

Sandy Town Council

To: Cllrs N Aldis, A Gibson, A M Hill, T Knagg, R Lock, C Osborne, S Paterson, M Scott, S Sutton (Chairman), N Thompson
c.c. P Blaine, J Hewitt, W Jackson, 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 19 July 2021 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
13th July 2021

Following the easing of Covid19 restrictions the government has stated that it is 'expected and recommended' that people should wear face coverings (unless exempt) in crowded public settings. Due to the size of the Council chamber and the potential number of people present, Councillors, officers and members of the public are encouraged to wear face coverings during the meeting.

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 7th June 2021 and to approve them as a correct record of proceedings.

Sandy Town Council

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.

5 **Action List**

To receive the Action List and any updates.

Appendix I

6 **Dog Fouling**

To receive and consider a report from the Town Clerk on complaints around dog fouling in recreation grounds.

Appendix II

7 **Sandy Green Wheel**

To receive and note a summary report from the Sandy Green Wheel group on developments made on the enhancement of the Green Wheel route.

Appendix III

8 **Electric Vehicle Charging (EV) Points**

To note an update on options to host electric vehicle charging points in the Town Council owned car park.

Appendix IV

9 **Beeston Rural Exception Site**

To note a brief update from the Town Clerk on the lease with Central Bedfordshire Council for community land at Beeston for the purpose of a community orchard and some allotments.

Appendix V

10 **Welcome Back Fund**

To receive a progress report on Welcome Back Funding and the actions and projects previously resolved.

Appendix VI

11 **Events Working Group**

i) To receive and note a report from a meeting of the Events Working Group held on 9th June 2021.

Appendix VII

ii) To receive and note a briefing note on the proposed street market and a family fun day on 22nd August 2021.

Appendix VIII

12 **Chairman's Items**

13 **Date of Next Meeting:** Monday 23rd August 2021

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Full Council Meeting 20/04/16			
Allotments and Community Orchard At Beeston (CBC owned land)	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>April 2019 – STC agreed initial Heads of Terms and raised some points of clarification.</p> <p>May 2019 – Responses received to points of clarification and STC confirmed it was happy to sign HoTs.</p> <p>June 2019 – STC chased progress and CBC stated the next step was to appoint solicitors. STC went out for solicitor quotes.</p> <p>August 2019 – STC appointed preferred solicitor and passed details to CBC.</p> <p>September 2019 – CBC officer was awaiting confirmation from manager to progress matter.</p> <p>October 2019 – STC chased matter and CBC responded saying there had been positive internal steps and movement on the lease was expected by the end of the month.</p> <p>November 2019 – No movement and STC chased progress. CBC officer chased internally and indicated permission would be given to move the lease forward and that HoTs were to be re-visited in preparation.</p> <p>December 2019 – Due to the long period of time waiting for instruction the review of HoTs took CBC officer longer than expected. Further points of clarification raised with Clerk which were responded to during December 2019 and January 2020.</p> <p>January 2020 – Officer dealing with matter fell ill and was on sick leave.</p> <p>February/March 2020 – Revised site maps provided by CBC. Officer stated final approval from CBC management to send matter to LGSS Law was still awaited.</p> <p>July 2020 – Progress chased by STC. Delay in chasing due to reacting to pandemic. Responsibility for the community land passed to CBC Housing. HoTs for site were not raised between departments when transfer happened. Officer had to re-visit and renew HoTs with housing department.</p>

