

Sandy Town Council

To: Cllrs N Aldis, A Gibson, A M Hill, L Ivanciu-Wilkinson, T Knagg, R Lock, C Osborne, M Scott, S Sutton (Chairman), N Thompson
c.c. P Blaine, J Hewitt, W Jackson, M Pettitt, P Sharman

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 14 March 2022 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
6th March 2022

A G E N D A

1 Apologies for absence

2 Declarations of interest

Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIS and also **those who wish to do so** may draw attention to their stated DPIS and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-disclosable Interests*
- iii) Dispensations*

3 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 31st January 2022 and to approve them as a correct record of proceedings.

4 Public Participation Session

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

Sandy Town Council

5 **Action List**

To receive the Action List and any updates.

Appendix I

6 **Central Bedfordshire Council's Action Day**

To receive confirmation on a proposed Action Day to be held in the town centre by Central Bedfordshire Council on 24th June 2022.

Appendix II

7 **Sunderland Road Traffic Speed and Volume Survey**

To receive an update on the Council's resolution to request a traffic speed and volume survey for Sunderland Road.

Appendix III

8 **Queen's Jubilee**

i) To note that the contractor Lamps and Tubes will be installing 9 Queen's Jubilee lamppost banners on 9th May 2022. These will help mark the start of summer and the town's celebrations.

ii) To consider if the Council wishes to have a permanent memorial marking the Queen's 70th Jubilee and whether a permanent beacon on The Pinnacle be installed.

Appendix IV

iii) To receive and consider requests for Jubilee tree planting on Council managed land.

Appendix V

9 **Beeston Village Green Verging**

To consider recent damage to the Village Green.

10 **Community Engagement**

To consider whether Councillors wish to re-engage with Councillor surgeries and to establish proposed dates.

Appendix VI

11 **Invitation to work with CBC to improve grass pitches**

To note information received from CBC on potential funding to help improve grass football pitches in the County.

Appendix VII

12 **Committee Action List**

To receive and note updates to the committee action list for the remainder of 2021/22.

Appendix VIII

13 **Chairman's Items**

14 **Date of Next Meeting:** Monday 9th April 2022

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

Subject	Action to be taken Action	Response /Status
Full Council Meeting 20/04/16		
Allotments and Community Orchard At Beeston (CBC owned land) Min (22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>October 2021 – Update received from CBC officer to inform Clerk that this land is to be included with notices in regard to other parcels of land and should be in the paper by the time of the Council meeting.</p> <p>Update received on 7th December 2021 – Notice still to go in paper, other notices to go with the Community land notice. Those involved were asked to have notices ready by COB 7th December to go into the paper for that week.</p> <p>Councillors resolved that they did not wish for the Council’s solicitor to undertake any work on the lease or incur charges until CBC had progressed the disposal notice and started work on a lease.</p>
CSE Meeting 24/08/2020		
Use of former Days Inn conference site Min (24-20/21)	RESOLVED to write to CBC with ideas about potential use of the former Days Inn conference site.	<p>Letter summarising Council’s comments issued. Clerk liaising with CBC who has confirmed receipt of the letter. 15/12/20 – Communication indicating thoughts about how it could be used were well received. CBC waiting for other projects to feedback, which they will by the end of the April 2021. Board deferred matter until this time, at which point CBC will be able to pick up dialogue again with the local community. CBC T Keaveney provided update to Council on 24th May 2021. A further letter was issued by the Clerk to Mr Keaveney in response to his update and reminding him of the Council’s views.</p> <p>In September 2021 Members received information about the approval of the planning application for The Meadows and the CC were still giving thought to the long-term options for the land to the rear of the site and the conference centre.</p> <p>Site currently used for emergency services training and COVID site while other options are considered. Mayor, Deputy Mayor and Clerk had call with Tony Keaveney in January 2022 and asked for an update on the site. At this stage there are no further agreed plans for the conference site and Mr Keaveney again offered assurance that he would come and speak with the Council about any plans. Mr Keaveney offered to meet with the Council again if Members wished. No further updates.</p>

