

Sandy Town Council

To: Cllrs N Aldis, J Ali, C Butterfield, W Jackson, K Lynch, A Maycock, M Runchman, R Smith, S Sutton, and S Walsh

Cc: Cllrs C Osborne, M Pettitt, D Sharman, M Scott and K Sharp

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council which will be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 10 March 2014 commencing at 7.30 pm. The items of business to be transacted are specified below.



Delia Shephard
Town Clerk
10 Cambridge Road, Sandy
SG19 1JE
01767 681491
3 March 2014

A G E N D A

Reports

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) Declarable Pecuniary Interests*
- ii) Other Interests*

3 Minutes of previous meeting

To receive the minutes of the Community Services and Environment Committee held on Monday 27 January 2014 and to approve them as a correct record of proceedings.

Previously
circulated

Sandy Town Council

- 4 Sandy Green Wheel**
- i) To receive a presentation from Cliff Andrews of Bedfordshire Rural Communities Charity and Caroline Romans of Central Bedfordshire on the Sandy Green Wheel X
 - ii) To consider financial support for a green infrastructure planning obligation grant application in respect of Sandy Green Wheel ✓
- 5 Town Council Storage**
To consider storage of Town Council equipment and resources at Stratford Road Depot, Banks Pavilion and the Cemetery Chapel Report to follow
- 6 Town Council Gazebos**
To approve terms and conditions for hire of Sandy Town Council gazebos Report to follow
- 7 Fallowfield**
To receive a report on work plans for Fallowfield for the year 2014 Report to follow
- 8 Sandy Community Orchard**
To receive an update report from the Clerk on progress with the Sandy Community Orchard ✓
- 9 Sunderland Road Recreation Ground/Cricket and Bowls Club Matters**
- i) To receive an update report from the Clerk on progress with negotiations regarding a licence to replace the former lease with Sandy Cricket Club ✓
 - ii) To consider a request from Sandy Bowling Club for provision of a skip by the Town Council for grass cuttings arising from maintenance of the green Report to follow
 - iii) To consider a request from Sandy Cricket Club for permission to use funds allocated for maintenance of equipment under the old lease between Sandy Town Council and the Sandy Cricket Club for the purchase of new equipment Report to follow
- 10 Aragon Estate**
To receive an update report from Cllr Aldis on meetings with Aragon Housing Association and Central Bedfordshire Council X
- 11 Community Engagement Matters**
- i) To receive a draft community engagement strategy for comment prior to its submission to the Policy Finance and Resources Committee ✓
 - ii) To note current arrangements for advertising in the Bulletin ✓

Sandy Town Council

- and to consider future provision of printed information about Town Council activities ✓
- iii) To note the introduction of new pages and an RSS feed to Sandy Town Council Website ✓
- iv) To note arrangements for the preparation and publication of the annual report for Sandy Town Council for the year 2013/14 ✓

Sandy Town Council

Community Services and Environment Committee 10 March 2014

REPORTS

4 Sandy Green Wheel

ii) Green Infrastructure Planning Obligations Grant Application Report from Cliff Andrews, BRCC

BRCC are seeking to apply to CBC's GI Planning Obligations fund to undertake enhancements to the emerging Sandy Green Wheel.

The total grant pot for the Ivel valley is nearly £80,000; with the application deadline being March 12. It is a competitive grant process and we are aware of at least 2 other applications which will be competing for the funds. The funding is for strategic GI projects which meet as many of the 5 GI themes as possible (access, open space, biodiversity, landscape and heritage).

As the Green Wheel is still subject to consultation and adoption, we are proposing to apply for funds to enhance elements which make sense as improvements in their own right, even if the Green Wheel was not to be developed in the future.

The 2 elements which we shall be applying for funds are:

The Baulk – A1 Link

Seeking to formalise and upgrade cross-field path to enable users not to have to walk along the A1 pavement. In addition to access improvement, the project will seek to enhance the setting of the green space through tree screening of the A1, further tree, shrub and wildflower planting; the management of the copse beside the Baulk and the creation of a viewpoint, with bench and information board, beside the Riddy stream.

This project will provide improvements for users of the Greensand Ridge Walk and Kingfisher Way, as well as local residents and users of the Green Wheel.

Bridleway 25

This bridleway is a key component of the Green Wheel, linking Brickhill Road to the Fallowfield area of Sandy via both the railway underpass and footbridge. Works to level and consolidate the surface of the track will benefit existing and future users. An opportunity has arisen to plan a small copse beside the bridleway (along the section between the underpass and footbridge), which will be of significant landscape and biodiversity value in an otherwise open area.

Sandy Town Council

Match Funding

It is anticipated that the combined costs for these works will be in the region of £45k. Given the total size of the grant fund and that we are aware of other applications, we want to be applying for an amount in the region of £35 – 40k.

Although match funding is not an absolute requirement, this is a competitive grant scheme and any additional partner funding will be viewed favourably. CBC's Countryside Access Team has indicated a willingness to allocate some of its 2014/15 Capital Works budget to the Sandy Green Wheel, and can be used as match funding in this application.

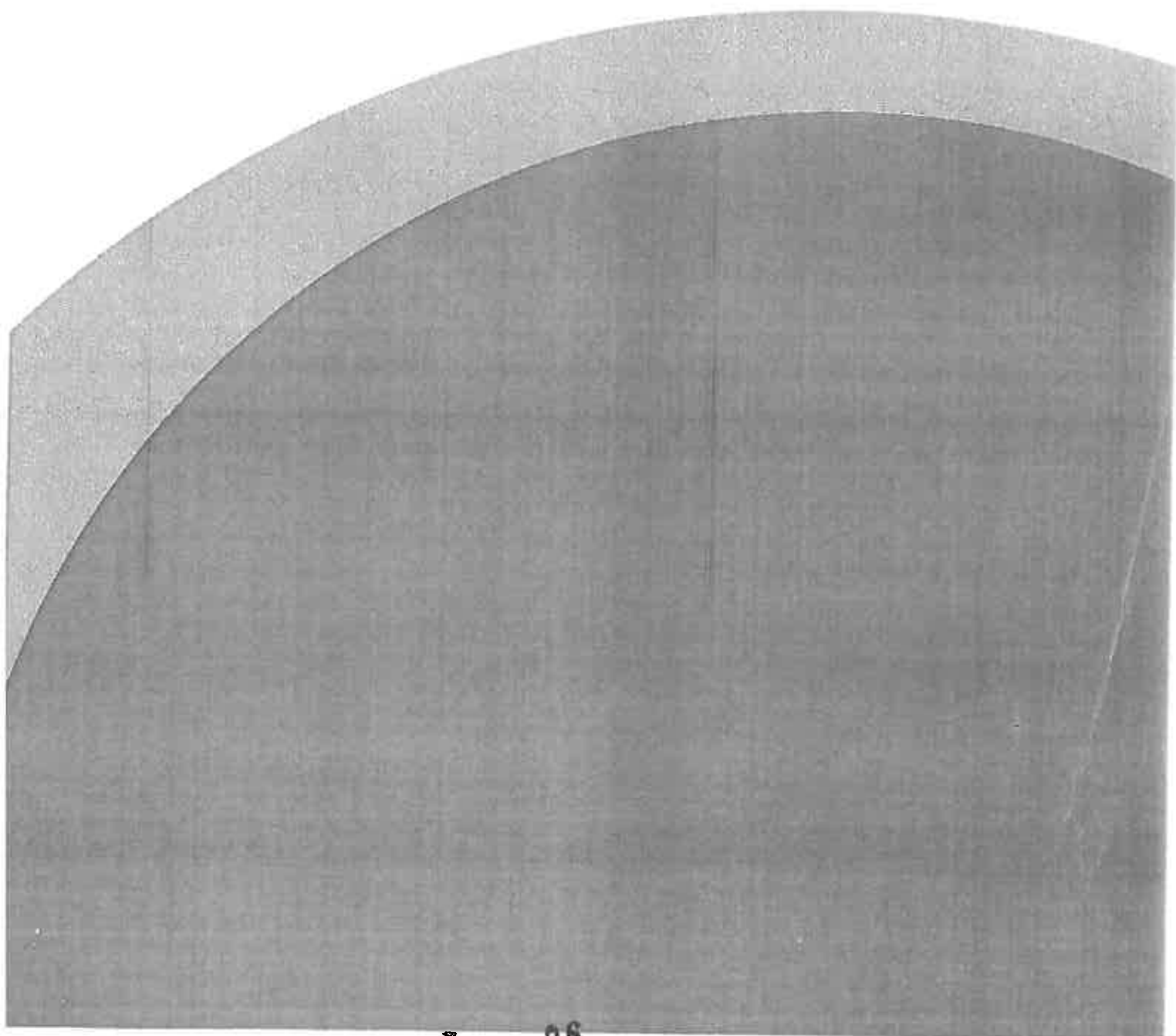
Sandy Town Council is invited to make a match funding contribution toward the above works and grant application. Such a contribution could be financial or in-kind (such as the contribution of suitable bench(es) or an information board, etc.)

