

Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill, T Knagg, G Leach, C Osborne, M Scott,
J Sparrow, S Sutton (Chairman), N Thompson
c.c. Cllrs P Blaine, W Jackson, M Pettitt, D Sharman, 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 26th March 2018 commencing at 7.30pm.

CJ Robson

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
20th March 2018

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 19th February 2018 and to approve them as a correct record of proceedings.

Previously
circulated

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 Action Report and any updates. Appendix I
- 6 **Sunderland Road Recreation Ground Drainage**
To receive and consider correspondence received regarding drainage of Sunderland Road recreation ground. Appendix II
- 7 **Specialist Markets**
To receive a report on the arrangement of proposed specialist markets to be held in Sandy. Appendix III
- 8 **WW1 Centenary Remembrance**
 - i) To consider a request from a Councillor that Sandy Town Council purchase event poppies and 'There but not There' silhouettes for display in the town. Appendix IV
 - ii) To note the confirmed 2018 talk series to mark the centenary since the end of WW1. Appendix V
- 9 **Sandy Car Park**
To receive and consider a requested report on the Town Council owned car park. Appendix VI
- 10 **Public Space Protection Orders**
To receive and consider a report from the Town Clerk. Appendix VII
- 11 **Chairman's Items**
- 12 **Date of Next Meeting: Monday 30 April 2018**

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Meeting 5/10/15			
Beeston Green	(44-15/16)	The Town Clerk prepare a draft Management Plan. The Town Clerk to contact CBC about the possibility of a Community Orchard project.	Plan being reviewed by Working Group and small amendments put through. To go to next meeting of Full Council for approval before consultation. CBC drawing up draft transfer documents for community land. 15/3/18 Clerk advised draft HoT to be issued by 22/3/18
Full Council Meeting 20/4/16			
Allotments	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	CBC drawing up draft transfer documents for community land. Development of site and details on what will be provided for allotments/orchard dependant on developer coming onboard. 15/3/18 Clerk advised draft HoT to be issued by 22/3/18
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.	CBC have commissioned some parking studies for certain areas of Sandy. Awaiting results/update from CBC. No response to latest chaser sent on 19 th March 2018.
Meeting 5/6/17			
Community Plan	Town Council (14-16/17)	Community Plan Working Group to draw up proposed Community Plan document	Community Plan adopted for purpose of consultation. Office preparing consultation plan to be agreed by Working Group.
Meeting 16/10/17			
Rural Match Fund	(46-17/18)	Clerk to ask CBC for more information on possible schemes and costs involved.	Application approved in principle for Cambridge Road signage and dropped kerbing. Costs and

			feasibility to be drawn up by CBC Highways for financial Q2 2018/19
Meeting 20/11/17			
Fallowfield Recreation Area – Dog complaints	(57-17/18)	<p>Clerk to provide more information on Public Space Protection Orders and how this could be linked to dogs off leads control and enforcement.</p> <p>Clerk to write to Maple Tree school for their view on dog behaviour on the recreation ground at school drop off and pick up times.</p>	On Agenda
CSE Meeting 19/02/2017			
The Pinnacle Lease	(87-17/18)	The amendment to the Lease be approved and that a meeting is arranged with the Landlord to discuss sharing maintenance and cleanup costs related to the site.	Lease signed and submitted. Meeting requested with landlord and resulting report to come back to committee with Right of Way information.

AGENDA ITEM 6

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 26 March 2018

AUTHOR: Town Clerk

SUBJECT: Sunderland Road Recreation Ground Drainage

1. Summary

- 1.1 Members are asked to consider correspondence received regarding drainage of standing water on Sunderland Road playing field and advise the Clerk whether the committee wishes to pursue investigating the matter further.

2. Correspondence

- 2.1 The following correspondence was received from Mr Tom Wilson, resident of Sandy via email.

Good Afternoon.

My son currently plays for the Sandy Colts football club, which plays its home games on the Junior pitch on Sunderland Road recreation ground.

Over the past few weeks the weather has caused a number of the games to be cancelled. This, as you can appreciate has caused some disappointment amongst the kids. I am a civil engineer and have on many occasion visited the football pitches on the day of the matches to see what state they are in. In most instances, it appears to be standing water that has caused the games to be called off.

I am wondering if a land drainage system could be installed to improve the drainage of the pitches and make them playable after bad weather. I would be more than happy to offer my services free of charge to design a suitable land drainage system for the fields and negotiate with the local Internal Drainage Board to obtain approvals for the increased discharge to the ditch which runs along Sunderland Road. I feel that this would not only benefit the local clubs but the wider public as well. I would appreciate your thoughts on this.

