

Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill, T Knagg, G Leach, C Osborne, M Scott,
J Sparrow, S Sutton (Chairman), N Thompson
c.c. Cllrs P Blaine, W Jackson, M Pettitt, D Sharman, P Sharman

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held in the Council Chamber at 10, Cambridge Road, Sandy, Bedfordshire on Monday 4 September 2017 commencing at 7.30pm.

Chris Robson

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
30 August 2017

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 17 July 2017 and to approve them as a correct record of proceedings.

Previously
circulated

4 Public Participation Session

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

Sandy Town Council

- 5 **Action List**
To receive Action Report and any updates. Appendix I
- 6 **The Limes, Beeston**
To receive and consider a report from the Town Clerk on a request to purchase land from the Council. Appendix II
- 7 **Market Town Regeneration Fund**
To consider a report from the Town Clerk on engaging a planner to assist with the required planning application for the covered community stand. Appendix III
- 8 **Community Emergency Plan**
To receive and approve the latest copy of the plan from the Town Clerk. Appendix IV
- 9 **Event PA System**
To consider whether the Council needs to purchase a battery powered PA system to support small events within the town. Appendix V
- 10 **Police and Crime Commissioner**
To consider and develop a series of questions put forward by Members for the Council's upcoming meeting with the Police and Crime Commissioner. Appendix VI
- 11 **Playground Improvements**
To note that tenders have now been received from Playground companies and the working groups will be reviewing all tenders and drawing up a shortlist for consultation.
- 12 **Chairman's Items**
- 13 **Date of Next meeting: 16 October 2017**

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

Subject	Action to be taken		Response /Status
	Minute	Action	
Meeting 1/6/15			
Engayne Avenue Estate	(6-15/16)	Cllrs Aldis and Ali research and gather information about the area and report back to the Council in six to nine months' time.	CBC confirmed funding agreed to carry out improvement works. CBC currently reviewing plans for the area and working on gathering more funding.
Bus Shelter in Fallowfield	(15-15/16)	Fallowfield Bus Shelter	Surfacing and paving in place. Awaiting date for installation of shelter.
Meeting 5/10/15			
Beeston Green	(44-15/16)	The Town Clerk prepare a draft Management Plan. The Town Clerk to contact CBC about the possibility of a Community Orchard project.	Ongoing. Plan to be consulted on with residents of Beeston following approval of affordable housing application. Awaiting outcome of CBC planning application for affordable housing. Application not yet decided by Planning Authority. Clerk to liaise with BRCC over management plan and CBC over land transfer once outline application approved.
Meeting 22/2/16			
Fingerpost Signs	(89-15/16)	Investigations proceed to have a finger post in the Town Centre and that this could be included in the bid for Market Town Regeneration funding.	On going To form part of CBC Match Funding project. Awaiting plan and costing report from Ringway Jacobs.

			Expected 31 August 2017.
Full Council Meeting 20/4/16			
Allotments	(22-2016/17)	Progress and update reports to go to the Community Services and Environment Committee	Clerk to liaise with BRCC and allotment association over management plan and CBC over land transfer once outline application approved. Outline application not yet decided by Planning Authority.
Meeting 19/12/16			
Parking Restrictions	(77-2016/17)	Clerk contact Central Bedfordshire Council to request that a parking study be carried out for Sandy Town Council and that the 1 hour parking restriction be considered within this study.	Clerk contacted CBC and requested a parking review. CBC have commissioned some parking studies for certain areas of Sandy. Awaiting results/update from CBC. CBC Cllr C Maudlin assisting Clerk in chasing for response. No response at time agenda issued.
Meeting 5/6/17			
Community Plan			Town Clerk completion of write up of work to date. Meeting of working group to review document and agree continued process forward.
Emergency Plan	(9-2017/18)		On Agenda

AGENDA ITEM 6

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 4 September 2017

SUBJECT: The Limes, Beeston

1. Summary

- 1.1 The Council has received a request from an individual who wishes to purchase a parcel of land owned by the Town Council for the construction of a single dwelling. The land in question forms part of the open space in The Limes, Beeston and has been identified on the attached image.
- 1.2 The value of the land has not been established and Members are asked to consider whether the committee wishes to recommend that the Council explores a possible sale by getting a valuation from the District Valuer.

