

# Sandy Town Council

To: Cllrs N Aldis, B Blackley, J Hewitt, S Lee, A Lock, R Lock, C Osborne, M Scott, S Sutton (Chairman) and N Thompson  
c.c. A Effiong, S Baker, R Lacey, M Pettitt and P Sharman

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy SG19 1JE on Monday 31<sup>st</sup> March 2025 commencing at 7.30pm.



Nicola Sewell  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
26<sup>th</sup> March 2025

## 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-pecuniary personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non-Pecuniary Interests*
- iii) Dispensations*

### 3 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 17th February 2025 and to approve them as a correct record of proceedings.

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- 4 Public Participation Session**  
Members of the public may ask questions or make representations to the Committee about items of business which are on the agenda.
- 5 Report on Condition of Playgrounds, Recreation Grounds and Cemetery**  
To receive a report from the Deputy Clerk. Appendix I
- 6 Action List for March 2025**  
To receive a report from the Deputy Town Clerk. Appendix II
- 7 Action Plan 2025/2026**  
To consider and comment on the draft Action Plan 2025/2026 Appendix III
- 8 EV Charging Point Installation**  
To receive an update on installation.
- 9 Events Working Group**  
To receive the minutes of the meeting of the Working Group held on 26th February 2025. Appendix IV
- 10 Public Toilets Repair**  
To receive an update on the Male Carpark Public Toilets. Costs for replacement of urinal and associated tiling etc total £2,500. The area including the urinal drain has been power washed.
- 11 Beeston Green, Riddy and Pinnacle Working Group**  
(a) To receive the minutes of the meeting of the Working Group held on 17th March 2025. Appendix V  
  
(b) To receive proposals for letting out fishing rights at the Riddy following consultation with the Ivel Protection Association (IPA).  
The IPA propose a payment of £600 including VAT to the Town Council plus provision of two volunteer bailiffs working weekends and some weekdays subject to the provision of a suitable sign to read 'Private Fishing IPA Members and Sandy Town Council Fishing Permits only'.  
**Recommended** these proposals be accepted for the fishing season 2025/2026 and the arrangements be reviewed in February 2026.
- 12 Community Growing Scheme - Beeston**  
To avoid confusion it is proposed the site will be known as the Onion Loft Community Growing Scheme (this reflects the history of the site). The Council has provided funding for BRCC

# Sandy Town Council

to operate a community growing scheme. Once set up and operating with volunteers BRCC will withdraw their involvement. In return BRCC has access to S106 funding to support the creation of a community garden using raised beds and the provision of a community orchard.

## **13 Fence Replacement Scheme at Bedford Road Recreation Ground**

Appendix VI

To receive a report from the Deputy Town Clerk.

## **14 Request for Use of Council Vehicle for Sandy Carnival**

To advise the Committee of the request received from the Town Council's nominated representative on the Sandy Carnival, Cllr Paul Sharman to use STC's electric vehicle at the Carnival. Cllr Paul Sharman will be covered by the Town Councils' insurance for driving the electric vehicle

**RECOMMENDED** it is agreed that Cllr Sharman has use of the electric vehicle for the Sandy Carnival 2025 and that the following conditions are followed:

- i) The vehicle is never left unmanned.
- ii) The vehicle is only used for the following over the carnival weekend; to transport any necessary equipment to and from the carnival venue; only Cllr Sharman can drive the vehicle; members of the public are not allowed to climb inside or on top of the vehicle.

## **15 Proposed Allotment Site, Beeston**

In order to prepare for the development of the proposed site as an allotment the Committee is asked to support the allocation of up to £1,000 to prepare and submit a pre-planning application for the proposed site. The Committee is also asked to note Central Bedfordshire Council (CBC) is seeking funding from the Rural England Prosperity Fund on behalf of the Town Council to assist the funding of the site. The anticipated funding is £7,500 (revenue) and £15,000 (capital).

**RECOMMENDED** that the preparation of a pre-planning application be approved and that up to £1,000 be allocated to fund it and CBC be thanked for attracting funding from the Rural England Prosperity Fund.

## **16 Chairmans Action**

BT proposal to remove Payphones in your area  
This week Councillors have been circulated with the latest plans from BT. Members are encouraged to advise their residents of the plans.

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**17 Date of Next Meeting:**  
Monday 19<sup>th</sup> May 2025

**Community, Services and Environment Committee**

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<b>Date:</b>	<b>31<sup>st</sup> March 2025</b>
<b>Title:</b>	<b>Report of Play Areas, Cemetery and Recreation Grounds</b>
<b>Contact:</b>	<b>Ian Reed, Deputy Town Clerk</b>

**Purpose of the Report**

- 1.0 To report to the Committee on operational issues relating to the Town Council’s play areas, cemetery and recreation grounds.
- 1.2 To invite Members to comment on the services and the work of the Outdoor Team.

