.

A further round of community planning (all 15 areas) will take place between late 2017 and early 2018. This will enable communities to update the information in the context of the growth options proposed in the Draft Local Plan.

The exact dates and venues will be published on the council website nearer the time.

Residents can sign up for email updates about the Local Plan and Community Planning at www.centralbedfordshire.gov.uk/localplanupdates

You can find all of the information about community planning online at www.centralbedfordshire.gov.uk/communityplanning

Growth location summaries

New village options

Four new villages in Marston Vale

(5,000 new homes & 40ha employment)

The proposal is to develop a series of four villages and a business park. The proposed villages would deliver part of the Bedford to Milton Keynes Waterway Park and an attractive waterway linking Brogborough and Stewartby lakes. This would bring opportunities for leisure, tourism and wildlife. The proposals include green open space within the new villages and tree planting for the Forest of Marston Vale.

The growth location option lies west of Marston Moretaine, north of Lidlington and east of Brogborough. The site's boundary is the new A421 in the north, and the Marston Vale railway line in the south.

The proposed East-West Rail route will also benefit this development. The location is close to the future East-West Rail Interchange at Ridgmont train station.

Road improvements will also be required, as well as public transport improvements to link with Ridgmont train station and surrounding settlements.

The proposal includes the following services and amenities: shops; cafes/restaurants; community facilities; leisure facilities; drinking establishments; a Health and Social Care Hub; preschool/nursery/early years facilities; enlarging existing schools and providing new schools as required.

Employment opportunities will be available through a new high-tech business park which may include research and development; office; distribution; manufacturing; service and tourism, in addition to the employment opportunities provided by local infrastructure such as schools, shops and healthcare facilities.

Four new villages east of Biggleswade

(3,000-6,000 homes & 4.6ha employment land)

The proposal is to develop a network of linked villages and this includes an opportunity to contribute towards the delivery of the Biggleswade "Green Wheel" providing an extension to Biggleswade Common.

This growth location option lies south of Sutton, west of Dunton and east of Biggleswade. It is bordered by various roads (Baden Powell Way, Dunton Lane, Biggleswade Road and Sutton Road).

This development is dependant on improvements to the A1 and the local road network so that the road network can cope. Improvements to public transport links to Biggleswade train station will also be required.

The proposal includes the following services and amenities: shops; cafes/restaurants; community facilities; leisure facilities; drinking establishments; green open space; a Health and Social Care Hub; preschool/nursery/early years facilities; enlarging existing schools and providing new schools as required.

Series of new villages near Aspley Guise (north of the railway line)

(3,000 – 3,500 homes)

The proposal is to develop a series of linked villages and could provide a section of the Bedford to Milton Keynes Waterway Park and waterway.

The potential Oxford to Cambridge Expressway route must be confirmed before this development can come forward. Other road and public transport improvements will be required, including public transport links to Milton Keynes and Ridgmont train stations and surrounding settlements.

This growth location option lies north of Aspley Guise, north-east of Woburn Sands and south-west of Brogborough. The site's northern boundary is the M1 road (with junction 13 to the east), and the A421 towards Milton Keynes. Its southern boundary is the Marston Vale railway line (which forms part of the future East-West rail route).

The proposal includes the following services and amenities: shops; cafes/restaurants; community facilities; leisure facilities; drinking establishments; a Health and Social Care Hub; preschool/nursery/early years facilities; enlarging existing schools and providing new schools as required.

There is potential to create green infrastructure to protect Aspley Guise and Aspley Heath from development and extensions to the Green Belt shall be considered.

New Market Town option.

New Market Town near Tempsford

(2,500- 10,000+ homes & new science and technology/business park)

This proposal is for a settlement in an area that reuses previously developed land at the old Tempsford Airfield.

This growth location option sits east of the A1 road, and is north of Sandy. Tempsford village lies to the north and west of the site, and Everton village to the east.

Full scale development here is dependant on improvements to existing transport infrastructure, such as the A1 and A428 roads. It is also dependant on the proposed East-West Rail being confirmed: a station at the new development will be critical to supporting this development. The new station will form an interchange between the new East-West Rail and the East Coast Main Line.

The proposal includes the following services and amenities: shops; cafes/restaurants; community facilities; leisure facilities; drinking establishments; green open space including a country park; pedestrian, cycle and vehicular crossing over railway lines; a health and Social Care Hub; preschool/nursery/early years facilities; enlarging existing schools and providing new schools as required.

Employment opportunities will be provided through a new science and technology/business park to maximise the opportunity for employment within the transport corridor between Oxford and Cambridge, as well as through the provision of infrastructure, including schools, shops and healthcare facilities.

Town expansion options

North of Luton (4,000 homes & 20ha employment land)

This option looks to expand Luton to the north. This urban extension would lie to the north edge of Luton, between the M1 to the west and the A6 to the east. The villages of Lower Sundon, Upper Sundon and Streatley lie north of the site.

The proposal includes the following services and amenities: shops; cafes/restaurants; community facilities; leisure facilities; drinking establishments; Health and Care Hub; open green space; preschool/nursery/early years facilities; enlarging existing schools and providing new schools as required.

Road and public transport improvements (including a new M1/A6 link road) and the opportunity to link with the Busway to improve connections with Leagrave station and Luton town centre are included.

The future M1-A6 link road is critical for this development.

Employment opportunities will be provided through 20 hectares of employment land with good access to the M1 and suitable for a mix of employment uses, as well as through the provision of infrastructure, including schools, shops and healthcare facilities.

West of Luton

(2,000-4,600 homes)

The proposal is to expand Luton to the west of the M1 and to the western edge of Luton. The village of Caddington lies to the west of the site and Woodside and Slip End villages lie to the south. It would be appropriately separated from these existing villages, as well as from the Caddington Woods development, to prevent coalescence of settlements.

The proposal includes the following services and amenities: shops; cafes/restaurants; community facilities; leisure facilities; drinking establishments; Health and Social Care Hub; open green space; preschool/nursery/early years facilities; enlarging existing schools and providing new schools as required.

Road and public transport improvements and the opportunity to link with the Busway to improve connections with Leagrave station and Luton town centre are included.

East of Arlesey

(2,000 new homes)

This growth location option is situated between Arlesey in the east and the A507 road and Fairfield in the west. The site borders Arlesey Cross in the north and extends south of Arlesey beyond the Blue Lagoon. The layout of Arlesey Cross will be taken into consideration.

The proposal includes a country park that will provide a permanent separation between Arlesey and Fairfield, and which will also benefit biodiversity and give access to leisure and recreation facilities. The proposal also includes enhancements to the Blue Lagoon and Green Lagoon.

The proposal includes the following services and amenities: shops; cafes/restaurants; community facilities; leisure facilities; drinking establishments; a Health and Social Care Hub; a care home, extra care facilities and retirement village units; preschool/nursery/early years facilities; enlarging existing schools and providing a new secondary school as required.

The proposal also includes the north/south relief road, as this will be important for supporting the new development, as well as public transport links to Arlesey train station (which is close by, as is Letchworth train station).

Wixams southern extension (500 new homes)

This is a southern extension to the Wixams development in Central Bedfordshire. The proposal includes green open space within the development, and a country park.

This growth location option is situated north of Houghton Conquest and south of the existing Wixams housing. The site is bordered by the B530/Ampthill Road to the west, and by Bedford Road to the south. It does not reach to the A6 in the east.

The proposal includes the following services and amenities: shops; cafes/restaurants; community facilities; leisure facilities; preschool/nursery/early years facilities; enlarging existing schools and providing a new lower/primary school as required.

The proposal includes road improvements; in particular the development will be accessed to/from the B530 road and potential links through the Wixams development to the A6.

Village expansions

The plan also proposes to include small growth in and around other villages across Central Bedfordshire, but only where services can support growth and there is good accessibility. These will be identified in the next iteration of the Local Plan.

Update on sites for the Draft Local Plan

Call for sites

The Central Bedfordshire Local Plan was launched in February 2016. The Call for Sites was one of the first steps in this process, running from February 2016 until April 2016. It provided an opportunity for agents, landowners and developers to submit land which they believed could be developed to meet future demand for homes and jobs.

A total of 847 sites were submitted across Central Bedfordshire. The majority of these were promoted for housing, however 43 sites were promoted specifically for employment and seven were promoted for Gypsy & Traveller pitches. We published the full list of sites that were submitted on the council website in May 2016.

Assessing the sites

Separate Site Assessment Criteria were produced for assessing housing, employment and gypsy and traveller sites, all of which were subject to consultation in 2016, with the housing site assessment criteria consulted on twice.

The housing site assessment criteria assesses whether sites are “suitable”, “available” and “achievable” in line with national guidance. It considers a number of factors including: how well sites are related to other settlements; the proximity of sites to services like schools, doctors, shops and public transport; accessibility from the existing road network; flood risk; and opportunities and constraints identified by internal experts from environment, heritage and archaeology teams for example.

At this stage, sites are assessed on their individual merits and do not take account of other sites submitted nearby. However, although a site on its own might not be deemed worthy of further assessment, it may still be considered in combination with another site or group of sites to understand if the identified issues can be mitigated as part of a wider site at a later stage.

Crucially, the sites that come through this process will not automatically become the draft housing allocations in the Local Plan. The results of the site assessment process are just one of a number of technical evidence documents which will be used to determine the most sustainable locations for growth.

The initial assessment work undertaken to date has identified approximately 200 sites which are deemed worthy of further review; however in reality this is nearer to 150 individual sites as a number of these sites overlap or are duplicate submissions.

Review the assessment outcomes

The outcomes of the assessments will be published on the council website at www.centralbedfordshire.gov.uk/callforsites on 4 July 2017 so that everyone can review the assessments and make comments.

What happens next?

The Draft Local Plan, which sets out the strategy for growth and options for where the growth could go, is being consulted on between 4 July and 29 August 2017. The feedback from this consultation will be considered and the next iteration of the Local Plan which will set out more specific locations and the relevant sites for growth will be published for comment in Spring 2018.

You can find all of the information about the sites on our website at www.centralbedfordshire.gov.uk/callforsites

Carol Baker-Smith

From: Sam Mackewn <sam@alistair-burt.co.uk>
Sent: 19 June 2017 11:41
To: Clerk
Subject: Central Bedfordshire's Draft Local Plan

Dear Chris

You will have recently seen the proposals for housing in Central Bedfordshire Council's proposed Local Plan, and I am sure your Council will be considering these in detail.

I understand the pressures on local authorities to find appropriate housing sites, and that there will be many concerns from those who will be affected by the proposed sites. I will not be able to object to individual proposals, as I would only be pushing the burden from one area to another part of my constituency. However, I will be working to ensure that the process is as fair and open as possible, and to ensure that any developments are sustainable with infrastructure being provided to support new residents and benefit existing ones.