			<p>July/August 2020 – STC renewed solicitor quotes and re-engaged solicitor.</p> <p>October/November 2020 – CBC confirmed LGSS law were on standby to move matter forward. Some finer details of CBC commitments under the HoTs were still under internal discussion with CBC Housing.</p> <p>February 2021 – Delay in lease raised with MP Mr Fuller and CBC Leader, Cllr Wenham. Cllr Wenham said matter was with solicitors and should now be progressing.</p> <p>April 2021 – STC solicitors have not heard anything from LGSS Law. Clerk raised with CBC project officer and Cllr Stock for support in getting action from LGSS.</p> <p>28th May 2021 – CBC provided update on housing project. Status of lease chased again. Name of appointed solicitor for CBC provided and passed to STC solicitor.</p> <p><i>Further update included on agenda.</i></p>
CSE Meeting 24/08/2020			
Use of former Days Inn conference site	(24-20/21)	RESOLVED to write to CBC with ideas about potential use of the former Days Inn conference site.	<p>Letter summarising Council’s comments issued. Clerk liaising with CBC who has confirmed receipt of the letter. 15/12/20 – Communication indicating thoughts about how it could be used were well received. CBC waiting for other projects to feedback, which they will by the end of the April 2021. Board deferred matter until this time, at which point CBC will be able to pick up dialogue again with the local community. CBC T Keaveney provided update to Council on 24th May 2021. A further letter was issued by the Clerk to Mr Keaveney in response to his update and reminding him of the Council’s views.</p>
CSE Meeting 05/10/2020			
SID Sign locations and Installation	(37-20/21)	RESOLVED to approve sign locations and the Clerk work with CBC to arrange installation.	<p>Local policing team to express their support for SID signage in Sandy to CBC. CBC Highways informed the Clerk that due to the number of requests for SID signs they wanted to review their approach. No new signs to be agreed by Highways until a new guidance document is produced.</p> <p>13/07/21 – CBC Highways contacted the Clerk and stated that they have considered our request and do not consider that a SID would be appropriate along Sunderland Road, however they have added the issue of ‘vehicle speeds along Sunderland Road’ to their four-year plan, to ensure that speeding and speed limits will be assessed.</p> <p>CBC informed the Clerk that the SID document previously circulated remains a draft and has not been ratified or approved.</p>

**Full Council Meeting
1/03/2021**

RESOLVED to work with CBC to co-produce a community safety plan. Cllrs Hewitt and Lock to lead on.

Cllrs Hewitt and Lock have met with the Community Safety Team officer for Sandy and have started work on a shared action plan. A draft version of the plan will be sent back to Cllrs Hewitt and Lock by CBC and will be brought to the CSE committee when ready. Draft of plan received, and review by Cllrs Hewitt and Lock underway.

Community, Services and Environment Committee

Date:	19th July 2021
Title:	Dog Fouling
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and consider a report on complaints about dog waste, 'no dog fouling' signage and a proposal by Central Bedfordshire Council's (CBC) Community Safety Team to install two dog poo bag dispensers at Sunderland Road Recreation Ground as part of a trial.

Recommendation

2. That the Council approve CBC's proposals to install two dog poo bag dispensers at Sunderland Road Recreation Ground on a trial basis.
3. That a number of large, alternative designed A3 corrugated posters are printed and displayed around Sandy's recreation grounds as part of an anti dog fouling campaign.

Background

4. Like many communities across the country, Sandy has a reported problem with dog fouling, including reports of dog fouling left in recreation grounds. An issue with dog fouling on Sunderland Road Recreation Ground has recently been flagged. Due to the field's use for sports, including football and cricket, this is particularly problematic and creates a hazard for players and young people.
5. The Clerk recently raised reported problems of dog fouling with CBC's Community Safety Team and asked that those areas highlighted as having recent complaints, be included on patrols as often as possible. CBC Community Safety officers are able to take enforcement action in relation to dog fouling if they witness an offence. It was confirmed Sunderland Road is included in patrols by the team.
6. The Council has some standard 'No dog fouling' signage which have been put up on existing posts around Sunderland Road recreation ground. Examples of that standard signage is below;



Proposals/Information

7. The most recent complaints were reported through to CBC's Community Safety Team, who highlighted the area for increased inclusion on patrols. The Community Safety Team will be undertaking an anti dog fouling campaign this summer, similar to the children's litter poster competition the Town Council undertook.

8. CBC's Community Safety Team would like to trial providing free dog poo bags via two dispensers located at Sunderland Road Recreation Ground. The dispenser, along with the number of complaints or reports of dog waste, would be monitored over a two-to-three-month period to see if they had a positive impact, and if so, more may be considered for other areas. CBC would fund the dispensers and the bags, but the Town Council's outdoor team would need to install the dispensers on existing posts and occasionally top up the bags within the dispensers.



*Example of dog poo bag dispenser
Illustrative only - type and style of dispenser to be advised by CBC.*

9. The Council may want to consider creating a series of larger, brighter, and more noticeable signs discouraging dog fouling in addition to the standard signage. These signs, which would be temporary, could be printed on A3 corrugated plastic and placed at key locations within recreation grounds. Examples of such signage are below;



Financial Implications

10. There would not be a capital cost to the Council for the provision of the proposed dog poo bag dispensers, as this cost would be met by CBC and the dispensers would remain CBC's property. CBC would also supply bags for the dispensers. There would be a revenue cost in staff time for the installation of the two dispensers and the topping up of the bags by STC operatives. Checking and topping up of the dispensers could be completed at the same time as bin emptying and litter picking at Sunderland Road.
11. If the Council were to produce larger 'No Fouling' signs on corrugated card, there would be a cost of approximately £35 for 10 signs. This would be within the Clerk's delegated spend and would come from the Open Spaces budget.

