

Sandy Town Council

To: Cllrs N Aldis, P Blaine, S Doyle, A Gibson, A M Hill, T Knagg, C Osborne, M Scott, S Sutton (Chairman), N Thompson
c.c. J Hewitt, W Jackson, R Lock, M Pettitt, P Sharman

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 27 January 2020 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
21 January 2020

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 9 December 2019 and to approve them as a correct record of proceedings.

4 Public Participation Session

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

Sandy Town Council

- 5 Sandy Secondary School**
To receive a presentation from Sandy Secondary School pupils.
- 6 Action List**
To receive the Action List and any updates. Appendix I
- 7 Youth Central**
To consider a request from Central Bedfordshire Council Youth Services in connection to the establishment of a Youth Central Sandy group. Appendix II
- 8 Royal British Legion Bench Request**
To consider a request from the Royal British Legion. Appendix III
- 9 Fun Fair**
To receive and consider a request from Harris's fun fair to hold a fair on Sunderland Road recreation ground. Appendix IV
- 10 Specialised Markets**
- i) To receive and note a report on the 2020 Street Eat Markets. Appendix V
 - ii) To note that the French market wishes to return on Sunday 25th October 2020.
 - iii) To receive and consider a request to use the Council owned car park for two specialised markets. Appendix VI
 - iv) To receive and consider a request to hold two family fun days in Bedford Road recreation ground. Appendix VII
- 11 Sandy Green Wheel**
- i) To receive a verbal update from the latest Sandy Green Wheel Group meeting held on 22nd January.
 - ii) To consider the printing of more Green Wheel Maps Appendix VIII
- 12 Outdoor Landscape Design for Councils**
To receive communication from Groundwork East. Appendix IX
- 13 Council Surgery**
To receive and consider feedback on the recent Council Surgery held on Friday 17th January. Appendix X
- 14 Chairman's Items**
- 15 Date of Next Meeting**
Monday 9 March 2020

Sandy Town Council

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Full Council Meeting 20/4/16			
Allotments and Community Orchard	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>Full Council approved of HoTs for lease of land on 9 April 2019.</p> <p>Quote for lease work received and agreed. Awaiting response from CBC to progress the drawing up of a lease to the next stage.</p> <p>On 23/9/19 Town Clerk informed that matter was awaiting a Manager in CBC's attention. Further response chased on 21/10/19.</p> <p>28/10/19 Clerk informed that positive news on progress is anticipated by 1st November.</p> <p>13/11/19 – Confirmation from CBC that the project has been given the go ahead and lawyers have been instructed.</p> <p>Awaiting further communication from CBC legal on next stage of lease.</p>

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 27 January 2020

SUBJECT: Youth Central

1. Summary

- 1.1 The Clerk has received a request from Central Bedfordshire Council's (CBC) Youth Support Service (YSS) to use the Council chamber free of charge to host a Sandy Youth Central group.
- 1.2 Members are asked to consider the request to the use the chamber and advise accordingly.

2. Role of the Youth Support Service

- 2.1 CBC's Youth Support Service (YSS) works to ensure the needs and wishes of young people are heard, represented and they are supported to navigate their pathways to personal, social and economic success.
- 2.2 The YSS directly contributes to the following strategic priorities of Central Bedfordshire, including:
 - young people are supported by the YSS to improve their educational attainment, make progress and achieve their goals throughout their learning journey. They have appropriate knowledge and skills to enter and succeed in the workplace
 - the YSS will protect vulnerable Young People. They feel safe and are happier as a result of the interventions and support they receive, and are diverted away from offending behaviours
 - young people have high aspirations that are supported by their families. They are offered a range of services through the YSS, including early help and support to improve their life chances
 - young people are emotionally, physically healthy and feel positive. With support from the YSS, they are able to make informed choices and understand the impact of harmful risky behaviours

3. Youth Central

- 3.1 The YSS has recently started a Youth Central at Sandy. It has been taking place every other week on an evening from 6-7pm at Sandy Youth Centre. Anyone aged 13-18 that cares about the local community in Sandy can attend.

3.2 Youth Central Sandy has its own webpage which is to be built on as the group develops and forms its priorities. <https://www.cbyouthvoice.co.uk/sandy>. Youth Central Sandy is to follow a successful model already in operation in Houghton Regis.