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CSE Meeting 05/10/2020		
<p>SID Sign locations and Installation</p> <p>Min (37-20/21)</p>	<p>RESOLVED to approve sign locations and the Clerk work with CBC to arrange installation.</p>	<p>Local policing team to express their support for SID signage in Sandy to CBC. CBC Highways informed the Clerk that due to the number of requests for SID signs they wanted to review their approach. No new signs to be agreed by Highways until a new guidance document is produced.</p> <p>CBC Highways contacted the Clerk and stated that they have considered request and do not consider that a SID would be appropriate along Sunderland Road, however they have added the issue of 'vehicle speeds along Sunderland Road' to their four-year plan.</p> <p>Other individuals, including Cllr Maudlin and the PCC offered to raise matter with CBC. No progress was made.</p> <p>Council agreed to undertake a traffic flow and volume study at a cost of £300 which may be able to provide the evidence needed to have an SID sign agreed by CBC. Report on agenda.</p>
CSE Meeting 23/08/2021		
<p>Min (33-21/22)</p> <p>EV Charging Points</p>	<p>RESOLVED that the Clerk submit a list of STC owned sites for consideration as part of CBC's EV Charge Point Scheme</p>	<p>EOI for sites submitted on 24th August 2021. Acknowledgment of receipt received.</p> <p>CBC previously went out to tender to find a company to lead on the EV scheme. BP Pulse has been appointed to install and run the network. The first round of sites is to be agreed and the plan is to get a good geographical spread, but CBC's Head of Sustainability has pushed for charge points in Sandy to be included.</p> <p>It may be that sites with good connection points/grid and capacity are focused on during the initial stage. More information should be known soon. Lead Councillor and staff member to be appointed as contacts for CBC as part of Clerk's exit and handover. No further updates at present.</p>

Community, Services and Environment Committee

Date:	14th March 2022
Title:	Central Bedfordshire Council Community Action Day
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive information on the confirmed Central Bedfordshire Council Community Action Day which is to take place on 24th June 2022 in Sandy Town Centre.

Recommendation

2. That the Council support the event and provide feedback to the queries raised in Section 7, 8 and 9.

Background

3. Central Bedfordshire Council has held two Community Action Days, one in Flitwick and another in Leighton Linlade. Community Action days bring together numerous CBC service provision departments and other organisations to create a joined-up presence in the town.
4. The event takes place over one day and will include information/contact points around the town centre. The teams will engage with residents to understand what improvements they might want to see. In addition, numerous works will be undertaken on the day or the days following.

Information/Proposals

5. Attendance at the event will include;
 - Central Bedfordshire Safer Central Team
 - CBC Environmental Team
 - CBC Highways
 - CBC Parking Enforcement (Patrolling, speaking with residents and taking statements)
 - CBC Housing Services
 - Police attendance or operation within the town
 - Probation Service (with a team to carry out works, ie litter picking)
 - Fire Services
 - Safer Neighbourhood Team
 - The Bobby Scheme
 - SLL promotion of leisure services
 - Dog Watch and Street Watch
6. Those attending will be asked to bring and set up their own gazebos. However, a query was raised as to whether some gazebos could be borrowed from STC if needed. Safer Central would set these up and take them down.
7. CBC would welcome feedback from STC on any community groups that may wish to be involved and what service they would be offering.
8. CBC have asked whether STC Councillors wish to be involved by holding a surgery as part of the event.

9. CBC would also welcome feedback from STC on any areas of work, such as potholes or areas in need of cleaning up or litter picking that the Town Council have identified. This can be fed through to CBC and may be able to be picked up as part of the work.

Financial Implications

10. None.

Legal Powers

11. N/A

Policy Implications

12. Working with CBC to help improve public spaces helps the Council meet its Community Engagement Policy and ambitions within its Community Plan in regard to improving public amenity.

Community, Services and Environment Committee

Date:	14th March 2022
Title:	Traffic Speed and Volume Survey
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive information on Central Bedfordshire Council's (CBC) response to the Town Council's request to have a traffic speed and volume survey carried out on Sunderland Road to support the need for an SID sign.

Recommendation

2. That the committee considers CBC's response and the data provided and advises the Clerk as to how Members wish to proceed.

Background

3. The Council previously resolved to purchase a Speed Indicator Display (SID) sign for Sunderland Road to help address residents' concerns about speeding. The Council sought permission from CBC Highways to site a sign and work out the best positioning for it. CBC did not grant permission and referred to the Council to a new SID Guidance document which defines when the installation of a sign would be approved.
4. The guidance document sets out what evidence can be used to show the need for an SID sign at a particular location. A traffic speed and volume survey was identified as one option which could be undertaken at a cost of £300. The Council, following a recommendation from the CSE committee, resolved to request that the survey be undertaken.

