

Sandy Town Council

To: Cllrs P N Aldis, J Ali, P Blaine, T Cole, A M Hill, W Jackson, T Knagg, G Leach, C Osborne, M Pettitt, M Scott, D Sharman, P Sharman, J Sparrow and S Sutton

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 28 November 2016 commencing at 7.30pm for the purpose of transacting the items of business below

Chris Robson
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
22 November 2016

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING

A G E N D A

1 Apologies for Absence

To receive any apologies for absence

2 Declarations of interest and requests for dispensations

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 Pecuniary Interests*
- iii) Dispensations*

3 Public Participation Session

To receive questions and representations from members of the public.

Sandy Town Council

4 Sandy Fire Service

To receive a presentation from the Sandy fire service.

5 Minutes of previous Town Council meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 24 October 2016 and to approve them as a correct record of proceedings.

6 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere

- i) Development Scrutiny Committees held on 7 November 2016 and 21 November 2016.
- ii) Community Services and Environment Committee held on 7 November 2016.

RESOLVED to RECOMMEND that the Town Council supports the Sandy Green Wheel initiative and contributes £2,000 for the next two years on the understanding that any s106 monies go towards this project.

RESOLVED to RECOMMEND that the mobile camera be sited on the Fallowfield estate and that the Clerk write to the Police Commissioner regarding CCTV and funding and the lack of police presence to follow-up crimes in Sandy.

- iii) Policy, Finance and Resource Committee held on 21 November 2016.

RESOLVED to RECOMMEND that the Council amends the Co-option Policy to remove the requirement for candidates to get a proposer and seconder as part of the application. That the Policy wording be amended as proposed to clarify the co-option process.

RESOLVED to RECOMMEND that the Town Council adopt the proposed Metal Detecting Policy with effect from 2 January 2016.

7 Financial Matters

- i) To note a summary statement of income and expenditure against budget for the year to date (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 21 November 2016).

Sandy Town Council

- ii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 21 November 2016).

8 RSPB

To hear from the RSPB's senior site manager on proposed works to a wall along the B1042.

9 Story in Stone Mosaics Designs

To receive an update on the designs for the Story in Stone Mosaics Project.

10 Sandy Sports and Leisure Association

To receive a report from the Town Clerk on the Town Council becoming sole trustee of the SSLA. Appendix I

11 Reports from Central Bedfordshire Councillors

To receive reports from Sandy's Central Bedfordshire Councillors.

12 Action List

To receive any updates and note the Action List. Appendix II

13 Beeston Village Green

- i) To receive an initial draft copy of the Town Council's Beeston Village Green Management plan. Appendix III

14 Central Bedfordshire Local Plan

To receive comments from the Community Plan Working Group on sites submitted under Central Bedfordshire Councils Call for Sites. Appendix IV

15 Bench Mark Training

To receive a report from the Town Clerk on Town Centre benchmark data gathering following the recent training session. Appendix V

16 Reports from representatives on outside bodies

To receive reports from Council representatives on outside bodies/organisations.

- i) To receive a Sandy Carnival Association report from Cllr. T Cole. Appendix VI

17 News Releases

18 Chairman's Items

19 Date of Next Meeting: 16 January 2017

AGENDA ITEM 10

SANDY TOWN COUNCIL

DATE: 28 November 2016
AUTHOR: Town Clerk
SUBJECT: Sandy Sports and Leisure Association

Summary

On 3 November 2014 Sandy Town Council authorised the Town Clerk to work with the trustees of the Sandy Sports and Leisure Association (SSLA) to confirm the implications for both bodies should Sandy Town Council agree to act as Sole Trustee of SSLA in the future.

The following report summarises advice from the Charity Commission on the implications of a council becoming a charity.

Background Information

The SSLA evolved from a small group which was formed around 1990 with the working name of the Sandy Sports & Hockey Initiative.

The inaugural meeting of the SSLA took place in January 1995 and in March 1995 the SSLA was granted Charitable Status with the declared objective and aim;

“To provide and assist in the provision of facilities for the recreation and other leisure time occupation in the interests of social welfare and in order to improve the quality of life of residents of Sandy and the surrounding area.”

Construction of the all-weather pitch commenced in the spring of 1995 following draft leases been agreed with STC and BCC. The lease between STC and the Trustees of SSLA was signed in May 1995 and is for 25 years with a peppercorn rent of £1 per annum. The lease is to be reviewed in 2016 with a view to a new lease being granted for a further lease period.

STC annually appoints a Member to represent the Council at meetings of the SSLA General Committee.

During 2008 the SSLA carried out a major refurbishment of the all-weather facility at a cost of approximately £125,000, which included complete replacement of the carpet, a section of the shock pad and reconfiguring parts of the perimeter fence to accommodate recessed player shelters. Further work to the facility will be required in the near future. The SSLA holds funds, which were generated via a management contribution to cover the costs of the work.

