

Sandy Town Council

To: Cllrs N Aldis (Chairman), J Ali, T Cole, A M Hill, G Leach, C Osborne, D Quick, M Scott, J Sparrow, S Sutton
c.c. Cllrs P Blaine, W Jackson, M Pettitt, D Sharman, P Sharman

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 16 November 2015 commencing at 7.30pm.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
10 November 2015

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Minutes of previous meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 5 October 2015 and to approve them as a correct record of proceedings.

Previously
circulated

4 Public Participation Session

Members of the public may ask questions or make representations to the committee about items of business which are on the agenda.

Sandy Town Council

- | | |
|--|------------------|
| 5 Action List
To receive Action Report and any update. | Appendix
I |
| 6 War Memorial Report
To receive and note a report from the Town Clerk. | Appendix
II |
| 7 Queen's 90th Birthday Celebrations
To receive a report from Cllr Aldis. | Appendix
III |
| 8 Circus in Sandy
To consider a request to hold a circus in Sandy in May/June 2016 on Sunderland Road Recreation ground and to hear from the Town Clerk. | |
| 9 Boot Camps Policy
To receive and review a draft Policy from the Town Clerk. | Appendix
IV |
| 10 Christmas Tree Festival 2015
To confirm the Council wishes to enter a tree into the festival. | Appendix
V |
| Cemetery Project Update
To receive a report from the Town Clerk. | Appendix
VI |
| 12 Allotments
To receive a report from the Town Clerk regarding costings for the proposed allotment site. | Appendix
VII |
| 13 Christmas Lights Switch on update
Friends of Sandy Christmas Lights Committee have been meeting regularly and everything is on track for a successful Christmas Lights switch on. | |
| 14 Ivel Sprinter Local Volunteer Transport
To consider a request from Ivel Sprinter Volunteer Bus Service. | Appendix
VIII |
| 15 Chairman's Items | |
| 16 Date of Next Meeting: 4 January 2016 | |

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Meeting 1/6/15			
Engayne Avenue Estate	(6-15/16)	Cllrs Aldis and Ali research and gather information about the area and report back to the Council in six to nine months' time.	Report due December-March 2015/16
Bus Turning Circle	(12-15/16)	Defer a decision on whether the bus shelter outside Quince Court be moved until after the meeting with CBC had taken place.	Town Clerk writing to Chief Executive of CBC
Bus Shelter in Fallowfield	(15-15/16)	Defer this item until the bus route is decided.	Ongoing
Meeting 24/8/15			
Berwick Way Estate/ Amenity area	(33-15/16)	That Cllrs Aldis, Ali and Hill along with the Town Clerk meeting with TILCo to discuss the adoption and maintenance.	Meeting requested but no suitable date provided. Chaser emails issued on. 23/10/15/ 3/11/15/ 10/11/15
Meeting 5/10/15			
Beeston Green	(44-15/16)	The Town Clerk prepare a draft Management Plan.	Ongoing
Berwick Way Estate/ Amenity Area	(45-15/16)	To ask CBC for advice as to whether the Town Council can adopt the land without a commuted sum.	No response received as at date of agenda

Agenda item 6 - SANDY TOWN COUNCIL**COMMITTEE:** Community Services & Environment Committee**DATE:** 16 November 2015**AUTHOR:** Town Clerk**SUBJECT:** War Memorial Restoration Grant**Background**

The following report serves as an update to Members.

In early 2014 officers began the process of applying for a war memorial restoration grant from the War Memorial Trust (WMT). A survey of the war memorial was carried out identifying areas in need of restoration. The application was not progressed to the formal application stage.

The War Memorial Trust is a charity that works for the protection and conservation of war memorials across the UK. The trust is currently offering grants to assist with restoration works and Sandy War Memorial meets the eligible criteria to apply for grant funding.

Projects must be over £3,000 and the grant may cover up to 75% of that eligible costs.

