

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 01 July 2019 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
25th June 2019

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 20 May 2019 and to approve them as a correct record of proceedings.

4 Public Participation Session

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

Sandy Town Council

- 5 Action List**
To receive the Action List and any updates. Appendix I
- 6 Bus Stop at London Road**
To receive a request from a resident for the installation of a bus stop on London Road. Appendix II
- 7 Sandy Green Wheel**
To receive a report from Cllr Gibson and the Town Clerk on the establishment of the Friends of Sandy Green Wheel. Appendix III
- 8 Parking Strategy**
To receive a report from the response group set up to review and feed into Central Bedfordshire Council's Parking Strategy. Appendix IV
- 9 Town Entry Signage**
To receive and consider a report on renewing town entry signage. Appendix V
- 10 CCTV Scheme**
To receive and consider a report on the Council's CCTV provision. Appendix VI
- 11 French Market**
To approve a request to hold a French Market in the car park on 13th October 2019.
- 12 Events Working Group**
To receive minutes of a meeting of the Events Working Group. Appendix VII
- 13 Chairman's Items**
- 14 Date of Next Meeting**
Monday 12 August 2019

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Full Council Meeting 20/4/16			
Allotments and Community Orchard	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>Full Council approved of HoTs for lease of land on 9 April 2019. Awaiting progress from CBC.</p> <p>Clerk awaiting quote from solicitor for work required on drawing up a lease with CBC.</p>
Meeting 19/12/16			
Parking Restrictions	(77-16/17)	Clerk contact Central Bedfordshire Council to request that a parking study be carried out for Sandy Town Council and that the 1-hour parking restriction be considered within this study.	<p>CBC to carry out consultation with STC on possible solutions to some parking problems.</p> <p>25/3/19 – Update received stating CBC commissioned work on parking strategy to be completed by Highways contractor. Awaiting a timescale for completion of the first draft.</p> <p>14/5/19 - Work has now begun on the strategy and CBC expect to receive the first draft towards the end of May. The report will then be considered by Oversight Committee.</p> <p>STC response group reviewed parking problems in Sandy with a view to feed back to CBC.</p>

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 1st July 2019

AUTHOR: Town Clerk

SUBJECT: London Road Bus Shelter

1. Summary

- 1.1 Sandy Town Council has received a request to support the installation of a new bus shelter on London Road, Sandy. The request has come from a member of the public who has pursued the request with Central Bedfordshire Council.
- 1.2 The resident is particularly concerned about the exposed location of the site (London Road adjacent to Church Path) and states there are a large number of older people who use the stop to travel into Bedford. She has specifically requested a shelter that is enclosed, or semi-enclosed.
- 1.3 Central Bedfordshire Council have stated that they have very limited funding and it is unlikely that they can purchase a new shelter for the location requested until the end of the financial year at the earliest or potentially a new financial year.

2. Options for the Installation of a Shelter

- 2.1 CBC have some SC106 monies which can be used to install a new shelter on Engayne Avenue next to the shop. The existing Engayne Avenue shelter may be able to be moved to London Road. The shelter would meet requirements but at this stage CBC are still unclear as to whether it could be moved successfully.
- 2.2 Alternatively, CBC has suggested match funding between Sandy Town Council and CBC for the installation of a new shelter within the financial year. The cost of a new shelter would be in the region of £6,000. This would mean a cost contribution of £3,000 by STC. A quote can be obtained for the work if STC wish to pursue this option.

Members are asked to consider the request and advise accordingly.

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 1st July 2019

AUTHOR: Town Clerk

SUBJECT: Friends of Sandy Green Wheel

1. Summary

- 1.1 Sandy Town Council previously agreed to make one of CS&E's actions as working with BRCC on the establishment of a Friends of Sandy Green Wheel volunteer group.
- 1.2 The following brief report is intended for Members' information on moving the matter forward.

2. Information

- 2.1 It has been previously agreed that STC would seek volunteers to form a 'Friends of Sandy Green Wheel' group to carry out the following activities:
 - Promotion and usage of the Green Wheel, engage with Walkers are Welcome and local walking groups, hold events.
 - Carry out light maintenance, such as litter picking and light pruning when paths become overgrown
 - Report on significant maintenance issues and littering such as fly tipping through a nominated STC administrator.
 - Make improvement suggestions to Sandy Green Wheel Development Group (Via STC representative)

3. Proposal

- 3.1 It is proposed that the Friends of Sandy Green Wheel will be an informal independent group of volunteers not requiring formal membership, structures and reporting. It is envisioned that once established, the volunteers will act independently and report back to Council
- 3.2 Volunteers will work together at organised events/activities such as litter picks and pruning of specific areas. On a more regular basis it is hoped that volunteers will monitor areas of the Green Wheel, litter pick and report issues to the Council as part of their use of sections of the Wheel.

