

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 18th September 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
13th September 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*

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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.

4 Minutes of Extra Ordinary Town Council meeting

To consider the Minutes of the Extra Ordinary Meeting of Sandy Town Council held at 6.30pm on Monday 21st August 2023 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 17th July 7th August and 4th September 2023.
- ii) Policy, Finance and Resource Committee held on 4th September 2023.
- iii) Community Services and Environment Committee on 21st August 2023.
- iv) In accordance with Town Council's Standing Order 7a to receive and consider the following recommendations from the Grievance & Complaints Committee made during their meetings held on 8th and 14th August 2023.
RESOLVED to make the following recommendations to Full Council in answer to the resident's requests on pages 13, 14 and 15 of the resident's letter:

1. Replacement Boundary Screen Fence

- The Council commissions a contractor to strengthen the fence using concrete posts as per the recommendations in the survey supplied by ATP, and that the same contractor also undertakes any snagging/tidying up of the fence as per specifications identified by the Council. Members believe that the fence is not stable and spending money to secure it now will save money in the long term.
- The Council asks the resident for specification of the gravel used on their driveway and procure enough gravel to rake over the areas effected by cement washout spillage. The Council will take up the matter of the alleged damage with the contractor separately.

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2. Septic Tank & Soakaway Damage

- The Council procure a like-for-like slab to replace the damaged slab in line with what has previously been agreed at the Policy & Finance Committee on 12th June 2023.
- The Council receives quotes to undertake the works recommended to repair the damaged soakaway, as per the recommendations laid out in the ATP survey, and commission the successful contractor to replace the slab on to the septic tank, as outlined above, at the same time as working on the soakaway.
- All the above to be undertaken in liaison with the resident.

3. Sale of Area Around Septic Tank

- Confirm to the resident that as per a decision made by the Policy & Finance Committee on 12th June 2023 the original agreement is no longer on offer and confirm that a new offer for transfer under nil consideration along with binding conditions that all legal costs, including an application for change of use, to be covered by the resident.
- In the event the residents do not wish to purchase the land the Council continue to surround the soakaway with Heras fencing until engineering works on the septic tank and soakaway are completed.
- The surrounding land will be maintained as non-amenity land.

4. All Other Boundary Fences

- The Council has established that the old chain link fence removed from the Western boundary of the residents' property is the responsibility of the residents to maintain. In the event that the boundary line moves due to the land transfer, the western boundary of the residents' property will continue to come under the residents' responsibility to maintain.
- The Council will erect Heras fencing around the area between the residents' boundary and the Council's boundary, identified by a supplied plan, until such time as the transfer of land is agreed. After which time any permanent fencing/security measures would be the responsibility of the residents.

Boundary Conifer Hedge

- The hedge is healthy and in line with condition 13 of the Town Council's Planning Application CB/15/01684/FULL so no further action on this matter will take place.

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- The High Hedges Regulations & The Anti-Social Behaviour Act (2003) applies to hedges over two metres tall. The Town Council will request the residents undertake the necessary works to bring and maintain their boundary hedge in line with guidance set out in the above regulations.

6. Shared Boundary Privet Hedge.

- The Town Council Grounds team are specifically trained under National Pest Technicians Association, through City & Guilds, and hold licenses on the correct storage and use of pesticides and weedkiller and as such Members do not accept the allegation that any irresponsible weedkiller spraying took place. The Town Council therefore accepts no liability for reparation or permanent restoration. Members suggest a joint inspection of the party hedge be undertaken and a management strategy be agreed between both parties to ensure security and privacy are maintained going forward.

7 Town Council's Outdoor Team.

- The area around the septic tank and soakaway will be cleared as detailed in minute (6-2023/2024) under item 3, 3rd bullet point.
- The Town Council Grounds team are specifically trained under National Pest Technicians Association, through City & Guilds, and hold licenses on the correct storage and use of pesticides and weedkiller and as such Members do not accept the allegation that any irresponsible weed-killer spraying took place.

CONFIDENTIAL: A copy of the residents' letter has been circulated to all Members separately to provide context to the Committee's decision making.

6 Clerk's Report

To receive a report from the Clerk regarding works and priorities for the Administrative Team.

Appendix I

7 Reports from Central Bedfordshire

To receive reports from Ward Councillors.

8 Confidential Information

To receive a report from the Clerk containing guidance from BATPC and NALC regarding Confidential Committee items and a Councillors 'need to know' and a recommendation to amend Standing Orders to reflect that guidance.

