

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 20 December 2021 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
14th December 2021

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 8th November 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 Community Action Day

To receive and note information on a proposed Community Action Day to be held in June 2022.

Appendix II

7 Mosaic Trail Leaflets

To consider whether there is a need to arrange for the printing of hard copy versions of the Mosaic trail and if so to make a recommendation to the Policy, Finance and Resources Committee as part of the 2022/23 budget.

Appendix III

8 Skatepark Project

To receive and note an update on the Skatepark Project.

Appendix IV

9 Trees

To receive a report on potential planting of trees.

Appendix V

10 Events Calendar 2022

To receive and consider a proposed 2022 events calendar and consider any associated costs.

Appendix VI

11 Queen's Jubilee June 2022

i) To receive and consider a draft proposal for the Council's participation in the Queen's Jubilee celebrations. To make a recommendation to the Council in regard to the proposed costs involved.

Appendix VII

ii) To receive a proposal on the installation of a celebration beacon on the Pinnacle Hill to mark the Queen's Jubilee.

Appendix VIII

12 Events Working Group

i) To receive notes from a meeting of the Events Working Group held on 23rd November 2021.

Appendix IX

ii) To receive notes from a meeting of the Events Working Group held on 14th December 2021.

Appendix X

13 Chairman's Items

14 Date of Next Meeting: Monday 31st January 2022

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

Subject	Action to be taken Action	Response /Status
Full Council Meeting 20/04/16		
Allotments and Community Orchard At Beeston (CBC owned land) Min (22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	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. Update received on 7 th 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 7 th December to go into the paper for that week. No further progress at time of issuing agenda.
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.	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 24 th 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. 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. Matter discussed with CBC Ward Members. Site currently used for emergency services training while other options are considered. Suggested action to ask Mr. T Keaveney for an update meeting in early 2022.
CSE Meeting 05/10/2020		
SID Sign locations and Installation Min (37-20/21)	RESOLVED to approve sign locations and the Clerk work with CBC to arrange installation.	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. 13/07/21 – 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

APPENDIX I

		<p>'vehicle speeds along Sunderland Road' to their four-year plan.</p> <p>September 2021 - Cllr Maudlin is pursuing further with CBC officers. Matter discussed with the PCC by Cllrs Pettitt and Gibson. PCC will be raising the matter with CBC's Richard Wenham. No further progress to date.</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 have gone out to tender to find a company to lead on the EV scheme. The tender deadline was 29th October and CBC have evaluated responses. CBC will work with the chosen company on the initial phasing/rollout etc and will come back to Council in early 2022.</p>

Community, Services and Environment Committee

Date:	20th December 2021
Title:	Central Bedfordshire Council Community Action Day
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To provide Members with information on a proposed Community Action Day to be held in Sandy by Central Bedfordshire Council's Safer Central Team

Recommendation

2. That the Committee note the report and the date of the proposed Community Action Day.

Background

3. Central Bedfordshire Council's (CBC) Safer Communities Officer has contacted the Clerk with the hope of holding a Community Action Day in Sandy in 2022.
4. The aim of the Community Action Days are to help bring about lasting changes by informing residents of all the services which are offered by Central Bedfordshire Council, Sandy Town Council and our partners (Beds Police etc) as well as flooding the area with uniformed officers and looking at specific improvement works that could be carried out.
5. Community Action Days involved CBC's Community Safety, Highways, Waste, Environmental Services and Housing teams working together with Bedfordshire Police and Fire Service, to carry out high visibility patrols, business visits, tidying of areas, fire prevention advice, as well as making noticeable improvements to the local area, in response to residents' feedback. Rail Enforcement Officers are also able to attend to support with issues relating to the train station.
6. The aim of action days are to help build resilient communities, while making visible improvements and making residents aware of what services can be offered. They also provide residents with the opportunity to speak with various Council departments and organisations. Some improvements are carried out on the day, while some tasks are carried out in the days following (pothole filling, replacement of faulty street lanterns etc)
7. To date the Community Action Days have been held in Biggleswade, Leighton Buzzard and Flitwick. Safer Central officers feel that the best location for a Community Action Day in Sandy would be on the High Street.

Information

8. The Safer Central Team would like to hold a Community Action Day in Sandy on 24th June 2022. Action days have to be held during the working week, due to the need to involve various officers from different departments of CBC.

Financial Implications

9. There are no financial implications for the Town Council.

10. There will be some small resource implications in supporting the promotion and publicity of the Community Action Day.
11. As Sandy Town Council is one of the key partners for Sandy, Members of the Town Council should be present at the Community Action Day to represent the Council and engage with residents.

Policy Implications

12. Participation and support of a Community Action Day would support the Council's Community Engagement Policy, particularly if Sandy Town Council is represented by Councillors at the event.
13. Participation and support for the Community Action Day supports one of the Town Council's Community Plan aims of working with other organisations to improve Sandy and our engagement and response to residents.

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)

Community, Services and Environment Committee

Date:	20th December 2021
Title:	Mosaics Leaflet
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To consider whether the Committee wishes to have hard copies of the Three Mosaic Trail leaflets printed and if so, to make a recommendation to the Policy, Finance and Resources Committee for consideration as part of the 2022/23 budget.

Recommendation

2. That considers making a recommendation to the Policy, Finance and Resources committee for the hard copy printing of a limited number of Mosaic Trail leaflets and maps.

Background

3. The Council previously supported CBC Cllr Maudlin's work to complete a digital leaflet and map of the Sandy, Potton and Biggleswade Mosaic trail. Each of the three Councils contributed towards the creation of the digital document, which can be found on the below link;

<https://www.greensandcountry.com/event/three-market-town-mosaic-heritage-trail-sandy/>

4. The Action Plan for the CSE committee list's consideration on whether the Council should look to fund hard copies of the leaflet within its actions.

Information

5. The leaflet and maps are available on the Greensands Country website and the STC website. Links can be shared via the Council's social media platforms for residents or visitors to download. The initial agreement was to support the creation of the digital leaflet and map and did not allow for any hard copies.
6. The designer has provided the Council with a copy of the leaflet and map which is suitable for printing. The Council could arrange for hard copies to be available from its information point for distribution, or at other key locations in the town if it felt hard copies would be beneficial.

Financial Implications

7. By way of example, based on a recent quote, the cost of printing 5,000 tri-fold leaflets would be £210. If the committee did wish to look at getting hard copies printed, 5,000 is high and a lower amount could be allowed for.
8. Printing of 5,000 double sided maps, with the Sandy map on one side and the three towns map on the other, would be approximately £160.

9. The Policy, Finance and Resources committee would need to consider this expenditure within the 2022/23 budget. However, based on the relatively low printing cost, it is likely that this could be accommodated within existing revenue.