Information/Proposals

5. The exiting Town Clerk made a request to CBC Highways Improvement Scheme that the survey be arranged. The request has been declined.
6. A Senior Highways Officer has responded to the request, stating that;
 - a detailed speed assessment of Sunderland Road, Sandy has been added to the 2022/23 Programme of Works, to determine current issues and to ensure the most appropriate interventions are provided to improve safety along the road, if required.

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- In advance of the speed assessment, traffic surveys have been conducted at 3 separate locations along Sunderland Road. Following on from these recent surveys, CBC do not consider that any further surveys are required.
- The detailed speed assessment will take place in the next financial year and STC will be provided with an update on any proposed actions once the assessment is complete.

7. Data from the 3 surveys undertaken have been provided by CBC and are detailed below for Members' information.

Report ID	Site	Direction	Start Date	End Date	Posted Speed Limit (PSL)	Total Vehicles	Mean Speed	85%ile Speed	(24 Hour) 5 Day Ave	(12 Hour) 7 Day Ave	(24 Hour) 7 Day Ave	%age HGVs
Site	Sunderland Road (LC 55), Sandy Proximity to Beamish Close	Eastbound	Sat 02 Oct 2021	Fri 08 Oct 2021	30mph	8362	36.9	44.1	1453	964	1195	7.19%
Site	Sunderland Road (LC 55), Sandy Proximity to Beamish Close	Westbound	Sat 02 Oct 2021	Fri 08 Oct 2021	30mph	9753	35.2	42.5	1691	1178	1393	7.74%

Report ID	Site	Direction	Start Date	End Date	Posted Speed Limit (PSL)	Total Vehicles	Mean Speed	85%ile Speed	(24 Hour) 5 Day Ave	(12 Hour) 7 Day Ave	(24 Hour) 7 Day Ave	%age HGVs
Site	Sunderland Road (LC 31), Sandy Proximity to Marshalls	Northbound	Sat 02 Oct 2021	Fri 08 Oct 2021	30mph	13767	31.4	36.6	2282	1606	1967	0.43%
Site	Sunderland Road (LC 31), Sandy Proximity to Marshalls	Southbound	Sat 02 Oct 2021	Fri 08 Oct 2021	30mph	12076	30.6	35.3	1996	1473	1725	0.38%

Report ID	Site	Direction	Start Date	End Date	Posted Speed Limit (PSL)	Total Vehicles	Mean Speed	85%ile Speed	(24 Hour) 5 Day Ave	(12 Hour) 7 Day Ave	(24 Hour) 7 Day Ave	%age HGVs
Site	Sunderland Road (LC 10), Sandy Proximity to Dapifer Drive	Eastbound	Sat 02 Oct 2021	Fri 08 Oct 2021	30mph	17603	28.8	33.1	2873	2042	2515	0.19%
Site	Sunderland Road (LC 10), Sandy Proximity to Dapifer Drive	Westbound	Sat 02 Oct 2021	Fri 08 Oct 2021	30mph	15861	28.9	33.4	2585	1915	2266	0.15%

Relevant CBC officer/Department: Jennifer Goddard, Senior Highways Officer | Traffic Management Team – Community Services
HighwaysImprovementSchemes@centralbedfordshire.gov.uk

Financial Implications

8. None at present. £300 had been agreed by Council to cover the cost of the survey.

Legal Powers

9. Legal powers responsibility relating to Highways matters rests with the Unitary Authority.

Policy Implications

10. No direct policy implications. However, the action to get a SID sign was a direct result of concerns raised by residents at previous Councillor surgeries.

Community, Services and Environment Committee

Date:	14th March 2022
Title:	Memorial Marking Queen's Jubilee
Contact Officer:	Town Clerk

Purpose of the Report

1. To allow Members to discuss whether the Council wishes to continue looking at commissioning and installing a permanent beacon, or some other installation as a way of commemorating the Queen's 70th Jubilee.

Recommendation

2. That the Council advise the Clerk if they wish to continue to look at other potential options for a beacon, or if they want to proceed in an alternative way.