Policy Implications

12. Action to prevent dog waste or put in place mitigating measures such as the proposed dog waste bag dispensers would help the Council meeting ambitions set out within its Environmental plan and Recreation ground investment plan.
13. Use of posters and posters and any social media messaging will be done in line with the Council's Community Engagement Policy and Social Media policy.

Legal Powers

14. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

Risk Management

15. The Town Council will need to install any waste bag dispenser units in line with any relevant risk assessments and instructions. The dispenser will need to be checked as with other Council assets, to ensure the dispensers and their condition do not create any public hazards.

Community, Services and Environment Committee

Date:	19th July 2021
Title:	Sandy Green Wheel Development Group
Contact:	Cllr Amanda Gibson

Purpose of the Report

1. To provide the Community, Services & Environment Committee with an update on the various projects that are being discussed as part of the Sandy Green Wheel development, improvements that are underway and the planned events to promote the Green Wheel in the community.

Recommendation

2. That Members receive and note the report.

Background / Information

3. The Sandy Green Wheel Development Group is made up of representatives from BRCC, CBC and STC and meets quarterly. Currently all meetings are held using Zoom. The following are updates from the meeting held on the 7th July 2021.
 - **General Observation** – the paths are all being kept cut, some overgrowth of trees reported along the river section from Girtford to Blunham which will be cut back. Briars are also a problem on this path, caused by the rain and warm weather.
 - **Girtford Bridge Crossing to Riverside (A603)** – Improvements are being costed to create a path that follows the curve of the slip road. Funding may be available from a budget to improve outdoor activity. At present the design cost being requested from Ringway Jacobs is deemed to be excessive and other quotes are being sought. Expected overall cost is £25k.
 - **Bailey Bridge** – surface repairs have been made to enable safe use by cyclists and walkers. Longer term the bridge will need structural repairs or replacing. The EA and CBC are looking at the best solution and once the work is completed the plan is that CBC will take ownership of the bridge from the EA.
 - **Surfacing work for Riverside from Girtford to Cycle Path 51** – costing to complete works is underway based on a single access route and two access routes to bring materials to the site. The costs are intended to be included in CBC budget for 2022/23. This will be highlighted as a priority project for a share of the available funding.
 - **Additional Litter Bin** – This has been installed as requested between DS Packaging and Cycle Path 51.
 - **Waymarking Improvements** – these are in progress, some have been added to existing posts. Other areas have been noted where waymarkers may have been

removed. There is a rule that finger posts can only be used at the start and end of a footpath, however as the walk is circular with many access points, this will be reviewed and more added where it makes sense.

- **Surface of Cycle Path 51** – there are several issues with the path especially at the end closest to Sandy that is also used by the Fishing Lake for access. Some pothole filling has been done and further works are planned to improve the surface.
- **Disabled Fishing Platform** – Access for materials across the bridge in Ivel Rd is still the main issue, these will need to be brought across in 1 tonne bags due to there being no weight rating for the bridge. There is also the added issue of availability of materials currently. This needs to be a priority as it's long overdue.
- **Beeston to Girtford Cycle Path** – as the Riddy is unsuitable for cycles, an enhancement project is to provide a cycle route that will run alongside the A1 and then cross the field to the Bidlake Memorial. The field is owned by CBC but is currently leased as farmland. When the lease expires, we may have the opportunity to make this field a "Community Asset" that could also include allotment land.
- **Local Planning** – this is an item on every agenda where any local planning applications that affect the Green Wheel route can be discussed. There are none currently in Sandy. Rights of Way are creating GIS layers for CBC planning so that any issues affecting ROW can be checked easily by planning officers.
- **Tree Planting Opportunities** – an update on recent grant funding and tree planting that has been carried out in Sandy was provided. Suggestion that Richard Lawrence be consulted regarding any potential opportunity for planting on the Riddy for the Autumn funding application.
- **Events** – Bedfordshire Walking Festival will include the 3-wheel challenge. Sandy will be the first walk on Saturday 11th September leaving the Community Stand at 9am. This will also coincide with our 3rd Anniversary. Biggleswade will be Saturday afternoon leaving Jordans Mill at 1.30. With Etonbury on Sunday at 10am leaving from the Fox & Duck.
- Next meeting is 13th October at 10.30 will be held in person at STC.