3.3 The purpose of Youth Central Sandy is to provide a forum for young people in the town to discuss matters of importance to them. It is facilitated by youth workers but the discussions are held only by young people.

In Houghton Regis, the members of the Youth Central have highlighted matters of safety, litter and police engagement with young people as some of their priorities. The group has carried out litter picks, mental health awareness events and police-v-young people football matches. The Sandy group is looking to develop in the same way.

3.4 The group will most likely want to run on a Tuesday evening from 6pm to 7pm every other week. This would require a caretaker opening and closing the offices and would incur a cost in additional salary hours. There may be some possibility of a newly appointed cleaner incorporating this into their role if the working hours agreed with the successful applicant fitted with what was needed.

3.5 The group would provide an opportunity to link in with the Council's proposed Youth Forum, helping enable greater community engagement between the Council and youth in Sandy.

Members are asked to consider the request to use the Chamber and advise accordingly.

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 27 January 2020

SUBJECT: Sandy Royal British Legion Request

1. Summary

- 1.1 Sandy Royal British Legion (RBL) have approached the Council to enquire about the siting of a public commemorative bench in the Market Square.
- 1.2 The land on which the RBL wish to site the bench is under the ownership of Central Bedfordshire Council Highways department. The committee are asked to consider if they wish to support the installation of the bench, where the most appropriate location may be and whether the Council should assist in getting the relative permissions from Highways.

2. Request

- 2.1 The RBL are not currently able to provide details on the style, design, or size of a preferred bench. The images below are examples of the type of benches that the RBL have in mind. It is likely the measurements of the bench will match those below;

1600mm in Length x 640mm Width x 970mm Height



- 2.2 The RBL wish to locate the bench in the area around the Sandy Market Square sign. If located in this area the bench must not prohibit the erection of the Christmas tree.
- 2.3 Highways will want to know who will own and maintain the bench and Members will need to consider whether this is to become a Town Council asset.

SANDY TOWN COUNCIL**COMMITTEE: Community Services and Environment****DATE: 27 January 2020****SUBJECT: Fair at Sunderland Road Recreation Ground****1. Summary**

- 1.1 Members are asked to consider a request for use of a section of the Sunderland Road Recreation Field for a fun fair and advise accordingly.
- 1.2 Harris's fun fair have requested to site a fun fair on the Berwick Way end of Sunderland Road recreation ground from Thursday 16 April to Sunday 19 April 2020.
- 1.3 In February 2019 the committee considered and approved a similar request that Harris's hold a fair on the site from 25 to 28 April 2019 with set up taking place on 23 April 2019. The request came to the committee following the blocking-off of the Pinnacle field to vehicles due to security concerns.
- 1.4 The request currently submitted is for the same area of land with 'almost the same equipment as last year'.

2. 2019 Fun Fair

- 2.1 The previous use of the site was agreed on the basis that;
 - The fair does not encroach on any football pitches and that games might be underway during the dates requested.
 - The fun fair be kept to the south of the recreation ground.
 - Music is to be kept to a minimum and all litter will be picked up each evening.
 - The site would be left in the same condition as when it was entered.
 - That approval is subject to weather conditions and that should poor weather result in a risk of damage to the field, the fair would not be permitted to go ahead.
- 2.2 Opening times of 6:30pm to 9:00pm on Thursday and Friday evening, and 2:30pm to 9:00pm on Saturday and Sunday afternoon and evening.
- 2.4 A deposit of £500 was taken in case any damage should be caused to the site. The Council charged a fee of £128.50 per operational day, totalling £514.
- 2.5 In May 2019 the CS&E committee reviewed the 2019 fair and noted the following comments from residents;
 - Generally, there were no issues and the fair organisers ensured that they had finished by 9pm every night.
 - Greater direct consultation requested ahead of the event, or any similar events with residents living close by.

- The fair packed up/dismantled rides at 9pm on Sunday evening. This created disturbance to those residents whose properties face the recreation ground. Disturbance included noise and flood lights shining through windows which went on beyond 10:30pm.
- Operating times of 2:30pm to 9pm on Saturday and Sunday resulted in a constant noise of music, screaming and children shouting during these times, as reported by a resident whose property faces the site. Due to poor weather on the Saturday, noise from the fair was lower than experienced on the Sunday. Noise was not heard by residents further into the estate.
- No parking issues were reported. The site was left in good condition and litter was collected and disposed of.