The Type of works can be covered by a grant are;

- Conservation
- Like-for-like repair
- Structural repair/stabilisation
- Reinstatement of lost elements that form an integral part of the design
- Addition of names where they can be accommodated on the memorial
- Professional condition surveys and structural reports

Types of work which cannot be funded:

- New war memorials
- Maintenance
- Inappropriate work or methods
- Relocation, unless the memorial is 'at risk' and as a last resort
- Works to graves of any type
- Applications to multiple schemes administered by the Trust for the same work
- Where the work has already started or been completed

Update

A further survey of the memorial is being carried out to identify whether there is any additional work required since the previous survey in February 2015. A 'Pre-application' must then be submitted so the WMT can assess our eligibility.

The 2014 officer survey identified the following points in need of attention;

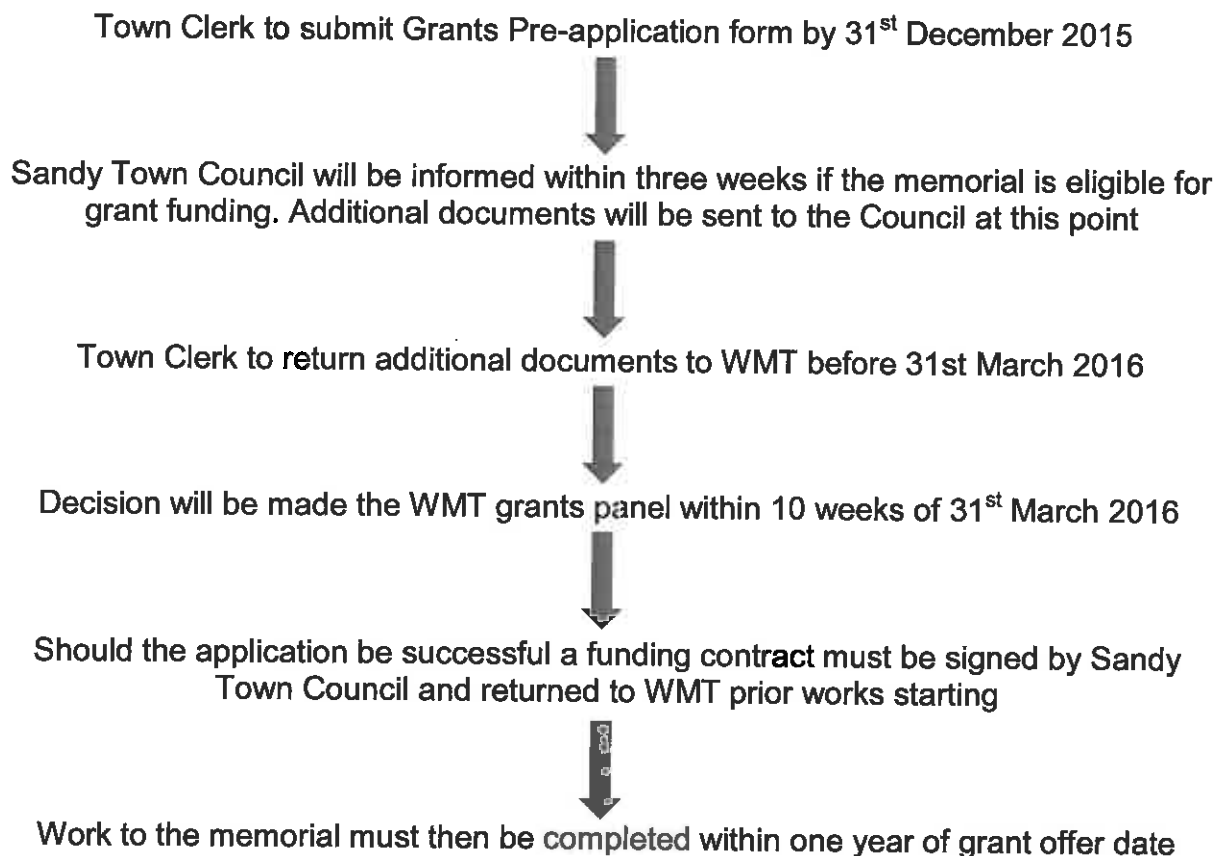
- Staining to the pedestal
- Re-lettering work on the pedestal
- Re-lettering work on the 'fallen' panels
- Work to reinstate stonework on the pedestal that has lifted
- Repair work to the steps where paving has cracked
- Repair of masonry joints on the steps, which are cracking or have pieces missing

The application will also include possible works to the steps to include disabled access (ramp).