Community, Services and Environment Committee

Date:	19th July 2021
Title:	Electric Vehicle Charging Points
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive an update on work undertaken towards fulfilling the Council's ambition to get electric vehicle charging points installed in the Council owned Sandy town centre car park or another town centre location.

Recommendation

2. That the Council note the report and that further consideration is given following the receipt of a formal letter from Central Bedfordshire Council (CBC) on inclusion in their EV scheme and a presentation/meeting from Mr Stephen Mooring, CBC's Head of Sustainability at a meeting of the Community, Services and Environment Committee to be held on 23rd August 2021.

Background

3. The Council previously resolved to work with an electric charge point supplier to investigate and progress a proposal to have 1 or 2 electric charge points installed in the Council owned Sandy car park. A draft agreement was presented and agreed, whereby the Council would host the charge points for the charging point company at no cost to the Council. A small rent would be paid to the Council and the charging company would take the responsibility for the installation, line marking, signage, maintenance and all running costs of the charging points. The agreement was agreed in principle subject to work by the charging company and feasibility.
4. A preferred location for the points was identified and a feasibility study undertaken. The charging point company ultimately concluded they would not be able to install points at the preferred location due to the costs involved in establishing the required connections. This meant there was not a cost benefit case for the installation. A second location closer to the barrier entrance was identified and the charging company agreed to undertake further feasibility work. The result of the work and the costs of installing the points, which would be paid by the charging point company, are still awaited. The Clerk chased the matter up and the charging company have said that they are still awaiting responses from outside organisations to ascertain if they are able to go ahead.
5. It was noted that CBC were consulting on electric charging points and a scheme they would be undertaking to start creating a network of charging points in central Bedfordshire. Councillors have queried whether CBC would consider installing charging points in the Market Square, or if they can assist in STC's ambition to have charging points in the car park.

Proposals/Information

6. The Clerk recently met with CBC's Head of Sustainability, Mr Mooring to discuss CBC's scheme for charging points and ascertain how STC might be able to get involved. CBC are currently gathering information on demand and potential locations for potential EV points. Over the coming year they will be looking at increasing geographical spread and availability of charging points across the area, with some focus on car parks and key community buildings. The aim is to start an ongoing programme to increase

coverage and to prepare for the increases in demand for charging points that will come. CBC will be considering a number of options as part of their coverage, such as points in car parks, town centre locations or charging hubs near to key locations or residential areas. CBC will be going to tender for a provider/partner to take forward installation and running of charging points at identified locations across the area and it is likely this would be in the form of a hosting agreement similar to that which the Council previously considered. More details will be able to be provided by Mr. Mooring at the next committee meeting.

7. Mr. Mooring confirmed that Sandy could look to include its car park within CBC's tendering process for an EV Point scheme and that he would be writing to the Council to make such an invitation. Mr Mooring also indicated that the Market Square could be considered as a location for charging points within the scheme.
8. Central Bedfordshire Council will be writing to the Council formally in late July 2021 to enquire as to whether the Council wish to have its car park included in the tender for electric charging point provision. It is hoped this will provide Members with further information and details. Once received, the Clerk will direct this letter to the Council for Members' consideration. Mr. Mooring is happy to share information gathered with the committee on locations highlighted as part of the recent consultation, both locally and as a wider Central Bedfordshire network.
9. Given the slow response to date from the approached charging point provider, joining with CBC may provide a quicker way of achieving the installation of charging points in the town. Entering a scheme with Central Bedfordshire Council would also help ensure that any charging points installed were part of that wider Central Bedfordshire network.

Financial Implications

10. Further details are needed. However, the scheme should be a hosting scheme, similar to that already considered by the Council. This would mean the Council may receive a small sum of money for hosting charging points, and will not be responsible for any installation, running or maintenance costs of any such points.

Policy Implications

11. Installation of electrical charging points are included in the committee's action plan for the year and achieving an agreement on their installation would help complete this action. Furthermore, electric vehicle charging points form part of the Council's Environmental Plan and an ambition within its Community Plan.