Kind regards

AGENDA ITEM 7

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 26 March 2018

AUTHOR: Administrator - Liz Fuller

SUBJECT: Prospective Market in Sandy

1. Summary

1.1 At a meeting of the Community Services and Environment Committee held on 19th February 2018 Members asked that the matter of hosting specialised markets in Sandy be brought to the next committee meeting. The following is for Members' information on investigations made by the office into holding specialised markets.

2. Responses

2.1 Three Market companies were found by L Fuller, who looked thoroughly. The ones found were initially asked if they were available for April, June and August 2018 and March 2019, as well as other questions on practicalities of running a market in Sandy:

Market Square Group Ltd

- Company based in the UK
- They do not charge a fee to organise the market.
- They provide their own power and water.
- The set-up time would be in the afternoon before the event, and they usually take down the market a few hours after the event is closed.
- They can hold a market over the weekend, which is preferable to them.
- No availability in April, June and August 2018 but they can do March 2019.
- Organiser meeting with Clerk on 4th April 2018 to view site and look at potential for 2019 market.

France at Home (have held markets in Biggleswade)

- Don't charge any fee but would rely on STC for wider marketing of the event.
- Provide their own generators and water.
- Usually need two hours to set up the market.
- They could hold the market for two days over a weekend.
- They don't have availability in April, June or August as the tours are planned year to year, which means there is no availability in 2018, but they can do March 2019.
- Organiser to meet with Clerk on 12th July 2018 to look at arranging 2019 market.

Savoir Fayre Ltd

- Company based in the UK and France
- Do not charge a fee for organising a specialised market.
- A fee is charged for food and flower festivals, which will depend upon the features provided.
- Self-sufficient with regards to generators and water, **with exception** of the provision of rubbish collection and car parking space for traders during trading hours.
- The set-up time normally starts at 6.30am and finishes before 9.00am
- Availability for specific weekends.
- Availability in April and in July 2018 for the 'Flavours of the World' market.
- Do not provide a craft market, but do provide a Christmas market, which depends on the availability and the length of the event.
- The area of the car park designated for market activity did not look big enough for them.
- Organiser to meet with Clerk on 23rd March 2018 at 4.00pm.

AGENDA ITEM 8

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 26 March 2018

SUBJECT: WW1 Centenary Remembrance

1. Summary

1.1 Members are asked to consider requests made by Cllr N Aldis that the Town Council consider marking the centenary of the end of WW1 by;

- Purchasing and erecting event poppies to be displayed on lampposts in the town.
- Considering whether the committee wishes to recommend that the Council purchase silhouettes as part of the 'There but not There' project.
- Consider whether the committee wishes to recommend that the Council purchase Silent Soldiers for display at the War Memorial.

2. Event Poppies

2.1 Event poppies for display on lamp posts can be purchased through the Sandy Poppy Appeal Organiser (PAO) and there is a suggested donation amount of £3.00 per poppy. The event poppies come with two zip ties to attach them to lamp post columns.

2.2 The total cost of the poppies will be dependent on how far they run through the town. There are 16 streetlights from the War Memorial on Bedford Road, through the High Street to St Swithun's church. If a poppy was to be placed on each of these lights a total donation of £48 would be required.



Example of lamppost event poppy

3. There but Not There

3.1 The 'There but Not There' project began in 2016 with the installation of 51 transparent seated military figures in the Penshurst Church. The project aims to place a representative figure for as many as possible of the names on local war memorials around the country - this includes places of worship, schools or wherever their absence may be felt.

The transparent silhouettes are available again for placing within communities for Remembrance 2018. More details about the project can be found by visiting <https://www.therebutnotthere.org.uk/there-but-not-there/>

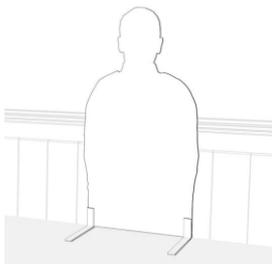
The Tommies and their commemorative packaging are made by the Royal British Legion Industries, appropriately, by ex-Service Veterans employed by RBLI. Funds raised from the sale of silhouettes will contribute directly to the work carried out by charities working with veterans.

There are two types of silhouettes available;

1) Silhouette for Chairs - £42 per silhouette



2) Silhouette for Benches - £42 per silhouette



4. Silent Soldiers

- 4.1 Bedfordshire Royal British Legion “Silent Soldier” concept marks the sacrifice of those who fell in the four war years leading up to the Armistice in November 1918. Silent Soldiers will appear across the Bedfordshire area as RBL commemorate the end of WW1. They will appear on buildings, and in gardens, fields, roundabouts and many other places. Companies, organisations and individuals, can sponsor and display a Silent Soldier.

