

# Sandy Town Council

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

**You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy on Monday 11<sup>th</sup> December 2023 at 7.30pm for the purpose of transacting the items of business below.**



Nicola Sewell  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
6<sup>th</sup> December 2023

## **A G E N D A**

### **1 Apologies for Absence**

To receive any apologies for absence.

### **2 Declarations of interest and requests for dispensations**

*Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)*

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

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

### **3 Public Participation Session**

To receive questions and representations from members of the public. Members must raise their hand to indicate they wish to speak, and the Chairman will advise them when it is time to do so.

# Sandy Town Council

## 4 Minutes of Town Council meeting

To consider the Minutes of Sandy Town Council held on Monday 30th October at 7.30pm and to approve them as a correct record of proceedings.

## 5 Minutes of Committees and recommendations therein

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

- i) Development Scrutiny Committees held on 6<sup>th</sup> November and 27<sup>th</sup> November 2023. Recommendation dealt with under item 10.
- ii) Policy, Finance and Resource Committee held on 20<sup>th</sup> November 2023.
- iii) Community Services and Environment Committee on 6<sup>th</sup> November 2023  
**RESOLVED** to recommend:  
Bedford Road Recreation Ground Pavilion: That the Council make a payment of £1,500 towards the costs of the door replacement with the funds coming from Capital.
- iv) Human Resources Committee on 27<sup>th</sup> November 2023  
Recommendation dealt with under item 16.

## 6 Adoption of gov.uk email addresses

To receive a report from the Clerk regarding the benefits to council of the adoption by all Members of: gov.uk email addresses and the associated costs to do so.

Appendix I

## 7 Reports from Central Bedfordshire

To receive reports from Ward Councillors.

Appendix II

## 8 Calendar of Meetings

To receive a report from the Deputy Clerk on suggested dates for Council and Committee meetings in 2024/25 and a recommendation to reduce the number of meetings across the year to allow for a break in the Committee cycle.

Appendix III

## 9 Reports from Councillors on Outside Bodies

To receive the following reports from Council representatives on outside bodies;

- Cllr M Pettitt – SSLA Draft minutes 21.11.2023

Appendix IV

# Sandy Town Council

- Cllr R Lock - Sandy Community Children’s Centre
- Cllr Hewitt - Police Priority Setting
- Cllr Hewitt - CBC Community Safety Action Plan
- Cllr Hewitt – Sandy Village Hall Management Committee

Appendix V

Appendix VI

Appendix VII  
Appendix VIII

## 10 Planning Application

This application was considered at the Development Scrutiny Committee on 27<sup>th</sup> November 2023 and it was **RECOMMENDED:**

1. That objections be made to the application on the following grounds;

- over development
- insufficient parking for staff and visitors
- concerns at inadequate sustainable transport plan, poor
- Noise Impact Assessment and inadequate sustainable transport plan.

CB/23/03546/ OUT 91 London Road Sandy, SG19 1DH	Outline Application: Demolition of existing buildings/structures. Erection of an 80-bedroom care home with a sub-station, access, carparking, servicing and other associated works. Reserved matters for landscaping
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## 11 Cemetery Extension Project

To consider a quote from CDS to undertake the Planning Conditions Application at a cost of £3,660. Funds to come from Rolling Capital.

Appendix IX

## 12 Closed Churchyard – Estimate for surveying the cost of Maintaining Boundary Walls

To budget for the maintenance of the boundary walls in the Council year 2024/25 an estimate of the costs is required. The Council has received a quotation from a specialist contractor to undertake a survey of the boundary walls. The Council has been quoted £1,200 to receive the survey. A budget is available for the work to be undertaken, it is recommended that the work is commissioned and carried out asap.

## 13 Action Plan

To review and agree Full Council Action Plan for 2023/24.

Appendix X

# Sandy Town Council

## 14 Correspondence

To note correspondence received by the Town Council since the last meeting of Full Council and any actions arising from such items. All correspondence circulated to Members separately. *For information only:*

