

# Sandy Town Council

To: Cllrs P N Aldis, P Blaine, T Cole, A M Hill, W Jackson, T Knagg, G Leach, C Osborne, M Pettitt, M Scott, D Sharman, P Sharman, J Sparrow, 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, Bedfordshire on Monday 25 June 2018 commencing at 7.30pm for the purpose of transacting the items of business below



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
19th June 2018

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**

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

### **1 Apologies for Absence**

To receive any apologies for absence.

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

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

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

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

### **3 Public Participation Session**

To receive questions and representations from members of the public.

# Sandy Town Council

## 4 Minutes of previous Town Council meetings

- i) To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 21 May 2018 and to approve them as a correct record of proceedings.
- ii) To consider the Extraordinary Minutes of the meeting of Sandy Town Council held at 6.45 pm on Monday 4 June 2018 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 Committee held on 21 May 2018 and 11 June 2018
- ii) Policy, Finance and Resources Committee held on 4 June 2018

**RESOLVED to RECOMMEND** that annual accounts for the 2017/18 financial year be approved by Full Council subject to the agreed amendments.

To be dealt with  
at Agenda  
Item 12

**RESOLVED to RECOMMEND** that, subject to confirmation, the fair is able to relocate sites, the Council implements the landscape and planting scheme to protect the Pinnacle site and that risk assessments are upgraded once the work is complete.

**RESOLVED to RECOMMEND** that the Data Protection Policy be adopted by Town Council.

**RESOLVED to RECOMMEND** that the Privacy Notice be adopted by Town Council.

- iii) Human Resources held on 11 June 2018.

## 6 Financial Matters

- i) To note a balance sheet and detailed financial report showing income and expenditure against the revenue budget for the year to 30 April 2018 (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 4 June 2018).

# Sandy Town Council

- ii) To note a budget overview report (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 4 June 2018).
- iii) To note a list of payments made since the last Town Council meeting (previously circulated and scrutinised at a meeting of the Policy, Finance and Resources Committee on 4 June 2018).

## 7 Reports from Central Bedfordshire Councillors

To receive reports from Sandy's Central Bedfordshire Councillors. Members have already received Central Bedfordshire Council's briefing notes.

## 8 Action List

To receive any updates and note the action report.

APPENDIX I

## 9 Department for Transport Meeting

To receive and consider notes on a meeting with the Department of Transport which was attended by Council representatives.

APPENDIX II

## 10 Planning Application submitted by Pidgeon Land Ltd

To receive and consider a planning application for land to the north of Sunderland Road, Sandy.

| DATE/REF          | APPLICANT  | DETAILS OF DEVELOPMENT  | CENTRAL BEDS NOTIFIED        |
|-------------------|--|---|------------------------------|
| 30.05.18<br>09/18 | CB/18/01674/<br>OUT<br>Pigeon Land Ltd<br>C/o Woods<br>Hardwick<br>15-17 Goldington<br>Road<br>Bedford<br>MK40 3NH | Outline Application:<br>erection of up to 228<br>dwellings, including 6 self-<br>build plots, affordable<br>housing, associated<br>access and spine road,<br>reserved site for medical<br>surgery, care home site,<br>pub/restaurant, amenity<br>space, allotment site and<br>associated infrastructure<br>(all matters reserved<br>except for access and<br>spine road) at Land north<br>of Sunderland Road,<br>Sandy.<br><br><b>Near neighbours Dane<br/>Hill Farm, 2,4,6,8,10<br/>Goldfinch Drive, Sandy<br/>notified.</b> | Town Council<br><br>25.06.18 |

# Sandy Town Council

## 11 Corporate Governance

- i) To receive the internal audit year end report. APPENDIX III  
To Follow
- ii) To receive and agree responses to the Annual Governance Statement on the Annual Return and to sign this section of the Annual Return. APPENDIX IV

## 12 Annual Return

- i) To receive and approve the year end accounts for 2017/18. APPENDIX V
- ii) To receive, approve and sign the Annual Return financial report. APPENDIX VI
- iii) To agree the dates for public inspection of the accounts as 26 June to 2 August 2018.

## 13 Annual Report

To receive a draft Annual Report for consideration. APPENDIX VII

## 14 Sunderland Road Play Park Improvements

To consider the location of a replacement Sunderland Road play park. APPENDIX VIII

## 15 Beeston Green Management Plan

To receive the final version of the Beeston Green Management Plan. APPENDIX IX

## 16 Community Governance Review

To receive and consider draft recommendations within the Community Governance Review. APPENDIX X

## 17 Crime and Policing

- i) To note that CCTV reported no incidents in May 2018.
- ii) To receive and review crime statistics for May 2018. APPENDIX XI

## 18 Reports from Representatives

To receive reports from representatives on outside bodies.

- i) To receive a report from Cllr. M Hill on the AGM of the SSLA. APPENDIX XII

## 19 News Release

## 20 Chairman's Items

## 21 Date of Next Meeting: 6 August 2018

**AGENDA ITEM 8****APPENDIX I****Town Council - Action list**

| <b>Subject</b>              | <b>Action to be taken</b> |   | <b>Response/<br/>Agenda no.</b>   |
|-----------------------------|---------------------------|---|---|
|                             | <b>Minute</b>             | <b>Action</b>   |   |
| <b>Meeting 9/11/15</b>      |                           |   |   |
| East West Rail Link         | (89-15/16)                | Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.                                       | No further information on route or development has been provided.   |
| <b>Meeting 7/3/16</b>       |                           |   |   |
| Road Investment Strategy A1 | (130-15/16)               | To respond to Cllr M Russell and write to the local Member of Parliament and the Under Secretary for Department of Transport outlining the points made. | A Burt's office arrange a meeting with DfT for town and parish councils.<br><br>Notes from meeting on agenda. |

**SANDY TOWN COUNCIL**

**DATE:** 25 June 2018

**AUTHOR:** Town Clerk

**SUBJECT:** Meeting of the Department for Transport and Ministry for Housing, Communities and Local Government.

**1. Summary**

- 1.1 On 11 May 2018 Members of Sandy Town Council were invited by Alistair Burt to join a meeting with the Department for Transport and the Ministry for Housing, Communities and Local Government. The purpose of the meeting was to hear about the future of the A1 and addressing issues reported by a number of authorities, organisations and individuals.
- 1.2 The following report is a brief summary of points raised during the meeting for Members' information.
- 1.3 The Town Council was represented at the meeting by Cllrs Blaine, Hill, Pettitt Scott and Sutton. A large number of representatives from numerous parishes and interested groups were present.

**2. Points of Note**

Present: James Jamieson (Chairing)

Henry Turner (DfT)  
Ben Greener (MHCLG)  
Martha Richardson (MHCLG)  
Alan Kirkdale (Highways England)

*Alistair Burt M.P presented apologies as he was out of the country on ministerial work.*

- 2.1 A brief background was given. In 2014 it was announced that a strategic study for the East of England would be carried out which was to include consideration on the section of the A1 near Sandy. The A1 was the last road built before motorways were brought in and as a result there was never a thought-out plan. The A1 was developed patch by patch. The review highlighted a lot of problems from the past which are too dramatic for a quick spending solution fix.
- 2.2 A consultant was brought onboard to look at the needs of the A1. A report on the consultant's findings was published in 2016. Alistair Burt's office arranged for a meeting to be held in Sandy in 2016 to which Town and Parish Councils were invited.

- 2.3 Following the meeting in 2016 the economic case for intervention has weakened. DfT do not believe that the cost of work versus the resulting benefits is workable. The margins between cost and benefit are tighter than thought. As a result DfT re-worked the brief and narrowed the scope. Focus was given to areas with greatest challenges.
- 2.4 It was reported that an ambitious housing plan would provide a more compelling case to invest in and improve the A1. Simply put; additional housing makes changes or improvements to the A1 a more attractive proposition. Any re-alignment option for the A1 would need to be brought alongside an ambitious housing plan.
- 2.5 The NIC has recommended that an additional 1,000,000 homes should be built by 2050. The government will be formally responding to the recommendation in November 2018. The government currently has a target of 300,000 homes across the country by 2020 and the south east is under particular pressure due to a strong local economy. The NIC report makes it clear that the A1 must be improved to make the housing infrastructure 'add up' and reach a working solution.
- 2.6 MHCLG are working with councils within the Oxford-Cambridge arc to look at making deals with local authorities which would include putting infrastructure in before housing. Councils would receive additional investment to build housing over the required numbers for their area.
- 2.7 The DfT were asked about the alternative route for the A1 which was put forward in the 1994 documentation. DfT stated they are not working with the 1994 route and that it no longer makes sense.

A representative commented that it is difficult to see how improvements will work in the context of Sandy and a new route would be needed. There are too many constraints to tinkering with the A1. Either something big must happen or nothing at all.

The DfT stated that it was incredibly challenging to improve the A1 along its current route. Overall it was unlikely that this would happen. It would be more likely that an improved A1 would go 'off-line', however where this would be has not yet been looked at.

- 2.8 DfT and MHCLG emphasised again that there are competing projects which have strong cases and the case for or against significant changes to the A1 hangs on housing. The ambition to improve the A1 is not strong enough without an accompanying housing plan.

- 2.9 MHCLG were asked whether the government would support CBC's Local Plan and say no to development which sits outside the Plan. MHCLG stated that the housing inspector is independent to MHCLG and that they can't comment on CBC's Plan.

The Government may look at ways it could help CBC with infrastructure issues if more housing was to be taken. The A1 could be one of those issues.

CBC's James Jamison commented that they will not accept one extra house without infrastructure gains first. The A1 is included within that.

- 2.10 Council representatives pointed out the departments must work together to ensure large scale projects, such as the A1 and East-West rail work in tandem and join up.

DfT noted that the NIC recommendation stated joint working was paramount amongst ministries and civil servants. DfT will be taking departmental links forward. East-West Rail is moving forward and a clear picture should emerge at the end of the year.

This is a first stage. Options are being considered and discussed with the ministry to see if they support them. If support is given, DfT will come back to councils and the public to see what will be workable.

- 2.11 DfT commented that fixing the Black Cat could bring a lot of benefits. Representatives of Councils suggested that it would be better to know the future of the A1 and how it would link in to the Black Cat before work began.

DfT are aware that updates on the Black Cat are late following the consultation exercise. Improvements are not contingent on the A1 and are scheduled for March 2020. However, they may be pushed back a few months.



**Section 1 – Annual Governance Statement 2017/18**

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

|   | Agreed |     | 'Yes' means that this authority:   |
|---|--------|-----|--|
|   | Yes    | No* |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A  |
|   | ✓      |     |  |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
 Authority web address

AUTHORITY WEBSITE ADDRESS

**Sandy Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2018**

**Sandy Town Council**

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**31 March 2018**

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**Sandy Town Council**

**Council Information**

**31 March 2018**

**( Information current at 25th June 2018 )**

**Chairperson**

Cllr M. Scott

**Councillors**

Cllr M. Pettitt (Vice Chairperson)

Cllr P. N. Aldis

Cllr P. Blaine

Cllr Mrs T. Cole

Cllr A. M. Hill

Cllr A. W. Jackson

Cllr T Knagg

Cllr Mrs G. Leach

Cllr C. Osborne MBE, JP

Cllr D. Sharman

Cllr P. Sharman

Cllr Mrs J. Sparrow

Cllr Mrs S Sutton

Cllr N. Thompson

**Town Clerk**

Chris Robson

**Auditors**

Mazars LLP

Salvus House

Aykley Heads

Durham

DH1 5TS

**Internal Auditors**

Haines Watts

136/140 Bedford Road

Kempston

Bedford

MK42 8BH

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2018**

**Auditors**

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

**Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts cost (where known) or at insurance values current when first reported as approximating to the lower of net replacement cost and net realisable value at that time (previous years at current insurance values).

all other assets are included at historical cost except that certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 12.

**Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 11.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 14.

**Sandy Town Council**  
**Statement of Accounting Policies**  
**31 March 2018**

**Interest Income**

All interest receipts are credited initially to general funds.

Interest is reallocated to certain reserves based on the level of their fund balance.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

**Sandy Town Council**  
**Income and Expenditure Account**  
**31 March 2018**

|  | Notes | 2018<br>£ | 2017<br>£ |
|--|-------|-----------|-----------|
| <b>INCOME</b>                                  |       |           |           |
| Precept on Principal Authority                 |       | 538,809   | 517,647   |
| Capital Grants and Sale of Assets              |       | 4,973     | 17,852    |
| Interest and Investment Income                 | 1     | 1,543     | 2,742     |
| Recreation Grounds and Open Spaces<br>Cemetery |       | 5,621     | 9,927     |
| Tourist Information                            |       | 19,323    | 25,835    |
| Car Park and Market                            |       | 186       | 1,215     |
| Establishment/General Administration           |       | 2,325     | 3,048     |
| Christmas Lights                               |       | 2,150     | 2,484     |
| Outside Services                               |       | 5,180     | 2,354     |
|  |       | 10,540    | 794       |
|  |       | 590,650   | 583,898   |
| <b>EXPENDITURE</b>                             |       |           |           |
| Establishment/General Administration           |       | 325,443   | 327,987   |
| S137 Expenditure                               | 3     | 2,509     | 1,366     |
| Capital Expenditure                            | 8     | 37,883    | 9,483     |
| Loan Interest and Capital Repayments           |       | 609       | 608       |
| Operational Expenditure:                       |       |           |           |
| Recreation Grounds and Open Spaces             |       | 57,668    | 56,339    |
| Cemetery                                       |       | 11,625    | 7,345     |
| Tourist Information                            |       | -         | 38        |
| Public Toilets                                 |       | 3,643     | 4,559     |
| Car Park and Market                            |       | 15,549    | 19,383    |
| Lighting and Street Furniture                  |       | 23,244    | 8,472     |
| Civic and Democratic Costs                     |       | 2,557     | 2,307     |
| Grants and Donations                           |       | 1,000     | 1,534     |
| Christmas Lights                               |       | 18,139    | 18,507    |
| CCTV Fees                                      |       | 15,713    | 15,680    |
| Other Grants                                   |       | 242       | -         |
| Outside Services                               |       | 38,195    | 26,571    |
|  |       | 554,019   | 500,179   |
| <b>General Fund</b>                            |       |           |           |
| Balance at 01 April 2017                       |       | 185,664   | 127,728   |
| Add: Total Income                              |       | 590,650   | 583,898   |
|  |       | 776,314   | 711,626   |
| Deduct: Total Expenditure                      |       | 554,019   | 500,179   |
|  |       | 222,295   | 211,447   |
| Transfer from/(to) Capital Receipts Reserve    | 13    | 4,708     | -         |
| Transfer from/(to) Earmarked Reserves          | 14    | 393       | (25,783)  |
| General Reserve Balance at 31 March 2018       |       | 227,396   | 185,664   |

*The notes on pages 8 to 13 form part of these unaudited statements.*

**Sandy Town Council**

**Balance Sheet**

**31 March 2018**

|  | Notes | 2018<br>£      | 2018<br>£      | 2017<br>£       |
|--|-------|----------------|----------------|-----------------|
| <b>Current Assets</b>                        |       |                |                |                 |
| Debtors and prepayments                      | 9     | 17,994         |                | 20,882          |
| Cash at bank and in hand                     |       | <u>676,136</u> |                | <u>641,954</u>  |
|  |       | 694,130        |                | 662,836         |
| <b>Current Liabilities</b>                   |       |                |                |                 |
| Creditors and income in advance              | 10    | <u>(8,443)</u> |                | <u>(13,780)</u> |
| <b>Net Current Assets</b>                    |       |                | 685,687        | 649,056         |
| <b>Total Assets Less Current Liabilities</b> |       |                | 685,687        | 649,056         |
| <b>Total Assets Less Liabilities</b>         |       |                | <u>685,687</u> | <u>649,056</u>  |
| <b>Capital and Reserves</b>                  |       |                |                |                 |
| Usable Capital Receipts Reserve              | 13    |                | 53,004         | 57,712          |
| Earmarked Reserves                           | 14    |                | 405,287        | 405,680         |
| General Reserve                              |       |                | <u>227,396</u> | <u>185,664</u>  |
|  |       |                | <u>685,687</u> | <u>649,056</u>  |

Signed: .....  
Cllr M. Scott  
Chairperson

.....  
Chris Robson  
Responsible Financial Officer

Date: .....

.....

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*The notes on pages 8 to 13 form part of these unaudited statements.*



**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**1 Interest and Investment Income**

|                                   | <b>2018</b>  | <b>2017</b>  |
|-----------------------------------|--------------|--------------|
|                                   | <b>£</b>     | <b>£</b>     |
| Interest Income - General Funds   | 1,543        | 2,008        |
| Interest Income - Earmarked Funds | -            | 734          |
| Discount in Year                  | -            | -            |
|                                   | <u>1,543</u> | <u>2,742</u> |

**2 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**3 S.137 Expenditure**

Section 137 of the Local Government Act 1972 (as amended) enabled the council to spend up to the product of £7.57 (year ended 31 March 2017 - £7.42) per head on the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers.

|  | <b>2018</b>   | <b>2017</b>   |
|--|---------------|---------------|
|  | <b>£</b>      | <b>£</b>      |
| The total amount of available for this purpose was   | <u>74,557</u> | <u>68,145</u> |
| Expenditure was incurred for the following purposes: |               |               |
| Sandy Army Cadets                                    | -             | 500           |
| The Poppy Appeal                                     | 75            | -             |
| Bedfordshire Geology Group                           | 200           | -             |
| Sandy Twinning Association                           | 250           | 250           |
| Biggles FM   | 250           | 500           |
| Sandy Upper School                                   | 25            | 25            |
| Autism Bedfordshire                                  | 309           | 91            |
| The Need Project Central Bedfordshire                | 750           | -             |
| Bedfordshire Fire & Rescue Service                   | 500           | -             |
| Magpas   | 150           | -             |
|  | <u>2,509</u>  | <u>1,366</u>  |

It should be noted that grants to bodies such as the Citizens Advice Bureau are made under other specific legal powers and so are not included in the above figures.