- 4.2 The Silent Soldier can be fixed to buildings and walls or stand upright, fixed to posts. The cost per silent soldier is £250.



AGENDA ITEM 8 The Bedfordshire Regiment

APPENDIX V

in the Great War

Sandy Town Council

presents a series of 6 talks on the Bedfordshire Regiment in World War I to commemorate the last year of the centenary of the Great War.



Diary of Talks

Tuesday 3rd April 2018: "With our backs to the wall ..." Operation Michael, March 1918. The Bedfordshire Regiment during the 1918 Spring Offensives.

Wednesday 2nd May 2018: "Hurry up Quint, we're liable to blow up at any minute". Some stories from the Bedfordshire Regiment in the Great War.

Wednesday 6th June 2018: Seven VC's for the Sixteenth Foot.
The Victoria Cross stories of the Bedfordshire Regiment.

Wednesday 5th September 2018: "This is a nasty business" - the 100 Days Offensives of 1918. The Bedfordshire Regiment during the final offensives of the war.

Wednesday 3rd October 2018: An unexpected find - Lieutenant Walter Graves of Sandye Place. His story, a surprise discovery and a trip to Ypres.

Tuesday 6th November 2018: "We will remember them" - the Sandy War Memorial. Some of the stories hidden in the memorial's stone.

Talks given by Steve Fuller

(local Bedfordshire Regiment Historian and Author)

The Council Chamber, Sandy Town Council
7.30pm Start, refreshments provided

£2.50 per ticket, per talk

Available from Sandy Town Council
places are limited, try to book early
or turn up on the night.

Telephone: 01767 681491 or email:
admin@sandytowncouncil.gov.uk



AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 26 March 2018

AUTHOR: Town Clerk

SUBJECT: Town Council Car Park

1. Summary

- 1.1 At a meeting of the Full Council on 29 January 2018 Members discussed current issues surrounding the Council's car park. It was agreed that the Clerk would look at work previously carried out by a car park working group and bring back information from previous reports.
- 1.2 No changes to the current parking system are currently proposed and the following report is to aid Members discussion on possible approaches to tackling parking issues. As set out in the Council's Community Engagement Strategy, any proposed significant change to parking should be consulted on with the businesses and the wider community.

2. 2007 Report

- 2.1 On 26 March 2007 the Council considered a report on the possible conversion of the Council's car park to a Pay and Display facility.
- 2.2 The report identified overuse and overcrowding of the car park as a major issue and use of unauthorised bays as a possible danger.
- 2.3 The 2007 report identified the cause of overcrowding as use of the car park by people working in the town centre and those who utilise the space for a whole working day. Commuters preferring to use the council car park rather than the station car park were also identified as a cause.
- 2.4 The 2007 report's objective was to bring the car park back under control and permit parking in authorised bays only. To increase safety and turnover so there is space available to short term shoppers, visitors etc.
- 2.5 The solution presented in the 2007 report was the introduction of controls to regularise parking in legitimate spaces but penalise those out of authorised spaces. Bringing in controls to increase turnover so that long term parking is either made unpopular or heavily charged thus leaving spaces for short term parkers, shoppers and visitors. The report acknowledged that controls could only be achieved through enforcement.

3. 2007 Proposal

- 3.1 It was proposed that the car park be turned into a Pay and Display facility with a limited number of 'Free' short stay places. A two-hour maximum with 'No return within 5 hours' was recommended.

It was suggested that fees should be comparable to the train station car park and that the car park could be split into two distinct areas one designated short stay and free of charge, and the other a long stay with payment. While division was not seen as completely necessary it was noted that it would help with enforcement.

Enforcement of the regulations at least twice a day would be necessary and new Parking Control Orders and regulations would be required. A ticket machine would need to be provided.

- 3.2 In 2007 two companies indicated a willingness to manage the car park on behalf of the Council. A third stated the facility was too small for them to become involved.

Costs to the Council in any such agreement were deemed to be;

Start up (one off costs)
Annual Management Fee
Revenue to Council

3.3 Start-up Costs

One off costs involved in setting up the scheme which would include signage, parking machine (including electricity provision), stationery etc. In 2007 the start up cost for the first year of the project were estimated to be £8,000. It was proposed that these costs could be met by a one-off payment from the Council or via deduction from profits via an agreement with a parking management company.

Annual Management Fee

Includes labour, enforcement, prosecuting and ongoing stationery costs. Estimated to be £25,000 per year in 2007.