Background

3. There are Section 106 funds available to the Council for the design, making and installation of a beacon. The committee previously considered and agreed to use the funds to create a beacon to mark the Queen's 70th Jubilee and that the beacon be made by a local artist and installed on the Pinnacle Hill. The quote received required additional funding above that available from Section 106 and a recommendation was put to the PFR committee to consider approving funding from the Council's Rolling Capital Fund.
4. Concerns were raised about the project and the installation of a beacon, both its proposed location and the practicalities around its use. The matter was referred to Full Council for further discussion, where similar concerns were voiced. Concern over whether a beacon could now be made in time for the event was also raised.
5. The Full Council resolved that the Council hire or use the gas beacon held by the scouts for the 70th Jubilee events and that this be located on the Pinnacle Hill. It was also resolved that the CSE committee consider the practicalities of a permanent beacon further.

Information/Proposals

6. The Section 106 funding available has passed its spend by date and its use is designated for that purpose or a similar purpose.
7. As the Council wished for this matter to be moved to the CSE meeting of 14th March for further discussion there has not been time to prepare any additional information or options.

Financial Implications

8. There are Section 106 funds of £2,274 available towards the beacon project. Any costs beyond this would need to be covered by the Council.

Policy Implications

9. There would be no direct policy implications in the commissioning and installing of a Jubilee beacon, but it would support the Council's ambitions to enhance its recreation spaces. Purchase of the beacon must comply with the Council's Financial Regulations.

Legal Powers

10. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

Community, Services and Environment Committee

Date:	14th March 2022
Title:	Tree Planting Requests
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide Members with two tree planting requests from community groups in Sandy. Councillors to consider requests and advise accordingly.

Recommendation

2. That the Council consider the proposed location for the tree planting and advise if the requests are to be granted or alternative locations suggested.

Background

3. Tree planting is encouraged as part of marking the Queen's Jubilee. Two community groups have asked the Council for permission to plant a tree marking the Jubilee on Council owned land.
4. The Committee previously considered a request from the Sandy WI as to planting a tree and where it could potentially go. It was agreed that support should be given to the community group in planting the tree, that Beeston Green would be a good location and that the group would need to purchase the tree and the Council would maintain it.
5. The Clerk passed this information to the WI, offering to have the Council identify a suitable location on the Green and a species of tree if this was an area they wished to go ahead with.
6. Following this, the Sandy branch of the RBL also raised a query with the Clerk as to whether they could plant a tree on Council land.

Information/Proposals

7. The RBL asked if they might be able to plant a tree at Faynes Corner.
8. Following the above request, the Sandy WI contacted Cllr Osborne to say they would also be asking to plant a tree at Faynes Corner and that they would like this to be a cherry tree.
9. Faynes Corner was not a location identified as suitable for tree planting by the Committee when they considered the original request.

Financial Implications

10. The costs of purchasing any trees would fall to the Community Group making the request.

Policy Implications

11. There would be no direct policy implications, but the planting of trees helps meet actions with the Council's Environmental Plan and supports its Tree Charter Branch membership.

Legal Powers

12. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)



Community, Services and Environment Committee

Date:	14th March 2022
Title:	Councillor Surgeries
Contact Officer:	Town Clerk

Purpose of the Report

1. For Members to consider if they wish to re-engage with the community via establishing a series of Councillor Surgeries.

Recommendation

2. That the Council re-start Councillor surgeries on a six-week cycle, with the date of a surgery to take place shortly before a Full Council meeting so issues can be reported back to that meeting.
3. That spring and summer surgeries take place in the Community Stand.

Background

4. The Town Council previously ran a number of Councillor surgeries prior to the COVID19 pandemic. The surgeries stopped and have not been restarted since then.

Information/Proposals

5. Some Councillors have asked if surgeries could be restarted again, with a suggestion that they take place on a Saturday morning at the Community Stand when the weather is suitable.
6. Having surgeries on a six – week cycle will allow Councillors to report back to a meeting of the Full Council with any questions or issues raised by members of the public. The below Saturday dates are suggested;

2nd April 2022

28th May 2022

2nd July 2022

20th August 2022

24th September 2022

7. Members will need to ensure that there are enough Councillor volunteers who can commit to the relevant dates.

Financial Implications

8. None.

Legal Powers

9. N/A

Policy Implications

10. The Council Community Engagement Policy identifies Councillor Workshops as a way of engaging with the community.

Community, Services and Environment Committee

Date:	14th March 2022
Title:	Invitation to work with CBC to improve grass pitches
Contact Officer:	Town Clerk

Purpose of the Report

1. To provide Members with information on a Football Foundation project (LA Grass Pitch Programme) looking to improve the quality of grass pitches.