Policy Implications

10. The producing of hard copies has no direct policy implications, but could support aims set out within the Council's Community Engagement Strategy and Community Plan, particularly around support for art and culture within Sandy;

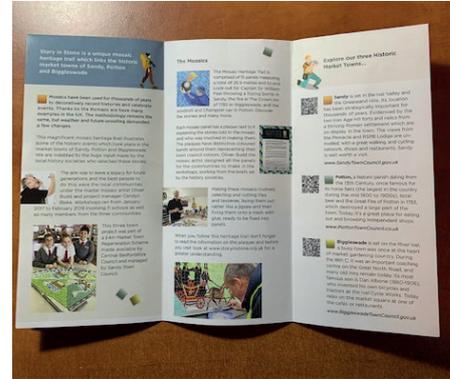
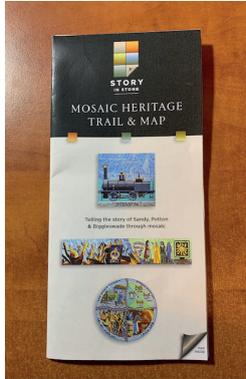
Issue	Solution	Who
Lack of awareness around existing cultural and entertainment opportunities	Greater shared publishing/ advertising between organisations and groups	STC

Legal Powers

11. 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)

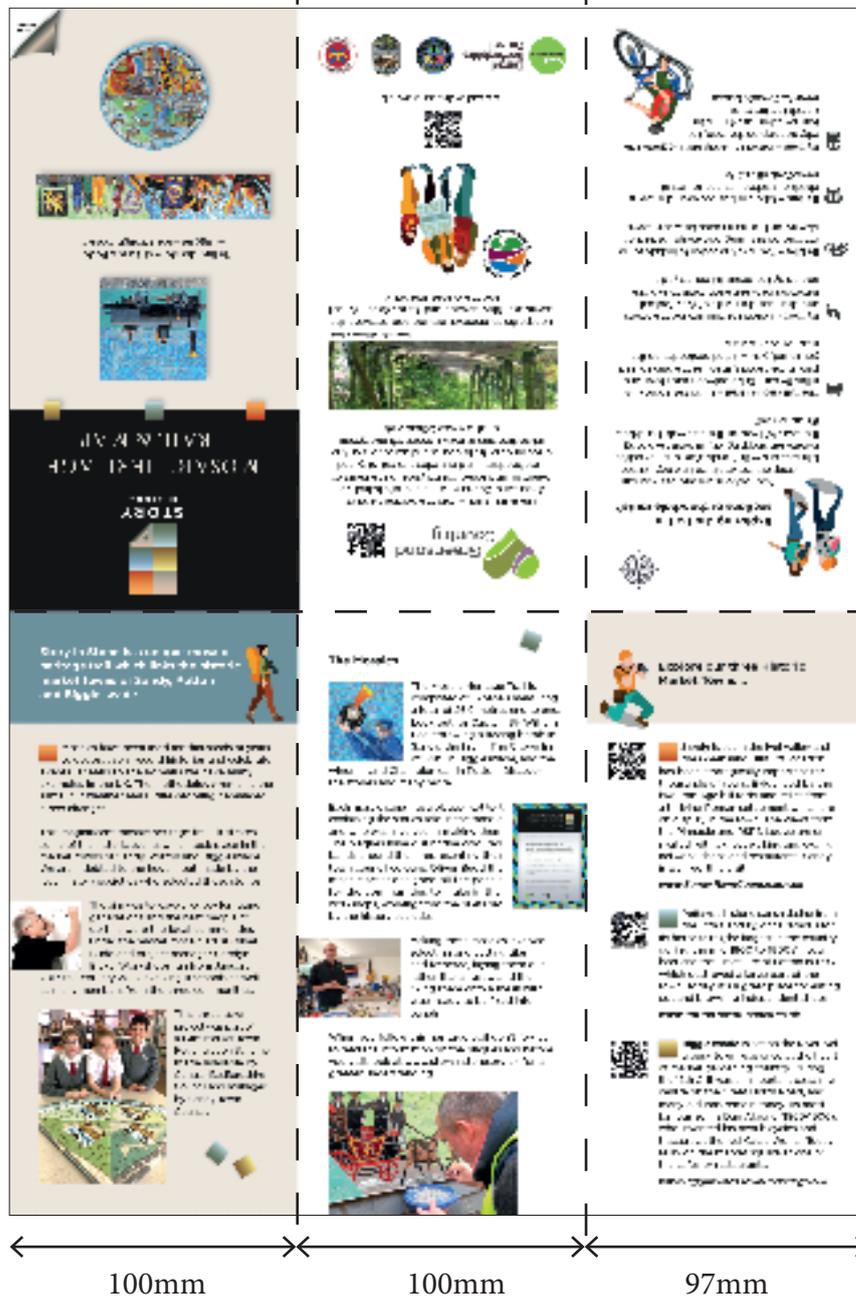
MOSAIC TRAIL PRINTERS INSTRUCTIONS:

Format: A3, printed both sides and folded down to a DL format (6 page roll fold) as below:



Outer Side:
dimensions &
folds.

Inner side
(not shown)
Map



Community, Services and Environment Committee

Date:	20th December 2021
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 notes the report.

Background

3. As Members will be aware from the previous update to the committee, the Working Group and Maverick launched an online survey to get initial feedback on the skatepark project and the facilities design. A representative of Maverick then joined Cllrs Paterson and Hewitt at the Pride of Place event on 6th November to carry out some initial face to face engagement with residents about the skatepark project.
4. Further engagement is now needed to progress the skatepark to a final design stage so all planning matters can be addressed.
5. It was previously reported that the Council is eligible for a grant of up to £20,000 from Tarmac, due to its proximity to the Sandy Heath Quarry. The application was submitted, and an initial response had been received. Unfortunately, the project did not initially meet all the criteria to be eligible for consideration in this round of funding. However, the Clerk continued to engage with the funding provider and an application was able to be submitted for consideration.

Information

6. Following further work with a representative of Tarmac, the Clerk increased the funding application amount applied for from Tarmac, and the Council has been successful in securing £37,000 in funding towards the project.
7. More funding is still required, and some funding opportunities require confirmation that any planning matters have been approved or resolved to progress with an application. It is therefore now key that the Working Group work with Maverick to engage and agree a final design and confirm planning isn't required or seek approval for any planning matters that might be needed.
8. Maverick have reworked the design to incorporate feedback received from users/residents to date. The reworked design has been based on the £150,000 funding target. Initial feedback on the amended design has been negative, with most of those commenting stating that the original design was a better concept with more focus on skaters. Hopefully the comments and interest expressed in the design will lead to greater engagement from the skateboarders going forward.
9. Further face to face engagement sessions on the design of the park will now need to be held and it is hoped the first of these could be held in the second part of January 2022.

10. The target date for work starting on the site remains July/August 2022 to ensure CBC Community Asset funding and VERU funding is not lost. Therefore, finalising a design by early 2022 is key.

Financial Implications

11. As previously advised, the Council will need to raise at least £150,000 in funding for the new skatepark.

12. To date Sandy Town Council currently has £116,615 committed towards the project.

Section 106	£34,000
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

Revenue budget for bins/seats £3,000 **An element of the £150k is for bins, benches and planting which could come from the Council's existing budget for such costs. To be further considered.*

13. Funding amount short of target funding by £38,385

14. The following applications are still under consideration;

Screwfix Foundation	£5,000	<i>Decision to be given by end of December 2021</i>
National Lottery	£10,000	<i>Reapplying for following initial rejection</i>
Luton Airport Near Neighbours	£5,000	
BLCF	£10,000	<i>May not be eligible for capital expenditure</i>

15. The below table summarises further potential funding streams identified by Maverick, the Clerk or members of the Working Group for which applications are underway, or will be completed in due course. 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
Paradigm Housing Association	£12,000	Initial discussions with funding officer	Should be revenue funding only but Clerk in discussion with officer to see how this might be able to work for the project and if the association might be able to provide funding.
Grand Union Housing Association	Unknown	Enquiry Made	Awaiting response as to whether they have a fund the project will be eligible for.
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.
Bedfordshire Police Partnership Trust	Unknown	Enquiry Made	Further enquires made as to when fund is taking applications, grant amounts and criteria. Response awaited.