## Sandy Town Council

### Notes to the Accounts

**31 March 2018**

#### **4 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

|                            | 2018         | 2017         |
|----------------------------|--------------|--------------|
|                            | £            | £            |
| Annual Report & Newsletter | 2,857        | 2,856        |
|                            | <u>2,857</u> | <u>2,856</u> |

#### **5 Tenancies**

During the year the following tenancies were held:

##### Council as landlord

| <b>Tenant</b>                      | <b>Property</b>                               | <b>Rent p.a.<br/>£</b> | <b>Repairing /<br/>Non-Repairing</b> |
|------------------------------------|---|------------------------|--------------------------------------|
| Sandy Sports & Leisure Association | Land For Artificial Pitch – Sunderland Rd Rec | Peppercorn             | N/A                                  |
| Sandy Football Club                | Pitch & Pavilion – Bedford Rd Rec. Ground     | 479                    | Repairing                            |
| Sandy Village Hall Mgmt C'ttee     | Land for Sandy Village Hall                   | 5                      | N/A                                  |
| Sandy Bowling Club                 | Bowling Green, Sunderland Road                | 407                    | N/A                                  |
| Sandy Air Cadets 22 Squadron       | Land for Army Cadet HQ at Berwick Way         | 190                    | N/A                                  |
| Sandy Cricket Club                 | Cricket Pitch, Sunderland Road                | 266                    | N/A                                  |
| Biggleswade & Hitchin Angling      | Angling Rights                                | 509                    | N/A                                  |
| Scout Hut                          | Scout Hut – Sunderland Rd Rec                 | Peppercorn             | N/A                                  |

##### Council as tenant

| <b>Landlord</b> | <b>Property</b> | <b>Rent p.a.<br/>£</b> | <b>Repairing /<br/>Non-Repairing</b> |
|-----------------|-----------------|------------------------|--------------------------------------|
| NONE            |                 |                        |                                      |

#### **6 Pensions**

For the year of account the council's contributions equal 21.80% of employees' pensionable pay. These contributions will increase to 22.80%, in future years, in order to provide adequately for future liabilities.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**7 Fixed Assets**

|   | <b>2018</b>      | <b>2017</b>      |
|---|------------------|------------------|
|   | <b>£</b>         | <b>£</b>         |
|   | <b>Value</b>     | <b>Value</b>     |
| At 31 March the following assets were held:   |                  |                  |
| <b><u>Freehold Land and Buildings</u></b>     |                  |                  |
| Council Offices                               | 215,000          | 215,000          |
| Car Park & Market Storage Passageway          | 325,000          | 325,000          |
| Public Toilets                                | 150,000          | 150,000          |
| Bedford Rd Recreation Ground and Buildings    | 240,500          | 240,500          |
| Sunderland Rd Recreation Ground and Buildings | 742,000          | 742,000          |
| Cemetery incl Chapel and Shed                 | 176,000          | 176,000          |
| Cemetery Extension (under development)        | 38,118           | 38,118           |
| DSO Depot                                     | 78,000           | 78,000           |
| Allotments                                    | 19,000           | 19,000           |
| Scout Hut and ATC HQ Land                     | 4,500            | 4,500            |
| The Riddy Nature Reserve                      | 63,000           | 63,000           |
|   | <b>2,051,118</b> | <b>2,051,118</b> |
| <b><u>Vehicles and Equipment</u></b>          |                  |                  |
| John Deere Tractor                            | 18,250           | 18,250           |
| Rotamec Triple Deck Mower                     | 11,150           | 11,150           |
| John Deere 900 Ride-on Mower                  | -                | 21,090           |
| Protea 12 Blade Mower                         | 2,845            | 2,845            |
| Grounds Maintenance & Depot Equipment         | 42,424           | 42,424           |
| Play Equipment                                | 306,500          | 306,500          |
| Furniture and Equipment                       | 135,044          | 135,044          |
| Display Cabinets                              | 15,000           | 15,000           |
| Portakabin at DSO Depot                       | 9,000            | 9,000            |
| Market Stalls (10) Boards & Covers            | 3,500            | 3,500            |
| Market Storage Container                      | 1,600            | 1,600            |
| Chamber Hearing Loop                          | 1,474            | 1,474            |
| Gazebos (25)                                  | 2,494            | 2,494            |
| Father Christmas Sleigh                       | 150              | 150              |
| Toyota Van FD07 HGU                           | 8,370            | 8,370            |
| Toyota Van AK12 WLJ                           | 15,000           | 15,000           |
| Defibrillator and Cabinet                     | 631              | 631              |
| Goal Posts                                    | 4,605            | 1,764            |
| Roberine Flail Mower                          | 29,500           | -                |
| War Memorial Plaque                           | 540              | -                |
|   | <b>608,077</b>   | <b>596,286</b>   |
| <b><u>Infrastructure Assets</u></b>           |                  |                  |
| Street Lighting Columns                       | 127,688          | 127,688          |
| Noticeboards (11)                             | 8,400            | 8,400            |
| Car Park Barriers                             | 11,500           | 11,500           |
| Seats and Benches (84)                        | 32,775           | 32,775           |
| Bins and other street furniture               | 1,159            | 1,159            |
| Anti Climb Fence Panels (50)                  | 1,490            | 1,490            |
| World War I Board                             | 1,215            | 1,215            |
| Railings                                      | 5,002            | -                |
|   | <b>189,229</b>   | <b>184,227</b>   |

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**7 Fixed Assets (cont'd)**

|                                      | <b>2018</b>      | <b>2017</b>      |
|--------------------------------------|------------------|------------------|
|                                      | <b>£</b>         | <b>£</b>         |
|                                      | <b>Value</b>     | <b>Value</b>     |
| <b><u>Community Assets</u></b>       |                  |                  |
| Beeston Green                        | 1                | 1                |
| War Memorial                         | 1                | 1                |
| Disused Railway Embankment           | 1                | 1                |
| Rose Garden                          | 1                | 1                |
| The Limes play area                  | 1                | 1                |
| Fallowfield open space and play area | 1                | 1                |
|                                      | <u>6</u>         | <u>6</u>         |
|                                      | <u>2,848,430</u> | <u>2,831,637</u> |

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.  
In certain instances current insurance values have been used as approximate current replacement cost.

**8 Fixed Assets - Additions and Disposals**

|  | <b>2018</b>     | <b>2017</b>     |
|--|-----------------|-----------------|
|  | <b>£</b>        | <b>£</b>        |
|  | <b>Cost</b>     | <b>Cost</b>     |
| During the year the following assets were purchased:   |                 |                 |
| Operational Land and Buildings                         | -               | -               |
| Vehicles and Equipment                                 | 32,881          | 9,483           |
| Infrastructure Assets                                  | 5,002           | -               |
|  | <u>37,883</u>   | <u>9,483</u>    |
|  | <b>Proceeds</b> | <b>Proceeds</b> |
| During the year the following assets were disposed of: |                 |                 |
| Vehicles and Equipment                                 | <u>2,000</u>    | -               |
|  | <u>2,000</u>    | -               |

No assets were disposed of during the year.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**9 Debtors**

|                 | <b>2018</b>   | <b>2017</b>   |
|-----------------|---------------|---------------|
|                 | <b>£</b>      | <b>£</b>      |
| Trade Debtors   | 2,986         | 2,203         |
| VAT Recoverable | 12,548        | 15,055        |
| Prepayments     | 2,460         | 934           |
| Accrued Income  | -             | 2,690         |
|                 | <u>17,994</u> | <u>20,882</u> |

**10 Creditors and Accrued Expenses**

|                   | <b>2018</b>  | <b>2017</b>   |
|-------------------|--------------|---------------|
|                   | <b>£</b>     | <b>£</b>      |
| Trade Creditors   | 3,606        | 4,633         |
| Accruals          | 4,837        | 8,222         |
| Income in Advance | -            | 925           |
|                   | <u>8,443</u> | <u>13,780</u> |

**11 Hire Purchase and Lease Obligations**

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

| <b>Hire/Lessor</b> | <b>Purpose</b> | <b>Annual Lease/Hire Payable</b> | <b>Year of Expiry</b> |
|--------------------|----------------|----------------------------------|-----------------------|
|                    |                | <b>£</b>                         |                       |
| BNP Paribas        | Photocopier    | 1,196                            | 2022                  |

**12 Loans**

At the close of business on 31 March 2018 the following loans to the council were outstanding:

| <b>Lender</b>           | <b>Loan Period</b>                          | <b>Amount</b> | <b>Years Remaining</b> |
|-------------------------|---|---------------|------------------------|
|                         |   | <b>£</b>      |                        |
| Public Works Loan Board | Repayable to 27 <sup>th</sup> August 2025   | 1,401         | 7.5                    |
| Public Works Loan Board | Repayable to 27 <sup>th</sup> February 2028 | 2,610         | 10                     |

**13 Usable Capital Receipts Reserve**

|                                  | <b>2018</b>   | <b>2017</b>   |
|----------------------------------|---------------|---------------|
|                                  | <b>£</b>      | <b>£</b>      |
| Balance at 01 April              | 57,712        | 57,712        |
| <i>Less:</i>                     |               |               |
| Capital used to fund expenditure | (4,708)       | -             |
| Balance at 31 March              | <u>53,004</u> | <u>57,712</u> |

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

**Sandy Town Council**

**Notes to the Accounts**

**31 March 2018**

**14 Earmarked Reserves**

|                                 | <b>Balance at<br/>01/04/2017</b> | <b>Contribution<br/>to reserve</b> | <b>Contribution<br/>from reserve</b> | <b>Balance at<br/>31/03/2018</b> |
|---------------------------------|----------------------------------|------------------------------------|--------------------------------------|----------------------------------|
|                                 | <b>£</b>                         | <b>£</b>                           | <b>£</b>                             | <b>£</b>                         |
| Capital Projects Reserves       | 34,120                           | 48,280                             | (34,851)                             | 47,549                           |
| Asset Renewal Reserves          | -                                | -                                  | -                                    | -                                |
| Other Earmarked Reserves        | 371,560                          | 6,180                              | (20,002)                             | 357,738                          |
| <b>Total Earmarked Reserves</b> | <b>405,680</b>                   | <b>54,460</b>                      | <b>(54,853)</b>                      | <b>405,287</b>                   |

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2018 are set out in detail at Appendix A.

**15 Capital Commitments**

The council had no other capital commitments at 31 March 2018 not otherwise provided for in these accounts.

**16 Contingent Liabilities**

The council is not aware of any other contingent liabilities at the date of these accounts.

Sandy Town Council

Schedule of Earmarked Reserves

Year Ended 31st March 2018

|                                  | <u>Balance at</u><br><u>01/04/2017</u> | <u>Contribution</u><br><u>to reserve</u> | <u>Contribution</u><br><u>from reserve</u> | <u>Balance at</u><br><u>01/04/2018</u> |
|----------------------------------|--|--|--|--|
|                                  | £                                      | £  | £  | £                                      |
| <u>Capital Projects Reserves</u> |  |  |  |  |
| Rolling Capital Fund             | 34120                                  | 48,280                                   | (34,851)                                   | 47,549                                 |
|                                  | <u>34,120</u>                          | <u>48,280</u>                            | <u>(34,851)</u>                            | <u>47,549</u>                          |
| <u>Other Earmarked Reserves</u>  |  |  |  |  |
| Fallowfield                      | 332,532                                |  | (20,002)                                   | 312,530                                |
| Other Earmarked Reserves         | 23,028                                 |  |  | 23,028                                 |
| Community Funds                  | 7,000                                  |  |  | 7,000                                  |
| Elections                        | 9,000                                  | 3,000                                    |  | 12,000                                 |
| Christmas Activities             | 0                                      | 3,180                                    |  | 3,180                                  |
|                                  |  |  |  | 0                                      |
|                                  | <u>371,560</u>                         | <u>6,180</u>                             | <u>(20,002)</u>                            | <u>357,738</u>                         |
| <b>TOTAL EARMARKED RESERVES</b>  | <u>£405,680</u>                        | <u>£54,460</u>                           | <u>(£54,853)</u>                           | <u>£405,287</u>                        |

**Section 2 – Accounting Statements 2017/18 for**

ENTER NAME OF AUTHORITY

|   | Year ending                         |                          | Notes and guidance  |
|---|-------------------------------------|--------------------------|---|
|   | 31 March 2017<br>£                  | 31 March 2018<br>£       |   |
| 1. Balances brought forward   | 565,337                             | 649,056                  | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i><br><i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies  | 517,647                             | 538,809                  | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>  |
| 3. (+) Total other receipts   | 66,251                              | 51,841                   | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>  |
| 4. (-) Staff costs  | -245,115                            | -247,948                 | <i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>  |
| 5. (-) Loan interest/capital repayments   | -608                                | -608                     | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>   |
| 6. (-) All other payments   | -254,456                            | -305,463                 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>   |
| 7. (=) Balances carried forward   | 649,056                             | 685,687                  | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>  |
| 8. Total value of cash and short term investments                                   | 641,954                             | 676,136                  | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>  |
| 9. Total fixed assets plus long term investments and assets                         | 2,831,637                           | 2,848,430                | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>   |
| 10. Total borrowings  | 4,327                               | 4,011                    | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>   |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                                 | No                       | <i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i><br><i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>   |
|   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED



# Sandy Town Council

2017/18

## Annual Report



## Introduction

The Annual Report informs readers what Sandy Town Council has done over the past year, a summary of its budgets, details of Council Members and the wards they represent. The report is based on the financial year 1 April 2017 to 31 March 2018; however, it may also include information based on the Civic year which covers the period May 2017 to April 2018.

The Council welcomes any views on this report and on the services provided by the Town Council. Members of the public are also invited to attend every Council meeting to ask questions, make comments and raise matters of local interest during the public session.

## Mayor's Report – Councillor Colin Osborne



On behalf of Sandy Town Council, it is my pleasure once again to introduce our report to the residents of Sandy and Beeston after another very busy and challenging year.

Many of you will have enjoyed the very successful day the town took part in at the beginning of December when our Christmas lights were switched on. Many organisations had stalls to raise funds and the weather was kind to us once again resulting in approximately 3,000 people turning out to support this festive occasion. Sandy Town Council is committed to the continued support of this very worthwhile event and providing the Christmas lights for the benefit of the local community and we look forward to this year's day which will be on Sunday 2<sup>nd</sup> December. The Switch-on Event is organised by the 'Friends of Sandy Christmas Lights' group, which relies heavily on volunteers. If you are interested in helping organise this event by joining the group's committee or volunteering on the day please contact the Council Offices, we would be very glad to hear from you.

I'm delighted that we had a settled council in this third year of the current four-year term and I would personally like to thank all our councillors for the time they voluntarily give to our town and the support that they have shown to me over the years and during my time as Mayor. Several Councillors will be retiring in May 2019 and it would be good to have a full complement of fifteen; if you feel you may be interested then please come along to a Council Meeting during the next twelve months and see what it is all about.

In agreeing the Budget for 2018/19 the Council reviewed and reduced budgets across the board wherever possible but despite this we had to increase our precept to £563k – an increase of £4.69p per year on a Band D property or 9p per week. The Town Council does not rely solely on its precept to fund projects and activities and actively pursues grants and support funding wherever possible. The Council has been successful in obtaining grant funding to refurbish the War Memorial and, similarly, funding has been obtained from CBC's Market Town Regeneration Fund to improve the High Street and Market Square and again work should be starting very shortly on this. In addition, grant funding was made available to show Sandy's 'Story in Stone' through the Mosaic Designs project and six mosaics have been completed and

unveiled during the year. The Lord Chamberlain visited Sandy in February to unveil the ones in the High Street which depicted his relative, Captain Sir William Peel.

Progress on our cemetery extension has unfortunately continued to be slow but the good news is that the archaeological dig – which is a planning requirement – commenced in mid-April and has so far led to some significant finds. The first phase of the excavation unearthed the northern wall of Roman Sandy. Some of the early finds were shared with members of the public at the Annual Town Meeting in May. I would like to acknowledge the work that has gone on outside of our main meetings by the appointed Working Group.

I would also like to acknowledge all the hard work of the Working Group that has led on the play park improvement project. The group has worked with Central Bedfordshire Council to finalise plans to invest section 106 monies into play equipment improvements at Sunderland Road, Bedford Road, Fallowfield, Beeston Green and The Limes. It is hoped the majority of the equipment will be installed in time for the school summer holidays.

The acquisition of a large allotment site is no further forward although we have been working with CBC officers to provide some allotments within the Beeston Green Orchard project site.