Recommendation

2. That the Committee notes the information and awaits the outcome of CBC's findings.

Background

3. Central Bedfordshire Council has been selected to participate in a Football Foundation pilot project (LA Grass Pitch Programme), looking to improve the quality of grass pitches across Central Bedfordshire. As part of this pilot Central Bedfordshire Council are offering support to all Town and Parish and Parish Councils who own grass pitches currently identified as, or believed to be, of poor quality.

Information/Proposals

4. The Local Football Facilities Plan and/ or Beds FA have identified the following pitches in your area as potentially requiring investment:
 - Sunderland Recreation Ground
5. They would now like to work with the Council to look at ways to improve the pitches.
6. The project involves the following steps
 1. **Assessment of pitches (Feb-early April):** Grass pitches will need to be assessed using the Pitchpower application.
 - a. If you have grounds staff or other staff involved in maintaining or managing your grass pitches then ideally we would look to provide your staff with training on the app. Your staff would then complete the assessments and upload the information using the app.
 - b. If you do not have any suitable staff to assess the pitches we may be able to provide resources to do the assessments for you. You would need to ensure that pitches were accessible, have any equipment available and provide us with details of your maintenance schedules and pitch plans in advance.
 2. **Collation of pitch assessments (April):** Assessment reports for all grass pitches participating in the project will be reviewed and collated.
 3. **Creation of a delivery plan (May-June):** We will work with you to review the findings of assessment reports and look at possible solutions to improve your grass pitches. As part of this process you will need to be prepared to review your current management and maintenance of grass pitches but we will also look to identify if you would benefit from funding through the grass pitch Maintenance Fund, a Machinery Grant or large capital funding directly from the FF among other

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things. We will then submit our Central Bedfordshire Delivery Plan to the Football Foundation as part of an application for funding to support some of the identified interventions.

7. Members should note that this is a pilot project so CBC cannot guarantee the outcomes or that extra funding will be available for our pitches. Council's interest in exploring the opportunities were asked to submit a form before 8th March. The outgoing Clerk has submitted a form detail both Sunderland Road pitches and Bedford Road.

Financial Implications

8. None at this stage.

Legal Powers

9. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

Policy Implications

10. Working with CBC to help improve public spaces helps the Council meet its Community Engagement Policy and ambitions to enhance its recreation spaces. Any improvement of the Town Council assets will undoubtedly be positive.



SANDY
Town Council

**SANDY TOWN COUNCIL
ACTION PLAN 2021/22**

The following Action Plan summarises and prioritises the committee’s activities and projects that will continue to be worked on over the 2021/22 year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities.

COMMUNITY SERVICES AND ENVIROMENT COMMITTEE				
Budget	Objective	Actions	Responsibility	Timescales
2021/22 Activities				
Town Centre				
Grant Funding Applied for of £15,000	Welcome Back Fund – Lamppost Banners	1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC.	1) Full Council	Complete
		2) Delivery Plan to be drawn up and submitted to CBC.	2) Town Clerk	Complete
		3) CBC to approve proposed activity and advise Council.	3) CBC Place	Complete
		4) Design for 8 lamppost banners to be drawn up and approved	4) Clerk/SCG	Complete
		5) Specific lamppost for banners to be chosen and submitted to CBC for approval by Highways.	5) Clerk/SCG/CBC	Complete
		6) Order placed with contractor for banners/brackets & installation	6) Clerk	Complete
		7) Installation of banners on selected lampposts	7) Contractor	Complete
		8) Removal of banners and erection of ‘Lest We Forget’ banners.	8) Contractor	Complete
		9) Removal of ‘Lest We Forget’ banners and erection of xmas lights	9) Contractor	Complete
		Welcome Back Fund – Promoting the High Street leaflet and voucher promotion	1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC.	1) Full Council
2) Delivery Plan to be drawn up and submitted to CBC.	2) Clerk		Complete	
3) Confirm business support via pledged voucher discounts/deals.	3) Cllr Gibson/Stock		Complete	
4) Finalise leaflet design and wording.	4) Clerk/SCG		Complete	
5) Order printing and agree contractor for delivery of leaflets.	5) Clerk		Complete	
6) Leaflets to be delivered to all houses in Sandy area.	6) Contractor		Complete	
7) Promotion and downloadable version on STC website.	7) Administrator		Complete	