Clerk's Notes – a copy of information about the Green Infrastructure Planning Obligation Grant Scheme is attached. Please note the deadline for applications for the scheme is imminent, if members require any more information please contact the office as soon as possible.



Green Infrastructure Planning Obligations

Guidance notes and project proposal form for
Town and Parish Councils



Guidance notes for Town and Parish Councils seeking funding for Green Infrastructure projects

Introduction

Central Bedfordshire Council is able to provide funding to partner organisations wanting to carry out green infrastructure projects. This funding comes through 'planning obligations', and has been collected to deliver various types of green infrastructure projects. The funding is available across Central Bedfordshire, linked to where developments that make these 'planning obligations' are taking place. This guidance is for Town and Parish Councils who would like to use this funding to deliver green infrastructure projects, and provides more information on planning obligations, where funding is available, what types of projects we're able to fund, and what support is available to Town and Parish Councils wishing to suggest project ideas.

What are planning obligations?

Planning obligations are legal agreements between the planning authority, the developer and other interested parties. Central Bedfordshire Council has a planning obligations strategy which sets out what the council expects developers to provide.

One element of what the council expects from developers are planning obligations for green infrastructure. These generally take the form of financial contributions.

Central Bedfordshire Council collects these planning obligations. The authority recognises that there are a range of organisations able to deliver green infrastructure projects that both deliver improvements to the green infrastructure network required to support sustainable growth, and fit within the legal framework for planning obligations.

Working with Town and Parish Councils

Central Bedfordshire Council is keen to work with Town and Parish Councils, delivering green infrastructure for local communities. Various members of the Bedfordshire and Luton Green Infrastructure Consortium have expertise in working with communities to support the development and delivery of environmental projects. Therefore Town and Parish Councils can work with the Greensand Trust, Bedfordshire Rural Communities Charity (BRCC), and the Marston Vale Trust. These organisations can help by discussing any project ideas with you. The contact details for the different areas are shown below and at the end of this guidance. They may also be able to help with developing your project, and, if your project is successful, may also be able to help with delivering your project. Contact details can be found at the end of this guidance.

Due to the level of funding available, and the need to deliver large scale projects, we would encourage Town and Parish Councils to work together to develop larger scale, cross boundary projects where possible.

Area (see map on page 4)	Who can help develop project ideas?
Bedford to Milton Keynes – Marston Vale	Guy Lambourne, Marston Vale Trust
Greensand Ridge and Flit Valley	Jon Balaam, Greensand Trust

Ouzel River Valley and Leighton Linlade		Jon Balaam, Greensand Trust
Lower Great Ouse and Ivel River Valleys		Cliff Andrews, BRCC
Chalk Arc and Lea Valley	Toddington, Harlington, Barton le Clay, Chalgrave, Tilsworth, Dunstable, Whipsnade, Hyde, Studham	Jon Balaam, Greensand Trust
	Houghton Regis, Eaton Bray, Shillington, Chalton, Streatley, Totternhoe, Kensworth, Caddington, Slip End	Cliff Andrews, BRCC

Eligibility

Applications for green infrastructure planning obligations funding can be made by any members of the Bedfordshire and Luton Green Infrastructure Consortium, and Town and Parish Councils for projects within Central Bedfordshire.

Applications can be made for capital funding only, and the funding should normally be spent within two years of an application being approved. Capital funding results in the acquisition, creation or modification of an identifiable capital asset. Examples of capital expenditure include: acquiring land, constructing buildings or roads or carrying out works to land, buildings or roads that significantly improve their life, value or usefulness. Revenue expenditure would relate to the ongoing management or maintenance of an asset, and would therefore not be eligible for this funding.

Timescale

Applications need to be sent to Rachael.brydges@centralbedfordshire.gov.uk by 12th March 2014. Applications will be assessed by a panel of environmental specialists and planners from Central Bedfordshire Council, and applicants will be notified of the outcome of their application by 4th April 2014.

Scale of Projects

Planning obligations funding has been secured to deliver the strategic Green Infrastructure network. Projects therefore need to demonstrate how they deliver strategic level green infrastructure. We expect the total project value of funded projects to be at least £25,000. The actual allocation of funding that Central Bedfordshire Council can make from this fund may be less than £25,000. Due to the need to deliver large scale projects, we would encourage Town and Parish Councils to work together to develop larger scale, cross boundary projects where possible.

Location of Projects

Projects must be within Central Bedfordshire. Central Bedfordshire Council needs to be able to demonstrate that the funding is used on projects that are directly related to the development. Projects also need to deliver strategic level Green Infrastructure within Central Bedfordshire. To ensure that projects can both directly relate to development, and deliver strategic green infrastructure, Central Bedfordshire has been broken down into a number of areas. Funding derived from an area will be spent within this area. These areas have been derived from the strategic GI plan.