3. 2020 Request

- 3.1 Harris's fun fair are requesting to use the same area of Sunderland Road as in 2019 to bring a fair with similar equipment. The image below shows the requested area.
- 3.2 Due to the recent poor weather, it is likely that football will be played as the club looks to catch up on games missed. The Clerk has asked the football club for their feedback on the request and they have not raised any concerns.



SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 27 January 2020

SUBJECT: Street Eat Market

1. Summary

- 1.1 The Committee previously agreed that the Street Eat Food Market could continue to use the Council owned car park to hold a monthly street food market during the spring and summer.
- 1.2 The following report is intended as an update for Members' information.

2. 2020 Street Food Market

- 2.1 The Street Eat will continue to run on the second Friday of each month as set out below;

Friday 10th April 2020 (slightly larger area of car park to be used)

Friday 8th May 2020 (part of the VE Celebration in the Market square, not car park)

Friday 12th June 2020

Friday 10th July 2020

Friday 14th August 2020

Friday 11th September 2020

- 2.2 The first event is Good Friday and the market has requested to start at 2pm and use a slightly larger area of the car park so that some additional activities/entertainment can be incorporated to help build the event into more of a family activity. This may include inflatables, for which insurance documents and risk assessments will be provided to the Council. The image overleaf shows the area for the 10th April market. Although this would result in the loss of more car parking spaces, the bank holiday means pressure on the car park will be reduced.
- 2.3 The second street food market in May coincides with the planned VE Day street party in the Market Square. The street food market will be providing the food stalls for the event which will be located in the closed off market square as opposed to the car park.
- 2.4 A similar market in Biggleswade is now being held on the same Friday of each month. The Sandy market organisers will be investing more into their advertising, including increased banners to try and keep attendance numbers up and keep the market viable.





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Company Profile

Pick 'n' Mix Events is based in Chesterfield, Derbyshire and is owned by Sarah Ashton. The company consists of a family-based core team: Sarah, Adam Ashton, Gary Ashton and Jessica Stacey. Throughout the summer Pick n Mix Events employ up to 20 event staff to help run the weekly events we organise.

We have been providers of Event Entertainment since 2004. Our client base has consisted of corporate and commercial clients, along with councils and the education sector. Our previous clients have included: Ascot Racecourse, BBC Radio 1, Tombola Bingo, Coca Cola, The British Motor Museum and Blenheim Palace.

For the past 16 years we have provided a variety of entertainment for hire such as mascot characters, workshops, grottos, inflatables, etc. We have loyal clients that have been with us for over 10 years and regularly hire entertainment from ourselves throughout the year.

As well as providing event entertainment we have also offered Budget Management and PR services, allocating clients' annual budget to provide a series of well-advertised and professionally managed events.

In 2016 Pick n Mix Events began to organise their own events. The first event we organised was a Children's Festival, which went on to be known as our incredibly popular 'Funtopia'. In 2017 we organised a series of Christmas Craft and Gift Markets, along with weekly Funtopia Festivals throughout the summer which continue annually.

With ever decreasing budgets and resources Pick n Mix Events have decided to expand our Event Management services in 2020. We shall offer a selection of Events to offer clients an annual portfolio of themed events which come at no cost to the client. The events we shall be organising throughout 2020 are: Funtopia Festivals, Fresh n Tasty Food Fests, Seasonal Markets and Choc Fests.

One of our aims by expanding our Event Management services is to work closely with a selection of councils to help **revive their town centre**. This shall be done by marketing the town centre as a destination for regular events, increasing the footfall on event days, offering tenants an opportunity to promote brand awareness to new visitors, providing the council with a full annual event schedule to showcase to potential new tenants and therefore helping to fill empty units, creating a 'talk about town' on the run up to events with onsite and online marketing, promoting the events to the local and surrounding areas – drawing in new town centre visitors, increasing the town centre's social media presence.



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Sandy Quarterly Markets Proposal

We would like to request to host three Markets during 2020, each with a different theme and selection of stalls.

Each Market shall take place in the car park as previously discussed. Event Managers shall arrive on site 2.5 hours before the opening of every Market and be off site 2 hours after the Market closing time.