A lot of time and effort has gone into responding to CBC's draft Local Plan and 'Call for Sites' to meet housing demands across the area and there has been several opportunities for residents to respond during the past year. The latest draft indicates only minor growth for the town until the route of the East-West Rail Link and the possible re-alignment of the A1 are resolved. Town Councillors have held many meetings working on a Community Plan to help shape the future of our town and this will shortly be issued for consultation.

Regular quarterly meetings continue -- attended by myself, the Deputy Mayor and the Town Clerk -- with our three CBC Councillors so that we are all working together for the benefit of our community.

I was pleased to welcome again a small delegation from our Polish Link-Town Skarszewy in November for the Remembrance weekend. It was wonderful to see so many people from our town both on parade and attending the services at the War Memorial and in St. Swithun's Church to remember those who have given their lives for our freedom.

The Mayor's charity fund this year has been to support four youth organisations in the town who do splendid work – the Brownies & Guilds; the Cubs & Scouts; the Army Cadets and the Air Training Corps. Over £1,300 has been raised and may I personally thank all those who have attended the mayor's charity events or made donations or supported the events in any way – it is truly appreciated. May I thank, too, all the organisations for the warm welcome my wife, Diane, and I have received when we have visited them and thank them for all their kind invitations and hospitality.

**Councillor C Osborne,  
Mayor of Sandy (2016-2018)**





In 2017 Sandy Town Council became a branch member of the Charter for Trees, Woods and People. To mark the occasion a tree was planted on Beeston Green. We hope it provides more trees across the town in coming years



Following restoration works to the Sandy War Memorial a rededication service was held in August 2017. The service was led by the Sandy Royal British Legion and a plaque commemorating the event was unveiled by the Mayor of Sandy.

The Mayor's charities have raised funds for numerous local groups and projects over the years. In 2017 funds were raised to install a new defibrillator at Bedford Road recreation ground. The project was championed and part funded by the Sandy Football Club.



The beginning of 2018 saw the completion of the Story in Stone mosaic project. The project has seen the creation and installation of a series of mosaics in Sandy, Potton and Biggleswade. The public participation involved in the creation of the mosaics was wonderful, especially from Sandy's school children.

The Council was frustrated and saddened at Barclays decision to withdraw its high street banking service from Sandy in 2018. The Council led on, and presented, a petition objecting to the closure which was signed by over 500 residents. Barclays progressed with the closure of the branch but has worked with the Council to provide a 'pop up' service in the Council office at 10 Cambridge Road.



Archaeologists commenced excavation on the Council's cemetery extension at the end of the 2017/18 financial year. Excavation work has unearthed evidence of a Roman wall which may have surrounded Sandy. This is a find of particular significance for archaeologists' understanding of Roman Bedfordshire.



**COUNCILLORS SURGERIES**

The Council re-introduced councillor surgeries during the last year. Surgeries are held on a Saturday every other month in the Council Chamber. Surgeries have been accompanied by community group activities, including the Sandy Ukulele Group and The Sandy Guild.



Sandy Town Council has continued to monitor the effectiveness of CCTV alongside police and crime statistics. In 2017 Councillors met with the Police and Crime Commissioner over concerns with policing in Sandy. Members also visited the CCTV monitoring room and police control room.

Every year since 2002, Mayors Awards have been presented to individuals or groups who have gone above and beyond for the community or for other residents in Sandy and Beeston. In May 2018 ten awards were presented recognising the good work of people and groups in Sandy.



During 2018 Sandy Town Council will be working with other groups in the town to commemorate the centenary of WW1. In April 2018 the Council launched a series of six talks on the Bedfordshire Regiment in WW1. Talks will run through until November 2018.



In March 2018 the Mayor joined the Lord Chamberlain, the 3<sup>rd</sup> Earl Peel upon the invitation of the Lord Lieutenant. The Lord Chamberlain was in Sandy to view the Story in Stone mosaic project and to meet with children from Robert Peel School. The Lord Chamberlain's ancestor Captain Sir William Peel is depicted in one of the mosaics.



Throughout the 2017/18 civic year the Mayor, Cllr Colin Osborne raised funds for the Mayor's charities. During the year, money was raised for the Air Cadets, Army Cadets, Scouts, Brownies and Guides. Many of the Mayor's fund-raising events have been held in partnership with some of Sandy's local businesses.



Members of Council have continued to support events within Sandy over the last year. The Council's 15 Councillors joined a great number of residents at the 2017 Remembrance Day Parade which is organised by the Sandy Branch of the Royal British Legion. The Council will be working with the RBL and St Swithun's Church to significantly mark the 2018 day of remembrance and 100 years since the end of WW1.

The Mayor once again joined the Carnival Prince and Princess to switch on the 2017 Christmas Lights. The event was a big success and continues to get better thanks to the Friends of Sandy Christmas Lights. Town Council staff, Councillors and volunteers turn up early every year to ensure road closures are in place, the site is set up and run well throughout the day.





## The Council

Sandy Town Council exists to serve and represent the interests of the whole community of Sandy and to work for provision of services for its residents. Sandy Town Council will work with organisations or people willing to improve the well-being and prospects of the community.

The Council has had a full schedule of meetings including:

**10 Full Council Meetings**

**17 Development Scrutiny Committee Meetings**

**8 Policy, Finance and Resources Committee Meetings**

**9 Community Services and Environment Committee Meetings**

**4 Human Resources Committee Meetings**

These meetings were the forum for detailed discussion and strategic decision making. Members of the public attended many meetings and this is always welcome and leads to much more informed decisions being taken. Our local PCSO no longer gives regular reports to the Council but the officers of different public agencies and service providers gave presentations and reports to the Council during the year.

Members have acted as representatives on a number of outside bodies:

*Talk of the Town Transport Committee*

*Sandy Walkers are Welcome*

*Sandy Village Hall Management Committee*

*Sandy Carnival Committee*

*Friends of Sandy Christmas Lights*

*Sandy Twinning Association*

*Sandy Chamber of Trade*

*Sandy Sports and Leisure Association*

*SG19 Road Safety Group*

*Sandy Green Wheel Group*

*22 Squadron Air Training Corps Civilian Committee*

*Sandy Community Children's Centre*

*Sandy Charities*



*The Pinnacle is leased by the Council for the enjoyment of Sandy's residents. The Council maintains and manages the land.*

## Policy, Finance and Resources Committee

### Chaired by Councillor M Scott

The Town Council's Policy, Finance and Resources Committee is authorised by the Full Council to take responsibility for the preparation of the Council's annual budget and precept, ensuring the Council has sufficiently budgeted for its operations, the implementation of an annual grants system, review of the longer term financial strategy of the Council, the review and approval of Council policy and procedures, and monitoring and scrutinising of the budget.

## Policy, Finance and Resources Chairman's Report

### Budget and Precept

In common with many other Parish and Town Councils across the country, Sandy Town Councillors made the difficult decision to raise the local precept by 3.4% for the 2018/19 financial year, this is equivalent to £4.69 or 9p per week per Band D property. The increase is less than in previous years and the Council continues to work hard towards achieving best value and effective savings.

All aspects of the Council's budget were scrutinised and evaluated to reduce costs and make efficiency savings where possible while ensuring that its core functions are adequately resourced.

The major issues which account for a growth in spending include essential tree work that must be carried out to safely maintain the Council's tree stock. In addition, the Council has had to increase its streetlight maintenance budget due to increased costs resulting from damaged lighting, and to continue its gradual conversion to LED streetlighting. The refuse and waste budget has been increased to help meet costs associated with fly tipping and waste clearance around the parish and the Council agreed to purchase a new mobile CCTV camera for the benefit of the town. The Council has also seen a gradual increase in fuel costs which are reflected in the 2018/19 budget.

### Grants and Donations

The Council has maintained its grant budget and the Committee has approved grants totalling £3,759 to a variety of worthwhile organisations and community groups, all of which carry out wonderful and important work within and around Sandy. A list of those bodies who received grants or donations can be found on page 16 of the Annual Report. As well as awarding a series of grants, the committee worked with the Scouts and the Friends of Sandy Christmas Lights to help support the Fireworks and Christmas Light Switch on Event.

### Cost Savings

The Council has continued to review its service contracts and renegotiate contracts where appropriate to ensure best value, while seeking reduced costs where possible. During this financial year, the Council has agreed a renewed IT and phone provision contract which will see a cost saving of 29%. During the next financial year, the committee will be looking at other service contracts to seek further reductions in costs where possible.

### Section 106

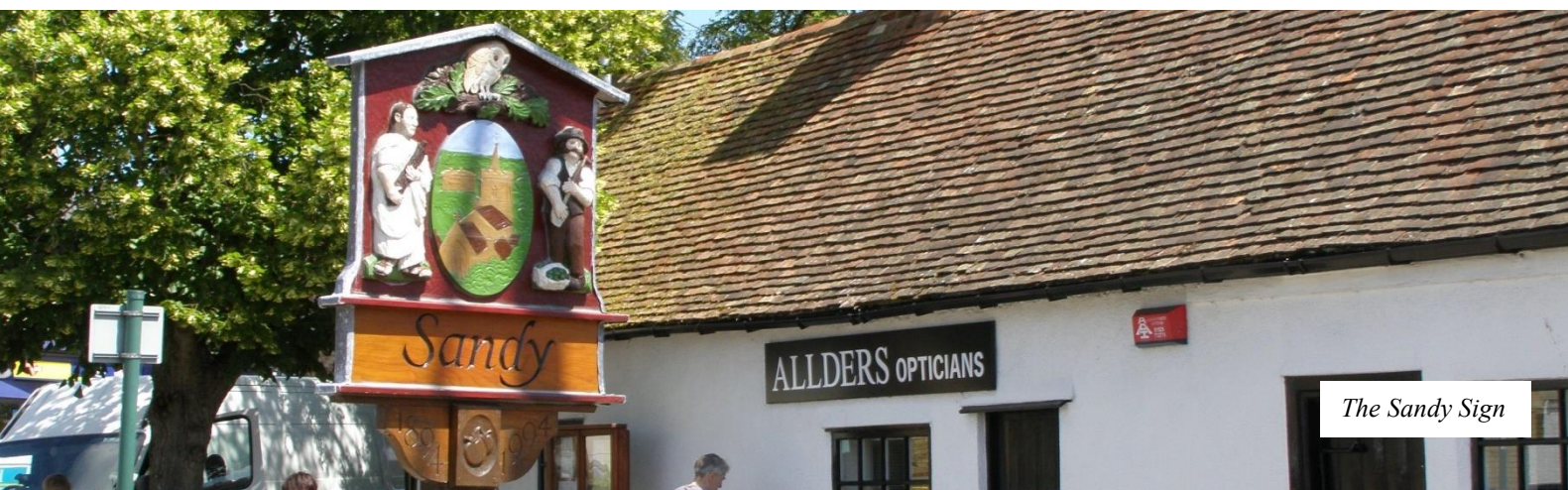
The Committee has continued to work steadily towards ensuring Section 106 funding is invested in Sandy. This year the Council has secured £147,148 of funds for the improvement of play parks within the parish.

The Council recognises the importance of making sure Section 106 funds received from developers are invested back into Sandy and its community. This year the Council has secured a total of £150,557 in Section 106 funds which are invested back into the community.

### Policies and Procedures

The Committee has continued to review its policies and procedures to ensure they are effective and up to date. This year the Council adopted new policies, including a grant-awarding policy, social media policy and a policy governing the flying of drones and model planes on Council land. The Council worked with Central Bedfordshire Council's Community Response team to put in place a Community Emergency Plan which includes key contacts for emergency response services.

The Council's policies are available to view on the Town Council website.





## Community Services and Environment Committee

### Chaired by Councillor S Sutton

The Community Services & Environment Committee has a wide remit to discuss issues related to the open spaces, allotments, and the cemetery. The committee also reviews work required to footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboriculture works, street furniture (seats, planters, waste bins), play areas, and play equipment.

## Community Services and Environment Committee Report

### Central Bedfordshire Council Local Plan

It has taken longer than anticipated but the CBC Local Plan has now been submitted to Government for approval. Back in 2016/17 we agreed at full Town Council that we would not support any individual site for development until the issues of the proposed East/West rail link and upgrading of the A1 were decided. This is still our position and we are yet to receive any definitive information from any government department on decisions on these major developments. In the Plan that has been submitted, no sites in Sandy have been designated for development but despite this, speculative bids for housing are still being submitted for land north and south of the town.

### Cemetery Extension and Replacement Depot Building

The project to expand the cemetery has been progressed with the full scale archaeological excavation of the site being undertaken. Planning permission was granted for the new cemetery layout, car parking for visitors, public toilets and a new depot building which will be more in keeping with the surrounding area. The archaeological excavation is a requirement of planning permission granted and the Council must complete this to the satisfaction of Central Bedfordshire Council's planning archaeologists.

A lengthy tender process was completed this year to select a preferred partner to take the build of the new depot building forward. The commencement of building work is dependant on the archaeological excavation and its findings, however it is anticipated that work will begin in autumn 2018.

Excavation works have unearthed a significant find with the northern wall of Roman Sandy being uncovered along with Saxon workshops. Some of the early finds were shared with members of the public at the Annual Town Meeting in May.

### Beeston Green Management Plan

In May 2018 a public meeting was held to discuss the draft Beeston Green Management Plan. The plan will help guide the Council and residents in the future management and protection of the Village Green, which is an important community asset.

### Beeston Allotments and Community Orchard

The Beeston community orchard project is still awaiting the final planning application from CBC for the area of affordable housing which will also contain the area for the orchard and allotments. The land designated for orchard and allotment use is to be leased by the Town Council. Heads of Terms for a long lease of the land have been received and reviewed. We are hopeful that the lease for the land can be signed with CBC in the coming year so that the Council can begin to plan the creation of an orchard and small allotment site.

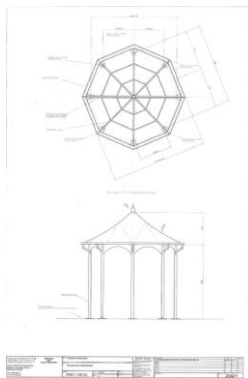
### Public spaces and Play Areas

Working with the Play Officer at CBC we have successfully been able to finalise plans to spend the c£147,700 of S106 monies to install additional play equipment at Bedford Road, Sunderland Road, Beeston Green, the Limes Play area and Fallowfield Recreation Grounds. Designs for exciting improvements were brought forward following a rigorous tender process, and the Council and play provider are aiming to have the majority of the new equipment installed this summer.



### Market Town Regeneration Fund

We are continuing to work with CBC officers to bring improvements to the market square area of the town. One element of the project, known as Story in Stone, has now been completed. The project, the brainchild of Caroline Blake, saw mosaics installed in Sandy, Potton and Biggleswade and these can now be seen in all three towns. Members of the community and schools took part in building the panels which were designed by Oliver Budd with input from the Sandy Historical Research Group.



Planning permission has now been granted for a covered community stand which will be installed outside the Post Office. The stand, which will have electricity, will be available for use to community groups and can be utilised to support events in the town centre.

Finger post signage, work to line marking in the Council car park and painting of town centre railings will also be brought forward under the Market Town Regeneration work with CBC.

### The Pinnacle Open Space

The area know as the Pinnacle is leased and managed by the Town Council for the enjoyment of residents and visitors. It is a valuable and important asset for the town. The area was subject to two unauthorised encampments which resulted in damage to the ground and reduced access to members of the public. The resulting damage, removal of fly tipping and the dumped car has cost the Council **??££** with a strong likelihood of more incursions in the future. The damage caused meant that the owners of the annual fair felt they could not visit this summer. Members of the Council have met with the landowner to discuss the issue and have agreed measures to permanently stop vehicle access to this site. There will be new signs to direct walkers and cyclists onto and off the site to maintain the public access. An alternative site in Sandy has been offered by the landowner to ensure that the popular fair can continue to visit.

## Development Scrutiny Committee

### Chaired by Councillor M Pettitt

This committee has three key roles: it reviews every planning application, considers tree applications, and takes part in various district and regional consultations where they may impact on Sandy. The Town Council is a statutory consultee, and reviews all planning applications and advises CBC should they not meet local requirements and aspirations. However, it should be noted that Central Bedfordshire Council makes the final decision on all planning applications, and does not always agree with the Town Council's comments.

## Development Scrutiny Committee Report

### Sandy Town Council Planning Process

Sandy Town Council (STC) is not a planning authority and has no direct powers to control the development of the town. Planning applications in Sandy are decided by Central Bedfordshire Council (CBC) which is the local authority empowered by law to exercise statutory town planning functions as well as the Local Development Framework and the key local planning policy documents which affect Sandy.

STC is entitled to see almost all planning applications received by CBC which pertain to Sandy Parish and to make comments on them which CBC should take into consideration when deciding whether to grant planning permission. There are a very few exceptions to this including for example applications which relate to agricultural buildings. This role is the responsibility of the Development Scrutiny (DS) Committee which consists of 10 members appointed annually at the Sandy Town Council Annual Meeting held each May and which has met on 18 occasions in the past year to respond to and comment upon around 95 planning applications. To effectively fulfil their role, to assist their understanding of particular applications and to aid decision making, members have made a number of site visits during the past 12 months.