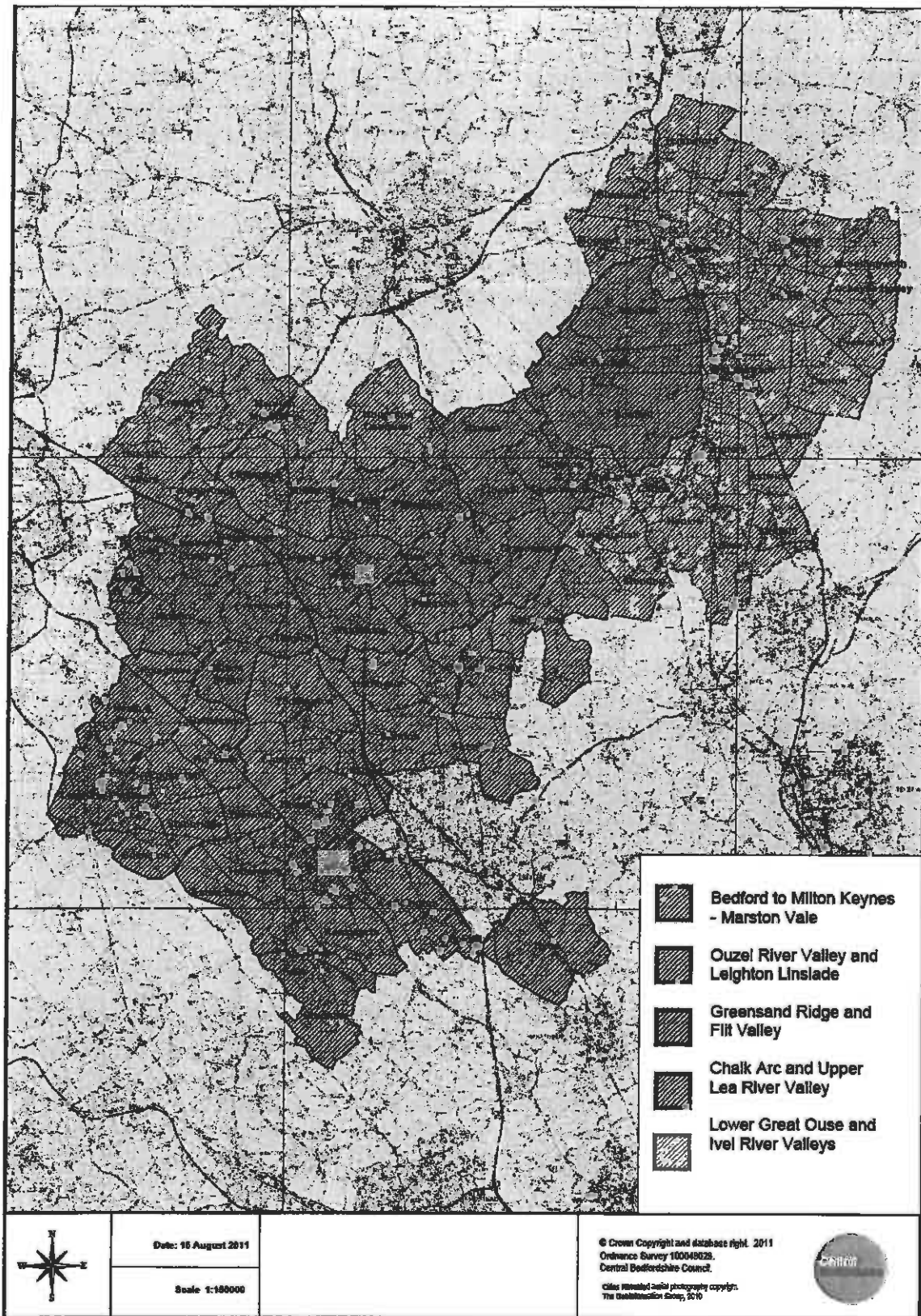


Figure 1 - Planning Obligations Funding Allocation Areas

The following funding is available:

Area	Funding available
Bedford to Milton Keynes – Marston Vale	£7,500
Greensand Ridge and Flit Valley	£110,500
Ouzel River Valley and Leighton Linlade	£9,750
Chalk Arc and Lea Valley	£27,500
Lower Great Ouse and Ivel River Valleys	£79,750

If your project is near the boundary of these areas, it may be possible to access funding from adjacent areas, depending on the location of development that the project best serves. The direct relationship between your project and new development is a key consideration. Do discuss this with us if you have any queries before applying.

As indicated earlier, this funding is available to support the delivery of strategic scale green infrastructure projects. As a guideline, we expect the value of projects supported to be £25,000 or more, although individual elements of the projects may be smaller. In the areas where there is less than £25,000 available for allocation, we are still able to allocate funding to projects, but these projects will need to secure the majority of their funding from other sources; we are only able to partially fund projects in these areas. In the other areas where there is £25,000 or more available, we would not expect to fully fund projects; the level of match funding will be part of the project evaluation process.

Link with development

Applicants also need to demonstrate how their project will deliver direct benefits to new communities and developments within the area. Information about proposed locations for growth can be found in the Central Bedfordshire (North) Site Allocation Plan, and the draft Development Strategy for Central Bedfordshire.

These documents can be found here;

[Draft Development Strategy](#)

[Site Allocations Plan](#)

Project content

The strategic GI plan and the Planning Obligations Strategies identify five 'themes' of green infrastructure; Accessible Green Space, Access Routes, Historic Environment, Biodiversity and Landscape. Your project should cover one or more of these areas, though the more themes a project addresses the greater its chances of being funded.

The Planning Obligations Strategy evidence base means that there is variety in how the funding is secured across these themes. Central Bedfordshire Council wishes to broadly mirror how the evidence base enables funding to be secured with how funding is spent over the course of the programme. Therefore every project does not have to follow this

breakdown rigorously, but applicants should be mindful of the evidence base and how the funding is secured.

The evidence base enables us to secure funding as below;

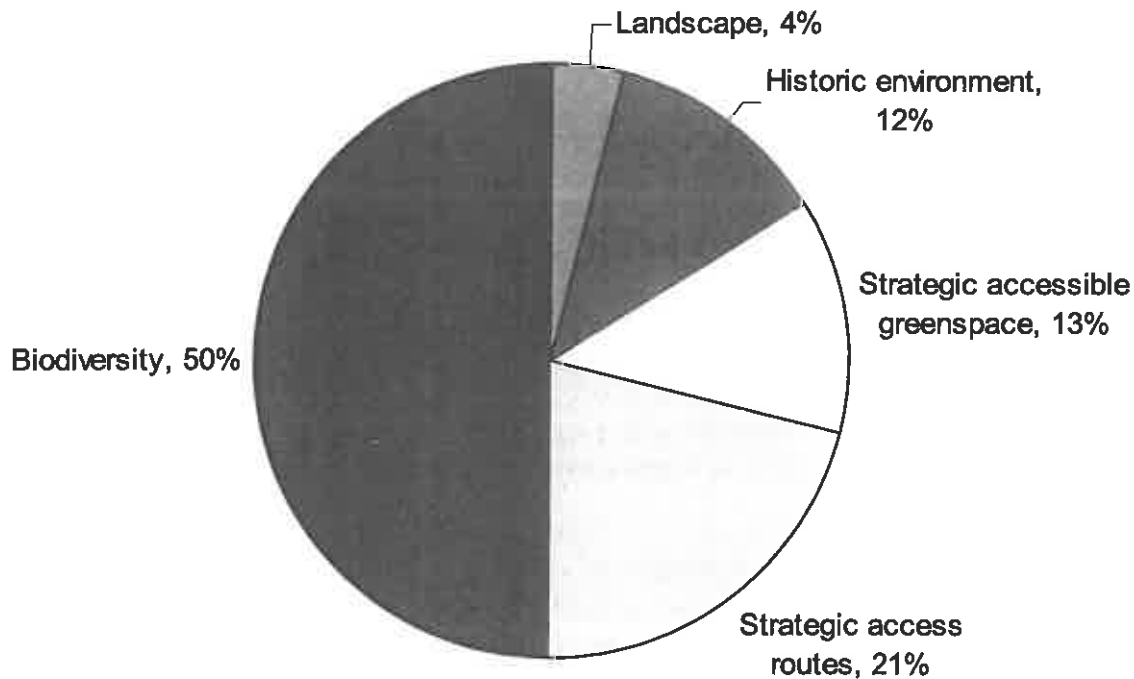


Figure 2 - 'Themes' of Green Infrastructure and how funding is secured

Projects need to identify how the project will deliver against the 'themes' of green infrastructure, including how much of the amount requested will be spent on each theme. Details of eligible project activities are outlined below:

Strategic Accessible Green Space

These sites are typically country park type provision with a larger than local catchment. Eligible projects are;

- Provision of new sites
- Upgrading of existing, smaller sites to strategic scale provision
- Adding capacity to existing strategic sites
- Facilitating the development of a linear green park along the route of the Bedford to Milton Keynes Waterway.

Strategic Access Routes

- Delivering a network of strategic access connections to enable residents to travel between urban areas and between town and country
- Improving connectivity in strategic locations
- Enhancing major access routes, e.g. the Greensand Ridge Walk and Ouse Valley Way.

Historic Environment

- Opening up access to and preserving historic and archaeological sites, buildings and structures, focussing on sites or buildings which contribute to the delivery of

multifunctional green infrastructure, e.g. preservation and interpretation of archaeological sites, scheduled monuments, historic footbridges, historic parks and gardens, dovecotes and bothies.

Biodiversity

- Conservation of key sites
- Buffering or expansion of key sites
- Creation of new linking areas of habitat
- Improvement to the quality and function of natural systems which underpin the natural environment.
- Promoting physical and intellectual access to biodiversity.
- A priority is delivering BAP targets for the restoration of existing habitat and the creation of new habitat.

Landscape

- Maintaining the sense of place, using local distinctiveness to guide design and reinforcing local character and distinctiveness.
- Strengthening the fabric of the countryside.
- Enhancing visual amenity and tranquillity.

General note

The funding is expected to fund improvement to the physical green infrastructure network. While we recognise that supporting infrastructure (interpretation and information material, car and cycle parking, visitor facilities) support the green infrastructure network, and are included in the eligibility criteria above, we would not expect the funding allocated to this supporting infrastructure to exceed 20% of the total funding allocated.