Legal Powers

12. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

Risk Management

13. Potential risk management issues will arise in any agreement undertaken with either the contractor or CBC. These will need to be ascertained, assessed and mitigated when more information on a proposal or installation of electrical points is available.

Community, Services and Environment Committee

Date:	19th July 2021
Title:	Beeston Rural Exception Site
Contact:	Chris Robson, Town Clerk

Purpose of the Report

1. To receive and note a brief update on the working up of a lease between Sandy Town Council and Central Bedfordshire Council (CBC) for community land at Beeston, Sandy.

Recommendation

2. That the Council note the report.

Background

3. As Members are aware CBC own a plot of land in Beeston, Sandy, which is classified as a rural exception site. Rural exception site policy allows local planning authorities to grant planning permission for affordable housing on land that would not normally be used for housing because, for example, it is subject to policies of restraint.
4. An outline planning application for 6 affordable houses was previously considered by the Council and later approved by CBC.
5. As part of the development, a section of land to the rear of the site is to be leased to STC for the purpose of allotments and a community orchard. The lease is referred to in the Action List under Agenda item 6 of this agenda.
6. The Town Council previously agreed Heads of Terms with CBC and have been pushing for a lease to be completed for a considerable amount of time. At the last meeting of the Community, Services and Environment committee, Members were informed that CBC's solicitor LGSS Law had appointed a named solicitor to move the lease forward and that they would be in contact with STC's appointed solicitor to bring forward a lease for approval by the Council.

Information

7. The Council's solicitor has been liaising with CBC's appointed solicitor. CBC's solicitor has advised CBC that they must follow the disposal procedure as set out in the Local Government Act 1972 s123(2A). This states that a principal council may not dispose (including via long term lease) of any land consisting or forming part of an open space unless, before disposing of the land, they cause notice of their intention to do so, specifying the land in question, to be advertised in two consecutive weeks in a newspaper circulating in the area in which the land is situated, and consider any objections to the proposed disposal which may be made to them.
8. Due to the above-mentioned legislation, CBC will now need to advertise the proposed disposal of the open space land to STC by long lease in the local paper. The relevant notice has been written and the Clerk has asked for confirmation on dates of advertising. If any objections are submitted to the proposal CBC must consider and respond to these accordingly.

Financial Implications

9. The Town Council will incur legal costs for the work undertaken by its appointed solicitor on the drawing up and agreement of the lease. A estimate of £1,200 was previously approved by the Council's Policy, Finance and Resources Committee.

Legal Powers

10. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)
11. Local Government Act 1972 S123
12. Open Spaces Act 1906

Community, Services and Environment Committee

Date: 19th July 2021
Title: Welcome Back Fund 2021
Contact: Chris Robson, Town Clerk

Purpose of Report

1. This report is provided as an update for Members on the actions previously agreed as part of the Welcome Back Fund administered by Central Bedfordshire Council.

Recommendation

2. That Members note the updates provided.

Background

3. The 'Welcome Back Fund' is funding provided by the government to Central Bedfordshire Council (CBC). In turn CBC allocated the funding received to town and parish councils based on population figures. Sandy is eligible for £15,000 in funding towards specific activities around promotion of the High Street. There is set guidance from the government on what the fund can be spent on. The Sandy Centre Group considered the criteria and put forward a number of proposals to the Council. The Council agreed these proposals and they were submitted to, and approved by CBC and the Ministry of Housing, Communities and Local Government.

Proposals/Information

4. It is hoped to have many of the proposed actions completed by/in August to form a month of celebrating summer in Sandy. This will be further supported by a market and community event to be held on 22nd August, further details are contained elsewhere in this agenda.
5. CBC have advised that to avoid a service level agreement with each of the town and parish councils, all purchasing will go via CBC and will adhere to its procurement standards and rules. Quotes and orders for works will be sent to CBC by the Clerk. CBC will then add suppliers to their system, issue purchase orders and then make payment directly to the supplier. There have been some delays in getting POs processed and the Clerk is in discussion with CBC to ensure that actions can be completed by August as currently planned for.

