

# Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill, T Knagg, G Leach, C Osborne, M Scott,  
J Sparrow, S Sutton (Chairman), N Thompson  
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 19<sup>th</sup> February 2018 commencing at 7.30pm.

CJ Robson

Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy, SG19 1JE  
01767 681491  
13<sup>th</sup> February 2018

## 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 8<sup>th</sup> January 2018 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 **Story in Stone Mosaics Project**  
To receive a presentation from the Artist and Project Manager on the completion of the Story in Stone Mosaics Project.
- 6 **Action List**  
To receive Action Report and any updates. Appendix I
- 7 **Barclays Bank**  
To receive a proposal report from the Town Clerk on hosting a 'pop-up' Barclays bank to provide advisory services to customers. Appendix II
- 8 **The Pinnacle**
  - i) To receive and consider a report from the Town Clerk on costs associated with the Pinnacle Land. Appendix III
  - ii) To receive a copy of the amended lease from the Landowner. Appendix IV
- 9 **Sandy Green Wheel Walking Route Launch**  
To receive a report from the Town Clerk on BRCC's launch of the Sandy Green Wheel and consider how the Town Council will be involved on the day. Appendix V
- 10 **2018 Talk Series**  
To receive and consider a proposal for hosting a series of talks to commemorate the First World War Centenary. Appendix VI
- 11 **Great British Spring Clean 2018**  
To consider whether the Town Council wishes to organise any litter picking as part of the Great British Spring Clean. Appendix VII
- 12 **Community Engagement Strategy**  
To receive and review first draft copy of the Community Engagement Strategy. Appendix VIII
- 13 **Central Bedfordshire Consultation – Changes to Bin Collections**  
To consider and respond to Central Bedfordshire Council's consultation on proposed changes to household waste collection. Appendix IX
- 14 **Chairman's Items**
- 15 **Date of Next Meeting: Monday 26 March 2018**

**Agenda Item 6 - Community Services and Environment Committee - Action list**

Subject	Action to be taken		Response /Status
	Minute	Action	
<b>Meeting 5/10/15</b>			
Beeston Green	(44-15/16)	The Town Clerk prepare a draft Management Plan.  The Town Clerk to contact CBC about the possibility of a Community Orchard project.	Plan to be consulted on once transfer of land and affordable housing development progressed.  CBC drawing up draft transfer documents for community land. Chaser issued on 8 <sup>th</sup> February 2018.
<b>Full Council Meeting 20/4/16</b>			
Allotments	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	CBC drawing up draft transfer documents for community land. Development of site and details on what will be provided for allotments/orchard dependant on developer coming onboard. Chaser issued on 8th February 2018.
<b>Meeting 19/12/16</b>			
Parking Restrictions	(77-16/17)	Clerk contact Central Bedfordshire Council to request that a parking study be carried out for Sandy Town Council and that the 1-hour parking restriction be considered within this study.	CBC have commissioned some parking studies for certain areas of Sandy. Awaiting results/update from CBC. No response to latest chaser sent on 8 <sup>th</sup> February 2018. Clerk to liaise with CBC Cllr Maudlin to progress matter.
<b>Meeting 5/6/17</b>			
Community Plan	Town Council (14-16/17)	Community Plan Working Group to draw up proposed Community Plan document	Meeting of Community Plan Working Group held on 21st February 2018 to complete its review of draft document.
<b>Meeting 16/10/17</b>			
Rural Match Fund	(46-17/18)	Clerk to ask CBC for more information on possible schemes and costs involved.	Application submitted for the installation of lowered kerbing and Cambridge Road signage. Awaiting response from CBC Highways.

Meeting 20/11/17			
Fallowfield Recreation Area – Dog complaints	(57-17/18)	<p>Clerk to provide more information on Public Space Protection Orders and how this could be linked to dogs off leads control and enforcement.</p> <p>Clerk to write to Maple Tree school for their view on dog behaviour on the recreation ground at school drop off and pick up times.</p>	<p>Clerk to provide update at meeting on research carried out into PSPOs and enforcement in relation to areas of Sandy.</p> <p>Maple Tree School have responded to state staff have reported issues around dogs allowed off the lead near the school entrance and occasions of parents reporting incidents of dogs running at children. The school notes a more general issue with dog waste on the field.</p>

**AGENDA ITEM 7**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services and Environment

**DATE:** 19 February 2018

**SUBJECT:** Barclays Bank Service

**1. Summary**

- 1.1 As Members are aware Barclays Bank has closed its branch in Sandy. On 9<sup>th</sup> January 2018 the Mayor of Sandy and Committee Chairmen met with four representatives from Barclays to express the Council's concerns over the closure and present a petition asking that the bank reconsider its position. Councillors also argued for some form of continued banking presence in the town. At the meeting representatives of Barclays confirmed the closure would be going ahead.
- 1.2 Following the meeting further discussions were had with the bank's Community Banking Director which have resulted in a proposed 'pop up' Barclays bank for Sandy.
- 1.3 The Town Clerk has continued discussions with the bank over the practicalities of holding the pop-up service at 10 Cambridge Road. Members are asked to consider and approve the proposal.

**2. Information**

- 2.1 It is proposed that Barclays Bank will set up a 'pop-up' bank to provide advisory services to Sandy customers two days a week. Representatives of Barclays will set up a stand in the Council Chamber to provide an advisory service to Barclays customers.
- 2.2 It should be noted that they will not be able to process cash transactions due to security reasons and that the primary service they will be offering is advice and customer support. However, it was initially indicated that the service may be able to deal with cheques and the Clerk will pursue this.
- 2.3 Barclays will initially operate from the Council Chamber on Wednesday afternoons and Friday mornings. The Bank will require use of Sandy Town Council's Wifi but will not need any other resources as they will operate from their portable devices.

**3. Implications for the Town Council**

- 3.1 There are no direct financial implications for the Council at this time and the service will require minimal involvement from Town Council staff.

- 3.2 As the service will not involve cash transactions there are no cash handling or insurance related implications for the Council which are not already covered.
- 3.3 The use of the Chamber by the bank will mean that it can not be rented out on a Wednesday afternoon or Friday morning to other groups. This could have an impact on income generated by the Council for room hire in the long run.
- 3.4 Hosting the pop-up service could lead to greater footfall through the Council reception and a wider knowledge of its services and the Roman Sandy exhibition.

**4. Recommendation**

- 4.1 That the Community Services and Environment Committee recommend that the Council hosts the Barclays Bank pop up service on a long-term basis and that the Clerk continues organising this with representatives of the bank.

**AGENDA ITEM 8**

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services and Environment

**DATE:** 19 February 2018

**SUBJECT:** The Pinnacle Land

**1. Summary**

- 1.1 As Members are aware the Town Council recently reviewed a proposed new lease with the Landowner of the area known as 'The Pinnacle'. The Town Council agreed to enter a proposed 1-year renewal lease with a view to reviewing the position ahead of the required six month's notice period.
- 1.2 Following the meeting of the Town Council on 29<sup>th</sup> January 2018 the Landowner contacted the Clerk to inform him that solicitors advised that the draft lease required an amendment to ensure it falls within the requirements of the Landlord and Tenant Act. An amended version of the draft lease was received on 9<sup>th</sup> February 2018 and is included on the meeting agenda.
- 1.3 Maps and images of the land are attached to this document for Members reference.