- Budget Consultation rcvd 06.12.2023
- Call for public questions to leaders of Bedfordshire's criminal justice system rcvd 5.12.2023
- Crime Stats - November 2023 rcvd 4.12.2023
- Office of the Police and Crime Commissioner for Bedfordshire Newsletter - November 2023 rcvd 4.12.2023
- Bedfordshire Alert The December edition of OUR NEWS is here rcvd 4.12.2023
- NALC CHIEF EXECUTIVE'S BULLETIN rcvd 30.11.2023
- Inspiring change, transforming lives, delivering safer communities - new Chrysalis Centre rcvd 24.11.2023
- Household Waste Recycling Centres (Tidy Tips) Proof of Residence rcvd 23.11.2023
- VERU Village launches with more than £200,000 invested in community projects rcvd 23.11.2023
- Resident's Letter – Filland Court rcvd 22.11.2023
- Book your space on our HIDDEN CRIME webinars - starts next week rcvd 13.11.2023
- Crime Stats - October 2023 rcvd 9.11.2023
- NALC CHIEF EXECUTIVE'S BULLETIN rcvd 9.11.2023
- NALC NEWSLETTER rcvd 8.11.2023
- New OPCC funding opportunities 2023/24 – Community Safety Fund rcvd 7.11.2023
- New OPCC funding opportunities 2023/24 – Cameras, Tickets and Collisions, Road Safety Fund rcvd 7.11.2023
- NALC EVENTS rcvd 7.11.2023
- VERU Annual Report 2022/2023 rcvd 6.11.2023
- OPPC Annual Parish Conference Minutes 2023 rcvd 03.11.2023
- BATPC Update - Pay Award Agreed, Free Christmas Comms Resources, Chairmanship Training Reminder rcvd 3.11.2023
- St Swithun's November Newsletter rcvd 3.11.2023
- CBC Updates - Waste and Adult Social Care Survey rcvd 1.11.2023
- NALC STAR COUNCIL AWARDS 2023 rcvd 27.10.2023
- Last Chance: Make Your Voice Heard in the UK's Largest Citizen Feedback Survey rcvd 26.10.2023
- Sandy Town Council support for Climate and Ecology Bill rcvd 18.10.2023.

# Sandy Town Council

## **15 COMMITTEE IN PRIVATE SESSION**

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

## **16 HR update**

### **i) HR Recommendation:**

To receive a verbal report from the Clerk on staffing matters.

### **ii) Salary point increase**

To receive a verbal report from the Clerk on salary point increases.

## **17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**READMITTANCE OF THE PRESS AND THE PUBLIC** To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

## **18 Mayoral Engagements**

Mayors Engagements for STC Agenda for Meeting on 11<sup>th</sup> December 2023

To come

## **19 Chairmans Items**

## **20 Date of Next Meeting – 22<sup>nd</sup> January 2024**

**Town Council**

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<b>Date:</b>	<b>11<sup>th</sup> December 2023</b>
<b>Title:</b>	<b>Adoption of gov.uk email addresses</b>
<b>Contact:</b>	<b>Nicola Sewell, Town Clerk</b>

**Purpose of the Report**

1.0 To consider adopting gov.uk email addresses for Councillors as per the guidance from the Information Commissioner's Office (ICO) and the Joint Panel on Accountability and Governance, Practitioners' Guide 2023 (JPAG).

**Recommendation**

2.0 That Members agree to adopt gov.uk email addresses and the quote provided by Chess to set this up.

**Background****3.0 The ICO has highlighted the risks of using personal emails:****A. Confidentiality and Integrity Risks:**

- Personal email accounts and devices pose risks to the confidentiality, integrity, and availability of personal data held by councils.

**B. Unintended Data Processing:**

- Use of personal devices increases the risk of personal data being processed for purposes different from the original collection, violating data protection principles.

**C. Data Accuracy and Retention Challenges:**

- Storing data on various devices raises the risk of outdated or inaccurate information, making it difficult to manage data retention appropriately.

**D. Security Concerns:**

- Processing data through personal email accounts or on privately-owned devices poses security challenges, necessitating robust technical and organisational measures.

**E. Accountability and GDPR Compliance Complexity:**

- The use of personal email accounts and devices complicates the demonstration of GDPR compliance, requiring effective organisational policies and processes.

**3.1 JPAG Recommendations:****A. Provide Official Email Accounts:**

## AGENDA ITEM: 6

## APPENDIX I

- To comply with GDPR, councils should provide official email accounts for councillors, the clerk, and other officers.

### 2. User Management for Compliance:

- Ensuring the proper officer can manage member and staff email accounts is crucial for effective user management. Commercial 'dashboard' email and web systems are recommended for compliance with GDPR requests.

3.2 The transition to gov.uk email addresses aligns with the guidance of both the ICO and JPAG, ensuring data security, compliance with data protection regulations, and effective user management. Over time, the recommendation of having a gov.uk email is expected to become a mandatory requirement.

3.3 STC has already experienced breaches of personal emails through both Cllr Hewitt and Cllr Pettitt's accounts, this is common across those Councils where members are still using personal email accounts.

3.4 The adoption of gov.uk addresses for Members promotes a more formal and serious tone, which better reflects the importance of the work the Town Council undertakes and the status of Members in the community.

Additional reading:

[JPAG Guide \(1.26 & 5.205 – 5.208\)](#) and [ICO Fact sheet for councils: the use of personal email addresses and devices](#) and recommendation from Microshade IT (attached).