- 3.3 It is proposed that the Council aims to have a group of volunteers established by September 2019 and start the process by putting out a call for volunteers through;
- STC Web Page and Facebook pages
 - Local newspaper press release
 - Biggles FM
 - Word of mouth to dog walkers, Sandy Enhancement Group, local youth club and regular walking group.
 - BRCC mailing lists
 - Make contact with the Ivel Valley Volunteers, Sandy Enhancement Group etc to establish what work they carry out on the Green Wheel areas and connect them with FoSGW volunteers.
- 3.4 Costs involved in establishing a group of Friends of Sandy Green Wheel volunteers should be minimal. Once established, each volunteer should be provided with a litter picker and pruning scissors.
- 3.5 Suggest that Cllr Gibson and Cllr Aldis as the SGW representatives work on the actions above to get a group of volunteers established and report back on progress at the next CS&E meeting.

SANDY TOWN COUNCIL**COMMITTEE: Community Services and Environment****DATE: 1st July 2019****AUTHOR: Nigel Aldis****SUBJECT: Parking Strategy****1. Summary – (Town Clerk)**

CBC (Central Beds Council) previously had parking surveys commissioned across areas in central Bedfordshire. These surveys were to form the basis of a parking strategy, which was placed on hold due to the emerging Local Plan. CBC then instructed Ringway Jacobs to produce a draft parking strategy which is due to be reviewed by CBC's executive. A response/research group consisting of Cllrs Aldis, Knagg and Thompson was set up.

The response group's remit was to meet, consider and identify parking issues in the town so the Council could be proactive in feeding back to CBC.

2. Introduction

Like other towns, Sandy has suffered a decline in the retail offer and the loss of the two remaining banks has seen a further decline in footfall during the day, however it still retains a post office, numerous charity shops and eating places as well as two pharmacies which serve the doctors' surgeries.

To ensure that the town remains a prime destination for the residents and surrounding villages, it continues to offer free parking in the main town centre car park. Elsewhere much of the parking is limited to one-hour stays to encourage a high turnover of shoppers and visitors to the Market Square area.

The Town has recently benefited from a 'make-over' under the Market Town Regeneration Fund and further improvements are still to follow.

The Town Council is keen that the centre remains a viable destination offering residents and visitors a thriving leisure offer which also creates employment.

Tesco is a major player in the town but its location on the edge of the settlement near the railway station has minimal adverse impact on town centre trade.

3. Town Centre Car Park

This car park is owned and managed by Sandy Town Council. It has 143 spaces with 2 reserved for the use of the doctors at Shannon Court Surgery which has recently relocated from Kings Road. There are also three disabled bays and one for an emergency ambulance.

To avoid use by commuters who want to park in a free car park and walk to the station, the entrance is controlled by barriers. These come down at midnight and do not lift until 8.45 am. Local businesses can, however, purchase passes from the Council to gain access to the car park out of these hours. Vehicles can exit at any time.

Consideration has been given to charging for parking but has always been rejected by Council members, as it is felt that the expense of operating such a scheme would only be covered by the income generated. It could also have a detrimental effect on footfall in the Town.

3. Co-op Store Car Park

The car park at the Co-op store has 72 parking spaces and has recently introduced a two hour maximum stay.

4. One Hour Parking

At present one-hour parking is limited to the Market Square, which is mostly effective although on occasions, cars have been left for long periods with no penalty imposed, although it has been commented that penalties are issued. Turnover of spaces is very high at certain times of the day especially when the local middle school pupils are leaving in the afternoon.

There are three disabled bays, but these are sometimes abused, with blue badge holders leaving their car in a space all day.

5. Station Car Park

The station car park has 149 spaces with 5 for disabled passengers and about 10 for premium rate parking which are closer to the platform entrance.

There is no charge for waiting up to twenty minutes to buy tickets or pick up travellers, but charges start at £5.70 (before 10 am) for all day parking with discounted rates for weekly and monthly stays.