Project Proposal Form

Central Bedfordshire Council		
Green Infrastructure Planning Obligations Fund		
Project Proposal Form		
1.	Applicant: <i>Name of Organisation</i>	
2.	Name of Representative:	
3.	Address: Post Code	
4.	Telephone	
5.	Email	
6.	Name of Project	
7.	Address of Project Site: <i>Please include a map or site plan</i>	
8.	Who owns the project site?	
9.	Which allocation area is your project in? <i>See guidance notes</i>	
10.	Description of Project: <i>Please give a brief description of the project</i>	
11.	Total Cost of Project: <i>Please provide a total of what the project will cost</i>	£
12.	Application Amount: <i>How much are you requesting from the Green Infrastructure Planning Obligations Fund?</i>	£
13.	Other Sources of Funding <i>Please give details of other sources of funding for this project. The total cost of the project must be met by the funds identified in parts 11&12. Please also set out for each source of funding whether the funding is secured, applied for, etc.</i>	£

14.	<p>Relevance of the project to planning obligations funding:</p> <p><i>Explain how your project will benefit new communities or residents.</i></p>	
15.	<p>Adding value</p> <p><i>Explain what the funding would enable, e.g. if it extending an existing project, or how it complements existing projects.</i></p>	
16.	<p>Status of the project:</p> <p><i>Please set out any consents that will be required to carry out the project, stating whether consent has been secured, applied for etc, with the approximate timescale for securing consents if they have not yet been secured.</i></p>	
17.	<p>Project timeline:</p> <p><i>Please set out a timeline for completing the project, including key milestones.</i></p>	
18.	<p>Long term sustainability:</p> <p><i>Please provide details of how the project will be funded in the long term, citing where relevant any management plans or agreements.</i></p>	
19.	<p>Project delivery:</p> <p><i>Please provide information about your organisation's track record of delivering GI projects.</i></p>	
20.	<p>Location of the project within the GI network:</p> <p><i>Explain where your project is located in relation to the identified priority GI networks, and explain how your project will complement other GI assets nearby.</i></p>	

21.	<p>Full Description of Project:</p> <p><i>Give full details of the proposed scheme. Please set out how the project will deliver against the following 'themes' of green infrastructure, including how much of the amount requested will be spent on each theme. Details of eligible project activities are found in the guidance notes:</i></p> <ul style="list-style-type: none">• Strategic Accessible Green Space• Strategic Access Routes• Historic Environment• Biodiversity• Landscape	
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If you have any project ideas you'd like to discuss, contact...

Cliff Andrews, Countryside Team Leader, Bedfordshire Rural Communities Charity
by telephone: 01234 832617

by email: cliffa@bedsrcc.org.uk

Write to: BRCC, The Old School, Cardington, Bedford, MK44 3SX.

Jon Balaam, Director of Development, The Greensand Trust

by telephone: 01234 743666

by email: jon.balaam@greensandtrust.org

Write to: The Greensand Trust, The Working Woodland Centre, Maulden Wood, Haynes West End, Bedfordshire, MK45 3QT

Guy Lambourne, Community Liaison Officer, Marston Vale Trust,

by telephone: 01234 762608

by email: guy.lambourne@marstonvale.org

Write to: The Forest Centre, Forest of Marston Vale, Bedfordshire, MK43 0PR

If you have any other queries, contact...

Rachael Brydges, Community Involvement Officer, Central Bedfordshire Council

Phone: 0300 300 5197

Email: rachael.brydges@central.bedfordshire.gov.uk

Laura Kitson, Green Infrastructure Co-ordinator, Central Bedfordshire Council

Phone: 0300 300 6585

Email: laura.kitson@centralbedfordshire.gov.uk

On the web: www.centralbedfordshire.gov.uk

Write to: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ

Sandy Town Council

5 **Town Council Storage**

Clerk's Notes

Following the last meeting of the committee members Cllrs Aldis and Osborne accompanied by the Town Clerk and Deputy Clerk visited the Banks Pavilion and viewed the apparent storage capacity in the football, cricket and bowls stores. Photographs showing use of the stores on the day the visit took place will be available at the meeting.

It was considered that there was capacity for storage of Town Council equipment which was in infrequent use in both the cricket and bowls stores. Capacity in the football store was more restricted. Members will provide an oral report at the meeting.

A member of the cricket club has asserted that the roof of the bowls store is leaking. This information was not provided until after the visit and this information will be investigated.

Members and officers noted that flammable liquids in the store were not secured in the chemical stores provided and a reminder letter will be sent to the club concerned.

Sandy Town Council

8 Sandy Community Orchard Clerk's Report

An initial project pro-forma has been prepared by STC and CBC and this is to be submitted to CBC's Assets Investment Group for consideration at their meeting on 13 March 2014. If approved a more detailed business plan (work on which has already been undertaken) will be submitted to CBC for consideration.

Sandy Town Council

9 **Sunderland Road Recreation Ground/Cricket and Bowls Club Matters Cricket Club Licence**

i) Clerk's Report

Progress with negotiations regarding a licence to replace the former lease with Sandy Cricket Club has been limited. A copy of a letter sent to the Cricket Club on 31 January 2014 is attached. The Cricket Club has nominated a single representative as a point of contact for communications and a letter confirming the issues upon which the Cricket Club wish to negotiate is awaited.

Members will recall that the Leases Review Working Group has been involved in preparation of the Licence and it is anticipated that two or three members of this group which consists of Cllrs Sutton (Chairman), Jackson, Pettit, Maycock, Walsh, and Smith will be involved in the meeting with representatives of the Cricket Club in due course

Other reports from Deputy Clerk to follow.



Town Clerk: Delia Shephard

31 January 2014

Mr J Harding
The Secretary



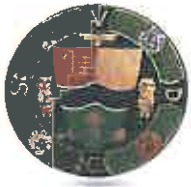
Dear Mr Harding

Re: Licence to occupy premises at Sunderland Road

Further to our informal email exchanges and telephone conversation I am writing to you in the first instance to ask your Club to formally consider the terms of the enclosed licence to occupy premises at Sunderland Road, Sandy.

As you know, there have been many unfortunate issues with the lease which was previously negotiated to account for the change in premises caused by the building of the Jenkins Pavilion and, on behalf of the Town Council, I apologise for its part in the delay in concluding the documentation. However, the Town Council has been advised that the lease as drafted was an unsuitable instrument since the Cricket Club does not have exclusive possession of all the premises mentioned in the document. There were also internal discrepancies and inaccuracies in the paperwork which caused my members to decline to sign the lease. I am now able to enclose a draft "licence to occupy" for the same premises which the Council would like to use as the basis for a negotiated agreement between our two bodies.

Your members will note that the licence terms propose a peppercorn licence fee rather than rent for the premises. Also the licence terms do not include the supply of loam, seed and fertiliser etc, the provision of machinery and equipment and the maintenance of the same by the Town Council. This does not mean that the Council wishes to leave the Cricket Club in a worse position than it currently enjoys, but it is felt that the present maintenance arrangements are convoluted and unsatisfactory and consequently very costly to administer. Instead the Council would prefer to make a direct grant to the Cricket Club to assist it in undertaking the maintenance of



the ground on an annual basis. The council also wishes to discuss the best arrangements for the future of the machinery and equipment currently used by your Club to maintain the ground. These are key aspects of the agreement which obviously require informal discussion between the Club and the Council.

A further condition of the licence to be considered is the term. The Council is willing to consider a five year term or longer depending on the views of the Club.

There may also be other aspects of the licence agreement which your Club will wish to discuss. So I propose the following arrangements:

- A single point of contact for communications on this specific matter is agreed by each of our organisations. In the case of the Council I will be the channel for communications and you have agreed that (until you notify me of the Club's chosen representative for communications) I will correspond with you.
- When the contents of this letter and the draft licence have been considered by your officers then I would be grateful if your Club would write to me with a list of any additional aspects of the licence upon which you wish to negotiate other than those already mentioned above?
- On receipt of your letter we will then arrange a meeting between the Council's chosen representatives and your Club's chosen representatives to discuss the Club's views. Our members will then report back to the Town Council.
- Decisions on the terms of licence will be made by the elected members of the Council at a regular Town Council meeting and not by the chosen representatives involved in the discussions.

