

Sandy Town Council

**To: Cllrs N Aldis, A Gibson, A M Hill, T Knagg, R Lock, C Osborne, M Scott, S Sutton (Chairman), N Thompson
c.c. P Blaine, J Hewitt, W Jackson, M Pettitt, P Sharman**

You are hereby summoned to attend 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 31 January 2022 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
25th January 2022

Following the increase of Covid19 restrictions it is now mandatory that people wear face coverings (unless exempt) in indoor venues. Due to the size of the Council chamber and the potential number of people present, Councillors, officers and members of the public are reminded to wear face coverings during the meeting.

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 20th December 2021 and to approve them as a correct record of proceedings.

Sandy Town Council

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 Welcome Back Fund

- i) To receive an update on the town directory/map which is to be produced as part of the Welcome Back Funding.
- ii) To receive a report from the Clerk on additional items to be put forward for remaining Welcome Back Funds.

Appendix II

Appendix III

7 Queen's Jubilee

To receive an update report on the proposed creation and installation of a beacon and the Pinnacle as part of the Council's plans to celebrate the Platinum Jubilee.

Appendix IV

8 Skatepark Project

To receive and note an update on the Skatepark Project.

Appendix V

9 Town Entrance Signage

To receive a report from the Town Clerk on proposed new town entrance signage.

Appendix VI

10 Car Park Raised Kerbing

To receive a report from the Town Clerk on a raised concrete divider in the Council car park which has received complaints due to concerns over trips/falls.

Appendix VII

11 Youth Engagement

To consider a previously agreed set of actions around youth engagement and to agree whether the committee wishes to look at progressing or adapting the actions set out.

Appendix VIII

12 Queen's Green Canopy

To receive a report on the Queen's Green Canopy scheme.

Appendix IX

13 Committee Action List

To receive and review the committee action list for the remainder of 2021/22.

Appendix X

14 Events Working Group

To receive notes from a meeting of the Events Working Group held on 27th January 2022.

To Follow

15 Chairman's Items

16 Date of Next Meeting: Monday 14th March 2022

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

Subject	Action to be taken	Response /Status
	Action	
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>Update 25th January 2022:</p> <p>CBC's solicitor still due to publish disposal notice. Officers have chased Pathfinder again.</p> <p>Officer has advised that if the Council want to proceed with lease work it could do so at own risk. If the Council approve, the Clerk could ask the solicitor previously asked to do work on the lease to contact CBC's solicitor asking that a draft lease is developed now. However, as consultation on the disposal of the land has not been undertaken, this would be at the Council's own risk. If it has a solicitor carry out work and there are objections as part of the disposal notice process, the Council may incur legal costs for work that can then not be progressed until further steps are taken by CBC to address the objections.</p>
CSE Meeting 24/08/2020		
Use of former Days Inn conference site Min (24-20/21)	RESOLVED to write to CBC with ideas about potential use of the former Days Inn conference site.	<p>Letter summarising Council's comments issued. Clerk liaising with CBC who has confirmed receipt of the letter. 15/12/20 – Communication indicating thoughts about how it could be used were well received. CBC waiting for other projects to feedback, which they will by the end of the April 2021. Board deferred matter until this time, at which point CBC will be able to pick up dialogue again with the local community. CBC T Keaveney provided update to Council on 24th May 2021. A further letter was issued by the Clerk to Mr Keaveney in response to his update and reminding him of the Council's views.</p> <p>In September 2021 Members received information about the approval of the planning application for The Meadows and the CC were still giving thought to the long-term options for the land to the rear of the site and the conference centre.</p> <p>Site currently used for emergency services training and COVID site while other options are considered.</p>

APPENDIX I

		<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>Further verbal update from meeting to be provided on evening.</p>
CSE Meeting 05/10/2020		
Min (37-20/21) SID Sign locations and Installation	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 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>Full Council received CBC SID guidance document which made it clear that evidence was required for the siting of an SID sign at any location. Potential for Council 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.</p>
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	<p>EOI for sites submitted on 24th August 2021. Acknowledgment of receipt received.</p> <p>CBC previously went out to tender to find a company to lead on the EV scheme. BP Pulse has been appointed to install and run the network. The first round of sites is to be agreed and the plan is to get a good geographical spread, but CBC's Head of Sustainability has pushed for charge points in Sandy to be included.</p> <p>It may be that sites with good connection points/grid and capacity are focused on during the initial stage. More information should be known soon. Lead Councillor and staff member to be appointed as contacts for CBC as part of Clerk's exit and handover.</p>

Community, Services and Environment Committee

Date:	31st January 2022
Title:	Welcome Back Fund – Street Map/Directory
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive an update on progress to produce a town centre map and directory as part of the Central Bedfordshire Council Welcome Back Fund (WBF).

Recommendation

2. That the Committee notes the update.

Background

3. Sandy Town Council was awarded £15,000 from the WBF, via Central Bedfordshire Council. The Council applied for and allocated the funding to a number of projects. All but one project has now been completed. The remaining project, which is to be completed by 31st March 2022 is the design and production for a town centre map/directory for display at key points within the town.
4. The office worked with the Sandy Centre Group, as per the Council's resolution to identify preferred map providers. Central Bedfordshire Council has approved a contractor and issued a purchase order so work can begin.
5. Administrative officer Katie Barker has compiled relevant information and details needed for a designer to produce a map. Katie, along with the Clerk and Cllr Gibson of the Sandy Centre Group, met with the artist on 24th January to progress work.

Information/Proposals

6. The company producing the directory/map is Lovell Johns Ltd. The company is a mapping specialist who has experience in producing maps for local government as well as other sectors. It is proposed to produce a number of A0 sized maps for display. The Council will have the pdf copy which can then be shared online, printed, or amended as required.
7. The map and town centre key/directory will be done separately. A key will list all town centre business under their area (ie Market Square). The key will also include important services such as doctors, toilets, play areas etc. The key/directory will sit alongside the map in a display case and can be independently updated or changed without the need to alter the map itself. This will make updating the key/directory easier and cheaper. The map will use symbols on the map itself to indicate key elements such as parking, toilets, train station.
8. The map will focus on the town centre area, including the train station, Sandcast path and Bedford Road Recreation Ground. Any larger an area would mean it will not be possible to have a focused and relevant town centre directory. However, the map will highlight Sandy's green spaces and links with the countryside and open space around it.
9. Links and directions to walking routes, such as the Green Wheel and key locations such as the RSPB will be indicated on the map itself.

