

Sandy Town Council

To: Cllrs N Aldis, J Ali, T Cole, A M Hill, T Knagg, G Leach, C Osborne,
M Scott, J Sparrow, S Sutton (Chairman)
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 13 March 2017 commencing at 7.30pm.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
7 March 2017

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 30 January 2017 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 the Action Report and any updates. Appendix I
- 6 Playground Refurbishment Report**
To receive a report from the Town Clerk following Central Bedfordshire Councils review and evaluation of playparks within Sandy. Appendix II
- 7 Central Bedfordshire Council Market Town Match Fund**
To receive an update report from the Town Clerk. Appendix III
- 8 Bedford Road Recreation Ground**
To receive a report from the Town Clerk following a request received from Sandy Town Football club. Appendix IV
- 9 Defibrillators**
To receive a report on the relocation of the Town Council owned Fallowfield defibrillator. Appendix V
- 10 Sandy Town Centre Bins**
To note that central Bedfordshire Council will be installing new waste bins in the town centre the week beginning 13th march 2017.
- 11 Chairman's Items**
- 12 Date of Next meeting: 24 April 2017**

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Meeting 1/6/15			
Engayne Avenue Estate	(6-15/16)	Cllrs Aldis and Ali research and gather information about the area and report back to the Council in six to nine months' time.	Awaiting confirmation of site meeting with CBC Cllr P Smith, Aragon, Cllr M Scott and Ward Councillors. P Smith organising meeting.
Bus Shelter in Fallowfield	(15-15/16)	Defer this item until the bus route is decided.	On going. CBC have confirmed they are in the process of having the bus shelter agreed and installed.
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.	Ongoing. Cllr Hill and Town Clerk to look at consultation work with residents. Awaiting CBC planning application for affordable housing and community space (orchard/allotments) As of 2 March 2017 CBC stated that the planning papers would be ready shortly but could not provide a definitive timeframe.
Meeting 22/2/16			
Fingerpost Signs	(89-15/16)	Investigations proceed to have a finger post in the Town Centre and that this could be included in the bid for Market Town Regeneration funding.	On going To form part of CBC Match funding project. On agenda

Full Council Meeting 20/4/16			
Allotments	(22-2016/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>On going.</p> <p>Initial orchard/allotment management plan completed by BRCC.</p> <p>Awaiting completion of planning application for affordable housing and proposed allotments/orchard by CBC.</p> <p>As of 2 March 2017 CBC stated that the planning papers would be ready shortly but could not provide a definitive timeframe.</p>
Meeting 26/09/16			
Play Areas	(55-2016/17)	Review of Council owned play parks and consultation on refurbishment or addition of play equipment. Proposals and costs to be brought back to committee.	On agenda
Meeting 19/12/16			
Parking Restrictions	(77-2016/17)	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>Clerk has contacted CBC and requested a parking review.</p> <p>Response 25/01/17 – CBC have commissioned some parking studies for certain areas of Sandy.</p> <p>Update – 2/3/17 Results of studies expected mid-March. Clerk to meet with Principle Strategic Transport Officer once received.</p>
Town Centre Bench Marking	(79-2016/17)	Bench marking data collection to be carried out in mid-January and the results to be reported back to the next committee meeting if they were ready in time.	Report and presentation to go to Full Council meeting on 10 th April 2017.