On behalf of the Town Council I hope that we will be able to conclude an agreement which will be mutually beneficial as quickly as possible and I look forward to discussions with the Club in a spirit of friendly co-operation.

Yours sincerely

Delia M Shephard, BA (Hons), BSc (Hons), MILCA
Town Clerk

Sandy Town Council

11 Community Engagement Matters

Clerk's Notes

- i) Draft policy prepared by Town Clerk is attached for consideration. This is in the PF&R Committee's remit but members may have some views. The Committee had planned to work through it at a meeting but given the experience with draft Standing Orders at the last meeting I thought it might be helpful to provide a draft for consideration.
- ii) A member has asked for the value for money of the Council's advertising in the Bulletin to be reconsidered. The Town Council advertises in the Bulletin at a cost of £238 net per insertion so annual spend of £2,856. The information included is all available on our website but this publication (which may be considered rather old fashioned by some) reaches an audience which may not have access to computer based information. The cost compares favourably with the previous cost of printing and delivering a written newsletter. Feedback on delivery has been consistently good with the exception of Beeston. At the time of writing I have no further information but will contact the publisher for comment about distribution to Beeston. The Clerk is not aware of a cheaper or better written publication in which the Town Council could print this information and achieve the same distribution. Council may wish to revert to production of an in-house newsletter but distribution would remain the chief obstacle, it could be provided via public collection points perhaps eg churches, library, council offices, councillors centres of influence etc but door to door distribution is likely to be prohibitive unless it can be included with delivery of another publication. Suggestions from members are welcome.
- iii) Following decisions at Town Council on 27 February 2014 new pages for commemoration of WWI on Sandy's TC website have been made. Following consultation with members and the Mayor and Deputy Mayor arrangements have been made for an RSS feed to be added at a cost of £195 to allow for regular news delivery for those subscribers who wish to have this.
- iv) Preparation of the annual report for Sandy Town Council for the year 2013/14 has already begun and this will be printed in time for the Annual Town Meeting in May 2014. It is intended to use a similar format to last year and the Mayor has been asked to write a report along similar lines. If members wish to suggest any amendments and/or additions to the report this would be most helpful. Copies of the last two year's annual reports are on the website. Distribution will be via the website, and in the case of hard copies via the TIC, the Town Council Offices and Sandy Library.

SANDY TOWN COUNCIL

DRAFT COMMUNITY ENGAGEMENT STRATEGY

INTRODUCTION

Sandy Town Council defines community engagement as the action we take to **inform, consult and involve** the community of Sandy in our activities through relationships and dialogue with people and organisations.

The Council will **inform** the community by providing user friendly information about our activities and our services.

The Council will **consult** the community by seeking advice, information and opinions about our activities and services and take these into account in our decision making.

The Council will **involve** the community by working with individuals and groups and encouraging their participation in local democracy and citizenship and the delivery of local services.

DEFINING THE COMMUNITY

The community of Sandy includes:

- Everyone of all ages who lives and/or works within the Sandy town boundary including those who attend our schools
- Everyone who uses any of the Town Council's services
- All businesses within the Sandy town boundary
- All local voluntary organisations, clubs and societies
- Any groups or organisations representing members of the community
- Visitors to Sandy

We also recognise the roles of statutory bodies such as the Police, NHS and other public services and agencies, other tiers of local government, including nearby Town and Parish councils and many non-statutory organisations which are crucial to the quality of life for everyone in the Sandy community. We want to engage effectively and successfully with these organisations too but this strategy concerns the community of Sandy not our partner organisations.

STRATEGIC GOALS FOR COMMUNITY ENGAGEMENT

Sandy Town Council has four key strategic goals for community engagement. We want to:

- Give more people opportunities to influence decisions which affect them
- Enable Town Councillors to maximise their role as elected representatives and community leaders
- Be open and transparent in all our activities and provide clear and factual information for our community
- Help build the capacity of local people to participate in local democracy and the provision of local services

These goals derive from the wider values and objectives which are identified in the Council's Strategic Plan and these goals will drive our community engagement activity.

DELIVERY OF THE STRATEGY

On a regular basis the Town Council will produce a detailed action plan based upon the goals above. The action plan will sit alongside our overall strategic plan and it will set out the actions we plan to take so that we can realise our goals for community engagement. The action plan will be delivered by the Town Council through its members and its officer team. We want to ensure that public engagement is undertaken with a clear sense of purpose. We will use the best practice methods for undertaking it, building on the skills and knowledge of all those currently involved in community work including our councillors, partners and officers.

SCOPE OF THE STRATEGY

This strategy applies to all methods and processes used by Sandy Town Council to inform, consult and involve residents. We will base our community engagement activities on the issues identified by the community itself. We recognise that different methods of communication will be needed to engage with different people and organisations. The nature, scale and scope of our engagement activities will be proportionate to the resources available and the scale of the outcomes.

Sandy Town Council recognises that there are some limits to the decisions which are open to influence and change. We will make it clear when we are dealing with business or information which is confidential and when we cannot inform, consult and involve the community.

Draft prepared: March 2014

Review: following review of Strategic plan or 2017 whichever earlier.

2014-2017 ACTION PLAN

Goal	Actions
<p>Give more people opportunities to influence decisions which affect them</p>	<ul style="list-style-type: none"> • Co-opt non councillor members to some committees eg Christmas Lights • Increase opportunities for participatory budgeting eg allocation of STC grants by Community First • Public Participation Sessions at Meetings • Member Surgeries • Redressing issues through effective handling of complaints • Public consultation on specific issues eg via website, vox pop etc • Publicise the Annual Town Meeting • Invite residents/community groups to provide information for council publications • Encouraging community led planning, Town plan update • Encourage participation in planning process via Town Council planning committee and by providing local access to plans • Maintain up to date database of community organisations including list for sharing with community • Encourage new candidates for elections • Promote volunteering activities
<p>Enable Town Councillors to maximise their role as elected representatives and community leaders</p>	<ul style="list-style-type: none"> • Supply comprehensive new members pack and induction training for new members • Provide regular training and briefing for members • Review member commitment to statement of training intent • Assist councillors to undertake ward based activities • Appoint councillors to act as STC representatives on community bodies who will provide regular and informative written reports for council (at least once per year for each organisation) • Campaign to encourage candidates for 2015 elections – publicity, information events etc • Consider taking on devolved services • Mayor and council members to attend community events especially those organised by council • Maintain up to date database of community organisations • Ensure every member and officer understands the council's role and priorities through publication of a strategic plan incorporating the council's goals and values • Encourage staff to represent the council at community events • Provide regular staff training, continuous professional development and briefings for staff to enable them to support councillors

<p>Be open and transparent in all our activities and provide clear and factual information for our community</p>	<ul style="list-style-type: none"> • Maintain website describing council services and activities • Issue regular press releases and advertisements in local publications • Review of advertisements in Bulletin and consideration of other newsletter options • Publication and dissemination of annual report in user friendly formats • Use plain English • Display information on public noticeboards • Continue to increase number of TC noticeboards • All reports, agendas, policies and accounts to be on website • Monthly list of payments on website • Work to comply with data transparency recommendations of government • Comply with FOI and Data Protection legislation • Review council media policy to include social networking platforms • Consider use of social networking media
<p>Build the capacity of local people to participate in local democracy and the provision of local services</p>	<ul style="list-style-type: none"> • Provide information on website about Town Council governance, standing for office etc • Support capacity building initiatives eg Sandy Community First, Let's Talk • Provide community grants, publicity and support to local service initiatives and voluntary groups including organisations which provide sport and leisure activities • Work with partner organisations to empower local people and local organisations eg work with CBC, BRCC, NALC, SLCC, Police etc

COMMUNITY GAZEBO HIRE

DETAILS OF HIRE SCHEME

Sandy Town Council has 25 2.5m x 2.5m pop up garden shelters or gazebos for hire.

AVAILABILITY

Equipment is not available for hire by individuals but may be hired by named community groups based in Sandy which are working to promote the well-being of the Sandy community.

NOTICE

Our equipment is held in storage and therefore sufficient notice must be given to the Town Council if you wish to hire our equipment. A minimum of 10 working days is required for hire of gazebos. Equipment for hire is allocated on a first come first served basis.