**Recommendations**

- 2.0 To note the report.
- 2.1 To consider and select additional equipment for grounds maintenance as set out in the report.
- 2.2 In order to support the Pitch Power works at Sunderland Road the application to hold a circus at Sunderland Road be refused as it is so soon after the fair visiting the site. It is recommended that generally, circuses, fairs and car parking for football tournaments are no longer to be accommodated at Sunderland Road Recreation Ground in order to preserve pitch health and the financial investment being made to improve it.
- 2.3 The use of Sandye Place be investigated for the future use of events traditionally held at Sunderland Road Recreation Ground to ensure popular activities remain available to the community.
- 2.4 To consider accepting a quote for the building survey of the cemetery chapel and to agree to its status as a building to be maintained but is not for use.
- 2.5 To accept the quote of £1,512.00 for the treatment of the Sunderland Rd culvert and to pursue confirmation on ownership/responsibility for the culvert, through CBC, to see if help/support with costs can be garnered.

**Background**

3.0 These reports will update Members on issues arising at the Council’s facilities

**Reports**

4.0 The following issues to be considered

Issue	Action
1. Signs for all Recreation Grounds and Play Areas The existing signs in all areas carry information for the public that are out of date and in some cases are misleading and may cause confusion.	To be created and manufactured

<p>2. <u>Sunderland Road Recreation Ground</u></p> <p>a) Dogs are allowed at Sunderland Road on a lead only and owners are requested to pick up after their dogs. Many dogs are allowed to run off the lead and some owners do not pick up. <b>The Council does not have areas of land for special dog walking areas</b></p> <p>b) Drainage issues, the utility company that quoted to undertake work to clear the culvert is no longer trading.</p> <p>c) Damage to pitches – puddling at middle junior pitch – soil top up and repairs at reoccurring divots along with goal mouth renovation Also, possibly borrowing pedestrian spikers from Cricket Club for goalmouth renovation</p> <p>d) Outdoor gym equipment maintenance issues</p> <p>e) In the play area by skatepark the surface of safety matting needs replacing (this was highlighted during Playground Provision Working Group site visit and by Annual Safety inspection)</p> <p>f) The car park at the village hall has been damaged by construction vehicles during the development of the Jenkins Pavilion.</p> <p>g) Flaying of the vegetation on the old railway embankment adjacent to the skatepark (It is anticipated this work will expose a considerable amount of litter and probably some larger items – The Outdoor Team and Deputy Town Clerk to organise litter pick)</p> <p>h) The Fair is in place from 6 May to 12 May 2025</p>	<p>a) Advisory posters in place.</p> <p>b) The Council has received a quote for a day rate of £1,512.00 excluding VAT for the jetting of culvert from both ends and sending a camera down the pipe.</p> <p>c) Soil to be ordered for post season training and for Bedford Road</p> <p>d) Repairs Required</p> <p>e) The Playground Working Group has been invited to consider a report which includes quotes for improved surfacing material – to be submitted to the next meeting of this Committee</p> <p>f) CBC has been requested to resurface the carpark – response has been limited and no agreement to undertake the work has been secured</p> <p>g) Flail booked for Thursday 27th March –</p> <p>h) The Council has received a request to host a circus (this is a new Circus called Circus Piddly) week commencing <b>19<sup>th</sup> May 2025</b>. The circus works with local schools and have hosted entire primary schools for assemblies in their big tent. This is very soon after the fair and the Outdoor Team Leader and Deputy Clerk are concerned about a circus on Sunderland Road due to</p>
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	<p>compaction and damage to the pitches (the Outdoor Team are still having to work on areas of a pitch where the post holes were made by the last circus some years ago).The Circus comments it can only pay £500 for pitch hire. Due to the Councils' commitment to Pitch Power it is recommended that circuses are not accommodated any longer on Sunderland Road for the reasons stated above. (Also, there is a home cricket fixture on Saturday 24 May).</p> <p>It suggested for the same reasons Sunderland Road from 2026 is not a venue for the fair or carparking for football tournaments It is further suggested other venues be considered including Sandye Place (CBC to be consulted)</p>
<p>3. <u>Bedford Road Recreation Ground</u></p> <p>a) Dogs are not allowed in Bedford Road Recreation Ground</p> <p>b) Wormcasts.</p> <p>c) Playground Provision WG has inspected Bedford Road</p>	<p>a) Updated signs to be installed at the recreation ground to ensure clear messages are promoted.</p> <p>b) Treatment effective and Sandy FC are regularly playing matches on the pitch</p> <p>c) Report to next meeting of the Committee</p>
<p>4. <u>Fallowfield</u></p> <p>a) Dogs are allowed in Fallowfield</p> <p>b) Yellow entrance gate</p>	<p>a) Dog fouling posters in place</p> <p>b) One outstanding issue with the pedestrian gate mechanism which needs replacing - to be carried out in February/ March 2025(Order with Reids Playground Repair)</p>