The SSLA requires voluntary trustees to manage it and ensure it carries out the functions for which the charity was set up.

Definition of a Charity

A charity is an organisation or entity established exclusively for purposes which are capable of being charitable and which are for public benefit. The people who serve on a charity are called charity trustees. Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the public benefit for which it was set up.

A corporate body such as a local authority can also be a charity trustee. Where a local authority is trustee, the property in question is often land or buildings intended for a particular purpose; it is essential that the assets are held and applied in accordance with the charity's purpose.

Local authorities can act as:

- sole trustee: the authority as a corporate body both holds the property and oversees its application, as charity trustee
- joint trustee together with individual trustees;
- custodian trustee: the authority holds the property but takes no decisions on its use.

They can also:

- appoint their nominees as trustees;
- exercise other powers in relation to a charity; or
- fund the charity either through grants or contracts.

Council's as a Charity Trustees

Local Authorities are empowered by Section 139 of the Local Government Act 1972 to receive and hold gifts on charitable trusts. Councils are well suited to being charity trustees; in particular councils are:

- rooted in the local community;
- open and transparent in their dealings; and
- highly accountable for their actions.

The Charity Commission has expressed some concerns over the appointment of Councils as trustees;

- failure to deal satisfactorily with conflicts of interest;
- Members risk becoming involved in internal council disputes over the charity which may cause the administration of the charity to break down;
- Failure to separate clearly its statutory property from that of the charity
- If a local authority provides funds the danger is that it might be tempted to lay down conditions which are in the local authority's interests and not the charity's.

The Charity Commission advises that although there may be benefits in a particular case in having a local authority as trustee, in general there are potentially serious disadvantages. Therefore, in exercising their power under s.69 of the 2011 Act to appoint charity trustees, unless there is a compelling reason for appointing the local authority, they will generally try to make some other trustee arrangement.

A reason for agreeing appointment of a Council could be that it is not possible to persuade suitable individuals to continue acting as trustees.

Managing Charitable Trusts Safely

Councils and Council Members should be aware of the following principles when managing a charity as a sole trustee;

- For a body to be a charity, it must be independent, i.e. it must exist and operate solely for charitable purposes, not as a means of carrying out the policies or directions of the Council.
- Where a Council is a trustee of a charity, it is the corporate body, acting in accordance with its usual procedures, which is “the trustee”. While on-going management may be delegated to officers, responsibility for decision-making and oversight rests with councillors.
- Councils can appoint such staff as it deems necessary, providing they are suitably qualified. It is, however, important to avoid a situation in which the employee’s duty to the local authority conflicts with the duty to the charity.
- The terms of the charity must be clearly understood.
- The management of the charity should be kept separate, as far as possible, from the business of the Council. Depending on the size and circumstances of the charity, it may make sense for a committee of councillors to be allocated this task. It must not be forgotten, however, that responsibility would continue to rest with the whole council. (Councillor’s guide to a council’s role as charity trustee)
- Equally the finances of the trust must be kept separate from those of the council. The assets must be accounted for separately and income and expenditure should be channelled through discrete cost centres.
- The local authority may top up the finances of the trust but funds should not pass from the trust into the Councils own accounts – although the council may, depending on circumstances, recover the cost of administration.
- If at any point the original terms of the charity can no longer be realistically followed, because circumstances have changed, the council should approach the Charity Commission to see if the charity’s governing document can be amended or updated.

- The Commission's registration and reporting requirements must continue to be observed. For example, producing annual statements of accounts.
- Where a parish/town council is sole trustee of a charity, none of the parish councillors has a disclosable pecuniary interest to declare. However, in certain circumstances a Councillor may still have an interest to declare. (ACRE information sheet 36)

Sandy Town Council Acting as Sole Trustee of SSLA

If Sandy Town Council agree to become sole trustee of the SSLA the following should be considered.

- That the SSLA continue as a charitable body in its own entity, its assets must be completely separate to the Council.
- The Chair of the council will also be the trustee chair. If the Council appoints a committee to manage the facility, that committee may appoint a different chair, but this person would not be the trustee chair. Any officers appointed who are not councillors would not become trustees of the charity.
- The Council appoint a committee to manage the charity, in the same way a committee of trustees currently works.
- Meetings of the Council as a charity trustee should take place separately from those when it is acting as a local authority and separate minutes must be kept.
- The management committee should have its own letter head and its own accounts. (Continued from the existing set up)
- It will be essential that separate accounts are kept, in the Charity's name, for the charity's income and expenditure, as required by the Charities Act 2011.
- When completing its Annual Return Sandy Town Council will need to disclose its position as acting as a sole charity trustee in respect of land or other assets.
- The Council will need to take on the administrative tasks of managing the SSLA.
- If the Council was to use money from the precept (or from income reserves held as a council) in order to help meet expenditure by the charity, this should be shown in both the council's and charity's accounts as a grant to the charity.
- Once appointed as a trustee the Council would be held liable for breach of trust (in the same way as an individual trustee would) and could be sued for breach of trust, in which case it would have to compensate the charity out of

its corporate assets. Individual Councillors could then be liable to the council under local government law for any losses it bears as charity trustee.