Sports England	TBC	Contact made. Awaiting	Awaiting re-opening of community asset fund. Funds currently focus on Covid recovery. Maverick monitoring.
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Policy Implications

- 16. 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.
- 17. Community engagement regarding the skatepark supports the aims set out within the Council’s Community Engagement Strategy and Policy.

Legal Powers

- 18. 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:	20th December 2021
Title:	Tree Planting
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive information on proposed tree planting to add to trees previously planted at Avocet Close and the development of a community orchard area.

Recommendation

2. That Members note the report and approve that the Clerk and Environmental Working Group progress planting of this area with the Bedfordshire Rural Communities Charity.
3. That funding, provision and planting of trees be completed by BRCC with locations and species agreed by the Environmental Working Group prior to planting.
4. That quotes for a supporting information board are considered by the Policy, Finance and Resources Committee.

Background

5. The Committee previously agreed to plant a number of trees, including fruit trees at open space at Avocet Close. Nine trees were initially planted as part of match funding from Central Bedfordshire Council. The initial idea was to create an open communal orchard and to develop this with further planting.
6. Bedfordshire Rural Communities Charity (BRCC) expressed an interest in helping with the proposed development of tree planting and an orchard as part of enhancements to the features along the Sandy Green Wheel route. As such some discussion has been held with Richard Lawrence of BRCC to see how we could work in partnership.
7. As well as Avocet Close, trees were planted at The Limes, Fallowfield recreation ground, Bedford Road recreation ground, Sunderland Road recreation ground and Beeston Green. Trees proved hard to plant in The Limes due to the rubble and building waste under the open green space. Trees in Fallowfield and Sunderland Road have been subject to vandalism, with a number dying as a result, or others which could be saved getting relocated.
8. The Woodland Trust suggests planting should be done from November to March, while the RHS suggests October to April.

Information**9. Avocet Close**

- 9.1 BRCC to assist in progressing tree planting at this site. However, a gas pipe runs through the site and Cadent are currently reviewing to advise if it is possible/safe to plant more trees at this location.

- 9.2 If confirmed, planting will consist of;
- A number of small, bushy trees and shrubs to be planted along the embankment to shield from the road.
 - A number of fruit trees with a mix of apples, plus and madlers. Pears will be avoided.
- 9.3 In addition to the planting, an information board has been suggested to inform and support on the planting.
- 9.4 BRCC have indicated that funding for the trees could come out of available Green Wheel funding. BRCC will be able to arrange tree purchase and delivery to the site.
- 9.5 This phase of the planting area will go from the embankment up to a point in line with where the knee rail fencing at Avocet close ends. BRCC are looking into growth spread and will recommend suitable trees based on current planting and trees' root growth. This needs to be considered by Cadent.
- 9.6 BRCC are measuring up the embankment and produce a plan for a native hedgerow.
- 9.7 BRCC can arrange planting of trees by their volunteers. Date to be agreed with STC prior to planting and potential to include community volunteers in the planting considered. BRCC leading on the planting will take pressure off the outdoor team in getting all the trees planted in quick succession.

10. Beeston Green

- 10.1 Two free oak trees have been provided to replace two trees that died following the last planting. These were provided by the supplier of the original trees.
- 10.2 Clerk is in communication with the owner of 18 The Green who offered to plant a number of trees on the Green when developing a new property which has been granted planning permission. Dates to be agreed and tree types and sizes confirmed.
- 10.3 A few more trees can be replaced or newly install around the edge of Beeston Green in the New Year as part of the CBC match fund scheme.

11. Fallowfield

- 11.1 Fallowfield trees have been particularly impacted by vandalism, with few surviving in the recreation ground. An alternative solution is needed to help trees survive in this area, potentially by increasing the size of the trees planted or changing the type of tree that might be put there. Suggested that Fallowfield forms to the focus of an application to the Queens Green Canopy in 2022.

12. Riddy

- 12.1 Other opportunities for planting along the Green Wheel route were also briefly discussed, with the Riddy mentioned as a key area. Any trees planted in the Riddy require permission from the drainage board and submission of permission forms costs £50. However, some infill along the Riddy might be possible and these trees could again potentially come from the Green Wheel Fund. BRCC to look into further.

13. Cemetery

- 13.1 Potential to plant a number of yew trees (140/160cms above ground) as a hedge on the northern side of the new cemetery. Eligible for match funding. Up to 50 could be planted.
- 13.2 Yews are long lasting and good for wildlife, particularly birds. In addition, as evergreens they will help with the look of the cemetery year-round and as needles will drop on the ground these will eventually keep the ground clean around the base of the tree.

Financial Implications

- 14. The Council has made an allowance for tree planting with its capital budget. However, as BRCC can fund the planting of Avocet Close, potentially with a separate application from them to CBC for match funding, the Council should not need to allocate funding for trees as part of planting that area.

Policy Implications

- 15. The Council has committed to planting more trees as part of actions within its Environmental Plan. The planting of more trees also supports the Council's membership of the tree charter and its aim to enhance recreational areas in Council ownership around the town.

Legal Powers

- 16. 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: 20th December 2021

Title: Proposed 2022 Events Calendar

Contact: Town Clerk and Cllr S Sutton, Chair of the Events Working Group

1. The Events Working Group have reviewed and propose the below events calendar for 2022.

Month	Date	Event	Location	Lead	Budget (£)
January	9 th	Green Wheel Winter Walk	Sandy Green Wheel	STC - AG	Nil
February					
March	TBC 27 th	Great British Spring Clean Civic Service	Various St Swithun's Church	STC / community groups STC – Mayor/AEF	Nil Mayor's Budget
April	10 th 22 nd TBC TBC	Spring Craft Market Street Food Market Funfair Spring Bird Spotting Walk	Market Square Town Centre Car Park Sunderland Road Rec Sandy Green Wheel	STC - Events Group Eat Feast Harris's Steve Blain – MH & AG	£250 Nil Nil Nil
May	22 nd -25 th TBC	Circus Malaunay 40 th Anniversary (inc. SGW walk)	Sunderland Road Rec TBC	Jamestown Twinning Association	Nil TBC
June	2 nd 11 th 25 th	Jubilee Event & Beacon Lighting Sandy Carnival Street Food Market	SPA Site & Pinnacle Hill SPA Site Town Centre Car Park	STC - Events Group Sandy Carnival Eat Feast	TBC Nil (poss. grant) Nil
July	27 th TBC	Outdoor Theatre Gumbles Amusements – Inflatable fun fair Summer Walk	Beeston Green TBC Sandy Green Wheel	The Pantaloons STC - AG	Nil Nil Nil
August	TBC TBC	Summer Market Funfair	Market Square Sunderland Road Rec	STC - Events Group Harris's	£250 Nil

	25 th TBC	Outdoor Theatre Flower & Vegetable Show	Beeston Green Conservative Club Hall	The Pantaloons Horticultural Association	Nil TBC (poss. grant)
September	23 rd TBC TBC	Street Food Market Autumn Walk / 3 Green Wheel Challenge Bird Ringing	Town Centre Car Park Sandy Green Wheel The Riddy	Eat Feast STC - AG / BRCC Derek Guar / STC MH	Nil Nil Nil
October	TBC	French Market	Town Centre Car Park	France at Home	Nil
November	13 th 27 th	Remembrance Parade Christmas Lights Switch On	War Memorial & Church Market Square	STC / St Swithun's / RBL FoSCL / STC	£200 (own budget) £3,250 (own budget)
December	TBC	Town Carol Service	St Swithun's Church	STC - Mayor	Mayors Budgets

- The proposed Jubilee event, which is to be considered at the Community, Services and Environment committee meeting to be held on 20th December, will be the Council's main event during the year. This will take Council time/staffing resource over the months leading up to the event. A workflow chart has been attached to this report for Councillors' information.
- The costs associated with the below events are either already addressed within the current draft 2022/23 budget and precept or can be managed with the proposed Community Event Support budget which is currently set at £7,000.