When you are ready, please do let me have your views.

Kind regards

Alistair Burt

Rt Hon Alistair Burt, Member of Parliament for North East Bedfordshire

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Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
Meeting 9/11/15			
Surgery relocation to Shannon Court	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	Additional Sc106 funds agreed. Surgery relocation likely summer of 2017. Car park line work to be carried out with Market Town match Fund work.
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	No further information from East West rail. Agenda Item 7 refers to CBC's preferred route.
Meeting 7/3/16			
Road Investment Strategy A1	(130-2015-16)	To respond to Cllr M Russell and write to the local Member for Parliament and the Under Secretary for Department of Transport outlining the points made.	No further information or updates following the Council's recent submission to the Black Cat consultation.

AGENDA ITEM 10

SANDY TOWN COUNCIL

DATE: 26 June 2017
AUTHOR: Town Clerk
SUBJECT: Filling of Sandy Town Council Casual Vacancy on Pinnacle Ward

Summary

- Following the resignation of Councillor J Ali the Clerk notified Central Bedfordshire Council's Deputy Returning officer. A notice of vacancy was issued on the 3rd May 2017. The notice stated that if 10 or more electors submitted a written request for an election to be held to fill the vacancy before the 23rd May 2017 and election would duly be held.
- Following the 23rd May 2017 Central Bedfordshire Council's Deputy Returning officer confirmed there was no request to hold an election and as such the Council could fill the vacancy via its co-option process.
- Members are asked to consider the arrangements to fill the vacancy by co-option.
- Members should note that the Council's co-option policy was reviewed and amended in November 2016. At a meeting of the Town Council on 28 November 2016 it was resolved to amend the Co-option Policy to remove the requirement for candidates to get a proposer and seconder as part of the application. All candidates will still need to be nominated and seconded at the meeting where applications are considered and voted upon.

**SANDY TOWN COUNCIL
CO-OPTION POLICY**

Introduction

Although the process for co-option is not prescribed in Law, County & District Councils and Local Council Associations provide best practice advice and guidelines. It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair and transparent. The co-option process to be employed by Sandy Town Council is as follows:

Whenever the need for co-option arises, Sandy Town Council will seek and encourage applications from anyone in the Town who is eligible to stand as a Town Councillor. Councillors or parishioners can legally

approach individuals to suggest that they might wish to consider putting their names forward for co-option.

The Town Council has resolved that it will advertise the vacancies in the local area via the Town Council noticeboards, the Town Council website and a media release.

The co-option procedure will be reviewed every four years.

Co-option Policy

1. The advertisement to co-opt will include:
 - a. the method by which applications can be made
 - b. the closing date for all applications
 - c. a contact point to obtain more information
 - d. show that further information is available electronically via the website, to include application forms, nomination forms and information about the roles and responsibilities of the council.
2. Existing Members may point out the vacancies and the process to any qualifying candidate(s)
3. Any candidate(s) found to be offering inducements of any kind will be disqualified.
4. Eligibility of the candidate(s) will be confirmed by the Clerk.
5. All eligible candidates will be invited, by letter, to attend the next Full Town Council meeting following the application deadline. If candidates are unable to attend, this meeting will not be rearranged. The co-option will still take place and voting on this vacancy will be subsequently based on this meeting and the candidate's application form.
6. All members will receive copies of candidate applications, along with the summons to attend the next Full Town Council meeting following the application deadline. Candidate applications are strictly confidential.
7. An agenda item will be set aside for candidates to make a brief verbal presentation to members, outlining their relevant skills and experience. Each candidate will be allocated a maximum of three minutes. After presentations, Members may ask questions if considered necessary. These presentations and questions will be open to the public.

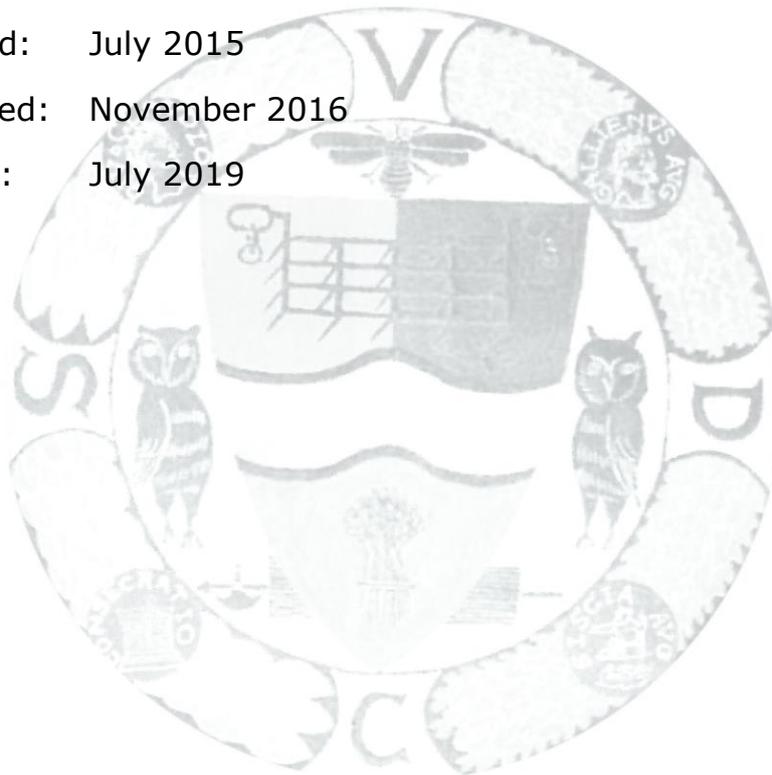
8. The Chair will then request those councillors present to nominate any or all of the candidates for co-option. As co-opting any person to the Town Council has to occur by resolution, candidates will require a proposer and seconder to progress to the voting stage.
9. The Chair will then place the names of nominated candidates in alphabetical order and proceed to vote.
10. The Town Council will appoint the co-opted members by voting according to Standing Orders.
11. Only Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
12. If a Candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.
13. A successful candidate must have received an absolute majority vote by those Councillors present.
14. It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.
15. This process must, if necessary, be repeated until an absolute majority is obtained.
16. The Chair has the casting vote.
18. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
19. The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold an election to fill vacancies.
20. Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member.

21. The co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. They may then take their seat at Council and will be appointed to a committee and as a representative to local organisations.
22. Any application can be considered in the candidate(s) absence, but if successful, members would need to agree for him/her to sign the Declaration of Office either before or at the next meeting.
23. As soon as practicable following their co-option, members will be invited to attend an Induction and Training session with the Town Clerk.

Adopted: July 2015

Amended: November 2016

Review: July 2019





SANDY TOWN COUNCIL

VACANCY FOR COUNCILLOR

Could you be a Councillor?

Do you have an interest in town affairs?

Can you make a difference?

Do you have spare time to help us do the best for the community?

Sandy Town Council wants to co-opt a new member onto the council. Following the recent resignation of a Councillor there is a vacancy for a member representing Pinnacle Ward.

We welcome applications for co-option from everyone in the community (including former applicants) with an interest in making Sandy a better place to live and work. The Town Clerk and existing members of the council are pleased to talk to potential candidates about what is involved; please contact members direct using the details on this website and/or contact the Clerk via the Town Council office to arrange a visit and find out more.

Expressions of interest are invited from applicants who must be over 18 and be an elector, live or work in or near Sandy and be a citizen of the EU or the Commonwealth. Application forms and more information can be found on the Town Council's website www.sandytowncouncil.gov.uk in the news section on the front page or by direct application to the Town Council offices at 10 Cambridge Road, Sandy.

Completed forms must be submitted to the Town Clerk no later than noon on **XXXXXXXXXXXX**

The Town Council intends to select its new member at a meeting on Monday **XXXXXXXXXX**.

For further information please contact:

Chris Robson

Town Clerk

Sandy Town Council

10 Cambridge Road

SANDY

SG19 1JE

Telephone: 01767-681491

Email: admin@sandytowncouncil.gov.uk

www.sandytowncouncil.gov.uk



SANDY TOWN COUNCIL
APPLICATION FOR CO-OPTION

Full Name	
Home address (in full)	
Telephone number	
Email address	
Ward I wish to be considered for (If more than 1 vacancy exists)	

Please note, this application form will remain strictly confidential. It will be considered by existing Council Members ONLY. It will NOT be made available to the public.

Please provide some brief details about yourself



SANDY
Town Council



Why would you like to join the Town Council?

What skills or interests do you have that you think might benefit the Town Council?

T 01767 681491
F 01767 692527
E admin@sandytowncouncil.gov.uk

www.sandytowncouncil.gov.uk

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

Registered office: Sandy Town Council, 10 Cambridge Road, Sandy, SG19 1JE



NOTES:

Qualifications for being a local councillor:

You must be over 18 years old **AND**

1. Be an elector
2. Be a Commonwealth citizen (which includes being a British citizen) or a citizen of the European Union
3. For the whole of the twelve months before the date of the co-option either
Have resided in the locality or within three miles of it
or
Have occupied any premises or land as owner or tenant therein
or
Had your principal or only place of work there (such work need not be paid but must be substantial)

You are disqualified from being a local councillor if:

1. You hold any paid office, employment or other place of profit in the gift or disposal of Sandy Town Council, or any committee or sub-committee thereof
or
2. you are subject to a bankruptcy restrictions order or an interim order
or
3. you have within five years before the co-option or since been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (suspended or not) for not less than three months without the option of a fine
or
4. you are convicted of offences involving corrupt or illegal practices under Part III of the Representation of the People Act 1983
or



5. you have been convicted for the failure to register or declare disclosable interests under the Localism Act 2011 (England)

Please complete the following declaration:

I have read the conditions for becoming a Town Councillor and confirm that I am qualified to be considered for co-option.

Signed _____ Date _____

Please also complete the nomination form attached.



SO YOU ARE INTERESTED IN BECOMING A TOWN COUNCILLOR!

No doubt, you will want to know what will be required of you?

Sandy Town Council is a non-political body made up of fifteen Members interested in serving their Town.

1 from Beeston Ward, 5 from Ivel Ward, 6 from Pinnacle Ward and 3 from Fallowfield Ward. There are at least 3 meetings to attend in every 6 weeks, all of them held on a Monday evening. Members usually sit on two standing committees as well as Full Council.

Development Scrutiny committee
Policy, Finance & Resources committee
Community Services & Environment committee
Plus
A full Council Meeting

In addition, there is a **Human Resources committee** on which 7 Members must sit.

A calendar of meetings for the year is approved each year in advance. Most meetings start at 7.30pm and usually finish between 9.00pm and 10.00pm, with the exception of the Development Scrutiny Committee which starts at 6:30pm and usually finishes at 7:30pm. In addition to attending meetings, you will be asked to investigate residents' complaints, problems and difficulties and may be asked to attend daytime meetings with other Councils and additional Working Groups formed for a specific purpose.