**2. Renewed Lease**

- 2.1 At a meeting of Town Council on 29<sup>th</sup> January 2018 it was agreed to enter into a 1-year lease for The Pinnacle land and that the ongoing use and leasing of the land be considered by Council.
- 2.2 Following the meeting solicitors advised that the lease must be for a fixed term, which the first draft reviewed by Council did not provide. Therefore, the landlord has presented a new lease which has been made for a further 99 years but crucially it is terminable by either party on 6 months' notice terminating on 25<sup>th</sup> March in any year. This is referred to in the lease under 'Break Option'.
- 2.3 The provisions of the lease are the same as the previous draft reviewed by Council.

**3. Cost Associated with Leasing the Land**

- 3.1 There is an annual rent of £1 per annum for the lease of the land.
- 3.2 Bedfordshire Rural Communities Charity carries out wardening and management work on behalf of the Town Council for an annual fee. This includes inspection, maintenance and improvement work at the site often

using volunteers. Recent work included making the land good following the unauthorised encampment on the Pinnacle Field.

- 3.3 STC carry out weekly litter picking and bin emptying, annual grass cutting and strimming and ad hoc inspection and repair of boundary fences. The Foreman has stated that time needed from the Council is minimal in comparison to other areas of the town. Approximately 5.2% of the outdoor team's annual working time is spent on maintenance at The Pinnacle.
- 3.4 A summary of approximated annual costs involved in the maintenance and management of The Pinnacle area summarised below;

Activity	Time	Approx. Cost
Annual Rent for Site	NA	£1
BRCC wardening/maintenance/managing volunteer work on site	12 Days	£3,296
<i>The below costs are approximations based on previous yearly working patterns.</i>		
Grass Cutting	2 Days	£359*
Strimming/Cutting growth at field entrance	2 Days	£359*
Inspecting and fixing sections of fencing along boundary	2 Days	£336**
Litter pick and bin emptying	150 Hrs	£3,360***

\* Cost based on Foreman and one groundman's hourly salary

\*\* Cost based on two groundmen's hourly salary

\*\*\* Cost based on two groundmen's hourly salary for 3 hours a week over 50 weeks.

- 3.5 During the 2017/18 financial year additional costs were incurred following unauthorised access and encampment on the Pinnacle Field.

An encampment in July 2017 resulted in waste left behind which was cleared by the Town Council's outdoor team.

An encampment in December 2017 resulted in significantly more waste and damage to the site. Due to the type and level of waste (5.16T) the Council needed to bring in outside services to help clear the site.

<b>July 2017 Encampment</b>	<b>Approx. Cost</b>
Outdoor staff clean up hours and waste (skip) disposal	£1,210
<b>December 2017 Encampment</b>	<b>Approx. Cost</b>
Cost of external site clearance and disposal of waste	£2,715
Outdoor staff clean up hours	£531.75
Total	<b>£4,456.75</b>

- 3.6 Additional security costs could be borne to the Council if it continues with a lease of the land in the long term. A permanent solution will be needed to stop unauthorised access to the field, while at the same time still ensuring authorised access.



**4. Use of the land by Council and Public**

- 4.1 The Council permits an annual fair to set up on the site which generates some income. In 2018/19 it is anticipated this will be £540.
- 4.2 The Council has used the area of the site known as The Pinnacle Hill to participate in national beacon lighting events. It has also granted permission for, and installed memorial benches on the hill.
- 4.3 The area is used by local groups and school groups who have requested to hold outdoor nature events or classes in the area.
- 4.4 The field, hill and surrounding woods are used heavily by the public for walking and are viewed as a benefit for the town, visitors and its residents.
- 4.5 The Clerk is awaiting comments from BRCC on their activity on the site over the past few years.

**5. Rights of Way (RoW)**

- 5.1 Image 1 attached to this report shows a registered RoW which crosses the area known as The Pinnacle Field.
- 5.2 The Clerk is awaiting information from Central Bedfordshire Council on the protection of existing RoW and registering routes over the land which are used by the public, should the Council seek to exit the lease. This information will be presented to Council as soon as possible.

**DATED**

**2018**

**(1) FRANCIS JONATHAN PYM**

and

**(2) SANDY TOWN COUNCIL**

**LEASE**

of the Pinnacle Sand Lane Sandy

**CONTENTS**

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**CLAUSE**

1.	Interpretation .....	1
2.	Grant.....	2
3.	The Annual Rent .....	3
4.	Exclusion of sections 24-28 of the LTA 1954.....	3
5.	Entire agreement.....	3
6.	Contracts (Rights of Third Parties) Act 1999 .....	3
7.	Governing law .....	4
8.	Jurisdiction .....	4

**THIS LEASE** is dated

**PARTIES**

- (1) **FRANCIS JONATHAN PYM** of 53 Ridgway Place, London SW19 4SP (**Landlord**); and
- (2) **SANDY TOWN COUNCIL** of 10 Cambridge Road, Sandy SG19 1JE (**Tenant**).

**BACKGROUND**

- (A) The Landlord is the freehold owner of the Property.
- (B) The residue of the term of the Existing Lease is vested in the Tenant.
- (C) The Landlord has agreed to grant a new lease of the Property to the Tenant on the terms set out in this lease.

**1. INTERPRETATION**

The following definitions and rules of interpretation apply in this lease.

**1.1 Definitions:**

- Annual Rent:** rent at the rate of One pound £1.00 per annum
- Term:** a term of Ninety-nine (99) years commencing on and including 25 March 2018 (subject to the provisions for earlier termination contained in this Lease)
- Excluded Terms:** any terms, requirements, covenants or conditions contained in the Existing Lease to the extent that they are inconsistent with, specifically excluded or substituted by, the terms of this lease.
- Existing Lease:** the leases by virtue of which the Tenant holds the Property, being:
- (a) Lease dated 2 August 1919 and made between Francis Pym (1) Sandy Parish Council (2); and
  - (b) Lease dated 28 September 1973 and made between Francis Leslie Pym (1) Sandy Urban District Council (2).
- Incorporated Terms:** with the exception of the Excluded Terms, all of the terms, requirements, covenants and conditions contained in the Existing Lease with such modifications as are necessary to make them applicable to this lease and the parties to this lease including:

- (a) the definitions and rules of interpretation in the Existing Lease;
- (b) the agreements and declarations contained in the Existing Lease;
- (c) the rights granted and reserved by the Existing Lease (including the right of re-entry and forfeiture); and
- (d) the third party rights, restrictions and covenants affecting the Property.

**Landlord's Covenants:**

the obligations in this lease, which include the obligations contained in the Incorporated Terms, to be observed by the Landlord.

**LTA 1954:**

Landlord and Tenant Act 1954.

**Property:**

the property known as 'The Pinnacle' comprising land at Sand Lane, Sandy, Bedfordshire as described in the Existing Lease.

**Tenant's Covenants:**

the obligations in this lease, which include the obligations contained in the Incorporated Terms, to be observed by the Tenant.

**VAT:**

value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement and any similar additional tax.

- 1.2 References to the landlord and tenant (or 'Lessor' and 'Council') in the Existing Lease shall be read as references to the Landlord and Tenant in this lease.

**2. GRANT**

- 2.1 The Landlord lets with full title guarantee the Property to the Tenant for the Term at the rents reserved.
- 2.2 This grant is made on the terms of this lease which include the Incorporated Terms as if they were set out in full in this lease.
- 2.3 The Tenant covenants with the Landlord that it will comply with the Tenant's Covenants.
- 2.4 The Landlord covenants with the Tenant that it will comply with the Landlord's Covenants.
- 2.5 The grant is made with the Tenant paying the following as rent to the Landlord:

- (a) the Annual Rent and all VAT in respect of it; and
- (b) any other sums due under this lease.