Spring Craft Market	£250	To be taken from Community Support budget
Autumn Craft Market	£250	To be taken from Community Support budget
Remembrance Parade	£200	Agreed to set up own budget code
Christmas Lights Event	£3,250	Existing budget code included in current draft budget

- The Community Event Support budget must be sufficient to cover the Council's events plus potential grant applications from event organisers for support in the costs of holding a community event in Sandy. The proposals on the Jubilee event will largely guide the required level of the Community Event Support budget, as this could require large funding dependant on the proposal agreed.
- The below table overleaf shows potential income that will be generated from events and whether this has already been allowed for in the draft 2022/23 budget, or if a recommendation to the Policy, Finance and Resources committee is required, to make an allowance for the anticipated income.

Income			
Activity	Income Est. (£)	Budget Status	Note
Streetfood Market	£0	NA	No charge at present. To be reviewed ahead of 2022 events.
Funfair	£1,000	£1,000 budgeted	Funfair usually attends in April time. Attended again in August 2021. Income based on previous years. Council charge fixed amount per trading day.
Circus	£200		Fair has confirmed attendance in May 2022. Income based on previous years.
Outdoor theatre	£1,500	£1,200 budgeted	Theatre have confirmed two shows in 2022. Income based on last two years.
Christmas Light Switch on	£1,100	£500 budgeted Increase to £1k	Review of charge made to fair to be carried out in 2022.
Street Market Income	£400	Not budgeted	Income assumed on same charge of £10 per stall as in 2021. Offsets costs of holding markets.
Gumbles Amusments – Inflatable fun fair	TBC (£200-£500)	Not budgeted	New request to hold an event on Town Council land in 2022. Needs further work on dates, location, trading days etc. Would require an area the size of a football field and amusement would be based around numerous large inflatables for young children (slides, climbing etc)

**Sandy Town Council
Community Services and Environment Committee**

Event Workflow Chart

Event	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sandy Green Wheel Walks	Green	Yellow		Green	Yellow		Green	Yellow	Green	Yellow			
Civic Service		Green	Green	Yellow									
Great British Spring Clean			Green	Yellow									
Spring Craft Market			Green	Green	Yellow								
Street Food Market					Blue		Blue			Blue			
Funfair					Blue				Blue				
Circus						Blue							
Malaunay 40th Anniversary						Yellow							
Bird ringing event									Green	Yellow			
Jubilee Event & Beacon Lighting					Green	Green	Yellow						
Jubilee community support & promotion					Green	Green	Green						
Sandy Carnival							Blue						
Outdoor Theatre								Blue	Blue				
Summer Market							Green	Green	Yellow				
Flower & Vegetable Show									Blue				
French Market											Blue		
Remembrance Parade									Green	Green	Green	Yellow	
Christmas Lights Switch On									Green	Green	Green	Yellow	
Town Carol Service	Yellow										Green	Green	Yellow
Events Happening	1	1	0	2	4	2	3	2	4	3	1	2	1
Events STC is working on	2	2	3	4	4	3	4	2	4	4	3	3	1

Key
STC prep work
STC event days
Other events

DRAFT Event Proposal



Event Details

Event Title	Queen's Jubilee Celebration
Target Group(s)	Residents of all ages from Sandy and the surrounding area
Proposed by	Events Working Group
Hosting Organisation	Sandy Town Council
Event Date(s)	Thursday 2 nd June 2022
Venue	Sandye Place, Sandy
Proposed Budget	2022/23 – Est. £5,500+

Introduction

In 2022, Her Majesty the Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old. Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June 2022.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on the Queen's 70 years of service.

The Clerk feels that Sandy Town Council should play its part in this significant event by concentrating its efforts and resources into one day, and by encouraging others to consider undertaking activities on the other days.

Event Description

This event proposal concentrates on the Council running one event on Thursday 2nd June 2022. Focusing our resources on one day will be easier and allow for a larger event than trying to spread resources over the four-day weekend. It is hoped that other groups in the community will take a lead on other activities within the long weekend, such as the Church holding a service of thanksgiving and others hosting street parties.

Holding the event on the Thursday will allow the Council to incorporate the Beacon Lighting into the event, which the Scouts could hopefully assist with, while leaving the Sunday free for residents and community groups to hold street parties as part of the Big Jubilee Lunch.

The event proposal is as follows;

- Hold a live music event in Sandye Place on Thursday 2nd June 2021
- Stage and PA system to be brought in to host live music acts.
- Street food and drink vendors to be present.
- Potential family area with activities and games for young people (if a community group such as 'Let's Get Going' could organise this). This could include some face painting etc.
- Potential inclusion of Mayor's Awards to be presented on stage
- Beacon to be lit as part of national beacon lighting
- Potential to include fireworks

Beacon Lighting

If the event is held on the Thursday as proposed, it will need to include the national beacon lighting. Beacons are due to be lit at 9:15pm, with the piper playing at 9:09pm. The lighting of the beacon could help mark a good end to the event.

There may be some potential for people to process from Sandye Place up to the beacon for the lighting. However, this would create more logistical issues in terms of marshalling crowds, managing two event sites, ensuring safe crossings roads etc. It may also be difficult if the event gets a large turnout.

It may be more practical for the mayor and a number of community members / representatives to process up to the beacon and light it, with an announcement made on stage to the crowd, or a live video/projection on the stage of the lighting (if technologically possible). Alternatively a second, portable gas beacon could be lit on site at Sandye Place. The piper playing before the lighting could be located either by the beacon or on stage at the event.

Procession

The Events Working Group have expressed a preference for a procession from the event at Sandye Place to the Pinnacle Hill as part of the Beacon Lighting. The Events Working Group feel that this will help make the event one of community significance.

The Clerk has expressed some concerns over the resource implications and health and safety aspect of processing a large number of people from Sandye Place up to the Pinnacle.

If a full procession is to be included the following points should be noted;

- A road closure will be needed for Cambridge Road. A closure would also be needed for the High Street. This would require submission of a traffic management plan.
- The procession must be adequately marshalled, and these marshals must be in hi-vis and at frequent points along the procession route. They should not be moving with the procession and should stay in their position until the end of the procession has moved past.
- Those marshals will need to be made up of councillors or volunteers. Some staff support can be given, but the Clerk and members of staff will need to remain at

Sandye Place as the event site cannot be left unsupervised or monitored. This is especially the case if a firework display is to be sited there.