The present Council will remain in Office until May 2019, unless a particular Member resigns earlier or is disqualified from Office for non-attendance at meetings or for any other reason.

That is what it will cost you!

WHAT DO YOU GET IN RETURN?

Often frustration and financially nothing!

You will however, have the satisfaction of showing a practical interest in your community, in helping to see it properly run, its expenditure sensibly controlled and the reward of knowing that you have assisted others.



What is a Councillor?

Councillors are elected to represent an individual geographical unit on the council, known as a ward. They are generally elected by the public every four years.

What do Councillors do?

Councillors have three main components to their work:

- decision making
- monitoring
- getting involved locally

Decision Making

Through meetings and attending committees with other elected members, councillors decide:

- which activities to support
- where money should be spent
- what services should be delivered
- what policies should be implemented

As well as attending meetings, councillors should be prepared to get involved in the meetings.

Monitoring

Councillors make sure that their decisions lead to efficient and effective services, by keeping an eye on how well things are working.

Getting Involved Locally

As local representatives, councillors have responsibilities towards their community and local organisations. These responsibilities and duties often depend on what the councillor wants to achieve and how much time is available.

This may include:

- going to meetings of local organisations



- going to meetings of bodies affecting the wider community
- taking up issues on behalf of members of the public
- running a surgery for residents to bring up issues

Attending Council meetings is the best way to find out what happens. By law, ordinary people are allowed to be present at most council business but not participate unless the council agrees to this. Most councils have a public participation section on their agenda.

How Much Time Does it Take Up?

Quite often councillors say that their duties occupy them for about five hours a week. Obviously there are some councillors who spend more time than this - and some less, but in the main, being a town councillor is an enjoyable way of contributing to your community, and helping to make it a better place to live and work.

Am I Qualified?

You must be over 18 years old **AND**

1. Be an elector
2. Be a Commonwealth citizen (which includes being a British citizen) or a citizen of the European Union
3. For the whole of the twelve months before the date of the co-option either
Have resided in the locality or within three miles of it
or
Have occupied any premises or land as owner or tenant therein
or
Had your principal or only place of work there (such work need not be paid but must be substantial)

You cannot stand for election if you:

1. You hold any paid office, employment or other place of profit in the gift or disposal of Sandy Town Council, or any committee or sub-committee thereof
or
2. you are subject to a bankruptcy restrictions order or an interim order
or
3. you have within five years before the co-option or since been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to



imprisonment (suspended or not) for not less than three months without the option of a fine

or

4. you are convicted of offences involving corrupt or illegal practices under Part III of the Representation of the People Act 1983

or

5. you have been convicted for the failure to register or declare disclosable interests under the Localism Act 2011 (England)

Councillors can be automatically disqualified if they do not attend meetings for six consecutive months. To avoid this, councillors need to submit reasons for their non-attendance **and** their council has to accept and minute the reasons for non-attendance.



Town Clerk: Chris Robson

Our ref: STC/EL/E1
Date:

Dear Applicant

Thank you for expressing an interest in the position of Councillor for Sandy Town Council. The enclosed Co-option pack contains information to assist you with your application.

The pack includes:

- Application form
- Co-Option Policy
- Ward Map
- Information on the role of a Councillor

Applicants should note that as part of the voting procedure, it will be necessary for a formal proposal and secondment of your nomination to take place at a meeting of the Town Council to be held on XXXXXXXXXXXX

Please complete the Application & Nomination forms accordingly and return to:

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

Applications should be returned no later than 12pm on XXXXXXXXXXXX

Yours sincerely

Chris Robson
Town Clerk



Town Clerk: Chris Robson

Our ref: STC/EL/E1
Date:

Dear

We refer to your application for the position of Councillor. Your application will be considered by Council Members at the next Full Town Council meeting to be held on Monday **XXXXXXXX** at 7.30pm.

Members would like to invite you to attend this meeting. If you are unable to attend, it will not be possible to re-schedule.

At this meeting, all candidates will be invited to give a short presentation (3 minutes) on why you would like to be a Town Councillor and what you feel you can offer to the community. After presentations, candidates will then be asked a few questions by existing members before proceeding to vote.

As part of the voting procedure, it will be necessary for candidates to be formally proposed and seconded at the meeting of Council on XXXXX, if a candidate is to move to the voting stage.

If you are unable to attend the above meeting, this process will still take place and voting will be based on this meeting, as well as the application form.

We would be grateful if could advise the office whether it is your intention to attend.

We would like to take this opportunity to thank you for your application and we look forward to meeting you.

Yours sincerely

Chris Robson
Town Clerk



SANDY TOWN COUNCIL INTERNAL AUDIT REPORT YEAR ENDING 31/03/2017

The final internal audit was carried out on 17th May 2017 at the offices of Sandy Town Council.

Work Done

Bank Reconciliations

The year end bank reconciliations were reviewed and agreed to ensure that they had been prepared correctly. In addition, the reconciliation file was reviewed to ensure completeness as per interim internal audit report. Cheque book & paying-in book cut off was confirmed to ensure that all transactions were entered in the correct accounting period.

Trade Debtors & Creditors

Trade debtor and creditor balances were reviewed for reasonableness and to ensure that there were no outstanding balances that require doubtful debt provisions.

Review of VAT returns

VAT returns for the year were reviewed and the closing balance was reconciled to the financial statements.

Accruals

Accruals were reviewed and compared to the previous year to ensure they are reasonable.

Accounting for Income & Expenditure

Sample testing of the council's income and expenditure was carried out during the first internal audit visit. Results of this testing were satisfactory and no further testing of this area was considered necessary during this visit.

Review of Risk Assessment

The Council's risk assessment was reviewed to ensure that significant risks have been identified and that adequate arrangements and controls are in place to minimise these risks.

Fixed Asset Register

The fixed asset register was reviewed to ensure that it was complete, accurate and properly maintained.

Insurance

The insurance policies and schedules were reviewed to ensure that cover is sufficient.

Meeting Minutes

Minutes of the Council meetings were reviewed to ensure that expenditure is approved and monitored and that decisions regarding the Council's finances are documented.

Review of Accounts

A review of the accounts was required to ensure that they had been correctly prepared and to ensure agreement to the underlying accounting records.

Results

Bank Reconciliations

All year end bank reconciliations were reviewed and appeared to be correctly prepared.

The unrepresented payments at the year end were agreed to after date bank statements, with the exception of cheque number 111249 to Central Beds Council, which it was noted had been incorrectly recorded in the accounts. This has since been corrected. There was clearance of 96% to date of audit visit, 17th May 2017. Agreed as reasonable and no indication of bad debts.

The Santander Bank account receives interest paid annually in July each year. No interest was accrued for 2016/17. Interest of £953 was received in July 2016 & is recorded in the 2016/17 accounts in full. No interest has been accrued again this year which is consistent with treatment in prior years.

We can conclude that the amount recorded in the accounts for cash & bank is reasonable and reflects the underlying books & records of the Council.

Trade Debtors & Creditors

The year end trade debtor balance of £2,203 and trade creditor balance of £4,633 is considered reasonable and collectable.

We can conclude that the amounts recorded in the accounts for debtors and creditors are reasonable and reflect the underlying books & records of the Council.

VAT

The closing VAT balance was checked to VAT returns and a VAT control completed. The Council receives repayment of VAT as there is only a small amount of taxable supplies made. The majority of the Council's supplies are zero rated. There was no VAT visit during the year.

We can conclude that the amount recorded in the accounts as VAT debtor is reasonable and reflects the underlying books & records of the Council.

Accruals

Accruals were reviewed and noted to be by and large comparable with prior year. Accruals reviewed for reasonableness and April invoices reviewed for completeness.

We can conclude that the amount recorded in the accounts for accruals is reasonable and reflects the underlying books & records of the Council.

Risk Assessment

The current risk assessment identifies the individual risks faced by the organisation, the threat levels of these risks and the controls that have been put in place. The risk assessment is produced by Chris Robson, the Town Clerk.

It was noted that the risk assessment was received, reviewed and adopted by the Town Council on 27th February 2017.

We can therefore conclude that the Council has assessed the significant risks to achieving its objectives and that adequate control procedures are in place to mitigate these risks.

Fixed Assets

The Council keeps a fixed asset register and this has been maintained on a regular basis during the year. All additions have been recorded and there were no disposals in the year. As with most Councils, it is maintained at cost price.

We can therefore conclude that the amount recorded in the accounts as fixed assets reflects the original cost of assets purchased.

Insurance

Two separate policies are held, one for the fleet (ERS) and one to cover buildings, contents, public liability, employers liability etc (Aviva). The Council considers the insurance adequate for their needs.

We conclude that the Council has assessed the insurance requirements and adequate controls are in place to ensure the cover is sufficient.

Meeting Minutes

The Council meets regularly & follows regular agenda items including Council finance. Council expenditure is approved on a monthly basis and accounts are reviewed and approved by the Council.

The budget is also reviewed monthly. Meeting notes are numbered using a stamp system and initialled each month.

We can conclude that a complete and accurate record of all the Council meetings is being prepared by the Council.

Review of Accounts & Budgetary Process

The accounts of the Council and the figures prepared for disclosure on the Annual Return were agreed to the underlying records. The accounts show a general reserve balance of £185,664, an increase of £57,936 from 2016.

The accounts function has been outsourced to DCK Beavers and the year end accounts have been prepared by them. The Omega system generates all the annual return and supporting workings, which were agreed to the financial statements that will be made available for viewing by the public.

The Council regularly reviews performance during the year and monitors this against the Council's budgets.

The budget for 2017/18 has been prepared and agreed by the Council. The precept applied for amounts to £538,809 (2016: £517,647). This is to cover increases in budget costs and ongoing projects.

Conclusion

In our opinion, books and records are being kept in order. Appropriate risk assessment procedures and internal controls are in place and these are being adhered to by the Council.