SANDY TOWN COUNCIL

COMMITTEE: Community Services & Environment

DATE: 13 March 2017

AUTHOR: Town Clerk

SUBJECT: Playground Assessments

1. Summary

- 1.1 The following report is meant as a progress update for Members on the proposed refurbishment plan and use of section 106 funds for Sandy play areas.
- 1.2 It was previously agreed that short term health and safety work would be carried out on playground equipment while the office worked with playground providers to draw up plans for refurbishment of council owned play areas.
- 1.3 The Town Clerk approached Central Bedfordshire Council's (CBC) section 106 and Play Leisure services to discuss producing a play area refurbishment plan and committing section 106 funds. It was agreed that the Clerk and CBC's Leisure services would work together to carry out a review of all council (STC and CBC) play areas in Sandy to ensure section 106 funds and improvements were effective.
- 1.4 Central Bedfordshire Council's Play Sites Officer has conducted a Sandy play area review to inform a proposed play area refurbishment programme. The review assessed play areas based on information from annual inspection reports, play value, equipment required and current equipment condition. The review provides recommendations for the refurbishment of Council owned play areas.
- 1.5 The Town Clerk will be meeting with CBC's Play Sites Officer on 8th March 2017 to discuss the next steps within a refurbishment programme, including consultation. The Clerk shall update Members of the committee at the meeting on 13th March 2017.

2. Recommendations

- 2.1 The Clerk continues to work with CBC's Play Sites Officer to agree a programme of consultation and improvement plan for each of the parks.
- 2.2 A report is brought back with a recommendation on tendering for the highest priority parks and a section 106 application is submitted to commit funds once costs are established.

3. Report Summary

3.1 The findings and recommendations of CBC's play area review are summarised below. A more detailed spreadsheet is attached to this report for Members information. The following information is provided by CBC.

3.2 Bedford Road Recreation Ground

Replacement of older (non compliant) items. Addition of missing play elements.

3.3 Beeston Green

Installation of addition of missing play elements to increase play value.

3.4 Bickerdikes Gardens

Whole play area refurbishment to increase the number of pieces of play equipment and play value. Ensure the play area meets minimum play item requirements.

3.5 Fallowfield

Addition of missing play elements to increase play value and replacement of older (none compliant) items. Replace safety surfacing that does not comply with standards.

3.6 Sunderland Road

Whole play area refurbishment to increase the number of pieces of play equipment and play value. Ensure the play area meets minimum play item requirements.

3.7 The Limes, Beeston (Elder Close)

Addition of missing play elements to increase play value. Replace safety surfacing that does not comply with standards.

4. Additional Information**4.1 Play area signs**

4.1.1 There is a legal requirement, under the Occupiers Liability Act 1957 and 1984 to ensure that play areas have correct and adequate signage. There are signs at the Sandy Town Council play areas but these do not include all information as required by the standards.

4.1.2 Signs should be placed on the fence of the play areas (where there is one – if not, on posts) immediately adjacent to the gate (on the latching side of the gate). That way everybody has to see it when they go in the play area. There is no recommendation for the height of a sign on posts, but 1500mm offers good visibility for all users.

4.1.3 Play Area signage should include;

- Name of operator of the site
- General emergency telephone number - 999

- Telephone number to contact to report damage or accidents
- Name of the playground
- Address of the playground including postcode
- Pictograms – say no to strangers, no smoking, no ball games (if applicable), small children should be supervised, no litter/glass.
- Age of intended users - Any notices regarding age of users should be carefully worded so that it does not imply that the area is safe for all users of that age. For instance a 12 year old may have the mental and physical capabilities of a three year old. Central Bedfordshire Council have used the wording – intended for users up to the age of...

Example of CBC sign



4.2 Dog Signage

Separate signage relating to dogs is available from Central Bedfordshire Council

- **Enclosed play areas** - “No dogs allowed” sign installed on fence on opposite side of the gate to the CBC play area sign.
- **Open play areas** - “no fouling” and “dogs on leads by direction” signs added, all of these are enforceable. (Just “Dogs on leads” cannot be enforced)

4.3 Gates

It has been identified some of the gates are not operating correctly. Guidance for gate closing time is between 4-8 seconds (from 90 degrees open). The use of self-closing mechanism is strongly recommended to maintain the gate in a closed position. Central Bedfordshire Council are currently installing hydraulic closing gates supplied by Easy gates to all our play areas www.easy-gate.co.uk

Gate colour to contrast with the fence as this will assist visitors to the playground, especially those with a visual impairment, to identify the location of the gate.