- If people are bringing their own chairs, blankets, food etc to the event they may be reluctant to carry all that up to the Pinnacle Hill with them, will this result in stuff getting left in Sandye Place?
- If fireworks were to be included then the provider as said that the earliest this should be set off would be 9:30pm, otherwise they would lose their impact. This would leave a 10-15 minute period after the beacon lighting with nothing going on.
- The fireworks provider has said that if fireworks were included and set off from Sandye Place they would also be best watched from there. They would lose their impact if viewed from The Pinnacle. It may be unlikely that the audience will move twice and return back to Sandye Place for the firework display.
- The firework provider manages the firework display and the safety around it. However, marshals will be needed to create a buffer zone around the display, these marshals would need to stay on site and not process up to The Pinnacle Hill.
- A procession up to the hill would not be completely inclusive, due to access so consideration would need to be given as to how those who can't walk up the hill can remain involved in the event.

Fireworks

The Events Working Group would like to see fireworks included in the event if possible. These could act as a conclusion to the event and will mark this significant celebration. The fireworks could be sited at the back of the open space in Sandye Place. This would allow them to be kept away from the main event area.

A local fireworks company is in the process of providing a recommendation on price. They have said that a 5-8 minute display would be optimal and that it could be done in red, white and blue, with some purple to represent the Platinum Jubilee logo.

At SPA site, the stage facing Park Rd entrance, set close to the dividing tree line would be most effective. This creates a natural area behind the stage (near the river) to set up fireworks. Fireworks would then appear high in the air above the stage, in the direction the audience is already facing, with accompanying music if wished. The scale and angle of the fireworks from this position would be much more impressive from the SPA site than the hill, which is further away and higher up, making the fireworks less spectacular.

Mayors Awards

Mayor's awards are usually presented at the Annual Town Meeting. The Events Working Group feels that including presentation of Mayor's awards as part of this event will help increase knowledge of the Mayor's Awards and give greater recognition to those who are receiving them.

Mayor's awards are presented to those who have gone above and beyond for their community. There are three categories; - Community Groups, Youth Award, Senior Award. A

Member of staff has suggested that a fourth award for a local business who has contributed to Sandy, could be added.

Proposed Program

The below table outlines a potential draft program for the event. This is based on the event being held on Thursday 2nd June and includes the beacon lighting.

Time	Activity	Comment
8:30am	Site opened up by CBC and Clerk. Site walk around and checks undertaken. <i>Arrangements to be agreed with Ben Pollard from CBC.</i>	
8:30am to 11:30am	Staging and PA system arrival, set up and sound checks.	
	Portaloos delivery and set up.	
	Welcome/Council gazebos and event banners set up.	
	Festoon solar lighting or generator lighting set up.	
	Any decorations, including bunting set up.	
10:30am – 12:30pm	Food and drink vendors arrive and set up. All vehicles not related to food service removed from event area by 12:30pm.	
	St John’s Ambulance arrive and set up.	
12:30pm	Gates open and Councillors start welcoming attendees. Recorded music could be played through stage set up.	
1pm	Event Starts. Crier and Mayor on Stage. Crier undertakes proclamation and announces lighting of beacon to take place that night. Mayor welcomes attendees and starts the event and entertainment. MC announces acts/line up and introduces first performance.	
1:15pm	First Music Act Plays	TBC
2:00pm	First Music Act finishes, and second Act starts setting up.	
2:15pm	Second Music Act Plays	TBC
3:00pm	Mayor’s Awards are presented on stage?	
3:30pm	Third Music Act Plays	TBC
4:00pm	Third Music Act finishes, and Fourth Act starts setting up.	
4:15pm	Forth Act - Performance or production	TBC
5:00pm	Fifth Act sets up	
5:15pm	Fifth Music Act Plays	TBC
5:45pm	Fifth Music Act finishes, and Sixth Act starts setting up.	
6:00pm	Sixth Music Act Plays	TBC
6:45pm	Sixth Music Act finishes, and Seventh Act starts setting up.	
7:00pm	Seventh Music Act Plays	TBC
7:45pm	Seventh Music Act finishes, and Eighth Act starts setting up	
8:00pm	Eighth Music Act Plays	TBC
8:45pm	Final music act ends MC or Crier announces that the beacon will be lit at 9:15pm. Gives half an hour for those lighting beacon to move to The Pinnacle Hill.	
9:09pm	Piper plays Diu Regnare on stage at Sandye Place or at the Pinnacle	
9:15pm	Beacon lit on the Pinnacle Hill and announced to the audience	
9:30pm	Fireworks/rockets set off from part of Sandye Place site	
9:38pm	Fireworks end	

9:45pm	Event ends
9:45pm – 10:30pm	Food vans pack up and leave site
	Staging and PA packs up and leaves site
	2 x Council Welcome gazebos, tables, display boards are packed up and taken back to Cambridge Road
10:45pm	Site walk around with CBC and gates are locked.

Notes:

- 1) All timings are for example only, and would need confirming as part of further event planning**
- 2) Singing of the National Anthem to be factored in**
- 3) Procession subject to further consideration on safety, marshals, closures and timings**
- 4) Fireworks subject to further quotes and research on health and safety and the resources required**

Food & Drink

Attendees at the event would have the choice of purchasing food and drink from the stalls or bringing their own food to picnic with.

The Street Food market which operated in Sandy once a month over the summer has asked to come back again in 2022 and has queried whether they could do something over the June weekend. The Council could therefore use the street food market to provide the food and drink offering at the event.

The Council has built up a list of contacts from its events and can use this to add to the food market offering. It will be important to get a bar offering for the event and some research/communication with local pubs or breweries will be needed.

Use of the street food market would have a number of advantages;

- There would be no set up or organisation of traders required by the Town Council.
- The market organiser would source stalls and make the relevant stall holder insurance and health and safety checks.
- The event would provide the market, which the Council has expressed a wish to support, with publicity and allow them to advertise for other 2021 Sandy markets, hopefully increasing their footfall.
- The Council can ask that the organiser looks to source as many local traders as possible and can put forward some suggestions of traders the Council is already aware of.

Entertainment

Entertainment will focus on a program of live music to be performed on stage. It is planned to approach local musical groups and artists to provide the entertainment. The Council will need to allow a budget to pay for performers.

Due to the proposed length of time the event is to run there will need to be at least eight performers/acts. This could be expanded beyond just musical acts by including performances by theatrical groups such as the Kingfisher players.

The Council might want to consider having crowd performers present, eg. jugglers, stilt-walkers or balloon artists, for additional entertainment.

The Venue

The green space in Sandye Place will be used to host the event. The event will be concentrated in the green space closest to the Park Road entrance. The large venue will provide sufficient space for staging, viewing areas, a food and drink stall area and parking for traders. There would also be more than enough space to have a children's/family fun area if the Council wished to include this.

Sandye Place offers a lot of advantages for the hosting of the event. Space is less restricted, and the Council will not need to put in place and man a road closure for the event. The grassed area lends itself to sitting and enjoying live music more than the Market Square does. No need to provide tables and chairs as people can picnic on the grass.

Access to the event can be controlled via the gates on Park Road. A Council 'Welcome' gazebo could be positioned at the entrance where a program of entertainment, or other information could be handed out. It would be good to have a high presence of Town Councillors manning the gazebo and welcoming the community. This will be a good opportunity for Members to interact with the public and remind everyone of the importance Sandye Place has as a community asset.

Equipment Needs

It is not proposed to include community stalls in the event or set up gazebos for that purpose. This should reduce resources needed for set up and the time involved.