There is a very substantial area which could be utilised for additional parking, but this is currently used for the storage of vehicles.

After 10 am on Mondays to Thursdays, the car park is nearly always full, whilst on a Friday – when less commuters travel – there are usually a few spare bays available.

6. Tesco

The Tesco food store is also located in Station Road about two hundred metres from the station entrance. It is believed that parking controls are to be introduced to deter long stay commuter parking.

7. Woolfield & Willow Rise Areas

There are yellow lines at the entrance to Woolfield and Willow Rise – both situated off Station Road, which restrict parking between the hours of 10 am to 12 noon so preventing commuter parking. This appears to be effective as there are rarely cars parked in this area between these times.

8. St Swithun's Way, Stonecroft, Cherry Croft

These streets are less than 250 metres from the station so are heavily used by commuters who park in the area from early morning when there are still spaces in the car park.

The main problems are restricted visibility from driveways and residents getting access to off-road parking when there is a vehicle parked immediately opposite the entrance slope.

There is also the problem of access for large delivery vehicles when there are cars parked on both sides of the road.

9. Kings Road

Kings Road suffered major parking problems when the second surgery of the town was located at the far end – which is no longer the case. The Roundabout Club is also situated at the junction of Kings Road and Bedford Rad.

Members feel that a survey should be conducted with residents to gauge the level of any remaining issues in the area and whether there is any support for parking restrictions or a Residents' Parking Scheme.

10. Extension of One Hour Parking Areas

Those members of the research group who are car drivers feel that the one-hour parking system works well and report never having a problem finding a parking space when visiting the town centre.

It is therefore felt that there is no need to extend this arrangement to other areas, for example Cambridge Road or the area outside the Baptist Church on the main roundabout.

11. Proposals

1. *Carry out a Parking Survey in Kings Road. (Annex I)*
2. *Have white I bars painted across the driveways in St Swithun's Way and Cherry Croft.*
3. *Ask Highways to consider a 10 am to 12 noon parking restriction on one side of St Swithuns Way for the section of the road nearest to the station.*

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 1st July 2019

AUTHOR: Administrator – Katie Barker

SUBJECT: ‘Welcome to Sandy’ Road Sign Renewals

1. Summary

1.1 There are several existing town border signs on roads around the outskirts of Sandy, which are starting to look tired. It is proposed that replacing these signs with new, more attractive and eye-catching alternatives could heighten the profile of Sandy in the surrounding area, creating a more welcoming entrance and giving an improved sense of identity and pride to residents.

2. Background Information

2.1 The current Sandy signs are positioned at the below locations, illustrated on the following pages of this report:

- a) on the A603, before Girtford Bridge
- b) on Potton Road, at the Swaden turning
- c) on New Road, between the bridge and Tesco

3. Possible replacement signs

3.1 Three companies have provided visualisations and costings for a variety of products which could replace the existing signs. These are detailed in the later pages of this report.

3.2 The products quoted in this report are just examples; it would also be possible to request different designs or additional text to be included on the signs, such as ‘Twinned with Malaunay’ or ‘Partnered with Skarszewy’.

4. Consideration

4.1 Members are asked to consider the proposal to replace the existing signs and advise whether they wish the office to continue to progress the matter.