### Financial implications

4.0 Chess has provided an estimate for the works to give all members their own Office 365 accounts, providing sandytowncouncil.gov.uk emails addresses and other office tools if considered necessary. Specific training on Office 365 and how it could be used by Councillors and staff can be brought in separately if required and funded from the Council's training budget. The cost of this would be £985.00 to set up (one off cost) and £73.50 per month for 15 licences (for a 36 month contract) equating to £882.00 a year.

4.1 There is already an overspend of £2,736 in the budget line 402 4027 (IT costs including support) due to the recent migration and upgrade of Sandy Town Council's computer systems. Funds would need to come from rolling capital. For 2024/25 this extra cost could need to be included in the budget to be agreed in January, however the costs quoted here may have increased by the time we reach April 2024.

**Ward Councillor Report**

All three CBC ward councillors have given Sandy Youth Club £500 each totally £1,500 towards facility improvements and equipment, this is to improve the facilities for the youth provision of Sandy.

All three ward councillors were in full support of the Asset Community Value application regarding Sandy Place Academy which was submitted by Sandy Historical Society.

Planning Application CB/23/03546 - 80 Bedroomed Carehome on the A1 Sandy. Cllr Ford has "called in" the application due to concerns on the following:

- Access/Egress onto the site.
- Noise Pollution.
- Vehicle emissions.
- Lack of safe access to footpaths to local amenities and the local community.

Allotments - an answer from Tony Keaveney received but further answers being sought before Mondays full STC meeting. An update will be given at the meeting.

Beeston - Sandy Grab Services, Brook End - the company has now relocated to a new site at Tempsford Road, Everton. Planning enforcement issues are still ongoing and Cllr Bell is the lead for this project.

Athletics Track - New fencing around the track will be installed by ASHE during Easter half term 2024.



**Sandy Town Council**

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<b>Date:</b>	<b>11<sup>th</sup> December 2023</b>
<b>Title:</b>	<b>Draft Council Calendar 2024/25</b>
<b>Contact Officer:</b>	<b>Deputy Town Clerk</b>

**Purpose of the Report**

1.0 To consider a report on the draft Council calendar 2024/25. A draft copy is attached. It is, however, suggested that the August and December cycles be removed.

1.1 In considering the calendar the Council is asked to take into account the following proposals;

- The Community Services and Environment Committee to meet at every other cycle of meetings.
- The August and December Cycles of meetings be removed.

1.2 To reflect the need for the Council to manage the Committee workload more effectively the Council is asked to consider ways to reduce the number of meetings (the Development Scrutiny and Human Resources Committee would continue to meet as before).

1.3 To consider the ongoing management of Working Groups to remove the emphasis of admin support from officers.

**Recommendation**

2.0 That the Committee considers the suggested amendments to the committee cycle.

2.1 Agree that Working Group meetings remain independent of officers' support, and that all recommendations are taken to the appropriate Committee when officer support will be made available.

**Background**

3.0 The Council currently runs a cycle of meetings that does not recognise a Summer or Winter recess. The holding of a recess is recognised by most principal, town, and parish Councils. This identifies the need for staff to have leave and is also an opportunity for officers to carry out work/catch up on duties that cannot be done at other times. The Summer cycle from 19<sup>th</sup> August to 16<sup>th</sup> September to be removed and the December cycle from 4<sup>th</sup> November to 9<sup>th</sup> December to be removed. Budget preparation reports can be submitted to Committees in the other cycles and presentations for Members on the draft budget will be arranged when required.

3.1 The current Committee cycle sees officers on a 'hamster wheel' production line of creating agendas, reports, and minutes. The number and frequency of meetings means there is little time to act on the decisions made in those meetings. As such the Town Council is not working as efficiently as it could. Reducing the frequency of meetings would also alleviate the expectation and burden placed on Members.

3.2 In accordance with the Local Government Act 1972 local councils must meet annually. In addition, a parish or town council must meet on at least three occasions during the year and may hold further meetings as it wishes. This is reflected in the Councils' Standing Order 5 (d). The recommendations made in this report enable the Council to continue to comply with this requirement.

3.3 Working Groups are not tied by the same legal requirements as Committees and therefore offer a more flexible way for members and non-members to meet and discuss issues. As non-decision-making bodies their recommendations must all go through the relevant Committee for ratification. In recent years an increasing dependence of officer time and support has diverted focus and resource away from other actions and services that the Council must deliver. Less dependence on this support would help alleviate the current workload issues experienced by the Town Council administration team.

### **Financial Implications**

4.0 The Council must conduct its meetings to reflect the need to carry out its services, and review and set the budget and precept in accordance with legislation.