Therefore, equipment required will be as follows;

- Stage large enough for Ukulele Band, Rock Choir, and Community Choir. PA system. Larger stage than used in Market Square is proposed due to the larger event space.
- 2 gazebos for Council at entrance to site. To act as a welcome point and to be manned by Councillors.
- 1 gazebo for St John's Ambulance and lost children point to be based in.
- Bins for event area.
- 10-15 Portaloos.
- STC event flags and banners.

Scope of Work

The following is a breakdown of the main tasks/work from start to finish that must be accomplished for the proposed event to succeed. This is not exhaustive and might change depending on the final proposals (ie. including fireworks, or processing to the beacon)

Action	Who?
Writing and submitting Event Plan and risk assessments to CBC and SAG	Clerk
Confirming event insurance cover	Clerk
Research and booking of PA system and staging	Administrator w/ Admin Team Leader
Contacting and booking stage entertainers	Administrator w/Lead Councillor
Contacting and booking crowd performance entertainers	Administrator w/Lead Councillor
Arranging and liaising with Street Food Market and stalls. (Inc. insurances, certifications, Food Hygiene etc)	Administrator w/Lead Councillor
Organise and book a piper for the event	Administrator/Lead Cllr
Arrange for a Cryer for the event	Events Group/Lead Cllr
Developing a stage schedule / program of events	Administrator w/Lead Councillor
Drawing up and assessing site layout plan	Clerk w/Lead Councillor
Completing all risk assessments in preparation for the day	Clerk w/Lead Councillor
Confirming bookings and making payments	Admin Team Leader
Liaising with scouts over beacon lighting	Clerk/Lead Councillor
Arranging road closures and traffic management plan	Clerk
Researching fireworks provision, health and safety, resource implications	Clerk/Lead Councillor
Relevant notifications and licenses in regard to fireworks	Clerk/Lead Councillor
On the Day of the Event	
Posters, press releases and advertising material	Administrator
Letters to pubs, businesses and residents impacted by event.	Administrator w/Lead Councillor
Direct engagement with businesses	Lead Councillor
Producing and printing the program of entertainment	Administrator
Open site and inspect	Clerk/ Lead Councillor/ CBC
Coordinate stage set up	Lead Councillor / Staging Contractor
Coordinate food stall set up	Lead Councillor / Market Organiser

Coordinate Toilet delivery and set up	Lead Councillor / Contractor
Welcome Gazebo/s set up	Outdoor Team
Set up waste bins and glass bins	Outdoor Team
Set up bunting, decorations or any festoon lighting	Outdoor Team
Health and Safety Lead. Undertaking of Risk Assessments	Town Clerk
Stage MC	Volunteer/Councillor
Entertainment coordinator/manager	Lead Councillor
Welcoming, engaging with and handing out programs	Councillors
Litter picking	Staff and Councillors
Bin emptying	Outdoor Team
Site inspections/monitoring	Clerk / Outdoor team
Set up beacon	Scouts w/ Outdoor Team
Marshalling procession and manning road closure	Councillors with staff support
Sandye Place site management/ presence	Staff
Lighting beacon	Mayor w/Scouts
Pack up and dismantling of food stalls	Market Organiser
Pack up of staging	Staging Contractor
Pack up of gazebos and any decoration	Staff and Councillors
Clean up of area	Staff and Councillors
Collecting and disposing of rubbish bags and bins	Grounds Team
Dismantling and removing beacon	Scouts w/Outdoor Team
Moving and packing up of road closure	
Coordinating with toilet hire company to collect toilets on the Friday	Clerk/Lead Councillor/Ben Pollard (CBC)
Thank you letters and press release	Administrator
Event Review	Events Working Group

Roles

The Clerk will have overall responsibility as the event organiser. However, the event plan should include a number of roles both on the day and to assist with organisation prior to the event. The below table lists a potential breakdown of roles, which will help with the smooth running of the event on the day.

Role	Prior to Event	Day of Event
Site set up & Safety Lead	Work with the Clerk to develop site layout & risk assessments	Help to open & inspect the site. Conduct H&S walk-about throughout the day.
Entertainment Lead	Work with administrator on identifying and contacting stage acts, crowd performers, town crier & piper.	Greeting staging contractor and showing set up position. Advising sound engineers on running order Working with MC on managing acts and timings. Ensuring acts are in position and ready.
Food and Drink Lead	Work with administrator on identifying vendors and liaise with Street Food Market organiser.	Coordinate food and drink stall setup with the market organiser.
Fireworks Lead	Researching implications of including fireworks displays, risk assessments and management	Working with an appointed contractor in regards to managing safe set up and security of fireworks. Ensuring all risk assessments and safety measures are adhered to.
Engagement Lead	Work with administrator on event advertising and communicate with local businesses and residents.	Be available to speak with attendees, businesses and residents on the day.
Welcome Lead	Set up a rota of Councillors to cover welcome point. Ensure welcome point has any relevant information in place to share with attendees.	Lead on Councillor welcome for attendees and ensure welcome point is manned and equipped with programmes, information, etc. throughout the day.
Procession Lead	If a procession to the Pinnacle Hill is to be included, a lead Councillor will be needed to lead on this and ensure enough marshals (in hi-vis) are on route. Sufficient marshals would then be needed.	
MC	This could be someone external to the Council	

Budget

The table below sets out an estimated budget for the event. The Council has currently budgeted £7,000 for 2022/23 Community event support. This budget needs to cover any planned event expenditure and community event support the Council might grant to other organisations.

EXPENDITURE		
Activity	Est. Cost	Comments
Temporary Events Notice	£21.00	To cover event and alcohol
Staging & PA System	£2,350.00	Based on price from national company
First Aid for Event	£400.00	Based on Xmas lights event cost
Public Toilet Hire	£980.00	This is based on one quote received for 15 chemical toilets and one disabled. Potential to lower to £650 if we went with 10 chemical toilets.
Stage Entertainment	£1,000.00	Allowance for stage acts
Piper	£175.00	Based on previous quote for VE Day
Town Crier	£350.00	Could a volunteer/Kingfisher player be used instead?
Road closure	£180.00	Only needed if there is a procession
Queen's Jubilee Balloons	£6.00	To decorate entrance & welcome gazebos.
Total	£5,397	
Potential Additional Expenditure subject to further research		
Fireworks Professional Display	£3,000	Amount based on one online quote for mid-level 15-minute display. This would be minimum cost. Uncertain what this includes in terms of management / organisation.
	£1,500 - £2,000	Ballpark figure from local Sandy based company for 5-minute display.
Leaflet advertising (printing and delivery)	£250.00	The Council could produce a Jubilee leaflet advertising this event and any others happening as part of the celebration. Could include advice on how to hold your own street party on the Sunday.
INCOME		
Street Food Market donation or fee	TBC	Charge could be made to all food and drink vendors taking part.
Ward Councillor Grant	TBC	It may be possible to seek a contribution to one element of the costs from a Ward Councillor.
Local Business Sponsorships	TBC	The Council may wish to invite sponsorships to cover some additional costs, e.g. fireworks or crowd performers.

Community Event Budget and Funding 2022/23

The draft 2022/23 budget currently sets a budget of £7,000 for community event support. This budget was originally put in place to support grant requests from organisations running public events within Sandy. The budget was increased to support expenditure on a VE day event, which could then not take place due to COVID19.

It is unknown what level of funds might be needed to support externally organised events via grant applications. During the current year the Council has awarded £1,214 in community event support funding. It is highly likely requests will be received from the Carnival and Horticultural show.

If fireworks were included in the Jubilee event it would mean that the Council would have to look at increasing its Community Event Budget above the current £7,000.