Advantages and Disadvantages of the Council becoming Sole Trustee

Advantages

- As a corporate body, a local authority enjoys perpetual succession ensuring continued management of the charity allowing it to meet its required charitable function.

Disadvantages

- Possible areas of conflict of interest.
- Administration of Charity would result in additional workload.
- Must be kept distinctly separate to Council administration/accounts.

Process

If the Council does agree to become the sole corporate trustee of the charity it will be necessary for the current trustees to amend those sections of the charity's Constitution which set out the current composition of the trustee body.

The SSLA's Constitution includes a power of amendment which allows the trustees to make the changes. The proposed changes to the constitution and the appointment of the Council as sole trustee will need the consent of the Charity Commission. This will be assessed via a charity commission case worker.

The trustees would need to call a Special General Meeting and a resolution for the alteration of the constitution would need to be received by the secretary of the association 21 days before the meeting.

AGENDA ITEM 12

APPENDIX II

Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
Meeting 9/11/15			
Bedford Road Recreation Ground – Outdoor Gym Equipment	(86-15/16)	Completion of Sport England park user's survey to support grant application. This is external to the Council.	Cllr Pettit to provide update.
Surgery relocation to Shannon Court	(87-15/16)	Council agreed changes to the car park layout in principle. Town Clerk to continue to work with Dr Graffy to identify potential funding.	On going. Dr Graffy informed Clerk that he is still in negotiations with the NHS.
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	Latest information has been distributed to Members. Awaiting further information on Sandy Corridor.
Meeting 7/3/16			
Road Investment Strategy A1	(130-2015-16)	To respond to Cllr M Russell and write to the local Member for Parliament and the Under Secretary for Department of Transport outlining the points made.	No further information. A report from the last A1 Investment Strategy Stakeholder meeting (July '16) was previously circulated to Members.

Sandy Town Council



First Draft Beeston Village Green Management Plan

2016

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Appendix

Appendix A – Metal Detector Policy

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1. Introduction

- 1.1 This Management Plan (Plan) provides a framework for the management, maintenance and development of the Green for the benefit of the local community and wildlife.
- 1.2 The plan sets out the Town Council's approach to the management of Beeston Village Green. It is based on an appraisal of the character of Beeston and the Green, the statutory planning policies affecting the area, the role of other local authority services in the area, and the requirements and aspirations of local people.
- 1.3 The intention is it is a partnership document, 'owned' by all parties involved in producing it. The partnership is between Sandy Town Council, residents of Beeston and volunteer groups including; Beeston Open Gardens, Beeston Wildlife Group and Beeston Task Team.
- 1.4 The Plan will cover a **XXX** year period, from **XXX** to **XXX**, but will be reviewed on a regular basis by the Council to take account of any changing circumstances.

2. The National Context

- 2.1 Village Greens are managed areas of the green environment which can provide opportunities for a range of formal and informal leisure, passive and active sport, recreation and play.
- 2.2 The significance of Greens, parks, open space and countryside provision is clear:
 - In 1988 the Audit Commission estimated that local authorities in England and Wales maintained approximately 120,000 hectares of parks and open spaces - an area approximately the size of Berkshire.
 - In 2000, the Heritage Lottery Fund estimated that there were approximately 30,000 urban green spaces in the UK, of which 5,000 are urban parks (Including village greens)
- 2.3 It is widely recognised that the provision of high quality public realm green facilities can assist in making an area an attractive place to live and work. This can result in a number of additional benefits such as economic development and regeneration. A green space can also play a part in promoting healthy living as it offers the facilities and space for people to exercise.
- 2.4 The benefits of safe and accessible parks and open spaces can be summarised as follows:
 - Social**
 - providing safe outdoor areas that are available to all members of the local population;
 - providing opportunities for community events, voluntary activities and charitable fund raising;
 - providing easily accessible recreation as an alternative to other more chargeable leisure pursuits;
 - providing opportunities to improve health and take part in a range of outdoor sports and activities; and
 - providing an educational resource or outdoor classroom.

Economic

- adding value to surrounding property, both commercial and residential, thus increasing local tax revenues for public services;
- contributing to attracting visitors, including using parks as venues for events;
- encouraging tourism into the area;
- helping to create an attractive local image.

Environmental

- providing habitats for wildlife as an aid to local biodiversity;
- helping to stabilise urban temperatures and humidity;
- absorbing pollutants in the air and ground water;
- providing opportunities for the recycling of organic materials; and
- providing opportunities to reduce transport use through the provision of local facilities and by providing walking and cycling routes.