### **Legal Powers**

5.0 The actions undertaken are 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.

**SANDY TOWN COUNCIL**  
**CALENDAR OF MEETINGS**

**2024/25**

<b>2024</b>		
06.05.24	May Day Holiday	
13.05.24	Policy, Finance and Resources	
20.05.24	Town Council Annual Meeting	
27.05.24	Spring Bank Holiday	
03.06.24	Development Scrutiny	Community, Services & Environment Committee
10.06.24	Policy, Finance and Resources	
17.06.24		
24.06.24	Development Scrutiny	Town Council
01.07.24	H R Committee	
08.07.24		
15.07.24	Development Scrutiny	Community, Services & Environment Committee
22.07.24	Policy, Finance and Resources	
29.07.24		
05.08.24	Development Scrutiny	Town Council
12.08.24		
19.08.24	Community, Services & Environment Committee	
26.08.24	Summer Bank Holiday	
02.09.24	Development Scrutiny	Policy, Finance and Resources
09.09.24		
16.09.24	Town Council	
23.09.24	Development Scrutiny	H R Committee
30.09.24	Community, Services & Environment Committee	
07.10.24		
14.10.24	Development Scrutiny	
21.10.24		
28.10.24	Town Council	
04.11.24	Development Scrutiny	Community, Services & Environment Committee
11.11.24		
18.11.24	Policy, Finance and Resources	
25.11.24	Development Scrutiny	H R Committee
02.12.24		
09.12.24	Town Council	
16.12.24	Development Scrutiny	Community, Services & Environment Committee
25.12.24	Christmas Day	
<b>2025</b>		
01.01.25	New Year's Day	
06.01.25	Development Scrutiny	Policy, Finance and Resources
13.01.25		

20.01.25	Town Council	
27.01.25		
03.02.25	Development Scrutiny	Community, Services & Environment Committee
10.02.25		
17.02.25	Policy, Finance and Resources	
24.02.25		
03.03.25	Development Scrutiny	Town Council
10.03.25		
17.03.25	H R Committee	
24.03.25	Town Council	Community, Services & Environment Committee
31.03.25		
07.04.25	Policy, Finance and Resources	
14.04.25		
21.04.25	Easter Monday	
28.04.25	Development Scrutiny	Town Council
05.05.25	May Day	
12.05.25	Development Scrutiny	
19.05.25	Town Council Annual Meeting	
26.05.25	Spring Bank Holiday	

## Sandy Sports & Leisure Association

Minutes of a Meeting of SSLA held remotely by Zoom at 7am on Tuesday 21 November 2023.

### PRESENT

Cllr Joanna Hewitt (JH) Town Mayor & Chair, Martin Pettitt (MP) Secretary, Cllr Nigel Aldis (NA), Cllr Michael Scott (MS), Phillip Rose (PR) Everyone Active Centre Manager, Philip Wood (PW) Treasurer, Mike Tipper (MT) Brian Page (BP) & Karen Hayward (KH) Principal Head SSS

1. **APOLOGIES.** Apologies for absence had been received from, Tony Payne, Peter Waller, (Sandy Secondary School), & Gary Foley, (Contracts Manager, Everyone Active).
2. **MINUTES.** The draft Minutes of the Annual General Meeting held on 15 June 2023 were received and noted. They will be approved and signed at the 2024 AGM.
3. **MATTERS ARISING.** None
4. **SECRETARY'S REPORT.** A written report circulated by MP dated 14 November was received. MP updated the numbered items:
  - (i) Despite MP having forwarded the requested signed documents as attachments to an email to Barclays in June (cc'd to PW) PW reported the bank has no trace of receiving them. PW will be visiting a branch of Barclays in person taking paper copies. In the meantime MJP will resend to PW his emails and attachments of 27<sup>th</sup> and 29<sup>th</sup> June (done 22 November)
  - (ii) After issuing his written report MJP had been in contact with David Granger. A meeting was arranged and went ahead at the AWP on Tuesday 28 November. A detailed updated estimate is now expected from Mr Granger in the next week to 10 days.
  - (iii) No change and no update required.
  - (iv) To proceed as set out in the report.
  - (v) No update required.

## 5. TREASURER'S REPORT.

- (i) Ahead of this meeting the Associations Annual Financial Statement to 31 March 2023, unavailable at the AGM in June had been circulated to all members. This document was prepared by Excel Accountants (Beds) Ltd. There were no questions to the Treasurer on the content of this and it was duly proposed and agreed unanimously that the report be adopted as a true and accurate record of the SSLA financial affairs for the 2022 / 2023 financial year.
- (i) PW & MT explained that since the AGM in June they had encountered unexpected problems identifying a bank or other savings institution which would accept business from a voluntary charitable organisation such as the SSLA. Quite recently however one such company had been recommended and MT confirmed that with his professional background experience he was in the process of doing the necessary due diligence on that company and he and PW hoped within the next fortnight to be in a position to make a firm proposal to implement the resolution passed at the AGM in June to invest up to £80k of the SSLA's present capital reserves, perhaps for a 5 year term.