Haines Watts

Date 14TH JUNE 2017

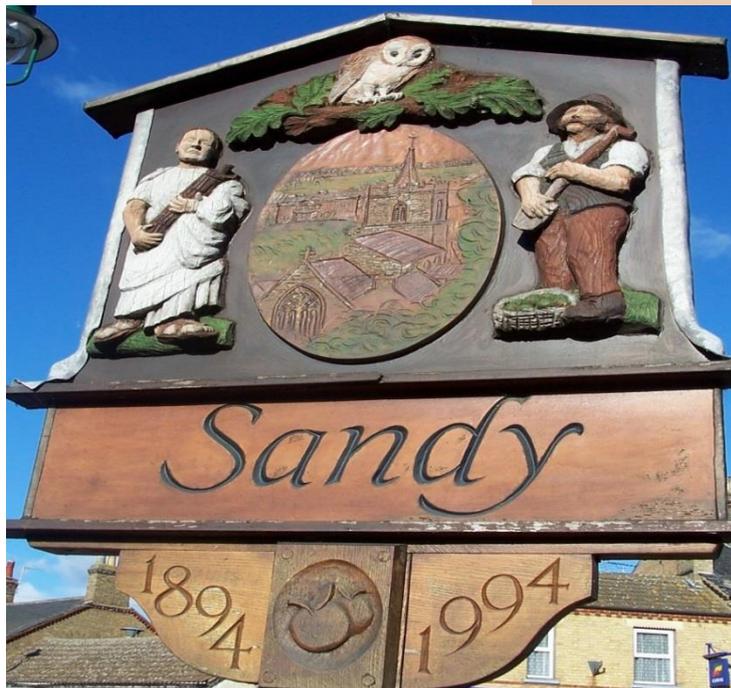
R Hammond - Partner
Haines Watts
Chartered Accountants
First Floor, Woburn Court
2 Railton Road
Woburn Road Industrial Estate
Kempston
Bedford
MK42 7PN

Haines Watts
Chartered Accountants
First Floor, Woburn Court
2 Railton Road
Woburn Road Industrial Estate
Kempston, Beds, MK42 7PN
Tel: 01234 841842
Fax: 01234 841843

Sandy Town Council

2016/17

Annual Report



Introduction

The Annual Report informs readers what Sandy Town Council has done over the past year, a summary of its budgets, details of Council Members and the wards they represent. The report is based on the financial year 1 April 2016 to 31 March 2017; however, it may also include information based on the Civic year which covers the period May 2016 to April 2017.

The Council welcomes any views on this report and on the services provided by the Town Council. Members of the public are also invited to attend every Council meeting to ask questions, make comments and raise matters of local interest during the public session.

Mayor's Report – Councillor Colin Osborne



On behalf of Sandy Town Council, it is my pleasure to introduce our report to the residents of Sandy and Beeston after another very busy and challenging year.

We had a very successful day at the beginning of December when our Christmas lights were switched on. Many organisations had stalls to raise funds and the weather was extremely kind resulting in approximately 3,000 people turning out to support this festive event. Sandy Town Council is committed to the continued support of this very worthwhile event and providing the Christmas lights for the benefit of the local community and we look forward to this year's day which will be on Sunday 3 December 2017. The Switch-on Event is organised by the 'Friends of Sandy Christmas Lights' group, which relies heavily on volunteers. If you are interested in helping organise this event by joining the group's committee or volunteering on the day please contact the Council Offices, we would be very glad to hear from you.

Although we had a settled council in the first year of the current four-year term we did lose Cllr Quick during the past year who resigned for personal reasons and Cllr Knagg was co-opted to fill the vacancy. In addition, Cllr Ali has been on leave of absence for some months. I would like to thank all councillors for the time they voluntarily give to our town.

In agreeing the Budget for 2017/18 the Council reviewed and reduced budgets across the board wherever possible but for the fourth year we received no mitigation funding from Central Beds Council. Despite this we managed to keep our precept to £539k – an increase of £4.88 per year on a Band D property or 9p per week.

The Town Council does not rely solely on its precept to fund projects and activities and actively pursues grant and support funding wherever possible. The Council has, in the last year, been successful in obtaining grant funding to refurbish the War Memorial and work will commence in the next couple of months. Similarly, funding has been obtained from CBC's Market Town Regeneration Fund to improve the High

Street and Market Square and again work will be starting very shortly on this. In addition, grant funding has been made available to show Sandy's story in stone through the Mosaic Designs project.

Progress on our cemetery extension has been slow and although planning permission has been received we still await the start of the archaeological dig which is a planning requirement. Similarly, the acquisition of a large allotment site is no further forward although we have been working with CBC officers to provide some allotments within the Beeston Green Orchard project site.

A lot of time and effort has gone into responding to CBC's draft Local Plan and 'Call for Sites' to meet housing demands across the area. Several opportunities for residents to respond to suggested proposals have been arranged during the past year. The Town Council recently commissioned a benchmarking exercise in the town centre to ascertain the views of residents that will assist the Council in its' thinking and planning for the future.

Regular quarterly meetings are now held by myself, the Deputy Mayor and the Town Clerk with our three CBC Councillors so that we are all working together for the benefit of our community. Similarly, there have been several meetings this year to raise local concerns with our MP, Alistair Burt.

I was delighted last May to welcome the Mayor of our Twin Town Malaunay to Sandy and Councillor Pettitt will be representing the town this year at the 35th anniversary celebrations of twinning in Malaunay.

Councillors have made visits to our local fire station during the year to meet our Fire Cadets and see them undertake a training exercise and we recently visited the Army Cadet Attachment in Sunderland Road. Both these organisations – and indeed many others – are a credit to the town.

The Mayor's charity fund this year has been donated to Canine Partners who train dogs to help those with disabilities. A resident of Sandy has a trained dog and one is currently being trained by a resident of Potton. Similarly, funding is being provided to purchase a defibrillator for our recreation ground in Bedford Road. Over £1,000 has been raised and may I personally thank all those who have attended the mayor's charity events or made donations. It is truly appreciated. May I thank, too, all the organisations for the warm welcome my wife and I have received when we have visited them and thank them for all their kind invitations and hospitality.

**Councillor C Osborne,
Mayor of Sandy**



The Council

Sandy Town Council exists to serve and represent the interests of the whole community of Sandy and to work for provision of services for its residents. Sandy Town Council will work with organisations or people willing to improve the well-being and prospects of the community.

The Council has had a full schedule of meetings including

10 Full Council Meetings

17 Development Scrutiny Committee Meetings

9 Policy Finance and Resources Committee Meetings

9 Community Services and Environment Committee Meetings

These meetings were the forum for detailed discussion and strategic decision making. Members of the public attended many meetings and this is always welcome and leads to much more informed decisions being taken. Our local PCSO gave regular reports to the council and the officers of different public agencies and service providers gave presentations and reports to the council during the year.

Members have acted as representatives on a number of outside bodies:

Talk of the Town Transport Committee

Sandy Charities

Sandy Village Hall Management Committee

Sandy Walkers are Welcome

Sandy Carnival Committee

Sandy Twinning Association

Friends of Sandy Christmas Lights

Sandy Sports and Leisure Association

Sandy Chamber of Trade

SG19 Road Safety Group

22 Squadron Air Training Corps Parents and Friends Committee

Sandy Green Wheel Group



Policy, Finance and Resources Committee

Chaired by Councillor M Scott

The Town Council's Policy, Finance and Resources Committee is authorised by the Full Council to take responsibility for the responsibility for the preparation of the Council's annual budget and precept, ensuring the Council has sufficiently budgeted for its operations, implementation of annual grants system, review of the longer financial term strategy of the Council, the review and approval of Council policy and procedures, and monitoring and scrutinising of the budget.

Policy, Finance and Resources Chairman's Report

<p>Budget and Precept</p> <p>In common with many other Parish and Town Councils across the Country Sandy Town Councillors made the difficult decision to raise the local precept by 3.7% for the forthcoming financial year, this is equivalent to £4.88 per Band D property. The increase is less than previous years and the Council continues to work hard towards achieving best value and effective savings. This year's precept was set against a background of increasing costs and continued loss in Council Tax support funds from Central Bedfordshire Council.</p>
<p>Grants and Donations</p> <p>This year the Council increased its grants budget and the Committee has approved grants totalling £2,969 to a variety of worthwhile organisations and community groups, all of which carry out wonderful and important work within and around Sandy. A list of those bodies who received grants or donations can be found on page 14 of the Annual Report. As well as awarding a series of grants the committee worked with the Scouts and the Friends of Sandy Christmas Lights to help support the Fireworks and Christmas light switch on event.</p>
<p>Cost Savings</p> <p>The Committee has continued to review its service contracts and renegotiate contracts where appropriate to ensure best value while seeking reduced costs where possible. During this financial year, the Council has agreed a new copier/printing contract that will see costs reduced by 37%, renegotiated a sanitary provider contract which will see savings of 60% over the year, and agreed a fixed price contract over 6 years for streetlight maintenance. During the next financial year, the committee will be looking at other service contracts to seek further reductions in costs where possible.</p>
<p>Funding</p> <p>As the Mayor detailed in his report earlier in this document the Town Council does not rely solely on its precept to fund projects and activities, it actively seeks support funding where possible to alleviate pressure placed on the precept.</p> <p>This year the Council secured funding for 75% of the cost of refurbishing the War Memorial as well as a large amount of funding from Central Bedfordshire Council's Market Town Regeneration Scheme. The funding from the scheme will see</p>

improvements to the Town Centre through new street furnishings, a covered community stand outside the post office, tidying up of railings and street/signage clutter. The funding will also see the installation of public art in the town centre via the Story in Stone Mosaics project.

The Committee also oversaw securing a £7,000 Community receipt from a developer. The funds have been earmarked to be spent on projects that benefit the community of Sandy in future years.

Section 106

The Committee has supported 6 organisations in making Section 106 applications to Central Bedfordshire Council. The Council recognises the importance of making sure Section 106 funds received from developers are invested back into Sandy and its community. In total the Council has helped bring £16,000 in Section 106 funds back into the community to support sports and community facilities.

Policies and Procedures

The Committee has continued to review its policies and procedures to ensure they are effective and up to date. This year the Council adopted a new recruitment policy and a Council risk assessment which reviewed all risks borne to the Council.

The Sandy sign, which was repaired during 2016



Community Services and Environment Committee

Chaired by Councillor S Sutton

The Community Services & Environment Committee has a wide remit to discuss issues related to the open spaces, allotments, and the cemetery. The committee also reviews work required to footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboriculture works, street furniture (seats, planters, waste bins), play areas, and play equipment.