Members of the public with an interest in a particular application are encouraged to contact the Town Council to make their views known either in writing or to attend the DS Committee meeting when the matter is on the agenda to express them in person. In advance of any meeting of the DS Committee, both members and interested members of the public can and should try to make use of the wealth of information which can be accessed on the Planning section of the CBC website starting at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk) and then following the links.

The members of DS also rely to a considerable extent on the background work undertaken by the administration team at STC in advance of each meeting of the committee for which they are always extremely grateful.

### **Working with other agencies**

On 2 occasions in the past year, members of STC have appeared before CBC's Development Management Committee (DMC). On other occasions during the year and along with the Town Clerk, members of DS have, (a) met with agents and representatives of developers and applicants themselves in advance of and following formal meetings with a view to clarifying and seeking resolution to other outstanding issues and (b) attended an informal meeting with a Senior Planning Officer at Priory House, Chicksands to learn and understand more about the planning process and to ensure there is fair and accurate interpretation of the rules and regulations when considering applications .

### **Planning Issues in Sandy & Beeston**

Planning issues in and around Beeston have continued to figure regularly in the work of DS Committee over the past twelve months and seem destined to do so for the foreseeable future. As owners and custodians of Beeston Green there seems a heightened need for diligence by DS Committee (as well as STC as a whole) to do all it can to protect and safeguard that area of the Town's heritage.

There continue to be several important and significant broader strategic issues which members of DS Committee have regularly considered during the past year. With CBC having recently launched the new Local Plan, pressures are growing for land to be made available for future development not only around Sandy but in the wider area.

In addition therefore to its role set out above, with news still awaited regarding the precise route of the proposed new East West Rail link, studies are still ongoing regarding the future of the A1 and the timetable for future proposed improvements regarding the A428 Black Cat to Caxton Gibbet it will be vital for this committee and indeed the Town Council as a whole, to remain diligent and to try to ensure there is co-ordinated planning to help influence the way Sandy develops during the decades to come.



*Sandy viewed from The Pinnacle*

## Human Resources Committee

### Chaired by Councillor M Hill

The Human Resources committee, which meets about four times a year, has the major responsibility of trying to ensure the smooth and effective running of the Council through its paid staff, who operate as the office and outdoor teams. The committee is responsible for performance management, team-building and training as well as opening hours and work schedules. We must also do what we can to ensure the work-life balance of all the staff is maintained.

## Human Resources Committee Report

The past twelve months have again been a period of consolidation and teambuilding, with two new colleagues joining the Council team. The Council has taken on a full-time administrator and a groundman to bring both teams back up to full compliment. Both employees have settled in well and importantly have brought new skills which complement the existing teams.

The Council continues to invest in training and support professional and personal development. The Clerk has completed a sector specific qualification, outdoor staff have received specialist equipment training and various training courses have been held. The HR Committee has also spent time addressing the management of council meetings and emergency contacts.

As for the Clerk Chris Robson, we continue to be impressed and hugely grateful for his high level of professionalism and his prodigious work ethic. His capacity to multi-task and constantly provide Councillors with detailed reports on a multitude of subjects continues to be hugely appreciated and we have received many compliments from the public. The Clerks friendliness and positive drive are widely acknowledged but the HR Committee needs to ensure that the Clerk continues to enjoy his role and does not become overloaded. Other members of the team have taken on new areas of responsibility with obvious competence and the outdoor team leader is ensuring his team gets on with the management and maintenance of Council assets. The Town Clerk is managing his teams well and has been a major player in rebuilding bridges between the Council and the local community.

### Future Developments

With the final two pieces of the jigsaw in place, the new structure and office roles can evolve in line with the skills and aptitudes of the individual staff. The Council is increasing its efforts to improve its image through regular news features and greater use of the Council's Facebook page. Day-to-day efficiency is now of a high order and the paperwork for meetings likewise.



## Friends of Sandy Christmas Lights

**Chairman (2017)—Max Hill**

### 2017 Light Switch on Success

The 2017 event was another huge success thanks in no small part to the weather which was ideal for early December. Everything ran to schedule and there were a good number of positives. The public turned out in very high numbers and there was a really enjoyable fun atmosphere. The event attracted visitors from further afield as well as local residents. The Sandy Christmas event is acknowledged as being the biggest and best in the area!

The stage acts were great and there was a full house of local schools taking part. As in previous years there was a good number of stalls offering a wide variety of goods. The Christmas Fairy was a particular success. The lights themselves received lots of favourable comments, especially as they extended further down the High Street.

We were delighted to have a large number of volunteers on the day, especially from the Scouts, local Air and Army Training Corps and the Council. We extend our thanks for the help in setting up in the morning and clearing up afterwards, which is no small task. We also had some wonderful volunteers acting as elves and Micky and Minnie Mouse. Their involvement helped make the day a truly special event.

### 2018 Event

The 2018 event is planned for Sunday 2 December and as usual we will be doing our utmost to recruit more willing community volunteers to help with the planning.

Gee Leach has taken over as Chair of the Friends of Sandy Christmas Lights and there is a new-look team in place with fresh ideas and more community involvement. The group will be running a new competition in 2018 to get youngsters involved by using their design skills.

We also hope to attract more sponsorship and get more of the old folk in the town coming to join in the festivities. The more help we get the more we can organise!



## Sandy Information Point

The Council's Reception and Information Point continues to provide information regarding local attractions, local walks, travel information, and also assistance and information about the locality to local residents.

The Council remains agents for Safford's Coaches, thus allowing local people to book day excursions within the office. A 'What's On' section is kept up to date on the Town Council webpage and posters are displayed in the Centre. Monthly articles continue to be written about the Centre and its services and news for publication in local journals.

The Centre holds a supply of Central Bedfordshire Council's green garden bags, orange recycling bags, food bins and food waste bags for household waste, thus allowing residents to collect these locally. A recent survey shows this is our third most popular enquiry at the Information Point.

The Town Council has hosted an increased number of visits from local schools to the Roman Sandy exhibition in the council offices as well as welcoming individual visitors to view the exhibits on display.

## Town Council Services

|                                    |   |
|------------------------------------|---|
| Cemetery Management                | Town Centre & Bedford Road Public Conveniences  |
| Church Yard Maintenance            | The Riddy Nature Reserve  |
| Jenkins Pavilion & Sports Pitches  | The Pinnacle Hill & Field   |
| Floral Displays                    | Local Information Point   |
| War Memorial                       | Roman Sandy Exhibition  |
| Beeston Green                      | Public Open Spaces  |
| Some Street Lighting and Furniture | Play Areas, including Fallowfield, Bedford Road, Sunderland Road, Beeston and the Limes |
| Christmas Lights                   |   |
| CCTV                               |   |
| Town Centre Car Park               |   |

## Community Grants and Donations

Every year the Town Council provides some funding for community groups and projects in the town. The Council has adopted a set of criteria which successful applications must meet and aims to support sustainable local projects that improve the quality of life for the residents of Sandy. The Council also makes donations to groups where appropriate.

In the financial year 2017/18 Sandy Town Council awarded grants or donations to:

|   |               |
|---|---------------|
| Mid Beds CAB                                | £250.00       |
| The Poppy Appeal                            | £75.00        |
| Sandy Fire Cadet Unit                       | £250.00       |
| Autism Bedfordshire                         | £309.00       |
| Bedfordshire Geology Group                  | £200.00       |
| Magpas Air Ambulance                        | £150.00       |
| Sandy Twinning Association                  | £250.00       |
| Sandy Upper School                          | £25.00        |
| Biggles FM                                  | £250.00       |
| The Need Project Central Bedfordshire       | £750.00       |
| <b><i>Contributions to local events</i></b> |               |
| Sandy Carnival                              | £500.00       |
| Sandy & District Horticultural Association  | £500.00       |
| Total                                       | <b>£3,759</b> |



## Financial Statements

*Financial Summary* 31 March 2018

| 31 March 2017 | Income Summary                       | 31 March 2018  |
|---------------|--------------------------------------|----------------|
| 517,647       | Precept on District Council          | 538,809        |
| 17,852        | Capital Grants and Sale of Assets    | 4,973          |
| 2,742         | Interest and Investment Income       | 1,543          |
| 9,927         | Recreation Grounds and Open Spaces   | 5,621          |
| 25,835        | Cemetery                             | 19,323         |
| 1,215         | Tourist Information Centre           | 186            |
| 3,048         | Car Park and Market                  | 2,325          |
| 2,484         | Establishment/General Administration | 2,150          |
| 2,354         | Christmas Lights                     | 5,180          |
| 794           | Outside Services                     | 10,540         |
| 583,898       | <b>Total Income</b>                  | <b>590,650</b> |
|               | -----                                |                |
|               | <b>Expenditure</b>                   |                |
| 327,987       | Establishment/General Administration | 325,443        |
| 1,366         | S137 Expenditure                     | 2,751          |
| 9,483         | Capital Expenditure                  | 37,883         |
| 608           | Loan Interest and Capital Repayments | 609            |
|               | Operational Expenditure:             |                |
| 56,339        | Recreation Grounds and Open Spaces   | 57,668         |
| 7,345         | Cemetery                             | 11,625         |
| 38            | Tourist Information                  | -              |
| 4,559         | Public Toilets                       | 3,643          |
| 19,383        | Car Park and Market                  | 15,549         |
| 8,472         | Lighting and Street Furniture        | 23,244         |
| 2,307         | Civic and Democratic Costs           | 2,557          |
| 1,534         | Grants and Donations                 | 1,000          |
| 18,507        | Christmas Lights                     | 18,139         |
| 15,680        | CCTV Fees                            | 15,713         |
| 26,571        | Outside Services                     | 38,195         |
| 500,179       | <b>Total Expenditure</b>             | <b>554,019</b> |

## Financial Statements

### Financial Summary 31 March 2018

| 31 March 2017               |   | 31 March 2018  |
|-----------------------------|---|----------------|
| <b>General Fund</b>         |   |                |
| 127,728                     | Balance at 01 April 2017                      | 185,664        |
| <u>583,898</u>              | Add: Total Income                             | <u>590,650</u> |
| <b>711,626</b>              |   | <b>776,314</b> |
| <u>500,179</u>              | Deduct: Total Expenditure                     | <u>554,019</u> |
| <b>211,447</b>              |   | <b>222,295</b> |
|                             | - Transfer (to)/from Capital Receipts Reserve | 4,708          |
| (25,783)                    | Transfer from/(to) Earmarked Reserves         | <u>393</u>     |
| <u>185,664</u>              | General Reserve Balance at 31 March 2017      | <u>227,396</u> |
| <b>Current Assets</b>       |   |                |
| 20,882                      | Debtors and prepayments                       | 17,994         |
| <u>641,954</u>              | Cash at bank and in hand                      | <u>676,136</u> |
| <b>662,836</b>              |   | <b>694,130</b> |
| <b>Current Liabilities</b>  |   |                |
| (13,780)                    | Creditors and income in advance               | (8,443)        |
| 649,056                     | <b>Net Current Assets</b>                     | 685,687        |
| 649,056                     | <b>Total Assets Less Current Liabilities</b>  | 685,687        |
| <u>649,056</u>              | <b>Total Assets Less Liabilities</b>          | <u>685,687</u> |
| <b>Capital and Reserves</b> |   |                |
| 57,712                      | Usable Capital Receipts Reserve               | 53,004         |
| 405,680                     | Earmarked Reserves                            | 405,287        |
| <u>185,664</u>              | General Reserve                               | <u>227,396</u> |
| <b>649,056</b>              |   | <b>685,687</b> |

## Sandy Town Councillors

### Beeston Ward

Cllr M P Scott  
"The Gowans"  
Seddington Nursery  
Great North Road  
Seddington  
Sandy  
SG19 1NZ

Home 01767 681457  
[scott729@btinternet.com](mailto:scott729@btinternet.com)



### Ivel Ward

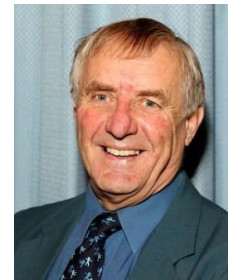
Cllr P Blaine  
19 Poplar Close  
Sandy  
SG19 1HH

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[peterblaine.blaine@gmail.com](mailto:peterblaine.blaine@gmail.com)



Cllr M Hill  
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Cllr W Jackson  
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Cllr M J Pettitt  
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## Sandy Town Councillors

Cllr S J Sutton  
33 Bedford Road  
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### Fallowfield Ward

Cllr T Cole  
1 Partridge Piece  
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Cllr G Leach  
C/o Sandy Town Council  
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Sandy  
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Cllr P Sharman  
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**Pinnacle Ward**  
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Cllr T Knagg  
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Cllr C Osborne  
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Cllr D Sharman  
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Cllr J Sparrow  
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Cllr Dr N Thompson  
46 Kestrel Way  
Sandy  
SG19 2TE

01767 683137  
[admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)



## Electoral Wards

### *Beeston Ward includes properties in:*

Ash Close, Brook End, East Side, Elder Close, Girtford Bridge, Grange Gardens, Great North Road, High Road, Hillview, Lime Avenue, London Road, Nursery Drive, Meadow Close, New Road, Orchard Road, Tempsford Road, The Baulk, The Cloches, The Crescent, The Green, The Knolls, West View, Whitestones

### *Ivel Ward includes properties in:*

Albion Court, All Hallows, All Saints Way, Bedford Road, Bickerdikes Gardens, Birch Grove, Brandreth Place, Braybrook, Carter Street, Cedar Gardens, Centurion Walk, Church Path, Coopers Close, Deepdale, Edgumbe Court, Elm Tree Road, Filland Court, Foster Grove, Girtford Crescent, Greyhound View, Harvey Court, Heron Close, High Street, Ivel Road, Ivel View, Kings Road, Laburnum Road, London Road, Manor Road, Market Square, Mayfield Court, Mill Lane, Monoux Place, Ongley Court, Park Court, Park Mews, Park Road, Poplar Close, Potton road, Queens Road, Rivermead Gardens, Robert Hunt Gardens, Roman's View, Sandford Rise, Sandpiper Court, South Road, Spencer Road, Spring Grove, Station Road, Stratford Road, Swan Lane, Swansholme Garden Court, Swansholme Gardens, The Avenue, West Road, Western Way, Westfield Gardens, Willow Rise, Woolfield

### *Fallowfield Ward includes properties in:*

Avocet Close, Brambling Close, Crow Hill, Cuckoo Close, Dove Close, Falcon Close, Fieldfare, Goldfinch Drive, Hawk Drive, Kestrel Way, Kingfisher Close, Larks Rise, Linnet Close, Merlin Drive, Osprey Close, Owlswood, Partridge Piece, Pipit Grove, Plovers Field, Robin Close, Rothbury Close, Starling Close, Swallow Crest, Swift Close, Tempsford Road, The Buntings, The Finches, The Harriers, The Jays, The Rookery, Weavers Green, Woodcock Close, Woodpecker Way, Wren Close

### *Pinnacle Ward includes properties in:*

Abbey Grove, Alfred Cope Road, Alnwick Close, Arran Close, Balmoral Close, Banks Drive, Belam Way, Berwick Way, Bidlake Croft, Brickhill Close, Brickhill Road, Brindley Close, Bunyan Road, Cambridge Road, Carlisle Close, Cauldwell Court, Cherrycroft, Churchill Way, College Road, Cottage Road, Dapifer Drive, Deepdale, Delamare Close, Downing Court, East Road, Edward Close, Engayne Avenue, Everton Road, Faynes Court, Friars Walk, Handley Court, Havelock Close, Kingsley Court, Glebe Close, Glebe Road, Greens Close, Jubilee Close, Leeds Smith Drive, Lindisfarne Close, Longfield Road, Magnolia House, Malaunay Place, Maple Road, Market Square, Medusa Way, Middleham Close, Midland Road, Mills Walk, Moores Court, Newton Way, Northcroft, Oak Close, Peels Place, Pentland Close, Powers Close, Pickering close, Pleasant Place, Potton Road, Prince Georges Drive, Pym's Way, Quince Court, Rectory Court, Rowan Court, Rutland Gardens, Sand Lane, Sandon Close, Shannon Close, Skipton Close, St Neots Road, St Swithuns Way, Stirling Close, Stonecroft, Sunderland Road, Swaden, Talisman Close, Warkworth Close, Waverley Avenue, Wesley Road, Winchester Road, Windsor Way, Wynnefield Walk.