There were no questions to the Treasurer.

## 6. MANAGEMENT REPORT.

On behalf of Everyone Active PR provided a written report ahead of the meeting and which was circulated to all members in advance. PR went through the report:-

- Pentaco works relative to the Jenkins Extension project reported to be 8 – 11 weeks behind schedule – completion now expected end of July 2024.
- Ongoing Issues relating to the pitch division net appeared to have been resolved with the assistance of the installers SIS Ltd.
- Football lines on the pitch have faded and required re painting. Will be done as soon as weather conditions are suitable.
- No issues with the electric vehicle.

- New replacement storage garage complete and in routine use. No issues reported.
- Financial payments to SSLA up to date. PR had written by email to MP seeking to set up a direct payment system for the future. Forwarded to PW to provide additional information to EA and requested to submit annual invoice by that means in due course.
- Everyone Active will be deciding upon the appropriate percentage rise in hiring charges wef 1 April 2024 before the end of 2023 to ensure all users are given adequate notice.
- There are currently 2 floodlight lamps out and these will be replaced asap.
- With regard to the pitch fencing the report notes, “all in a good state of repair currently”. Since the meeting however, during the site visit with David Granger on 28 November reported at 4(ii) above MP and Mr Granger noted at intervals especially along the south side of the pitch the bottom edge of the weld mesh fence, where it meets the wooden rebound boards is being lifted (presumably deliberately) causing some staples to come out creating gaps and damaging the weldmesh itself. Remedial works are going to be required before very long, certainly this spring / summer. Delay will inevitably result in increased cost of the remedial works.

MP mentioned to PR that in his email to apologise for absence from this meeting TP had suggested there appeared to be an insufficient number of waste bins at the pitch and those there are were not being emptied as frequently as required. PR agreed to speak to EA staff and decide whether additional bins are required and emptied more often. PR was thanked for his report and asked to pass thanks to other members of his team for the work they do on behalf of SSLA.

- 7. CHAIR OF TRUSTEES REPORT.** JH said she had nothing to report or raise at this time. KH spoke to express her thanks and those of all at SSS for the commitment and dedication shown by all those connected with SSLA in providing and maintaining the facility which provides so much benefit to the whole community including the Secondary School. JH duly thanked Karen for her comments.

**8. ANY OTHER BUSINESS.** None

**9. DATES OF FUTURE MEETINGS.**

- (i) Next Committee Meeting, **Tuesday 27 February 2024, 7pm.** Whether in person or by Zoom to be advised nearer the date
- (ii) 2024 AGM, Details to be agreed at 27 February meeting.

**Meeting closed at 7.40pm.**



**Town Council**

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<b>Date:</b>	<b>11<sup>th</sup> December 2023</b>
<b>Title:</b>	<b>Report from the Sandy Community Children's Centre</b>
<b>Contact:</b>	<b>Cllr R Lock</b>

**Purpose of the Report**

1.0 To receive a report from Cllr R Lock on Sandy Community Children's Centre

**Recommendation**

2.0 That council note the details of the report and request further information regarding the suggested further joint venture.

**Background**

3.0 I recently received an email from Cathy, the manager at the centre giving an update on their current services. The centre remains very busy with requests from families and professionals. New timetable is planned for next year to accommodate as many groups as possible. The centre is only run by a small group of staff but still support groups to set up their own sessions and venue. The centre also works with the Need project in packing food parcels and trying to locate a store for these parcels. This is so important as so many families are struggling.

3.1 Cathy also wrote; "I would be happy to help out on a joint venture, if any of the council members have any ideas of how we can address this together. Thank you for your interest in the work we are doing."

**Town Council**

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<b>Date:</b>	<b>11<sup>th</sup> December 2023</b>
<b>Title:</b>	<b>Police Priority Setting</b>
<b>Contact:</b>	<b>Cllr Hewitt</b>

**Purpose of the Report**

1.0 To receive a report from Cllr J Hewitt

**Recommendation**

2.0 That council note the details of the report.

**Background**

3.0 Over the course of the last 12 months the Police Priority Setting meetings have been conducted via email engagement. It has been agreed that this has not been successful as the various sectors have not had the opportunity to discuss issues pertaining to individual towns/villages within their sector.