CHARGES

Hire and deposit charges have been kept to a minimum in order to make our equipment genuinely accessible to the community but we do have to cover our costs and protect our equipment from damage caused by misuse. Therefore the following charges are payable:

	Single gazebo	Up to 6 gazebos	More than 6 gazebos
Deposit	£25	£100	POA
Hire Charge	£15	£10 per gazebo	POA

COLLECTION AND RETURN

Collection and return of equipment is by appointment only. This must be arranged with the Town Council at the time of booking. Failure to comply with arrangements will result in forfeit of deposit.

DAMAGE AND LOSS

Hirers are responsible for damage to or loss of equipment. Equipment will be checked on its return before the hirer's deposit is returned.

ERECTION OF GAZEBOS

Erection and dismantling instructions are provided together with information about safety. Hirers are responsible for the safe and appropriate use of the gazebos. These items of equipment are designed for leisure activities and it is the user's responsibility to ensure that the erection and anchoring of the product is sufficient depending on the weather and ground conditions. The gazebos are temporary structures and must not be left up overnight or in adverse weather conditions when significant damage can be caused. Weights are supplied for use with the gazebos and these must be used on all occasions.

HIRE AGREEMENT

On confirmation that the equipment is available hirers must complete a hire agreement and pay deposit and hire charges to secure their booking.

SANDY TOWN COUNCIL

Booking Request for hire of Council Gazebos

Full name of Community Group wishing to hire equipment and details of intended use of equipment		
Details of named representative of group responsible for hire of equipment	Name:	
	Address:	
	Telephone number:	
	Email:	
No of gazebos to be hired:		
Dates needed:	From:	To:

Please complete this form and submit it to Sandy Town Council at

10 Cambridge Road, Sandy SG19 1JE

01767 681491

admin@sandytowncouncil.gov.uk

On receipt we will contact the named person to confirm availability of equipment and to notify you of our charges and collection and return arrangements and to complete the paperwork.

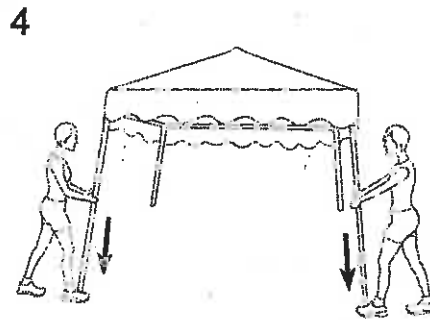
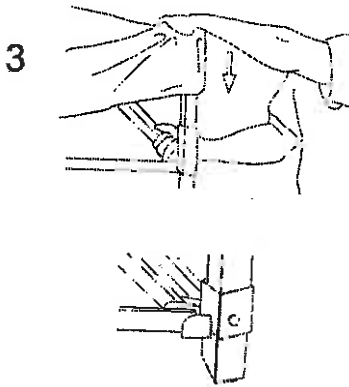
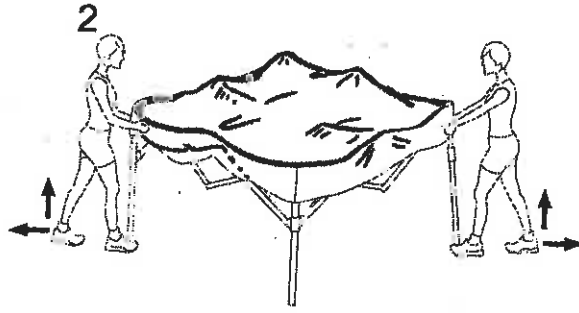
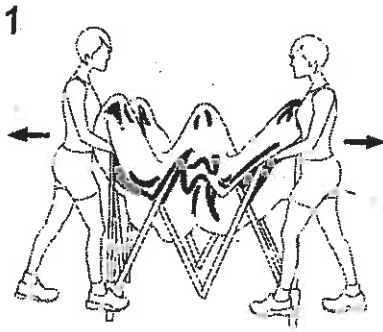
2.5M X 2.5M POP UP GARDEN SHELTER

INSTRUCTIONS MANUAL



WARNING: This product is designed for Garden and Leisure activities. We have no control over the weather or ground conditions when this item is setup. Therefore it is the buyers responsibility to ensure that the erection and anchoring of this product is sufficient. As with all other products of this nature this item is designed as a temporary structure and should not be left up overnight when adverse weather conditions can cause significant damage. - Esc Europe Ltd cannot be held responsible for any damage incurred in this manner.