Appendix II

Sandy Town Council

9 IT support renewal

To receive three quotes for IT and Telephony support. The current contract expires in October 2023.

To come

10 Defibrillator at Middleham Close

To receive a report from the Clerk regarding a resident's offer to pay for a community access defibrillator at Middleham Close and for the Council to consider the ongoing costs to place equipment at the site that will not be borne by the resident in question.

Appendix III

11 Lamppost Guard

To consider a request from a resident to place a light baffle on a lamppost in Stratford Road at a cost of £50.00 + VAT to reduce light pollution from the lamp into the resident's property. The resident reports the light illuminates their drive, front garden, the front of their house, and their ground floor bedroom.

12 East West Rail

To consider an invitation from Tempsford Parish Council regarding a meeting to be held on 28th September 2023 at 7.30pm at The Stuart Memorial Hall in Tempsford and agree which members will attend. The meeting is to discuss and agree a joint response to the recently announced EWR proposed route and station at Tempsford.

13 Winter Maintenance

To receive a report from the Deputy Clerk regarding the Winter Maintenance programme.

Appendix IV

14 Jenkins Pavilion Head of Terms

To receive and agree the Heads of Terms for the Jenkins Pavilion Development Lease in order that works may continue and that a full lease can be drafted for signing at the next meeting of Town Council. To agree for the Mayor and Town Clerk to have delegated authority to sign off any minor amendments of the HoT so as not to delay the process.

Appendix V

15 Request to install a standpipe on the Scout Hut Building in Berwick Way

To receive a request from Mr Harris to install a standpipe at the Scout Hut for use by the Fair when they visit Sunderland Road Recreation Ground. Mr Harris has offered to cover the cost for such works and reports that it makes things difficult not to be able to access water when on site. His suggestion includes a locked box to protect the standpipe which would sit on the outside of the building.

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16 Action Plan

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

Appendix VI

17 Report from Cemetery Working Group

To receive the minutes from the Cemetery Working Group and updated information from CDS regarding the next phase of the Cemetery Extension Project including signing off the latest layout plan.

Appendix VII

18 Neighbourhood Plan Sandye Place Masterplan

To receive and note the Neighbourhood Plan Masterplan for Sandye Place.

To come

19 Mayor's Charity Account

To receive a verbal report from the Clerk regarding the Mayor's Charity Account and for the Town Council to agree the following:

- i. To set up a new bank account with Barclays for the purposes of holding and paying out of funds to the Mayor's chosen charities.
- ii. To name the Account 'Mayor of Sandy's Account' to avoid any confusion regarding the nature of the account.

20 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:*

- Crime Stats - August 2023 rcvd 07.09.2023
- 2023 County Committee Elections - Opening of Nominations rcvd 07.09.2023
- NALC Newsletter rcvd 06.09.2023
- NALC Chief Executives Bulletin rcvd 31.08.2023
- CPRE Bedfordshire September Newsletter rcvd 31.08.2023
- NALC Chief Executives Bulletin rcvd 24.08.2023
- NALC Newsletter rcvd 23.08.2023
- EWR Route rcvd 22.08.2023
- NALC Events rcvd 22.08.2023
- CPRE Campaigns update 19.08.2023
- Where should the Council's priorities lie? Partnerships Community & Engagement Team rcvd 17.08.2023
- NALC Newsletter rcvd 16.08.2023
- NALC Chief Executives Bulletin rcvd 10.08.2023
- EWR Route announcement Tempsford Parish Council Chairman rcvd 07.08.2023
- Crime Stats July rcvd 06.08.2023

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- Notification of IDB Watercourse Maintenance 2023/2024 rcvd 03.08.2023
- Office of the Police and Crime Commissioner for Bedfordshire Newsletter - July 2023 Edition rcvd 01.08.2023

21 Mayoral Engagements

Mayors Engagements for STC Agenda for Meeting on 18th September 2023

16th Aug - The Mayor attended and performed the opening of a new business - Multi-Care Community Services Bedfordshire - located in Belfry Court. The opening was followed by lunch in the Gandhi restaurant.

18th Aug - The Mayor attended a charity event hosted by Mayor of Leighton Linlade – Steam Railway visit & Supper.

26th Aug - The Mayor attended and performed the opening of the Queens Head, Sandy.

