

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 an extra ordinary 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 21st March 2022 commencing at 7.30pm.

Nicola Sewell

Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
15th 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 14th March 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 Queen's Jubilee**
To receive and consider requests for Jubilee tree planting on Council managed land. Appendix III
- 8 Community Engagement**
To consider whether Councillors wish to re-engage with Councillor surgeries and to establish proposed dates. Appendix IV
- 9 Committee Action Plan**
To receive and note updates to the committee action plan for the remainder of 2021/22. Appendix V
- 10 Support for Ukraine**
To consider actions to support those affected by the conflict in the Ukraine. Appendix VI
- 11 Sandye Place Maintenance**
To note update from CBC on maintenance costs for Sandye Place to enable the Queen's Jubilee Celebration event to be held there. Appendix VII

To make recommendation to PF&R Committee on how maintenance costs could be covered.
- 12 Chairman's Items**
- 13 Date of Next Meeting:** Monday 9th May 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>

APPENDIX I

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:	21st 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:	21st 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:	21st 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;

28th May 2022
2nd July 2022
20th August 2022
24th September 2022

It was resolved at the last meeting that Councillors Knagg and Hewitt would conduct a surgery at the Community Stand on Saturday 2nd April, between 10 am and 12.

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.



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	Complete
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 Complete 2) Admin Complete 3) Clerk/PFR/Contractor Complete 4) Admin Complete 5) Clerk/Admin Complete 6) Clerk Complete 7) Clerk/Admin/FOSCL/Events Wrk Grp. Complete
Approx. £200 costs from Event Support budget	Work with the RBL to hold the 2021 Remembrance Parade		Events Wrk Grp RBL 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

Community, Services and Environment Committee

Date:	21st March 2022
Title:	Supporting Ukraine
Contact Officer:	Town Clerk

Purpose of the Report

1. To allow Members to discuss how the Council could show support to people affected by the ongoing conflict in the Ukraine.

Recommendation

2. That the Council advise the Clerk on how they want to proceed.

Background

3. After two Councillors separately requested what the Council could do to show support to the people of the Ukraine and a short further discussion of this at the CSE Committee meeting on 14th March, the Clerk has investigated options that will allow the Council to show support for the Ukraine within their powers to do so.

Information/Proposals

4. Housing for refugees – the Clerk will contact CBC to see what, if any, provision can be made for Ukrainian refugees coming to the UK. A suggestion to use the Days Inn Hotel will be forwarded to officers at CBC to see if there is capacity to offer accommodation at the site. Sign posting to the Government's scheme for offering spare rooms will be posted on STC's social media and website outlets to enable the Sandy Community to get involved should they want to.
5. Fundraising – Under GPC, NALC has confirmed that Councils can make donations to overseas charities and the Mayor has already requested that donations from the Civic Service on 27th March going to his charities to be used for this purpose. It is recommended that the Council, if they decide to make a donation, do so through the DEC – the Government's preferred option - please see NALC briefing attached - (<https://www.dec.org.uk/appeal/ukraine-humanitarian-appeal>). The UK Government is match-funding £25 million of public donations.
6. Supply donations – The Clerk has contacted Central Bedfordshire's Ukraine Appeal who are taking in donations through St Mary's Church in Clophill and St Nicholas's Church in Barton le Clay. Having spoken to the administrator, there could be a couple of options to work alongside them:
 - a. Open the Town Hall to act as a hub for collection for non-monetary donations, using the chamber to store items and then take items to the above organisations for ongoing distribution to those in need
 - b. Wait until refugees arrive in the UK and work together with agencies/local church groups to create specific 'care packages' for those being housed in Sandy or the surrounding area – these packages enable refugees to have access to basic hygiene items and or food that they would not necessarily have been able to bring or afford to buy when first landing in the UK. Maybe with help from Tesco/Co-Op or other local businesses?
 - c. STC could set up their own separate collection for donations and would need to manage the ongoing supply chain to those in need travelling through Europe.
7. Flying a Flag – many councils across the UK have chosen to fly the Ukrainian Flag or light up their buildings in Ukrainian yellow and blue to demonstrate support for the country. Flying a flag at Faynes Corner would be the easiest option. Under the Council's Flag Flying Policy, the Mayor and Clerk have delegated authority to decide which flags can be flown and a flag can be purchased at relatively little cost. The Mayor and Clerk are already looking into this option.

8. Statements of support – A statement of support from the Mayor to the people of the Ukraine could be posted on STC's social media and website outlets.
9. Partner with the Twinning Association – STC to explore options of potentially partnering with Skarszewy in Poland and Malaunay in France in any work that they are undertaking to help support Ukrainian refugees.

Financial Implications

As there will have been no budget put aside specifically for this, any monetary donations or other costs would need to come out of capital funds. Although legally possible through GPC, Council would need to consider if giving a monetary donation is the best way to support the Ukraine, given the money is public funds and would in other circumstances be spent on local works.

Policy Implications

10. There would be some Stress Management policy implications for staff if the Council sees a large amount of donations coming in as has been reported by other organisations offering this service. The management donation collection may see extra duties being placed on the teams in the office and outdoors, March and April being particularly busy times of year for the Council. Member support and time will be needed to enable the Council to undertake this work successfully.
11. Monetary donations must comply with the Council's Financial Regulations.
12. The Flag Flying Policy allows the Mayor and Clerk to decide over which flags can be found under delegated authority.