3. Site Description**3.1 History of Beeston Village Green**

Beeston Village Green is a 21 hectare (53 acre) expanse of green open land situated in the centre of Beeston. The Norman yoke, which was delineated in the Domesday book 1086, gave Beeston the layout which can still be recognised today. The Green followed on from the establishment of a manor house in the northwest corner of the Green.

3.2 Legal Definition of a Village Green

A village green is a common open area within a village or other settlement. Traditionally, a village green was often common grassland at the centre of an agricultural or other rural settlement, and was used for grazing. Some also have a pond, often originally for watering stock such as cattle.

Village greens were defined in the Commons Registration Act 1965, as amended by the Countryside and Rights of Way Act 2000, as land:

- which has been allotted by or under any Act for the exercise or recreation of the inhabitants of any locality;
- or on which the inhabitants of any locality have a customary right to indulge in lawful sports and pastimes;
- or if it is land on which for not fewer than twenty years a significant number of the inhabitants of any locality, or of any neighbourhood within a locality, have indulged in lawful sports and pastimes as of right.

Registered greens are now governed by the Commons Act 2006, but the fundamental test of whether land is a village green remains the same.

The Open Spaces Society states that in 2005 there were about 3,650 registered greens in England covering 8,150 acres (3,298 ha).

3.3 Land Ownership and Responsibility

The site is owned and managed by Sandy Town Council as the responsible minor authority, who along with Central Bedfordshire Council carryout maintenance of the site.

The enabling acts which confer the specified powers to the Council to administer and maintain the land are listed below:

- Open spaces Act 1906;
- Local Government Act 1972; and
- Local Government, Planning and Land Act 1980.

Sandy Urban District Council acquired the rights of Lord of the Manor in 1952 and in 1972 a Scheme of Regulations under the Commons Act 1899 was made by that Council and approved by the Secretary of State. As the successor authority, Sandy Town Council inherited this scheme and it remains in force.

The Town Council is responsible for the maintenance, protection and upkeep of the Green and as custodian must ensure that the Green is protected against encroachment, damage and uses other than those consistent with normal enjoyment of the Green and the rights of the graziers.

In 1977 the Town Council conveyed two areas of land within the Green to Mid Bedfordshire District Council for development purposes (shown on the map **XX** on page **xx**) and these remain in the ownership of Central Bedfordshire Council as does a plot of land also marked on the map which is being considered for affordable housing development, community orchard and allotments.

3.4 Location

Beeston, Sandy is about 53 acres (2.1 km²) in size. It is about a half a mile south of Sandy, north of Biggleswade and east of Bedford. Beeston is within the parish of Sandy but is divided from Sandy by the A1.

Beeston village Green is nestled in the residential area of Beeston. The 13-acre (53,000 m²) green is the major feature of Beeston and bounded by many of the older residences.

3.5 Access

As a free and open facility, Beeston Village Green has the potential to provide fully inclusive access to local residents and visitors to the area. Pedestrians and those arriving by bus and car can currently access the site.

3.6 Local Transport

Bus: Beeston is served by the 73 which stops at Beeston Footbridge.

3.7 Landscape & Topography

The land is low lying and flat and is bounded to the east by the River Ivel; Beeston Green lies at approximately 80 feet above sea-level. As would be expected near a river, the superficial geology is made up of river terrace deposits - sand and gravel formed up to two million years ago. The solid, or underlying, geology is Oxford Clay.

The Green is generally a flat site comprising amenity grass, wildflower areas, areas of bulb planting, trees of different age ranges and recreational facilities (children's play area).

3.8 Ecology

Although the site is generally comprised of informal grass, which offers more limited opportunities for wildlife, improvements have been made over the years by the Beeston Green Wildlife Group to diversify the habitats and encourage nature on the site. Work has included the planting of spring bulbs and wild flowers, hay rakes and the clearing of the bordering culvert.

Foxes, muntjac deer and hares have been seen on-site as well as a variety of birds including moorhens, pheasants, sparrow hawks, woodpeckers and in winter redwings and fieldfares.

3.9 Enhancing Biodiversity

The Town Council will look to work with community partners to protect and enhance the Green's biodiversity wherever possible. To include liaising with groups such as the Task Team and wildlife groups on such things as the control of nettles, tree maintenance, the planting of bulbs and wild flowers, monitoring the state of the planters. Where possible the Town Council will liaise with community groups to incorporate works, such as tree works, into enhancing biodiversity via community projects.

3.10 Facilities

Beeston Village Green contains the following facilities;

Children's play facilities for a variety of ages
Public benches

3.11 Permitted Routes and Rights of Access

The Greensand Ridge Walk crosses Beeston Village Green via a public right of way. The Greensand Ridge Walk is Bedfordshire's premier long distance walk and spans the county for a total of 40 miles, following the greensand ridge. Section 4 passes Old Warden Tunnel Nature Reserve, the attractive village of Northill with its 14th century church, and Beeston green before ending in Sandy.