**3. THE ANNUAL RENT**

- 3.1 The Tenant shall pay the Annual Rent and any VAT in respect of it in advance on the Term commencement date and upon each anniversary thereof arising during the Term

**4. EXCLUSION OF SECTIONS 24-28 OF THE LTA 1954**

- 4.1 The parties confirm that:

- (a) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, [not less than 14 days] before this lease was entered into;
- (b) [ ] who was duly authorised by the Tenant to do so made a [statutory] declaration dated [ ] in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and
- (c) there is no agreement for lease to which this lease gives effect.

- 4.2 The parties agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

**5. ENTIRE AGREEMENT**

- 5.1 This lease and the documents annexed to it constitute the whole agreement between the parties and supersede all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to their subject matter.

- 5.2 Each party acknowledges that in entering into this lease it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently).

- 5.3 Nothing in this lease constitutes or shall constitute a representation or warranty that the Property or any common parts over which the Tenant has rights under this lease may lawfully be used for any purpose allowed by this lease.

**6. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

A person who is not a party to this lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

**7. GOVERNING LAW**

This lease and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

**8. JURISDICTION**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this lease or its subject matter or formation (including non-contractual disputes or claims).

**9. BREAK OPTION**






This Lease may be determined early by either party upon any anniversary of the Term commencement date by serving written notice to that effect upon the other party at least six months prior to that anniversary of the Term commencement date.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

- Education  0/3
- Elections  0/2
- Grounds Maintenance  0/6
- Leisure and Cultural  0/4
- Local Plan  0/36
- Planning Control  0/11
- Rights of Way  2/2

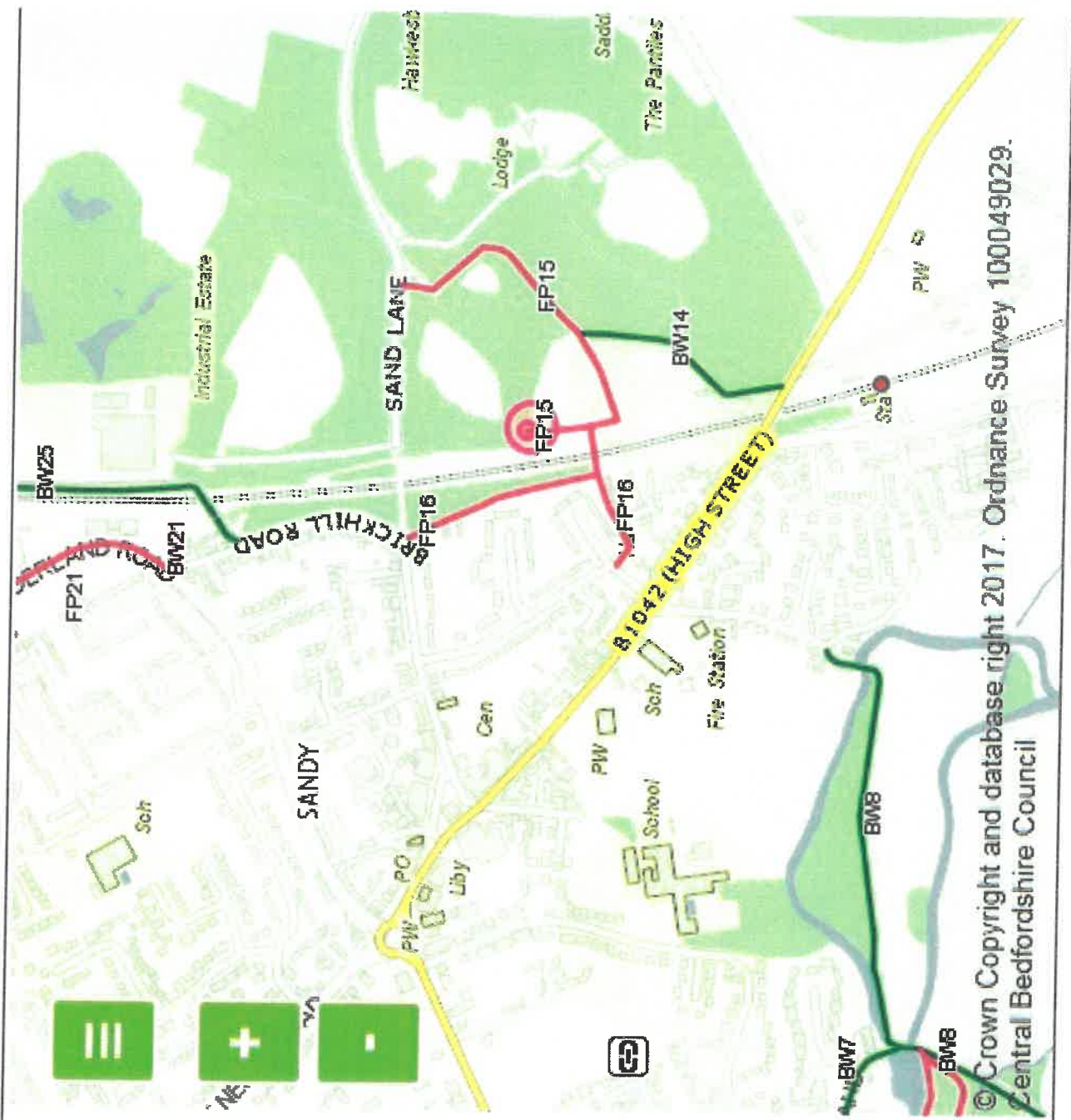
Row Anomalies

Row Legal Network

-  Byway Open to All Traffic
-  Bridleway
-  Footpath
-  Permissive Path Bridleway
-  Permissive Path Foot Path