The Pre-Application must identify the work needed and estimated costs. The Town Clerk has arranged for the work to be priced.

The 'Pre-application' will be submitted before 31st December 2015 to fall under the next round of grant funding.

Process



Agenda Item 7 - SANDY TOWN COUNCIL

COMMITTEE: Community Services & Environment Committee

DATE: 16 November 2015

AUTHOR: Cllr. N Aldis

SUBJECT: Queen Elizabeth II's 90th Birthday Celebrations

It has been suggested that the Town Council should be involved in leading the celebrations for this important landmark in the Queen's life which is to be celebrated by the Nation in May 2016. The aim of this report is to suggest actions which the Council might take, the extent to which it wants to be involved and any financial implications for this authority. As a first stage local community groups have been contacted by email to establish if they have any plans, projects or special activities to mark this auspicious occasion. Depending on the result it may be necessary for the Council to hold a meeting to co-ordinate activities.


Ideas so far put forward have included:

- Beacon
- Street Party
- Parade & Church Service
- Civic Lunch
- Display in the Library of the Queen's Reign
- Floral Display at the Sorting Office (S.E.G.)
- Launch of red, blue & white rockets
- Peal of Bells

Recommendations

Members are asked to consider the report and decide if they want to set up a committee to co-ordinate the activities of Community Groups and Individuals to mark the Queen's 90th Birthday celebrations.

Agenda item 9

 <p>Sandy Town Council</p> <p>Recreation Ground use by External Organisation Procedure</p>	<p>Date Agreed: Minute Number: Prepared by: Town Clerk Version: 1</p>
---	--

Summary

The following procedure was drafted as a result of an increased number of requests from groups to hold boot camp sessions on the Council owned Bedford Road Play Park. The procedure is intended to cover all requests for regular or one off event use of Council owned areas, however particular reference is made to boot camps.

An event working group was previously set up, consisting of three councillors, who have reviewed the recent requests and noted concerns from officers on the effect boot camps were having on the ground during wet weather and winter months. Councillors also noted that boot camps had been using the Multi Use Games Area (MUGA) in the park, which is intended for community use by children. There was concern that numerous boot camps using the MUGA would prohibit children's use, especially in school holidays.

The Council previously gave permission for one boot camp to run in Bedford Park; however the increased number of requests has made it necessary for the Council to have a procedure in place.

Procedure

- Boot camps will not be permitted on grassed areas during winter months due to concern over damage caused to grass. Boot camp applicants will be informed that a review of their requests will happen in spring, when the park may be able to accommodate more activity.
- A schedule of all regular events happening on Council owned land/facilities will be kept by the office to ensure there are no clashes and the facilities are not too busy for community use.
- Officers will actively promote other Council owned areas as alternative locations for applicant's activities.
- The MUGA must be kept free for use by children during holidays and outside of school hours. Applicants will need to specify if they wish to use the MUGA and if so when and how long for, they would intend to do so.

APPENDIX IV

- Applicants will be required to complete an application form detailing the type of event (e.g. boot camp) they wish to hold. Applicants must specify dates, times, expected number of people and activity type. Please see application form attached.
- Copies of the application form will be available from the Council office or via the Town Council website.
- Applications are to be approved by the event working group in conjunction with the Town Clerk.
- Charging boot camps or other external groups for use of the facilities will be assessed on an application by application basis.