Alternatively;

- The Council could look to include fireworks, but only if some external or sponsorship could be found to cover the cost
- The Events Working group have also asked that consideration be given to rolling over underspend in the current year's community support budget, along with income received from the Outdoor Theatre into next year's budget to help cover the costs of the event including fireworks.
- Income generated from the Outdoor Theatre in the current financial year was £1,564.

Community, Services and Environment Committee

Date:	20th December 2021
Title:	Jubilee Beacon
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To raise and have the committee consider the possibility of commissioning and installing a permanent/semi-permanent beacon on The Pinnacle Hill as part of the Queen's 2022 Platinum Jubilee celebrations.

Recommendation

2. That the Committee agrees 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.
3. That designs and costs are brought back to the Committee for further consideration.
4. That the budget for the beacon be the £2,274 available from Section 106.

Background

5. As part of the Queen's Jubilee in June 2022, there will be a national lighting of beacons. The Council has a gas beacon, currently held by the Scouts which can be used to join in this national event. Alternatively, the Council could investigate the possibilities of installing a permanent beacon on the hill to mark the Jubilee and to act as an installation which can be used at future national or local events.
6. There are section 106 funds available for the specific purpose of creating a beacon. These were originally set aside at the Queen's Diamond Jubilee, but the matter was not able to be progressed at that time. The Clerk has contacted the landowner of The Pinnacle Hill, who has indicated his support for having a beacon on the hill as part of marking the jubilee, although he has raised some concerns on how the issue of vandalism might be approached.

Information

7. Some towns and villages have permanent beacons in place, which act as focal points within communities. A local example would be that of Ampthill's Great Park. A local artist would be able to create a metal work beacon basket that could incorporate design to celebrate or signify the Queen's Jubilee. This would need to be mounted to a base and stand at an agreed height.



Financial Implications

8. The costs of the beacon are unknown at this stage. There is funding of £2,274 available from Section 106 for the project. This funding was for arts and was previously committed to a beacon before the commitment date expired.
9. If it is not possible to get a beacon for the budget available, the Council would have to consider if it wished to continue with the project and use capital funds, or seek further funding to support the additional costs.

Policy Implications

10. There are no direct policy implications, but the installation of a beacon which incorporates artistic design of the basket would help the Council's aims of improving its recreation spaces and the Community Plan's ambition to create more art within the community.

Legal Powers

11. 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)

SANDY TOWN COUNCIL

Minutes of the meeting of the Events Working Group on Tuesday 23rd November 2021.

Present: Cllrs A Gibson, A M Hill and S Sutton (Chair)

In attendance: Mr C Robson (Clerk), Miss K Barker (Administrator)

1. Apologies

Apologies were received from Cllr M Scott.

2. Minutes of last Meeting

Members received the minutes of the meeting of the Events Working Group held on Tuesday 2nd November 2021 and approved them as a correct record of proceedings.

3. Christmas Lights Event Update

Members received an update from the Clerk on preparations for the Christmas lights event, as follows:

- Lamppost motifs had been installed but the new live tree lights had not yet; these were due to be installed shortly. The new festoon lights had been installed on the Community Stand but were not as impactful as expected.
- A new MC had been arranged and all was in order for the event.
- The Clerk raised concerns that the event had less volunteers than in previous years and that there would be more stalls to manage than usual.
- All the Council staff would be present on the day and that the grounds team would begin setting up the site after closing the roads at 8am.

4. Circus 2022

Members received a request from Jamestown Circus, to use Sunderland Road recreation ground in May 2022. It was noted that this was the same company who had attended in previous years and the request was approved.

5. Beeston Green Outdoor Theatre

Members received a request from the Pantaloons theatre company to use Beeston Green for two performances in July & August 2022. The request was approved, although Members noted that the theatre company had only requested to book two dates, and agreed that they would be welcome to book a third date, as in previous years, if desired.

6. Eat Feast 2022

Members received a request from Eat Feast to hold street food markets in Sandy during spring/summer 2022. It was noted that one date given by the organiser (20th June) was a Monday; this was presumed to be a mistake and the Clerk would check if the market was actually looking to attend on Friday 24th June. The request was approved.

7. Jubilee Event 2022

Members considered an event proposal for the Council's role in local celebrations for HM the Queen's Platinum Jubilee in 2022 and agreed to send the proposal as a

recommendation to the Community, Services and Environment Committee. The following key points were discussed:

- The Clerk advised that the Council holding a single large-scale event, rather than multiple events, would be preferable from a staffing perspective.
- The Clerk and Cllr Gibson are discussing the use of the Sandye Place Academy site with Central Bedfordshire Council for both the Jubilee celebration event and Sandy Carnival in summer 2022. This presents a rare opportunity to show how the space can be used and what a valuable community asset it is.
- A Member queried whether the event would be free to attend or if there might be a charge for entry. The group seemed in favour of offering free entry, but raised the possibility of using an online service to book free tickets, to help with estimating numbers. It was mentioned this could put some people off attending.
- The group debated whether or not a procession to the Pinnacle Hill for the beacon lighting should be included within the event. It might give a nice community feeling, although it would raise some practical issues, such as necessitating road closures and requiring a number of marshals in hi-vis to be positioned along the route, which may add extra costs. It was also raised that the event in the Sandye Place site could be ended around 8:30pm and attendees asked to regroup in the town centre shortly after, to begin the procession. The practicalities of including a procession and whether it would be possible would be looked into as part of the future development of the event proposal.
- Ahead of finalising the plans, there should be site visits to the Sandye Place grounds and the Pinnacle Hill.
- Members agreed that the inclusion of a presentation of the Mayor's Awards in the event would help to raise awareness of the awards and also increase recognition of the 2022 award recipients.
- Members were in favour of including a fireworks display in the event if possible, and suggested that fireworks could be set off from the section of the Sandye Place grounds closest to the river. It was suggested that the Council make enquiries with a local provider. The Clerk would look further into the costs and practicalities of a firework display in the development of the proposal.
- A Member suggested volunteers to help with marshalling at the event might be raised from within the Council and the wider community.
- The group discussed whether or not food and drink vendors, or the street food market organiser, should be charged to attend. Members agreed that charging these businesses would be reasonable as they would likely have a good day's trading and this income could contribute towards the cost of staging the event.
- A Member proposed that income from the outdoor theatre bookings or other similar events on Council land could be put towards the Jubilee event budget.

8. Events Calendar 2022

Members considered a draft events calendar for 2022.

Members queried the possibility of hosting additional events, such as a busking day in the town centre and specialist, themed markets. The Clerk explained that individuals, companies or community groups would be welcome to arrange events in the town and book the use of Council land, however, the Council-led events already included on the

draft calendar would be the maximum which could be achieved using existing staff resources. The Council could look to contact professional market organisers.

The Clerk confirmed that traders' fees had covered the costs of the road closures for the Council's spring and summer markets; so if the fees are kept the same, the 2022 markets could similarly run at no cost to the Council.

A Member suggested asking the street food market organiser whether they could make a donation to the Council for use of its car park now that the market is more well-established and the issues caused by the pandemic have largely passed.

Members approved the draft events calendar, subject to the following additions:

- Civic Service (Mayoral) - 27th March
- Seasonal Sandy Green Wheel walks - May & July
- Sandy Carnival - 11th June
- Carol Service (Mayoral) - December

9. Beeston Green

Members received a request from a resident to use Beeston Green for a Christmas Fair on either the 12th or 19th December 2021. The request was approved although Members commented that at this time of year, a hard-standing location may be more practical for an event with high footfall. For information, after the meeting, the organiser advised that they are no longer planning to run this event.