10. Up to 8 drawings of key buildings or themes will be included on the map. A number of recommendations have been given to the artist and he will make suggestions as to what may work best.
11. The map will include reference to Sandy's place in Greensand Country and their logo.
12. The artist will now provide a sketch outlining the area of the map and the basic layout. This will help define how the map will work. This will then be reviewed before a more detailed version is created. Following any comments and amendments on this version, a painted version will be produced and approval for a final version sought.
13. A budget of £988 in WBF grant funding remains for the purchase of display cases for the maps.
14. Exact locations for the cases and maps need to be agreed. Approval is being sought to locate one on a wall at the train station. Another will need to be located at a suitable site in the town centre and/or car park area.

Financial Implications

15. The funding for the map/directory is coming from the Welcome Back Fund and will be paid for directly by CBC. The remaining funding will be sufficient to buy two wall mounted display cases. Any additional cases or free-standing display boards would need to be funded by the Town Council and would need consideration by the Policy, Finance and Resources committee.

Policy Implications

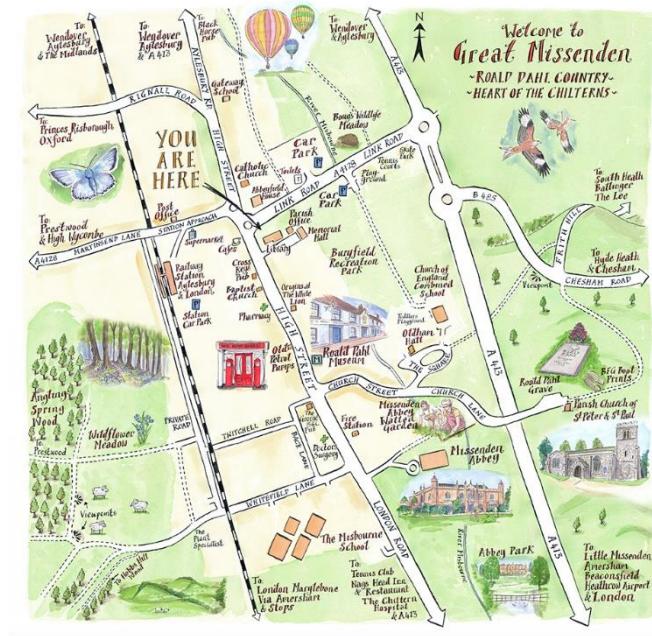
16. There are no direct policy implications linked to the proposals in this report.

Legal Powers

17. 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)

Supporting Images

18. The below image is an example of previous work undertaken by Lovell John's and the style in which a map will be created. The actual style of the map will be different due to the size of Sandy, the requirements of the map and the reducing of the level of text on the map by having a key.



Community, Services and Environment Committee

Date:	31st January 2022
Title:	Welcome Back Fund Additional Funding
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive information on potential additional funding from the Welcome Back Fund and ideas that could be put forward.

Recommendation

2. That the Clerk and Sandy Centre Group continue to liaise with Central Bedfordshire Council to see if any further funding could be provided for any of the proposed ideas.

Background

3. Sandy Town Council was allocated £15,000 grant funding from the Welcome Back Fund, administered by Central Bedfordshire Council (CBC). The Council allocated all the funds and has spent all but £3,000 which is allocated to the design and creation of a town centre map/directory. This money will be spent over the next couple of months. Expenditure on all projects is undertaken directly by CBC.
4. Not all the money allocated to towns has been spent and CBC have contacted Clerks to invite other potential ideas for funding to be put forward for consideration.

Information/Proposals

5. The following ideas have been put forward for consideration on further Welcome Back Funding;

Queen's Jubilee Lamppost Banners	To celebrate the Queen's Jubilee Sandy will use the lamppost banners funded by the WBF to display Union Jack Flags with the Jubilee logo throughout the High Street. Banners will go up in May to mark the start of a summer of celebration. STC has already agreed to purchase these, but funding could come from the WBF.	£734.67 (9 x banners) £378 (installation)	
Queen's Jubilee Bunting	The WBF has funded summer bunting for the town, which will continue to be used during summer months. The purchase of additional Jubilee bunting would be used during the June bank holiday events. Including at the Town Council run celebration to take place in the grounds of Sandye Place. This will feature live stage music, food vendors, awards presentations and a family fun area.	£31.75 per 20 mtr Total £317.50	

Town Centre event promotion leaflet/flyer	Flyer promoting 2022 events in Sandy, including markets, the Carnival and Jubilee event. Flyer to be delivered door to door to households in Sandy.	£380	
Planting	Purchase of plants to enhance and improve the area in front of the Post Office sorting building. Due to its location in the High Street this would make a dramatic improvement to the look of Sandy and forms part of the Council's work to make the town centre a welcoming and pleasant place. Working with the Post Office some enhancements have already been made and the Post Office will shortly be painting all the railings as part of the work. A new commemorative bench has also been installed.	£600	
Music in Market Square	Music in the Market Square to be organised from the Community Stand. To feature a number of live musicians and tables/chairs spread out in areas of the Market Square. To be organised by local businesses or event organiser that have previously run a similar event with funding provided by the Town Council. Event to take place at beginning of March. Bunting and street decorations to be installed (previously provided by the WBF)	£1,000	
Tree Lighting	Further enhancements of Market Square tree lighting scheme by lighting up additional trees.	£3,500. Approx.	
Community Stand Temporary Sides	Purchase of sides to help create a degree of shelter for use of the community stand in autumn and winter. The sides would be wind resistant material which could be erected to create temporary cover for the lower sections of the open sides of the community stand.	£450	

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)

Community, Services and Environment Committee

Date:	31st January 2022
Title:	Queen's Jubilee Beacon
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To provide Members with further information and likely costs on the design, manufacture and installation of a Jubilee beacon.

Recommendation

2. That the Committee consider and advise if they wish to make a recommendation to the Council on progressing with the Beacon given the additional funds that will be needed.

Background

3. The committee was previously informed that a sum of section 106 money was available to use for a Jubilee beacon. The arts funding was committed for that purpose. The committee agreed to progress the feasibility, design, purchase and installation of a permanent/semi-permanent beacon to be installed on The Pinnacle Hill, subject to final agreement by the landowner. That more information on costs and options be brought back to the Committee for further consideration.
4. The committee noted that the budget for the beacon should be the £2,274 available from Section 106.

