

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy SG19 1JE on Monday 25th July 2022 commencing at 7.30pm.



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
20th July 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 13th June 2022 and to approve them as a correct record of proceedings

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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.

5 **Action List**

To receive the Action List and any updates.

Appendix I

6 **Litter bins at Sunderland Road**

To receive a request from a resident to install an extra litter bin at Sunderland Road Recreation Park.

Appendix II

7 **Park Signs**

To consider including what3words references to signs for Sandy Town Council open spaces and recreation parks.

8 **Skate Park**

To receive a verbal update from the Clerk on the progress of the build for the new Skatepark at Sunderland Road Recreation Park.

9 **Events Group**

To receive the minutes of the Events Group meeting held on 30th June 2022.

Appendix III

10 **Car Park Barrier Request**

To consider a request from a member of the public regarding the car park barrier times.

Appendix IV

11 **Chairman's Items**

12 **Date of Next Meeting:** Monday 5th September 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> <p>Clerk has chased CBC to ask if any objections were made to the application advertised in March and as none were made progress is now going ahead with the lease.</p> <p>Clerk received an email from Lee Newton to say that a draft lease was being created and should be ready for review on Wednesday 13th July. However, of 14th no lease has been forthcoming. Clerk to chase.</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>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.</p> <p>Clerk to invite Mr Keaveney to Sept/Oct meeting of CSE to give an update on the site.</p>
CSE Meeting 05/10/2020		
SID Sign locations and Installation Min (37-20/21)	RESOLVED to approve sign locations and the Clerk work with CBC to arrange installation.	<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</p>

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		<p>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> <p>Meeting between Clerk and Cllr Sutton cancelled at the last minute a new date is being fixed for this meeting. Clerk reached out to other CBC Clerks to understand how they had dealt with the same issues. Confirmed that CBC has the final say on whether SID can be installed.</p> <p>Cllr Sutton and Clerk met with Philip Eaton and Wayne Humberstone from the Office of the Police Crime Commissioner to discuss the issue on 04.07.2022. They agreed to pursue the matter with CBC. The response from CBC was: <i>"CBC Engineers are aware of the speed concerns, anticipating that a SID installed in isolation was unlikely to be effective or unlikely to have the desired impact on driver behaviour - leading to disappointment.</i></p> <p><i>They believe it is better to investigate the problem, so have included the location in the 2022 annual road plan, ensuring a thorough review of the speeds and appropriate measures when they will be able to update the Town Council.</i></p> <p><i>Subject to CBC / TC accepting verge parking, The Camera, Ticket and collision unit aims to provide the periodic presence of a high visibility marked safety camera van in the area that will influence driver behaviour and encourage compliance of the speed restriction.</i></p> <p><i>As well as the above I will be speaking to the OPCC comms lead to promote the idea of a speed watch in the Sandy area and would also ask that you promote this scheme through whatever communication channels you have will local residents and businesses.</i></p> <p><i>I do not have any timeline for the work CBC are going to do but feel that this is matter has been highlighted to them and included in their 2022 plan."</i></p> <p>No current Speedwatch in Sandy. Clerk to help OPCC promote Speedwatch and make a call out to volunteers via Social Media and newspapers.</p>
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CSE Meeting 23/08/2021		
Min (33-21/22) EV Charging Points	RESOLVED that the Clerk submit a list of STC owned sites for consideration as part of CBC's EV Charge Point Scheme	EOI for sites submitted on 24 th August 2021. Acknowledgment of receipt received. 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. 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.
CSE Meeting 21/03/2022		
Min (121-2021/22) Support for Ukraine- The Meadows	Action: Request Clerk write to Tony Keaveney to suggest using The Meadows to house Ukrainian refugees	Clerk emailed Tony Keaveney on 14 th April with the request to consider using The Meadows to house Ukrainian Refugees. Reply from Tony Keaveney on 3 rd May, I circulated to all Members outlining plans for The Meadows and actions taken by CBC to help refugees from the Ukraine. Central Bedfordshire stands with the people of Ukraine Central Bedfordshire Council
TC Meeting 07.03.2022		
Min (207-2021/22) Jubilee Beacon	RESOLVED that a gas beacon be used on the day and that a permanent memorial request be referred to the CS&E Committee. One vote against was recorded.	S106 funding agreed for what was originally planned to be a Jubilee Beacon for the town. Following decision on 7 th March it was agreed that a new Beacon would not be needed and Clerk to investigate how/if S106 funding could be used in an alternate way. It was confirmed by CBC that the S106 funding could be used for a community Arts Project and as long as it fitted with the following criteria: 1) A commissioned bespoke piece of art to commemorate the Queen's Platinum Jubilee to be displayed in the town or 2) Suggest an arts-based community engagement event Members of the public have been encouraged to send suggestions in through the Annual Parish Meeting, Social Media and TC website. Suggestions include: <ul style="list-style-type: none"> • Mosaic from artists that supplied Story in Stone • Engage with local children to come up with a design to be judged by the Mayor/Deputy Mayor