5. Current Signage

5.1 There are currently signs in the following locations:

A603 – Girtford Bridge



Potton Road



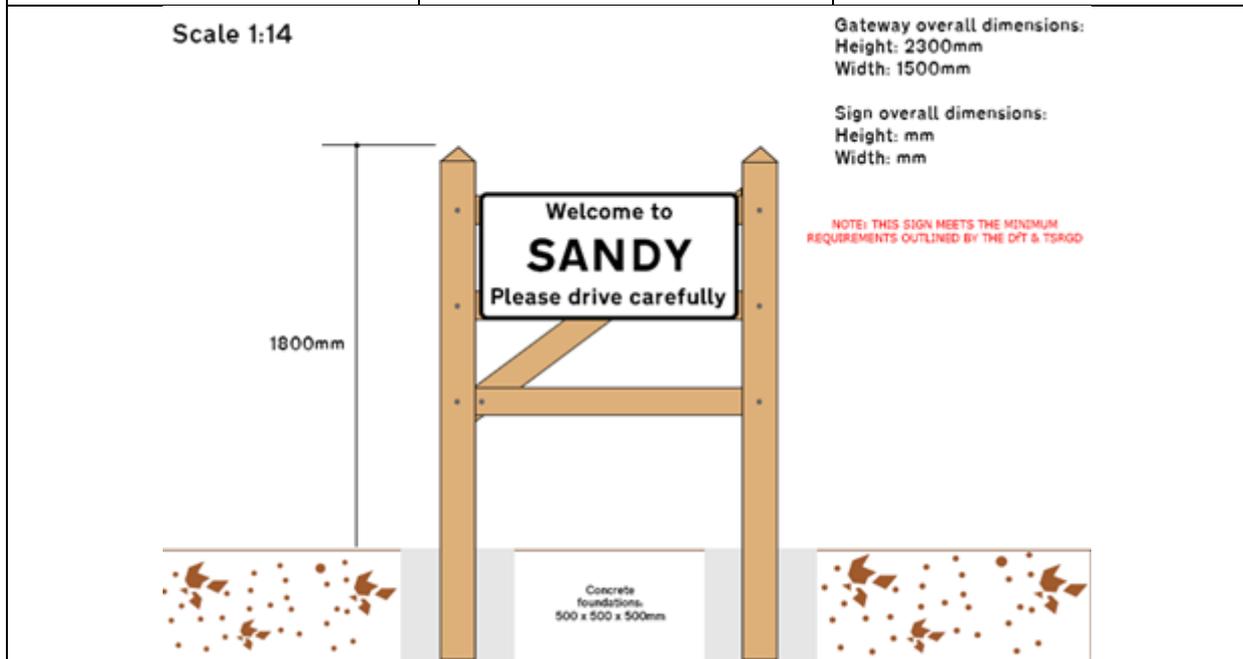
New Road



6. Alternative Signage

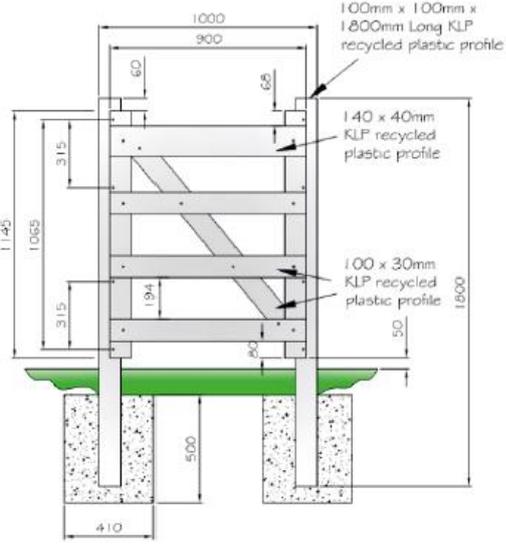
6.1 The following products have been quoted:

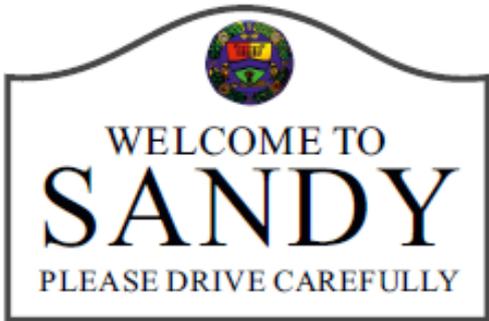
<p>Company A</p>	<p>Village Gateway: Manufactured from rigid Everwood, wood effect material in Light Oak, 2.3m height (1.8m above ground) and 1.5m width, complete with three horizontal slats, one diagonal crossbar and sign.</p>	
<p>Option One</p>	<p>- sign to read 'Welcome to SANDY Please drive carefully'.</p>	<p>Unit Price: £876.71+VAT (free carriage)</p>