<p>Cemetery Incredible Edible will be maintaining the rockery by the chapel and a flower bed by main entrance on Potton Road</p> <p>Two quotes received for building survey of chapel no work done to chapel in a number of years. A survey is needed to ascertain state of the building and necessary repairs (quotes attached)</p> <p><b>The Committee is asked to confirm the status of the chapel as a building to be kept in reasonable level of maintenance but it is not a building in use</b></p> <p>The Committee is asked to agree that a survey is carried out. It suggested for the needs of the Council quote B may be more thorough and they have experience working with Church of England churches</p>	<p>• Quote A £2,500</p> <p>Level 3 RICS Commercial Building Survey Report without valuation is £2,500 plus VAT. A Building Survey is a full, detailed, and comprehensive report on the construction and condition of a property. It provides technical advice on problems as well as remedial works that are required to put them right. It is suitable for all residential and commercial properties of any size, type, or construction and in any condition. A Building Survey is tailored to fit the property and the requirements of the client. The Building Survey Report will also contain pictures of the property and defects and the estimate of the costs for carrying out the repair works to the property</p> <p>Quote B £4,985.00</p> <p>Surveying services - condition survey and costed Planned Maintenance Programme plus photographic Drone Survey.</p>
<p>Grounds Maintenance The Council has agreed to purchase the Snake mower at a cost of £23,346.50 excluding VAT. This will be delivered in early April 2025. This leaves the following issues:</p> <ul style="list-style-type: none"> <li>• Befco mower to be disposed of once the Snake is delivered. The Committee to note that once the Snake has been delivered the officers are looking to dispose of the Befco.</li> </ul> <p>The purchase of the snake mower at a discounted sum provides option to purchase equipment for the £4k saved on the Trimax Snake.</p> <p>The additional equipment is mechanical wheel barrow (soil mover £1,050), Stihl generator (Portable Power Supply) a good chance we could get income from hiring this out - purchase price £2850 and worm cast brush (additional funds would be required to purchase it).</p>	
<p>Staff Training</p>	<p>Training required</p> <ul style="list-style-type: none"> <li>• Tractor training</li> <li>• Weedkiller spraying</li> </ul>



The Outdoor Team Leader has been asked to ensure staff training is undertaken in the Council year 2025/2026	
Staff Working – Programme of works (this covers all works etc carried out by the Outdoor Team).	This will be in use from April 2025
Incredible Edible	The team has <ul style="list-style-type: none"> <li>• logoed Hi Viz vests</li> <li>• ordered plants and stepover apple trees</li> <li>• prepared risk assessments.</li> </ul>
Pitch treatments	Weed and Feed treatments booked for May and September 2025

### Legal Powers

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

**Agenda Item - Community Services and Environment Committee - Action list For March 2025**

Subject	Action to be taken Action	Response /Status
<b>CSE Committee 25/03/2024</b>		
Allotments and Community Orchard At Beeston  (CBC owned land)		Progress and update on the original site 3 at Beeston still being investigated by CBC and the original proposed site at Beeston Green was being investigated for community use including planting of community orchard. This would require hard surfaces removed from the site.  Field 3 see report on the agenda for the meeting on 17 <sup>th</sup> February 2025.
<b>CSE Meeting 23/08/2021</b>		
<b>Min (33-21/22)</b>  EV Charging Points	<b>RESOLVED</b> that the Clerk submits a list of STC owned sites for consideration as part of CBC’s EV Charge Point Scheme	Letter of Agreement with CBC signed on 22 <sup>nd</sup> August 2024.  See report to Committee on 17 <sup>th</sup> February 2025
<b>CSE Meeting 4/11.2024</b>		
		CCTV for skatepark installation complete.  Clearance of mound by skatepark to reduce antisocial behaviour in the area – being undertaken in a week.  Agreement made by delegated authority to accept quote of £1,000 for the works. The Deputy Clerk and Outdoor Team Leader to organise for the contractor to start the works asap. Work set to be undertake on 27 <sup>th</sup> March 2025.
<b>CSE Meeting 25/03/2024</b>		
Land at Scout HQ/Cadet HQ	<b>RESOLVED:</b>  That the report be noted.	The Committee received a report on the decision by Full Council on 4th March 2024 (Minute 227-2023/2024). It was noted that Taylor Wimpey had not yet responded to STC’s request.  Action: STC has requested the piece of land from Taylor Wimpey.  No further update at this stage. The Town Council’s solicitors continue to pursue the matter.

<p><b>CSE Meeting 22/07/2024</b></p>		
<p><b>Min(26 – 2024/25</b> Summer bedding contract renewal</p>	<p><b>RESOLVED</b>  To get quotes to continue with current scheme of hanging baskets and flower towers</p>	<p>Action; Quotations have been sought  Quotes accepted</p>
<p><b>Min (28- 2024/25</b> Sunderland Road Drainage</p>	<p><b>RESOLVED</b>  To carry out CCTV investigative work at a cost of £450</p>	<p>Action: work carried out; need to report to Committee on outcome and financial investigations  Civils company no longer trading as such the council need to go to alternative contactors for new quotes.  <a href="#">Investigation to establish who owns and is responsible for the culvert is being pursued with CBC.</a></p>



## SANDY TOWN COUNCIL Community Services and Environment Committee Action Plan 2025/26

The following Action Plan summarises and prioritises the Committee’s activities and projects that will continue to be worked on over the 2024/25 financial 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.