3.1 As of January 2024 face to face meetings for priority setting will be reintroduced as follows:

Wednesday 10<sup>th</sup> January

Wednesday 10<sup>th</sup> April

Wednesday 10<sup>th</sup> July

Wednesday 9<sup>th</sup> October

Meetings will take place at Police HQ, Kempston, MK43 9AX

Please feed any concerns that need to be raised to Cllrs Hewitt / Thompson

**Town Council**

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<b>Date:</b>	<b>11<sup>th</sup> December 2023</b>
<b>Title:</b>	<b>Report – CBC Community Safety Action Plan</b>
<b>Contact:</b>	<b>Cllr Hewitt</b>

**Purpose of the Report**

1.0 To receive a report from Cllr Hewitt

**Recommendation**

2.0 That council note the details of the report.

**Background**

3.0 The current Safety Action Plan has been running for the past two years and is updated on a regular basis with actions taken and results.

3.1 Following a recent review the issues/concerns listed need to be updated.

3.2 A new report for 2024 will be presented at the next meeting.

3.3 The new '**Radio Link**' system for shop keepers/night-time economy venues was launched in Sandy on Tuesday 5<sup>th</sup> December. Cllr Hewitt accompanied the Safer Business Officer on a visit to the Library/Flower Room and Co Op being the first to receive their radios. The system is run via the CBC CCTV control centre, all reports of concern are picked up by the other radio holders in the town and the control centre who can manipulate the cameras to pick up images of persons of interest. Reports are also picked up by the police who have a link to the system via the control room.

**Town Council**

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<b>Date:</b>	<b>11<sup>th</sup> December 2023</b>
<b>Title:</b>	<b>Report – Sandy Village Hall Management Committee</b>
<b>Contact:</b>	<b>Cllr Hewitt, Cllr A Lock</b>

**Purpose of the Report**

1.0 To receive a report from Cllr Hewitt

**Recommendation**

2.0 That council note the details of the report.

**Background**

3.0 Cllrs Hewitt and A Lock attended a meeting of the Management Committee on Monday 4<sup>th</sup> December.

The main purpose of the meeting was to discuss the relationship with the Bowls Club following the Bowls Club AGM.

The historic supportive relationship between the Bowls Club and Village Hall (VH) appears to have broken down in recent times, based in the main on access to the back bar.

They have access to the annex building, at all times, where they could run their own honesty bar and have failed to pay the VH for use of this facility for some time.

3.1 The Bowls Club have a new Chairman : Clive Fosket. Cllr Hewitt will contact Mr Fosket and arrange a meeting with the VH to agree a mutually beneficial working relationship.

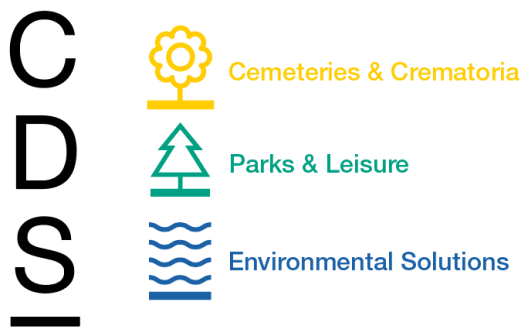
3.2 We are aware that the Bowls Club have already prepared a wish list of desires that would require the development of a new pavilion on the site. They have been advised that in the first instance they would need to produce a full/costed report to Town Council.

3.3 Taking 3.2 into account it is imperative that a good working relationship between the VH and BC is reestablished.

**3.4 Other Matters:**

- The refurbishment of the toilets/changing rooms linked to the Jenkins Project commenced on Monday 4<sup>th</sup> December.
- The Boilers have been replaced thanks to S106 funding.

- The VH is still struggling financially but are making every effort with events to increase their income and applying for grants to make repairs to the building. The VH heating is linked to a CBC Contract, following issues with billing over a sustained period of time they have recently been advised they have significant arrears in the region of £13k and have a payment plan in place.



**C1055 Sandy Town Council**  
SG19 1JE Sandy, United Kingdom

**Date:** 24.11.2023

Quote No: CDS-CC-2160

**Project:** C1055\_P01 Sandy Town Council - Sandy Cemetery Extension

## Fee Proposal

Product name and additional info	Quantity	Unit	Price	Sum
Collation and Review of Existing Planning Documentation	6	hour	100.00	600.00
Excludes any additional information required for planning				
Submission of Planning Condition Application	1	pcs	1 250.00	1 250.00
CDS submission of application (excludes LPA fee)				
Management of Planning Condition Application	12	hour	100.00	1 200.00
Accounts for 1.5 hour per week across an 8 week period				
			<b>Subtotal:</b>	<b>3 050.00</b>
			Tax (20%):	610.00
			<b>Total (GBP):</b>	<b>3 660.00</b>

The quotation is provided subject to the acceptance of the terms and conditions attached to the quotation provided by CDS. Acceptance of our terms and conditions will be assumed to be approved unless a written notice is provided to the contrary. The reader should pay attention to any specific inclusions/exclusions which are highlighted in the covering letter attached to the quotation, which may alter the standard terms and conditions.