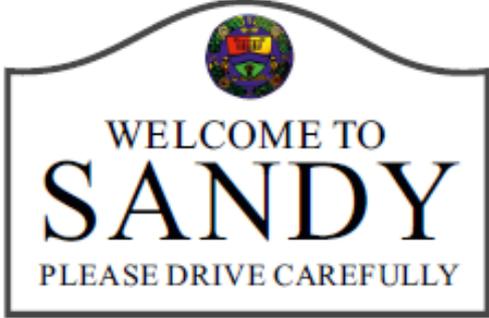


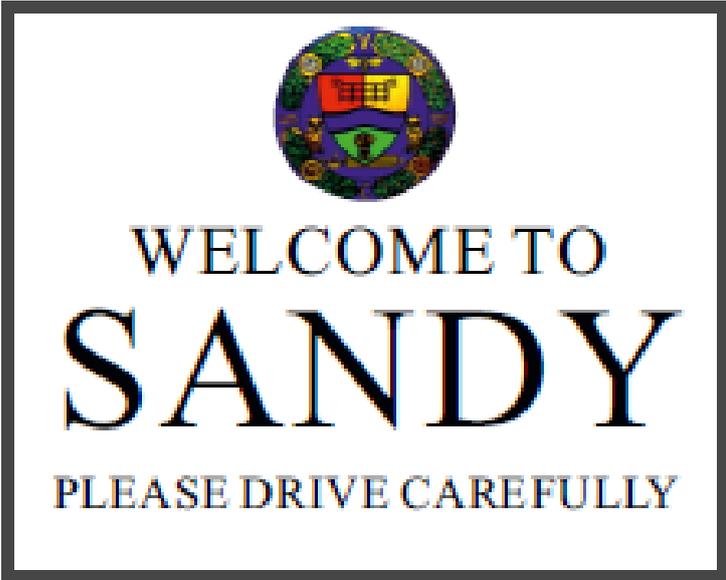
Company A		
Option Two	sign to read 'Welcome to SANDY Please drive carefully', incorporating the town crest above.	Unit Price: £991.44 +VAT (free carriage)
<p>Scale 1:14</p> <p>Gateway overall dimensions: Height: 2300mm Width: 1500mm</p> <p>Sign overall dimensions: Height: 840mm Width: 1150mm</p> <p>NOTE: THIS SIGN MEETS THE MINIMUM REQUIREMENTS OUTLINED BY THE DPT & TSBOD</p> <p>Concrete foundations: 500 x 500 x 500mm</p>		

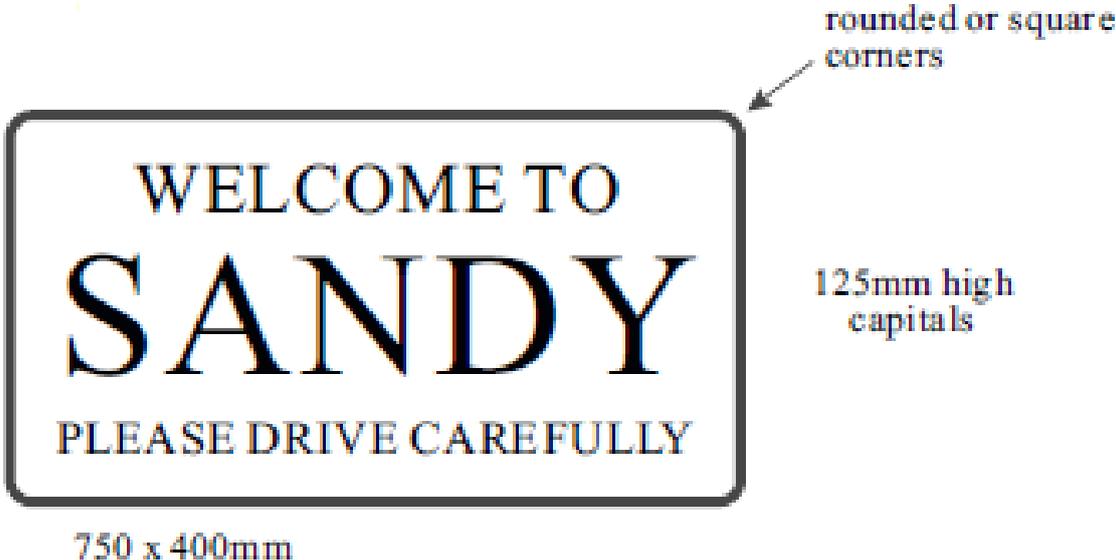
Company A		
Option Two	Sign to read 'Welcome to SANDY Please drive carefully, incorporating a speed roundel above, on either a grey or yellow background.	Unit Price: £1,037.87 +VAT (free carriage)
<p>Scale 1:14</p> <p>Scale 1:14</p> <p>Gateway overall dimensions: Height: 2300mm Width: 1500mm</p> <p>Sign overall dimensions: Height: 1320mm Width: 1150mm</p> <p>NOTE: THIS SIGN MEETS THE MINIMUM REQUIREMENTS OUTLINED BY THE DPT & TSBOD</p> <p>Concrete foundations: 500 x 500 x 500mm</p>		