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		<p>Decision to be made in the Summer</p> <p>Press release and competition details have been published and circulated to all local schools, the library and sent to the Chronicle. Local Artist to be engaged as part of the judging panel. Let's Get Going have been asked to include activity on the competition during the Wellbeing Day at Sunderland Road on 18th September.</p>
CSE Meeting 21.03.2022		
CSE Meeting 09.05.2022		
<p>Min (130-2021/22)</p> <p>AMP</p>	<p>It was RESOLVED that the Clerk seek more detail from AMP about the proposed enclosure for the pod and ask if other possible site could be considered that would have less visual impact within an open space.</p>	<p>Details circulated to Members</p> <p>Further information circulated to Members. Suggestions for suitable pockets of land requested.</p> <p>STC has given permission to AMP to contact utilities in order to explore possible sites around Sandy for the installation of the battery pods. A report will be circulated once information is forthcoming.</p>
CSE Meeting 09.05.2022		
<p>Min (134-2021/2022)</p> <p>Beeston Green Drainage</p>	<p>Meeting between Philip Lovesey, Operations Manager at Bedford Group of the Drainage Board took place with Cllr Scott, Ward Cllr Stock the Clerk and Members of the Public</p>	<p>An inspection of the site was made and problems with strimming identified that prevented access to the culvert and therefore any action to remove blockages at site.</p> <p>STC Outdoor Team undertook strimming of the area to enable better access to culvert and CBC Contractors have been briefed by Clerk to maintain the area as now set.</p> <p>Drainage Board looking to come out to undertake work to clear the area by the Autumn. There would be a need to undertake public engagement around the clearance work as the silt would need to be placed on the banks and would have an unpleasant odour, so residents must be made aware.</p> <p>Letter received from Bedfordshire and River Ivel Internal Drainage Board outlining works to be carried out during 2022/23 programme along the River Ivel to advise us that the following work would be taking place:</p> <ul style="list-style-type: none"> De silting De silting/clearing Weed-cutting Spraying Flailing Flailing/Clearing Hand-work

Date:	25th July 2022
Title:	Provision of Litter Bins at Sunderland Road Recreation Ground
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To receive and consider a request from a resident for an extra litter bin to be installed at Sunderland Road Recreation Ground between the Sunderland Road entrance and All-Weather pitch.

Recommendation

2. That the Council consider whether it is necessary to purchase and install an extra bin for the recreation ground to encourage people to bin their litter and keep the area clean and tidy.

Background

3.0 The Clerk received a request from a resident to install an extra bin at Sunderland Road Recreation Ground after finding a lot of litter (including broken glass) strewn across the pathway by the All Weather Pitch. On picking up the litter the resident was not able to locate a bin in the vicinity to place the litter in, the nearest being by the Village Hall car park.

3.1 The resident suggests an extra bin place at this area at the recreation ground would relieve the issue of litter by providing an extra bin for recreation ground visitors to use. Making it easier for them to dispose of their rubbish.

Financial Implications

4.0 In 2021 STC purchased and installed a number of new bins at Sunderland Road Recreation Ground at a cost of circa £410.00 per unit including carriage and fixings.