TOWN CENTRE AND ENTRANCE PROJECTS			
Project Title	Actions	Responsibility	Timescales
<b>2024/25 Activities</b>			
Welcome Back Fund	1) Installation of noticeboards and maps 2) Arrange publicity	1) STC outdoor team 2) Deputy Clerk/Mayor/Community Engagement Officer	April 2025 April 2025
Entrance Signs	1) Signage to be installed at agreed locations by appointed contractors. 2) Permission to be confirmed by CBC Highways Department 3) Installation of signs  3) Arrange publicity	1) STC/Deputy Clerk/CBC  2) STC/Deputy Clerk/CBC 3) Contractors/Deputy Clerk 3) STC/Deputy Clerk/CBC/Mayor	Quotes currently being sourced for works by the Clerk
EV Charge Points and car park development	1) Agree terms of lease 2) Agree Profit Share 3) Contract signed with CBC 4) Installation date and design	1) CBC/STC 2) STC/CBC/ 3) STC/CBC/BP Pulse 4) STC/CBC	Complete Complete Complete TBC delayed by CBC

	5) Car park Working Group established	5) STC Councillors	and Power networks Complete
<b>BEESTON</b>			
Onion Loft Community Gardens	<ol style="list-style-type: none"> <li>1) Pursue lease with CBC regarding allotment land at Beeston (Onion Loft)</li> <li>2) Site visit with CBC to understand the layout and potential for site</li> <li>3) Agreement with BRCC to understand set up site and management plans.</li> <li>3) Set up/development of site led by BRCC</li> <li>4) Engage with volunteers/incredible edible</li> <li>5) Work with BRCC to use site for community and prescriptive use.</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Solicitor/CBC</li> <li>2) Deputy Clerk/CBC</li> <li>3) Deputy Clerk/BRCC</li> <li>4) TBC</li> <li>5) BRCC/CBC/STC</li> <li>6) Deputy Clerk/BRCC</li> <li>STC/CBC/BRCC</li> </ol>	<p>Ongoing</p> <p>March 2025</p> <p>TBC</p>
Allotments Field 3 site	<ol style="list-style-type: none"> <li>1) Pursue lease with CBC regarding allotment land at Beeston and agree HoTs</li> <li>2) Agree/draft licence agreement for sublet of land to local farmer</li> <li>3) Draft plan of site with details of where each element will be sited</li> <li>4) Liaise with specialist third parties to understand requirements for flooding mitigation and BDNG on site</li> <li>5) Liaise with Allotment Association on needs/ambitions for site</li> <li>5) Submit a pre application to CBC Planning for site development and change of access requirements</li> <li>6) Pursue funding/grant options</li> <li>7) Construction/development of site</li> <li>8) Draft leases for allotment plot holders</li> <li>9) Site opens</li> <li>10) Publicity</li> </ol>	<ol style="list-style-type: none"> <li>1) Clerk/Solicitor/CBC</li> <li>2) STC/Local Farmer</li> </ol>	TBC
<b>SPORT, LEISURE AND WELLBEING</b>			
Green Wheel	1) Continue meetings of the Green Wheel Group to develop the route and provide support to volunteers	1) Deputy Clerk/BRCC/SGW	Ongoing

	<ul style="list-style-type: none"> <li>2) Continue publicity of Green Wheel Facebook page and “Friends of Sandy Green Wheel@</li> <li>3) Run seasonal walks</li> <li>4) Annual Financial support</li> </ul>	<ul style="list-style-type: none"> <li>2) Deputy Clerk /SGW</li> <li>3) <u>Deputy</u> Clerk/SGW</li> <li>4) STC/SGW</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> </ul>
Great British Spring Clean	<ul style="list-style-type: none"> <li>1) STC litter pick.</li> <li>2) Promotion and provision of equipment for community litter pickers</li> </ul>	<ul style="list-style-type: none"> <li>1) Deputy Clerk</li> <li>2) Deputy Clerk</li> </ul>	<ul style="list-style-type: none"> <li>March 2025</li> <li>Ongoing</li> </ul>
<b>ENVIRONMENT</b>			
Tree planting	<ul style="list-style-type: none"> <li>1) Identify suitable sites in Sandy and Beeston</li> <li>2) Select species for planting</li> <li>3) Apply for grant from CBC</li> <li>4) Planting</li> <li>5) Work with CBC and Partners to develop the Tiny Forest scheme</li> <li>6) Undertake public survey to identify site for October planting</li> <li>7) Agree site and work with partners on species and timescale</li> </ul>	<ul style="list-style-type: none"> <li>1) Deputy Clerk/Outdoor Team Leader</li> <li>2) Deputy Clerk/Cllr Sutton</li> <li>3) Deputy Clerk/CBC</li> <li>4) Outdoor Team</li> <li>5) Deputy Clerk/</li> <li>6) Deputy Clerk/Admin</li> <li>7) Deputy Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Complete</li> <li>TBC</li> <li>March/October 2024</li> <li>New site TBC</li> <li>Ongoing</li> </ul>
Environmental Improvements	<ul style="list-style-type: none"> <li>1) Continue to work with Rewilding East</li> <li>2) Move to more sustainable planting for outdoor spaces</li> <li>3) Work With the Incredible Edible project on ex-SEG sites</li> <li>4) Replacement of vehicles to electric as needed</li> <li>5) Monitoring of pollution from A1. Keep watching brief on any reports from Government Departments.</li> <li>6) Respond to any consultations regarding environmental matters</li> </ul>	<ul style="list-style-type: none"> <li>1) Deputy Clerk</li> <li>2) Deputy Clerk/Outdoor Team</li> <li>3) Deputy Clerk/Outdoor Team</li> <li>4) Clerk/STC/PFR</li> <li>5) Deputy Clerk/Clerk/STC</li> <li>6) Deputy Clerk/Clerk/STC</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> <li>On hold till 2028/29</li> <li>Ongoing</li> <li>Ongoing</li> </ul>
<b>EVENTS (via Events Working Group)</b>			
Yearly activities	1) Agree 2025/26 events and agree budget	1) EWG/Admin/PFR	Complete