Sandy Town Council

Sandy Play Areas Review – February 2017

Playground	Owned	Type	Age (Size) sqm	Area (size) ha	Meets minimum activity size	Number of Play Items	Meets play item requirements	Play Value Score (PVS)	Meets PVS requirement	Risk Assessment (annual inspection)	Missing Play experiences	% Equipment applies to current standards	Recommendations	Order of refurbishment
Bedford Road Recreation Ground	STC	NEAP	1700	0.17	YES	16	YES	74	YES	Medium Risk	Sensory	81.23%	Replacement of older (non-compliant items) Admission of missing play elements.	3
Beeston Green	STC	LEAP	600	0.06	YES	2	NO	16	YES	Low Risk	Imaginative Play Sliding Climbing Crawling Sensory Rotating Rocking	100.00%	Addition of missing play elements.	4
Bickerdikes Gardens	CBC	LAP	225	0.02	YES	2	NO	6	YES	Low Risk	Imaginative Play Swinging Sliding Climbing Crawling Sensory Rotating	100.00%	Whole play area refurbishment.	1 =
Fallowfield	STC	NEAP	1100	0.11	YES	13	YES	51	YES	Medium Risk	Sensory No traditional swings – flat or cradle	92.31%	Addition of missing play elements and replacement of older (non-compliant) items. Replace safety surfacing.	2
Sunderland Road	STC	2 LAPS 1 LEAP	400	0.04	YES	7	YES	30	YES	Medium Risk	Sensory	42.86%	Whole play area refurbishment.	1 =
The Limes, Beeston (Elder Close)	STC	1 LEAP	700	0.07	YES	6	YES	20.5	YES	Low Risk	Crawling Sensory Rotating	100.00%	Addition of missing play area elements. Replace safety surfacing.	5

LAP - Local Area for Play (Primarily for under 6s)
 LEAP - Local Equipped Area for Play (Children who are beginning to play independently)
 NEAP - Neighbourhood Equipped Area for Play (Mainly for older children but with play opportunities for younger children too)

Minimum Activity Size

LAP 100m2
 LEAP 400m2
 NEAP 1000m2

Equipment Requirement

LAP 3 + items
 LEAP 5 + items
 NEAP 8 + items

Age Range

Up to age of 6
 Up to age of 9
 Up to age of 14

Notes: Compliance to current standards means pieces of equipment may not meet current standards but do not need immediate replacement unless identified as unsafe. The equipment would have complied to the standards at the time of installation.

The aim of the review and improvements is to provide stimulating and challenging experiences.

SANDY TOWN COUNCIL

COMMITTEE: Community Services & Environment

DATE: 13 March 2017

AUTHOR: Town Clerk

SUBJECT: Market Town Match Fund

1. Summary

- 1.1 As Members are aware Central Bedfordshire Council launched the Market Town Match Fund to support town centre improvements for towns across central Bedfordshire.
- 1.2 The Town Council was up against tight deadlines for an original application due to the changeover in Clerks and the short timeframe in which to apply. The Council agreed to put in an application to concentrate on improvements to the look of the town centre.
- 1.3 The Clerk has worked with Central Bedfordshire Council's project team and highways department and a task order was put in to assess the scope of work and costs involved. Match funding will be achieved from economic uplift and the Town Council's ongoing maintenance of assets.

2. Proposal

- 2.1 An application was put forward to concentrate on visual and physical enhancement of the town centre via installation and improvement of signage and street furnishing. The Council, along with Potton Council, also supported the Story in Stone Mosaics Project which will see a series of mosaics across Sandy, Potton and Biggleswade.

3. Scope of Works Included


- 3.1 The elements of work or street furnishing installations to be included are detailed below;
- 3.2 Councillors identified the need for improved signage in the town, especially finger post signage. Finger post sign to be installed in the Market Square/High Street and review of current town entrance signs.
- 3.3 Councillors identified a covered community stand at a central point in the market square as a benefit for the town. Covered stand to be installed in front of post office. See attached map for location.
- 3.4 Improved street furnishing via the installation of 5 new benches and new cycle racks. New bins are also being installed throughout the town centre.