	Person/Group responsible	Date completed
Report written by	Chris Robson	2/11/2015
Agreed	Community Services and Environment Committee	

Christmas Tree Festival

5th & 6th December 2015

**Sandy
Parish Church**
(St. Swithun's)
High Street, Sandy

At the end of 2014, Sandy launched its first Christmas Tree Festival, which was a great success. During the first weekend of December, Sandy Parish Church became the backdrop for over thirty trees, all created by the community of Sandy. Some trees were traditional, some were modern and others amusing.

The trees were crafted by children and youth groups as well as charities and community groups. Visitors to the church were entertained with a beautiful display of imaginatively decorated trees as well as some live Christmas music performed by local choirs and musicians.

For 2015, we would again like to invite local schools, voluntary groups, charities and businesses to enter a decorated tree into the festival. It is a really good opportunity to advertise your organisation or business to a wide variety of local people.

This year, we hope to display up to forty trees and will be accepting applications on a 'first come' basis as places are limited.

*The festival will be open to the public
from noon on both days.
Refreshments will be available to purchase.*

Is there a charge for exhibiting a tree?

There is no charge for schools, charities and non-profit making organisations, who wish to enter a tree but businesses will be asked for a donation of £25.

All exhibitors, together with the title and description of the tree, will be listed in the festival programme.

Visitors will be charged a nominal fee for entry to the festival, the proceeds being donated to the Sandy Parish Church building fund.

We envisage this to be a major community attraction and will be widely publicised in the local area.

For details of how to apply see overleaf..

Guidelines for Exhibitors

- Each exhibitor should provide their own tree, real or artificial with a suitable, secure stand.
- Tree lights are allowed but no flashing lights or candles. Please do not bring your own extension cables, these will be provided.
- Setting up, decoration and the dismantling of the tree is solely the responsibility of the exhibitor.
- Trees must be dismantled only during the specified dates and times that are listed on the booking form.
- All exhibitors will be provided with a suitable location in which to position their tree by the organisers on the day of set up.
- The organisers reserve the right to remove anything which they consider to be unsafe or inappropriate.
- No blow up Santa's or Reindeers etc. please.

Guidelines for Applications

Each tree may follow a theme, tell a story or represent the activity of your group or organisation, and have a title which is reflected by its decorations.

We invite exhibitors to be as creative as possible with their decorations as the aim is to entertain the festival visitors.

Small Trees - a number of window sills are available that could exhibit a number of smaller artificial trees or two dimensional cut outs made from cardboard, wood or any other rigid material with a suitable stand.

If this is a suitable option for you, then please indicate this on the booking form.

TO APPLY: Fill in and return the attached booking form as soon as possible but no later than:

Friday 27th November to:

Sandy Christmas Tree Festival

34 High Street,
Sandy, Bedfordshire SG19 1AQ

Or Email: sandytreefestival@yahoo.co.uk

Further enquiries:

Corinne Hetherington 01767 681353
Sandy Parish Church 01767 682499

Set Up Day
Friday
4th December

Set Down Day
Monday
7th December

Specified times
for this are listed
on the booking form.

Agenda item 11 - SANDY TOWN COUNCIL

COMMITTEE: Community Services & Environment Committee

DATE: 16 November 2015

AUTHOR: Town Clerk

SUBJECT: Cemetery Extension

Summary

The purpose of this report is to provide members with an overview as to where the Council currently stands with the cemetery extension project.

As Councillors are aware planning permission for the extension has now been granted by Central Bedfordshire Council (CBC). Before any work can begin on the development of the site Sandy Town Council (STC) must carry out archaeological works as required by the planning permission granted. This is a requirement on all bodies developing land.

In this case an archaeological survey will not be required as the site is known to be potentially dense in Roman archaeology. Therefore an archaeological excavation is required and the commissioning of this will be the next step forward for STC.

The Council has three years to implement its permissions.

Information

Prior to getting estimates from contractors STC will need a defining local authority brief from CBC. This defines the work that will need to be carried out during the excavation and will form the base of contractor's costing. It is anticipated this will be available shortly.

Due to the local picture and previous findings during work when digging trenches on the site it is expected that this will be a very dense archaeological site if some significance. CBC archaeology is expecting to see the boundaries of the Roman Town. The majority of activity is expected to be on the western and southern parts of the site. If this is the case it could potentially reduce the amount of work required on the northern part of the site, which may produce less finds.