Company B		
Option One	1m wide gateway structure - white solid recycled plastic, despatched directly from the manufacturer.	Unit Price: £629.20 +VAT delivered
<p>Encapsulated aluminium panels to provide long lasting UV protection, anti-graffiti finish and protection against harsh exterior conditions. 3mm aluminium - powder coated and stove finished, with detail printed directly onto panel using specialist inks for durability.</p> <p>Also could supply cheaper alternative signs (not recommended); or more costly signs cast in polyurethane with letters, border and logo in relief.</p>		
	 <p>1000 900 60 65 100mm x 100mm x 1800mm Long KLP recycled plastic profile 140 x 40mm KLP recycled plastic profile 100 x 30mm KLP recycled plastic profile 1800 50 1145 1065 315 194 80 500 410</p>	

Company B		
Option One	750x500mm shaped top - aluminium sign, text and logo applied	Unit Price: £269.36 / incl. Gateway: £898.56 +VAT and carriage for sign only
 <p>50mm high 125mm high capitals 33mm high</p> <p>750 x 500mm Shaped top</p> 		

Company B		
Option One	750x500mm shaped top - aluminium sign, text and logo applied	Unit Price: £269.36 / incl. Gateway: £898.56 +VAT and carriage for sign only
<div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>50mm high</p> </div> <div style="text-align: center;"> <p>125mm high capitals</p> </div> <div style="text-align: center;"> <p>33mm high</p> </div> </div> <div style="margin-top: 20px;"> <p>750 x 500mm Shaped top</p> </div> <div style="text-align: center; margin-top: 20px;">  </div>		

Company B		
Option Two	750x600mm rectangle - aluminium sign, text and logo applied.	Unit Price: £183.76 / incl. Gateway: £812.96 +VAT and carriage for sign only
<div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>50mm high</p> </div> <div style="text-align: center;"> <p>125mm high capitals</p> </div> <div style="text-align: center;"> <p>33mm high</p> </div> </div> <div style="margin-top: 20px;"> <p>750 x 600mm</p> </div> <div style="text-align: right; margin-top: 20px;"> <p>rounded or square corners</p> </div>		

Company B		
Option Three	750x400mm rectangle - aluminium sign, text applied.	Unit Price: £143.45 / incl. Gateway: £772.65 +VAT and carriage for sign only
 <p>750 x 400mm</p>		

Notes

- 1) New signage could be supported by two supporting metal legs, similar to the current signs as opposed to the gateway entrances. This would reduce the overall cost of signage if Members wish to pursue the work.
- 2) Quotes from the third company approached have not been included in the report as the signage was identical to company A's but at a higher cost.

SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**DATE:** 1st July 2019**AUTHOR:** Town Clerk**SUBJECT:** CCTV Provision**1. Summary**

- 1.1 Councillors previously expressed concern over the costs and efficiency of Sandy Town Council's CCTV provision. It was agreed that CCTV provision would be reviewed by a small working group and possible alternative options brought forward. The following report is intended as an update for Members.
- 1.2 The working group carried out a review of each site and came to a recommendation. The Clerk has struggled to get costings/options from CBC and Herts CCTV for the recommendation put forward. The following report details the recommendation of the working group for discussion by Members. If the recommendation is approved, costings can be sought for consideration by the PF&R Committee.

2. Current CCTV Coverage

- 2.1 The Council's 2018/19 CCTV expenditure was £14,293. These costs covered the maintenance, running and 24/7 monitoring of four CCTV cameras. Cameras are currently monitored by Herts CCTV out of their Stevenage control room.
- 2.2 Current STC Cameras;
- Town Car Park
 - Bedford Road Recreation Ground
 - Sunderland Road/Village Hall Car Park
 - Skate Park/Sunderland Road Recreation Ground
- 2.3 Current CBC Cameras;
- High Street/Front of the Co-op
 - Market Square/Friends Hairdressers

Central Bedfordshire Council is reviewing its CCTV provision as part of its new control room development. It is anticipated that CBC's cameras in Sandy will be upgraded as part of CCTV development.