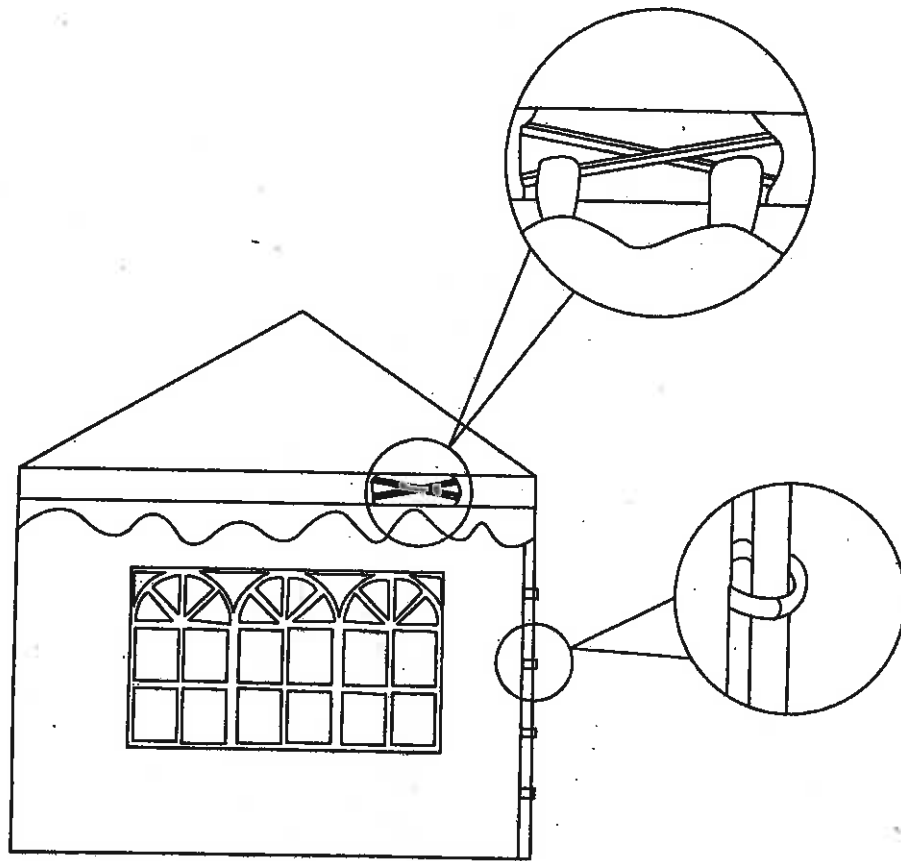
OPEN GENTLY



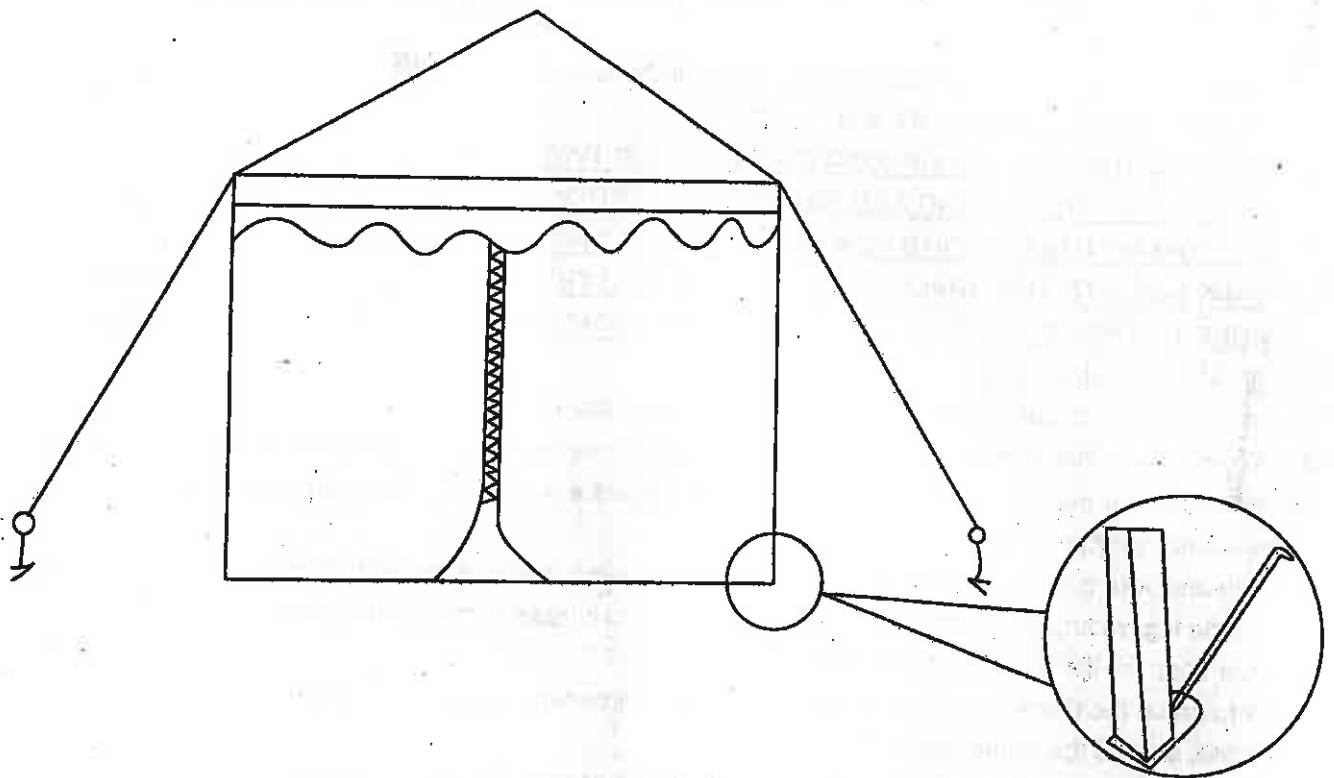
HOW TO SET UP (GB)

Follow these instructions carefully to avoid pinching your hands or fingers in any of the moving parts as the frame opens and closes. To erect the Pop Up garden shelter requires two people MINIMUM

1. Place your Pop Up garden shelter in the center of the area to be sheltered. Remove the carry bag and stand the fold up gazebo on its feet.
2. **WITH PARTNER ON THE OPPOSITE SIDE, GRASP TWO OUTER LEGS, SLIGHTLY LIFT THE FRAME OFF THE GROUND AND TAKE A SMALL STEP BACKWARDS, PUSHING TOP AND BOTTOM OF THE DIAMOND FORMED BY SIDE SUPPORTS TOGETHER(SEE DIAGRAM 2&3). THEN MOVE TO THE OPPOSITE CORNER AND DO THE SAME, MOVE FROM ONE CORNER POLE TO THE OTHER TAKING A SMALL STEP BACKWARDS EACH TIME UNTIL GAZEBO IS ALMOST FULLY OPEN.**
3. Be careful not to pull backwards too hard as this will result in the side supports bending.
4. Engage the slider at each corner by pushing up with one hand while holding down the top of the leg with the other hand (see diagram 3). A snap button will engage in the locating hole. Repeat this operation on the remaining three legs.
5. You and your partner should each place a foot on the foot plate of the bottom of adjacent legs and lift up the leg, sliding the inner leg out until the snap button locks in the locating hole. Repeat this operation for the other two legs (See diagram 4).
6. Square up the Pop Up garden shelter. Attach the Velcro tabs, located on the underside of the top cover, around the frame struts.
7. Use the guy ropes attached to the ring at each corner of the roof cover and stakes, to secure your Pop Up garden shelter to the ground or just use the stakes through the hole in each leg foot.



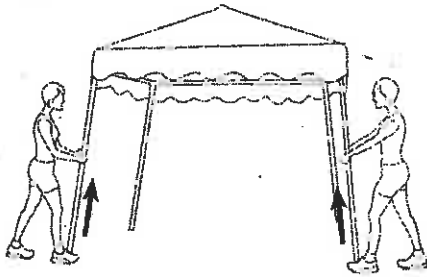
2 pc of removable side wall with clear church window.



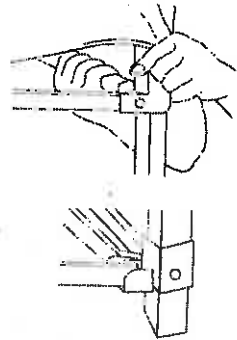
2 pc of removable side wall with zipper.

CLOSE GENTLY

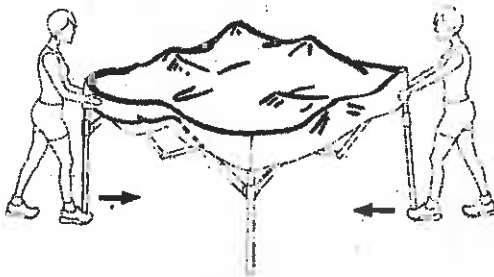
5



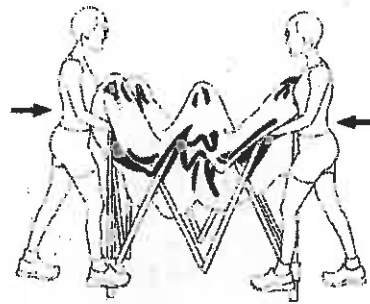
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7



8



HOW TO TAKE DOWN

CAUTION:

Attempting to erect this Pop Up garden shelter in windy conditions may be hazardous and could result in injury and or damage to the product.

1. Remove any leg stakes and guy ropes, undo the velcro tabs of the top cover from around the frame.
2. You and your partner should each lift up two adjacent outer legs slightly, depress the snap button and push the telescopic inner legs into the out legs. Repeat for the remaining two legs.
3. Replace the slider at all four corners by a slight upward pressure with one hand while depressing the snap button to release the slider with the other. Push slider down past the snap button.
4. Each partner should grasp the top of the diamond (see diagram) on opposite side and slightly lift up. Shake the canopy a little. Pull hands apart while stepping towards your partner until the unit is three quarters closed.
5. Grasp the two outer legs. Slightly lift off the ground and push together to fully close.

Finally having made sure the canopy material is completely dry then return your fold up super cover to its storage bag.

Equipment Hire Agreement

The Hirer:	
Address:	Collection Location: Address:
Invoice No	Collection Date and Time:
Invoice Date	
	Return Date and Time:
Payment:	
Deposit	£
Hire Charge	£
<p>Payment may be made by cash, cheque or BACS. In the case of cheque payment the equipment will not be released until the cheque has cleared. Cheques should be payable to Sandy Town Council. BACS payments to Sandy Town Council xxxxx</p>	
<p>Terms and Conditions By signing this hire agreement the hirer is entering into a legal contract with Sandy Town Council and confirming acceptance of the following terms and conditions</p> <ol style="list-style-type: none"> 1 The hirer will pay the full amount of the deposit and the hire charge as stated on this agreement before collection of the equipment 2 The equipment is in the condition stated on this hire agreement at the start of the period of hire 3 Sandy Town Council will return the deposit in full if the equipment is returned in the condition as stated on this hire agreement by the end of the period of hire 4 The hirer is responsible for safe use of the equipment and will follow the guidance provided for safe use of the equipment 5 If the equipment is returned in a condition not as stated on this hire agreement or is returned after the date stated on this hire agreement Sandy Town Council may retain the deposit paid 6 If loss or damage of the equipment is sustained during the period of hire the hirer agrees to pay the full cost of replacement or repair of any lost or damaged items within 21 days of the end of the period of hire 7 Sandy Town Council reserves the right to keep the deposit paid if any of the terms and conditions of this hire agreement are broken 	

Equipment Hired		
Quantity	Item	Condition

I fully understand and accept all of the Terms and Conditions of this Hire Agreement.