10. Date of Next Meeting

It was agreed that a meeting of the Events Working Group would be held in December 2021 to review the Remembrance parade and service.

SANDY TOWN COUNCIL

Minutes of the meeting of the Events Working Group on Tuesday 14th December 2021.

Present: Cllrs A Gibson, W Jackson and S Sutton (Chair), Mr. R Sparks (RBL), Revd. H Davies (St Swithun's Church) (part) and Revd. P Macaulay (St Swithun's Church) (part)

In attendance: Mr C Robson (Clerk), Miss K Barker (Administrator)

1. Apologies

Apologies were received from Cllr M Scott, Cllr A M Hill and Mr C Baker

2. Minutes of last Meeting

Members received the minutes of the meeting of the Events Working Group held on Tuesday 23rd November 2021 and approved them as a correct record of proceedings.

3. Remembrance Parade Review

Members discussed feedback on the Remembrance Parade.

The following comments submitted by Members of the Council were raised:

- Overall, the event went well. DL Tim Sills & Mrs Sills were pleased with the organisation of the event and others in attendance also gave positive feedback.
- The good weather made a big difference.
- The parade did not really go well.
- It was disappointing the Police did not provide No Waiting cones for Swan Lane, but good that they were there in force on the day.
- It was good to see large numbers in the parade & and watching.
- The Parade Marshall did a very reasonable job.
- There were no details that a salute would be taken, or of the saluting base position on the parade information sent out before the event.
- The PA system at the War Memorial was the best there has been.
- The youth groups were not brought to the front at the War Memorial.
- Suggestion: leave young people's groups out of the parade itself and have them assemble on either side of the memorial. Wreath layers would assemble behind and walk through, to and from the memorial. Youngsters could witness all that is said and done, the laying of wreaths, the silence, etc.
- Wreath layers needed to be organised better to be in the right place in the parade.
- It was effective having wreath layers go up to the War Memorial in pairs.
- Suggestion: at Swan Lane, have a separate person to the Parade Marshal to help order those in the parade.

Members agreed that the main concerns to be addressed in future years were ensuring that the youth groups are brought to the front of the assembly at the War Memorial, to see, hear and participate in the activities there, and that the wreath layers from all organisations are gathered in the front of the parade as it marches to the memorial, so that they are correctly positioned to walk up to the memorial at the appropriate time.

It was felt that the children's groups should not be separated from the start of the parade, as this was one of the aspects of the Remembrance event the children most

engage with. It was also noted that it would be difficult to give all the children a good view of activities at the War Memorial because space is so limited. The position of these groups was also further back this year in order to reduce the disruption to the remainder of participants after the parade was dismissed, as the Scout and Girlguiding groups had indicated that they would not be staying for the service in the Market Square. However, members felt that in future, additional point marshals could be assigned to lead different sections of the parade and give direction to groups further back in the order. This way, the children's groups could be led to the front at the War Memorial.

It was also suggested that future parade orders should make a point of stating that wreath layers must arrive to the muster on Swan Lane early and report to a specified marshal, who could then ensure they were briefed and in the correct location. It was felt that wreaths being laid two at a time had worked well.

Members also felt that the saluting base had not been in the best position. If the salute were to be taken before the Remembrance Service again in future, it was suggested that the steps of the Roundabout Club would be a better location.

The increasing need for volunteers to marshal road closures due to reducing Police numbers was also discussed. Members suggested appealing to organisations such as CBC's Community Safety team, the Sandy StreetWatch group and the Fire Service to request assistance, and also requesting the attendance of Special Constables.

The group also discussed the possibility of inviting a member of the public who undertakes an annual Remembrance Day horse ride through the town centre, with the horse's tack adorned with poppies, to take part in the parade. Members felt that this could cause a distraction, especially for children attending, and that ultimately, unless the horse was provably trained to deal with crowds and loud noises, it would be too much of a safety risk.

Revd. H Davies and Revd. P Macaulay joined the meeting.

4. Remembrance Service Review

Members discussed feedback on the Service of Remembrance in the Market Square.

The following comments submitted by Members of the Council were raised:

- The parade being dismissed before the service and people making noise in the Market Square somewhat spoilt the service.
- The outdoor service did not go well.
- The outdoor service went well.
- Traffic noise prevented people hearing the service.
- Suggestion: Arrange to have a sign language interpreter in future.
- It was sad that less people were at the service than normal with youth groups leaving before it began.
- Why were the young people not encouraged to stay for the service?
- Should there have been a time gap between the parade and the service in the Market Square and people told what was going to happen?
- There was still a good number of people at the service.

- A Member only received the Order of Service, with no hymn sheet
- Why was the service not held in Church? Church services were held elsewhere.
- Some Members hope the service can return to the church in 2022.
- If circumstances next year prevent a church service being held, a Member said they would support repeating this year's event format.

Revd. Macaulay expressed that as his first experience of a Remembrance event in Sandy, he had very much enjoyed it and was glad so many people had come out to take part in the parade and service.

Those in attendance felt that holding the service outdoors in the circumstances this year had been the correct decision and that some people attended who may not have been comfortable coming to an indoor service.

Revd. Davies agreed and felt that despite some disruption following the parade dismissal, the service had a nice community feel, and the weather had been kind, meaning the short service in the open air was very pleasant. However, there were other drawbacks to the outdoor service. In less fortunate conditions, it may have been uncomfortable to attend. The parade dismissal was difficult to hear from a distance which may have caused some confusion. The location also meant that the service lacked some of the special feeling evoked by a full church service, especially for children. Audio-visual equipment in the church also enables elements to be included in the service which makes it a fuller experience for the children, such as hearing soldiers' testimonies or poems, and can also be used to show hymn words. The group agreed that returning to St Swithun's Church for future Remembrance Services, if that is possible and safe, would be preferable.

The main point of concern for all members was that the Scout group and some other youth groups had decided not to attend the service as whole bodies, and that some in those organisations did not disband in an orderly way, causing disturbance to those staying to participate in the service. Mr. Sparks stated that the Royal British Legion feels a service is an integral part of Remembrance Day and cannot be separated from the parade. All members felt that it would be best to write to these groups to encourage them to stay for the whole event in future, explain that the service would be made shorter for the comfort of the young children and also that everyone, irrespective of their faith, is welcome at the service. Any groups not intending to do so would be asked to confirm this in advance, as the locations and timings of the salute and parade dismissal could then be moved forward, so that all groups are included. Any groups indicating they would not attend the service should also be asked to disperse unobtrusively after the parade.

It was also raised that an order of service including hymns would be easier to use than two separate documents; although this would be less necessary if future services are held in the church as screens could then be used.

Members agreed that planning for the Remembrance event should begin earlier than had been possible this year, with an initial meeting taking place in July or August.

5. Craft Fair & Jumble Trail

Members received a request for a craft fair and jumble trail to be held on Beeston Green in summer 2022. A member gave feedback that the previous event had been very successful and very well organised, and the group agreed that it was good to see residents organising community events, especially in Beeston, which can feel cut-off from the rest of the town. The event request was approved.

6. Date of Next Meeting

It was agreed that a meeting of the Events Working Group would be held early in the new year to look at the calendar of events for 2022.