29th Aug - The Mayor attended the initial Robot Lining of the Sunderland Rd football pitches along with the Deputy Clerk and Cllr Sutton.

2nd Sept - The Mayor attended and presented awards at the Sandy Garden and Craft Show.

3rd Sept – The Mayor attended and presented awards at the Sandy FC Youth Awards event.

7th Sept – The Mayor attended a charity event hosted by the Mayor of Ampthill - Tour of the Great Park and Tapas.

8th Sept - The Mayor attended Sandy Fire Station on the occasion of Emergency Services Day and together with Cllr Ford took part in photographs with the dedicated flag for the day and later attended Faynes Corner for the raising of the flag.

9th Sept – The Mayor attended and assisted at the Community Fun Day held at Sunderland Road Park.

11th Sept - The Mayor attended the Lord Lieutenant's coffee morning held at Chicksands.

16th Sept - The Mayor attended the Sandy Anniversary SkateJam.

Sandy Town Council

17th Sept - The Mayor attended the Sandy Fire Station open day.

22 Press Releases

SkateJam round up

23 Chairmans Items

24 Date of Next Meeting

30th October 2023

Clerk's Report

The following data has been collated in order to demonstrate the work that the admin office has undertaken since the last report on 7th August, the team's focus, and priorities.

General enquiries

The following data shows the amount and type of queries that the admin team has dealt with over this period, to give you a perspective on what draws on our time.

Since 7th August 2023 the administrative team dealt with:

193 telephone enquiries

214 email enquiries - (Danielle 15, Laura 5, Allotments 2, CBC 14, Cemetery 2, Community groups 8, Council meetings 4, Councillors 11, Events 9, Remembrance 4, Christmas lights 18, Markets 16, Meetings 1, Other 1, Parks & Play areas 6, Police 2, Press releases 19, STC facilities 1, Service providers 33, Invoices 4, Staff 33, Street lights 2, Transport 1, Volunteering 3.)

19 telephone answerphone messages

11 enquiries through the website

50 enquiries from visitors to the office.

This averages as **487** enquiries a month or **19.5** separate enquiries a day.

These figures do not include separate email enquiries that team members received direct to their individual mailboxes.

From 7th August 2023 to 11th September 2023 the Town Clerk independently received **1,191** emails to the Clerk's inbox (across 25 working days) 15% of these were made up of newsletters, partnership comms and general sales and offers. The remaining 85% all related to Sandy Town Council business.

On average this works out at **40** emails a day regarding Council business through the Clerk's inbox alone.

Meeting administration

Since 7th August the Clerk and Deputy Clerk have created:

Agendas: **6**

Reports: **15**

Sets of Minutes: **6**

The Cemetery working group met twice and the Events Working Group also met creating the following further administrative tasks:

Agendas: **3**

Minutes: **3**

Cemetery

1. We managed **4** interments and **4** Memorial applications.

Events

The team is now working on the organisation of the following events, preparation for which starts now:

- Autumn Market – October
- Roman Architecture Event – Library October half term
- Remembrance Sunday Parade - November
- Christmas Lights Switch on – December

Communication

The Community Engagement Officer also sent out the following communications across the period

3 Press Releases

4 new stories on the Council website

Posted 14 times through social media

Created 4 posters to publicise Council events and activities.

Through this activity we have been able to sign up **19** volunteers.

General Administration

- Organisation and administration of documentation for the hire of 7 gazebos for Community Activity Day held on Saturday 9 September
- Induction for new Councillors 6.30 pm on Tuesday 19 September
- Assisting Filming of Electric vehicle on Tuesday 26 September
- Attendance of Flood Groups Conference St Ives 21 September

Projects

The team is focusing on the following key projects which are taking priority.

Cemetery Extension Project

1. CDS have provided a couple of updated layout plans and outlined expected costs for the Tender Process.
2. CDS have provided project management fees for the next stage of the project that will take the site through to finished landscaping.
3. Responding to grievance from residents of Holly Lodge – letter of transfer.

Jenkins Pavilion Development

1. The Clerk and Mayor have met the council's solicitors on a number of occasions to hammer out the details of the lease, licence, deed of variation and operation agreement, as well as a zoom meeting with Lisa White and

Peter Cook of CBC in order to have Heads of Terms for sign off at Full Council.

Allotment Land

1. The Clerk followed a lead for land for sale by Girtford Bridge, unfortunately the land in question is already under offer.
2. Continue to pursue the land at Beeston and a licence to operate, Deputy Clerk pursuing the National Allotment Association for advice.