The Markets shall be as follows:

Saturday 27th June: Artisan 10am-4pm

To showcase a selection of trader selling homemade/unique items. The Market will appeal to traders selling locally sourced and/or handmade items such as: Farmers produce, cakes and breads, jams and chutneys, crafts and artwork, handmade jewellery, cosmetics and toiletries. We shall also exhibit a few hot food and drink traders.

Saturday 26th September: Choc Fest 10am-6pm

There shall be a variety Food and Drink Traders, each selling at least one chocolate based product. The event will have particular appeal to traders selling desserts and handmade chocolate products. We want to ensure the event feels more like a chocolate themed food market and not a Food Festival, to help reduce competition with the regular Foodie Friday events. We shall showcase a selection of both 'consume on site' and 'take home products' with non-food traders invited to take part as well, although they will still follow the chocolate/food theme.



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Sandy Funtopia 2020 Proposal

We would like to request to host two Funtopia Festivals during 2020 at Bedford Road Recreational Ground:

The first Funtopia to take place on Saturday 30th May.

The second Funtopia to take place on Wednesday 19th August.

Set up for both Funtopias is to take place the day before. Event staff and SIA security to stay on the grounds overnight. Funtopia shall be open 10am-4pm each day.

Both Funtopia Festivals shall consist of:

- The 'Pay to Play all Day' Funtopia Festival
- Mini Food Court (with a selection of food and drink stalls)
 - Independent Trade Stalls

Please see the Funtopia Proposal PDF Document for a full description of the Funtopia Festival.



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2020 Funtopia

Fun for all the family!

A family festival filled with inflatables and family activities such as Nerf Wars and Sumo Suits. Suitable for toddlers to pre-teens...and parents can play too! Wristbands are sold before and on the day which entitle visitors to unlimited play throughout the day. These are very reasonably priced at £8 per child (2-12 years), £2 per adult (13 years+) and under 2's free of charge.

"Pay to Play all Day!"

Funtopia visits a different park every week between April-August with each Festival lasting 1-4 days and being open 10am-4pm. Funtopia can take place on a grassed area only.



Our Funtopia activities include:

- Obstacle Course(s)
- Bouncy Castles and Activity Castles
- Bungee Run
- Rodeo Bull
- Nerf Wars
- Sumo Suits
- Soft Play and Under 5's Area
- Air Juggler
- Interactive Play Table
- And new activities being added in 2020!

Funtopia usually has a footfall of 1k-1.5k per day consisting of predominately young families. Our Facebook events can reach up to 100k people and have 2k-6k interested in every event.

New Zones for 2020!

2020 will see up to three new Zones at Funtopia (depending on the size of the park). The new Zones will appeal to a wider age group and will have free entry, allowing members the public to visit without purchasing Funtopia wristbands. The new Zones are:

Food Court

Showcasing a selection of food and drink vendors. To include vegetarian and vegan options, hot drinks, mobile bar(s) and an ice cream van. Seating will be provided and SIA licensed staff to supervise the bar area.

Trade Stalls

Showcasing a selection of independent traders offering unique, homemade and/or local products.

Pay-per-go Activities

Featuring various children's activities such as bungee trampolines, tea cup rides, hook a duck stall, etc. All of the pay-per-go activities will be owned and managed by independent traders, with all rides having a current ADIPS certificate.

Health and Safety

Health and Safety is our top priority whilst organising and managing Funtopia. Every Funtopia will have its own:

- Event management plan
- Risk assessments
- Method statement
- Emergency action plan
- Safeguarding policy
- £5m PLI cover.

Each Funtopia Festival shall also have:

- First Aid Point
- Lost Child and Management Tent
- Numerous Event Stewards
- Event Managers
- Health and Safety Officer
- Fire Warden
- SIA Licensed Personnel
- Public Relations Representative
- NEW FOR 2020: Quiet Area - offering a safe place to breastfeed and a place for children to go who are requiring special place to calm down.

Event Details

You shall be allocated your own personal event manager who shall be on hand to answer any questions you may have before and after the event. Your event manager shall keep you updated with the event planning progress and shall work closely with your social media / marketing team to promote the event, providing updates on activities / traders confirmed for each event.

For every event we shall provide a marketing team which shall promote each event heavily online prior to the event, Facebook events, competitions and campaigns shall be created, PDF leaflets and posters distributed to local groups, press releases created and onsite banners shall be displayed.