Signed:

Print Name:

Date:

Programme of scheduled maintenance and inspections - Fallowfield Other Town Council areas

Activity	Frequency											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Litter, Bins												
Litter picking	1xMth	1xMth	1xMth	1xMth	1xMth	1xMth	1xMth	1xMth	1xMth	1xMth	1xMth	1xMth
Grass cutting												
Grass cut	16 Times during grass growing season (Approximately every 2 weeks by Amey)											
Pruning												
Spring flowering shrubs					X	X						
Summer flowering shrubs									X	X	X	
Autumn flowering shrubs											X	X
Winter flowering shrubs			X	X								
Hedges	X									X	X	X
Weed control												
Chemical spraying	As necessary											
Hand weeding	As necessary											
Tree Maintenance												
New trees check Tree stakes and Ties	X	X	X	X						X	X	X
Replanting (budget permitting)												
Trees (as necessary)	X	X	X								X	X
Shrubs (as necessary)	X	X	X								X	X

Members may recall that the main area in Fallowfield where work is required is along Sunderland Rd and the Recreation Ground.

A number of Fallowfield residents have contacted the Town Council, requesting maintenance to be carried out to the bushes and trees along Sunderland Road, the work requested includes cutting back of branches to the fence line, reduction in the size of bushes and trees due a loss of light (Reduction in the size of the trees would require outside contractors). As mentioned some residents would like the Town Council to carry out work and some residents will not want the Town Council to carry out work.

The banked section along Sunderland Rd has had very little maintenance for a number of years and is of mixed species with the majority being Dogwood, Elderberry, Hazel, Laurel, Lime, Maple, Pine and Wild Cherry. In various places along Sunderland Rd unauthorised work has been carried out in-particular to cherry trees and laurel bushes and the arising's left on the bank.

If the Town Council decides that the work in Fallowfield is to be undertaken more quickly outside contractors will be needed. If the Town Council staff undertake the work, progress with all the work mentioned above is subject to staffing levels, any other work undertaken by the Town Council and the frequency of all grounds maintenance work undertaken in the whole of Sandy.

SAMPLE

Location map



Sandy CP Date: 20-2-2014 Scale: 1:5000 Map Centre - easting / northing 516875 / 250601 © Crown copyright and database right. All rights reserved (0100052089) 2014

9 **Sunderland Road Recreation Ground/Cricket and Bowls Club Matters
Deputy Clerk's Report**

ii) To consider a request from Sandy Bowling Club for provision of a skip by the Town Council for grass cuttings arising from maintenance of the green

The Town Clerk has been contacted by the Secretary of Sandy Town Bowling Club about the provision of a skip for the disposal of grass cuttings for the 2014 season. Members may recall that the Town Council provided Sandy Town Bowling Club and Sandy Cricket Club with a skip in 2011, 2012 and 2013.

Clause 16.5 of the lease between Sandy Town Council and Sandy Town Bowling Club states "The Tenant (Sandy Town Bowling Club) shall dispose of all grass cuttings from the Bowling Green responsibly and, without prejudice to the generality of the foregoing, shall not deposit the same on the adjacent playing field or railway embankment."

There is no current signed lease between the Council and the Cricket Club as this is currently being renegotiated and replaced by a licence agreement. Information from the previously agreed lease has been included in this report.

At a meeting of Town Council on 13 May 2013 it was **RESOLVED** to provide a closed skip at Sunderland Road Recreation Ground for the disposal of grass cuttings only to be used by the Bowls Club and the Cricket Club with immediate effect on the understanding that the skip might be removed at the end of September 2013. (minute ref **36-2013/14**)

The Town Council had no need of a skip on this site and so did not make use of it. As costs were significant the skip was removed in September/October 2013.

The Town Council is under no formal obligation to provide a skip for disposal of grass cuttings or to remove the cuttings if a skip is not provided. However, as the Town Clerk has noted in correspondence with the Club and previous advice to Council, it is practically very difficult for volunteers to dispose of cuttings without the use of a skip.

Anticipated Cost of Skip March 2014-October 2014

12 yd skip delivered with one free emptying at the end of the hire period	£293.83
Cost per month if skip not emptied	£20
Total cost if skip emptied only when removed (as in 2013, 2012 etc)	£433.83

As Members are aware the Town Council's budgets are increasingly tight and no provision has ever been made for the cost of these skips within the regular budget. At a recent meeting when officers consulted the Mayor and Deputy Mayor it was suggested that if the Bowling Club and Cricket Club want a skip for this year (and

potentially for future years) then the clubs should use part of their consumables budgets to fund this provision. Details of the budget are shown below:

	2013/14	2014/15
Cricket Club (allowance for loam, seed and fertilizer)	£2,070	£2,140
Bowls Club (allowance for consumables)	£2,850	£2,950

When the agenda was produced on 3 March 2014 the Cricket Club had a sum of £565.32 unallocated from its consumables budget and the Bowls Club had £728.57 unallocated. The Cricket Club has requested permission to use £515 of the £565.32 available for loam, seed and fertilizer to purchase a piece of equipment (see item iii) below). On the 4 March 2014 the Bowls Club submitted a request for Bowling Green maintenance supplies for £679.91 of the £728.57 available (see item iii) below).

The Secretary of the Bowling Club has agreed that if any surplus monies are available from the Bowling Green consumables budget they could be used to pay for the skip, though he was not aware that if the recent request is approved only **£48.66** of this year's budget remains.

The recommendation from the Mayor and Deputy Mayor is that both Clubs are advised that if they wish to retain a skip to dispose of grass cuttings it should be funded from the Club's consumables budgets.

Members are asked to decide on how to proceed. It may be sensible to consider this item in conjunction with the report below.

iii) To consider a request from Sandy Cricket Club for permission to use funds allocated for maintenance of equipment under the old lease between Sandy Town Council and the Sandy Cricket Club for the purchase of new equipment

Correction to wording of agenda item: The request is **not** to use funds allocated for maintenance of equipment, it is to use funds allocated to supply loam, seed and fertilizer necessary for the Club to carry out satisfactory maintenance of the wicket.

The piece of equipment requested by the Cricket Club is a Sisis Combi rake <http://www.sisis.com/combirake/> at a cost of £515 including delivery. The Combi rake is used to lift grasses when preparing match pitches.

Since the agenda was produced a request has come from the Bowling Club for £679.91 of maintenance supplies, of which £401.92 is for equipment ie hosepipe and hosepipe accessories.

If members are considering the request from the Cricket Club it is appropriate that they also consider the request from the Bowling Club.

	2013/14 Budget	Amount spent 2013/14	Amount remaining 2013/14	2014/15 Budget
Cricket Square (Loam, seed and fertilizer)	£2,070	£1504.68	£565.32	£2140
Bowling Green (Consumables)	£2,850	£2121.43	£728.57	£2950

Members are asked to decide whether the allocated funds may be used to purchase the items the clubs have requested. The items requested by the clubs are not a consumable in the case of the Bowling Green, nor are they loam, seed and fertilizer in the case of the Cricket Square.

Members may be aware that in addition to the allocation of funds for consumables, the lease agreements include an allocation of funds for maintenance of machines owned by the council and used to maintain the Clubs' facilities. The amounts involved are shown below.

	2013/14 Budget
Bowling Green Machinery Maintenance	£2,316
Cricket Square Machinery Maintenance	£1,743

The total budget allowed for meeting the Clubs' machinery maintenance and all the Town Council's own machinery maintenance in 2013/14 was £4,000. Leaving -£59 for the maintenance of council owned machinery which is not used to maintain the

Bowls Green or Cricket Square. This was pointed out to members at the time the budget was set. At the time of writing the total machinery maintenance budget is overspent by £638.69.

Members are asked to note that there is no incentive for the Clubs to keep their expenditure below the maximum levels permitted in the leases **unless** any surplus monies are made available for the benefit of the Club in some way. This could include putting any surpluses into a fund for replacement of machinery and/or other contingencies. Alternatively the Council could continue the practice of allowing the clubs to use surplus funds either to purchase equipment as requested by them or to fund a skip for grass cuttings.

Members are asked to decide how to proceed.