Community Services and Environment Committee Report

<p>CBC Local Plan</p> <p>STC and residents have been consulted on future housing needs and large areas of Sandy and Beeston had been put forward by land owners. We carefully reviewed all the proposed sites using a scoring system to determine those we would support and those we would object to. We agreed at full Town Council that we would not support any individual site for development until the issues of the proposed East/West rail link and upgrading of the A1 were decided.</p>
<p>Public Realm Improvements</p> <p>CBC has launched a Market Town Match Fund to support town centre improvements for towns across Central Bedfordshire. We agreed to commit to this fund and are working with the project team to assess the scope of the work and costs involved. We have put in the application for the visual and physical enhancement which includes working with Potton and Biggleswade Councils on a mosaic project. Sandy residents have had the chance to see the initial designs for these at a public meeting. Further improvements that have been identified are finger post signage, a covered community stand, new benches and cycle racks, plus new bins for taking separated recycled materials. Lamp Post banners are under discussion depending of suitability of the lamp posts and costs of installing/removing several times a year.</p>
<p>Beeston Green Management Plan</p> <p>Work on this is ongoing and the next step is a consultation with residents. The community orchard project is awaiting the planning application from CBC for the area of affordable housing which will also contain the area for the orchard and allotments.</p>
<p>Sandy War Memorial</p> <p>The war memorial has been awarded Listed Building Status grade II. This has given the memorial specific protection to guarantee its future and surroundings. STC applied for and has been granted 75% towards the restoration of the memorial, specifically to replace the worn lettering and repair the cracked purbeck stone. We will also be adding baskets to the area for residents to place wooden crosses.</p>

Public spaces and Play Areas

We are working with CBC to undertake a full assessment of the play equipment in Sandy. The initial assessment of the areas has taken place and we have launched a consultation to canvas the views of residents. Once that is completed then we can agree the type of equipment each area needs and proceed to the tender process. Play equipment owned by STC at Bedford Road, Sunderland Road, Beeston Green, the Limes Play area and Fallowfield Recreation Ground is maintained and inspected weekly. Tree surveys have been undertaken and a programme of maintenance planned on a cycle of 4 years using an approved contractor.

Parking in Sandy/Beeston

CBC is undertaking a parking review so we can be informed of the pressures being produced with an increasing amount of vehicles parking in the Parish. The council continues to provide free public car parking in the town centre car park with the aim of supporting local businesses and we are working with the planned new doctor's surgery for allocated parking for emergency vehicles and disabled visitors.

Bus Stops

Sandy Town Council has worked with Central Bedfordshire Council to secure a new bus shelter at Fallowfield and the installation of real time information in shelters at Tesco, the Market Square, Engayne Avenue and the train station. It is hoped real time information will be active by summer 2017 and that the Fallowfield shelter will be installed later in the year. The bus turning circle for Engayne Avenue was finally installed and the bus route amended.

CCTV

The provision of CCTV continues to be a difficult issue as Councillors and residents raise concerns over its effectiveness and its use by the police in investigating crime. CBC have undertaken a review of the system in March 2017 and we await their decision on the future of CCTV provision in the area.

The Council agreed to relocate a mobile CCTV camera to the Fallowfield recreation ground following concerns about anti-social behaviour. The Council will continue to monitor the camera, its effectiveness and incidents.

Environment

The committee has also pushed for progress on the Sandy Green Wheel and Sandy to Potton Cycle way. The Council agreed to provide £2,000 in the 2017/18 financial year to support the progress of the Sandy Green wheel.

We have been in contact with the Environment Agency regarding the clearing and dredging of the River Ivel. They have proposed a timetable of works, but we are concerned over the extended time this is planned for.

Development Scrutiny Committee

Chaired by Councillor M Pettitt

This committee has three key roles: it reviews every planning application, considers tree applications, and takes part in various district and regional consultations where they may impact on Sandy. The Town Council is a statutory consultee, and reviews all planning applications and advises CBC should they not meet local requirements and aspirations. However, it should be noted that Central Bedfordshire Council makes the final decision on all planning applications, and does not always agree with the Town Council's comments.

Development Scrutiny Committee Report

Sandy Town Council Planning Process

Sandy Town Council (STC) is not a planning authority and has no direct powers to control the development of the town. Planning applications in Sandy are decided by Central Bedfordshire Council (CBC) which is the local authority empowered by law to exercise statutory town planning functions as well as the Local Development Framework and the key local planning policy documents which affect Sandy.

STC is entitled to see almost all planning applications received by CBC which pertain to Sandy Parish and to make comments on them which CBC takes into consideration when deciding whether to grant planning permission. There are a very few exceptions to this including for example applications which relate to agricultural buildings. This role is the responsibility of the Development Scrutiny (DS) Committee which consists of 10 members appointed annually at the Sandy Town Council Annual Meeting held each May. The DS Committee has met on 18 occasions in the past year to respond to and comment upon around 80 planning applications. To effectively fulfil their role, to assist their understanding of particular applications and to aid decision making members have made a number of site visits during the past 12 months.

Members of the public with an interest in a particular application are encouraged to contact the Town Council to make their views known either in writing or to attend the DS Committee meeting when the matter is on the agenda to express them in person. In advance of any meeting of DS both members and interested members of the public can and should try to make use of the wealth of information which can be accessed on the Planning section of the CBC website starting at www.centralbedfordshire.gov.uk and then following the links.

The members of DS also rely to a considerable extent on the background work undertaken by the administration team at STC in advance of each meeting of the committee for which they are always extremely grateful.

Working with other agencies

On 1 occasion in the past year a member of STC has appeared before CBC's Development Management Committee (DMC) and most recently 2 members attended a meeting of the CBC Licensing Sub Committee to reiterate the Town Council's resolved position to an application for a vacant shop premises in Sandy to trade as a new micro pub.

On other occasions during the year and along with the Town Clerk members of DS have met with agents and representatives of developers and applicants themselves in advance of and following formal meetings with a view to clarifying and seeking resolution to other outstanding issues.

Planning Issues in Sandy & Beeston

Planning issues in and around Beeston have figured greatly in the work of DS Committee over the past twelve months and seem destined to do so for the foreseeable future. As owners and custodians of Beeston Green there seems a heightened need for diligence by DS Committee (as well as STC as a whole) to do all it can to protect and safeguard that area of the Town's heritage.

There continue to be several important and broader strategic issues which members of DS Committee have regularly considered during the past year. With CBC on the cusp of launching the new Local Plan pressures are growing for land to be made available for future development not only around Sandy but in the wider area.

In addition therefore to its role set out above, with news still awaited regarding the route of the proposed new East West Rail link, studies still ongoing regarding the future of the A1 and the present consultation regarding the A428 Black Cat to Caxton Gibbett improvements it will be important for this committee and indeed the Town Council as a whole to remain diligent and to try to ensure there is co-ordinated planning to help influence the way Sandy develops during the decade to come and beyond.

Sandy viewed from The Pinnacle



Human Resources Committee

Chaired by Councillor M Hill

The Human Resources committee, which meets about four times a year, has the major responsibility of trying to ensure the smooth and effective running of the Council through its paid staff, who operate as the office and outdoor teams. The committee is responsible for performance management, team-building and training as well as opening hours and work schedules. We must also do what we can to ensure the work-life balance of all the staff is maintained.

Human Resources Committee Report

The past twelve months has been a period of consolidation and teambuilding. By far the greatest challenge for both the office and outdoor teams has been having to cope with one team member on long-term absence through ill-health. For much of the year the outdoor team has performed as a three-man band and worked really hard to keep abreast of their schedules. An agency worker was brought in at critical moments during the warmer months to ease the load. As for the office staff there has had to be a reorganisation of roles to cover various administrative and front-office roles and we have taken on a young agency worker who has been able to perform a variety of receptionist roles and has proved to be very personable with members of the public.

All employees have now completed a full appraisal cycle and various training needs have been identified and implemented. Outdoor staff have had specialist equipment training and the office staff are increasingly being encouraged to take responsibility for particular projects.

As for the clerk Chris Robson we continue to be amazed by his prodigious work ethic. His capacity to multi-task and constantly provide councillors with detailed reports on a multitude of subjects has been hugely appreciated and members of the public have also commented favourably on his friendliness, accessibility and positive drive.

We need to ensure that Chris continues to enjoy the job of clerk and has been the major player in rebuilding bridges between the Council and the local community. He has achieved wonders over the past eighteen months and the work ethos and job satisfaction among staff of both teams have improved immeasurably. He enjoys very good relationships with both teams and works closely with both team leaders Carol Baker-Smith and Richard Gilbert.

Future Developments

The new structure and office roles have been partially achieved but we need a completely stable team to finish the process. The most appropriate office opening hours which suit the greatest number of Sandy residents and maximize the varied talents and experience of all our team members according to the needs of day-to-day efficiency have been agreed for current circumstances but will continue to be monitored. We are also looking at a media policy and the pros and cons of having

a Council Facebook page. In addition, we will need to use the appraisal cycle to assess manageability of roles and the seemingly ever-increasing number of projects arriving on the doorstep. It would be good to put a number of the current projects to bed, especially those which are not constantly frustrated by delays caused by other agencies. If we succeed there will be noticeable improvements to many aspects of the local environment and infrastructure which I'm sure local residents will appreciate.

Friends of Sandy Christmas Lights

Chairman—Max Hill

2016 Light Switch on Success

The 2016 event was an undoubted success thanks in no small part to the weather which was ideal for early December. Everything ran to schedule and there were a huge number of positives. The Sandy public turned out in very high numbers and there was a really enjoyable fun atmosphere.

The stage acts were great. There was a full house of local schools taking part and all arrived promptly. As in previous years there was a very good number of stalls offering a wide variety. We were delighted to have a number of volunteers on the day, especially from the scouts, local army cadets and council staff to help with the setting up in the morning and clearing up afterwards. The lights themselves received lots of favourable comments, especially as they extended further down the High Street.

Children's Design Competition

A new children's light design competition initiative was launched in 2016. The competition was reasonably successful with around 30 entries. Art out of Ten, a group of local artists, were happy with the number of visitors to their exhibition in the Baptist hall and what they made on refreshments. The RSPB's lantern walk didn't materialise which is a shame, but it would be good to work closely with the charity on future events to continue to build links between the town and the RSPB.

2017 Event

The 2017 event is planned for Sunday 3 December and as usual we will be doing our utmost to recruit more willing community volunteers to help with the planning. We also hope to attract more sponsorship and get more of the old folk in the town coming to join in the festivities. The more help we get the more we can organise!



Sandy Information Point

The Sandy Tourist Information Centre closed in the spring of 2015 and a brand new Information Point has been integrated in the Sandy Town Council Reception and was opened in April 2015. These changes have ensured that as many as possible of the tourism services previously provided have continued, with a focus on the local area. The new Information Point has been refurbished to create a new and welcoming Reception area for the visitors to the Council Offices. The Information Point continues to provide information regarding local attractions, local walks, travel information and providing assistance and information about the locality to local residents.

The Council remains agents for Safford's Coaches, thus allowing local people to book holidays and day excursions within the office. A What's On section is kept updated on the Town Council webpage and posters are displayed in the Centre. Monthly articles continue to be written about the Centre and its services and news for publication in local journals.

The Centre holds a supply of Central Bedfordshire Council's green garden bags, orange recycling bags, food bins and food waste bags for household waste thus allowing residents to collect these locally. A recent survey shows this is our third most popular enquiry at the Information Point.

The Centre has organised and led six local walks during the year, in which over 160 people have taken part. Also during the winter three local talks took place which were heard by nearly 120 people. These walks promote access to the countryside in the area. Sandy's status as a Walker's are Welcome town has encouraged walkers to visit and participate in the guided walks and also individual, family and group walking.