6. The table below summarises the actions/proposals agreed and any updates.

	Proposal	Details	Status
1	Welcome Back High Street Leaflets	Leaflet to promote High Street and encouraging people to use local businesses to be delivered to every house in Sandy. Promotional vouchers from participating shops to entice people into town centre. Size of leaflet is dependent on number of participating businesses. Allowance allowed for larger leaflets in costing, with any unused funds allocated to a second leaflet at Xmas.	17 businesses have agreed to take part in the promotional leaflet. Leaflet has been designed and costs for printing obtained. Currently awaiting PO from CBC to have printing confirmed. A delivery company will then deliver leaflets to households in Sandy at the end of July/beginning of August. If a PO has not been received by 19 th July, the Clerk will order the printing to ensure deadlines are met and discuss payment with CBC officers.
2	2 x Additional Planters for front of Shannon Court	Two movable (temporary) planters to be located at the front of Shannon Court as part of efforts to help make the town centre an attractive place for people to visit and spend time.	Planters have been ordered and delivery is awaited. Order was made prior to CBC advising on purchasing process. CBC have been asked to raise a PO retrospectively, but prior to any payment being made for the planters. As soon as these are delivered, they will be installed and planted. The process has meant that they are later than we would have liked.
3	Lamppost Banners	Banners to be placed on lampposts through the High Street to help advertise Sandy and create a brighter town centre. There would be an ongoing erection/take down revenue cost for the Council beyond 2021/22 if banners are to be used on a yearly basis.	3 x quotes provided to CBC and preferred contractor agreed. Contractor has been added to CBC's system and PO awaited to finalise order for works. Eight banners will be erected in total. Final designs for banners have been drawn up and these are to be signed off by the Town Centre Group as part of order completion. 'Lest We Forget' soldier banners will be finalised and ordered later in the year for erection in October. May be option to include by appropriate businesses on banner to support costs.
4	Pea Lights in trees	Enhance the Market Square by having pea lights in trees which can be used year-round. Lights could be used on summer evenings to support events or activities undertaken by businesses. The lights would also add to the town's Christmas illuminations, enhancing the display. Lights to be white to match existing lights in trees and to fit in with Christmas lights. Purchasing the sets of lights	Quotes submitted to CBC who have added supplier to their system. Due to the higher value of the work alternative quotes were needed and approval is awaited along with a PO from CBC. Once issued the contractor will advise on a date for installation of the lights.

AGENDA ITEM 10

APPENDIX VI

		in the existing trees would also support the scheme beyond the end of the current xmas lights contract.	
5	Festoon lighting on community stand	Temporary festoon lighting around top of community stand as part of efforts to make the town centre an attractive place to visit and spend time.	Quote submitted to CBC who have added supplier to their system. Awaiting PO from CBC to complete order and receive an installation time from the contractor.
6	High Street Directory Display	To create a map and directory of business in Sandy. To be displayed in key locations in suitable display boards. An artist is currently running a community project to create a map of Bedford High Street. A similar approach may allow us to create a community involved, artistically attractive map that could serve multiple purposes. Community drawings would feature as part of the final design. Could be used for leaflets, welcome map, website map etc.	Meeting held with artist and more detailed brief on what is required and expected to be achieved from a map/directory which has been submitted. Artist to present detailed proposal and costs for approval. If the project is within budget, it is envisioned that this will take longer to complete than other activities. The community work around developing the map/directory will take place from August to November, with a final design and installation completed in January 2022. If the proposal is not within budget, then a simpler, more standard directory, with no community workshops and artwork, will be commissioned as an alternative.
7	Bunting	Temporary bunting to support events or add colour to the town centre through summer. Fabric bunting rather than plastic to be used. This makes less noise in the wind, is more environmental and has a longer lifespan if taken care of. Council colours to be used.	Multi-coloured red, blue, green, yellow/gold synthetic bunting costed and agreed. To include 'Celebrate Summer in Sandy' on every third flag. Issued to CBC and awaiting PO from CBC to complete order.

SANDY TOWN COUNCIL

Minutes of the meeting of the Events Working Group on Wednesday 9th June 2021.

To; Cllrs Gibson, Hill, Jackson, Scott, Sutton and Thompson

1. Apologies

Apologies were received from Cllrs M Scott and N Thompson.

2. Minutes of previous Meeting

Members received the minutes of the meeting of the Events Working Group held on Tuesday 25th May 2021 and approved them as a correct record of proceedings.