Quotes remain valid for a period of 90 (ninety) days from date of issue. Should works related to this quotation be sought after this time, prices shall be reviewed.

**The CDS Group**  
Building 51, Wrest Park  
Silsoe, Bedfordshire  
MK45 4HS

**Phone:** 01525 864387  
**Company Reg No:** 05048077  
**VAT Reg No:** 836450425

**BACS to:** The CDS Group Ltd  
**Bank Name:** Lloyds Bank  
**Bank Account No:** 83422268  
**Sort Code:** 30-91-87



**SANDY**  
Town Council

## **SANDY TOWN COUNCIL ACTION PLAN 2023/24**

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the remainder of the 2023/24 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 (e.g. internal audit).

<b>Town Council Projects</b>			
<b>Project Title</b>	<b>Actions</b>	<b>Responsibility</b>	<b>Timescales</b>
<b>2023/24 Activities</b>			
Cemetery Extension	<ol style="list-style-type: none"> <li>1) Agree cemetery final design with CDS and get costs for next stage of project.</li> <li>2) Tender document for landscape contractors goes out</li> <li>3) <a href="#">Planning Conditions Application</a></li> <li>4) Landscaping to start</li> <li>5) Update for burial regulations to incorporate extended area</li> <li>6) Landscape work completed</li> </ol>	<ol style="list-style-type: none"> <li>1) CWG</li> <li>2) Clerk/CWG</li> <li>3) CDS</li> <li>4) Clerk/CWG</li> <li>5) CWG/Admin Team</li> <li>6) Contractor/CWG W</li> </ol>	<p><a href="#">Complete</a></p> <p><a href="#">Oct/Nov 2023</a></p> <p><a href="#">Dec 2023/Jan 2024</a></p> <p><a href="#">Dec 2023</a></p> <p><a href="#">March 2024</a></p> <p><a href="#">Oct 2024</a></p>
Jenkins Pavilion Development	<ol style="list-style-type: none"> <li>1) Construction Phase</li> <li>2) Agree terms of lease</li> <li>3) Agree management terms</li> <li>4) <a href="#">Agree Profit Share</a></li> </ol>	<ol style="list-style-type: none"> <li>1) CBC/Pentaco/STC</li> <li>2) STC/CBC/Solicitors</li> <li>3) STC/CBC/Everyone Active</li> <li>4) <a href="#">STC/CBC</a></li> </ol>	<p>Ongoing</p> <p><a href="#">Complete</a></p> <p><a href="#">Ongoing</a></p> <p><a href="#">Oct 2023</a></p>
Sandye Place Academy	<ol style="list-style-type: none"> <li>1) Ongoing liaison with parties who have decision making power over the future of the facility and joint work with CBC Ward Councillors</li> </ol>	<ol style="list-style-type: none"> <li>1) STC/Clerk/CBC</li> </ol>	<p>Ongoing</p>

	<p>1a) Cllr Hewitt invited to join meeting with Steve Watkins, Iain Berry and Sandy Ward Councillors to present NHP Aspirations 24<sup>th</sup> November. No decisions taken.</p> <p>1b) Working Group to meet January</p> <p>2) Continue to communicate STC’s vision via the Neighbourhood Plan of how Sandye Place could benefit the community and help build a sustainable and well-planned town.</p> <p>3) Submit application for Sandye Place to be listed as an Asset of Community Value</p>	<p>1a) Cllr Hewitt</p> <p>1b) CBC, Mayor/NHP Representative</p> <p>2) STC/Clerk/NHP</p> <p>3) Richard Barlow/Clerk</p>	<p>Completed</p> <p>Jan 2024</p>
Allotments Beeston Village site	<p>1) Pursue lease with CBC regarding allotment land at Beeston (Village Site)</p> <p>2) Undertake conditions survey of land to understand it’s suitability for allotments</p> <p>3) Engage National Allotment Society to create a map/plan of the site</p> <p>4) Undertake soil assessment of site</p> <p>5) Agree lease for site</p> <p>6) Work starts on allotment development</p>	<p>1) Clerk/Solicitor/CBC</p> <p>2) Deputy Clerk/Andrew Havergal</p> <p>3) STC/NAA/Clerk/BWG</p> <p>4) TBC</p> <p>5) STC/CBC</p> <p>6) Contractor/STC</p>	<p>7<sup>th</sup> August 2023</p> <p>Completed</p> <p>Oct/Nov 2023</p> <p>On Hold</p> <p>On Hold</p> <p>On Hold</p>
Provision of Allotments	<p>1) Engage with 3<sup>rd</sup> parties to identify appropriate land for lease</p>	<p>1) Clerk/STC/CBC</p>	<p>Ongoing</p>
Community Emergency Action Plan	<p>1) Update the current plan and check all contacts are still relevant</p> <p>2) Undertake emergency equipment audit</p> <p>4) Translate plan into new CERT template</p> <p>5) Make up emergency kit box</p> <p>6) Have plan checked by BLEVEC members</p> <p>7) Publish plan and keep copies in the office and depot</p>	<p>1) Clerk/Admin</p> <p>2) Outdoor Team Leader/ Deputy Clerk</p> <p>3) Clerk/Admin</p> <p>4) Clerk/Admin</p> <p>5) Clerk/BLEVEC</p> <p>6) Clerk/Admin</p>	<p>Complete</p> <p>Complete</p> <p>Oct/Nov 2023</p> <p>Oct/Nov 2023</p> <p>Nov 2023</p> <p>Nov 2023</p>