The Town Council has hosted an increased number of visits from local schools to the Roman Sandy exhibition in the council offices as well as welcoming individual visitors to view the exhibits on display.

This year's walks

April	Captain Peel Walk
May	Woodbury Hall & Tetworth Hall
June	The Lodge
July	Sandye Place
August	Cardington Walk
September	Squire's Walk

This year's talks

October	Parliament through 40 plus years of challenge & change by Lord Naseby
November	The Great Northern Railway through Bedfordshire by George Howe
December	Growing a business in Sandy by Richard Banks

Community Grants and Donations

Every year the Town Council provides some funding for community groups and projects in the town. The Council has adopted a set of criteria which successful applications must meet and aims to support sustainable local projects that improve the quality of life for the residents of Sandy. The Council also makes donations to groups where appropriate.

In the financial year 2016/17 Sandy Town Council awarded grants or donations to:

Sandy & District Horticultural Association	£400
Sandy Army Cadets	£500
Sandy Twinning Association	£250
Ivel Sprinter	£1,000
Sandy Walkers are Welcome	£60
Biggles FM	£500
Sandy Upper School	£25
Autism Bedfordshire	£91
Royal British Legion – Wreaths	£74
Total	£2,900

Town Council Services

Cemetery Management	Town Centre & Bedford Road Public Conveniences
Church Yard Maintenance	The Riddy Nature Reserve
Jenkins Pavilion & Sports Pitches	The Pinnacle Hill & Field
Floral Displays	Local Information Point
War Memorial	Roman Sandy Exhibition
Beeston Green	Public Open Spaces
Some Street Lighting and Furniture	Play Areas, including Fallowfield, Bedford Road, Sunderland Road, Beeston and the Limes
Christmas Lights	
CCTV	
Town Centre Car Park	

Financial Statements

Financial Summary 31 March 2017

31 March 2016	Income Summary	31 March 2017
479,098	Precept on District Council	517,647
4,361	Capital Grants and Sale of Assets	17,852
3,559	Interest and Investment Income	2,742
4,466	Recreation Grounds and Open Spaces	9,927
18,535	Cemetery	25,835
2,181	Tourist Information Centre	1,215
1,460	Car Park and Market	3,048
1,788	Establishment/General Administration	2,484
50	Civic and Democratic	-
2,099	Christmas Lights	2,354
833	CCTV	-
1,586	Outside Services	794
520,016	Total Income	583,898
<hr/>		
	Expenditure	
316,504	Establishment/General Administration	327,988
421	Election Expenses	-
21,942	Capital Expenditure	9,483
608	Loan Interest and Capital Repayments	608
	Operational Expenditure:	
54,345	Recreation Grounds and Open Spaces	56,339
812	Allotments	-
6,992	Cemetery	7,345
4,246	Tourist Information	38
2,638	Public Toilets	4,559
15,202	Car Park and Market	19,383
11,951	Lighting and Street Furniture	8,472
5,107	Civic and Democratic Costs	2,207
1,556	Grants and Donations	2,900
13,748	Christmas Lights	18,507
17,255	CCTV Fees	15,680
25,813	Outside Services	26,571
499,140	Total Expenditure	500,080

Financial Statements

Financial Summary 31 March 2017

31 March 2016

31 March 2017

General Fund		
80,106	Balance at 01 April 2016	127,728
<u>520,016</u>	Add: Total Income	<u>583,898</u>
600,122		711,626
<u>499,140</u>	Deduct: Total Expenditure	<u>500,179</u>
100,982		211,447
15,083	Transfer (to)/from Capital Receipts Reserve	-
11,663	Transfer from/(to) Earmarked Reserves	(25,783)
<u>127,728</u>	General Reserve Balance at 31 March 2017	<u>185,664</u>
Current Assets		
15,968	Debtors and prepayments	20,882
<u>573,976</u>	Cash at bank and in hand	<u>641,954</u>
589,944		662,836
Current Liabilities		
(24,607)	Creditors and income in advance	(13,780)
565,337	Net Current Assets	649,056
565,337	Total Assets Less Current Liabilities	649,056
<u>565,337</u>	Total Assets Less Liabilities	<u>649,056</u>
Capital and Reserves		
57,712	Usable Capital Receipts Reserve	57,712
379,897	Earmarked Reserves	405,680
<u>127,728</u>	General Reserve	<u>185,664</u>
565,337		649,056

Sandy Town Councillors

Beeston Ward

Cllr M P Scott
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scott729@btinternet.com



Ivel Ward

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Cllr M Hill
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Beeston
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Cllr W Jackson
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will.jackson662@btinternet.com



Cllr M J Pettitt
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SG19 1HL

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Sandy Town Councillors

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Fallowfield Ward
Cllr T Cole
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Pinnacle Ward

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Cllr J Ali
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Cllr T Knagg
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Cllr D Quick
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Sandy Town Councillors

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admin@sandytowncouncil.gov.uk



Cllr J Sparrow
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10 Cambridge Road
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SG19 1JE

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scarholme@gmail.com



Electoral Wards

Beeston Ward includes properties in:

Ash Close, Brook End, East Side, Elder Close, Girtford Bridge, Grange Gardens, Great North Road, High Road, Hillview, Lime Avenue, London Road, Nursery Drive, Meadow Close, New Road, Orchard Road, Tempsford Road, The Baulk, The Cloches, The Crescent, The Green, The Knolls, West View, Whitestones

Ivel Ward includes properties in:

Albion Court, All Hallows, All Saints Way, Bedford Road, Bickerdikes Gardens, Birch Grove, Brandreth Place, Braybrook, Carter Street, Cedar Gardens, Centurion Walk, Church Path, Coopers Close, Deepdale, Edgumbe Court, Elm Tree Road, Filland Court, Foster Grove, Girtford Crescent, Greyhound View, Harvey Court, Heron Close, High Street, Ivel Road, Ivel View, Kings Road, Laburnum Road, London Road, Manor Road, Market Square, Mayfield Court, Mill Lane, Monoux Place, Ongley Court, Park Court, Park Mews, Park Road, Poplar Close, Potton road, Queens Road, Rivermead Gardens, Robert Hunt Gardens, Roman's View, Sandford Rise, Sandpiper Court, South Road, Spencer Road, Spring Grove, Station Road, Stratford Road, Swan Lane, Swansholme Garden Court, Swansholme Gardens, The Avenue, West Road, Western Way, Westfield Gardens, Willow Rise, Woolfield

Fallowfield Ward includes properties in:

Avocet Close, Brambling Close, Crow Hill, Cuckoo Close, Dove Close, Falcon Close, Fieldfare, Goldfinch Drive, Hawk Drive, Kestrel Way, Kingfisher Close, Larks Rise, Linnet Close, Merlin Drive, Osprey Close, Owlswood, Partridge Piece, Pipit Grove, Plovers Field, Robin Close, Rothbury Close, Starling Close, Swallow Crest, Swift Close, Tempsford Road, The Buntings, The Finches, The Harriers, The Jays, The Rookery, Weavers Green, Woodcock Close, Woodpecker Way, Wren Close

Pinnacle Ward includes properties in:

Abbey Grove, Alfred Cope Road, Alnwick close, Arran Close, Balmoral Close, Banks Drive, Belam Way, Berwick Way, Bidlake Croft, Brickhill close, Brickhill Road, Brindley Close, Bunyan Road, Cambridge Road, Carlisle Close, Cauldwell Court, Cherrycroft, Churchill Way, College Road, Cottage Road, Dapifer Drive, Deepdale, Delamare Close, Downing Court, East Road, Edward Close, Engayne Avenue, Everton Road, Faynes Court, Friars Walk, Handley Court, Havelock Close, Kingsley Court, Glebe Close, Glebe Road, Greens Close, Jubilee Close, Leeds Smith Drive, Lindisfarne Close, Longfield Road, Magnolia House, Malaunay Place, Maple Road, Market Square, Medusa Way, Middleham Close, Midland Road, Mills Walk, Moores Court, Newton Way, Northcroft, Oak Close, Peels Place, Pentland Close, Powers Close, Pickering close, Pleasant Place, Potton Road, Prince Georges Drive, Pym's Way, Quince Court, Rectory Court, Rowan Court, Rutland Gardens, Sand Lane, Sandon Close, Shannon Close, Skipton Close, St Neots Road, St Swithuns Way, Stirling Close, Stonecroft, Sunderland Road, Swaden, Talisman Close, Warkworth Close, Waverley Avenue, Wesley Road, Winchester Road, Windsor Way, Wynnefield Walk.

Members Meeting Attendance 2016/17

Town Council			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	10	10	100%
Cllr Ali ¹	2	10	20%
Cllr Blaine	9	10	90%
Cllr Cole	9	10	90%
Cllr Hill	8	10	80%
Cllr Jackson	9	10	90%
Cllr Knagg ²	5	6	83%
Cllr Leach	6	10	60%
Cllr Osborne	10	10	100%
Cllr Pettitt	7	10	70%
Cllr Quick ³	1	3	33%
Cllr Scott	8	10	80%
Cllr D Sharman	8	10	80%
Cllr P Sharman	10	10	100%
Cllr Sparrow	8	10	80%
Cllr Sutton	9	10	90%
Development Scrutiny Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Ali	0	18	0%
Cllr Blaine	15	18	83%
Cllr Jackson	15	18	83%
Cllr Knagg	10	10	100%
Cllr Leach	6	18	33%
Cllr Pettitt	13	18	72%
Cllr Quick	0	4	0%
Cllr D Sharman	18	18	100%
Cllr P Sharman	18	18	100%
Cllr Sparrow	17	18	94%
Cllr Sutton	14	18	77%

¹ Cllr Ali resigned April 2017

² Cllr Knagg co-opted 24 October 2016

³ Cllr Quick resigned August 2016

Members Meeting Attendance 2016/17

Policy, Finance & Resources Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	9	9	100%
Cllr Blaine	7	9	77%
Cllr Cole	8	9	88%
Cllr Hill	5	9	55%
Cllr Jackson	6	9	66%
Cllr Osborne	6	9	66%
Cllr Pettitt	8	9	88%
Cllr Scott	9	9	100%
Cllr D Sharman	4	9	44%
Cllr P Sharman	9	9	100%
Community Services & Environment Committee			
Councillor	Total No. Attended	Total No. of Meetings	% Attendance
Cllr Aldis	8	9	88%
Cllr Ali	0	9	0%
Cllr Cole	9	9	100%
Cllr Hill	7	9	77%
Cllr Knagg	5	5	100%
Cllr Leach	5	9	55%
Cllr Osborne	2	9	22%
Cllr Quick	0	2	0%
Cllr Scott	8	9	88%
Cllr Sparrow	9	9	100%
Cllr Sutton	7	9	77%