An onsite event manager(s) shall co-ordinate and manage every event.

Each event shall have a unique event management plan, emergency action plan, safeguarding policy and risk assessment. TENS and Market Licenses shall be applied for and paid for by Pick 'n' Mix Events.

All of the events shall be provided at no cost to yourself. We would ask that you do help to promote the event, although Pick 'n' Mix Events can create PDF leaflets and posters for the council to use as marketing material.

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 27 January 2020

SUBJECT: Sandy Green Wheel Maps

1. Summary

1.1 The success of the seasonal Green Wheel walks and the increased publicity of the Green Wheel itself have resulted in the wider distribution of Green Wheel maps/guides. The Bedfordshire Rural Communities Charity (BRCC) organised the design, formatting and printing of the maps and have provided the Council with further copies which they held.

The stock of maps will soon be depleted, and the Committee is asked to consider whether it wishes to recommend the purchase of more maps as part of its action to help support and promote the development of the Green Wheel.

2. Recommendation

2.1 That the Community Services and Environment Committee recommend that the Council order 500 reprinted Green Wheel maps/leaflets at a cost of £133. That the costs of the purchase come from the rental income ringfenced from an advertising board placed within The Riddy.

3. Costs

3.1 The cost of issuing a reprint of 500 of the maps/leaflets would cost £133.00.

3.2 If any changes to the map were to be made prior to a reprint this would incur an additional cost as the map is produced by a separate company to the overall leaflet designer. Adding more minor labels or comments to the map, such as 'bridge with steps' or 'step-free route option' may be possible at no extra cost following discussions between BRCC and the designer.





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Mr Chris Robson
 Sandy Town Council
 10 Cambridge Road
 SANDY
 Bedfordshire
 SG19 1JE

Dear Mr Robson,

I am writing to invite you to join other Parish and Town Councils at an event Groundwork East is holding, to discover how we can work together on an outdoor landscape improvement project - including securing match funding, engaging the community and ultimately delivering a high-quality project that meets the needs of your local community.

Outdoor landscape design for Councils
17 March 2020
3pm - 5pm
Birchwood Leisure Centre Longmead,
Hatfield AL10 0AN

During the event there will be the opportunity to hear from one of our many clients - Hatfield Town Council - about how we engaged local residents in their outdoor space improvement, and the chance to see the finished works. The Council will tell you the benefits of joining Groundwork's extensive list of Council clients.

You can join a host of Councils near you that have benefitted from Groundwork's services- by booking an advice surgery on the day with one of our Landscape Architects to discuss your Council's needs and how we can help you to transform outdoor spaces for your local community.

Outdoor spaces improve the health and wellbeing of local residents, combat social isolation, and boost local economies. Together we can deliver a project that involves the community so they feel empowered and take ownership of their outdoor space. Communities have benefitted in towns and parishes near yours - make yours the next.

If you are interested, please book your place online: <https://gwlandscape.eventbrite.co.uk> or complete and return the enclosed form.

Or, if you cannot make the event but would like to discuss how we can work together, email Julia.watts@groundwork.org.uk or complete and return the enclosed form.

Kind regards,

 @GroundworkEast   Groundwork East



SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

AUTHOR: Cllr Nigel Aldis

DATE: 27 January 2020

SUBJECT: Issues Raised at Councillor Surgery On Friday 17 January 2020

1. Summary

A Councillor Surgery was held by Councillors Aldis, Blaine and Sutton from 10 am to 12 noon on Friday 17th January 2020 at the Britannia Pharmacy in the Market Square, Sandy.

2. Issues Raised

Attendance was disappointingly low however there were some issues raised by members of the public:

- The road name needs replacing at Wren Close on the Fallowfield estate. (*Reported to CBC 17.1.20 – ref: 335762*)
- The bus shelter on Engayne Avenue is the 'wrong way' round and gives no protection from the elements.
- The town sign next to Allders needs turning 90 degrees
- There are speeding problems on Prince Georges Drive into Sunderland Road. Can the Council put in a request to the Police for an S.I.D?
- There are problems with parking on the pavement on Sunderland Road, so can the Council contact Marshalls and other HGV companies regarding this?
- Trees running the length of The Avenue need replacing.