3.12 Access to Properties Along the Green

Properties bordering on the Green all have access across the Green included in the deeds of their properties.

3.13 Maps and Plans

On the following pages, please find:

- Location map of Beeston
- Plan map of Beeston Village Green
- Aerial image of Beeston Village Green

4. Maintenance of Beeston Village Green and its Assets

Central Bedfordshire is the area in which the green is located and Sandy Town Council has responsibility for the maintenance, protection and upkeep of the Green. Maintenance work is carried out by Sandy Town Council's Grounds Maintenance Team and via work contracted to Central Bedfordshire Council and independent contractors when necessary.

Over the years the residents of Beeston and in particular the Beeston Wildlife Group, the Beeston Task team and Beeston Open Gardens Group have been active in preserving and looking after the Green and engaging in practical work such as planting of containers.

The total budget set aside by the Town Council for management of the Green is c. £500 per annum (excluding grass cutting). This budget is to cover unexpected maintenance work to the green. The benches and children's play facilities are covered by other Council budgets along with other Council owned play facilities and benches.

4.1 Grass Cutting

Most grass cutting is carried out by the Green Spaces team, but some larger areas, which require gang mowers, are contracted out.

At present the grass on the Green is cut by Central Bedfordshire Council as part of the Town Council's grass cutting contract. Town Council grounds staff also undertakes inspections of the general condition of the Green.

The grass cutting season is normally from March to October depending on the weather. Average mowing frequencies are up to 15 cuts a year under the contract between STC and CBC, but these may vary depending on growing conditions.

The mowing height varies from site to site depending on the use of the site and how even the surface is.

Complaints about grass cutting should be direct to the Town Council who will record the issue and bring it to the attention of Central Bedfordshire Council's Waste Manager.

4.2 Bulbs, wildflowers/planters

Planters on the Village Green are maintained by volunteers from the village and replanted at least twice a year. Areas of the green have been planted with spring bulbs but the wild flowers along the perimeter have largely disappeared as a result of encroachment by nettles.

4.3 Moles

Beeston Green suffers from mole activity, which can become extreme towards the centre of the site. The Town Council has the responsibility of clearing moles from the site and shall organise this via an outside contractor.

Mole treatment will be arranged as required via a qualified company and a method of fumigation will be used due to the level of pedestrian activity in the area.

Mole treatment will need to be carried out during wet weather and grass cutting will need to be halted prior or during the treatment.

4.4 Play Area

The site has a children's play facility consisting of;

- Balance Beam – Alpine
- Log Walks
- Roller Balance Beam
- Rope Walk
- Step Links
- Rope Bridge
- Rocker Board
- Roller Barrel
- Suspended Balance Beam
- Swing – Mixed, 2 Junior 2 Toddler Seat

Weekly safety inspections of all play equipment are carried out by members of the town council outdoor team. Only members of staff who have attended and achieved a RoSPA certification will carry out inspections.

Replacement play equipment or parts will be organised and funded by Sandy Town Council should equipment become dangerous and required closing or removing.

4.5 Benches and Notice Boards

The Town Council owns 5

benches around/on Beeston Green which are there for the enjoyment of local residents and visitors. Benches will be checked regularly and repairs carried out as required. There are two notice boards at Beeston Green for the for the purpose of sharing community information. The notice boards were installed at the same time, one by the Town Council and one by the Beeston Green wildlife trust. The boards will be checked regularly and repaired by the Town Council as required.

5. Trees

The responsibility for the maintenance and protection of trees on the Village Green lies with the Town Council. The Council has recently agreed a service contract to have all trees on the green surveyed, tagged and assessed. In total there are **XX** trees on the Green which need to be surveyed and maintained.

5.1 Tree Inspection and Surgery

A complete tree inspection survey is to be carried out in 2017, where all trees on the Village Green will be assessed, tagged and catalogued. The results of the survey will be reported to Council with recommendations for any work that is required. The report and catalogue of trees will be made available to volunteer groups.

Following the initial base line report annual visual ground level inspections of the trees will be carried out by the Town Council's contractor. Any recommendations as a result of those visual inspections will be reported to Council for action.

Tree works will be carried out upon the recommendation of the surveyor and will be covered by the council's horticultural budget for the maintenance of trees.

5.2 Replacement of Trees

The removal of any tree on the Village Green will only be carried out upon the recommendation of the annual inspection. The Town Council will assess the need to replace any tree that is removed and cover the cost of a replacement tree if it is required. (? Council to discuss)

5.3 Catalogue of Trees

To be completed in conjunction with appointed tree contractor.

5.4 Map of Trees

To be completed in conjunction with appointed tree contractor.

6. Works Schedule

The maintenance schedule includes that main features that make up the fabric of the Green and the maintenance operations for each.