EV Charging Points

1. The necessary paperwork has been signed and submitted

Buildings and Maintenance

1. The Clerk continues to pursue a solution to issues with the CCTV cameras at Sunderland Road recreation ground and trying to gain access to the power supply on site.
2. We have dealt with a water leak at the Public Convenience in the Car Park, having undertaken investigative works through two operatives in order to establish the problem.
3. We have organised the services of the allot mower for the Bowls Club
4. We have organised the service and repair of the Cricket Club's rotorake
5. Met with a number of IT consultants and telecoms providers to get quotes for the new contract that is due
6. We have ordered felling of 2 trees at Scout hut. New fencing will be installed after felling of trees.
7. The Deputy Clerk has written an annual safety report on play equipment and playing fields.
8. Salt spreading machine has been purchased.

CCTV

1. We provided footage to the Police regarding a number of incidents of arson at the public conveniences in Bedford Road Recreation Ground.

Staff

Deputy Clerk attended RT Machinery Live exhibition in Buckinghamshire on Wednesday 6 September – of particular interest was a chipper and electric vehicle

Deputy Clerk assisted Sandy FC organise football tournament at Sunderland Road Recreation Ground on Sunday 3 September to celebrate 50 years of youth football in Sandy

Deputy Clerk arranging working at height training for Grounds Team.

Sandy Town Council

Date:	18th September 2023
Title:	Confidential Information
Author:	Town Clerk

Purpose of the Report

1.0 To provide Members with information and guidance on the proper handling of confidential committee items.

Recommendation

2.0 To note the guidance from NALC and amend Standing Orders to include the following:

Confidential Items

All non-committee members are exempt from viewing confidential information and items relating to committee matters. The only exception to this would be through a written request to the Clerk demonstrating a specific need to know in order for them to perform their duties as a councillor.

Background/Information

3.0 Members queried guidance from the Clerk that non committee members should leave committee meetings during confidential items. The Clerk sought advice on the matter and found the following Legal Topic Note from the National Association of Local Councils (LTN 1 Para 26):

The 'Need to Know'

26. Councillors do not have a 'need to know' all aspects of council business and cannot claim an automatic right to see all council documentation and information. In other words, councillors are not permitted a fishing expedition in respect of council documentation and information simply because they are councillors. The following may prove helpful in establishing whether a councillor has a 'need to know':

- If a councillor is a member of a committee, they have the right to inspect documents or obtain information relating to the business of that committee;*
- If a councillor is not a member of a particular committee, they have to demonstrate why sight of the document(s)/or receipt of the information in question is necessary to enable them to perform their duties as a councillor;*
- If a councillor's motive for seeing the document(s)/ obtaining information is indirect, improper, or ulterior, then the documentation or information should be withheld.*

3.1 Having presented this information to Members it was still disputed that Members should be party to confidential committee information even if not a member of that committee. The Clerk sought further advice from the Bedfordshire Association of Town and Parish Council's (BATPC) who consulted the National Associations of Local Councils (NALC). Below is their response:

Agenda Item 8

Appendix II

“On the enquiry regarding exempt matters and Councillors ‘need to know’ I received the below response back from NALC Solicitor, Gary Barker. I referenced the fact that Councillors are part of the corporate body and that in other instances NALC have advised that, for example, if correspondence is sent to ‘the council’ or to the Clerk, there is a reasonable expectation that Cllrs will see it, and I also referenced the NALC Legal Topic Note you have highlighted, namely LTN 1, para 26 (The ‘Need to Know’). Here’s what Mr Barker advised:

“The need to know point in LTN 1 applies not just to documents but also to information. If the public are excluded from a committee meeting, then there is information that people outside the membership of that committee should not know unless they have a specific need to know it. So, if a councillor who is a non-member of the committee can show a specific need to know in order to perform their duties, then they can stay otherwise they would have to leave with the public. The need to know must be real and specific and not just “because they are a councillor”.

“The need to know has to be specific and real, not just a desire to know or a need for the information for some non-council matter. If they do not have a need to know then they can only attend a meeting on the same terms as a member of the public.”

Financial Implications

4.0 There are no financial implications.

Legal Implications

5.0 It is recommended that Standing Orders are amended to provide clarity on this matter, as suggested above, rather than a blanket item that allows all councillors access to all information regardless of whether they are a committee member or not. The implications of this are far reaching and do not just apply to confidential committee items.