	<ul style="list-style-type: none"> <li>2) Renew Market Square Street Licence</li> <li>3) Organise STC attendance at community events i.e. carnival and Sandy Garden and Craft Show.</li> </ul>	<ul style="list-style-type: none"> <li>2) Clerk</li> <li>3) Admin/EWG</li> </ul>	
Street Markets	<ul style="list-style-type: none"> <li>1) Agree dates for spring and Summer events</li> <li>3) Contact and book stall holders</li> <li>3) Make all arrangements including road closure, risk assessment and volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>1) EWG/Admin</li> <li>2)EWG/Admin</li> <li>3) EWG/Admin</li> </ul>	<ul style="list-style-type: none"> <li>Spring Market 27<sup>th</sup> April</li> <li>Summer Market 20th July (this is instead of Autumn Market) ongoing</li> </ul>
Skate Park	<ul style="list-style-type: none"> <li>1) Arrange with partners Anniversary events</li> <li>2) Research and secure grant funding</li> </ul>	<ul style="list-style-type: none"> <li>1) EWG/Admin/Cllr Hewitt</li> <li>2) EWG/Admin</li> </ul>	<ul style="list-style-type: none"> <li>September 2025</li> <li>Ongoing</li> </ul>
VE and VJ Day May/Aug 2025	<ul style="list-style-type: none"> <li>1) Liaise with Church and RBL for activities following guidance from the Pageant Master</li> </ul>	<ul style="list-style-type: none"> <li>1) EWG/Admin/St Swithun's Church/RBL</li> </ul>	<ul style="list-style-type: none"> <li>TBC</li> </ul>
Remembrance Parade and Service	<ul style="list-style-type: none"> <li>1) Liaise with Church and RBL over parade activities and risk assessments</li> <li>2) Apply Road Closure</li> <li>3) Quote for Road Management</li> <li>3) Secure volunteer help with side road closures</li> <li>4) Order PA equipment and secure volunteer help</li> <li>5) Print order of service</li> <li>6) Book photographers</li> <li>7) Book space in library for photo display</li> <li>NB Actual service to be organised by RBL and St Swithun's Church</li> </ul>	<ul style="list-style-type: none"> <li>1) EWG/Admin/St Swithun's Church/RBL</li> <li>2) Admin</li> <li>3) EWG/Clerk</li> <li>4) EWG/Admin</li> <li>5) Admin</li> <li>6) EWG/Admin</li> <li>7) EWG</li> </ul>	<ul style="list-style-type: none"> <li>TBC</li> <li>TBC</li> <li>By October 2025</li> <li>Complete</li> <li>November 2025</li> <li>TBC</li> </ul>
Christmas Lights Event	<ul style="list-style-type: none"> <li>1) Liaise with local businesses for sponsorship of tree and event</li> <li>2) Create event plan, budget and timetable</li> <li>3) Apply for road closures and temporary event licence</li> <li>4) Liaise with Contractor on programme, stage set up and running of event</li> </ul>	<ul style="list-style-type: none"> <li>1) EWG/Admin</li> <li>2) EWG/Clerk/Event Organiser</li> <li>3) Admin</li> <li>4) Admin/Event WG</li> </ul>	<ul style="list-style-type: none"> <li>July 2025</li> <li>Ongoing</li> <li>By Sept 2025</li> <li>TBC</li> </ul>

	5) Book First Aid Cover 7) Pre event promotion and on the day publicity,	6) Admin 7) Admin/Event WG	TBC Ongoing
Christmas Tree Festival St Swithuns Church	1) Complete application. 2) Agree theme: to promote Mayor's Charity 3) Source appropriate decorations.	1) Cllr Sutton 2) Mayor 3) Cllr Sutton	When ready TBC Ongoing.

On-Going Activities/Business as usual	
CS&E meetings	Agendas, attendance at and minutes of, reports, administration
Actions	Taking forward actions as agreed in meetings including procurement of equipment and undertaking surveys
Outdoor Space and equipment	Regular checks and maintenance. Consideration of needs and any new equipment required. Research suppliers and costs for budget consideration.
Public Toilets	Maintenance, cleaning and repair as needed.
Public Engagement	Creating stories and posts for the website and social media, sending out press releases and proactively seeking opportunities to promote the council and its services. Designing and undertaking public consultations.