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Grant Funding Applied for of £15,000	Welcome Back Fund – Tree and community stand lighting scheme to be agreed and installed	<ol style="list-style-type: none"> 1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Clerk to ensure no cheaper alternative quotes can be obtained. 4) Order to be placed for lighting and installation. 5) Contractor to install lighting. 6) Agreement of on/off times and setting up of timers 	<ol style="list-style-type: none"> 1) STC 2) Clerk 3) Clerk 4) Clerk/Admin 5) Contractor 6) Clerk/SCG/Contractor 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
	Welcome Back Fund – Additional Planters to be purchased, planted and located outside Shannon Court	<ol style="list-style-type: none"> 1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Planters to be ordered. 4) Additional plants to be purchased. 5) Planters to be ‘installed’ and planted up. 6) Watering of planters. 	<ol style="list-style-type: none"> 1) STC 2) Clerk 3) Admin 4) Admin 5) Outdoor Team 6) Wood Green 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
	Welcome Back Fund – Design and production of Town Centre directory maps and notice boards	<ol style="list-style-type: none"> 1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Quotes to be obtained and preferred supplier approved. 4) PO supplied by CBC 5) Meeting with Artist to agree community project and time scales 6) Draft map and key to be provided and amended as required 7) Final version of map/key to be approved and then completed by artist, with final prints in A0 size supplied to Council 8) Locations for maps to be identified and approval sought 9) Notice boards to be ordered via CBC 10) Installation of notice boards and maps by Council Outdoor Team 	<ol style="list-style-type: none"> 1) STC 2) Clerk 3) Clerk/SCG/CBC 4) Clerk/CBC 5) Office/SCG 6) Artist/Office/SCG 7) Artist/Office/SCG 8) Office/SCG 9) Office/SCG/CBC 10) Office/Outdoor Team 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>March</p> <p>March</p> <p>Complete</p> <p>April</p>
£250 STC Contribution	Finalisation of Mosaic Trail leaflet, publication and hosting of leaflet on Council website	<ol style="list-style-type: none"> 1) Finalise design and raised invoices 2) CBC grant application and funding claim 3) Payment of invoices 4) Publication, distribution, upload to Council website 5) Ongoing proportion on social media 6) Consideration as to whether any hard leaflet copies are to be funded and printed. 	<ol style="list-style-type: none"> 1) C Maudlin/Designer 2) Clerk/Admin 3) Clerk 4) Admin 5) Admin 6) CSE/PFR 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

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<p>£0</p>	<p>Continue to pursue Electric Car Charging Points</p>	<p>1) Continue to chase progress with Chargemaster, who have indicated an interest but have been slow to get costs and bring a final proposal forward to the Council.</p> <p>2) Research other potential solutions and providers, along with any grants that may support alternative options for getting electric charging points.</p> <p>3) Report to CSE for further consideration on alternative options if Chargemaster do not progress a proposal.</p>	<p>Timelines changed due to approach from CBC on including charging points within their tendering and area wider provision. Awaiting further approach from CBC on how a Sandy charging point scheme will work.</p> <p>Update sought.</p>	
<p>TBD</p> <p>Funds held from Rotary donation towards project</p>	<p>Design and Renewal of new Town Signs at the entrance to Sandy</p> <p>Project stalled and fell behind. Clerk to prioritise moving forward.</p>	<p>1) Designs for new signs to be agreed.</p> <p>2) Locations to be chosen and approved by Highways (designs and utility plans to be obtained)</p> <p>3) Final signs and cost to be provided and agreed.</p> <p>4) Order to be placed.</p> <p>5) Signage to be installed at agreed locations by STC outdoor team or appointed contractor if risks emerge on working next to Highway.</p>	<p>1) Working Group</p> <p>2) Clerk/CBC</p> <p>3) CSE/PFR/Clerk</p> <p>4) Clerk</p> <p>5) Outdoor Team</p>	<p>Complete</p> <p>Complete</p> <p>Timeline changed due to awaiting new logo for partner organisation.</p> <p>Design of signs and locations agreed. To be passed to signage company for production once partner logo provided.</p> <p>Partner logo confirmed as ready for roll out in June 2022 but will be passed to STC so signs can be made in April 2022.</p> <p>Sign installation target – June 2022</p>