- 3.5 Decluttering of unnecessary or redundant signage, post and street clutter.
- 3.6 Painting of all railings (traffic light crossing etc.) to uniform green colour throughout town centre. (To match Market Square lampposts and planters)
- 3.7 Refresh painting of directional arrows/text in car park (included in scope of work but dependent on timescales)
- 3.8 Installation of an additional notice board in the Town Council owned area leading from the car park to the zebra crossing. To include a map of the town centre and its shop units along with a business directory.
- 3.9 Installation of lamp post banners along the High Street. Up to 14 banners allowed for. Content of banners to be agreed and the Clerk is in discussions regarding the ongoing setting up/changing over of banners. Content of banners along with times/lengths of use to be agreed. CBC to carryout tests to ensure lamp columns are suitable.
- 3.10 Series of 6 mosaics at locations (to be agreed with CBC and landlords) in the town centre.


4. Street Furnishings


The following images show the proposed street furniture to be purchased and installed by CBC’s Highways contractor. Please note that images are examples and do not always show the proposed colour choice.


Finger Post Signage		
	Product Details	Way markers
	Stockport Signage Column BX 901-RT Colour: Green	Library Town Council Offices Train Station Car Park

Seating/Benches	
	<p>Product Details</p> <p>Eastgate 'Anti Vandal' Seat BX 2020-AV-BP</p> <p>Cast iron framed seat featuring galvanised mild steel slats. Available with either cast iron or ductile iron end frames</p> <ul style="list-style-type: none"> • Highlighting and crests are available at an extra cost <p>Colour: Green with wood effect slats if possible similar to BX 2020-BP if possible.</p>

Covered Stand	
	<p>Product Details</p> <p>Beaufort Bandstand</p> <p>Features:</p> <p>Heavy duty construction throughout</p> <ul style="list-style-type: none"> • Internally drained through 114 dia. circular hollow section columns • Soffit left open to display structural roof supports • Mild steel galvanized roof panels • Roof manufactured in two halves • Laser cut eaves plates Ball/spike finial to top of roof • Base plate fixed below ground <p>Single Unit Size:</p> <ul style="list-style-type: none"> • Across corners: 4900mm Across flats: 4300mm • Pitch circle diameter (PCD) of columns: 3875mm • Height overall: 4000mm • Height to underside of eaves: 2500mm <p>Colour Green</p>