Feature	Maintenance	
Informal Grass (Main Green)	Cutting of grass	Grass cutting carried out between March – October. Typically 6inch in length.
Grass Verge	Cutting of grass	Grass cutting carried out between March – October. Typically 6inch in length.
Tree	Inspection Cutting Replacing and expanding variety and stock	Annual As required As required
Shrub	Kept weed free Mulching Pruning	
Bulbs	Cutting of long/informal grass where bulbs are planted	One a year
Wildflower Areas	Tending the culvert-side borders	
Litter	Litter picking Emptying of bins	Central Bedfordshire Council – weekly
Furniture	Clean and paint Repair/replace	Annual As required
Graffiti	Removal of obscene/offensive words Removal of other	Within 1 day of reporting Within 3 days of reporting
Playground	Visual inspection Detailed inspection ROSPA standard	Weekly Monthly Annual
Monitoring of grass cutting contract	On going review of quality of work by outdoor team	As required
Infrastructure Inspection	Inspection	Annual
Biodiversity opportunities and actions	Inspection, enhancement when necessary	As required

7. Use of Beeston Village Green**7.1 Horse Riding**

Horse riding is not permitted on the village green.

7.2 Littering & Dog Fowling

The Council provides 4 bins around the Green which are emptied by CBC on a weekly basis. Bins will be reviewed annually and if a replacement bin is required the Town Council will source and fund a suitable replacement.

Dog mess is a continual and unpleasant problem which we seek to discourage by working with Central Bedfordshire Council to provide dog waste bins and suitable signage. Dog waste bins are emptied by Central Bedfordshire Council on a weekly basis during throughout the year. Bins and signage will be assessed by the Council regularly and requests submitted to CBC should the Town Council feel replacement or additional bins or signage are required.

7.3 Use of Metal Detectors

Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws or other specific restrictions on metal detecting on land owned, leased or managed by the Council / Charity, the use of metal detectors on such land is regulated by the Council's policy on Metal Detecting. A copy of that a policy can be found in Appendix **XX** on page **XX**.

In the case of Beeston Village Green use of metal detectors are strictly prohibited on Green unless under exceptional circumstances express permission is granted by the Town Council.

In line with the Council's Metal Detector Policy and requests must be in writing and will be reviewed by the Community Services and Environment Committee.

7.4 Drones and Model Aircraft

Casual use of unmanned aerial vehicles (UAVs) or drones requires the permission of the landowner.

No person shall in the ground release any power-driven model aircraft for flight or control the flight of such an aircraft.

No person shall cause any power-driven model aircraft to take off or land in the ground.

No Person shall in the ground release, take off or land any drone model.

7.5 Community Events/Usage

Beeston on Village Green is a community facility which the Council maintains for the benefit and enjoyment of residents. While locals and visitors alike are free to use the green for their enjoyment organised public events must be approved by the town council.

Any person/group wishing to hold an event on the land must write to the town council for permission and state;

- The nature of the event
- The purpose of the event (is fundraising)
- The expected number of people
- The timings of the event
- The activities which will form part of the event

Permission will be granted by the Town Clerk in conjunction with the Council's Events working group, which consists of three Councillors.

Casual picnicking is permitted but the Green must be left totally free from litter and damage afterwards.

The use of BBQ's on the village green is prohibited/permitted

8. Parking and Traffic Movement

Increased vehicle movement and parking on the verge of the Village Green results in damage to the Green itself. Parking is not permitted on the Green with the exception of short term load/unloading and visitors. The Green should not be used for long term residential parking.

Parking is a problematic issue and will need to be discussed further with residents and Beeston Green community groups to establish parking principles and solutions.

8.1 HGV Movement

Following Consultation by Central Bedfordshire Council a weight restriction is to be placed on Orchard Road in 2017 to prevent HGV usage of the road and alleviate some of the pressures created by HGV movement.

It is recognised that HGV movement is a problematic issue for Beeston Green and damage to the Green itself.

9. Monitoring and Review

This plan will be discussed with residents of Beeston Green and its associated community groups. Once the Council have agreed on a final version of the management plan it will be reviewed every three years, or following a change in circumstances which requires an additional review.

SANDY TOWN COUNCIL**DATE: 28 November 2016****AUTHOR: Town Clerk****SUBJECT: Community Plan Update****Summary**

On the 31st October 2016 the Community Plan Working Group reviewed the various sites which feature in Central Bedfordshire Council's (CBC) Call for Sites results that the Council had not commented on to date.

This report summarises comments on those sites following assessment by the Working Group.

Information

Members reviewed each of the sites and scored them against criteria used by CBC when assessing sites under the Local Plan. The purpose was to start help gain an understanding of sites and developing a stance on sites not previously discussed which came forward under the Call for Sites by judging each site on its merits. The sites were then ranked as a result of final scoring. Scoring did not take in to consideration capacity of sites.