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Sport, Leisure and Wellbeing				
<p>£34k from SC106</p> <p>Further funding to be applied for or committed</p> <p>(£100k target)</p>	<p>Fundraising and tendering for Council's proposed new skatepark at Sunderland Road recreation ground.</p>	<ol style="list-style-type: none"> 1) Project Plan agreed. To be amended to reflect need to start generating public support for project earlier than planned. 2) Identification and recording of grant funding opportunities. 3) Grant funding applications to be submitted and reported back to the CSE committee. 4) Press release and social media engagement 5) Contractor tender document to be drawn up and approved. 6) Tender process to be carried out and preferred partner appointed to help fundraise, consult on, design and build new skatepark. 7) Report to CSE from appointed contractor summarising project status and timeline and actions moving forward. To include further fund raising and consultation proposals. 8) Final design to be agreed and submitted to CBC to cover any planning requirements. 9) Final funding to be confirmed and approval from Council to start work on site. 	<ol style="list-style-type: none"> 1) Clerk/SP Wrk Grp 2) Clerk/ Sp Wrk Grp 3) Clerk/SP Wrk Grp 4) Clerk/Admin/ SP Wrk Grp 5) Clerk/PFR 6) SP Wrk Grp/PFR 7) Contractor/SP Wrk Grp 8) SP Wrk Grp/Council/ Contractor 9) SP Wrk Grp/Council 	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>April -June</p> <p>July/August</p>
<p>£18,000 currently allowed for in RCF</p> <p>Actually expenditure TBD</p>	<p>Agreeing community land lease and developing a project plan for the development of the Beeston Community Orchard and Allotments.</p>	<ol style="list-style-type: none"> 1) Agree Heads of Terms for a long lease for the community land. 2) Appoint solicitors to work with CBC to develop a lease agreement. 3) Agree lease agreement with CBC for community land. 4) Site meetings and initial planning of priority actions and layout for site. 5) Work with CBC to put together a timeline for development of the site. Development of project plan with costs and timeframes. 6) Communication with public and allotment waiting list on the project. 7) Put forward any specific additional funding requests to the Council as part of 2022/23 budget process. 	<p>Overdue. Awaiting CBC's publication regarding the disposal of land as required as part of their leasing of land to the Council.</p> <p>Lease to be developed and agreed.</p> <p>Officer provided updated on 25/01/22:</p> <p>Lead Councillor to be assigned.</p>	
Environment (via the Environmental Working Group)				
<p>£2,000 annual contribution to the Green</p>	<p>Work with BRCC to continue progression and improvement of the Green Wheel and</p>	<ol style="list-style-type: none"> 1) Continued meetings of the Green Wheel Group to develop the Wheel further and provide support to volunteers. 2) Continuation and publicity of Green Wheel social media page and, 'Friends of Sandy Green Wheel'. 	<ol style="list-style-type: none"> 1) BRCC/SGW 2) SGW/Cllrs/Admin 	<p>Ongoing</p> <p>Ongoing</p>