## Members Meeting Attendance 2017/18

| Town Council                   |                    |                       |              |
|--------------------------------|--------------------|-----------------------|--------------|
| Councillor                     | Total No. Attended | Total No. of Meetings | % Attendance |
| Cllr Aldis                     | 11                 | 11                    | 100%         |
| Cllr Blaine                    | 8                  | 11                    | 72%          |
| Cllr Cole                      | 7                  | 11                    | 63%          |
| Cllr Hill                      | 8                  | 11                    | 72%          |
| Cllr Jackson                   | 9                  | 11                    | 81%          |
| Cllr Knagg                     | 9                  | 11                    | 81%          |
| Cllr Leach                     | 6                  | 11                    | 54%          |
| Cllr Osborne                   | 9                  | 11                    | 81%          |
| Cllr Pettitt                   | 9                  | 11                    | 81%          |
| Cllr Scott                     | 10                 | 11                    | 90%          |
| Cllr D Sharman                 | 9                  | 11                    | 81%          |
| Cllr P Sharman                 | 11                 | 11                    | 100%         |
| Cllr Sparrow                   | 10                 | 11                    | 90%          |
| Cllr Sutton                    | 9                  | 11                    | 81%          |
| Cllr Thompson <sup>1</sup>     | 5                  | 7                     | 71%          |
| Development Scrutiny Committee |                    |                       |              |
| Councillor                     | Total No. Attended | Total No. of Meetings | % Attendance |
| Cllr Blaine                    | 14                 | 18                    | 77%          |
| Cllr Jackson                   | 17                 | 18                    | 94%          |
| Cllr Knagg                     | 14                 | 18                    | 77%          |
| Cllr Leach                     | 0                  | 18                    | 0%           |
| Cllr Pettitt                   | 13                 | 18                    | 72%          |
| Cllr D Sharman                 | 17                 | 18                    | 94%          |
| Cllr P Sharman                 | 17                 | 18                    | 94%          |
| Cllr Sparrow                   | 15                 | 18                    | 83%          |
| Cllr Sutton                    | 15                 | 18                    | 83%          |
| Cllr Thompson                  | 10                 | 13                    | 76%          |

<sup>1</sup> Cllr Dr N Thompson Co-opted 14 August 2017



## Members Meeting Attendance 2017/18

| Policy, Finance & Resources Committee      |                    |                       |              |
|--|--------------------|-----------------------|--------------|
| Councillor                                 | Total No. Attended | Total No. of Meetings | % Attendance |
| Cllr Aldis                                 | 8                  | 8                     | 100%         |
| Cllr Blaine                                | 8                  | 8                     | 100%         |
| Cllr Cole                                  | 8                  | 8                     | 100%         |
| Cllr Hill                                  | 7                  | 8                     | 87%          |
| Cllr Jackson                               | 7                  | 8                     | 87%          |
| Cllr Osborne                               | 5                  | 8                     | 62%          |
| Cllr Pettitt                               | 7                  | 8                     | 87%          |
| Cllr Scott                                 | 7                  | 8                     | 87%          |
| Cllr D Sharman                             | 4                  | 8                     | 50%          |
| Cllr P Sharman                             | 8                  | 8                     | 100%         |
| Community Services & Environment Committee |                    |                       |              |
| Councillor                                 | Total No. Attended | Total No. of Meetings | % Attendance |
| Cllr Aldis                                 | 8                  | 9                     | 88%          |
| Cllr Cole                                  | 7                  | 9                     | 77%          |
| Cllr Hill                                  | 8                  | 9                     | 88%          |
| Cllr Knagg                                 | 7                  | 9                     | 77%          |
| Cllr Leach                                 | 0                  | 9                     | 0%           |
| Cllr Osborne                               | 8                  | 9                     | 88%          |
| Cllr Scott                                 | 8                  | 9                     | 88%          |
| Cllr Sparrow                               | 8                  | 9                     | 88%          |
| Cllr Sutton                                | 8                  | 9                     | 88%          |
| Cllr Thompson                              | 7                  | 7                     | 100%         |
| Human Resources Committee                  |                    |                       |              |
| Councillor                                 | Total No. Attended | Total No. of Meetings | % Attendance |
| Cllr Aldis                                 | 5                  | 5                     | 100%         |
| Cllr Cole                                  | 4                  | 5                     | 80%          |
| Cllr Hill                                  | 5                  | 5                     | 100%         |
| Cllr Jackson                               | 4                  | 5                     | 80%          |
| Cllr Osborne                               | 5                  | 5                     | 100%         |
| Cllr Pettitt                               | 4                  | 5                     | 80%          |
| Cllr Sutton                                | 3                  | 5                     | 60%          |



## Council Contact Details and Addresses

### Town Council and Information Office

10 Cambridge Road, Sandy SG19 1JE

Tel: 01767 681491

Fax: 01767 692527

General Email: [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

### Town Council Staff:

#### Town Clerk

Chris Robson

#### Administration Team

Carol Baker-Smith – Administration Team Leader

Anne Elliott-Flockhart - Administrator

Liz Fuller - Administrator

Brian Leonard - Caretaker

Val McFarlane - Administrator

Karon Sizer – Office Cleaner

#### Grounds Team

Richard Gilbert – Grounds Team Leader

Colin Eaton - Groundsman

Richard Loake - Groundsman

Dave Reed – Groundsman

### Stratford Road Depot

Stratford Road, Sandy SG19 2DH

### Cemetery and Former Allotment Site

Potton Road, Sandy SG19 2DH

Sandy Churchyard, High Street, Sandy, SG19 1AQ

### Play Areas

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY

Beeston Green, The Green, Beeston, Sandy SG19 1PY

Sunderland Road Recreation Ground, Sunderland Road, Sandy SG19 1RQ

The Limes, Elder Close, Beeston, Sandy SG19 1GF

Merlin Drive, Fallowfield, Sandy SG19 2UN

### **Jenkins Pavilion**

Sunderland Road Recreation Ground, Off Medusa Way, Sandy SG19 1BN

### **Public Conveniences**

Bedford Road Recreation Ground, Bedford Road, Sandy SG19 1EY  
Town Centre Car Park, High Street, Sandy SG19 1AG

### **Open Spaces**

The Riddy, Mill Lane, Sandy, SG19 1NL

The Pinnacle, Sand Lane, Sandy, SG19 2AD



**SANDY TOWN COUNCIL****DATE: 25 June 2018****AUTHOR: Town Clerk****SUBJECT: Sunderland Road Play Park Improvements****1. Summary**

- 1.1 Sandy Town Council has worked with Central Bedfordshire Council to bring forward improvements to Sandy's play parks. New or replacement equipment for Bedford Road, Fallowfield, The Limes and Beeston Green play areas has been approved and ordered. Section 106 funds are committed to cover the costs of the improvements.
- 1.2 CBC's play park review confirmed that the Sunderland Road play equipment is in need of complete replacement. Working with the Council's preferred play park partner a design was produced and circulated to Members. The design was for a new play park which could be located at a point of the Council's choosing.
- 1.3 No concerns were raised over the proposed equipment. However, Members have raised concerns over the potential relocation of the new play park to a different area of Sunderland Road.

**2. Location of Sunderland Road Play Park**

- 2.1 The design for the park suggests it could be relocated to the Berwick Road end of Sunderland Road. This allows sufficient space for the new equipment and may make the park more visible from the road.
- 2.2 Concerns have been raised that the location is too close to the road and residences. Additional costs would be incurred if the CCTV camera was to be moved to ensure continued coverage of the play area. Potential of flooding has also been raised as a matter of concern.
- 2.3 The design of the play park can be placed at any point on Sunderland Road. If the park is to be located in the same area as the current park, additional costs will be incurred for the removal of the existing equipment prior to the installation of new equipment. It should be noted that the existing equipment will need to be removed at some point, even if the new play park is located elsewhere. The Clerk is awaiting costs for the removal of the equipment.
- 2.4 Members are asked to consider the location of the new Sunderland Road play park. A layout of the park is attached for Members information.

2.5 The overhead image below shows the position of the existing play park.





# Sunderland Road Sandy Town Council

Quote No.3800529A

Dwn DB Scale 1:200@A1 18.05.2018

Do not scale from this drawing

| Equipment List |        |   |
|----------------|--------|---|
| No.            | Code   | Description   |
| 01             | SWD550 | Oyster Roundabout                                   |
| 02             | SWD170 | Back to back roundabout                             |
| 03             | TNB030 | Small Seesaw  |
| 04             | PZW685 | Climber For All                                     |
| 05             | SSB800 | Springie Seesaw                                     |
| 06             | SBN083 | 2.4m high Swing with 1 x nest seat 2 x bumper seats |
| 07             | SBS082 | 2.4m high Swing with 1 x boat seat 1 x pod seat     |



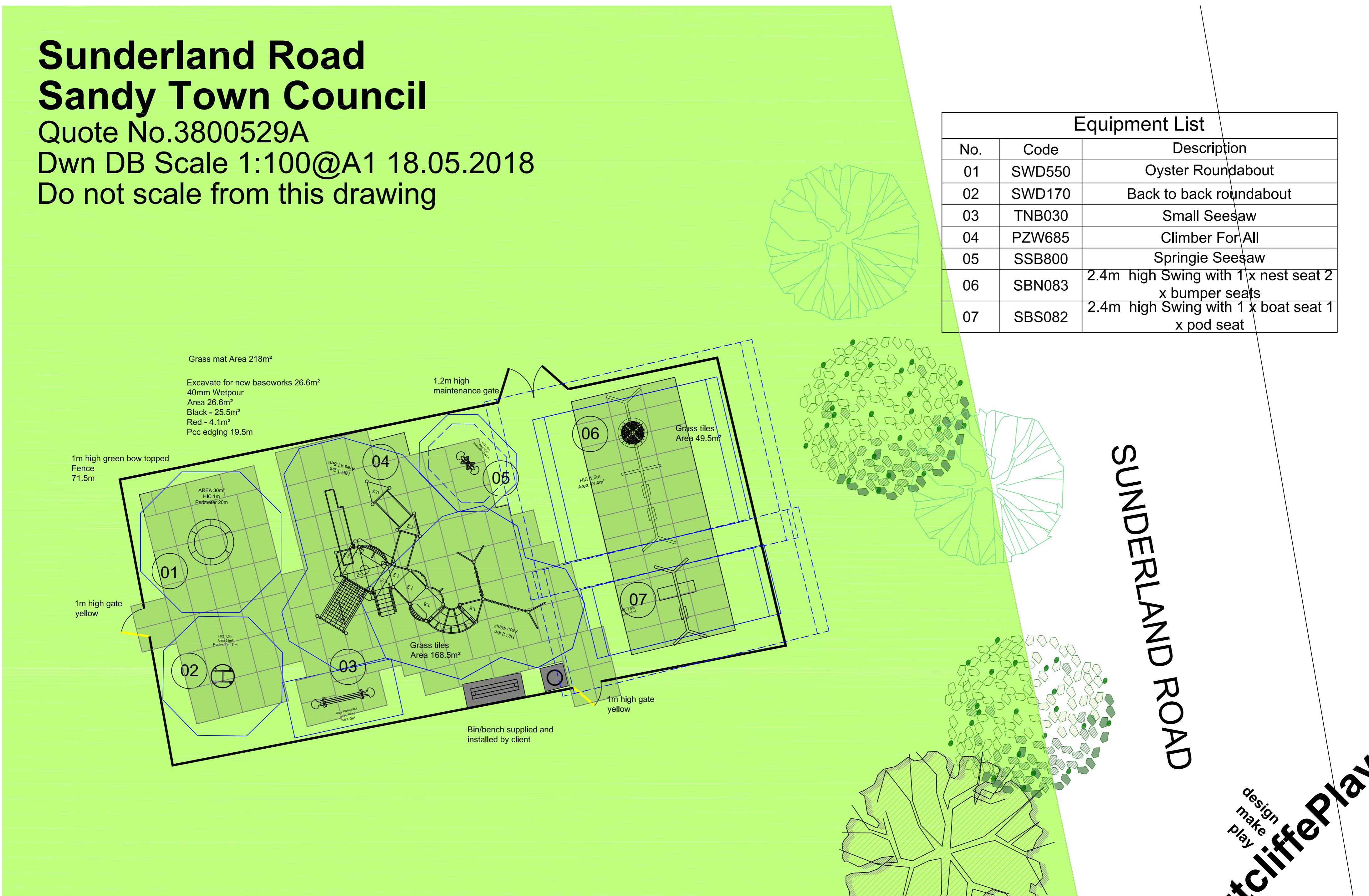
# Sunderland Road Sandy Town Council

Quote No.3800529A

Dwn DB Scale 1:100@A1 18.05.2018

Do not scale from this drawing

| Equipment List |        |   |
|----------------|--------|---|
| No.            | Code   | Description   |
| 01             | SWD550 | Oyster Roundabout                                   |
| 02             | SWD170 | Back to back roundabout                             |
| 03             | TNB030 | Small Seesaw  |
| 04             | PZW685 | Climber For All                                     |
| 05             | SSB800 | Springie Seesaw                                     |
| 06             | SBN083 | 2.4m high Swing with 1 x nest seat 2 x bumper seats |
| 07             | SBS082 | 2.4m high Swing with 1 x boat seat 1 x pod seat     |



design  
make  
play  
**SutcliffePlay**



# Sandy Town Council



**Draft**

## **Beeston Village Green Management Plan**

**2018**

**Contents**

1. **Introduction**
2. **National Context**
3. **Site Description**
  - 3.1 Outline History of Beeston Green
  - 3.2 Legal Definition of a Village Green
  - 3.3 Land Ownership and Responsibility
  - 3.4 Location
  - 3.5 Access
  - 3.6 Local Transport
  - 3.7 Landscape and Topography
  - 3.8 Ecology
  - 3.9 Enhancing Biodiversity
  - 3.10 Facilities
  - 3.11 Permitted Routes and Rights of Access
  - 3.12 Access to Properties along the Green
  - 3.13 Maps and Plans
4. **Maintenance of Beeston Village Green**
  - 4.1 Grass Cutting
  - 4.2 Bulbs, wildflowers/planters
  - 4.3 Moles
  - 4.4 Pest Control
  - 4.5 Play Area
  - 4.6 Benches and Notice Boards
5. **Village Green Trees**
  - 5.1 Tree Inspections and Surgery
  - 5.2 Replacement of Trees
  - 5.4 Map of trees
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7. **Use of Beeston Village Green**
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  - 7.2 Littering and Dog fouling
  - 7.3 Use of Metal Detectors
  - 7.4 Use of Drones and Model Aircraft
  - 7.5 Community Events/Usage of Green
  - 7.6 Playing of Golf and Football
  - 7.7 Unauthorised Encampments

**8. Parking and Traffic Movement**

8.1 HGV Movement

**9. Useful Contacts List**

**10. Monitoring and Review**

**Appendix**

Appendix A – Metal Detector Policy (To be included in publicised version)

Appendix B – Drone Policy (To be included in publicised version)

Appendix C – Results of consultation with residents



**1. Introduction**

- 1.1 This Management Plan (Plan) provides a framework for the management, maintenance and development of the Green for the benefit of the local community and wildlife.
- 1.2 The plan sets out the Town Council's approach to the management of Beeston Village Green. It is based on an appraisal of the character of Beeston and the Green, the statutory planning policies affecting the area, the role of other local authority services in the area, and the requirements and aspirations of local people.
- 1.3 The intention is it is a partnership document, 'owned' by all parties involved in producing it. The partnership is between Sandy Town Council, residents of Beeston and volunteer groups including; Beeston Open Gardens and Beeston Task Team.
- 1.4 The Plan will cover a five year period, from 2018 to 2023, but will be reviewed on a regular basis by the Council to take account of any changing circumstances.

**2. The National Context**

- 2.1 Village Greens are managed areas of the green environment which can provide opportunities for a range of formal and informal leisure, passive and active sport, recreation and play.
- 2.2 The significance of Greens, parks, open space and countryside provision is clear:
  - In 1988 the Audit Commission estimated that local authorities in England and Wales maintained approximately 120,000 hectares of parks and open spaces - an area approximately the size of Berkshire.
  - In 2000, the Heritage Lottery Fund estimated that there were approximately 30,000 urban green spaces in the UK, of which 5,000 are urban parks (Including village greens)
- 2.3 It is widely recognised that the provision of high quality public realm green facilities can assist in making an area an attractive place to live and work. This can result in a number of additional benefits such as economic development and regeneration. A green space can also play a part in promoting healthy living as it offers the facilities and space for people to exercise.
- 2.4 The benefits of safe and accessible parks and open spaces can be summarised as follows:

**Social**

- providing safe outdoor areas that are available to all members of the local population;
- providing opportunities for community events, voluntary activities and charitable fund raising;
- providing easily accessible recreation as an alternative to other more chargeable leisure pursuits;
- providing opportunities to improve health and take part in a range of outdoor sports and activities; and
- providing an educational resource or outdoor classroom.

**Economic**

- adding value to surrounding property, both commercial and residential, thus increasing local tax revenues for public services;
- contributing to attracting visitors, including using parks as venues for events;
- encouraging tourism into the area;
- helping to create an attractive local image.

**Environmental**

- providing habitats for wildlife as an aid to local biodiversity;
- helping to stabilise urban temperatures and humidity;
- absorbing pollutants in the air and ground water;
- providing opportunities for the recycling of organic materials; and
- providing opportunities to reduce transport use through the provision of local facilities and by providing walking and cycling routes.

### **3. Site Description**

#### **3.1 History of Beeston Village Green**

Beeston Green is a 21 hectare (53 acre) settlement with an expanse of green open land situated in the centre of Beeston. The Norman yoke, which was delineated in the Domesday book 1086, gave Beeston the layout which can still be recognised today. The Green followed on from the establishment of a manor house in the northwest corner of the Green.

#### **3.2 Legal Definition of a Village Green**

A village green is a common open area within a village or other settlement. Traditionally, a village green was often common grassland at the centre of an agricultural or other rural settlement, and was used for grazing. Some also have a pond, often originally for watering stock such as cattle.