Council Contact Details and Addresses

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Fax: 01767 692527

General Email: admin@sandytowncouncil.gov.uk

Town Council Staff:

Town Clerk

Chris Robson

Administration Team

Carol Baker-Smith – Administration Team Leader

Anne Elliott-Flockhart - Administrator

Barry Groom - Administrator

Brian Leonard - Caretaker

Valerie McFarlane - Administrator

Karon Sizer – Office Cleaner

Grounds Team

Richard Gilbert – Grounds Team Leader

Colin Eaton - Groundsman

Richard Loake - Groundsman

Dave Reed – Groundsman

Stratford Road Depot

Stratford Road, Sandy SG19 2DH

Cemetery and Former Allotment Site

Potton Road, Sandy SG19 2DH

Sandy Churchyard, High Street, Sandy, SG19 1AQ

Play Areas

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY

Beeston Green, The Green, Beeston, Sandy SG19 1PY

Sunderland Road Recreation Ground, Sunderland Road, Sandy SG19 1RQ

The Limes, Elder Close, Beeston, Sandy SG19 1GF

Merlin Drive, Fallowfield, Sandy SG19 2UN

Jenkins Pavilion

Sunderland Road Recreation Ground, Off Medusa Way, Sandy SG19 1BN

Public Conveniences

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY
Town Centre Car Park, High Street, Sandy SG19 1AG

Open Spaces

The Riddy, Mill Lane, Sandy, SG19 1NL

The Pinnacle, Sand Lane, Sandy, SG19 2AD

Bedford Road Recreation Ground



SANDY TOWN COUNCIL

DATE: 26 June 2017

AUTHOR: Town Clerk

SUBJECT: Community Emergency Plan

1. Summary

- 1.1 At a meeting of the Community Services and Environment Committee on 5 June 2017 Members reviewed a draft community emergency plan for Sandy. The Plan is in a format provided by Central Bedfordshire Council and will be logged with the Council following its completion.
- 1.2 The Mayor has requested that the Clerk look at what resources are required for completion of the plan within three months and the Council make it a priority to have an effective emergency plan in place by the end of September 2017.

2. Developing the Community Emergency Plan

- 2.1 A large degree of work has already been carried out on the plan to move it towards completion. As the plan is a community emergency plan it requires the collaboration of numerous organisations within the town and the collection of information and contact details for these organisations.
- 2.2 Responses to initial contact on the emergency plan have been limited. However, those that have responded have provided clear information on what services/assets they are able to provide in a time of emergency and who the appropriate contacts would be.
- 2.3 The main area of work required to complete the plan is further engagement with other bodies to establish emergency contacts, availability and services.
- 2.4 The most efficient way of approaching the remaining work would be via the set-up of an Emergency Plan group, with each member taking a group of organisations/bodies to engage with. The office can then incorporate responses into the plan.
- 2.5 The Emergency Plan group can check that the plan covers all potential emergencies and provision of possible emergency resources prior to recommending the plan for approval by Council.

3. Additional Requirements

- 3.1 The proposed Emergency Plan Group will also need to work with the Clerk to draw up an action plan in case the Council's offices were to become inaccessible and considering the implications of such an emergency. This will form an appendix to the Community Emergency Plan.

SANDY TOWN COUNCIL

DATE: 26 June 2017

AUTHOR: Town Clerk

SUBJECT: Weed Spraying and Grass Cutting in Sandy

1. Summary

- 1.1 Following concerns regarding the level and method of weed spraying in Sandy a meeting between Central Bedfordshire Council's waste services department and Sandy Town Council was set up.
- 1.2 The purpose of the meeting was to review weed control practices in Sandy and consider the level/frequency of spraying and any possible alternatives.
- 1.3 The following report is a summary of the meeting for Members information.

2. Meeting Overview

- 2.1 It was acknowledged that the spraying in Sandy had killed off grass/vegetation around trees, signs and lampposts. This would not have been helped by the dry weather. Specification says spraying should happen at 200ml.
- 2.2 CBC is responsible for monitoring the standard of work by the contractor and as such will make sure any future spraying is done at the required distance and to the specification set out by CBC. CBC have discussed recent complaints and specifications for spraying with their contractor. The company manager has re-trained all members of staff in spraying and required specifications.
- 2.3 No spraying will happen in Sandy without the contractor speaking with CBC and STC first. It is unlikely we will need more spraying this year.
- 2.4 It was noted that a complaint from a resident with regard to animal welfare had been the only one received. Complaints have been received about the level of weed killer used and the grass that has been killed off.
- 2.5 Under Mid Beds District Council there was a move away from strimming. This was partly for reduced labour costs and partly due to damage and injury caused by strimming.
- 2.6 CBC uses Glyphosate (Roundup) across its area. Glyphosate is approved by the European Commission and is used widely across the Country. Advice provided and research carried out suggests there is limited risk to health via its application in the public amenity realm. Health implications would be more a concern for its agricultural use.

2.7 Glyphosate is due to be reviewed by the European parliament in two years and it may no longer be approved. The Council should take steps to reduce its use to prepare for that scenario. In addition, less use of glyphosate could only be a good thing if alternatives are possible.

3. Alternatives to Spraying

3.1 Strimming was considered an alternative option to spraying. Initial investigations estimated a 30-40% cost increase which STC would need to cover. Possibility that STC could take on strimming some areas. As strimming is more labour intensive, it inevitably leads to high costs.

3.2 It was commented that strimming, and other alternatives, are necessarily better for the environment. Strimming will result in more CO2 emissions.

3.3 It was suggested that areas could just be left, however it was acknowledged that this would lead unkept areas and would be of concern to members of the public, this was not considered an option.

3.4 Alternative spray treatments were considered, such as Foam Stream. However, there were a lot of disadvantages. Firstly, they are more expensive and don't produce as good a result. The treatment produces a bad smell and there are possible risks to public health. If Sandy was willing to fund the purchase of new equipment we could test it here. There would be new training needed. It was not felt that investing money into alternative sprays was the best step at this point. Instead we should be looking at ways to reduce spraying. Burners were mentioned but Co2 emissions would be very high.

3.5 Some signs in Sandy, such as the 'Sandy' sign on Bedford Road have a concrete base around them. This reduces the need to spray and means the area can just be mowed. It was felt that this could be a way forward.

3.6 It was queried whether collars could be put round the base of lampposts to reduce the need to spray and allow for just mowing.

4. Action Points

- No spraying by contractor on amenity land without CBC/STC approval. Spraying would continue on Highways land.
- CBC and Clerk to review areas of land and responsibilities.
- Grangers and STC to meet up to review areas and consider if there are any areas STC could strim to reduce spraying.
- More detailed costs on contractor switch to strimming from spraying.
- Clerk to investigate lamp post collars.
- Changes to be considered on a site by site basis.

SANDY TOWN COUNCIL

DATE: 26 June 2017
AUTHOR: Town Clerk
SUBJECT: Cemetery Extension

1. Summary

- 1.1 The following report provides a brief update for Members on the next steps in the cemetery extension project. This follows on from a meeting of the Cemetery Working group.

2. Information

- 2.1 It was originally envisioned that the archaeological excavation, demolition of the current depot site and building of the new depot site would happen concurrently. However, the practicalities and scheduling of such an approach was proving difficult and the risk of archaeological work halting as a result could increase the overall costs of excavation. This would especially be the case should work be interrupted and the archaeologists having to leave the site and return at a later date for any reason, such as delays in the build of the new depot. It is now proposed to take a linear approach to move the project forward in the quickest way possible.
- 2.2 It is proposed to move ahead with the clearance of the site as soon as possible to allow the archaeological contractors to carry out the excavation on a cleared site without the risk of having to halt works. It will also allow for easier access of all machinery and provide an area for removed topsoil to be stored.
- 2.3 Quotes have been obtained for the demolition of the current depot site and the removal of the concrete surfacing.

	Total Cost (£)
Quote A	6,355
Quote B	8,795
Quote C	11,800

- 2.4 The scope of work for all three companies is the same;
- Providing relevant Health and Safety documentation for the works.
 - Supplying plant for the works.
 - Supplying labour for the works.
 - Providing supervision for the works.
 - Providing access to high-level work – MEWP.
 - Removal of asbestos cement roof and cladding sheets from the depot and small garage buildings.

- Disposal of asbestos waste at a licensed waste disposal facility, in accordance with the Hazardous Waste Regulations 2005.
- Mechanical demolition of the depot and small garage buildings down to the top of floor slab level.
- Breaking up floor slabs to the demolished buildings.
- Breaking out external concrete areas.
- Excavation, grubbing out and breaking up foundations to the demolished buildings – maximum depth of foundation removal 1.00m
- Removal of all materials arising from the work off site.
- Leaving the site tidy on completion of the work.

2.5 It is the Working Groups recommendation that Company A be awarded the demolition contract

2.6 The proposed approach will result in a need for temporary storage for larger machinery, such as the tractor and Bethco. The working group has agreed that the Clerk liaise with the site manager of Sunderland Road industrial estate to establish a proposed cost for a 6-month licence on an available storage unit.

2.7 The archaeologists have confirmed that as soon as the Council is ready to start demolition of the buildings, they can provide a date for excavation. The date of demolition and excavation will be as short as possible.

2.8 Quotes for the building works for the new depot have been sought and once received the Working Group will meet to review and report back accordingly.

SANDY TOWN COUNCIL

DATE: 20 June 2017

AUTHOR: Cllr M. Pettitt

SUBJECT: Report of a Meeting held at 2pm on Thursday 1 June 2017 with David Lamb, Team Manager (East), Development Management, Central Bedfordshire Council at CBC Offices, Chicksands.

IN ATTENDANCE: Cllr M. Pettitt (MP)
Cllr M. Hill (MH)
CBC Cllr C. Maudlin (CM) &
Mr David Lamb (DL).

CM opened the meeting and thanked DL for agreeing to see us and hoped the meeting would prove beneficial for all those in attendance. MP further thanked CM for facilitating the meeting and similarly thanked DL on behalf of STC.

Preamble. DL was advised by CM in advance of the meeting that the main topics we wished to discuss with him were; - multiple issues surrounding the Bartram Timber site, recent problems emanating from land at High Road, Beeston (formally the Spicers site) and finally concerns expressed by members of STC, especially perhaps within DS committee over what have been perceived in some instances as perverse and inconsistent decisions reached at CBC Development Management Committee often contrary to comments submitted by our own DS Committee.

Bartram Timber. An email was circulated in advance of the meeting setting out the nature and scope of the issues relating to the Bartram Timber site the main purpose of which was to give DL time to carry out enquiries and respond appropriately. DL began by reassuring us there are presently no known breaches of Planning Consent pertaining to the site and hence no enforcement enquiries or action pending.