EVENTS WORKING GROUP MEETING 26<sup>th</sup> February 2025

Present: Cllr J. Hewitt (Chair), Cllr Paul Sharman, Lynne Darlow, Nicola Sewell, Mami Amuah, Richard Gilbert

Apologies: Cllr Nigel Aldis, Cllr Susannah Baker, Cllr Susan Sutton

Minutes:

	Item	Action to be taken
1	Minutes of previous meeting 29 <sup>th</sup> January approved.	
2	<p><b>Calendar of events for 2025</b>  <b>Dates for STC events confirmed</b></p> <p>Green Wheel Walk – 22<sup>nd</sup> March                      Great British Spring Clean Litter Pick – 29<sup>th</sup> March                      Mayor’s Civic Service – 13<sup>th</sup> April                      Spring Market – 27<sup>th</sup> April                      VE Day – 8<sup>th</sup> May                      Summer Market - 20<sup>th</sup> July                      VJ Day – 15<sup>th</sup> August                      Skate Jam – September (Date TBC)                      Remembrance Day – 9<sup>th</sup> November                      Bedfordshire Day - 28<sup>th</sup> November                      Christmas Tree Festival – 28<sup>th</sup> November/1 December*                      Christmas Lights Switch-on – 30<sup>th</sup> November                      Mayor’s Carol Service December (Date TBC)</p> <p>Two organisations have shown interest in making donations to Town Council events.</p> <p>*The dates for the Christmas Tree Festival will be confirmed by Jodie considering the date for the Lights Switch-on.</p> <p><b>Dates for community events confirmed.</b>                      Carnival Stars Competition – 20<sup>th</sup> February (Past)                      Carnival Stars Selection - 9<sup>th</sup> March                      Sandy Music Festival – 10<sup>th</sup> May                      Sandy Carnival – 14<sup>th</sup> June                      Sandy Garden &amp; Craft Show – 30<sup>th</sup> August                      Armistice Day – 11<sup>th</sup> November                      Sandy Heritage Days – 12<sup>th</sup> to 21<sup>st</sup> September</p>	<p>Site for litter pick to be decided</p> <p>JH</p>
3	<p>Publicity for events  <b>STC Website</b>                      What’s on Page on website updated with Council events and that of community groups</p>	<p>MA</p>

	<p><b>Press</b>                  Follow up with Biggles FM after sharing first set of events for publicity.</p> <p>Reach out to Three Counties Radio to get them to publicise STC events.</p> <p><b>STC Newsletter</b>                  Work on content is underway with a new column for council project updates</p>	<p>MA</p> <p>MA</p> <p>MA</p>
4	<p><b>Market update</b>                  Temporary road closure application approved by CBC.                  12 vendors confirmed their attendance - 8 more to go</p> <p>Letter drop should include businesses on the High Street/Shannon Court</p>	<p>MA</p>
5	<p><b>VE Day</b>                  The Working Group suggested a line-up similar to the D-Day 80<sup>th</sup> Anniversary in 2024(in accordance with the National Programme:</p> <ul style="list-style-type: none"> <li>• Flag Raising at Fayne’s Corner in the morning and later in the day at the St Swithun’s Churchyard (flags to be purchased)</li> <li>• Bell Ringing</li> <li>• Beacon Lighting</li> </ul> <p>Other suggested activities to mark the commemoration:</p> <ul style="list-style-type: none"> <li>• Appearance by VE Day veteran at church service/exhibition</li> <li>• Show videos in church about VE Day</li> <li>• Union Jack banners on lampposts</li> <li>• Union jack bunting to be hang outside 10 Cambridge Road.</li> <li>• Decoration of shop windows</li> <li>• Special Offers by shops                         <ul style="list-style-type: none"> <li>○ Gunn’s Bakery – Celebration Clanger, 8<sup>th</sup>-9<sup>th</sup> May</li> <li>○ Two Little Puddings – Celebration Pie, 9<sup>th</sup>-10<sup>th</sup> May</li> <li>○ Mama’s Coffee Shop – Special Celebratory Ploughman’s Lunch @ £5.50 per person and Cream teas @£4.40 per person</li> <li>○ Singing of 1940s songs by The Melodiques at Pecoro</li> </ul> </li> </ul>	<p>JH</p> <p>JH</p> <p>NS MA</p> <p>LD</p> <p>LD</p>
6	<p><b>VJ Day</b>                  Suggestions to be considered at a later time:</p>	

	<ul style="list-style-type: none"> <li>• Tea or Fish and Chip Evening at the Village Hall</li> <li>• Afternoon tea or Evening service at St Swithun's Church</li> <li>• Speak to RBL to know how STC can contribute to the commemoration</li> </ul>	
7	<p>New Initiatives: Updates</p> <ul style="list-style-type: none"> <li>• Sandy Heritage Days                             <ul style="list-style-type: none"> <li>○ Sandy Historical Research Group adult quiz (Library)</li> <li>○ Design a mosaic tile (Activity for children)</li> <li>○ Talk with David Berry</li> <li>○ Mosaic Heritage Trail with Sandy Wellbeing Walkers</li> </ul> </li> </ul>	LD
8	<p>AOB</p> <p>Brief on Martyn's Law (SLCC Practitioners' Conference)                      Protectuk.com has training resources that useful to staff and volunteers for event organisation</p> <p>Share a simplified version of details of Martyn's Law with the working group</p>	<p>NS</p> <p>NS</p>
9	Date of next meeting: 26 <sup>th</sup> March 2025 at 3.00pm	

## **SANDY TOWN COUNCIL**

Minutes of the Beeston Green, Riddy and Pinnacle Working Group meeting held on Monday 17<sup>th</sup> March 2025 at 16.00 in the Council Chamber at 10 Cambridge Road, Sandy.