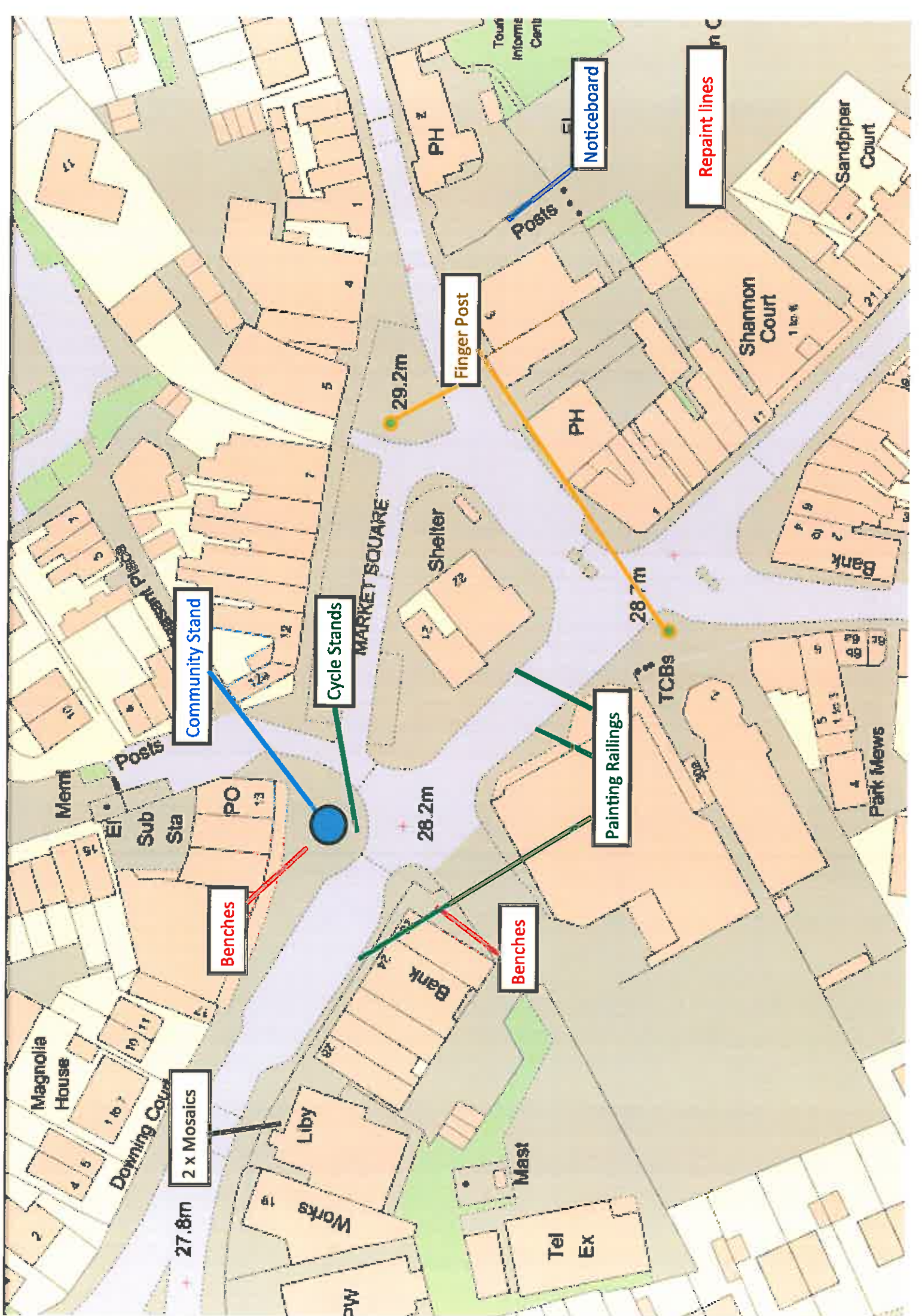
Cycle Racks	
	<p>Product Details</p> <p>Harrogate Cycle Stand</p> <p>The Harrogate Cycle Stand is a popular tubular cycle stand which allows the bike to be securely locked in a variety of ways and suits most type of bicycle.</p>

Notice board	
Product Details	
	<p>Hartshill Display Case</p> <p>Bollard mounted display case with Rutland header board. Suitable for advertisement posters and town information.</p> <p>Dimensions: 1200mm x 1000mm</p>

Lamp Post Banners	
Product Details	
	<p>Flex Lamp Post Brackets</p> <p>Flex lamp post system withstands high winds by transferring the force immediately from the banner to the fibreglass arms, which then flex</p> <p>This type of system can take a banner size up to 750 mm x 1500 mm other sizes can be accommodated.</p> <p>Double sided banners 500mm x 1800 mm</p> <p>Quantity: 14</p>

Basic example lamppost banner mock-up. Options include using banners to advertise what Sandy has and approaching other organisations, such as the RSPB to see if they would want to have a banner.