Information

5. Two quotations for a beacon have been received. The quotations are based on the following;
 - At least a 10 ft high beacon (from base to top of basket)
 - Metal supporting post, as opposed to wood
 - Beacon baskets to be 1.5m at base, tapering up to 2m at top.
 - Some artwork to be included in the basket metal work which represents the Jubilee (Jubilee logo)
6. Companies quoting have cited the increasing costs of materials and supply chain issues leading to higher overall costs to manufacture a beacon. One quotation, provided by a local artist includes a requirement to pay a deposit to allow for the purchase of materials early on in case prices continue to rise.
7. Quotations received;

Quotation 1	
Description	10 ft beacon as per details set out in section 5
Cost	£2,995 + VAT
Note/s	National company specialising in metal work and public furniture Design would be drawn up and confirmed once an order was placed Lead time would be 16 weeks Council would need to arrange installation separately

Quotation 2	
Description	13ft beacon as per details set out in section 5. Supporting image later in report
Cost	£3,200 + VAT
Note/s	<p>Local based artist specialising in metal work</p> <p>Confirmed can be designed, manufactured and installed before the June Jubilee date</p> <p>Deposit of £1,700 required to allow ordering of materials and to start job.</p> <p>Full breakdown of costs will be provided</p> <p>Sketch of the process and design of the basket will be provided</p> <p>Will include installation of the beacon</p> <p>Artist has completed a site visit with the Clerk and provided initial sketches</p>

Financial Implications

8. There are section 106 funds of £2,274 available towards the beacon project. Quotations received are higher than this and if the Council is to continue with the project, additional funding will be required. The level of this additional funding will be between £721 and £926 depending on the quotation recommended by the committee.
9. If quotation 2 were to be recommended, a deposit of £1,700 will be required. The Council would need to pay this but cannot claim it back from Section 106 funding until the beacon is complete and installed.
10. The Policy, Finance and Resources committee will need to consider any costs and recommendations in line with budgets available if the Council wishes to proceed with a beacon project.

Policy Implications

11. There would be no direct policy implications in the commissioning and installing of a Jubilee beacon, but it would support the Council's ambitions to enhance its recreation spaces.

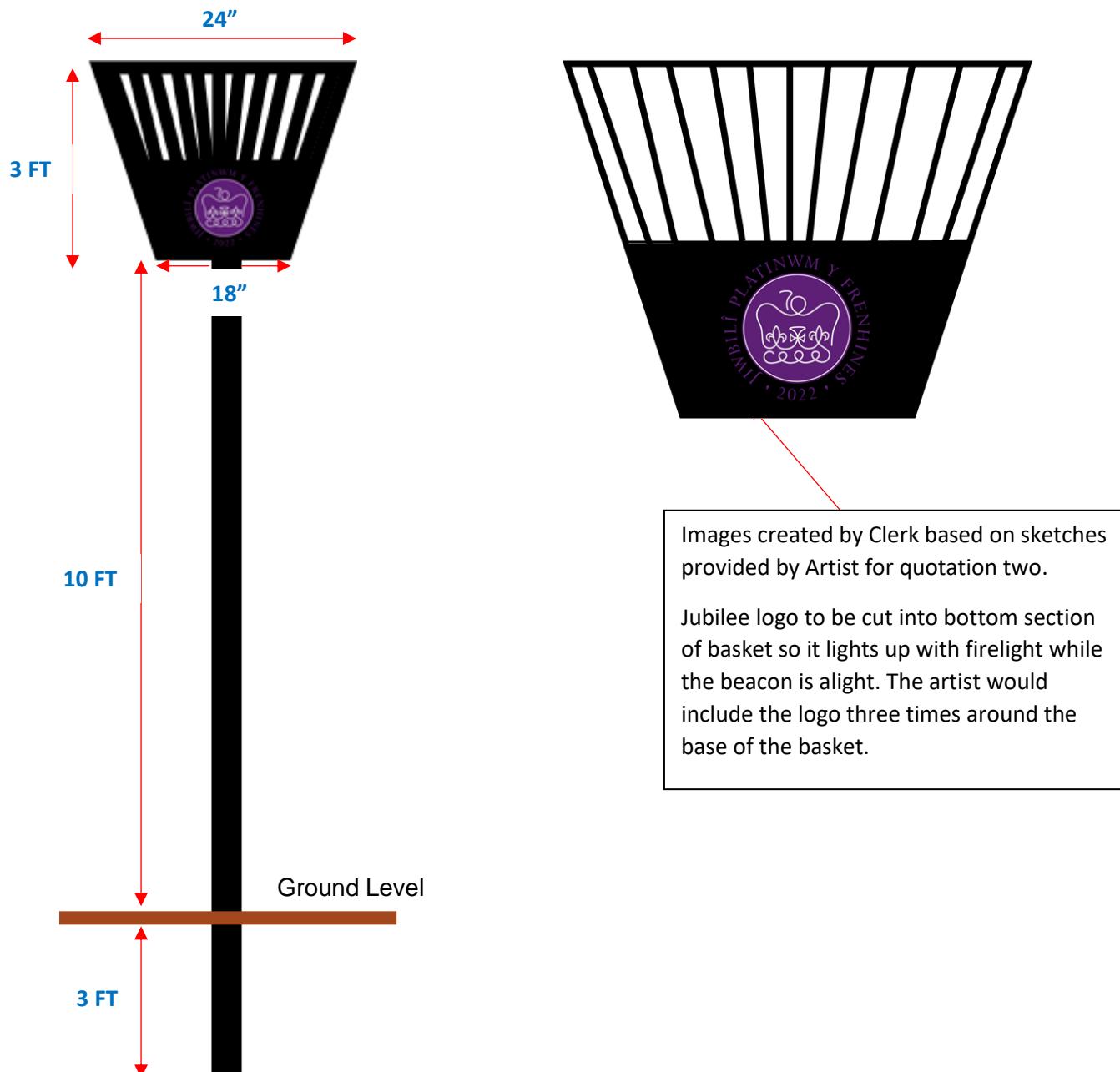
Legal Powers

12. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

Supporting Images



Quote 2 – Information provided by Clerk based on artists sketches;



Community, Services and Environment Committee

Date:	31st January 2022
Title:	Skatepark Project
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To continue to provide the Committee with updates on the Skatepark Project.