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Date:	18th September 2023
Title:	Defibrillator at Middleham Close
Author:	Town Clerk

Purpose of the Report

1.0 To provide Members with information about an offer from a resident to part-fund a defibrillator at Middleham Close and for the Town Council to agree to any ongoing charges to keep the equipment in use after installation.

Recommendation

2.0 To accept the resident's offer and agree to pay the residual costs not covered by the resident's donation.

2.1 To encourage members and residents to undertake training in the use of the equipment.

Background/Information

3.0 Sandy Town Council currently has four public access defibrillators sited at the Library, Jenkins Pavilion, Bedford Road Recreation Ground and The Knolls, Beeston.

3.1 A resident of Middleham Close approached Cllr Aldis with an offer to pay for the purchase of a defibrillator and asked if the Town Council would support his desire to have the equipment sited on the outer wall of his property.

3.2 The Clerk contacted the Community Heartbeat Trust, who manage the installation and management of the Council's current equipment, and a site meeting was held between Martin Fagan of the Trust, the resident, Clerk, Deputy Clerk and Cllr Aldis. The meeting was set up to determine the suitability of the proposed location and discuss elements such as electricity costs, siting, cabinets, and ongoing management.

Proposal

4.0 After the visit Mr Fagan sent through the following recommendations which were subsequently shared with the resident.

- Lifeline VIEW defibrillator with carry case and a spare set of electrodes
- Community signage pack
- ShockBox Rotaid unlocked cabinet.
- Managed solution programme (CHT take care of the VAT and provide the public liability insurances)

At a cost of **£1,699**

In addition to this the following costs would also be accrued:

- Delivery/courier = £25

Agenda Item 10

Appendix III

- Installation – we understand this will be done locally on side wall of house (see photo). CHT will provide installation instructions (circa £300)
- Optional theft insurance - £250 for 10 years payable up front
- Optional annual support agreement = £150 per annum +vat (min 4 years)
- Optional community awareness session – given the generosity of the patron, we will do a session for his community free if they can arrange a venue. Normally £175 for the 2-hour session.

4.1 Governance the equipment would be added to the Town council's existing registration.

4.2 The suggested cabinet draws about £5 of electricity per annum so it is very energy efficient (based upon current prices).

4.3 Whilst there are both cheaper and more expensive options available, The Community Heartbeat Trust also have to consider the users, liabilities, adherence to equalities legislation, reliability of the equipment, robustness, and any ongoing costs and as such believe their recommendation is a good combination to address all of these.

4.4 From the above basic price, a decision will need to be taken whether to extend the insurance cover to include theft, and also whether support is undertaken as a local agreement or whether the council will cover this cost. It can be as an annual support agreement or pay-as-you-go basis.

Support includes:

- All electrode/pad replacements (adult) both time expired and post- rescue,
- replacement batteries,
- replacement rescue kits,
- replacement safety items,
- loan defibrillator if yours out of action for more than 7 days,
- courier fees to you,
- software upgrades,
- rescue data downloading,
- telephone support,
- Post-rescue counselling service.

4.6 The location at suggested Middleham Close is a good location as the area is devoid of public access cover – proposed location in **red**:



Financial Implications

5.5 The resident has agreed to pay £1,699 as quoted for the equipment and has asked the Town Council to pick up all the residual costs for maintaining the equipment.

5.6 Reporting through Webnos and checking of the equipment would be added to the Grounds Team's current schedule of works.

Legal Powers

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

Date:	18th September 2023
Title:	Winter Maintenance - Gritting of Sandy Town Centre
Contact:	Ian Reed, Deputy Town Clerk

Purpose of the Report

1. To receive a report on a programme of Winter Maintenance for 2023/2024 and to determine how the winter maintenance programme will be implemented.

Recommendation

2.0 That the Council approves the working arrangements for undertaking gritting of parts of the Town Centre, agrees the route and determines that the policies will be reviewed in June 2024. Therefore, once approved the arrangement including the salting route will not be amended until the review of the process is undertaken in June 2024.

2.1 That the Council advises the public of its winter maintenance policy and letters be sent to local businesses to explain the issues included in the report.

Background

3.0 Technically pavements are part of the highway and so fall under the remit of Highway authorities. However, many principal councils choose not to grit footways. The Town Council is stepping in in a limited capacity to provide winter maintenance for parts of Sandy town centre and the Council car park.