ROW information not visible at scales larger than 1:50000

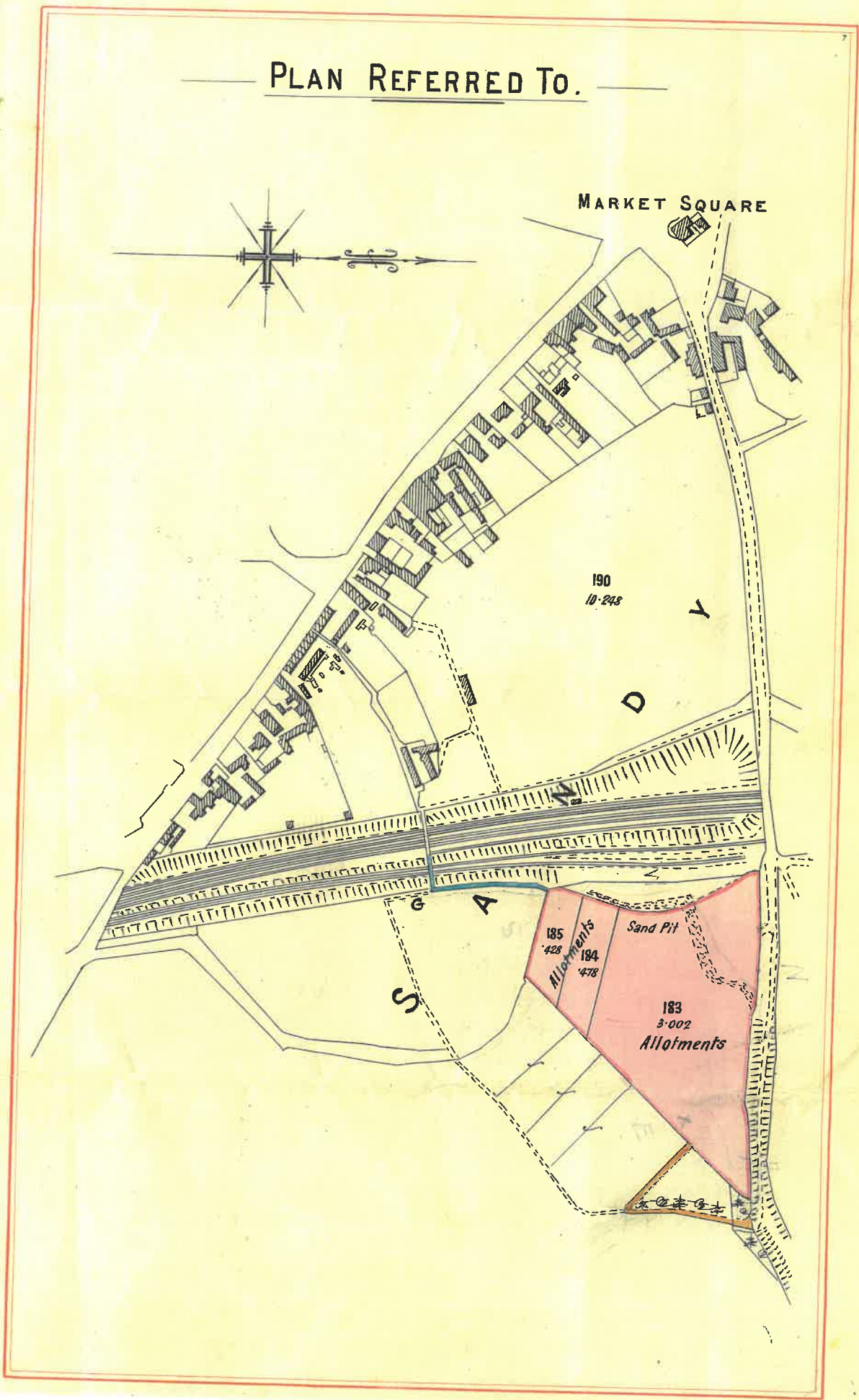
- Waste  0/1
- Highways  0/3



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Central Bedfordshire Council



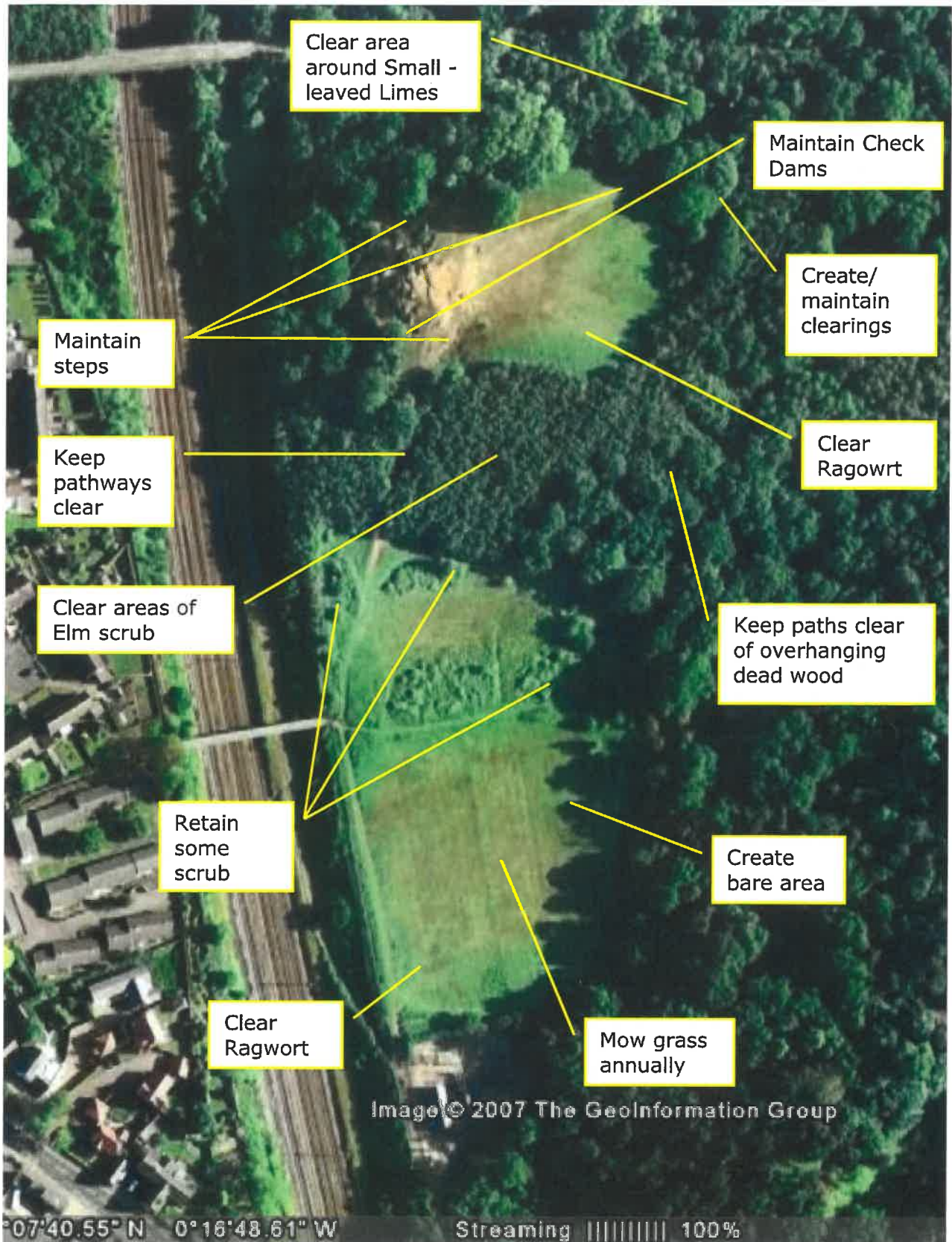
PLAN REFERRED TO.







Map 3, Management Prescriptions



**AGENDA ITEM 9**

**SANDY TOWN COUNCIL**

**COMMITTEE:**       **Community Services and Environment**

**DATE:**               **19 February 2018**

**SUBJECT:**           **Sandy Green Wheel**

**1. Summary**

- 1.1 Sandy Town Council previously agreed to support the development of the Sandy Green wheel via a £2,000 contribution in 2017/18 to cover BRCC staff hours in progressing the Wheel's development.
- 1.2 The BRCC and Sandy Green Wheel Group are working towards a partial launch of the Sandy Green Wheel in July 2018. The launch will be for the walking route of the Green Wheel.
- 1.3 Sandy Town Council have been asked to consider what involvement and support they could offer the launch event.

**2. Launch of the Green Wheel Walking Route**

- 2.1 The proposed date of the launch is 8<sup>th</sup> (or 7<sup>th</sup>) July 2018. This is dependant on the date not clashing with any other local events. BRCC are looking for the Council's agreement with the proposed date.
- 2.2 The Group is next due to meet in April 2018 and at this stage would like to develop the organisation of the launch event further. BRCC are asking for ideas from the Council on what will make a good community event and what could be included. The Council have also been asked for help in targeting other community groups which may be able to support the event on the day.
- 2.3 Any assistance Councillors or the Council can provide on the day would be appreciated and may help the event to encompass more activities. A possibility being looked at is acting as marshals for walks around parts of the new Green Wheel.
- 2.4 BRCC in exploring whether any local business would be willing to get involved in the day and have asked whether the Council could help target and approach business with ideas for how they could get involved.
- 2.5 BRCC wish to produce leaflets to promote the walking route at an estimated cost of £1,000 - £1,500 and have asked whether the Council is able to help with the funding of the leaflets or in finding a possible sponsor.