It is difficult to estimate a time frame at present, as in part it depends on what the excavation uncovers. However, once the local authority brief is available and contractors are approached we should be better placed to estimate timeframes.

Contactors

Until the defining local authority brief is completed it is difficult to estimate the cost of the excavation. The brief will outline the work required allowing contractors to provide estimated costs. CBC is currently working on the brief and will involve the Town Clerk during this process.

Once CBC have completed the approved documentation defining the local authority brief the Town Clerk will approach a selection of contracts to establish costs for the excavation and report back to Members.

In the interim the Town Clerk has approached Headlands, the archaeological company engaged as part of the planning application process, and asked if they are able to provide a ball park figure based on what they currently know. This had not been provided at the date of this report.

CBC does not hold a list of approved contracts. As the site is anticipated to be intense it has been highly recommend that the Council seek several quotes from medium sized archaeological contractors. Due to the nature of the site smaller firms will most likely not have the infrastructure for the work, which may lengthen the process and increase the overall costs.

Funding

Following discussions with CBC the Town Clerk has contacted the below potential funding bodies;

Heritage England
Lottery Heritage Fund
Royal Archaeological Institute
Council for British Archaeology
British Archaeology Association

The Town Clerk will submit applications once estimated costs are known.

CBC Archaeology will also be contacting Historic England on our behalf. Historic England did not offer any funding assistance during the last excavation work carried out. It may be more likely that they will provide funding for post excavation works (publishing of findings) than the physical excavation itself.

Members should note that funding for a project of this scale can be very difficult as the work is classed as Development Control which is hard to fund.

Recommendation

That;

- Members note the information in the report and that the Town Clerk bring back the defining local authority brief with estimated costs to the next committee meeting.
- The Town Clerk continues to work with CBC Archaeology and potential funding bodies to assess whether any grants are available to the Council.

AGENDA ITEM 12 - SANDY TOWN COUNCIL**COMMITTEE: Community Services & Environment Committee****DATE: 16 November 2015****AUTHOR: Town Clerk****SUBJECT: Allotment Costs****Summary**

At the Community Services & Environment Committee meeting held on October 5 2015 it was agreed that the town clerk would bring back separate information on anticipated set up costs involved with the proposed allotment project.

As Councillors are aware it was also previously agreed to push back the signing of a lease for the land until March 2016, giving the Council more time to establish its position and the validity of the project.

The costs summarised below are based on estimates I have been able to obtain using the measurements of the site I have available. I have experienced difficulty in obtaining accurate prices/quotes due to needing access to the site which will not be vacated until the end of December.

Water Supply

One of the main costs previously highlighted would be the provision of a water supply. Based on discussions with Anglia Water a connection to the field would be a cheaper option than a borehole, which in all likelihood would be at the top end of the £7,500 – £15,000 estimated.

An application has been made to Anglian water to establish the cost of a connection, however as there is a response time of 25 days and an official estimate is not yet available. The figure quoted below is based upon discussions with Anglian Water and includes ground work STC would need to carry out to complete the water connection.

Anglian water would take a connection pipe to an agreed point, near the boundary of the land, and it would be the councils responsibility to then connect that pipe to the allotment site. This would require STC carrying out ground work and laying pipes and a stand pipe. It would take 8 – 12 weeks for Anglian Water to complete their work.