### **PRESENT**

A Matthews – Senior Reserves Manager (The Wildlife Trust) and R Lawrence - Ecologist (BRCC), Cliff Andrews – Deputy Chief Executive and Head of Supporting Communities (BRCC), Councillors J Hewitt, R Lock (until 5 pm) and M Pettitt, Nicola Sewell Town Clerk and Ian Reed – Deputy Town Clerk

**1.Appointment Of Chairman** – In the absence of Councillor N Aldis Cllr J Hewitt be appointed Chairman for this meeting.

**2.Apologies** – Cllr N Aldis

### **3.Minutes of last meeting**

Received subject to the following amendment;

7.0 Budget Riddy

In the third line of the paragraph the new sentence to read;

**Following the completion of its service at the Riddy funded from the Highway Agency the Wildlife Trust (WLT) would end its role in March 2025**

### **4. Aiden Mathews**

The Chairman reported that this was the last meeting of the working group for Aiden Matthews from the Wildlife Trust. The Chairman took the opportunity to thank Aiden for his contributions to the work of the working group. The Wildlife Trust and Aiden had been involved for a number of years in the Riddy and his services would be missed.

**RESOLVED:** That the Wildlife Trust and in particular Aidan Matthews be thanked for their service to the Town Council in managing the Riddy.

## **5. Biggleswade and Hitchin Angling Association - Fishing Rights at the Riddy**

A debate took place following a decision by the Town Council to decline a request from the Biggleswade and Hitchin Angling Association (BHAA) to be offered exclusive fishing rights at the Riddy. It was reported that the association had advised the Town Council that it was ceasing its interest in this section of the river Ivel and would not be renewing the lease on the fishing rights going forward. Therefore, on Friday 14<sup>th</sup> March the association gave up its fishing rights for the Riddy. The Working Group was advised the Town Council was looking for another angling association to take over the fishing rights in readiness for the new fishing season in June 2025. The working group then discussed the following issues:

- The future maintenance of the river in the ownership of the council
- The opportunity to offer fishing rights to another association. It was considered essential that there was a bailiff service available. This service was considered important because of the need to ensure illegal and out of season fishing was stopped.
- The Bailiff service would ensure the residents of Sandy had up-to-date permits and that all rules and regulations were met and that fish would be returned to the river unharmed; these rules included no night fishing.

The Deputy Town Clerk reported that he had been speaking to the River Ivel Protection Association on the best way forward in offering the fishing rights for the Riddy to an angling association. He further reported that the IPA was very interested in assisting the Town Council and it supported the council view that a bailiff service was required. A discussion then took place on the best way forward on offering a service to the (on average 33- 35) residents of Sandy that took up free fishing permits each season and the securing of an agreement with an angling association to provide fishing on the basis of the above list of requirements including the provision of a regular bailiff service.

**RESOLVED:** That the Deputy Town Clerk continue negotiations with the IPA and that a new licence be secured with a new angling association and that the council wishes to see a sum of approximately £692 be charged for the seasonal fishing rights as well as the angling association providing a bailiff service. The Deputy Town Clerk to continue negotiations to secure this arrangement with confirmation/ approval being sought at either a special meeting of this working group or at a meeting of the Town Council before the new fishing season begins in June 2025. The Deputy Clerk would research the general costs being charged for fishing rights to ensure that the Town Council's charges were in line with general practice.

## **6. Stewardship Grant**

The Committee received an update on the Countryside Stewardship and Environmental Stewardship Grants. It was stressed that the Council needed to ensure the Riddy was grazed by rare breed cattle (See Minute 7).

## **7. Riddy Agreement**

The Working Group acknowledged that a new agreement between BRCC and the Town Council was required to ensure the future wardening of the Riddy and working with the grazier (See Minute 9 below). Action would be taken for the creation of an agreement based on the former agreement with the wildlife trust

## **8. Budget and Works and Maintenance**

The following issues were discussed

- Riddy – The donated kissing gate needed to be installed by Richard Lawrence's group of volunteers. It was noted fencing was in good condition at the moment. Audit of signs required. References to the Wildlife Trust needed to be covered and in longer term the signs and interpretive boards to be replaced (identify for next budget discussion)
- Sandy Green Wheel (SGW) – Comments had been made about condition of paths by the Riddy – Richard Lawrence confirmed paths were in good condition and there was no risk to footpath users

## **9. Reports on The Riddy**

The Working Group was advised that the grazier was no longer Mr Kiddy (he had moved from the area and his son was not involved in farming any longer). Following earlier discussion held between the town council, the Wildlife Trust and BRCC a new grazier had been identified who bred Red Poll cattle. The names of the graziers were David and Sally Hunt who grazed Red Poll cattle at various sites in Bedfordshire. Details had to be sorted out about cows and bulls on the site. Further work was required and discussions held with Mr and Mrs Hunt on grazing the Riddy. The dates for grazing would be standardised and would reflect experience in working with graziers in other areas.