Revenue to Council

Dependent upon method and rates of payment agreed by Council and a management company. In 2007 this was estimated to be £20,000 and £40,000 per annum after the deduction of a management fee. These figures were only a guideline and dependent on agreed charges and management fees.

- 3.4 The 2007 report summarised that there were benefits to introducing a pay and display car park, but that the key feature would be the employment of a professional, experienced and recognised company to manage the facility. The Council resolved to support further investigations into the proposal that the Council introduce Pay and Display.

4. Parking Working Group

4.1 Following the Council's resolution a working group looked at issues around parking within the town. The group looked at the car park, residential streets south of the town centre and contributory factors. The group considered;

- Problems at the time
- The position at the time
- Feasible options to alleviate parking pressure
- Opportunities and Risks

4.2 The working group proposed;

- (1) That the Council work with other bodies who own or control parking facilities to develop an approach to pricing and management.
- (2) That the Council develop and implement initiatives to maximise use of available resources and reduce environmental impact.
- (3) That the Council look at opportunities to establish additional parking facilities.

4.3 In 2008 further discussions on parking problems resulted in an agreement to install an automated barrier to control access to the car park and therefore reduce the number of spaces used by commuters as an alternative to using the station car park.

5. Present Situation

5.1 The issues currently faced by the Council are the same as those identified in 2007. The below table summarises the problems identified and weighs up some possible solutions for Members' consideration.

Identified Issue	Possible Solution	Positives	Negatives
Queuing at Barrier from 8:30am on to the High Street	Grant general access to the car park earlier than 8:45 am	Reduction in number of cars queuing to enter the car park between 8:30am and 8:45am	Car park would become a more feasible alternative to the train station car park for commuters Businesses and those with car park passes previously expressed objections to opening the barrier earlier as it resulted in the car park becoming full before 9am

APPENDIX VI

<p>Queuing at Barrier from 8:30am on to the High Street</p>	<p>Keep barrier closed until later, closer to 9am</p>	<p>May discourage queuing from 8:30am due to increased length in time before opening</p>	<p>Longer queues may develop as more car park users enter after 8.45am in preparation for a 9am start</p> <p>More vehicles will wait for cars with car park passes to enter the car park and 'piggy back' in.</p> <p>Could result in cars finding alternative parking on residential streets</p>
<p>Cars 'piggy backing' on those with passes to get through the barrier before 8:45am</p>	<p>Change access time to the car park</p>	<p>Opening the car park earlier may result in less 'piggy backing'</p>	<p>Opening the car park earlier will risk having spaces filled quicker and more use by commuters</p>
<p>Lack of available parking spaces after 9:30am</p>	<p>Introduction of Pay and Display System with 2 hours free parking for entire Car Park</p>	<p>Increase parking turnover and availability</p> <p>Retention of free parking for short term users of town centre shops and services</p> <p>Revenue generated for car park improvements</p>	<p>Set up, enforcement and management costs.</p> <p>Pushing all day parkers onto other areas of Sandy, such as residential streets.</p> <p>Negative impact on businesses and High Street regeneration as employers may pick up cost of employee parking costs resulting in additional operational outgoings</p>
	<p>Retention of free parking with introduction of a max 2 hours stay</p>	<p>Increase parking turnover in selected number of spaces</p>	<p>Expensive enforcement costs versus low revenue potential</p>

APPENDIX VI

	section subject to fines for over stay	Retention of free parking for all day users resulting in less impact on local businesses	Unlikely a management company would agree to such a model and enforcement would need to be done in house
Long Term Parking over consecutive days/weeks	Introduction of Pay and Display charges	Would make long term day time parking less attractive and expensive Regular enforcement action	The same negatives as detailed above would apply. Namely the set up and enforcement costs and the impact on other areas of town as users look for alternative parking

- 5.2 The Town Clerk has arranged meetings with parking companies to establish the feasibility and up to date costs of introducing parking machines and management agreements. Up to date indications of price will be received ahead of the meeting and verbally reported to Members.
- 5.3 Members are asked to consider the reported issues in the car park and advise whether they wish to continue investigations into pay and display models of payment and enforcement or identify other potential options for further investigation.

AGENDA ITEM 10

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 26 March 2018

AUTHOR: Town Clerk

SUBJECT: Public Space Protection Orders

1. Summary

1.1 The Community Services and Environment Committee previously considered complaints received from residents about both general and specific dog related incidents on the Fallowfield Recreation Ground. Concerns raised by residents included;

- the number of dogs off lead at school drop off and pick up times (9am and 3:30pm)
- The recreation area is located right next to a school entrance and is used by children coming to and leaving school.
- Dogs off lead approaching children and other dogs, sometimes jumping up and not responding to owners calls/commands.
- Users of the area feeling intimidated by off the lead dogs and worry over potential for dangerous dogs to cause harm to children.