In considering the sites the working group agreed the following principles;

- Any sites which are more than 50% within the flood plain were automatically rejected.
- Sites to the West of Sandy were automatically rejected as suitable sites for development until any potential changes to the A1 are known.

The table below details the comments made on sites.

Site No	Site Location	Reject	Notes
NLP369	Land at New Road		Located next to railway on busy road.
ALP431	Beeston Timber Yard		Concerns regarding access. Agreed to rule out all sites west of A1.
NLP365	Swaden		Omitted from List. Heritage concerns due to possible roman artefacts in this area.
ALP384	Land at Hall Farm, Hatch		West of A1

NLP209	Land at Popes Farm, Georgetown		West of A1
NLP497	Swaden (corner of Sand Lane)		Omitted from list. Heritage concerns due to possible roman artefacts in this area. Area could be suitable for inclusion in road improvement works
NLP077	Land north of Potton Rd, Sandy/Swaden		
ALP133	Land east of the railway line		The Council has previous taken a view that this could be suitable for housing development.
ALP319	Land north of Sunderland Road and east of the A1 (option A)		The Council has previous taken a view that this could be suitable for commercial development.
NLP084	Land north of Sunderland Road		The Council has previous taken a view that this could be suitable for commercial development.
ALP320	Land north of Sunderland Road and east of the A1 (option B)		The Council has previous taken a view that this could be suitable for commercial development.
NLP319	Land at the Baulk, Beeston		Possible restrictions due to location near flood plain. Considered difficult to develop and could only be progressed together with ALP219.
NLP248	Land east of the railway and north of Sandy		The Council has previous taken a view that this could be suitable for commercial development.
NLP414	Land north of Sandy		The Council has previous taken a view that this could be suitable for commercial development.
NLP461	Land east of Middlefield Road and north of Beamish Close		Puzzled by size. Located behind industrial area.
NLP249	Land north of Beamish Close		Consider appropriate for industrial development. Previously supported for such use.
ALP076	Land to rear of 9b High Road Seddington	X	In flood Plain
ALP219	Land north of Beeston, 35 High	X	Considered difficult to sustain, however only partly in the flood

	Road		plain.
ALP294	Land East of Tempsford Road		50% in flood plain
ALP375	Land off the A1, east west of Sandy	X	50% in flood plain
ALP408	Land South of Sandy, north & west of New Road/Station Road	X	In flood plain
ALP419	Land west of Sandy known as Hamlet End or Girtford	X	West of A1 and in flood plain
NLP208	Blunham Fields, Georgetown	X	In flood plain
NLP209	Land at Popes Farm George Town	X	West of A1 and partly in flood plain
NLP264	Land adjacent to Popes Farm	X	West of A1 and partly in flood plain
NLP399	Land at Beeston	X	West of A1 and in flood plain

Members also considered the below site which lies outside parish boundaries.

NLP452	North of Sandy		Mostly with Tempsford. Possibility of land to create a new settlement. However, would require a green buffer in between the settlement. Development of this area could have a significant impact on Sandy.
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The table below places the sites in rank order as a result of scoring following the removal of those sites which were automatically rejected due to the flood plain.

Rank	Site	Location
1.	NLP 369	Land at New Road
2.	ALP 431	Beeston Timber Yard
3.	NLP 365	Swaden
4.	ALP 384	Land at Hall Farm, Hatch
5.	NLP 209	Land at Popes Farm, Georgetown
6.	NLP 497	Swaden (corner of Sand Lane)
7.	NLP 077	Land north of Potton Rd, Sandy/Swaden
8.	ALP 133	Land east of the railway line
9.=	ALP 319	Land north of Sunderland Road and east of the A1 (option A)
9.=	NLP 084	Land north of Sunderland Road

11.=	ALP 320	Land north of Sunderland Road and east of the A1 (option B)
11.=	NLP 319	Land at the Baulk, Beeston
13.	NLP 248	Land east of the railway and north of Sandy
14.	NLP 414	Land north of Sandy
15. =	NLP 461	Land east of Middlefield Road and north of Beamish Close
15. =	NLP 328	West of Sandy between A1 and River Ivel (previously rejected for Housing Development)
15. =	NLP 249	Land north of Beamish Close

SANDY TOWN COUNCIL

DATE: 28 November 2016

AUTHOR: Town Clerk

SUBJECT: Bench Mark Training

Summary

At a meeting of the Policy, Finance and Resources Committee on the 10 October 2016 it was agreed Clerk organise a bench marking and town centre audit training day. The purpose of the training was to allow the Council to gather town centre data to provide to CBC to support the Market Town Regeneration Fund and provide the Council with detailed and useable information on the town.

Information

6 Councillors and 4 members of staff attended the session with Mike King of People and Places.

People and Places carry out data gathering, analysis and reporting for Councils across the country and have recently been contracted by two Councils in Central Bedfordshire to carry out the service in their towns.