It was reported that the internal drainage board had plans to extend the pond at the Riddy- there were no details of when this would be undertaken.

## **10. Wardens Report – The Pinnacle**

In response to questions from Councillor Martin Pettitt the Warden, Mr Richard Lawrence reported as follows:

- The maintenance of acid grasslands was important in the pinnacle. The challenge was to balance the habitats and he talked about the Elm scrub going down the slope with self-generation in 15 years and the area by the Potton Rd was mixed Elm with a Birch Grove which allowed the grass to grow
- There were two trees that needed attention\ removal and the warden would arrange to meet with Deputy Town Clerk Ian Reed to arrange for their removal.
- Discussions took place on the Pym land and it was agreed the estate be advised the wire from the fencing was in places causing a problem as it was lying on the lane

## **11.The Green Beeston**

The meeting discussed the following;

- (i) A proposal from Councillor Pettitt to protect erosion of the Green, Beeston Green from vehicles encroaching on the edges of the Green in some areas. He was in favour of bollards/wooden posts to be sited similar to a scheme at Everton Parish. The Deputy Town Clerk circulated the details of the scheme including costs from Everton Parish Council. It was also suggested that local sandstone could be used to protect the Green. Councillor Pettitt suggested reflective post would have to be installed as well.
- (ii) It was reported that a new culvert would be installed at some point for access for the Sandy Green Wheel Walk.
- (iii) Update on Internal Drainage Board activity in the area - noted

Access onto The Green A resident had been in touch to see if land could be sold to them to protect access to their property on the green. It was noted that these greens were protected by specific legislation, primarily the Commons Act 2006 which placed significant

restrictions on what could be done; the Town Clerk would keep the council updated on the matter.

## **12. The Date of the Next Meeting**

Suggested 23rd June at 16.00.

The meeting closed at 17.35



**Date:** 31<sup>st</sup> March 2025  
**Title:** Fencing Scheme at Bedford Road Recreation Ground  
**Contact:** Ian Reed, Deputy Town Clerk

### **Purpose of the Report**

1. To receive and consider the costs for fence replacement quotations for Bedford Road Recreation Ground.

### **Recommendation**

2. That the Council approves a quotation that provides the best quality product while considering value for money. This report has been prepared because the Council has received complaints from residents that the council's fencing is in need of replacement. There are precedents for this proposed work. The Council has provided replacement fencing at this site in the past.

### **Background**

3.0 Quotes have been sought for the fence work to be installed with 8ft concrete slotted posts, 1ft concrete gravel boards and 5ft by 6ft close board panels as requested, with a finish height of 6ft. This will run for approximately 16.5mtrs along the back right hand side of the recreation ground straight in front and the pitch behind. Then for an additional 33mtrs along the back boundary and approximately 39mtrs along the back left boundary.

3.1 Set out in the report are quotations from two fencing companies the third contractor did not quote

### **Proposals/Information**

4.0 Residents have created gates in some parts of the fencing (none are involved in this fencing quote). Providing palisade fencing (as an alternative to panel fencing) would prevent gates being created. Residents do not have the Councils' permission to do this.

4.1 The following quotes were received:

<b>Description</b>	<b>Company</b>	<b>Price</b>
To supply 50x 8ft concrete slotted posts 47x 1ft by 6ft concrete gravel boards 47x 5ft by 6ft close board panels Fixing battens Post crete	A	£13,776.00 vat included
To take down and takeaway any fencing/shrubs and small trees in boundary lines to allow for 8ft concrete slotted posts to be set 2ft in the ground with post create, leaving 6ft above ground level to take 1ft concrete gravel		

**AGENDA ITEM:13****APPENDIX VI**

board and 5ft by 6ft closeboard panels on top. Ensuring that all boundary lines are completely closed off.		
<p>Take down old fencing and remove from site.</p> <p>Option 1 – Close board panels</p> <p>To: Supply and install 86.5mt of 1.5mt high close boarded panels complete with 300mm high concrete gravel boards.</p> <p>Concrete slotted posts set in concrete foundations at 1.878mt centres with panels and gravel boards fitted between.</p> <p>Overall height of fence = 1.8mt.</p> <p>For the sum of £7285.00 exclusive of VAT.</p> <p>Option 2 – Palisade</p> <p>To: Supply and install 86.5mt of 1.8mt high steel palisade security fencing to the following specification.</p> <p>Posts: 102 x 44mm RSJ set in concrete at centres not exceeding 2.75mt.</p> <p>Rails: 2no. 50 x 50mm RSA bolted between each post using fish plates with M12 cup sq. bolts and permacone nuts.</p> <p>Pales: 1.8mt high 'W' profile with triple pointed tops bolted to rails using M8 saddle bolts with permacone nuts.</p> <p>All finished galvanised.</p> <p>If the Council was to choose palisade fencing this would be on the Councils' land and then residents could choose to put up their own fencing.</p>	B	<p>£9,800.10 exc VAT</p> <p>£9135.00 exclusive of VAT</p>

**Financial Implications**

5.0 The 2025/26 budget could meet the costs of the fence provision or funding is sought from the Capital Fund

**Legal Powers**

6.0 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.