Set up costs

**figures have been rounded up*

***Costs do not include labour costs which are hard to source until site access for quotes is arranged*

APPENDIX VII

Item	Set up Cost (£)	Notes
Legal cost of lease with CBC	900	Estimated by CBC
Surveyors Fees with CBC	750	Estimated by CBC
Planning Application	1,000	Based on CBC fee guide
Clearance of access way	400	Currently inaccessible to vehicles. Vegetation requires cutting. Based on price guide from 'Paths for all'
Herbicide (Roundup Biactive)	250	Recommended. Based on 2x 20L.
Insecticide (Dursban WG)	175	Recommended
Application of herbicide/insecticide (Spraying)	150	John Nix Agricultural Pocketbook 2015/16
Mole-draining	580	John Nix Agricultural Pocketbook 2015/16
Mouldboard Ploughing	380	John Nix Agricultural Pocketbook 2015/16
Rotary Harrowing	325	John Nix Agricultural Pocketbook 2015/16
Seeding Cost	500	More detailed quote will be required by specialist contractor once site is accessible
Pegging out of boundary fencing	660	Quote from CBC contractors
Boundary fencing	2,000	Required as part of lease to separate leased land from private land
Creation of Car Park and track MOT Type 1 recycled aggregate	3,120	Advice is been sought as to whether the material will be suitable for the site.
Mini Digger Hire 1 Week	270	£75 for additional days
Rabbit proof fencing	3,000	Includes supply & fitting
Four gates with rabbit netting	380	Average of prices received
Creation of 4 raised plots	400	
Water connection with Anglian water and associated piping and groundwork	8,000	
Four dripping tanks & ball valves	260	
Contingency	3,000	
Provision of Motor Mower	250	Average price
Relocation of cemetery cabin	650	Based on online quote
Temporary site toilet	550	20 weeks with empty once per week
Composting toilet	1,420	Basic one unit composting toilet
Fruit Trees	900	If creating an orchard (may be difficult under lease during first few years)
Total	30,270	

Annual Costs

This will be dependent on whether the Council operates the allotment site itself or has the Sandy District Allotments & Leisure Gardens Association operate the site.

It is proposed that the SDA&LGA manage the site, in which case STC's annual cost should just be £600 rent. However, a budget would need to be set up for the maintenance of the track and access way, which according to a lease would be our responsibility.

Recommendation

Central Bedfordshire Council are still aware of our interest in the 6 hectares site and can have a heads of terms and a lease drawn up in the New Year to be signed by the end of March.

Regrettably I do not believe the costs are as complete as Members require at this stage. Aside from the costs of the project there are also various other concerns that have been raised and issues which need to be addressed. These include; the viability of the land as an allotment site, the content of the heads of term and lease with CBC, and whether the Council wish to hand the running of the site to the SDA&LA.

It is recommended that Council holds a workshop meeting before the end of the calendar year to receive advice from a professional on the suitability of the site and work required to ensure the site is suitable for allotment use, along with all other information the Town Clerk can produce.

ATTN Chris Robson24 Foxglove Drive
Biggleswade
Bedfordshire SG18 8SP**RE IVEL SPRINTER-LOCAL VOLUNTEER TRANSPORT**To: Ms Delia Shepherd
Clerk to Sandy Town Council
10 Cambridge Road
Sandy, Beds.
SG19 1JE

Fax

01767-692527

Date: 28 July 2015.

Dear Clerk to the Council,

**IVEL SPRINTER-VOLUNTEER BUS SERVICE
LOCAL ROUTES & VILLAGES: TIMETABLE INFORMATION.**

I write in respect of the above service and as the new Publicity Manager, in an effort to raise awareness of our operational timetable to those who perhaps are unaware of our availability to them. Also to enable individuals to be more mobile or to meet other specific needs such as local shopping/attendance at Doctors etc.

Central Bedfordshire Council, Senior Transport Officer has agreed to compile a new laminated Ivel Sprinter Bus timetable to appear in the Noticeboard at the Biggleswade, Sandy & Potton Bus Point /Station.

I am now looking for your help in using any other appropriate Council controlled noticeboards to display our timetables and/or consider with you additional sensible sites for timetable cases, perhaps jointly funded?

If you think it appropriate, I am very willing to meet representatives to investigate/develop plans/proposals.

I look forward to hearing further from you.

Yours sincerely



Peter Davies
Publicity
Manager
Ivel Sprinter
Tel 01767 317683
E Mail- peter@24foxglove.co.uk
(3 copies of current timetable enclosed).

: telephone/fax: 01767 317683

19