3. Review

3.1 The working group carried out a site assessment for each of the Council's sites, including those that do not currently have CCTV. Each site was assessed independently by considering;

1. The primary reason CCTV coverage is in place or is needed
(*e.g theft, trespassing, public safety, criminal damage etc*)
2. What we want or need the CCTV to see
3. Two hypothetical scenarios were then considered for each site to assess how CCTV coverage would assist and what was required from the coverage.

3.2 The following sites were all assessed;

- Bedford Road Recreation Ground
- Beeston Green
- Car Park (Town Centre)
- Council Depot
- Council Office
- Fallowfield Recreation Ground
- Jenkins Pavilion/Sunderland Road
- Skatepark
- The Limes Recreation Ground

4. Assessment Conclusions

4.1 The current cameras, which are over 15 years old are not meeting operational requirements due to the lack of infra-red and the poor quality of images. If the Council wish to use footage from cameras for evidential purposes the quality of image will need to improve.

4.2 Following the site assessments the following points were concluded;

a) The main reasons for CCTV coverage at Council owned sites are;

Criminal Damage/Anti-Social Behaviour
Public Safety
Form of deterrent

b) The majority of incidents which may occur would require footage for evidential use after the event as opposed to live monitoring of a crime.

c) Statistics from the CCTV company show that there have been no incidents recorded/reported by STC CCTV over the last 36 months. The majority of incidents to which police attend are as a result of footage/monitoring of the two CBC cameras in the town centre. These cameras are to remain in place.

- d) The main priority for STC sites is capturing of useful footage which can be made available to police or other organisations should an incident occur. This suggests that resources should be focused towards providing good quality cameras, rather than ongoing 24/7 live monitoring of sites.
- c) Other systems used by local councils have been looked at, in particular that of Caddington, who left their agreement with CBC and purchased new, record only cameras. Representatives of the working group had the opportunity to visit Caddington and discuss the effectiveness and quality of their CCTV record only system, initial cost and ongoing operational costs. The good news is that the cameras have led to successful prosecutions where video evidence enabling clearer facial and number plate recognition has been provided to the police.

4.3 Summary of site-specific recommendation;

Bedford Road Recreation Ground	
Camera Justifiable?	Yes
Currently Cameras in Place?	Yes
Primary Reasons for CCTV Coverage	Deterrent / Public Safety / Criminal Damage / Anti-Social behaviour
What do we need to view	Public Toilets / Play Equipment / Pavilion / Bedford Rd / Play Area
Recommendation	Upgrade current camera to new IR record only camera with ability for Council to download footage directly as required.

Beeston Green	
Camera Justifiable?	No
Currently Cameras in Place?	No
Primary Reasons for CCTV Coverage	Deterrent / Criminal Damage
What do we need to view	Play area
Recommendation	No evidential need for CCTV at present

Car Park	
Camera Justifiable?	Yes
Currently Cameras in Place?	Yes
Primary Reasons for CCTV Coverage	Deterrent / Public Safety / Criminal Damage / Anti-Social behaviour
What do we need to view	Public Toilets / Entrance to 10 Cambridge Road / Car park
Recommendation	Upgrade to new IR record only camera with ability for Council to download footage directly as required. (note: Queens Head eucalyptus trees due to be removed) Install additional record only camera on lighting column at bottle bank area.

Council Depot	
Camera Justifiable?	Yes
Currently Cameras in Place?	No
Primary Reasons for CCTV Coverage	Deterrent / Criminal Damage / Theft / Staff Safety
What do we need to view	Entrance Gate / Yard / Building Entrance
Recommendation	Installation of IR record only camera with ability for Council to download footage directly as required.

Council Office	
Camera Justifiable?	Yes
Currently Cameras in Place?	No
Primary Reasons for CCTV Coverage	Deterrent / Criminal Damage / Theft / Staff & Councillor Safety
What do we need to view	Main Entrance
Recommendation	Installation of IR record only camera with ability for Council to download footage directly as required.