Community Stand

Cycle Stands

Finger Post

Noticeboard

Repaint lines

Benches

Benches

Painting Railings

2 x Mosaics

27.8m

28.2m

28.7m

29.2m

MARKET SQUARE

Shelter

PH

PH

Shannon Court

Sandpiper Court

Bank

Meml

Sub Sta

PO

Magna House

Downing Court

Liby

Works

Mast

Tel Ex

Park Mews

TCBs

SANDY TOWN COUNCIL

COMMITTEE: Community Services & Environment

DATE: 13 March 2017

AUTHOR: Town Clerk

SUBJECT: Bedford Road Recreation Ground
Request from Sandy Football Club

1. Summary

- 1.1 On the 21st February 2017, the Town Clerk and Head Groundsman met with representatives of the Sandy Football club (SFC) to discuss matters relating to pitch conditions and issues faced by the club and visiting teams on match days.
- 1.2 At the meeting the club raised issues around parking on match days and the difficulty both home and away teams face because of parking restrictions in the area. The SFC have asked whether the Town Council could revisit a 2013 proposal made by the club to convert a portion of grassed area adjacent to the club house into designated parking for match days and one off events. The proposal was not previously carried forward by the Council.
- 1.3 Members are asked to consider the football club's request.

2. Proposal

- 2.1 SFC are asking that the Town Council consider approving changes to council owned land at Bedford Road recreation ground to allow for the creation of a dedicated parking area to be used by the Club on match days.
- 2.2 The Club would like to install grasscreeper over the designated area to support parking and avoid ongoing damage to the ground during wet weather.
- 2.3 If approved, it is proposed that the car park would be gate controlled and opened on match days only. Parking would be for club players and officials. The Town Council could also use the car park area for any events that may be held in the recreation ground.
- 2.4 The club proposes that safety concerns could be addressed by the installation of a fence around the car park area to separate it from the wider recreation ground. The fence would need to include a self-close gate to avoid invalidating the recreation ground dog order.
- 2.5 The approximate size of the area proposed is 22m x 17m. Exact sizes would need to be agreed if the Council were to approve a request.

3. Information

- 3.1 The SFC have brought forward their request at this time due to increasing difficulties in parking on match days and the impact this has on the club, residents and traffic on Bedford Road. Since the football club previously approached the Council in 2013, further parking restrictions have been applied to roads adjacent to the recreation ground which has compounded the matter.
- 3.2 Up to five vehicles can park on a small stretch of Bedford Road, in front of the War Memorial and entrance to the recreation ground. 'No Parking' restrictions apply to the rest of Bedford Road, Albion Court and Kings Road. Other Roads in close vicinity are residential and not suitable for parking.
- 3.3 The lack of suitable parking has resulted in players, supporters and visiting teams' players receiving parking tickets and creates potential traffic obstructions on Bedford Road.
- 3.4 There is already an existing gate and dropped kerb for vehicle entrance which can be used as an exit/entrance. Consideration would need to be given to emergency vehicle access to the recreation ground if the area were to be fenced off. A second vehicle gate in the fencing surrounding the car park would therefore be needed.
- 3.5 The Club would look to secure grant funding to support the costs of the work.