The session covered;

- Visitor Satisfaction Surveys
- Car Parking Surveys
- Footfall data
- Signage Reviews

A hand book and online survey will be provided to the Council as part of the training. The survey can be used to get back town centre user information.

The Council could carry out the data gathering itself and produce a simple report for the purpose of establishing baseline data to feed in to CBC and for internal information. However, if the Council wants to make best use of the data collected to understand Sandy Town Centre Members may wish to consider commissioning a full report from People and Places with the National, Regional and Typology data.

If the Council gathers the data it would need to be passed to People and Places to input analysis and produce a report. Alternatively some councils commission People and Places to carry out the data gathering as well as the analytical and reporting work.

PTO

Recommendation

A) That the Council contract People and Places to carry out the data gathering, analysis, town on town comparison and report production at a cost of £1,300.

or

B) That the Town Council carryout its own data gathering and buy a year's licence with People and Places at a cost of £310 to input, analysis and produce a report on the data.

or

C) That the Town Council gather its own data input and analyse the data to feed back to CBC. The Council would not have the information available to produce a complete comparison report.

SANDY TOWN COUNCIL

Date: 28 November 2016

Author: Cllr T Cole

SUBJECT: Sandy Carnival Association – Carnival 2016

Sandy Carnival Association held its Annual Carnival on Saturday 18th June 2016. This was followed by its Annual General Meeting on Tuesday 18th October 2016.

Sandy Carnival day 2016

Feedback from the community suggested that a fantastic day was had by all. The weather behaved itself and despite the risk of some showers, the rain held off to ensure the event was a fun family day out.

The RIO themed Procession was considered a great theme, with many colourful costumes & designs. This year's judging was carried out by Mayor of Sandy, Councillor Colin Osborne along with Daniel Davie (Inskip & Davie Estate Agents) and the Sandy Carnival 2016 Prince and Princess Lui Ahmetaj and Madison Applegate.

This year's Procession winners were:

Juniors - St Swithun's lower school, with Sandy Brownies as the runner up
Seniors – Tesco's
Walking float – Sandy Guild
Pride of procession Laburnum Lower school

Sandy Carnival Association faced some very unfortunate last minute hiccups this year, where arena events and parade entrants cancelled at the last minute but committee pulled together to ensure that the community did not lose out.

Some criticism was received regarding a lack of marching band but as Sandy's local bands were unavailable this year, along with the fact that Carnival day clashed with some local Armed Forces day celebrations, finding a band at a reasonable cost became very difficult. With limited funds, committee made the decision to try a musical walking float this year. It is hoped that a marching band will be back for 2017.

This year's event saw a great variety of community and business stalls, as well as the usual funfair entertainment. Arena events saw a slight change this year with a Tug of War competition taking centre stage, seeing entries from 4 seasons fitness, the Sandy Guild, The Queens Head pub and the Sandy Fire service. After an intense battle, the finalists were the Sandy Fire Service and the Sandy Guild. Sandy Guild team were clear winners and celebrated in style with a prize donated by Inskip and Davie Estate Agents, who heavily sponsor Carnival Association every year.

2016 saw Carnival committee opt for a Carnival Queen, in honour of Queen Elizabeth II 90th birthday celebration year. The day closed with the drawing of the Raffle, which was drawn by this year's Carnival Queen Jackie Horn.

Carnival AGM – Tuesday 18th October 2016

As part of the Carnival Associations constitution, it states that the objects of the Association are the planning, organisation and running of the annual Sandy Carnival and to raise monies for local community/youth groups and charities.

The 2016 AGM saw the presentation of cheques to local Community groups, with monies raised from bucket collections. Small donation cheques were presented to the following organisations:

Sandy Guild
Sandy Astronomical Society
Sandy Football Club
Leprosy Mission
Talk of the Town Community Transport
Sandy Good Neighbours
Friends of Laburnum Lower School committee
Quince Court comfort fund
1st Sandy Guides
Cancer Research
Sandy Colts

The Carnival Chair summarised the 2016 event and it was generally agreed that the event was successful. The Treasurer announced that the Carnival Association have a reasonably healthy bank account, although much of the saved funds could potentially be used up in the coming year, as replacement items and higher charges for services are anticipated.

Following an application to Sandy Town Council's community grant fund in October 2016, the Carnival Association were pleased to announce that they have been awarded a £500 grant by Sandy Town Council, from their 2017/2018 events budget, as well as the purchase of some replacement items, which the committee share with other local community groups.

As the Council Representative for the Carnival Association, the committee have asked me to include in this report, their utmost thanks to all those who took part in Carnival 2016; the help and support of Sandy Town Council, local businesses who have donated prizes and sponsor money, all those who donated their time throughout the year and on Carnival Day itself and to the community that attends and makes this event worthwhile.

Roll on 2017!