**AGENDA ITEM 10****SANDY TOWN COUNCIL****COMMITTEE:** Community Services and Environment**DATE:** 19 February 2018**SUBJECT:** 2018 Talk Series**1. Summary**

- 1.1 As Members are aware the Town Council previously arranged a series of three talks a year on subjects of local history and interest. The following report proposes a series of talks to be arranged during 2018 as part of Sandy Town Council's commemorating of the First World War Centenary.
- 1.2 It is proposed that the series of talks happens throughout the year on the lead up to 11<sup>th</sup> November 2018 and the national Beacon Lighting.

**2. Information**

- 2.1 Proposed to hold monthly talks on the history of World War One told through stories, images and details linked to the local area.

Formal titles and a synopsis for talks will be provided. The below table summarises the topic of each talk.

<b>April</b>	Marking 100 years since the 1918 Spring Offensives (March and April 1918)
<b>May</b>	World War One through the stories of Bedfordshire Regiment Soldiers Part 1
<b>June</b>	World War One through the stories of Bedfordshire Regiment Soldiers Part 2
<b>July</b>	The Seven Bedfordshire Victoria Crosses
<b>August</b>	Centenary of the start of the final '100 Days' of battles
<b>September</b>	Dogs of War – Talk on the role of dogs within war
<b>October</b>	The Story of Walter Graves of Sandye Place
<b>November</b>	The Sandy War Memorial and the names upon it

**3. Resource Implications**

- 3.1 Staff time will be needed to set up the venue, take tickets and close up at the end. This could equate to approximately 3 hours a month (taken back via time in lieu)
- 3.2 The speaker is not charging the Council and will be free of charge.

3.3 The preferred venue would be the Baptist Church hall if they have availability. The location is large enough for a good-sized audience and is in a good central location making it potentially easy to reach for older residents and visitors attracted from neighbouring areas. The kitchen facilities make provision of refreshments easy. There would be a cost for booking the hall of approximately £50 a talk.

3.4 The Council has previously charged a fee to cover the cost of renting the hall. Any charge would be subject to VAT. Alternatively a charge could be made with any money raised being donated to a charity related to soldiers. This would not be subject to VAT.

#### **4. Opportunity for Further Engagement**

4.1 Community groups can be invited to provide refreshments at talks as a way to raise money.

#### **5. Recommendation**

5.1 That the Committee approve a series of 8 monthly talks on the lead up to the WW1 Centenary. That a charge of £2.50 per person apply to cover the costs of room rental.

**SANDY TOWN COUNCIL**

**COMMITTEE:** Community Services and Environment

**DATE:** 19 February 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Great British Spring Clean 2018

**1. Summary**

1.1 Central Bedfordshire Council (CBC) is offering Town and Parish Councils some support in taking part in the Great British Spring Clean 2018. Members are asked to consider whether they wish to take part in the litter picking exercise.

**2. Information**

2.1 The Great British Spring Clean encourages litter picking events in communities across the country over 2-4 March 2018. Although most of the litter picking events will be across those dates, it does not preclude the Council choosing a different date in spring.

2.2 CBC will provide a limited number of litter pickers, hi-vis jackets and gloves to support Councils or community groups to carry out a litter picking event. They will arrange for collection of filled waste bags following the event.

2.3 An area which may benefit from a community litter pick is the Pinnacle and surrounding woodland.

**3. Resources Implications**

3.1 The success of a litter picking event will depend on the number of both public and councillors who volunteer to participate. There will not be a financial cost implication for the Council as STC already has a number of litter pickers and gloves. There will be staff time for any outdoor team member involved in setting up and managing the event. If done on a weekend this will need to be taken back as time in lieu.

**4. Consideration**

4.1 Members are asked to consider whether they wish the Council to partake in the Spring Clean and if so identify a date, volunteers and an area.



**SANDY**  
Town Council



**Have your Say – Our commitment to engaging with you**



# Contents

## **1. The Community Engagement Strategy**

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- 1.1 What is this strategy about?
- 1.2 What is Community Engagement?
- 1.3 Who is this strategy for?

## **2. Aims and Objectives**

- 2.1 Aims
- 2.2 Objectives

## **3. Barriers to Community Engagement**

- 3.1 Barriers we Face
- 3.2 Overcoming Barriers

## **4. Communication and Engagement Groups**

- 4.1 Identifying Key Engagement groups and partners
- 4.2 Current Communication and Engagement Methods

## **5. Acting on Our Commitment**

- 5.1 Action Plan

## **6. Role of Council Members and Officers**

### **Appendices**

- APPENDIX I** Sandy Town Council Community Engagement Policy
- APPENDIX II** Sandy Town Council Social Media Policy

### 1.1 What is this strategy about?

Community engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. It provides an opportunity for local people to talk to the Council about their aspirations and/or needs in their community and neighbourhood. Community engagement is vital to ensuring Sandy is a vibrant community which provides the services and opportunities that its communities need.

Community engagement means the Council interacting with individuals, voluntary and community organisations and other public-sector bodies to make Sandy a better place. To get involved in making Sandy a better place to live, work and enjoy, you need to let us know what you think.

To do this, you need consistent, coordinated engagement by all the organisations who influence and provide services in Sandy. This includes Sandy Town Council who provide a variety of services within the town and are involved in making decisions that affect the future of the town and the well-being of its residents.

This strategy supports the Council's Community Engagement Policy and outlines how we will work together to inform, consult and involve local people in decision making and improving public services in Sandy.

This strategy sets out our community engagement values and standards and is divided into three main sections:

- The Community Engagement Strategy - an overview
- Visions and values – our commitment to involving you
- Involving you – standards, types of community engagement, how to include everybody and how decisions are made

We want you to have a stronger local voice and to have an impact on your local area and services. Examples of how we've started to go about this are included throughout this document – look out for the boxes.

#### **Did you know...**

Central Bedfordshire Council provides Sandy with most of its services, including matters related to highways, waste, planning, street lighting, dog control and more. Central Bedfordshire Council has its own Community Engagement Strategy which can be found on their website at the link detailed below;