Recommendation

2. That the committee note the date of the next face-to-face consultation event as 9th February 2022.
3. That the Committee consider the Working Group's recommendation that;
 - The Council apply for £43,156 in uncommitted section 106 funding which would be eligible for allocation towards the Skatepark project, thereby reaching and exceeding the target funding rate of £150,000.

Background

4. The Skatepark Working Group have continued to progress the Council's ambition to provide Sandy with a new concrete skatepark. To date the group has focused on fundraising and initial designs and engagement. Due to the timescales, the project needs to meet the focus of group members and is currently on engagement and design. Getting a final design is crucial to ensure there is sufficient time to deal with planning ahead of agreeing a start date for works on the site.
5. Due to timelines for some of the funding provided, the Council must aim for a July/August start to removal and build works. An earlier date would be more desirable but is dependent on approving the final design and securing final funding. The summer dates are down to the fact the CBC Community Asset Grant and VERU grant must be spent within a year of receiving the funding approval, this would be August 2022.
6. An initial design was published and consulted on via an online survey and some engagement at the Sandy Pride of Place event on 6th November 2021. Feedback was used to develop a second design. This second design was not popular with skaters and the Working Group met to consider the comments provided. These comments were also passed to Maverick as part of their work on the design.
7. The Working Group met to elect a new Chairman, consider all feedback on designs and discuss the format of the face-to-face engagement.
8. On 19th January a face-to-face engagement session was held in the Council Chamber. A representative from Maverick was present to hear attendees' ideas and feedback on the skatepark design.

Information

9. At a meeting of the Skatepark Working Group held on 12th January 2022 Cllr. J Hewitt was elected as Chairman.

10. A face-to-face engagement session took place on 19th January 2022 in the Council Chamber. Several young people of different ages and abilities attended the session to speak with Councillors and the representative from Maverick. Although there was a difference in the level of experience and knowledge those present had, the representative from Maverick felt that the session was successful and provided him with a good grasp of what elements are needed in the Sandy skatepark design. An element of managing expectations was involved, as the £150,000 target will of course only allow for a skatepark of a certain size. However, there was an understanding from Maverick that the new facility must offer something for different ages and abilities.

11. Another face-to-face engagement and design session will be held on 9th February 2022. At this meeting a new design based on the discussions and feedback from the 19th January will be presented to those present. Further feedback and comment on that design will then help move the Council towards a final design.

Financial Implications

12. As previously advised, the Council will need to raise at least £150,000 in funding for the new skatepark. The £150,000 remains the target figure to which Maverick designs are working when developing designs.
13. To date Sandy Town Council currently has £109,132 committed towards the project via grant funding.

Section 106	£34,517
Police and Crime Commissioner	£3,115
Earmarked Reserves	£7,000
CBC Community Asset Fund	£25,000
Business Donations	£2,500
Tarmac Derbyshire Trust	£37,000

14. The Council was also looking to fund £3,000 of works for bins, benches and planting included in the project from its revenue fund for such activity/expenditure. However, the inclusion of planting was removed from the second design based on the feedback of users.

15. Funding amount short of target funding by £40,868.

16. The following applications have come back as unsuccessful since the last meeting of the committee;

Screwfix Foundation	£5,000	Applicant unsuccessful - No reason given
Queens Jubilee Lottery Funding	£40,000	Application unsuccessful as the grant funder will not fund any capital expenditure.
Grand Union	N/A	No grant funds currently available
Bedfordshire Police Partnership Trust	Unknown	Enquiry made but no response. Further attempts have also failed and no details on the organisation were able to be established.
Paradigm Housing Association	£12,000	Unlikely to secure funding as will only fund revenue projects.

17. There is still potential to get some funding from the following;

Luton Airport Near Neighbours	£5,000
BLCF	£10,000

18. The below table summarises further potential funding streams identified by Maverick, the Clerk or members of the Working Group. There are a number of grant funders that Maverick and the Clerk have investigated but for which this project, or the Council due to its location, are not eligible. Searching for other funding opportunities is continually ongoing.

Organisation	Max Grant	Status	Notes
Tesco Bags For Life	£1,500	Not Started	Need planning permission before can apply.
ASDA Foundation	TBC	Enquiry Made	Contact made with community champion. No response.
BPHA	Unknown	Enquiry Made	Awaiting response as to whether they have a fund the project will be eligible for.
Catalyst Housing Association	Unknown	Enquiry Made	Awaiting response as to whether they have a fund the project will be eligible for.
Stonewater Housing Association	Unknown	Enquiry Made	Awaiting response as to whether they have a fund the project will be eligible for.
First Garden Cities Homes	Unknown	Enquiry Made	Awaiting response as to whether they have a fund the project will be eligible for.
Sports England	TBC	Contact made. Awaiting	Awaiting re-opening of community asset fund. Funds currently focus on Covid recovery. Maverick monitoring.

Policy Implications

19. The Council has adopted a Skatepark Project Document. The appointment of a contractor was one of the main actions within the document. The document will now need to be updated to reflect the appointment and the advice that Maverick gives the Working Group.
20. Community engagement regarding the skatepark supports the aims set out within the Council's Community Engagement Strategy and Policy.

Legal Powers

21. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

Community, Services and Environment Committee

Date:	31st January 2022
Title:	Town Entrance Signage
Contact Officer:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive a report on proposed town entrance signage.

Recommendation

2. That the Committee approve the sign design in principle and that the signage is progressed when the outstanding partner logo is available for inclusion.
3. That the final costs of the sign are reviewed and approved by the Policy, Finance and Resources Committee prior to any work commencing.
4. That the committee approve the three locations, subject to the final agreement needed from CBC Highways and confirmation from utility providers that there are no pipes or cables in the immediate vicinity.

Background

5. The Council previously agreed to look at having new signs created and installed at the entrance points to the town. It was agreed to initially install three signs, replacing those currently on Potton Road, New Road and Girtford Bridge.
6. A signage company was sourced, and a working group developed a template sign to take forward. A number of colours and layouts were looked at as part of the development of the sign, and although there was not a unanimous consensus on the final sign's colour, a majority was reached to put forward the proposed sign as set out in section 15 of this report.
7. Members of Council felt it was key to include Sandy's link to the RSPB and its place within Greensand Country as part of the signage. Both organisations gave permission to have their logos included. RSPB also provided approved wording to go on the sign. However, the Clerk was advised that one partner was due to change their logo, which it was thought would be released in early 2022. The Clerk therefore postponed carrying out further work on the project until the new logo was available.
8. The logo is not yet available, but a report has been brought forward to help progress the matter and get the basic sign and locations agreed.