1.2 The Clerk wrote to Maple Tree School to seek their views on the reported dog related issues. The School responded stating that their staff have reported issues around dogs off lead near the school entrance and occasions of parents reporting incidents of dogs running at children. The school noted a more general issue with dog waste on the field.

1.3 The Clerk was advised by CBC Community Safety Manager that CBC would be unlikely to enforce instructing dogs to be on leads in the recreation ground as there was no sports pitch. The Clerk was asked to bring back further information on PSPO's.

2. Public Space Protection Orders

2.1 The Government's guidance on powers granted to Police, Councils and other authorities to control or improve the behaviour of dogs confirm Councils have the power to restrict what dogs can do in a public space, e.g. banning dogs from the area or requiring them to be on leads. This is known as a [public spaces protection order](#) (PSPO).

2.1 Councils can use a public spaces protection order (PSPO), previously called a Dog Control Order (DCO) to place restrictions on a public area, such as a park or a town centre. Restrictions can apply to either:

- all dog owners
- owners who meet specific conditions set out by the Council

PSPO restrictions include:

- limiting how many dogs can be walked by an owner at one time
- requiring dogs to be on a lead in a specific public area
- requiring owners to pick up their dog's litter
- preventing dogs from being in a certain place, eg a children's play area in a park
- put your dog on a lead if told to by a police officer, police community support officer or someone from the Council

2.2 PSPOs only apply to public land and will last up to 3 years. They can be renewed following the three-year period.

2.3 Councils can make a PSPO unless they're:

- a parish or town council in England
- a community council in Wales

Therefore, Sandy Town Council does not have the power to create a PSPO and any PSPOs covering Sandy would need to be made and enforced by Central Bedfordshire Council (CBC) as the unitary authority.

2.4 **When a PSPO can be issued**

Government guidance advises that PSPOs must be used carefully as they apply to a whole public area rather than to individuals. Any PSPO issued should consider whether there can be exceptions, such as for working dogs for example.

A PSPO can only be issued when a dog's behaviour meets these conditions:

- it's affecting or is likely to affect the quality of life of people in the area
- it's persistent
- it justifies imposing restrictions on a whole public area

If a PSPO restricts local people's space to walk dogs, alternative space should be provided to allow for areas of dog walking.

CBC would need to consider the above points before issuing any PSPOs.

2.5 Before issuing a PSPO

CBC would need to consult the following before issuing a PSPO:

- the chief officer for the police area
- the area's police and crime commissioner
- representatives of people who it believes will be affected by the restrictions, eg residents associations or people who use the area
- the owner or occupier of the land (Sandy Town Council)
- dog law and welfare experts, eg vets or animal welfare officers
- organisations affected by the restrictions

2.6 Penalties

If a PSPO is in place and ignored a fine can be issued:

- £100 on the spot (a 'Fixed Penalty Notice')
- up to £1,000 if it goes to court

You can't be fined if you're a registered blind dog owner.

3. Central Bedfordshire PSPOs

3.1 CBC introduced four Dog Control Orders in 2014 to replace dog fouling legislation and outdated bye-laws. Four orders were introduced and were more recently converted to PSPOs.

1) Dog Fouling Order

It is an offence not to remove dog waste from all areas in Central Bedfordshire to which the public have access.

2) Dogs on Lead by Direction Order

Applies to all areas the public have access to in Central Bedfordshire. If a dog is causing a nuisance to people, other dogs, wildlife or farm animals an authorised council officer or site manager can ask that a dog is placed on a lead. It is an offence not to do so.

3) Dogs on Leads Order

Covers areas including; cemeteries, marked sports pitches, A and B roads and some busy areas and car parks at countryside sites.

4) Dogs Exclusion Order

An offence to let a dog enter a specific enclosed area such as a children's play park.

3.2 Issues relating to individual dogs and owners would not be dealt with by PSPOs and would be addressed using other powers granted to the police

and Council such as Reasonable Measures and Community Protection Notices (CPN)

4. Summary

- 4.1 As previously reported, CBC's Community Safety officer has indicated that it would be very difficult to justify creating a PSPO requiring dogs to be kept on leads or excluded from the Fallowfield Recreation ground as imposing restrictions on a whole public area would be disproportionate to the problems reported.

- 4.2 It has been suggested that the Council as land owner could make no dogs a condition of entry, however any enforcing of such a condition would need to be done by the Town Council and would be impractical given resources available. The Town Council can not make a bye-law to this effect.