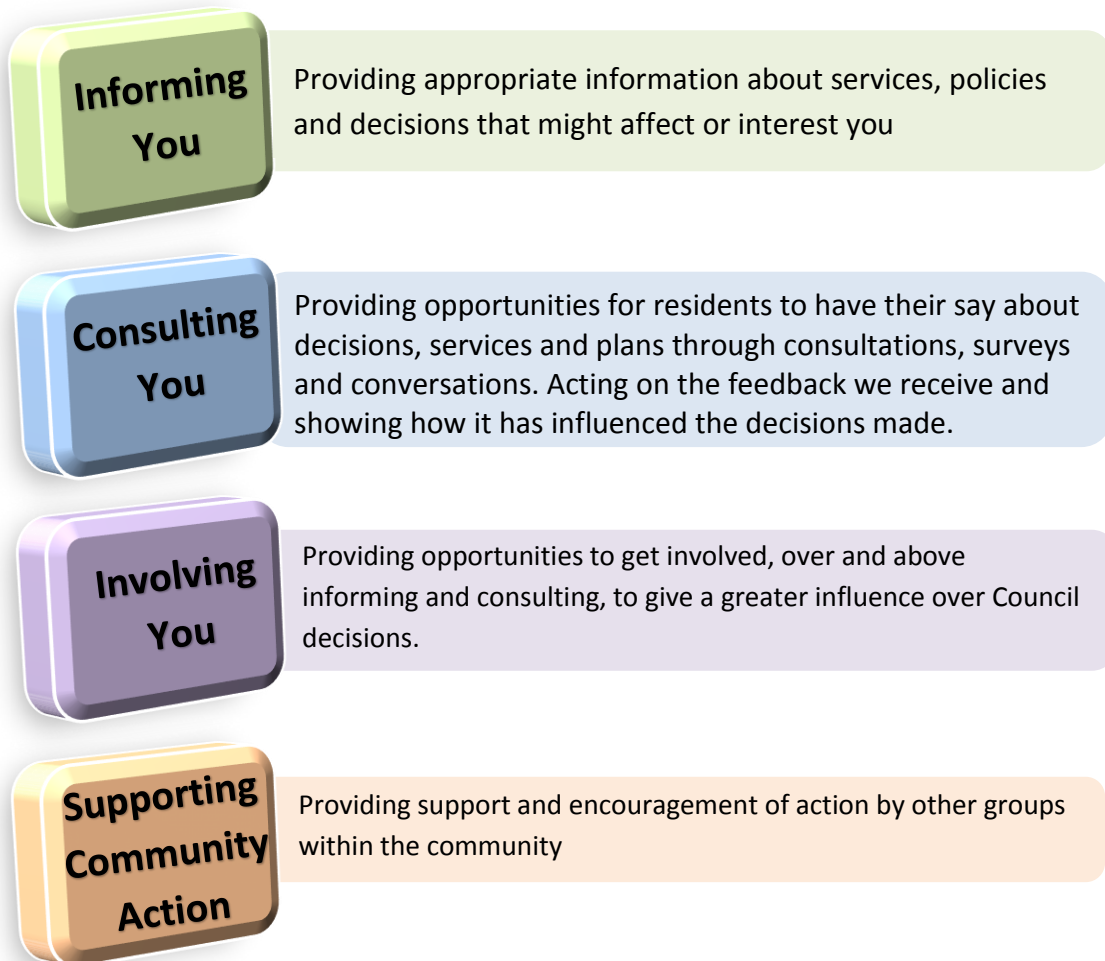
<http://www.centralbedfordshire.gov.uk/council/stronger-communities/engagement.aspx>

## 1.2 What is Community Engagement?

A community is considered as a group of people who have things in common. Communities can be defined by factors such as location (a street or a neighbourhood), race, ethnicity, age, occupation, a shared interest (such as hobbies) or affinity (such as religion or belief) or other common bonds.

Community engagement is about making sure that people can get involved and take part in a range of ways in the planning, development and delivery of services. This includes informing and consulting with residents on a variety of matters, but its scope goes further by seeking to enable communities to take an active role in influencing decision making.

Sandy Town Council's strategy has four main levels guiding its community engagement;



## 1.3 Who is the strategy for?

This strategy is for use by Sandy Town Council as a means of guiding and monitoring its community engagement and how successful that engagement is. However, the document is for use by anyone who is interested in playing a part in improving Sandy's future by providing details on how they can get involved and contact the Council. This includes public and private organisations, voluntary and community groups, residents, workers and any individual with an interest in how their environment and community evolves.

## 2. Aims and Objectives

### 2.1 Our Aim

The Town Council exists to serve the community of Sandy and the Town Council can operate more effectively by engaging the community in its decision making and the provision of its services. The Council also considers it necessary to develop and maintain dialogue with residents and their representative groups.

This strategy is part of the Council's commitment to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge. The specific aim of the strategy is to improve the way in which the Council engages and consults its residents and partners on important issues by:

- Informing, consulting and involving
- Being inclusive and engaging with all of its residents and partners
- Ensuring views are listened to and used to develop, enhance and improve services, the environment and the quality of life for residents.

### 2.2 Our Objectives

Sandy Town Council is committed in its objectives to provide a democratic representational voice for the people of the Parish of Sandy. Central to this is engagement with the community in a proactive and meaningful way.

The objectives of this strategy are to:

- Encourage local community engagement
- Ensure that within the Council there is a clear understanding of the need to engage with communities about decisions which affect them
- Enable the views and aspirations of the community to have an impact on decision making and the way in which services are being delivered
- Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference to "hard to reach" groups)
- To improve, plan and shape the future of the town according to local needs and priorities
- To improve the quality and delivery of services
- To be a stronger, more active and cohesive town

### **3. Barriers to Community Engagement**

#### **3.1 Barriers we Face**

Inevitably there will always be barriers to effective Community Engagement and these must be recognised;

- Capacity and ability of different sections of the community to participate
- Difficulty in accessing hard to reach groups
- Range of methods of communication needed
- Gaps in information

#### **3.2 Overcoming Barriers**

To overcome these barriers (and others) the Town Council will consider;

- A variety of techniques and engagement methods
- Location, type and accessibility of any venues used
- Timings to accommodate range of community including working hours and childcare needs
- Use of established social media groups
- Providing Members with information they can use to actively engage with constituents in a consistent manner across the parish

### **4. Communication and Engagement Groups**

#### **4.1 Identifying Key Engagement Groups and Partners**

The key individuals, groups and organisations that we intend to improve communication and engagement with include:

- Residents of Sandy and Beeston;
- Users of our Town Council services;
- The Head Teacher and Governors of the Primary Schools;
- Young people who live and/or go to school in Sandy and Beeston
- Retail and other businesses in the community;
- Interest groups, clubs and societies;
- Voluntary and support organisations;
- Groups of people defined by a common factor such as age, disability, faith, and other groups;
- Sandy Town Council grant recipients;
- The Bedfordshire Rural Charities Commission;
- Members and staff of Central Bedfordshire Council;
-

4.2 Current Communication and Engagement Methods

The Council already shows good practice in how we go about communicating and engaging with people. The Council has identified certain activities it undertakes within community engagement, how the service is delivered and how it can be improved;

Activity	What we do now	What we could do
<b>Enable an involved, empowered and active citizenship through:</b>		
The Council's presence in Sandy and ensuring ease of accessibility	Accessible Council Offices in the centre of town. Information point open to public three days a week. Phone lines open 9-5, five days a week. Opening hours are publicised online	Improved directional signage pointing to Council offices
	Attendance of Mayor at local community or business events when invited	
	Organisation and hosting of Mayors Civic events, including civic service and carol service	Ensure better publicity of upcoming civic events on social media
	Organisation of Mayors charity functions in and around Sandy. Often supported by local restaurants	Ensure better press and social media cover following Mayors events (publicise mayor's charities)
	Contact details for the Council, Councillors and the Council office are made available on the Notice Boards and the Council's website	Raise profile of all Councillors' biographies using media and social media Run regular Councillor surgeries
	Website and Facebook page provide residents with online ways to communicate with the Council	Continue to develop Facebook site and use to promote both information and positive aspects of Council activity
Council Meetings – Ensuring transparency and engagement	Notices of meetings, agendas and minutes are posted on the Council website and Facebook page. A schedule of meetings is published in The Bulletin and on the Council website	Highlight key agenda points on upcoming meetings via social media

Council Meetings – Ensuring transparency and engagement	Council and committee meetings are open to the public	More actively encourage and promote
	Council and committee meetings allow an agenda item for public questions	More actively advertise the opportunity to raise questions at a Council meeting
	Council and committee meetings welcome presentations from external organisations and groups	
	Minutes of meetings available on Council’s website	Publicise key decisions made at meetings on social media on a regular (weekly) basis
Annual Town Meeting	Council hosts and advertises an annual town meeting for electors	Better and more regular advertising of the meeting via social media and the press
	The meeting is advertised in the paper and The Bulletin	Promote focus of a town meeting rather than a Council meeting. Topics/questions should be wide ranging.
	Residents are asked to submit questions in advance of the meeting	Actively encourage motions and questions to be put forward for discussion at the meeting
		Concentrate the meeting on topical issues which are attracting online and media coverage
		Secure better representation from other organisations to encourage discussion
Community Plan	Developing a community plan to ensure input/agreement from the community on what facilities/services a developing Sandy requires	Consult via a variety of methods on the proposed Community Plan