Fallowfield Recreation Ground	
Camera Justifiable?	Yes
Currently Cameras in Place?	No
Primary Reasons for CCTV Coverage	Deterrent / Public Safety / Criminal Damage / Anti-Social behaviour
What do we need to view	Play areas / MUGA
Recommendation	Installation of IR record only camera with ability for Council to download footage directly as required. (Subject to the previously agreed installation of electricity and lighting on the ground)

Jenkins/Sunderland Road	
Camera Justifiable?	Yes
Currently Cameras in Place?	Yes
Primary Reasons for CCTV Coverage	Deterrent / Public Safety / Criminal Damage / Anti-Social behaviour
What do we need to view	Jenkins Pavilion / Banks Pavilion / Village Hall Car Park
Recommendation	Upgrade current camera to new IR record only camera with ability for Council to download footage directly as required.

Skate Park	
Camera Justifiable?	Yes
Currently Cameras in Place?	Yes
Primary Reasons for CCTV Coverage	Deterrent / Criminal Damage / Anti-Social behaviour
What do we need to view	Skate park / Play Area
Recommendation	Upgrade current camera to new IR record only camera with ability for Council to download footage directly as required.

The Limes Recreation Ground	
Camera Justifiable?	No
Currently Cameras in Place?	No
Primary Reasons for CCTV Coverage	Deterrent / Criminal Damage
What do we need to view	Play Area
Recommendation	No evidential need for CCTV at present

5. Financial Implications

- 5.1 If the Council were to pursue setting up new, record only cameras, the cameras and in some cases supporting columns, would need to be made as a capital purchase. Detailed quotes are currently being sought, however figures provided by another local Council place the cost in the region of £1,500 - £2,000 per camera.
- 5.2 Ongoing costs for the cameras would be minimal and it is anticipated the Council may be able to reduce its revenue budget for CCTV by two thirds. A more detailed forecast on yearly revenue costs can be provided once quotes are received.

6. Recommendation

- 6.1 It is recommended that the Council consider upgrading all its existing cameras to new infra-red record only cameras and end 24/7 live monitoring of its cameras. That the PF&R committee consider quotations and specifications for new cameras and the annual revenue costs.
- 6.2 It is recommended that new infra-red CCTV cameras be installed on the external entrance of 10 Cambridge Road and that quotations be considered by PF&R.
- 6.3 It is recommended that new infra-red record only CCTV cameras be installed on the external entrance of the new council depot and quotations be considered by PF&R.

Events Working Group**Minutes of the Meeting on Wednesday 12th June 2019 at 2.00pm**

In attendance: Cllrs P N Aldis, A Gibson, M Scott, S Sutton; Mr C Robson (Clerk) and Miss K Barker (Administrator)

Not in attendance: Cllr N Thompson

Action

1 – Election of Events Working Group Chair:

Cllr Susan Sutton was elected as Chair of the Events Working Group.

2 – Community Stand:

- It was noted that works are due to finish at the end of June, then Central Bedfordshire Council will transfer the asset to Sandy Town Council.
- See 'Event Action List – Community Stand Opening' for all actions.

3 – VE Day 75:

- It was noted the early May Bank Holiday has been changed to Fri 8th May
- See 'Event Action List – VE Day 75' for all actions.

4 – Air Training Corps Parade & Service:

- It was explained that the parade will celebrate the 79th anniversary of the ATC & also coincides with the 20th anniversary of the 22 (Sandy) Squadron, who will host in 2020. STC will help to organise the event and secure a road closure and public liability insurance as part of its community engagement.
- See 'Event Action List – VE Day 75' for all actions.

5 – Sandy & District Horticultural Association Show:

- It was agreed that the Council should have a stand at the Sandy Show, for public engagement and to advertise projects and events run by the Council.
- It was suggested that boards displaying photos of recent Council events and posters advertising future events should be taken and that several councillors could make themselves available to answer questions and have conversations with members of the public at the event.
- The Council will book a stand with the Horticultural Association.

MS

Additional items for future action:

- It was discussed that for all future STC hosted events, the Council should put out a call for volunteers to help in the running of events on the day, rather than using Sandy Town Council staff resources as a matter of course. TBC
- It was noted that the road closure for the 2018 Remembrance Parade was for an insufficient length of time, ending before the end of the service. This should be adjusted when the 2019 parade's closure is applied for. RBL arrange this - contact Roger Sparks
- It was discussed that the Council should have a presence at the Christmas Lights Switch-On Event, likely by running a mulled wine stand. As the event is now organised by the FoSCL, the Council will have to book a stand. TBC
- It was mentioned that the Council should again enter the church Christmas Tree Festival. The Council must decide on a theme and make arrangements ahead of the event and make an application to enter the competition. TBC