Information/Proposals

9. The proposed signs include reference to Greensand Country and the RSPB, along with Sandy's twinning links. Too much text will make the sign cluttered, so some elements such as 'Please Drive Carefully' were not included. Several colours were debated for the signs, with white seen as a final practical option which best showed up the logo colours of partners and therefore making a more effective and smart town entrance sign.
10. An image of the proposed sign is attached overleaf for approval. The partner's logo would be updated once available.
11. The proposed locations are showing in the supporting images.

Financial Implications

12. The Council have allowed £4,000 within the Rolling Capital Budget for the signs. Final costs will be needed from the sign designer, as the signs have changed size at times due to proposals on what would be included. A sum of £400 was previously given by the Rotary Club towards signage. One sign could there include the Rotary Club's logo as part of the town welcome.

Policy Implications

13. There are no direct policy implications linked to the proposals in this report. However, the Council would need to install the signs themselves, with permission from CBC Highways. This work will need to be risk assessed for each site as it involves work on the roadside of busy roads. An external contractor could be used if necessary.

Legal Powers

14. 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)

Supporting Images

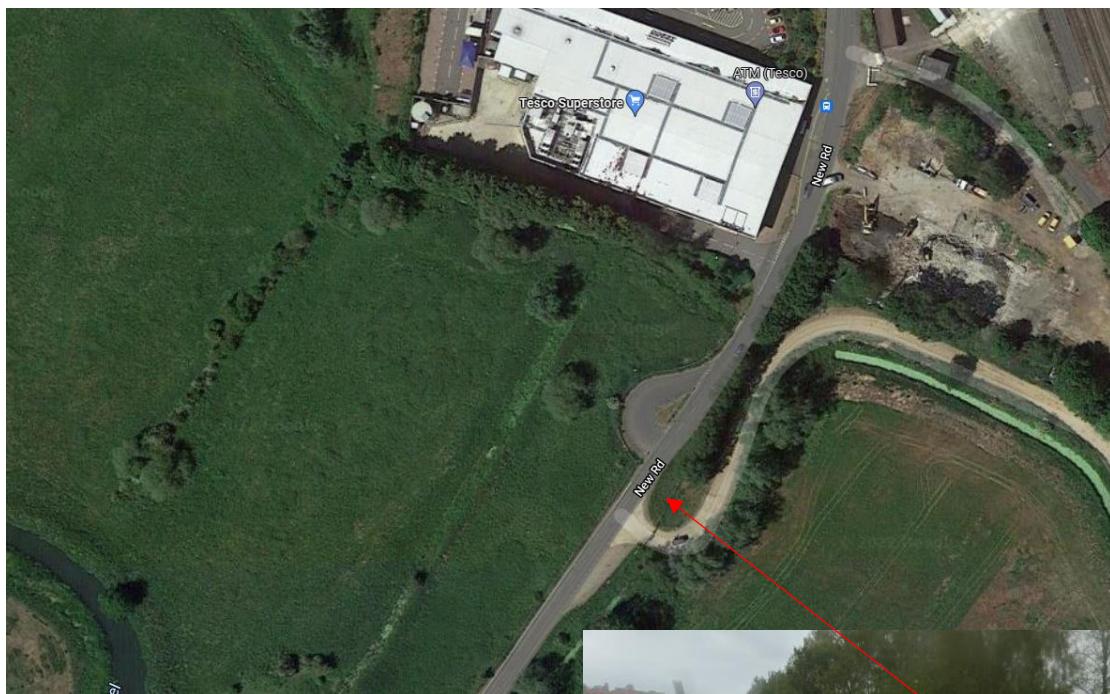
15. The below image is the proposed sign;



16. Proposed locations;



**Location 1
Girtford Bridge**



**Location 2
New Road**





**Location 3
Potton Road**



Community, Services and Environment Committee

Date:	31st January 2022
Title:	Car Park Concrete Kerbing/Divide
Contact Officer:	Town Clerk

Purpose of the Report

1. To receive and consider a report on removal of an area of concrete kerbing in the Council car park following complaints from the public.

Recommendation

2. That the Committee considers the risks presented by the raised area and whether it feels that the divider needs to be removed. If the committee does believe work should be undertaken to remove the raised concrete divider, the committee should recommend to the Policy, Finance and Resources committee that further quotes be obtained and that PFR approve the work.

Background

3. Sandy Town Council owns and maintains the main town car park. Within the car park there is a raised concrete divider which runs between parking bays to designate what was the market area of the car park. The smaller square area designated by the divider now contains doctors and disabled bays and is at times used for speciality markets, such as the French market.
4. The Clerk was not able to identify a date for the installation of the raised divider, but it has been in place for a significant number of years. The outdoor team have previously highlighted the divider by painting the edge of the kerbing with hi-vis paint.



5. The Council has received complaints that the raised divider presents a safety risk to pedestrians as a trip hazard, especially in the dark as there is no lighting in the car park. A complaint recently followed an incident of a lady tripping on the divider and falling on a dark evening while leaving work and returning to her car. Complainants have asked that Councillors consider taking action to make the divider safe and reduce trip hazards.

Information/Proposals

6. If Councillors feel that the raised divider presents a risk to users of the car park, it may wish to consider a number of actions;
 - 1) Re-fresh bright hazard paints on the edge/top of the divider. This would be a quick and simple solution but may not mitigate risk on evenings when there is insufficient light.
 - 2) Install bollards/railings along the divider. This would stop people walking between cars and remove the option to cross over the divider and the risk of tripping. This would likely be a more expensive option and potentially unnecessary.
 - 3) Removal of the raised divider and levelling of the area. If Members feel action needs to be taken, this would be the recommended option. Removal of the trip hazard completely, at a lower cost than railings would remove the risk presented. However, it would also remove the visual/physical divider and any purpose that it serves.

The Clerk has obtained the following quote for the removal of the raised divider;

- To break out the concrete strip, dig out and remove all waste concrete, backfill with M.O.T hardcore if needed then resurface with 2" of 6mm S.M.A Tarmac sealing edges with hot tar. - £2,200.
- 7. Members will need to consider whether they feel the divider between the two areas of the car park is still needed and whether another option, such as line markings would serve a similar visual purpose.