3.1 There have been concerns about the Town Council gritting public areas. There is no law against people clearing pavements or public spaces. Government ministers have repeatedly welcomed 'public spiritedness' and have said 'common sense' and 'benefit of the doubt' should always prevail when considering litigation. A court would have to deem someone as having been 'wholly incompetent or irresponsible' for them to be successfully sued for injury.

3.2 Grit Supplies

CBC has guaranteed delivery of salt in the winter gritting season (Oct1 to March 1). Prices for grit are £30 -£40 which STC will not have to cover. Gritting works by lowering the temperature when water freezes. It relies on vehicles tyres or pedestrians walking on it to be effective. The Council will receive weather reports from CBC daily. As our workforce commences work at 8 am and finishes at 4 pm most of the precautionary salting will be in the morning at 8 am and from 2.30 pm to 3.45 pm.

3.3 The Community Services and Environment Committee agreed on 13 February 2023 (Minute 73 – 2022/23) that any gritting be confined to the Market Square, gritting would only be undertaken during normal staff working hours and suitable equipment be sourced. This means the first winter the Council has provided a winter maintenance service. So STC will conduct the following Winter Maintenance;

AGENDA ITEM: 13**APPENDIX IV**

- covering the High Street passing St Swithuns' Church and St Swithuns' Primary School.
- The High street Carpark
- Market Square, the Library, and the footways outside the main business premises on the High Street.
- Please note the service will not extend beyond these areas.

The Council will also salt the footpaths at the cemetery.

3.4 The Town Council at Minute 76-2023 – 2024, it was resolved to purchase the Glasdon Turbocast at a cost of £1,315.35 plus £130 for the annual maintenance package and delivery.

Legal Powers

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

**HEADS OF TERMS
Jenkins Pavilion
Subject to Contract**

1.	Date	AGREED v.3 13 September 2023
2.	Landlord	Sandy Town Council 10 Cambridge Road Sandy Bedfordshire
3.	Landlord Contact	Clerk to Sandy Town Council E: Clerk@sandytowncouncil.gov.uk T: 01767 681491
4.	Landlords Solicitor	Suzanna Stephenson Woodfines LLP Silbury Court 352 Silbury Boulevard Milton Keynes MK9 2AF
5.	Tenant	Central Bedfordshire Council Priory House Monks Walk Chicksands Shefford Bedfordshire SG17 5TQ
6.	Tenant Contact	Head of Leisure Services E: Lisa.white@centralbedfordshire.gov.uk E: Estatesgeneral@centralbedfordshire.gov.uk
7.	Tenants Solicitor	Paul Gordon Pathfinder Legal Priory House, Monks Walk Chicksands, Shefford Bedfordshire SG17 5TQ Paul.Gordon@Pathfinderlegal.co.uk property@Pathfinderlegal.co.uk
8.	Property	Jenkins Pavilion, Sunderland Recreation Ground, Sandy Land edged red on the attached plan
9.	Garage (Tractor Shed)	Garage: means the garage / storage building used by third parties for storage of equipment in connection with the use and maintenance of the cricket pitches, bowling green or all-weather pitch shown edged blue on the Plan.
10.	Term	99 years. from 01 April 2023
11.	Rent	A Peppercorn.

HEADS OF TERMS
Jenkins Pavilion
Subject to Contract

12.	Break	<p>There is to be a Tenant break on the 31 March 2034 subject to 24 months prior written notice and on subsequent annual anniversaries effective on 31 March 2035 on given 24 months' prior written notice.</p> <p>On the Break Date the Tenant must deliver up the Property vacant and free from all other derivative interests.</p> <p>The Tenant break is to be personal to CBC only and not any future assignee.</p> <p>There is to be a Landlord break option on 01 April 2034 subject to 12 months prior written notice. This option to break is conditional upon:</p> <p style="padding-left: 40px;">a) A fundamental change in the structure of Local Government affecting the Landlord 's ability to continue the lease for the Permitted Use.</p> <p>If the Tenant ceases to provide community leisure facilities for longer than 1 month without the prior consent of the Landlord then the Landlord can terminate the Lease on giving two months' written notice.</p>
13.	Start Date	01 April 2023
14.	Permitted Use	As a leisure centre and for the provision of sports facilities available to the local community.
15.	Rights	<p>Right of way for access to and from the Property and the Garage to and from the highway.</p> <p>Right to connect use and maintain services.</p> <p>Right of access to the Garage at all times for all purposes in connection with the Permitted Use and at all times.</p> <p>Right for management operators [companies] to run 'leisure and sports services' from the Property and the Garage. Provided no relationship of LL and T is created between CBC and any Operator without the Landlord's consent</p>
16.	Profit Share	To be dealt with by way of commercial side agreement, detailing [10% of the profit] [20% of 50% of the profit].
17.	Security of Tenure	The lease is to be granted inside the provisions of the Landlord and Tenant Act 1954.
18.	Tenant Works	The Tenant is to carry out the works in line with the planning permission granted and dated 21 July 2022 ref: CB/22/01455/REG3 at its cost.
19.	Other Costs	The Tenant will be responsible for all costs rates taxes outgoings and utilities in connection with its occupation and use of the Property and all services connected to the Property.
20.	Repairs	The Lease will be a full repairing and insuring lease.