4. Proposed Area for Consideration

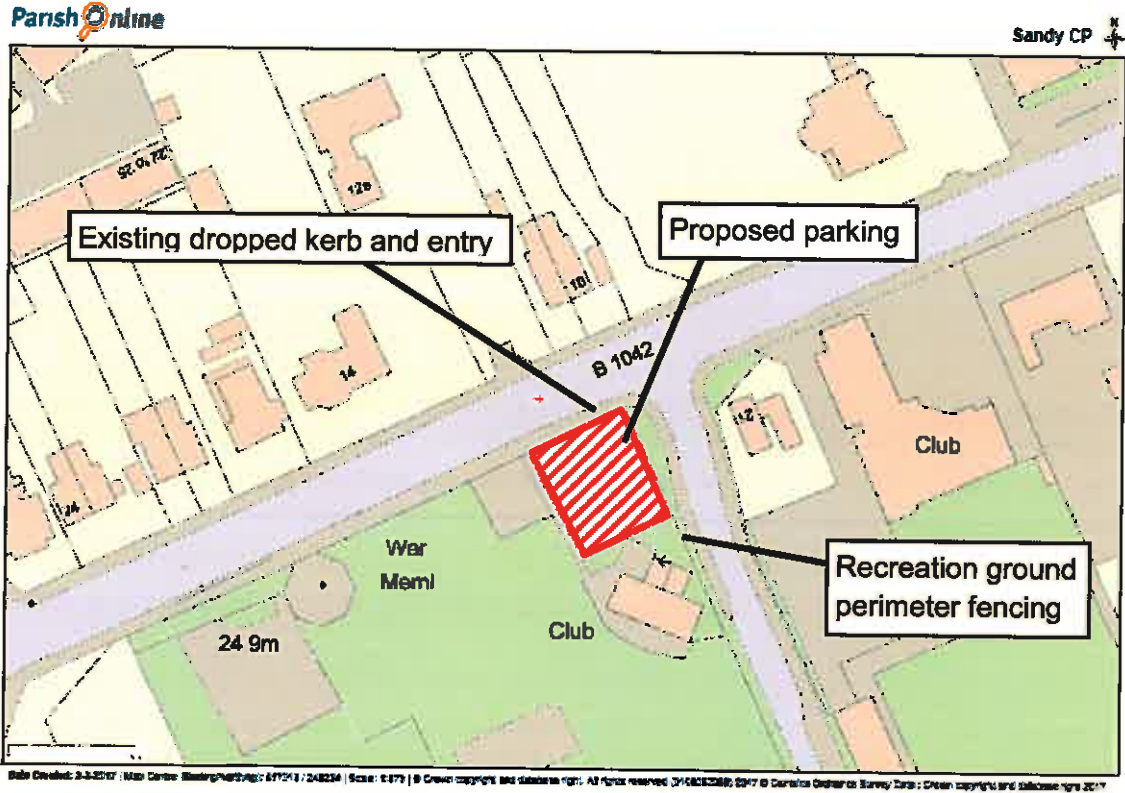


Image 1

The image below shows the area SFC would like to turn into a parking area. It is proposed the existing gate and dropped kerbing would be used as the entrance/exit.

Image 2

The image below shows the proposed parking area.



Members are asked to consider the Sandy Football Clubs request.

SANDY TOWN COUNCIL

COMMITTEE: Community Services & Environment

DATE: 13 March 2017

AUTHOR: Anne Elliott-Flockhart

SUBJECT: Relocation of Council Owned Defibrillator

Background

Sandy Town Council own two defibrillators, one that is located at Sandy Library and one that was located at the Co-op store in Fallowfield.

Recently the Co-op have decided to remove all non Co-op owned defibrillators from their properties, instead each store will have their own, that will only be available during the hours the store is open.

As such the defibrillator that was located at the store in Fallowfield has been returned to the Council Offices.

Therefore a new location needs to be identified. Ideally defibrillators will be located at a point that can be easily seen and has access to a power source. If the location is owned by someone other than STC then a hosting agreement needs to be in place. Defibs can be sited on posts with a power source, presumably a lamppost, but this needs to be confirmed. We would also need to find out whether a new casing box would be required if attached to a post.

Possible locations

Fallowfield – There are no buildings except privately owned ones that adjoin the playing field at Fallowfield. The only suitable lamppost is owned by CBC (no 2) in Osprey Close which is at the bottom end of the field.

Beeston – It has been suggested that the defib could be sited at one of the bus stops in Beeston. Both of which are on the A1 and do not have a power source, though there are lampposts nearby. There are no buildings except privately owned ones that adjoin the Green. There is a STC owned lamppost (no S2) located at the top of the Green where it adjoins the road that leads to Hatch.

Sunderland Road – The Jenkins Pavilion is located at the top end of Sunderland Road Playing area. The Pavilion is owned by STC therefore doing away with having to get a hosting agreement signed.

Options

- The defib can be attached to a lamppost, however new fittings would be needed and the preferred option would be to install the defib on a building.
- Locate the defib at the Jenkins Pavilion.
- Try and identify another suitable location.