3. Spring Craft Market

Members discussed the following feedback on the market held on 31st May:

- Many stallholders reported a good or better than expected day of trading.
- Visitors may have been more able & happy to spend more on this occasion as this event was novel and some may have accrued extra expendable income during lockdown.
- Given the pandemic, there were a comfortable number of visitors. Numbers fluctuated over time but there was a good, consistent flow for most of the day.
- The number of visitors dropped dramatically at around 3:30pm and after consulting stallholders, the decision was made to begin packing up at 4pm. It was agreed an earlier or shorter timing would work better for any future market.
- It had been a good day to launch the Neighbourhood Plan; the steering group had a good level of engagement from visitors.
- Some hospitality businesses in the town had not opened despite letters being sent; it was suggested more could be done to engage them for future events.
- Members in attendance said visitors they spoke to had enjoyed the event and that both visitors and traders had been asking when it would be repeated. This corresponds with a recent report of national consumer trends towards shopping locally and especially in outdoor markets during and post-Covid.

Members agreed a similar market should be run, as below:

- It was suggested for Sunday 22nd August, to be open from 10am-4pm
- The theme could be 'Welcome Back', celebrating local, Bedfordshire businesses and the full reopening of the town centre, after the lifting of all restrictions. This would tie in with the Council's 'Celebrate Summer in Sandy High Street' initiative.
- The market template could remain largely the same, with 20 traders.
- To reduce the pressure on Council resources, any traders without their own gazebo could be lent a Council gazebo, to put up themselves.
- In addition, live music could be played by local musicians / buskers, at the Community Stand, as there should be no restrictions to prevent gatherings.
- A Member suggested all traders should have their own insurance.

Issues around other potential future events were also raised:

- Sandy Carnival Committee had confirmed they were not looking to run an event in 2021, other than a Prince & Princess competition. A Member suggested the Council might run a community event in one of the recreation grounds. Due to the limited resources available, it was agreed that this wouldn't be possible in 2021, but instead, the Council could write to community groups & invite them to book the Community Stand at a convenient time, to run their own fundraising activities.
- A Member said there was a public appetite for a regular farmers market and the Council could consider reinstating a regular market, either on a weekday or Saturday. This could run in the Market Square if the Council arranged with the bus companies to use temporary bus stops on that day. Another Member said that market traders like to have regular dates in their calendars.
- It was discussed that the Council should hold an event to mark the Platinum Jubilee in 2022.
- A Member raised that 2022 is also the 40th anniversary of Sandy's twinning with Malaunay, France, and that the Twinning Association has discussed a potential community event over the weekend of the 7th-8th May, such as a walk of the Sandy Green Wheel, followed by a meal.
- Members were in favour of offering a diverse schedule of events with external organisers, such as had been originally discussed for 2020.
- The group agreed it would help to arrange a calendar of events for the next year in advance. The Clerk will bring a document looking at possible events & resources, back to the group. A schedule of events can then be developed ahead of the budget process for next year.

4. Wildlife Event

Members discussed the proposed wildlife / citizen science event to be run by the Council during the summer:

- It was suggested that an event could run in the Riddy over a whole day within the school summer holiday period, so Members of the public could come to participate at any time, and that it could potentially involve both bird ringing and wildlife surveys.
- Councillors agreed it would be best to follow the advice of the bird/wildlife experts whom a Member was contacting with the request to help run the event, as to what activities and timings would be most appropriate.
- It was agreed that the wildlife survey put together for the May Green Wheel Walk, could be separately published and shared online as soon as possible. A Member suggested asking a local wildlife enthusiasts' Facebook group to share the survey link and sharing the survey results periodically in the Beds Life magazine.

5. Requests for the Use of Public Recreational Space

Members considered a request to use Sunderland Road Recreation Ground for a private children's party.

It was agreed that residents should be encouraged to use recreation grounds for various activities, such as this, COVID-19 regulations permitting, so long as it is understood that the park is a public open space and no area can be fenced off for private use or any access restricted for other members of the public.

Due to safety concerns and the risk of liability as the landowner, Members decided to refuse the resident's request to use a bouncy castle on the recreation ground.

6. Street Food Market

Members heard from the Clerk that the street food market which had operated in the town centre car park in previous years had requested to return on Thursday 15th July and 19th August; the market would set up from 2pm and be open from 4pm-9pm. Members discussed the increase in use of the car park since the recent easing of restrictions, but ultimately agreed the market should be allowed to come on the dates requested and that no charge would be made, although a donation from the organisers would be welcomed if they had good days trading. This would be reviewed if the market wished to book again for any more dates in the future.