Financial Implications

8. The initial quoted cost for the work to remove and make level the concrete divider is £2,200. This is a quote provided by a contractor the Council has used before, but further quotes would need to be obtained if the Committee wished to recommend to the PFR committee that it explores the removal of the raised divider and its costs. The PFR committee would need to approve the work and any cost following a recommendation from CSE.

Policy Implications

9. There are no direct policy implications linked to the proposals in this report. However, any works to reduce risks or enhance Council owned areas would help support the Council's improvement/action plans.

Legal Powers

10. 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)

AGENDA ITEM 11**APPENDIX VIII****Community, Services and Environment Committee**Date: **31st January 2022**Title: **Youth Engagement**Contact Officer: **Town Clerk**

The Council previously agreed a number of ambitions/actions around youth engagement. Due to the COVID19 pandemic it was not possible to start work on any of the proposed actions. Engagement with young people is on the committee's Action Plan and Councillors are asked to review the previously agreed youth engagement action table and consider if the actions are still relevant and whether the committee wishes to progress them. Lead Councillors will need to be appointed to help ensure actions are taken forward. A September start time to coincide with school terms would likely be the most effective start time.

Age Group	Engagement	Partners	Purpose	When
Years 3 & 4 (7 – 9)	Visit and Q&A with Mayor. Possibility of visiting schools and having children visit the chamber to be explored. Link to National Democracy Week.	Primary Schools	Inform and educate children on existence of Council and the role of the Mayor and Councillors. Create greater direct engagement with our schools.	October
Years 5 & 6 (9 – 11)	Linking with debating and junior speaking work done by schools. Mayor presiding over debate.	Primary Schools	Further our engagement with schools and help educate on the democratic process.	Summer Term
Years 6 – 9 (10 – 14)	Interactive presentation on the role of the Council and Q&A.	Scouts Guides	Inform and educate young people on the work of the Council and the role of the Councillors.	Winter months
Years 7 – 11 (12-16)	Interactive presentation on the role of the Council and Q&A.	Sandy Secondary School Air / Army / Fire Cadets	Provide an opportunity to hear back from young people on things that matter to them in a one-off session.	
Years 7 – 11 (12 – 16)	Council representative to sit in at the end of youth meetings to hold direct discussions with those present.	Youth Central	Get direct feedback from young people on Town Council projects and hear what they are working on and what is important to them.	Ongoing
Years 12 – 13 (16 – 18)	Development of competitive/fun activity such as a quiz or speaking competition as part of National Democracy Week.	TBD	Entertain and engage with young people. Provide a reason for them to engage with us on an annual basis.	October

Community, Services and Environment Committee

Date:	31st January 2022
Title:	Queen's Canopy & Tree planting
Contact:	Anne Elliott- Flockhart, Administrator

Purpose of the Report

1. To provide a report on a Town and Parish Council topic session hosted by Central Bedfordshire Council on the Queen's Canopy and tree planting.

Recommendation

2. To note the report.

Background/Information

3. Central Bedfordshire Council ran an information session on the Queen's Green Canopy. The session coincided with Council meetings, so Anne Elliott-Flockhart offered to attend and report back on behalf of the Council.

Information

4. This session was to inform parishes about the Queen's Canopy project which is part of the Queen's Platinum Jubilee celebrations and advice on tree planting in general.
5. The Queen's Green Canopy (QGC) is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the United Kingdom to "Plant a Tree for the Jubilee".
6. Anyone, individuals, or organisations, can plant a tree for the Jubilee, and can register their tree on the online portal which can be found at: www.queensgreencanopy.org, which also has further details about the project.
7. Funding for trees can be applied for via CBC's tree planting scheme, which is open till March 2022. The scheme then closes until October 2022 when it reopens in time for the next tree planting season.
8. CBC are keen to support tree planting as it meets aspirations in many of its plans, such as its Vision 2050 and Sustainability plan. Trees not only enhance our environment but help towards becoming net zero. Trees have physical and mental health benefits and help with water management and air quality. Tree planting schemes can energise local communities and help with community cohesion.
9. CBC will have future opportunities for tree planting in the future, for example, trees for streets, take home a free tree, tiny forests and the forest of Marston Vale.
10. CBC officers noted that there are lots of things to consider when deciding where to plant trees, such as: do you own the land, or do you have permission to plant trees? They advised assessing sites by looking up and checking if there are any overhead cables that might affect planting, looking down to see if there might be any underground pipes suggested by manhole covers. Is the ground suitable for planting? Looking around to see if there are water courses, or animal stock, CCTV or important sightlines.

11. CBC officers advised that whilst it's good to plant native species, it's also good to plant a mix of trees to minimise the impact of disease like the ash dieback, when big areas were lost. Try and find trees that are suitable for the soil. The tree officer at CBC can advise. You will also need to consider how big the trees will grow. Examples were given of small, medium and large trees. CBC advised that it's best not to prune trees, but to allow them to grow naturally.
12. CBC officers explained the size guide of trees for planting, from whips to extra heavy standards. They pointed out that heavy and extra heavy standards are hard to plant and establish due to their size. They noted that you get better root establishment from smaller trees as they are more inclined to spread their roots out as they are not pot bound.
13. Other things to consider are plant supports, waterbags and mulches. You would need to use fire retardant mulch near buildings. Plant protection is another thing to consider, protection from animals, footballs, strimmers, and vandals.
14. The tree planting scheme does include tree guards, and mulches. Although some, for example, parkland guards, could be funded from ward councillor grants.
15. They also gave suggestions for tree planting layouts, including the Queen's Green Canopy hexagon.
16. CBC officers advised that they would be sending out the slides to participants.
17. CBC officers advised emailing the Be Green email for more information regarding the Queen's Canopy and tree planting.

Financial Implications

18. CBC's tree planting scheme is a match funded scheme but can be match funded in volunteer time.

Policy Implications

19. Tree planting meets aspirations in Sandy Town Council's environmental plan.



SANDY TOWN COUNCIL

ACTION PLAN 2021/22

The following Action Plan summarises and prioritises the committee's activities and projects that will continue to be worked on over the 2021/22 year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities.