<b>Communicate information to our community clearly, factually and appropriately through:</b>		
Council Website	The Council runs a website covering all its services and activity	Ensure website is regularly audited and updated
Council Facebook	The Council has set up a Facebook page with the aim of sharing information to a wider audience and improving the way we communicate	Continue to develop regular and interactive use of Facebook
Council Documents	Agendas and Minutes are published on the Council's website as soon as possible	Share agendas and minutes through social media
	Policy Documents are available via the Council's website	Share links to key policy documents through social media
	Core Council regulation documents are published on the Council's website	Share links to Core documents through social media
Press Releases	Regular press releases are made on key activity or action via the local papers and the Bulletin	Consider friendlier ways of communicating a message, such as infographics via social media and the Bulletin
Annual Report	Produce and publish on our website an annual report which includes a financial summary of the year and reports on works carried out by the Council	Make hard copies available more easily via the Library
		Publish a link to the report on Facebook and a series of individual posts with excerpts of information contained
Consultations	Use of leaflets and online survey providers as need arises	Actively consider whether consultation is needed on decisions by Council or changes in service. Ensure consultations are widely published and easy to engage with



<b>To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:</b>		
Inviting residents/community groups to provide information for Council publications, website or Facebook	Groups contact the Council to include events/information in the website's Whats On Guide.	Ensure information service is known about and used by more local groups
	Local events and community information is shared via the Councils Facebook page	
Supporting the work of CBC and promoting joint working where possible	Quarterly meetings between STC Mayor/Deputy and CBC Members	Publish some of the key discussion points and action arising on Facebook
	Clerk liaises with a variety of CBC officers to build up interworking relationships and progress on shared projects/activities	Clerk to continue working with CBC officers and reporting back to STC
Supporting the work of statutory organisations in Sandy	Actively support the aims of organisations such as the police Respond to consultations and commutations as required	Place greater emphasis on understanding the roles and aims of statutory bodies in Sandy and asking them how the Council can support them
Supporting the work of non-statutory organisations in Sandy	Council representatives sit on community bodies as invited and report back to Council  Council promotes activities of other groups in Sandy	Provide group fundraising and awareness opportunities via Council surgeries and activities such as talks
Maintaining positive working relationships with local organisations	Council representatives sit on community bodies as invited  Identify opportunities to work with other local community groups, as and when the need arises	Publish positive results achieved from working relationships between the council and other community groups/bodies.  Look at areas of our Community Plan that require action and invite other relevant groups to work with us on achieving desired results

<p>Receptive to requests from residents and will attempt to be flexible in order to ensure their opinions are known not only to the Town Council but other organisations</p>	<p>Communication relating to STC matters are dealt with by the Clerk and office or referred to a Council meeting</p> <p>Any request/complaint relating to or effecting another organisation will be communicated to that organisation and response provided back</p> <p>STC activities and queries are shared with CBC ward members at quarterly briefings</p>	
<p><b>To raise the image and reputation of the Council through:</b></p>		
<p>Issuing press releases covering activities of the Council</p>	<p>Issue press releases as directed by Council in local papers</p>	<p>Issue more regular releases on social media about Council activity and increase positive images/photographs included</p>
<p>Civic and Charity events</p>	<p>Advertise upcoming events in The Bulletin</p>	<p>Advertise positive results of civic and charity events and who benefits on social media</p>
<p>Councillors</p>	<p>Advertise Councillors' contact details and promote activities carried out by Councillors as part of their role</p>	<p>Raise profile of all Councillors' biographies by promoting on social media</p> <p>Hold regular councillor surgeries</p>
<p>Decision making on controversial or widely impacting issues</p>	<p>When dealing with 'controversial' issues that affect a particular community, consideration will be given to holding a public meeting</p>	
<p>Evidencing dedication to professional and community service provision</p>	<p>Achieved foundation level of the Local Council Award Scheme</p>	<p>Gaining the next level of the Local Council Award Scheme</p>

5. Action Plan

The Following action plan has been pulled together to ensure the Council works towards improving its community engagement activities.

Action	Who	When	Monitoring
<b>To enable an involved, empowered and active citizenship through:</b>			
<b>Council Presence, Meetings and Ease Access</b>			
Improve directional signage pointing to Council offices	Clerk CSE CBC	March 31 <sup>st</sup> 2018	Installation of signage and monitoring of progress by CSE
Ensure better press and social media coverage following Mayors events (publicise mayor's charities)	Clerk Admin Mayor	Ongoing	Greater 'press clippings' and Facebook post reach
Raise profile of all Councillors' biographies using media and social media and review biographies annually	Councillors Admin	Ongoing	
Run regular Councillor Surgeries	Councillors Clerk	March '18 May '18 July '18 Sep '18 Nov '18	Reports to each Full Council on surgery numbers and queries raised
Continue to develop Facebook site and use to promote both information and positive aspects of Council activity	Clerk Admin	Ongoing	Increase number of Facebook followers and reach of posts
Highlight key agenda points on upcoming meetings via Facebook and publish key decisions made at meetings on a weekly basis	Clerk Admin	Ongoing	Increased online interaction on topics or attendance at meetings
More actively encourage and promote public attendance at meetings and opportunity for public participation via Facebook, press and posters	Cllrs Admin	Ongoing	Increased attendance at meetings
<b>Annual Town Meeting</b>			
Increase promotion of the Annual Town Meeting via social media and press releases. Place emphasis on submission of widescale questions that focus on development of town	Clerk Admin	Annually April	Greater attendance numbers at town meeting
Secure representation from; <ul style="list-style-type: none"> <li>• Central Bedfordshire Council</li> <li>• Bedfordshire Police</li> <li>• Another body with relevance to issues in Sandy at the time</li> </ul>	Clerk Admin Cllrs	Annually April	Speakers present at meeting from other organisations than just the Council

Agree a 'theme' focused on topical issues, such as East West Rail Link or crime rates. Ensure speakers appropriate to the theme are able to attend	Cllrs Clerk Admin	Annually April	Increased attendance
<b>Community and Management Plans</b>			
Consult via a variety of methods on the proposed Community Plan and achieve at least ( <i>agree specified number</i> ) responses	Community Plan Group  Clerk	Date to be agreed by Community Plan Group	Community Plan Group to monitor number of responses received and feed into Plan. Report back to Council
Consult on the Beeston Green Management Plan via a variety of methods and achieve at least ( <i>agree specified number</i> ) responses	Beeston Working Group	Date to be Agreed by Working Group	Beeston Working Group to monitor number of responses received and feed into Plan. Report back to Council
<b>Communicate information to our community clearly, factually and appropriately through:</b>			
<b>Website and Social Media</b>			
Ensure website is regularly audited and updated	Admin Clerk Cllrs	Monthly with complete audit annually	<i>Assign a Councillor/s to help audit once a year and confirm process carried out to council (?)</i>
Continue to develop regular and interactive use of Facebook and greater publication of Council activity	Admin Clerk	Ongoing	Increased Facebook 'Followers' and 'Likes'
<b>Council Documents</b>			
Share agendas and minutes through social media	Admin	Ongoing	Council's appointed Facebook editors to monitor number and frequency of posts and review posts reach
Share links to key policy documents through social media	Admin	Ongoing	
Share links to Core documents through social media	Admin	Ongoing	