7. Date of Next Meeting

It was agreed that the next meeting of the Events Working Group would be held in late June or early July, at a date to be confirmed. This would allow time for feedback to be received from potential market stallholders and bird/wildlife experts.

Community, Services and Environment Committee

Date:	19th July 2021
Title:	August Community Events
Contact:	Katie Barker, Administrator

Purpose of the Report

1. To receive an update on plans for two community events which will run simultaneously around Sandy town centre on Sunday 22nd August 2021.

Background

2. Following the success of the Council's Spring Craft Market on the late May bank holiday, the Events Working Group have agreed to organise another, similar market for 22nd August. This Summer Street Market will be themed on welcoming the community back into the town centre and showcasing great local products. It will also form part of the Council's 'Celebrate Summer in Sandy High Street' campaign to bring people back into the town centre in order to support local businesses after the lifting of COVID-19 restrictions.
3. 'Let's Get Going', a local Community Interest Company offering sessions that help improve physical and emotional well-being through movement, creativity and play, submitted a request to hold a community fun day on Bedford Road Recreation Ground, which the Events Working Group approved. The request was originally planned for 14th August, but following discussions with the football club, was moved to 2nd August to avoid a clash with fixtures. The fun day will provide fundraising and promotional opportunities for local community groups who have not been able to do so over the past 18 months. It will also give local residents and families a chance to have fun, participate in sports-based activities and learn more about the groups, clubs and activities on offer in and around Sandy.

Information

4. The Summer Street Market will use a similar format to the previous market; it will be held in the Market Square; stalls will be located within the parking bays and the road will be used as a pedestrian walkway. Due to feedback from the last event, the market will be open at the slightly earlier time of 10am to 4pm. There will be between 18 and 20 stalls selling a variety of locally-made products, including food, gifts, health and beauty items, crafts and more. Stalls will need to provide and set up their own gazebos to reduce the need for Council resources and make holding events more feasible. As restrictions on gatherings will have been lifted, it is also planned to book in local musicians to busk at the community stand during the market's operating hours.
5. The Council has applied to CBC for a road closure and a temporary event notice. Following the May market, CBC charged the Council a fee of £179.30 for the road closure. The Clerk questioned this as the Council has not been charged for similar closures in the past, however, CBC confirmed that closures such as this would now be charged for. The Council raised £190.00 from traders' pitch fees, which covered the cost of the road closure. The same charge is expected for the August road closure and, again, traders will be charged a £10.00 pitch fee in order to cover that cost.
6. General and COVID-19 risk assessments have been produced, and have been submitted along with the event plan to CBC's Safety Advisory Group for their comments/approval. The market will be covered by the Council's Public Liability Insurance and the Clerk will be responsible for first aid cover.

7. The Events Working Group agreed that the Community Fun Day organiser could borrow the Council's gazebos for community groups' stalls. The organiser will collect these from the office ahead of the event and return them afterwards; and will independently arrange volunteers to set them up and take them down at the event. As the gazebos will be in use at the Fun Day, the Council will not be able to provide any to traders at the market. Most stallholders at the May event were professional market traders with their own equipment, and more local businesses have now also been contacted. Those who attended the May market without their own coverings have still been invited to book a stall and were encouraged to borrow or hire a gazebo if possible.
8. The Community Fun Day will run on Bedford Road recreation ground between 11am and 4pm; it will be organised and run independently by the owner of Let's Get Going CIC. She will be responsible for producing and following general and COVID-19 risk assessments, and will submit a COVID-safety plan to CBC's Safety Advisory Group. The organiser will also secure Public Liability Insurance and be responsible for first aid cover at the event.

Financial Implications

9. The Council anticipates expenditure of £179.30 for CBC's road closure fee. This should be offset by an income of between £180.00 and £200.00 from pitch fees collected from 18-20 traders.
10. There will also be either overtime payments or TOIL incurred for staff members present at the market.

Policy Implications

11. Running the market and permitting the Fun Day to be held in the recreation ground will help the Council to meet some of the objectives within its Community Engagement Strategy by raising the profile of the Council and encouraging community cohesion.

Legal Powers

12. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

Risk Management

13. A risk assessment for the market has been carried out and it is covered by the Council's Public Liability Insurance policy.
14. The organiser of the Community Fun Day is responsible for conducting a risk assessment and securing Public Liability Insurance for the event.