Village greens were defined in the Commons Registration Act 1965, as amended by the Countryside and Rights of Way Act 2000, as land:

- which has been allotted by or under any Act for the exercise or recreation of the inhabitants of any locality;
- or on which the inhabitants of any locality have a customary right to indulge in lawful sports and pastimes;
- or if it is land on which for not fewer than twenty years a significant number of the inhabitants of any locality, or of any neighbourhood within a locality, have indulged in lawful sports and pastimes as of right.

Registered greens are now governed by the Commons Act 2006, but the fundamental test of whether land is a village green remains the same.

The Open Spaces Society states that in 2005 there were about 3,650 registered greens in England covering 8,150 acres (3,298 ha).

#### **3.3 Land Ownership and Responsibility**

The site is owned and managed by Sandy Town Council as the responsible minor authority, who along with Central Bedfordshire Council carryout maintenance of the site.

The enabling acts which confer the specified powers to the Council to administer and maintain the land are listed below:

- Open spaces Act 1906;
- Local Government Act 1972; and
- Local Government, Planning and Land Act 1980.

Sandy Urban District Council acquired the rights of Lord of the Manor in 1952 and in 1972 a Scheme of Regulations under the Commons Act 1899 was made by that Council and approved by the Secretary of State. As the successor authority, Sandy Town Council inherited this scheme and it remains in force.

The Town Council is responsible for the maintenance, protection and upkeep of the Green and as custodian must ensure that the Green is protected against encroachment, damage and uses other than those consistent with normal enjoyment of the Green and the rights of the graziers.

In 1977 the Town Council conveyed two areas of land within the Green to Mid Bedfordshire District Council for development purposes and these remain in the ownership of Central Bedfordshire Council as does a plot of land marked on the map on page 10 which is being considered for affordable housing development, community orchard and allotments.

### **3.4 Location**

Beeston, Sandy is about 53 acres (2.1 km<sup>2</sup>) in size. It is about a half a mile south of Sandy, north of Biggleswade and east of Bedford. Beeston is within the parish of Sandy.

Beeston Village Green is nestled in the residential area of Beeston. The 13-acre (53,000 m<sup>2</sup>) green is the major feature of Beeston and bounded by many of the older residences.

### **3.5 Access to the Green**

As a free and open facility, Beeston Village Green has the potential to provide fully inclusive access to local residents and visitors to the area. Pedestrians and those arriving by bus and car can currently access the site.

### **3.6 Local Transport**

**Bus:** Beeston is served by the 73 which stops at Beeston Footbridge.

### **3.7 Landscape & Topography**

The land is low lying and flat and is bounded to the east by the River Ivel; Beeston Green lies at approximately 80 feet above sea-level. As would be expected near a river, the superficial geology is made up of river terrace deposits - sand and gravel formed up to two million years ago. The solid, or underlying, geology is Oxford Clay. The Green is generally a flat site comprising amenity grass, wildflower areas, areas of bulb planting, trees of different age ranges and recreational facilities (children's play area).

### **3.8 Ecology**

Although the site is generally comprised of informal grass, which offers more limited opportunities for wildlife, improvements have been made over the years by the Beeston Green Wildlife Group to diversify the habitats and encourage nature on the site. Work has included the planting of spring bulbs and wild flowers, hay rakes and the clearing of the bordering culvert.

Foxes, muntjac deer and hares have been seen on-site as well as a variety of birds including moorhens, pheasants, sparrow hawks, woodpeckers and in winter redwings and fieldfares.

### 3.9 Enhancing Biodiversity

The Town Council will look to work with community partners to protect and enhance the Green's biodiversity wherever possible. To include liaising with groups such as the Task Team and wildlife groups on such things as the control of nettles, tree maintenance, the planting of bulbs and wild flowers, monitoring the state of the planters.

Where possible the Town Council will liaise with community groups to incorporate works, such as tree works, into enhancing biodiversity via community projects.

### 3.10 Facilities

Beeston Village Green contains the following facilities;

Children's play facilities for children up to nine years of age.

Public benches, notice boards and waste bins.

Memorial picnic table with benches (Funded and installed by Beeston Green Open Gardens)

### 3.11 Permitted Public Routes and Rights of Access

The Greensand Ridge Walk crosses Beeston Village Green via a public right of way. The Greensand Ridge Walk is Bedfordshire's premier long-distance walk and spans the county for a total of 40 miles, following the greensand ridge. Section 4 passes Old Warden Tunnel Nature Reserve, the attractive village of Northill with its 14th century church, and Beeston Green before ending in Sandy. The walk then proceeds northwards from Sandy and finishes near Gamlingay.

### 3.12 Access to Properties Along the Green

Properties bordering the Green need to cross the Green to access the property. For the majority of properties this involves crossing the verging of the Green rather than the Village Green itself. Many properties have access across the Green included in the deeds of their properties. In some cases, properties do not have access included in the deeds and historically access has always been granted over the Village Green to the owners of the relevant properties.

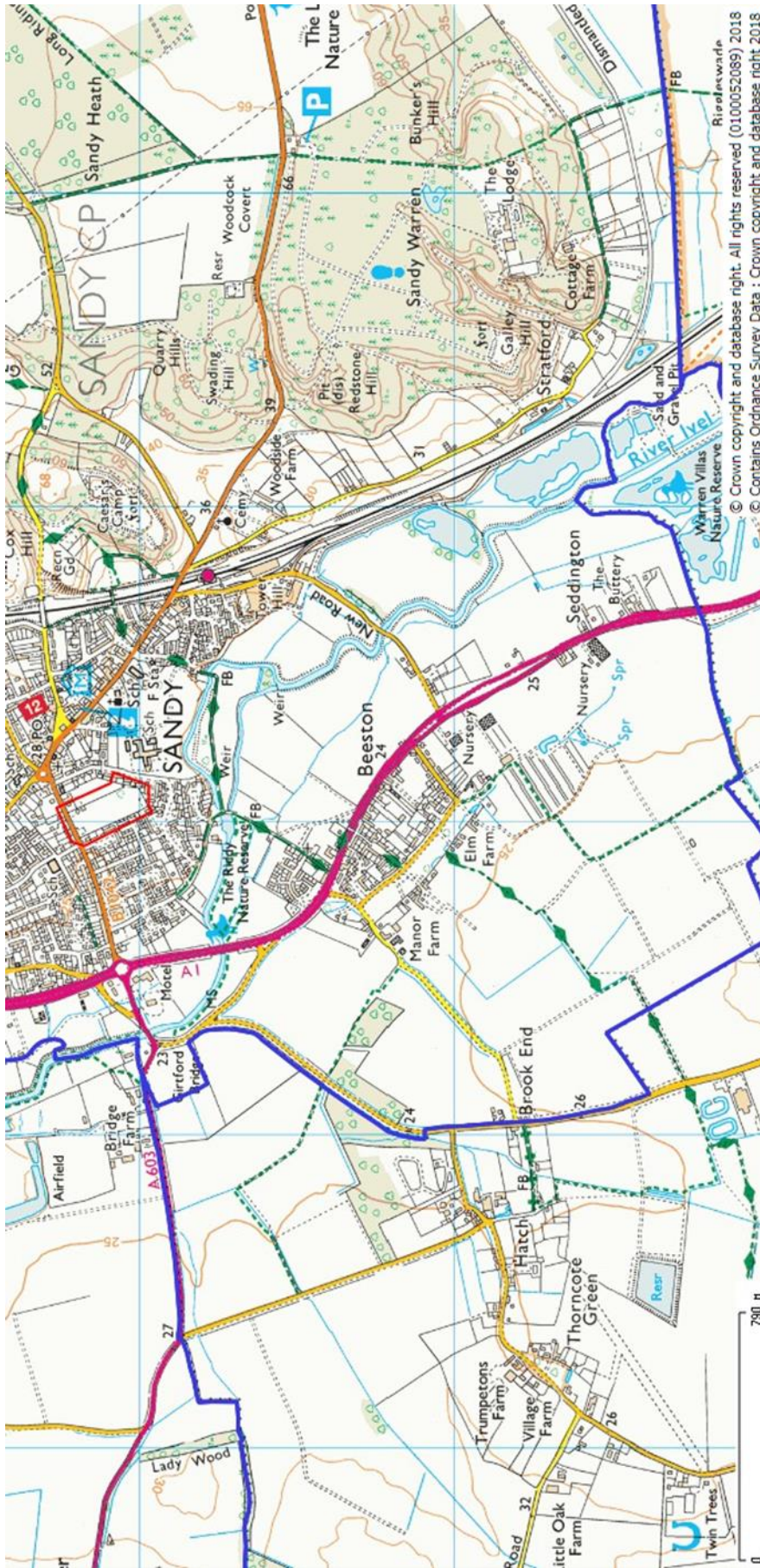
The part of the Green over which access is permitted is in the ownership of the Town Council. The maintenance and upkeep of the access track is the responsibility of the owner of the property. The access track may not be paved and must only be gravelled. Any work to the track must be agreed with the Town Council.

Access to any new residential developments over the Village Green must be sought from and granted by the Town Council.

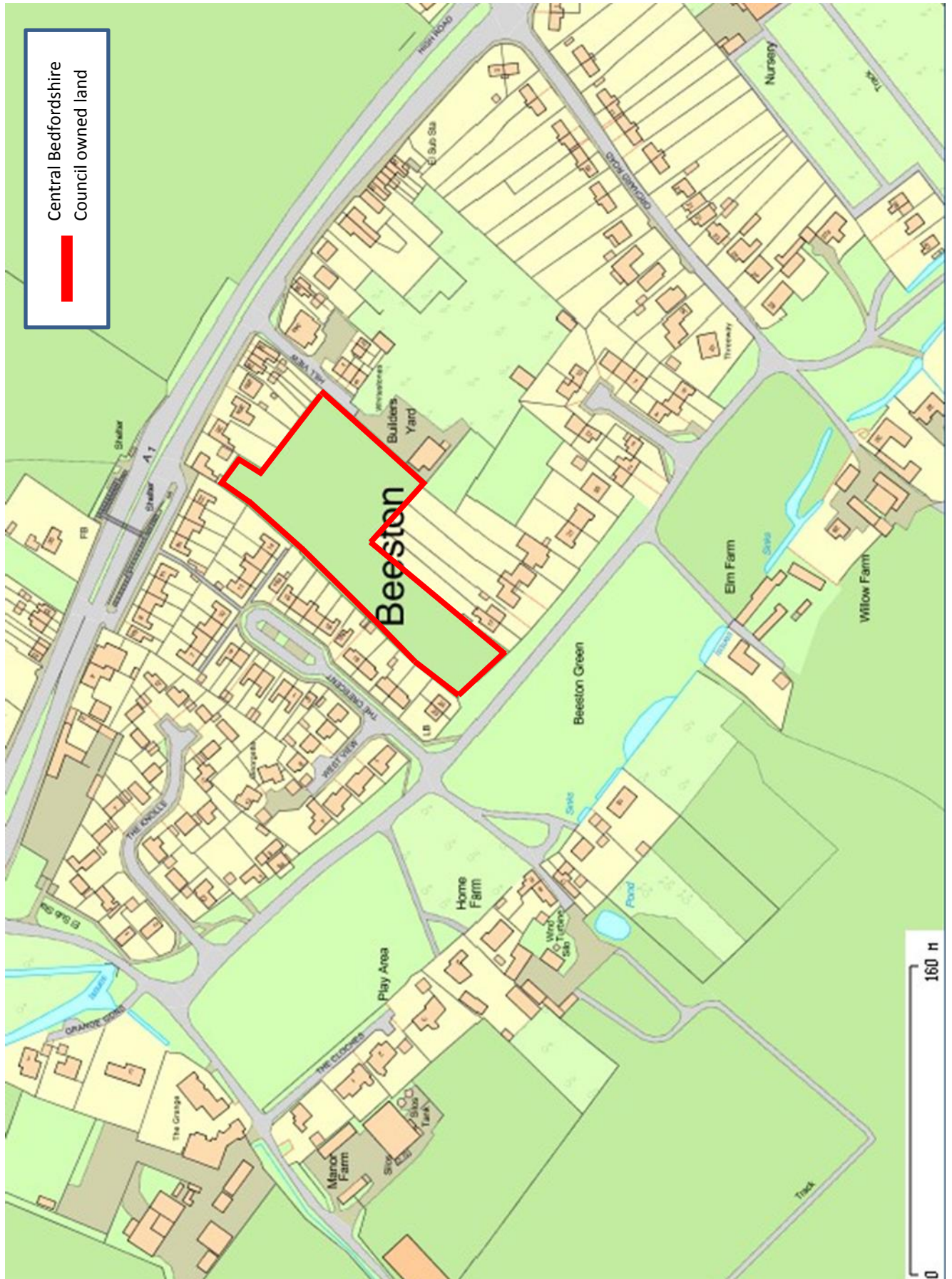
### 3.13 Maps and Plans

On the following pages, please find:

- Location map of Beeston
- Plan map of Beeston Village Green
- Aerial image of Beeston Village Green













### Maintenance of Beeston Village Green and its Assets

Central Bedfordshire is the area in which the Green is located and Sandy Town Council has responsibility for the maintenance, protection and upkeep of the Green. Maintenance work is carried out by Sandy Town Council's Grounds Maintenance Team and via work contracted to Central Bedfordshire Council and independent contractors when necessary.

Over the years the residents of Beeston and in particular the Beeston Wildlife Group, the Beeston Task team and Beeston Open Gardens Group have been active in preserving and looking after the Green and engaging in practical work such as planting of containers.

The total budget set aside by the Town Council for management of the Green is c. £500 per annum (excluding grass cutting and tree maintenance). This budget is to cover unexpected maintenance work to the Green. The benches and children's play facilities are covered by other Council budgets along with other Council owned play facilities and benches. The Town Council maintains an arboriculture budget for the maintenance of all its tree stock. This budget was increased to £6,068 in the 2018/19 financial year.

All budgets are reviewed by Council on an annual basis.

#### 3.14 Grass Cutting and Weeds

Most grass cutting is carried out by the Town Council grounds staff, but some larger areas, which require gang mowers, are contracted out.

At present the grass on the Green is cut by Central Bedfordshire Council as part of the Town Council's grass cutting contract. Town Council grounds staff also undertakes inspections of the general condition of the Green.

The grass cutting season is normally from March to October depending on the weather. Average mowing frequencies are up to 15 cuts a year under the contract between STC and CBC, but these may vary depending on growing conditions.

The mowing height varies from site to site depending on the use of the site and how even the surface is.

The Town Council's outdoor team will spray or cut back nettles on the western verges of the Green prior to the start of grass cutting and will endeavour to keep these under control.

Complaints about grass cutting should be directed to the Town Council who will record the issue and bring it to the attention of Central Bedfordshire Council's Waste Manager, who will direct their contractor accordingly.

#### 3.15 Bulbs, wildflowers/planters

Planters on the Village Green are maintained by volunteers from the village and replanted at least twice a year. Areas of the Green have been planted with spring bulbs but the wild flowers along the perimeter have largely disappeared as a result of encroachment by nettles.

### 3.16 Moles

Beeston Green suffers from mole activity, which can become extreme towards the centre of the site. The Town Council has the responsibility of clearing moles from the site and shall organise this via an outside contractor.

Any required mole treatment will be arranged as required via a qualified company and a method of fumigation will be used due to the level of pedestrian activity in the area.

Residents should report any mole activity to the Town Council.

### 3.17 Pest Control

Reports of pest activity, such as rats should be reported to the Town Council for investigation. The Council will take advice from Central Bedfordshire Council and engage suitable pest control where required. Rat boxes will be maintained on the area of land known as 'Willow Island'.

### 3.18 Play Area

The site has a children's play facility consisting of;

- Balance Beam – Alpine
- Log Walks
- Roller Balance Beam
- Rope Walk
- Step Links
- Rope Bridge
- Rocker Board
- Roller Barrel
- Suspended Balance Beam
- Swing – Mixed, 2 Junior 2 Toddler Seat

Weekly safety inspections of all play equipment are carried out by members of the town council outdoor team. Only members of staff who have attended and achieved a RoSPA certification will carry out inspections.

Replacement play equipment or parts will be organised and funded by Sandy Town Council should equipment become dangerous and required closing or removing.

In 2017 a play value review of the park was carried out by Central Bedfordshire Council. The review found that the park did not meet the number of play element requirements and recommended additional equipment by installed.

A consultation survey carried out in May 2017 identified the need for sliding as an additional play element. The Town Council are working with Central Bedfordshire Council to consider how missing play elements can be added to the existing equipment and a slide will be added during 2018.

### 3.19 Benches and Notice Boards

The Town Council maintains five benches around/on Beeston Green which are there for the enjoyment of local residents and visitors. Benches will be checked regularly, and repairs carried out as required. There are two notice boards at Beeston Green for the purpose of sharing community information. The notice boards were installed at the same time, one by the Town Council and one by the Beeston Green wildlife trust. The boards will be checked regularly and repaired by the Town Council as required.

Permission was granted for the installation of a memorial picnic bench which was donated by Beeston Green Open Gardens in memory of Poppy Cope. Volunteers will check the state of the bench and report any serious maintenance problems to the Town Council. [A litter bin has been installed next to the bench by the Council](#)

Benches can be purchased as memorials please contact the Town Council for more information.

## 4. Trees

The responsibility for the maintenance and protection of trees on the Village Green lies with the Town Council. The Council has recently agreed a service contract to have trees on the Green surveyed, tagged and assessed.