Consider friendlier ways of communicating a message, such as infographics via social media and the Bulletin	Clerk	Ongoing	
<b>Annual Report</b>			
Make hard copies of annual report available more easily via the Library	Admin	July '18	Report and review of Annual Report distribution to be provided to Council
Publish a link to the annual report on Facebook and a series of individual posts with excerpts of information contained	Admin	July '18	
<b>Consultations</b>			
Actively consider whether consultation is needed on decisions by Council or changes in service. Ensure consultations are widely published and easy to engage with	Cllrs	Ongoing	Council to agree consultation activities and receive all data for review
<b>Improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts through:</b>			
<b>Supporting Other Organisations/Groups</b>			
Issue six monthly communication to all community groups and Sandy organisations to invite them to share information via Whats on Guide and the Council's Facebook Page.	Admin	April September	Increased communication from outside groups on events to share. <i>Summary report on activities/information shared to be provided to Council every six months (?)</i>
Clerk to continue working with CBC officers and reporting back to STC	Clerk	Ongoing	Monitored via Action Lists and updates to Council
Place greater emphasis on understanding the roles and aims of statutory bodies in Sandy and asking them how the Council can support them	Cllrs Clerk	Ongoing	
Invite groups to attend Councillors surgeries and arrange refreshments at Council arranged talks - to provide an opportunity for fundraising and promotion	Clerk Admin	Monthly during 2018	Attendance of a different community group at each Councillor surgery and WW1 talk
Publish positive results achieved from working relationships between the Council and other community groups/bodies.	Clerk Admin	Ongoing	Increased 'Press Clippings' and Facebook 'Followers'

Look at areas of our Community Plan that require action and invite other relevant groups to work with us on achieving desired results	Cllrs	April/May 2018	
<b>To raise the image and reputation of the Council through:</b>			
Issue more regular releases on social media about Council activity and increase positive images/photographs included	Admin Clerk	Ongoing	Increased 'Press Clippings' and Facebook 'Followers'
Advertise positive results of civic and charity events and who benefits on Facebook, website and press releases	Mayor Admin	Ongoing	
Raise profile of all Councillors' biographies by promoting on Facebook	Cllrs Admin	Ongoing	Increased reach numbers of Facebook posts
Hold regular councillor surgeries	Cllrs	<u>2018</u> March May July September November	Reports on each surgery to go to Council
Gaining the next level of the Local Council Award Scheme	Clerk Admin Cllrs	August 2018	PFR Committee to monitor progress against checklist throughout 2018/19

**6. Role of Council Members and Officers**

Council Members (Councillors) are the elected decision makers of the Town Council. Their contact details are available from the Town Council offices and on the Town Council website. Members of the public are welcome to contact officers to raise any issues.

The Council's officers are staff who are employed to carry out the day to day functions of the Council and make sure that its services are provided for the local community. The Town Clerk is the Proper Officer for the Council.

## Central Bedfordshire Consultation

### About the changes to bin collections consultation

#### Consultation opens from 26 February, 2018

We are consulting on possible changes to bin collections to Central Bedfordshire houses (not flats) from 26 February to 20 April.

The options for change include:

- weekly food waste collection for everyone
- new approaches to fortnightly recycling collections
- three weekly collection of domestic waste (black bins)
- year-round fortnightly collection of garden waste, which customers will be charged for

#### Why make changes?

We collect and dispose of waste from 118,000 homes across Central Bedfordshire at a cost of around £14million a year. That amounts to around 7% of the council's budget, and 9% of your council tax, which makes it one of the largest areas of expenditure for the council.

Our current bin collection contracts are coming to an end, so now is the ideal opportunity to review the service to explore options to increase efficiency and value for money; maximise the use of technology; and increase levels of recycling.

#### Recycling costs less

Not only is recycling the right thing to do for environmental reasons, it is also the most cost-effective way of disposing of our waste. It is **fourtimes cheaperto recycle** the waste in your recycling bin than it is to dispose of the contents of your domestic waste (black) bin.

Some residents recycle a lot, and some less so. In fact, less than half of the waste we collect is recycled, so we want to help everyone to do more. The options for changes to your services are designed to help us all to increase recycling to at least 50% by 2020.

The options for change could save over £2million every year, which is money we can invest in other vital services, such as those for vulnerable adults and children.

The views of our residents are an important part of this review, which is why we are consulting with you on these options.

#### Options for change

Before we make a decision about any changes, we want to know what you think about each of the options, and what combination of options might work best.

## **Recycling - three different options**

### **Consultation opens from 26 February, 2018**

We are considering three different options for recycling.

In all of the approaches below, the recycling would continue to be collected fortnightly.

#### **Option 1 - no change to current arrangements**

Residents would continue with the current arrangements, putting the current items they are able to recycle out for collection.

#### **Would we save anything?**

No savings would be achieved through this option, as it does not change the current arrangements.

#### **Option 2 - separating out paper**

Residents would continue to put recycling in their recycling wheelie bin, except for paper and cardboard, which would need to put into a separate box (which will be provided by us).

#### **Would we save anything?**

Savings would be achieved through this option, because the quality of the paper and cardboard improves when collected this way, which makes it easier to sell.

#### **Option 3 - separating out glass**

Glass collection would be introduced to everyone.

Residents would continue to put recycling in their recycling wheelie bin, except for glass which would need to put into a separate box (which will be provided by us).

#### **Would we save anything?**

This option is not likely to deliver any savings because the income from selling the glass only just covers the extra cost of collecting it.



## Food Waste

### Option for change

A weekly food waste collection would be introduced for everyone.

Residents would be supplied with a food waste caddy so that everyone can avoid putting food waste in domestic waste (black) bins.

The food waste collected would be used for the production of biogas or biofertilisers. This is both more environmentally friendly and **at least three times cheaper** than disposing of this waste within the contents of your domestic waste (black) bin.

### Would we save anything?

Although this option offers a cheaper a disposal method than black bin waste, there would be an additional cost for separate collection, therefore this option doesn't offer any savings.

## Domestic Waste (Black Bin)

### Option for change

Everyone would move to collection of their domestic waste (black) bin collection once every three weeks, rather than on a fortnightly basis.

Under current bin collection arrangements, a recent study showed half of the black bin contents we currently collect could have been recycled instead.

Given that separate, weekly food collection services are also proposed (see previous page), it is anticipated that a move to less frequent black bin collections should be manageable.

### Would we save anything?

This option is likely to deliver a very significant contribution towards the savings target.

## Garden Waste

### Option for change

Everyone who wishes to use a fortnightly garden waste collection service will be able to do so throughout the year, for an annual charge of approximately £40 (which works out at £1.54 per collection).

Customers who chose to pay for this service will be provided with a 240 litre wheelie bin. Additional wheelie bins will be available to purchase for those with larger gardens.

### Would we save anything?

This option is likely to deliver a very significant contribution towards the savings target.

## Other waste services that will remain unchanged

To support residents to recycle, everyone can continue to request a larger recycling bin (up to 360 litres) free of charge.

Separate collection of small electrical items, batteries, textiles and large bulky item collections will not be affected by any of these proposals.

Clinical waste collections will not change, and will continue to be collected weekly.

The four Household Waste Recycling Centres (tidy tips) will continue to be open seven days a week in Ampthill, Leighton Buzzard, Biggleswade and Dunstable/Thorn Turn.

## Consultation opens from 26 February, 2018

**Consultation opens:** Monday, 26 February, 2018

**Consultation closes:** 5pm on Friday, 20 April, 2018

You can have your say by completing the online questionnaire from Monday, 26 February, 2018.