AGENDA ITEM 13
APPENDIX X

	Welcome Back Fund – Tree and community stand lighting scheme to be agreed and installed	1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Clerk to ensure no cheaper alternative quotes can be obtained. 4) Order to be placed for lighting and installation. 5) Contractor to install lighting. 6) Agreement of on/off times and setting up of timers	1) STC 2) Clerk 3) Clerk 4) Clerk/Admin 5) Contractor 6) Clerk/SCG/Contractor	Complete Complete Complete Complete Complete Complete
Grant Funding Applied for of £15,000	Welcome Back Fund – Additional Planters to be purchased, planted and located outside Shannon Court	1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Planters to be ordered. 4) Additional plants to be purchased. 5) Planters to be ‘installed’ and planted up. 6) Watering of planters.	1) STC 2) Clerk 3) Admin 4) Admin 5) Outdoor Team 6) Wood Green	Complete Complete Complete Complete Complete Complete
	Welcome Back Fund – Design and production of Town Centre directory maps and notice boards	1) Council to agree proposed scheme as part of Welcome Back Fund delivery plan to CBC. 2) Delivery Plan to be drawn up and submitted to CBC. 3) Quotes to be obtained and preferred supplier approved. 4) PO supplied by CBC 5) Meeting with Artist to agree community project and time scales 6) Draft map and key to be provided and amended as required 7) Final version of map/key to be approved and then completed by artist, with final prints in A0 size supplied to Council 8) Locations for maps to be identified and approval sought 9) Notice boards to be ordered via CBC 10) Installation of notice boards and maps by Council Outdoor Team	1) STC 2) Clerk 3) Clerk/SCG/CBC 4) Clerk/CBC 5) Office/SCG 6) Artist/Office/SCG 7) Artist/Office/SCG 8) Office/SCG 9) Office/SCG/CBC 10) Office/Outdoor Team	Complete Complete Complete Complete Complete February/March March January/February February March/April
£250 STC Contribution	Finalisation of Mosaic Trail leaflet, publication and hosting of leaflet on Council website	1) Finalise design and raised invoices 2) CBC grant application and funding claim 3) Payment of invoices 4) Publication, distribution, upload to Council website 5) Ongoing promotion on social media 6) Consideration as to whether any hard leaflet copies are to be funded and printed.	1) C Maudlin/Designer 2) Clerk/Admin 3) Clerk 4) Admin 5) Admin 6) CSE/PFR	Complete Complete Complete Complete Ongoing PFR to approve printing cost in Feb

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APPENDIX X

£0	Continue to pursue Electric Car Charging Points	<p>1) Continue to chase progress with Chargemaster, who have indicated an interest but have been slow to get costs and bring a final proposal forward to the Council.</p> <p>2) Research other potential solutions and providers, along with any grants that may support alternative options for getting electric charging points.</p> <p>3) Report to CSE for further consideration on alternative options if Chargemaster do not progress a proposal.</p>	<p>Timelines changed due to approach from CBC on including charging points within their tendering and area wider provision. Awaiting further approach from CBC on how a Sandy charging point scheme will work.</p> <p>Update sought.</p>
TBD Funds held from Rotary donation towards project	<p>Design and Renewal of new Town Signs at the entrance to Sandy</p> <p>Project stalled and fell behind. Clerk to prioritise moving forward.</p>	<p>1) Designs for new signs to be agreed.</p> <p>2) Locations to be chosen and approved by Highways (designs and utility plans to be obtained)</p> <p>3) Final signs and cost to be provided and agreed.</p> <p>4) Order to be placed.</p> <p>5) Signage to be installed at agreed locations by STC outdoor team or appointed contractor if risks emerge on working next to Highway.</p>	<p>1) Working Group</p> <p>2) Clerk/CBC</p> <p>3) CSE/PFR/Clerk</p> <p>4) Clerk</p> <p>5) Outdoor Team</p> <p>Complete</p> <p>Complete</p> <p>Timeline changed due to awaiting new logo for partner organisation.</p> <p>Logo has not yet come through.</p> <p>Design of signs provided to CSE with proposed locations for agreement. If approved these will be passed to signage company for final work and cost so all that is then needed is the new logo from the partner organisation.</p>

AGENDA ITEM 13

APPENDIX X

Sport, Leisure and Wellbeing				
£34k from SC106 Further funding to be applied for or committed (£100k target)	Fundraising and tendering for Council's proposed new skatepark at Sunderland Road recreation ground.	<p>1) Project Plan agreed. To be amended to reflect need to start generating public support for project earlier than planned.</p> <p>2) Identification and recording of grant funding opportunities.</p> <p>3) Grant funding applications to be submitted and reported back to the CSE committee.</p> <p>4) Press release and social media engagement</p> <p>5) Contractor tender document to be drawn up and approved.</p> <p>6) Tender process to be carried out and preferred partner appointed to help fundraise, consult on, design and build new skatepark.</p> <p>7) Report to CSE from appointed contractor summarising project status and timeline and actions moving forward. To include further fund raising and consultation proposals.</p> <p>8) Final design to be agreed and submitted to CBC to cover any planning requirements.</p> <p>9) Final funding to be confirmed and approval from Council to start work on site.</p>	<p>1) Clerk/SP Wrk Grp</p> <p>2) Clerk/ Sp Wrk Grp</p> <p>3) Clerk/SP Wrk Grp</p> <p>4) Clerk/Admin/ SP Wrk Grp</p> <p>5) Clerk/PFR</p> <p>6) SP Wrk Grp/PFR</p> <p>7) Contractor/SP Wrk Grp</p> <p>8) SP Wrk Grp/Council/ Contractor</p> <p>9) SP Wrk Grp/Council</p>	<p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>April -June</p> <p>July/August</p>
RECOMMENDED that the Jenkins Pavilion extension action be moved to a Full Council Action Plan				
CBC budget of £3.8 million Look to re-allocate to Full Council – Change scheme of D	<p>Working with CBC on the proposed extension of the Jenkins Pavilion and investment into the facility to provide new leisure facilities in Sandy.</p> <p><i>Reports to Full Council – Can move to FC Action Plan</i></p>	<p>Detailed actions to form part of Full Council Action Plan for 2021/22.</p> <p>Basic stages will include;</p> <ul style="list-style-type: none"> • consultation and development or elements of the proposed extension. • Close discussions with user groups/clubs to understand their needs and usage of the Jenkins • Review and consultation responses with CBC and further development of project prior to CBC's progression to seek executive approval to go out to procure. • Agreement of proposed extension/project • Procurement and build stage, which will be managed by CBC. 	<p>Ongoing.</p> <p>Consultation complete and Planning application received and commented on by STC. Application still to be approved by CBC Planning.</p> <p>HoTs, Lease and Management Agreement documents all to be developed by CBC and Council Working Group. Drafts to be sent by CBC to STC</p>	