DL stated that all retrospective applications, irrespective of the applicant are a cause for concern but once lodged such an application(s) is dealt with and considered in exactly the same way as any "normal" application; i.e. it is dealt with and considered on its merits and strictly in line with planning laws and guidelines. DL seemed to concede that public concern has been raised from time to time especially with regard to movement of vehicles from the site outside permitted hours but felt that CBC had responded when necessary and believed that consequent upon further applications and adjustment of permitted working hours things seemed to have "settled down" indicating compliance. However it remains open to any resident to raise their

concerns over perceived breaches of working hours, vehicle movements etc. and we were assured these would be properly investigated.

We were reassured that all of the existing advertising / direction boards currently on the site, whether illuminated or not either on buildings or adjacent to them are there with full consent.

DL did not believe that CBC would consider taking any enforcement action in response to any small scale retail sales being carried on from the site.

Between them DL & CM provided assurance that the vehicle weight restriction on Orchard Road, Beeston will come into effect later in the Summer or at the latest in early Autumn. It was explained that all the paperwork etc. is in place but CBC wish to enact a number or similar schemes simultaneously rather than piecemeal to save on certain legal costs etc. We will be formally advised in due course and when this scheme does come into effect. When it does it should benefit residents of Orchard Road and at the same time eliminate all HGV's turning right from Orchard Road onto the A1 southbound carriageway. As was pointed out to DL it will do nothing however to relieve the problems caused by HGV's from the Bartram Timber site driving north along the east side of Beeston Green which he did seem to grudgingly concede will in the long term continue to contribute to environmental and quality of life issues unless an alternative exit route from the Bartram Timber site can be provided direct onto the A1 Northbound carriageway.

MP suggested to DL that there is land immediately to the north of the Bartram Timber site which extends right up to the highway boundary and is presently a plantation of trees. He suggested that given the number of existing entrances and exits bordering the A1 to and from commercial and private sites it might theoretically be possible utilising this plantation site to create an exit from the Bartram site with sufficient distance for vehicles to assume a reasonable speed thus relieving Beeston of all HGV traffic from the site. DL was reminded that this idea was put forward previously at the meeting in April 2016 with his colleague Mr Will Holloway who did not dismiss it and indeed said he would consult with colleagues within CBC Highways. It was not known by anyone present at this meeting whether such consultation took place and if so the outcome.

DL made it clear that the initiative for such a scheme would have to first come from Mr Bartram who in turn would have had to establish whether the owner of the said land was even interested in selling or disposing of it. DL further reminded us that it was Mr Bartram who "provided", I have assumed he meant paid for the access road into the site and suggested that were STC to support such a scheme for an exit road then a direct approach to Mr Bartram would be the way forward since the funds for it including acquisition of any land would fall to him and not to CBC. DL was of course

not willing to speculate whether such a scheme would attract any support from the respective highways authorities.

The final area of concern discussed relative to The Bartram site was the reported landing and taking off of a helicopter of which DL said he had no direct knowledge or information. MP stated at this time he believed STC was still waiting to hear further from The Civil Aviation Authority.

Land at High Road, Beeston

It was immediately acknowledged by all present that the situation at this site had eased considerably over the previous few days. STC had been informed on 12 May of enforcement action being considered by CBC due to alleged non compliance with conditions attached to the 2016 Planning Consent dealing in the main with height of storage of equipment and materials on the site but amid concerns over the hours of working and the use of a large crane with a telescopic jib. Over the weekend prior to this meeting the crane had been moved off site and hours of working had returned to normal. All materials etc. had also been reduced to storage at the permitted height. From a STC perspective no additional damage appeared to have been caused to The Green at the entrance / exit from the site. STC may need to consider whether any repairs or reinstatement is necessary or permanent physical barrier is required to prevent further damage long term.

General Matters

CM stated that she had attended STC meetings at which some members had expressed surprise and uncertainty with regard to planning decisions taken at CBC either by members or delegated to officers contrary to comments in a previous response from STC. DL stated it was in his experience almost inevitable but should not be interpreted as CBC having failed to take STC's submissions fully into consideration when weighing each and every application in the balance.

CM further suggested that outline applications had sometimes appeared to present special difficulties to members at STC and she cited the recent application for residential development in New Road, Sandy. CM wondered whether DL might consider attending a future STC meeting to provide training for members which she was aware he had done in the past both at Sandy and elsewhere. DL willingly agreed and said he would be pleased to do so. Monday evening 14 August 2017 was suggested as a possible date to link in with existing DS and STC meetings already in the diary for that evening but arrangements will need to be discussed and notice will be provided to all members in due course.

MJP

20 June 2017



Minutes from the AGM of Civilian Committee for 22 (Sandy) Squadron

16th May 2017

Present:

James Mansion (JM) – Chairman	Susan Sutton (SS) – Sandy Town Council
Sally Walsh (SW) – Treasurer	Dan Garfoot
Angus Foster (AF) – Secretary	Bob Jackson
Colin Osborne (CO) – Honorary President	Fraser Morrison
Jane Godley (JG) – Squadron Chaplain	Paul Godley
Dave Ellis (DE) – Wing Chairman	Diane Prentice
Jeffery Henshaw (JH) –Squadron Adjutant	Martin Blatch

	Subject	
1.	Chairman's Welcome & Introduction's – The Chairman opened the meeting at 20:15 and welcomed all present – The Chairman then introduced the Civilian Committee & Staff to the guests present	
2.	Apologies For Absence – None were required	
3.	Minutes Of The Last Civilian Committee AGM Held On The 26th February 2016 – There were no matters arising regarding the last meeting and so the Chairman signed the copy as a true record of proceedings	
4.	Chairman's Report – The Chairman started his report by thanking CI Jeffery Henshaw for yet another year with his 100% attendance and stated that without his continued support there would have been occasions where the Squadron would not have been able to operate effectively. In addition the Chairman congratulated Jane Godley on her official confirmation as Squadron Chaplain & also thanked Colin Osborne, our Honorary President for his continued support along with the other members of the Committee. The Chairman also wanted to congratulate CI Henshaw on his recent success whilst attending the High Sheriff Of Bedfordshire's Citizenship Awards, where he was nominated & won the Adult Citizenship Award for Bedfordfordshire. The Chairman also wanted to congratulate the Squadron & Cadets on their success during the 2016 Wing Field Competition, but wanted to leave the details for the CO's Report, which was following.	



5.	<p>Treasurer’s Report – The Treasurer stated that the current state of accounts is in credit (£2,338 + £85 petty cash) & the F60 form needs to be completed & submitted to Wing by the end of May 2017 – Once completed copies of the accounts & F60 will be made available. Fundraising is still an important part of the Squadron activities, as the vast majority of money received in subs goes out to Wing – The Squadron relies heavily on local grants & raising money from bag packing & car parking duties.</p>	
6.	<p>CO’s Report – CI Jeffery Henshaw prepared a presentation highlighting the success and achievements of the Squadron during 2016 with particular focus to Wing Field Weekend, where the squadron excelled in various activities, including coming 1st in Banner Drill & 8th overall in the Wing. Cadet numbers have steadily increased to its current number of 27 this includes 8 NCO’s The Squadron currently has the highest average attendance in the Wing, with an average strength of 19 – in addition the Squadron operates with one full time CI with 1 more currently going through the ‘process’. Recently Flight Sergeant Mansion has undertaken the arduous 8 month Junior Leader Course and successfully passed</p>	
7.	<p>Election Of Officer’s –</p> <p>Election Of Chairman – Susan Sutton proposed that James Mansion be re-elected for 2017 & this was seconded by Dan Garfoot</p> <p>Election Of Treasurer – Susan Sutton proposed that Sally Walsh be re-elected for 2017 & this was seconded by Dan Garfoot</p> <p>Election Of Secretary – Susan Sutton proposed Angus Foster be re-elected for 2017 & this was seconded by Dan Garfoot</p>	
8.	<p>Election Of Committee Members – Susan Sutton was re-elected as a Committee member for 2017, along with 3 new members: Bob Jackson, Dan Garfoot & Martin Blatch</p> <p>Honorary President – Colin Osborne confirmed his position of Honorary President for 2017. This was unchallenged & the Chairman & Committee thanked him for his time & continued support</p> <p>Squadron Chaplain – During the evening, Jane Godley was appointed to the role of Squadron Chaplain by the Wing Chaplain, Roger Cresswell – The Chairman & Committee congratulated Jane & thanked her for her continued support</p>	



<p>9.</p>	<p>Any Other Business – Whilst at the Squadron, Dave Ellis, Wing Chairman wanted to officially thank CI Henshaw for all his help & support with the Squadron whilst we are without a CO. Colin Osborn, the Squadron Honorary President wanted to raise the concerns of the Committee with Wing regarding staffing levels & Dave Ellis confirmed that Wing are aware & Sqn Ldr Treutlein will be making more regular visits on parade nights & offer assistance when required.</p> <p>During the evening 2 cadets joined the meeting and gave the Committee 2 reviews: FS Mansion gave us his ‘5 Year Review’ & Cadet Breager gave us his ‘2 Year Review’</p> <p>The Chairman closed the Meeting at 21:15</p>	
	<p>Date Of Next Meeting</p> <p>To Be Confirmed – Suggested End May 2017</p>	



*Bedfordshire Association
of Town & Parish Councils*

The Clerk to the Council

5th June 2017

Dear Colleague

BATPC Annual General Meeting

We have already published in the May edition of *Bedfordshire Bugle* the date and location of our AGM as Thursday 19th October 2017 in Henlow Park Pavilion. I am writing now with some further details. 2017 will be the Association's 70th AGM and the County Committee intends to mark the occasion in a modest way.

All member councils are entitled to send two or three voting delegates to the AGM; two delegates for a council with an electorate up to 1500; three delegates for those with an electorate of 1500 or more. For the first time this year we will be asking all councils to **register their delegates in advance of the meeting**. This will help us with catering and will also enable us to email meeting papers direct to each delegate. We will continue to send a set of papers to the Clerk for the council's records.

The two guest speakers for the AGM will be on the theme of transport. Alan Kirkdale from Highways England will give an overview of all the road projects in progress and being planned for Bedfordshire, majoring on the A1 and the Oxford-Cambridge Expressway. Patrick O'Sullivan from East West Rail will speak about the progress to date and the next steps for the rail link.

Another important feature of our AGM is the opportunity when councils meet together to debate subjects of county-wide relevance. If your Council would like to put forward a motion for debate please let me have details by noon on Wednesday 13th September. Motions will first be considered by the County Committee, and if so resolved will go forward to the AGM. Motions that do go forward to the AGM will need a speaker from the proposing council, and a seconder from another council.

I look forward to receiving any motions for debate by latest 13th September, and we will be publicising the AGM and the new booking arrangements over the coming months.

Yours sincerely

Louise Ashmore
County Officer

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