<p>EastWest Rail, A1 and Blackcat Roundabout</p>	<p>1) Representatives to attend meetings of neighbouring parishes and with local MP to consider areas of joint concern and priority for STC.</p>	<p>1) STC Reps/Mayor</p>	<p>Ongoing</p>
<p>Sunderland Road Recreation Ground and Bedford Road Recreation Ground Pitch Improvements</p>	<p>1) Engage with Football Foundation regarding funding and surveys of the area 2) Apply for grant 3) Create project plan and schedule for works together with training in conjunction with contractor.</p>	<p>1) Deputy Clerk/Outdoor Team Leader 2) Deputy Clerk/Clerk 3) Deputy Clerk/Clerk/Outdoor team Leader/PitchPower.</p>	<p>Ongoing TBD TBD</p>
<p>Christmas Lights Event</p>	<p>1) Determine Project Plan 2) Create event plan and timetable and undertake RA 3) Apply for road closures 4) Engage with stall holders 5) Book entertainment and stage (including Father Christmas) 6) Book First Aid Cover 7) Publicity</p>	<p>1) Event Working Group 2) Clerk/Event Organiser 3) Admin 4) Admin/Event WG 5) Admin/Event WG 6) Admin 7) Admin/Event WG</p>	<p>Complete Complete Complete Complete Complete Complete Complete</p>
<p>Sandy Green Wheel</p>	<p>1) Agree dates for Green Wheel Walks 2) Mayors Green Wheel Walk 3) Attendance at Friends of Sandy Green Wheel Meetings</p>	<p>1) Event WG 2) Event WG 3) STC Reps/Clerk/Deputy Clerk.</p>	<p>Jan 2024 Spring 2024 TBD</p>
<p>Office Space Re-organisation</p>	<p>1) Agree new office layout for Admin Team making best use of available space. 2) Agree any costs with PF&amp;R</p>	<p>1) Clerk/Mayor/Admin Team 2) Clerk/PF&amp;R</p>	<p>July 2023 July 2023</p>

	3) Undertake move of furniture	3) Clerk/Admin Team	Aug 2023
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Town Council	
2023/24 Activities	
On-Going Activities/Business as usual	
Council meetings	Agendas, attendance at and minutes of, reports, administration
Council Administration	Administration, printing, stationery orders, cleaning supplies, chamber bookings
Actions	Taking forward actions as agreed in meetings including procurement of equipment and undertaking surveys
Customer/Resident Queries	Administration and response to all queries that come into the Office via post, email, telephone, web enquiries and office walk-ins.
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. Seasonal Newsletter. Designing and undertaking public consultations.
Cemetery Management	Undertaking all aspects of cemetery management from liaising with families, undertakers and stone masons, to the administration of legal documentation and ensuring all burial and memorial records are completed to required standards. Ongoing maintenance of the cemetery area and chapel.
Council Website	Continued maintenance and update
Civic Matters	Honorary Freeman & the Mayor's Award
IT & Office Equipment	Administration and supply
Buildings Maintenance	Maintenance of Council owned estate including 10, Cambridge Road, Public Toilets, Car Park and Depot.
Utilities	Administration and Supply
Vehicles	Administration and Maintenance
Fishing Licences	Administration and Supply
Tourist Bookings	Administration
Human Resources	Payroll, administration of staff annual leave and sick leave, staff recruitment and training, appraisals, and personal development
Museum	Administration of visits to the museum and conducting tours as and when required
Events	Organising and running two seasonal markets, event planning and organisation for larger national events and any other STC

	Annual Events including Christmas Lights Event and Remembrance Sunday Parade. Other events organised as required
Open spaces	Maintenance and upkeep of all open spaces and recreation grounds owned by STC. Administration of land use requests such as fairs, community events, Sandy 10 etc