**HEADS OF TERMS
Jenkins Pavilion
Subject to Contract**

		The Tenant may prepare a schedule of condition and annex the same to evidence the state of repair and condition of the existing Pavilion only.
21.	Insurance	The Tenant will be responsible for insuring the Property for the usual risks at its cost.
22.	Alienation	Assignment of whole is not permitted. Sublease of the whole is permitted to a leisure centre operator with the Landlord's consent (NTBUW).
23.	Alterations	The Tenant shall not carry out any structural alterations or additions to the Property without the Landlord's consent (NTBUW).
24.	Costs	The Tenant to pay the Landlord's reasonable and proper legal costs in connection with this lease.
25.	Conditions	Subject to contract. Subject to Council Members' approval. Subject to completion of variation of the SSLA Lease. Subject to completion of commercial Profit Share side agreement between CBC & STC. Subject to completion of side agreement between CBC & STC for drainage / electricity works, now carried out. Subject to completion of Licence for Alterations for the Tenant Works. Subject to EPC compliance.

Dated _____

Signed by Landlord _____

Signed by Tenant _____



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).

Town Council Projects			
Project Title	Actions	Responsibility	Timescales
2023/24 Activities			
Cemetery Extension	<ol style="list-style-type: none"> 1) Agree cemetery final design with CDS and get costs for next stage of project. 2) Tender document for landscape contractors goes out 3) Landscaping to start 4) Update for burial regulations to incorporate extended area 5) Landscape work completed 	<ol style="list-style-type: none"> 1) CWG 2) Clerk/CWG 3) Clerk/CWG 4) CWG/Admin Team 5) Contractor/CWG W 	July 2023/August 2023 Sept 2023 Oct/Nov 2023 Dec 2023 Oct 2024
Jenkins Pavilion Development	<ol style="list-style-type: none"> 1) Construction Phase 2) Agree terms of lease 3) Agree management terms 	<ol style="list-style-type: none"> 1) CBC/Penatco/STC 2) STC/CBC/Solicitors 3) STC/CBC/Everyone Active 	Ongoing Sept 2023 Sept/Oct 2023
Sandye Place Academy	<ol style="list-style-type: none"> 1) Ongoing liaison with parties who have decision making power over the future of the facility and joint work with CBC Ward Councillors 2) Continue to communicate STC’s vision via the Neighbourhood Plan 	<ol style="list-style-type: none"> 1) STC/Clerk/CBC 2) STC/Clerk/NHP 	Ongoing Ongoing