AGENDA ITEM 13

APPENDIX X

£18,000 currently allowed for in RCF Actually expenditure TBD	Agreeing community land lease and developing a project plan for the development of the Beeston Community Orchard and Allotments.	<ul style="list-style-type: none"> 1) Agree Heads of Terms for a long lease for the community land. 2) Appoint solicitors to work with CBC to develop a lease agreement. 3) Agree lease agreement with CBC for community land. 4) Site meetings and initial planning of priority actions and layout for site. 5) Work with CBC to put together a timeline for development of the site. Development of project plan with costs and timeframes. 6) Communication with public and allotment waiting list on the project. 7) Put forward any specific additional funding requests to the Council as part of 2022/23 budget process. 	<p>Overdue. Awaiting CBC's publication regarding the disposal of land as required as part of their leasing of land to the Council.</p> <p>Lease to be developed and agreed.</p> <p>Officer provided updated on 25/01/22:</p> <p>Lead Councillor to be assigned.</p>	
Environment (via the Environmental Working Group)				
£2,000 annual contribution to the Green Wheel from STC	Work with BRCC to continue progression and improvement of the Green Wheel and establish a 'Friends of Sandy Green Wheel' group	<ul style="list-style-type: none"> 1) Continued meetings of the Green Wheel Group to develop the Wheel further and provide support to volunteers. 2) Continuation and publicity of Green Wheel social media page and, 'Friends of Sandy Green Wheel'. 3) Run seasonal Green Wheel Walks 	1) BRCC/SGW 2) SGW/Cllrs/Admin 3) Events Wrk Grp	Ongoing Ongoing Ongoing
£ in EMR for litter pickers	Participate in the Great British Spring Clean 2021	<ul style="list-style-type: none"> 1) Promotion and provision of equipment and rubbish collection for community litter pickers. 2) Creation of litter campaign children's poster templates and communications with schools. 3) Launch and run Children's poster campaign as part of Great British Spring Clean. 4) Agree winning posters and arrange use around the town. 	1) Admin 2) Admin 3) Admin 4) Env. Wrk Grp	Complete Complete Complete Complete
Audit Cost of £1,200 Further cost TBD	Complete an Energy audit for 10 Cambridge Road Sandy and develop an action plan to address recommendations within report	<ul style="list-style-type: none"> 1) Commissioned and have carried out an energy audit for 10 Cambridge Road, Sandy 2) Consider the report's recommendations and agree priorities 3) Report recommendations to the CSE Committee for approval and progression. 4) Update Action Plan with agreed priorities and their timescales 	Complete <p>Overdue. Some actions completed within report. Suggested new Clerk revisits audit report with working group and brings forward any recommendations on outstanding actions for consideration in 2022/23.</p>	

AGENDA ITEM 13

APPENDIX X

£8,200	Upgrading of Council bins to new bins, with advertising boards. Removal of concrete bins	1) Ordering of agreed bins from contractor. 2) Removal of bins and installation of new bins on gradual basis throughout the year.	Partially complete – all but two concrete bins now replaced – awaiting delivery of the final two. Ongoing on gradual replacement of other bins.	
Public Safety				
Budget of £3,175 Previously agreed from RCF	Purchase and installation of a SID agreed by the Council. Sign is subject to approval from CBC.	1) Gather support from police and any available evidence for the placement of a SID sign. 2) Review position and press for approval from CBC. 3) Once approved purchase sign from Rolling Capital Fund 4) Arrange installation of sign and publicity 5) Download date and report to committee meetings	No progress in getting a sign agreed by CBC. An SID guide has again been circulated by CBC which suggests that more evidence is needed on traffic/speed stats to get an SID installed. Potential for the Council to have a speed on volume survey carried out at a cost of £300	
Engaging with Younger People				
TBD	Promoting and encouraging greater engagement with Youth parliament and creation of annual youth meeting/event	1) Invite representatives to a meeting of the CSE group 2) Consider ways in which the Council can becoming involved to develop suitable action points.	Plan was put in place but due to COVID 19 was not able to be enacted. Plan to be reviewed and Committee to decide if it is still a long-term aim. If so Councillor to volunteer to lead on engagement with new Clerk from September 2022. Some engagement with young people has happened via the skatepark project.	
Events (Via Events Working Group)				
£2,500 revenue budget to support event	Work with the Friends of Sandy Christmas Lights to hold the 2021 Light Switch on Event	1) Order staging and PA System 2) Order Christmas Tree 3) Agree any additional lights as part of Scheme within existing budget. 4) Apply for road closure and temporary event licence 5) Liaise with FOSCL on programme, stalls, set up and running of the event 6) Risk Assessments, Event management plan to be produced 7) Promote and hold event with FOSCL	1) Admin 2) Admin 3) Clerk/PFR/Contractor 4) Admin 5) Clerk/Admin 6) Clerk 7) Clerk/Admin/FOSCL/Events Wrk Grp.	Complete Complete Complete Complete Complete Complete Complete Complete

AGENDA ITEM 13

APPENDIX X

Approx. £200 costs from Event Support budget	Work with the RBL to hold the 2021 Remembrance Parade		Events Wrk Grp RBL	Complete
On-Going Activities				
Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration		
	Review and Monitoring of Community Plan	Monitor progress against action points in the Community Plan via reports from the Community Plan Working Group.		
	Trees	Inspection, Surveys and Maintenance of council owned trees		
	Streetlights	Inspection and Maintenance checks with approved contractor		
	War Memorial	Annual Inspection and Clean		
	Park Checks and Maintenance	Regular Checks and Maintenance. Consideration of needs and any new equipment required.		
	Public Toilets	Maintenance		
	Open Spaces	Maintenance		
	Street Furniture	Maintenance, renewal and consideration requests for additional, or memorial		
	Trees	Provision, Inspection and maintenance		
	Green Spaces Equipment	Maintenance and Renewal of Essential Equipment		
	Car Park	Review and maintenance		
	CCTV	Administration and consideration of any CCTV service matters		
	Land for allotments	Continued efforts to identify and securing land for the creation of a new allotment site large enough to satisfy demand		
Any other matters within the committee's remit that arise during the year				

CBC = Central Bedfordshire Council

BAOWK = Beeston Allotment and Orchard Working Group

Env. Wrk Grp = Environmental Working Group

SCG = Sandy Centre Group

SGW = Sandy Green Wheel Group

STC = Sandy Town Council

SP Wrk Grp = Skatepark Working Group