4.1 Litter bins in the Recreation Ground are owned and emptied by STC, so an extra bin will have a further small cost implication in terms of STC Outdoor Team member's time.

4.2 There is £1,000 provisioned for in the 2022/23 budget line for 'Litter bins, Bus Shelters and Seats'. This budget is to cover all open spaces and not just Sunderland Road.

Policy Implications

5. None.

Legal Powers

6. 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)

Date:	25th July 2022
Title:	Events Working Group Minutes
Contact:	Katie Barker, Administrator

Minutes of the meeting of the Events Working Group on Thursday 30th June 2022.

Present: Cllrs Aldis, Hewitt, Sharman and Sutton

Absent: Cllr Thompson

In attendance: Mrs N Sewell (Clerk), Miss K Barker (Administrator), Mrs C A Baker-Smith (Admin Team Leader)

1. Election of Events Working Group Chair

Cllr Hewitt was elected as Chair of the Events Working Group.

2. Apologies

No apologies were received.

3. Minutes of last meeting

It was noted that several informal meetings with members of the working group, other Councillors, staff and external contacts had been held since the last formal meeting, in order to complete the work needed to deliver the Platinum Jubilee event. These had not been minuted.

Members received the minutes of the meeting of the Events Working Group held on Thursday 27th January 2022 and approved them as a correct record of proceedings.

4. Platinum Jubilee event debrief

Members received a report from the Clerk outlining the challenges, successes and lessons learned from organising the Platinum Jubilee event.

The Clerk summarised that factors outside of the Council's control, such as late changes to requirements from Central Bedfordshire Council and the Police, had caused the greatest issues.

The Clerk also said that in future, it would be crucial that the core aim of an event is decided early in the planning process, so that additional ideas which may arise don't distract from or over-complicate the main mission.

Event planning was much more time consuming than anticipated, due to difficulties and delays in communication between all the different parties involved. In future, a single overarching plan for all aspects of the project would be needed, including dates for completion and RAG (red, amber, green) statuses applied.

A member added that issues arose from assumptions being made that things would happen as they had at other events in the past – this can't be relied on in future.

A member suggested feeding back to NALC that Temporary Event Notices are not really suitable for purpose as the limit of 499 attendees at one time is prohibitive for most groups. They added that receiving conflicting advice from Central Bedfordshire Council aggravated the situation.

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It was suggested that a meeting should be arranged between the SAG, Licensing, the Police, CBC Ward Councillors and STC to discuss a better process and ways of working together on future events.

Cllr Sharman left the meeting.

Mrs C A Baker-Smith joined the meeting.

5. Christmas Lights switch on

Members discussed roles and responsibilities for the annual Christmas lights event. A member stated that the Friends of Sandy Christmas Lights were and should be responsible for organising the event. The Clerk said if this was the case, FoSCL should be named as event organiser and should apply for their own TEN.

The Admin Team Leader gave an overview of tasks which the admin team has historically completed and costs which the Council has paid. These include the Christmas lights and tree, TEN, road closure, first aid cover, staging, insurance, day-of grounds support, printing and a number of other small administrative tasks. It was suggested that records should be kept of the small administration costs, e.g. printing, in support of the event, so that the Council would know the actual cost of it.

Cllr Sharman re-joined the meeting.

A member queried how other aspects of the event were funded. It was explained that FoSCL raise funds for the stage and street entertainment, and for the Grotto, through collecting pitch fees from the market stalls and by selling raffle tickets. The Clerk stated that it was important for the Council to understand the budget and tasks involved in the whole event.

6. Temporary Event Notices

Members discussed a communication received from Central Bedfordshire's Licensing Team following recent Temporary Event Notices submitted for the summer market and Christmas lights event. Bedfordshire Police had objected to both applications on the grounds that each person selling alcohol should secure their own TEN. Licencing had asked how numbers would be kept below the limit of 499 at the Christmas event.

Members felt that it would be reasonable to have all alcohol sellers provide their own licences; this was a simple resolution for one issue.