	of how Sandye Place could benefit the community and help build a sustainable and well-planned town.		
Allotments Beeston Village site	<ol style="list-style-type: none"> 1) Pursue lease with CBC regarding allotment land at Beeston (Village Site) 2) Undertake survey of land to understand it's suitability for allotments 3) Engage National Allotment Society to create a map/plan of the site 4) Work starts on allotment development 	<ol style="list-style-type: none"> 1) Clerk/Solicitor/CBC 2) Deputy Clerk 3) STC/NAA/Clerk/BWG 4) Contractor/STC 	<p>7th August 2023</p> <p>Sept 2023</p> <p>Oct/Nov 2023</p> <p>TBD</p>
Provision of Allotments	<ol style="list-style-type: none"> 1) Engage with 3rd parties to identify appropriate land for lease 	<ol style="list-style-type: none"> 1) Clerk/STC/CBC 	Ongoing
Community Emergency Action Plan	<ol style="list-style-type: none"> 1) Update the current plan and check all contacts are still relevant 2) Undertake emergency equipment audit 3) Translate plan into new CERT template 4) Have plan checked by BLEVEC members 	<ol style="list-style-type: none"> 1) Clerk/Admin 2) Outdoor Team Leader/ Deputy Clerk 3) Clerk/Admin 4) Clerk/BLEVEC 	<p>Complete</p> <p>Sept 2023</p> <p>Sept/Oct 2023</p> <p>Oct 2023</p>
EastWest Rail & A1	<ol style="list-style-type: none"> 1) Representatives to attend meetings of neighbouring parishes and with local MP to consider areas of joint concern and priority for STC. 	<ol style="list-style-type: none"> 1) STC Reps/Mayor 	Ongoing
Sunderland Road Recreation Ground and Bedford Road Recreation Ground Pitch Improvements	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1) Deputy Clerk/Outdoor Team Leader 2) Deputy Clerk/Clerk 3) Deputy Clerk/Clerk/Outdoor team Leader/PitchPower. 	<p>Ongoing</p> <p>TBD</p> <p>TBD</p>

Christmas Lights Event	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1) Event Working Group 2) Clerk/Event WG 3) Admin 4) Admin/Event WG 5) Admin/Event WG 6) Admin 7) Admin/Event WG 	<p>July 2023 July/Aug 2023 Completed June/Jul 2023 July/Aug 2023 Completed Aug/Sept 2023</p>
Sandy Green Wheel	<ol style="list-style-type: none"> 1) Agree dates for Green Wheel Walks 2) Mayors Green Wheel Walk 3) Attendance at Friends of Sandy Green Wheel Meetings 	<ol style="list-style-type: none"> 1) Event WG 2) Event WG 3) STC Reps/Clerk/Deputy Clerk. 	<p>Sept 2023 Spring 2024 TBD</p>
Office Space Re-organisation	<ol style="list-style-type: none"> 1) Agree new office layout for Admin Team making best use of available space. 2) Agree any costs with PF&R 3) Undertake move of furniture 	<ol style="list-style-type: none"> 1) Clerk/Mayor/Admin Team 2) Clerk/PF&R 3) Clerk/Admin Team 	<p>July 2023 July 2023 Aug 2023</p>

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 and when 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

Date:	18th September 2023
Title:	Cemetery Working Group Minutes and Next Phase Project Costs
Contact:	Nicola Sewell Town Clerk

Purpose of the Report

- 1.0 To receive and note the minutes of the Cemetery Working Group meeting held on 5th September.
- 1.1 To agree the updated Cemetery layout plan
- 1.2 To consider costs from CDS for the next phase of the Cemetery Extension.

Recommendation

- 2.0 The Council notes the minutes (attached separately).
- 2.1 The Council agrees the updated layout plan (attached separately)
- 2.2 The Council agrees to the fees set out by CDS and commissions them to undertake the project management for the next phase of the project (full proposal attached separately).

Financial Implications

- 3.0 CDS have quoted the following costs for their works on the next phases of the cemetery extension project - RIBA Stage 4-6 (a full breakdown of this work is attached separately).
- 3.1 At this stage they have stated they would only require approval of the RIBA Stage 4 fees to proceed, which total £13,950.00 exc. VAT.
- 3.2 Fees are broken down in the table overleaf.

Brief Item	Description	Unit
RIBA Stage 4 – Technical		
Technical Design		£4,275.00
Planning Management		£375.00
Civil/Structural Engineer		£3,250.00
Project Management		£3,750.00
Cost Management		£1,500.00
CDMC / Principal Designer		£800.00
TOTAL COST, exc. VAT		£13,950.00
RIBA Stage 5 – Construction		
Technical Design		£1,950.00
Planning Management		£375.00
Civil/Structural Engineer		£950.00
Project Management		£4,750.00
Cost Management		£2,500.00
CDMC / Principal Designer		£800.00
TOTAL COST, exc. VAT		£11,325.00
RIBA Stage 6 – Commissioning and Handover		
Technical Design		£1,200.00
Planning Management		£375.00
Civil/Structural Engineer		£750.00
Project Management		£2,250.00
Cost Management		£1,150.00
CDMC / Principal Designer		£500.00
TOTAL COST, exc. VAT		£6,225.00
TOTAL for all Stages (exc. VAT)		£31,500.00

Legal Powers

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