### 4.1 Tree Inspection and Surgery

A tree inspection survey was carried out in 2017, where trees on the Village Green were assessed, tagged and catalogued. The results of this and future surveys are reported to Council with recommendations for any work that is required. The report and catalogue of trees will be made available to volunteer groups if requested.

Following the initial 2017 base line report annual visual ground level inspections of the trees will be carried out by the Town Council's contractor. Any recommendations as a result of those visual inspections will be reported to Council for action.

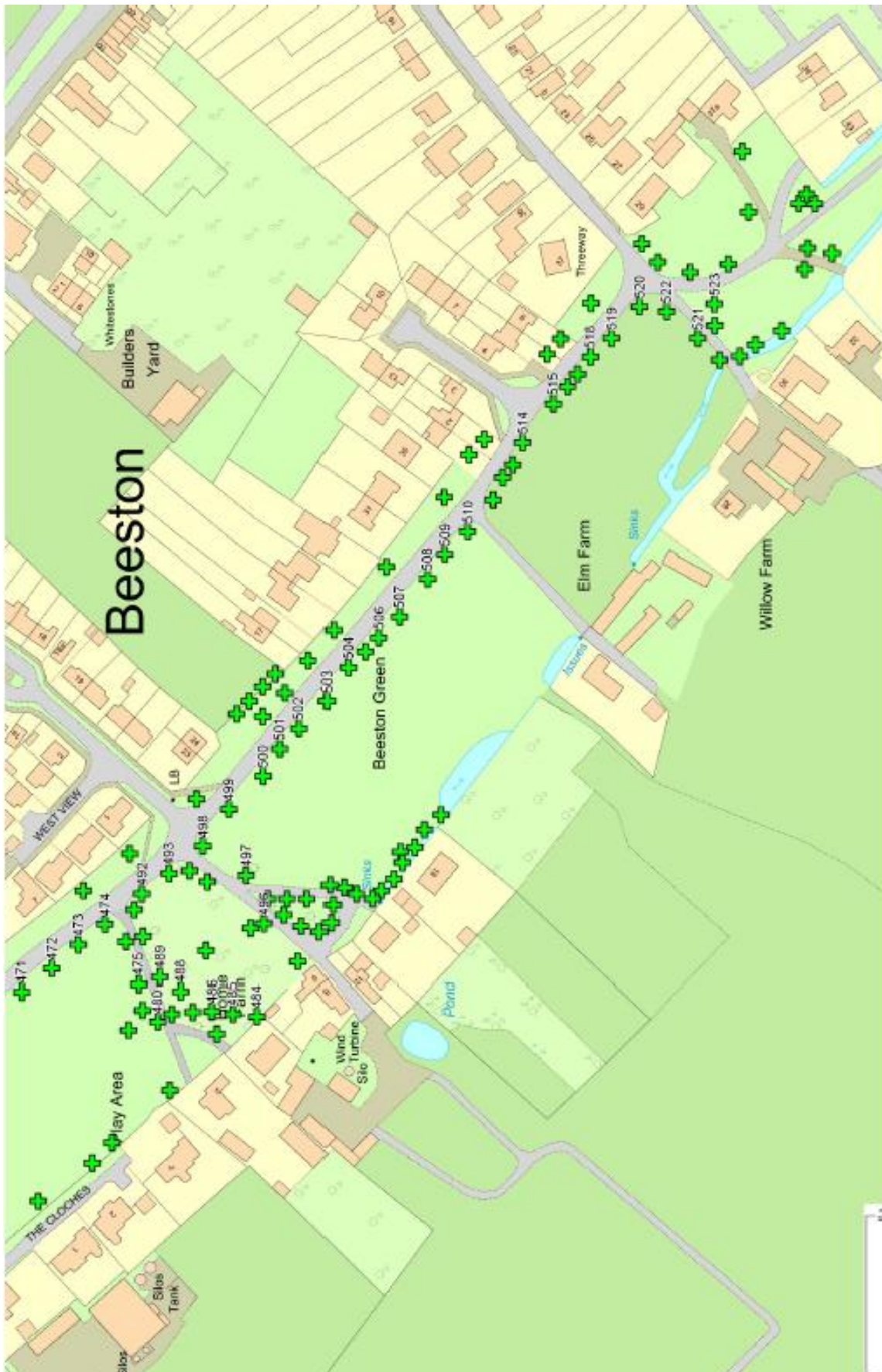
Tree works will be carried out upon the recommendation of the surveyor and will be covered by the council's horticultural budget for the maintenance of trees.

The Council carried out work to trees on The Green in 2018. Work was in line with the 2017 survey recommendations. Any concern about individual trees should be raised with the Town Council, who will seek advice and recommendation on any required work.

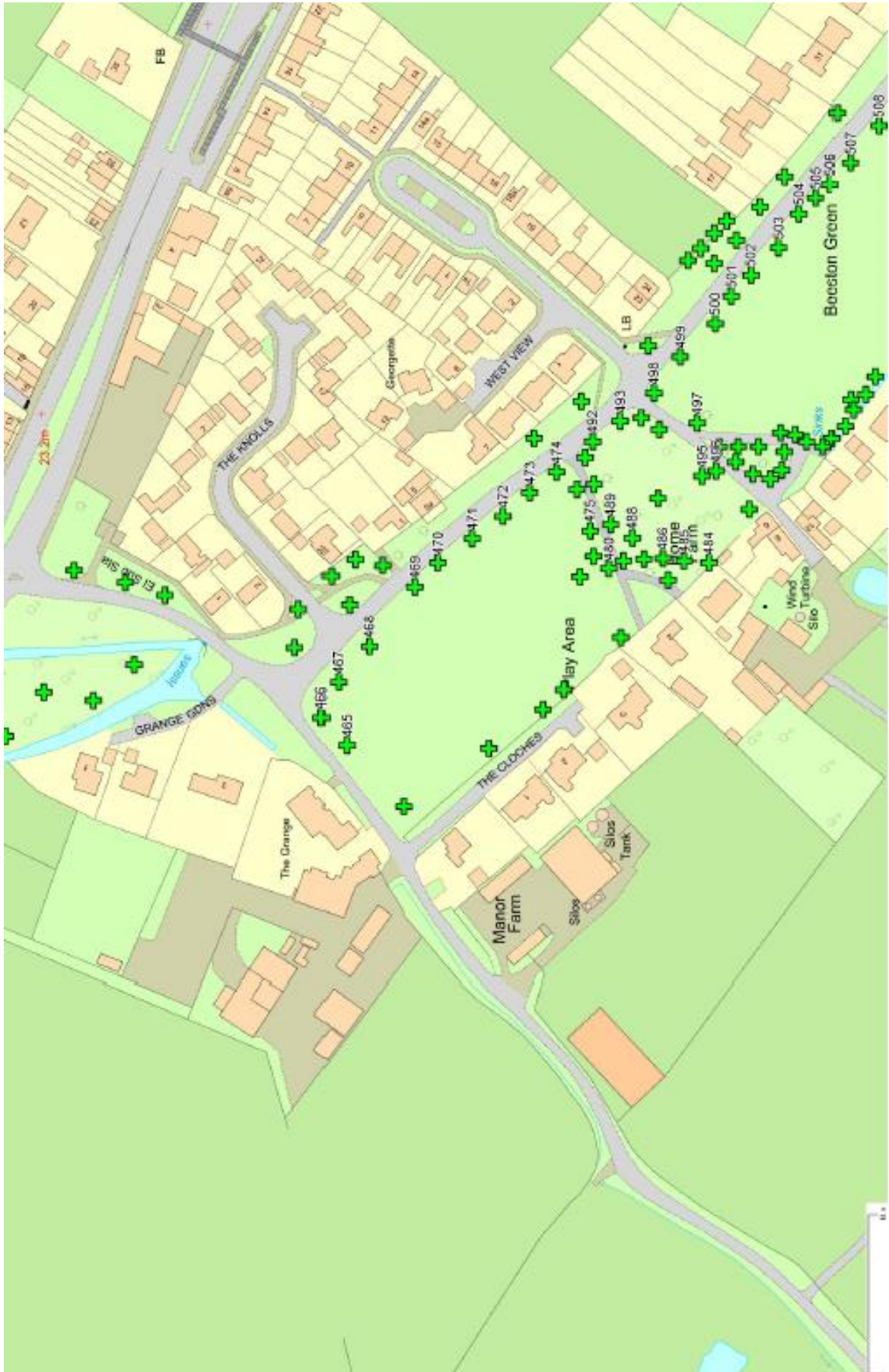
### 4.2 Replacement of Trees

The removal of any tree on the Village Green will only be carried out upon the recommendation of the Council's tree contractor. The Town Council will assess and make a decision on the replacement of any tree that is removed on a case by case basis. The Council will aim to carry out like for like replacement after consultation with local groups. The cost of replacing a tree will be met by the Council's horticultural budget.

4.3 Map of Trees







5. Works Schedule

The maintenance schedule includes that main features that make up the fabric of the Green and the maintenance operations for each.

| Feature                                | Maintenance  |  |
|--|--|--|
| Informal Grass (Main Green)            | Cutting of grass   | Grass cutting carried out between March – October. Typically 6 inch in length. |
| Grass Verge                            | Cutting of grass   | Grass cutting carried out between March – October. Typically 6 inch in length. |
| Nettles                                | Spraying and strimming of encroaching nettles                      | Spray ahead of commencement of grass cutting (March/April)                     |
| Tree                                   | Inspection<br>Cutting<br>Replacing and expanding variety and stock | Annual<br>As required<br>As required   |
| Shrub                                  | Kept weed free<br>Mulching<br>Pruning                              |  |
| Bulbs                                  | Cutting of long/informal grass where bulbs are planted             | Once a year  |
| Wildflower Areas                       | Tending the culvert-side borders                                   | Once a year  |
| Litter                                 | Litter picking<br>Emptying of bins                                 | Central Bedfordshire Council – weekly  |
| Furniture                              | Clean and paint<br>Repair/replace                                  | Annual<br>As required  |
| Graffiti                               | Removal of obscene/offensive words<br>Removal of other             | Within 1 day of reporting<br>Within 3 days of reporting                        |
| Playground                             | Visual inspection<br>Detailed inspection<br>ROSPA standard         | Weekly<br>Monthly<br>Annual  |
| Monitoring of grass cutting contract   | On going review of quality of work by outdoor team                 | As required  |
| Infrastructure Inspection              | Inspection   | Annual   |
| Biodiversity opportunities and actions | Inspection, enhancement when necessary                             | As required  |

## 6. Use of Beeston Village Green

### 6.1 Horse Riding

Horse riding is not permitted on the Village Green.

### 6.2 Littering & Dog Fouling

The Council provides 4 bins around the Green which are emptied by CBC on a weekly basis. Bins will be reviewed annually and if a replacement bin is required the Town Council will source and fund a suitable replacement.

Dog mess is a continual and unpleasant problem which we seek to discourage by working with Central Bedfordshire Council to provide dog waste bins and suitable signage. Dog waste bins are emptied by Central Bedfordshire Council on a weekly basis during throughout the year. Bins and signage will be assessed by the Council regularly and requests submitted to CBC should the Town Council feel replacement or additional bins, or signage are required.

### 6.3 Use of Metal Detectors

Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws or other specific restrictions on metal detecting on land owned, leased or managed by the Council / Charity, the use of metal detectors on such land is regulated by the Council's policy on Metal Detecting. A copy of that a policy can be found in **Appendix A** on page 20.

In the case of Beeston Village Green use of metal detectors are strictly prohibited on the Green unless under exceptional circumstances express permission is granted by the Town Council.

In line with the Council's Metal Detector Policy any requests must be in writing and will be reviewed by the Community Services and Environment Committee.

### 6.4 Drones and Model Aircraft

Casual use of unmanned aerial vehicles (UAVs) or drones requires the permission of the landowner.

No person shall in the ground release any power-driven model aircraft for flight or control the flight of such an aircraft.

No person shall cause any power-driven model aircraft to take off or land in the ground.

No Person shall release, take off or land any drone model.

Please refer to the Council's Drone Policy in **Appendix B** on page 23.

## 6.5 Community Events/Usage

Beeston Village Green is a community facility which the Council maintains for the benefit and enjoyment of residents. While locals and visitors alike are free to use the Green for their enjoyment organised public events must be approved by the town council.

Any person/group wishing to hold an event on the land must write to the town council for permission and state;

- The nature of the event
- The purpose of the event (is fundraising)
- The expected number of people
- The timings of the event
- The activities which will form part of the event

Permission will be granted by the Town Clerk in conjunction with the Council's Events working group, which consists of three Councillors. For clarification as to what is classed as an event please contact the Council for guidance.

Casual picnicking is permitted but the Green must be left totally free from litter and damage afterwards.

The use of BBQ's on the Village Green is prohibited unless permission has been sought from and granted by the Council in relation to an event.

Carrying and discharging guns on the Green is strictly prohibited.

## 6.6 Sports

The playing of golf is prohibited on the Village Green as well as any other unsupervised activities involving a hard ball.

## 6.7 Camping and Unauthorised Encampments.

Camping is not permitted on the Green under any circumstances.

If Beeston Village Green is subject to unauthorised access and encampment the Council will follow its agreed Unauthorised Encampment policy and procedure which will seek to protect the Village Green via the removal of any unauthorised persons. A copy of the Council's Unauthorised Encampment Policy and Procedure is available on the Town Council website or by contacting the Council.

## 7. Parking and Traffic Movement

Increased vehicle movement and parking on the verges of the Village Green results in damage to the Green itself. Parking is not permitted on the Green. Problems are increasing, and equitable outcomes are essential. Parking of both commercial and personal vehicles is prohibited, and letters will be issued to vehicles who park on the Green as a regular arrangement.



**7.1 HGV Movement**

Following Consultation by Central Bedfordshire Council a weight restriction has been placed on Orchard Road in 2017 to prevent HGV usage of the road and alleviate some of the pressures created by HGV movement. Any concerns about the enforcement of the weight restriction should be addressed to Central Bedfordshire Council.

It is recognised that HGV movement is a problematic issue for Beeston Green and damage to the Green itself. The situation is to be constantly monitored and any problems should be reported to the Town Council who will raise the matter with Central Bedfordshire Council.

**8. Useful Contacts**

| Issue   | Contact                               | Name   | Number        | Email   |
|---|---------------------------------------|--|---------------|---|
| Trees<br>Maintenance of benches, bins, notice boards<br>Planters<br>Play park | Town Council                          | Chris Robson<br><br>Richard Gilbert            | 01767 681 491 | <a href="mailto:clerk@sandytowncouncil.gov.uk">clerk@sandytowncouncil.gov.uk</a><br><a href="mailto:admin@sandytowncouncil.gov.uk">admin@sandytowncouncil.gov.uk</a>  |
| General Concerns  | Beeston Green Working Group           | Max Hill<br><br>Mike Scott<br><br>Tracey Stock |               | <a href="mailto:amaxhill@outlook.com">amaxhill@outlook.com</a><br><br><a href="mailto:scott729@btinternet.com">scott729@btinternet.com</a><br><br><a href="mailto:tracey.stock@centralbedfordshire.gov.uk">tracey.stock@centralbedfordshire.gov.uk</a>  |
| Grass Cutting<br>Waste  | Central Bedfordshire Council          | Craig Siddle                                   | 0300 300 8301 | <a href="mailto:Customer.services@centralbedfordshire.gov.uk">Customer.services@centralbedfordshire.gov.uk</a>  |
| Flooding & Drainage   | Central Bedfordshire Council          |  | 0300 300 8301 | <a href="mailto:Customer.services@centralbedfordshire.gov.uk">Customer.services@centralbedfordshire.gov.uk</a><br><br><a href="http://www.centralbedfordshire.gov.uk/planning/flooding/downloads.aspx">www.centralbedfordshire.gov.uk/planning/flooding/downloads.aspx</a><br><br>See also Appendix C - Flood Guide |
| Pavements   | Central Bedfordshire Council Highways |  | 0300 300 8301 | <a href="mailto:Customer.services@centralbedfordshire.gov.uk">Customer.services@centralbedfordshire.gov.uk</a>  |
| Footpaths across Green  | Greensands Trust                      |  | 01234 743666  |   |

**9. Monitoring and Review**

This plan will be discussed with residents of Beeston Green and its associated community groups. Once the Council have agreed on a final version of the management plan it will be reviewed every four years or following a change in circumstances which requires an additional review.

## APPENDIX C

## CONSULTATION FEEDBACK

A letter was issued to all residents of Beeston informing them that Sandy Town Council had developed a draft management plan for Beeston Village Green. Residents were invited to view the plan online and via hard copies available at the Town Council office. The Council asked for feedback from residents on the plan via a written response to some key questions or by participating at a public meeting held on 30<sup>th</sup> May 2018.

Below is a summary of comments received from residents;

**Respondents key message.....**

**'The Village Green is very important to us'**

**Feedback received on the plan.....**

The Plan shows clearly who is responsible for Beeston Green

The Plan should include a list of contacts with relevant contact numbers

The Budget for maintenance is probably less than would be desired

The playing of Golf and Football have historically been prohibited on The Village Green, why has this not been included in the Plan

The Plan contains no innovative proposals regarding the challenges facing The Village Green

**On things that matter to you.....**

The loss of a sense of community following a reduction in amenities over the years (Post office, public house....)