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Wheel from STC	establish a 'Friends of Sandy Green Wheel' group	3) Run seasonal Green Wheel Walks	3) Events Wrk Grp	Complete
£ in EMR for litter pickers	Participate in the Great British Spring Clean 2021	<ol style="list-style-type: none"> 1) Promotion and provision of equipment and rubbish collection for community litter pickers. 2) Creation of litter campaign children's poster templates and communications with schools. 3) Launch and run Children's poster campaign as part of Great British Spring Clean. 4) Agree winning posters and arrange use around the town. 	<ol style="list-style-type: none"> 1) Admin 2) Admin 3) Admin 4) Env. Wrk Grp 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
Audit Cost of £1,200 Further cost TBD	Complete an Energy audit for 10 Cambridge Road Sandy and develop an action plan to address recommendations within report	<ol style="list-style-type: none"> 1) Commissioned and have carried out an energy audit for 10 Cambridge Road, Sandy 2) Consider the report's recommendations and agree priorities 3) Report recommendations to the CSE Committee for approval and progression. 4) Update Action Plan with agreed priorities and their timescales 	Complete	Overdue. Some actions completed within report. Suggested new Clerk revisits audit report with working group and brings forward any recommendations on outstanding actions for consideration in 2022/23.
£8,200	Upgrading of Council bins to new bins, with advertising boards. Removal of concrete bins	<ol style="list-style-type: none"> 1) Ordering of agreed bins from contractor. 2) Removal of bins and installation of new bins on gradual basis throughout the year. 	Partially complete – all but two concrete bins now replaced – awaiting delivery of the final two. Ongoing on gradual replacement of other bins.	
Public Safety				
Budget of £3,175 Previously agreed from RCF	Purchase and installation of a SID agreed by the Council. Sign is subject to approval from CBC.	<ol style="list-style-type: none"> 1) Gather support from police and any available evidence for the placement of a SID sign. 2) Review position and press for approval from CBC. 3) Once approved purchase sign from Rolling Capital Fund 4) Arrange installation of sign and publicity 5) Download date and report to committee meetings 	No progress in getting a sign agreed by CBC. An SID guide has again been circulated by CBC which suggests that more evidence is needed on traffic/speed stats to get an SID installed. Potential for the Council to have a speed on volume survey carried out at a cost of £300	
Engaging with Younger People				
TBD	Promoting and encouraging greater engagement with Youth	<ol style="list-style-type: none"> 1) Invite representatives to a meeting of the CSE group 2) Consider ways in which the Council can becoming involved to develop suitable action points. 	Plan was put in place but due to COVID 19 was not able to be enacted. Plan to be reviewed and Committee to decide if it is still a long-term aim. If	

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	parliament and creation of annual youth meeting/event		so Councillor to volunteer to lead on engagement with new Clerk from September 2022. Some engagement with young people has happened via the skatepark project.
Events (Via Events Working Group)			
£2,500 revenue budget to support event	Work with the Friends of Sandy Christmas Lights to hold the 2021 Light Switch on Event	<ol style="list-style-type: none"> 1) Order staging and PA System 2) Order Christmas Tree 3) Agree any additional lights as part of Scheme within existing budget. 4) Apply for road closure and temporary event licence 5) Liaise with FOSCL on programme, stalls, set up and running of the event 6) Risk Assessments, Event management plan to be produced 7) Promote and hold event with FOSCL 	<ol style="list-style-type: none"> 1) Admin 2) Admin 3) Clerk/PFR/Contractor 4) Admin 5) Clerk/Admin 6) Clerk 7) Clerk/Admin/FOSCL/Events Wrk Grp.
			<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
Approx. £200 costs from Event Support budget	Work with the RBL to hold the 2021 Remembrance Parade		<p>Events Wrk Grp</p> <p>RBL</p>
			Complete
On-Going Activities			
Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration	
	Review and Monitoring of Community Plan	Monitor progress against action points in the Community Plan via reports from the Community Plan Working Group.	
	Trees	Inspection, Surveys and Maintenance of council owned trees	
	Streetlights	Inspection and Maintenance checks with approved contractor	
	War Memorial	Annual Inspection and Clean	
	Park Checks and Maintenance	Regular Checks and Maintenance. Consideration of needs and any new equipment required.	
	Public Toilets	Maintenance	
	Open Spaces	Maintenance	

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	Street Furniture	Maintenance, renewal and consideration requests for additional, or memorial
	Trees	Provision, Inspection and maintenance
	Green Spaces Equipment	Maintenance and Renewal of Essential Equipment
	Car Park	Review and maintenance
	CCTV	Administration and consideration of any CCTV service matters
	Land for allotments	Continued efforts to identify and securing land for the creation of a new allotment site large enough to satisfy demand
	Any other matters within the committee's remit that arise during the year	

CBC = Central Bedfordshire Council

BAOWK = Beeston Allotment and Orchard Working Group

Env. Wrk Grp = Environmental Working Group

SCG = Sandy Centre Group

SGW = Sandy Green Wheel Group

STC = Sandy Town Council

SP Wrk Grp = Skatepark Working Group