Legal Powers

13. 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)

14 MARCH 2022

GENERAL BRIEFING1-22 | UKRAINE

The National Association of Local Councils (NALC) has joined the Local Government Association (LGA) in endorsing a statement from the political leadership of the Council of European Municipalities and Regions (CEMR), which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine.

We are in continuing contact with the LGA and government, flagging up the role of local (parish and town) councils and encouraging principal councils to ensure they are liaising with county associations and local councils on local support.

It is pleasing to note that our sector again has stepped up to the plate and is showing solidarity and support through flying the Ukrainian flag and lighting up buildings with its colours, holding vigils or moments of silence including at council meetings, passing motions and statements of support and solidarity, making council and community buildings available for donations of items, organising donations of items including to their twin towns, signposting to information on charities and aid agencies, and making a financial donation themselves.

The minister for refugees, Lord Carrington, has met with NALC's chair, Cllr Keith Stevens, to discuss the Ukraine Local Sponsorship Scheme and Keith has flagged up the potential for the sector to provide support.

What can councils do?

Councils and councillors should consider expressing solidarity through [signing up](#) to the statement from the political leadership of the CEMR.

Councils can fly flags from public buildings in line with the government [guidance](#) on flag flying.

Councils can use social media such as Twitter, Facebook etc to express their support for Ukraine, though as ever councils should consider what you post and how it might be perceived including by local Russian residents.

Councils with the general power of competence (GPC) are able to make a donation to a charity operating overseas. Those councils without GPC cannot as they are restricted by section 137(3) of the Local Government Act 1972. Councils

should always check the legitimacy of organisations being supported. The key national charities and aid agencies are the [Disasters Emergency Committee](#) and the [British Red Cross](#).

Councils may be able to help other local organisations who themselves are able to make donations.

Other Issues

This is a difficult time for everyone, especially for many people with links to Ukraine or Russia. Some communities with Ukrainian or Russian residents might be facing particular challenges or tensions too.

We can expect a number of refugees to be offered support in the UK and again we will be discussing with LGA and the government how local councils can help. Councils without the GPC can use section 137 (3) to fund local charities providing assistance to Ukrainian refugees. We would remind you of NALC's general advice on powers contained in Legal Topic Note 31.

Whilst it is unclear how the current crisis will develop councils should ensure they are cyber prepared against any potential risks and that they are aware of their disaster and emergency plans and considering updating them.

To help our engagement with the LGA and the government, please do let us know what you are doing and if you have any questions or further issues you would like us to consider, please email policycomms@nalc.gov.uk

Community, Services and Environment Committee

Date:	21st March 2022
Title:	Sandye Place Maintenance
Contact Officer:	Town Clerk

Purpose of the Report

1. To update Members on information supplied by CBC regarding the use of Sandye Place for the Queen's Platinum Jubilee celebrations and unexpected maintenance costs.

Recommendation

2. That the Committee make a recommendation to the Policy, Finance and Resource Committee on how they wish to proceed.

Background

3. Following a meeting with CBC on Thursday 10th March, it was reported that a quote for £8,500.00 had been received by CBC to undertake the necessary work to get Sandye Place to a useable state following agreement by CBC to allow STC to hold their Jubilee Celebration Event at the site on Thursday 2nd June. CBC stated it would not cover this cost as it was not a sponsor for the event.
4. It has already been established that the STC outdoor team does not have the necessary plant in order to carry out the works at the site, which has been left unattended for some time.
5. A decision will need to be made soon as tree works will need to be undertaken before nesting season kicks in if it is agreed to go ahead.
6. If necessary, an alternative site will need to be identified asap so that arrangements can be made in order to ensure the event takes place as hoped.

Information/Proposals

7. The Clerk will go back to CBC to understand if there is any further movement on the initial request from CBC to see if an alternative agreement can be reached (i.e CBC to cover all or part of the costs for maintenance).
8. STC needs to decide if it is happy to cover the costs for maintenance to keep its Jubilee celebration event at the site or find an alternative site to host the event. The options are:
 - a. For STC to agree to cover the maintenance costs for the site and hold the Jubilee Celebrations there as planned.
 - b. For STC to look for an alternative contractor to take on the work to see if a cheaper option can be agreed. The implications for this is that it will take time to obtain the necessary quotes and there is no guarantee that a cheaper/better alternative option will be found.
 - c. To choose an alternative site for the event:
 - i. Sunderland Road – implications could occur if work to Jenkins Pavilion and the Skatepark have started by this date. Also need to be mindful of protecting cricket and football pitches on the site.
 - ii. Other parks or open spaces – implications of noise disturbance to surrounding residents during event, suitable vehicular access is required.
 - iii. Sandy Secondary School – would need to approach the school asap to see if this might be an option.
 - iv. Identify another suitable site within Sandy (TBC).

Financial Implications

9. There has been no budget provision for this extra cost under the Jubilee Event to cover the cost of maintenance, so any funds would need to come from capital funds.

Policy Implications

10. There would be no direct policy implications in the paying of the maintenance costs, but any payment must comply with the Council's Financial Regulations.

Legal Powers

11. 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)