It was agreed that the office would look into the possibility of obtaining a premises licence for the Market Square, for the live music at the Christmas lights event. It was also agreed to arrange a meeting with the SAG and Licensing to discuss different types of licence and what would work for an event like the Christmas lights.

7. Request to use Council land

Members considered a request from a member of the public to use Bedford Road recreation ground for a child's birthday party. The request was for approximately 10 people and would include the use of a gazebo.

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The group agreed to give permission for the party to be held as requested, on the condition that the football club agreed and that the organiser provided proof of insurance cover and a risk assessment for the use of the gazebo.

8. Date of Next Meeting

It was agreed that a meeting of the Events Working Group would be scheduled within the next few weeks to begin planning for the Remembrance Parade and Service.

Date:	25th July 2022
Title:	Car Park Barrier Request
Contact:	Nicola Sewell, Town Clerk

Purpose of the Report

1. To consider a request from a member of the public regarding the car park barrier opening times.

Recommendation

2. That the Committee consider whether it is necessary to change the opening time of the car park barrier, or take any other action to address recent problems for users of the car park.

Background

3.0 In 2008, after the Car Park Working Group had undertaken work to identify possible solutions to problems including overcrowding of the town centre car park and spaces being taken up by commuters, the Council resolved to install automatic barriers at the entrance, the exact timings for which would be decided by the Car Park Working Group.

3.1 Originally the barrier was set to close at 4.15am and open at 8.45am. The closing time was changed to 8.00pm during a brief trial in 2011, before reverting to the original timings. Since then, the timings have been changed again to close at midnight and open at 8.45am.

3.2 In 2018, the Community, Services and Environment Committee considered a report looking at issues around the use of the car park at that time. The problems identified then were: queuing from the entrance barrier onto the High Street from 8:30am; cars 'piggy backing' on those with passes to get through the barrier before 8:45am; lack of available parking spaces after 9:30am; and long term parking over consecutive days/weeks. Some possible solutions identified were: changing the barrier opening time (either earlier or later); introducing a pay and display system; and introducing a maximum stay. After discussions where Members were divided in their opinions, the Committee resolved to recommend that the Council would not pursue the introduction of car parking charges in the car park.

3.3 In 2021, one of the barriers was accidentally damaged when hit by the vehicle of a waste contractor working on behalf of Central Bedfordshire Council. The barrier could not be used until the damaged barrier was replaced, however, utilisation of the car park was so low during the COVID19 national lockdown restrictions that this did not negatively impact parking availability. The barrier was not put back into use as soon as the damaged barrier was replaced because of the lower utilisation of the car park at that time.

3.4 As utilisation has increased and parking availability worsened again, the car park barrier went back into operation from Monday 4th July 2022, with the barrier closing from midnight until 8.45am. This change was advertised for several days prior, with posters at the car park entrance/exit and in the town centre; and posts on the Council's website and Facebook page.

Proposals/Information

4.0 The office has received a request from an employee at a local business to change the barrier timings, so that its open from 8.30am. The person making this request has a car park access card as they normally start work early, however, they have experienced problems accessing the car park every day since the barrier went back into operation.

4.1 The employee reports that vehicles have been queuing from the barrier back onto the High Street from 8.30am until 8.45am, with drivers waiting for the barrier to open. In order to get into the car park and get to work on time, they have ended up either abandoning their car on the High Street or parking in the car park exit lane to walk to the barrier and let all the other drivers through. They have also been followed into their office, which is near the car park entrance, with people asking to borrow the card so they can get through the barrier. These experiences are making the employee consider changing their working hours to avoid these uncomfortable interactions. They have asked the Council to consider opening the barrier from 8.30am, as they believe this would resolve the issue.

Financial Implications

5. The barrier timings can be easily changed, but this would require an engineer call out, which is likely to cost approximately £131.00+VAT.

Other Implications

6. Changing the timings for the barrier could result in more parking spaces being taken up earlier, including by people working in the town centre, or commuting to work via the railway.

Policy Implications

7. There are no direct policy implications related to this request. However, such decisions affect how the Council can continue to manage flow of the car park for the benefit of the town centre.

Legal Powers

8. The 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)