Can more community events happen to help build a sense of community and fully utilise The Green?

The state of nettles one certain areas of The Green is out of hand and action needs to be taken to cut these back

A bench has subsided and needs attention. The grass around the bench is extremely overgrown

Grass cutting needs to be carried out in the centre of the children's play area

Passing vehicles along the road adjacent to The Green can be difficult, could some of the verging be used to create a passing bay?

Disappointed to see no pragmatic suggestions on reducing parking issues on The Village Green

***On safety concerns.....***

No problem with parking on the Green, however the area is one of the most polluted places in England due to the A1, this is a more pressing issue.

Using the footpath along that A1 is incredibly dangerous and poses safety concerns

Absence of 'No HGV' signage at the A1 end of Beeston Road

The 50mph speed limit is ineffective

**Incorporating feedback into the Plan**

- Suggestions made by residents have been incorporated into the Beeston Village Green Management Plan, including guidance on football and golf and the inclusion of a contact list.
- The Council's outdoor team followed up on concerns over nettles and grass cutting. The contract with Central Bedfordshire Council on grass cutting at Beeston Green is under review and any changes will be incorporated into the Management Plan.
- The Council's outdoor team have carried out an audit of benches around the Green and are making repairs where necessary.
- Average speed cameras are due to be installed during the 2018/19 budget year which should make the speed limits on the A1 more effective.
- Once the plan is in action negotiations with individual residents will take place on issues around parking on The Green and damage caused to grass.

## Sandy

### 1 Background

| Parish Ward | Seats | 1 Sept 2017<br>Electorate | 31 March 2023<br>Electorate | Ratio<br>Electors<br>to Seats | Forecast<br>Ratio<br>Electors<br>to Seats | Variance<br>from<br>Average |
|-------------|-------|---------------------------|-----------------------------|-------------------------------|---|-----------------------------|
| Beeston     | 1     | 679                       | 679                         | 679                           | 679                                       | +113%                       |
| Fallowfield | 3     | 1534                      | 1534                        | 511                           | 511                                       | +60%                        |
| Ivel        | 5     | 2962                      | 2962                        | 592                           | 592                                       | +86%                        |
| Pinnacle    | 6     | 4124                      | 4124                        | 687                           | 687                                       | +115%                       |

1.1 Sandy parish has a Town Council and is currently divided into 4 wards. Beeston ward with 1 Councillor, Fallowfield ward with 3 councillors, Ivel ward with 5 councillors and Pinnacle ward with 6 councillors. There is no forecast development to March 2023

1.2 The parish boundary adjoins the neighbouring parishes of Biggleswade, Blunham, Everton, Moggerhanger, Northill, Potton, Sutton and Tempsford. The parish, together with the parish of Blunham are coterminous within the district ward of Sandy.

1.3 5 online responses were received from the public which can be found at <http://www.centralbedfordshire.gov.uk/council/consultations/results.aspx>

1.4 The development at 'Bridge Farm' and 'Ivel Cottage' in the south west of the parish have extended into the parish of Sandy. It is therefore recommended that this anomaly is corrected by formally incorporating the relevant properties into the parish of Moggerhanger (shown at Map 10).

1.5 The 2011 elections were contested in Fallowfield ward with 4 nominations and in the Ivel ward with 8 nominations. However, the elections in both the Beeston and Pinnacle wards were uncontested with 1 and 5 nominations respectively. The 2015 elections were all uncontested with 1 nomination for Beeston, 3 for Fallowfield, 4 for Ivel and 3 for Pinnacle which would suggest that a review of the number of councillors would be appropriate. However, when considering the mixed online responses and the forecast ratio of electors to seats, any reduction in councillor numbers would not be beneficial.

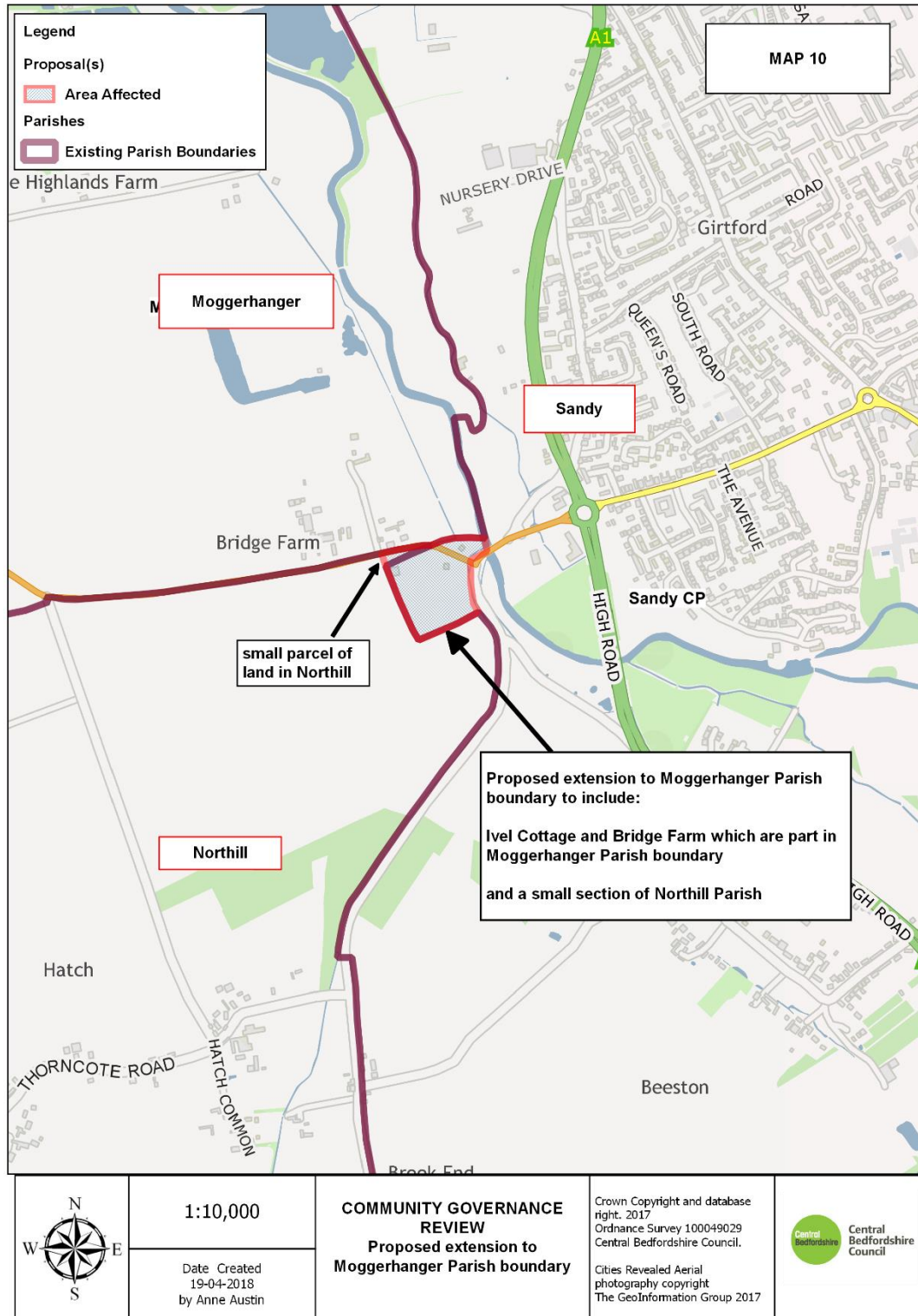
1.6 The overall projected electorate growth over 5 years is nil.

### 2 Draft Recommendations

2.1 That the parish name of Sandy should remain unchanged;

2.2 That the number of parish councillors on Sandy Town Council remain unchanged (fifteen); and

2.3 That the boundary of the parish be changed to exclude the properties at Bridge Farm and Ivel Cottage.



**SANDY TOWN COUNCIL****DATE:** 25 June 2018**AUTHOR:** Administrator**SUBJECT:** Sandy Crime Statistics for May 2018**Summary**

The following statistics are for Members information. The information is received from Central Bedfordshire Council and can be viewed online at <https://www.police.uk/bedfordshire/68/crime/>. Anti-social behaviour is not included in the data provided.

**May 2018**

The January reporting period is for 28 days from 25<sup>th</sup> April to 22<sup>nd</sup> May inclusive

| May 2018          | OFFENCE CLASS DESCRIPTION                                      | COMMITTED       | ADDRESS               |
|-------------------|--|-----------------|-----------------------|
| <b>Sandy Ivel</b> |  |                 |                       |
|                   | MAKING OFF WITHOUT PAYMENT                                     | 27/4/2018 12:00 | GIRTFORD BRIDGE SANDY |
|                   | MAKING OFF WITHOUT PAYMENT                                     | 27/4/2018 12:07 | GIRTFORD BRIDGE SANDY |
|                   | ENQUIRIES CONFIRM NO CRIME                                     | 28/4/2018 18:59 | UNDISCLOSED           |
|                   | DOMESTIC DISPUTE/INCIDENT                                      | 01/5/2018 16:00 | UNDISCLOSED           |
|                   | THEFT FROM SHOPS AND STALLS                                    | 01/5/2018 16:22 | NEW ROAD SANDY        |
|                   | THEFT IN A DWELLING OTHER THAN FROM AUTOMATIC MACHINE OR METER | 01/5/2018 23:59 | ALL HALLOWS SANDY     |
|                   | BURGLARY – BUSINESS AND COMMUNITY                              | 03/5/2018 05:00 | GOSFORTH CLOSE SANDY  |
|                   | THEFT FROM SHOPS AND STALLS                                    | 03/5/2018 17:35 | NEW ROAD SANDY        |
|                   | DRUGS – CLASS B CANNABIS – POSSESSION OF A CONTROLLED DRUG     | 03/5/2018 21:50 | GATESHEAD CLOSE SANDY |
|                   | BURGLARY – BUSINESS AND COMMUNITY                              | 04/5/2018 03:00 | HIGH STREET SANDY     |
|                   | DOMESTIC DISPUTE/INCIDENT                                      | 05/5/2018 09:01 | UNDISCLOSED           |
|                   | HARASSMENT – (PFHA SECTION 2)                                  | 07/5/2018 08:35 | UNDISCLOSED           |

**AGENDA NO: 17**

**APPENDIX XI**

|   |                 |                       |
|---|-----------------|-----------------------|
| THEFT FROM SHOPS AND STALLS                                   | 07/5/2018 22:40 | GIRTFORD BRIDGE SANDY |
| COMMON ASSAULT  | 08/5/2018 07:30 | STRATFORD ROAD SANDY  |
| THEFT FROM SHOPS AND STALLS                                   | 08/5/2018 18:40 | NEW ROAD SANDY        |
| BURGLARY RESIDENTIAL - DWELLING                               | 08/5/2018 20:50 | WILLOW RISE SANDY     |
| MAKING OFF WITHOUT PAYMENT                                    | 11/5/2018 09:23 | TEMPSFORD ROAD SANDY  |
| DOMESTIC DISPUTE/INCIDENT                                     | 13/5/2018 11:11 | UNDISCLOSED           |
| CRIMINAL DAMAGE – THREAT TO COMMIT                            | 18/5/2018 15:30 | LONDON ROAD SANDY     |
| HARASSMENT – (PFHA SECTION (5)) BREACH OF A RESTRAINING ORDER | 19/5/2018 18:30 | UNDISCLOSED           |
| COMMON ASSAULT  | 19/5/2018 21:59 | IVEL ROAD SANDY       |
| HARASSMENT – (PFHA SECTION 2)                                 | 20/5/2018 15:00 | UNDISCLOSED           |
| DOMESTIC DISPUTE/INCIDENT                                     | 22/5/2018 21:07 | UNDISCLOSED           |
| <b>Sandy Pinnacle</b>   |                 |                       |
| DOMESTIC DISPUTE/INCIDENT                                     | 25/4/2018 08:00 | UNDISCLOSED           |
| CRIMINAL DAMAGE – TO VEHICLES                                 | 26/4/2018 02:00 | WEAVERS GREEN SANDY   |
| COMMON ASSAULT  | 28/4/2018 07:07 | CAMBRIDGE ROAD SANDY  |
| COMMON ASSAULT  | 29/4/2018 12:06 | PYMS WAY SANDY        |
| SEXUAL COMMUNICATIONS   | 29/4/2018 14:47 | UNDISCLOSED           |
| DOMESTIC DISPUTE/INCIDENT                                     | 29/4/2018 17:44 | UNDISCLOSED           |
| DOMESTIC DISPUTE/INCIDENT                                     | 30/4/2018 17:30 | UNDISCLOSED           |
| BURGLARY RESIDENTIAL - DWELLING                               | 02/5/2018 06:30 | WARKWORTH CLOSE SANDY |
| SENDING LETTERS ETC WITH INTENT TO CAUSE DISTRESS OR ANXIETY  | 03/5/2018 11:10 | UNDISCLOSED           |
| THEFT FROM SHOPS AND STALLS                                   | 03/5/2018 13:30 | MARKET SQUARE SANDY   |
| HARASSMENT – (PFHA SECTION 2)                                 | 04/5/2018 19:20 | UNDISCLOSED           |
| PUBLIC ORDER – FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S.4) | 05/5/2018 18:10 | PLEASANT PLACE SANDY  |
| COMMON ASSAULT  | 07/5/2018 00:00 | POTTON ROAD SANDY     |
| DOMESTIC DISPUTE/INCIDENT                                     | 07/5/2018 10:25 | UNDISCLOSED           |
| THEFT FROM SHOPS AND STALLS                                   | 09/5/2018 11:30 | MARKET SQUARE SANDY   |
| PUBLIC ORDER – FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S.4) | 09/5/2018 15:15 | WINCHESTER ROAD SANDY |



**AGENDA NO: 17****APPENDIX XI**

|  |                 |                       |
|--|-----------------|-----------------------|
| THEFT FROM SHOPS AND STALLS  | 09/5/2018 18:05 | MARKET SQUARE SANDY   |
| THEFT FROM SHOPS AND STALLS  | 11/5/2018 18:00 | KESTREL WAY SANDY     |
| PUBLIC ORDER – FEAR OR PROVOCATION OF VIOLENCE (POA 1986 S.4)      | 11/5/2018 18:05 | KESTREL WAY SANDY     |
| BURGLARY RESIDENTIAL – DWELLING                                    | 12/5/2018 05:00 | CHURCHILL WAY SANDY   |
| HARASSMENT – (PFHA SECTION (4)) PUTTING PEOPLE IN FEAR OF VIOLENCE | 14/5/2018 04:20 | UNDISCLOSED           |
| DOMESTIC DISPUTE/INCIDENT  | 18/5/2018 12:00 | UNDISCLOSED           |
| CRIMINAL DAMAGE – TO DWELLINGS                                     | 18/5/2018 13:00 | WINCHESTER ROAD SANDY |
| CRIMINAL DAMAGE – TO DWELLINGS                                     | 19/5/2018 08:00 | FRIAR WALK SANDY      |
| ASSAULT OCCASIONING ACTUAL BODILY HARM (OAPA SECTION 47)           | 20/5/2018 03:00 | MARKET SQUARE SANDY   |
| CRIMINAL DAMAGE – TO VEHICLES                                      | 21/5/2018 08:30 | CAULDWELL COURT SANDY |
| OTHER MISCELLANEOUS THEFTS NOT CLASSIFIED ELSEWHERE                | 21/5/2018 12:30 | CHURCHILL WAY SANDY   |

**SANDY TOWN COUNCIL****DATE: 25 June 2018****AUTHOR: Cllr M. Hill****SUBJECT: Sandy Sports and Leisure Association (SSLA)****1. Summary**

1.1 The AGM of Sandy Sports and Leisure Association (SSLA) was held in the Council Chamber in early June and all interested parties were present at the meeting.

1.2 In his opening address the secretary, Martin Pettitt, commented on the many achievements of SSLA over the past two decades and said the Association was now looking to the future and there would be a need to renew and update all existing leases and licences over the next few years.

1.3 The treasurer for his part did not present a profit or loss account as this is the remit of Stevenage Leisure, but added that SSLA is continuing to accrue funds. There are two accounts - a community account with over £91.00 and a High Earner account which currently has £187,723. There is an invoice of around £4000 to pay, but with ground rents of £13,000 due in the autumn, the Association expects to have over £197,290 by October 18<sup>th</sup>. Financial statements from accountants to come in due course.

1.4 This was followed by a management report from Technical Services. We are now doing four power sweeps per year instead of three. The wear on the carpet-pile is currently judged as good. The pitch will be relined in July with a bit more in-fill added. The underlay and shock pads might need attention in due course and a feasibility study will be undertaken. The only repairs undertaken over the past year have been to the crossbar of one of the goals and the nets plus some attention to the tractor. It is expected that we will be looking to relay the entire pitch in around 5 years' time.

1.5 Bookings remain constant with last year. There is 85% use Monday to Friday. The costs of bookings compare well with other centres. There was a small increase in charges in April 2018. The one big headache is that the licence with the school in relation to the use of changing facilities, in return for free pitch use in curriculum time, has lapsed and an unsatisfactory situation has now existed for over two years. There would seem to be no sign of resolution at present and it was agreed there was a need to put pressure on Clare Byles at CBC to try and break the deadlock and move this forward before we start renegotiating new licences.