2. Information

- 2.1 The parcel of land is adjacent to 5 Ash Close, which is owned by a relative of the individual enquiring about the land. The area proposed is approximately 20m x 28m. The area of land would reach back to the ditch boundary with The Riddy.
- 2.2 The individual enquiring would take on board the costs for extending any access roads to reach the property and ensure they meet requirements set by the Council. The ownership of any additionally created road would need to be investigated.
- 2.3 The cost of getting a valuation of the land from the District Valuer will be between £550-£650.

3. Recommendation

- 3.1 That the Committee recommend to Council that the District Valuer be commissioned to value the land to support discussion on a potential sale.

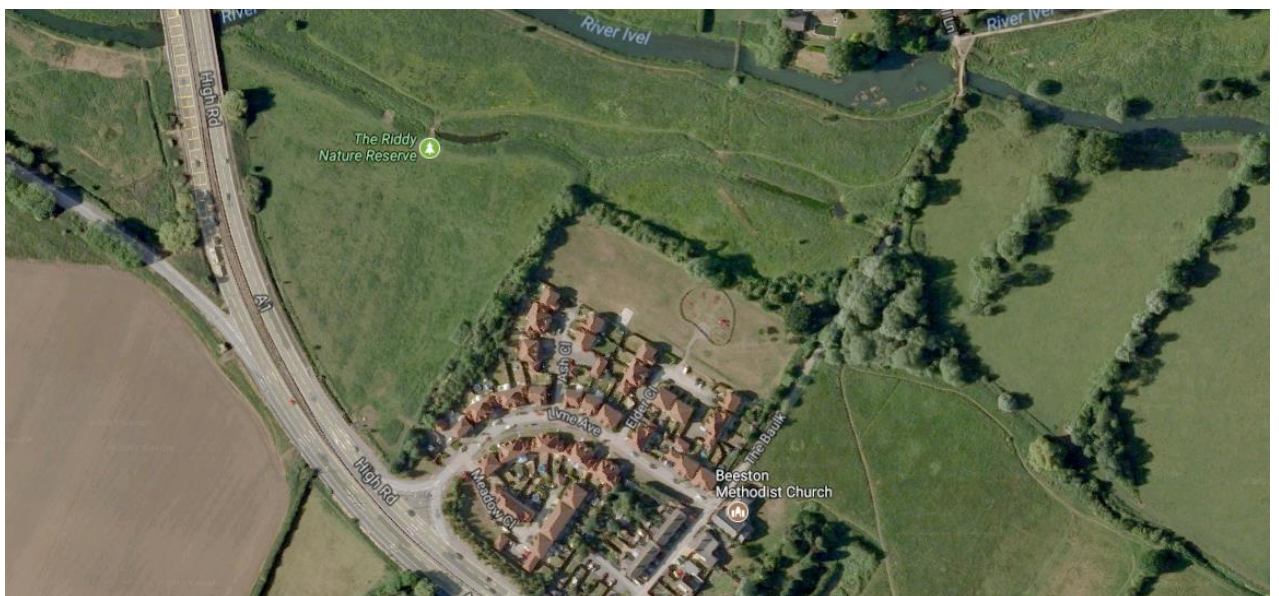
Or

- 3.2 The Committee does not wish to pursue the sale of the land highlighted at this time.

Image 1 – The Limes and proposed area for consideration



Image 2 – Area overview



AGENDA ITEM 7

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 4 September 2017

AUTHOR: Town Clerk

SUBJECT: Market Town Match Fund Regeneration

1. Summary

- 1.1 As part of Sandy Town Councils application to Central Bedfordshire Council's Market Town Match Fund regeneration scheme the Council is looking at installing a covered community stand, with an electricity supply in the High Street.
- 1.2 Central Bedfordshire Council (CBC) have stated that planning permission is going to be required for the stand. It was originally thought that planning permission wouldn't be needed, however the fixture of the stand means it will be permanent rather than temporary and therefore require permission.
- 1.3 The Town Council does not have the resources to draw up the required drawings to accompany the application. It was hoped CBC's planning team would be able to assist, however they do not have the resources/scope to do the work at present. The Clerk will therefore need to engage with a planning agent to have the drawings.

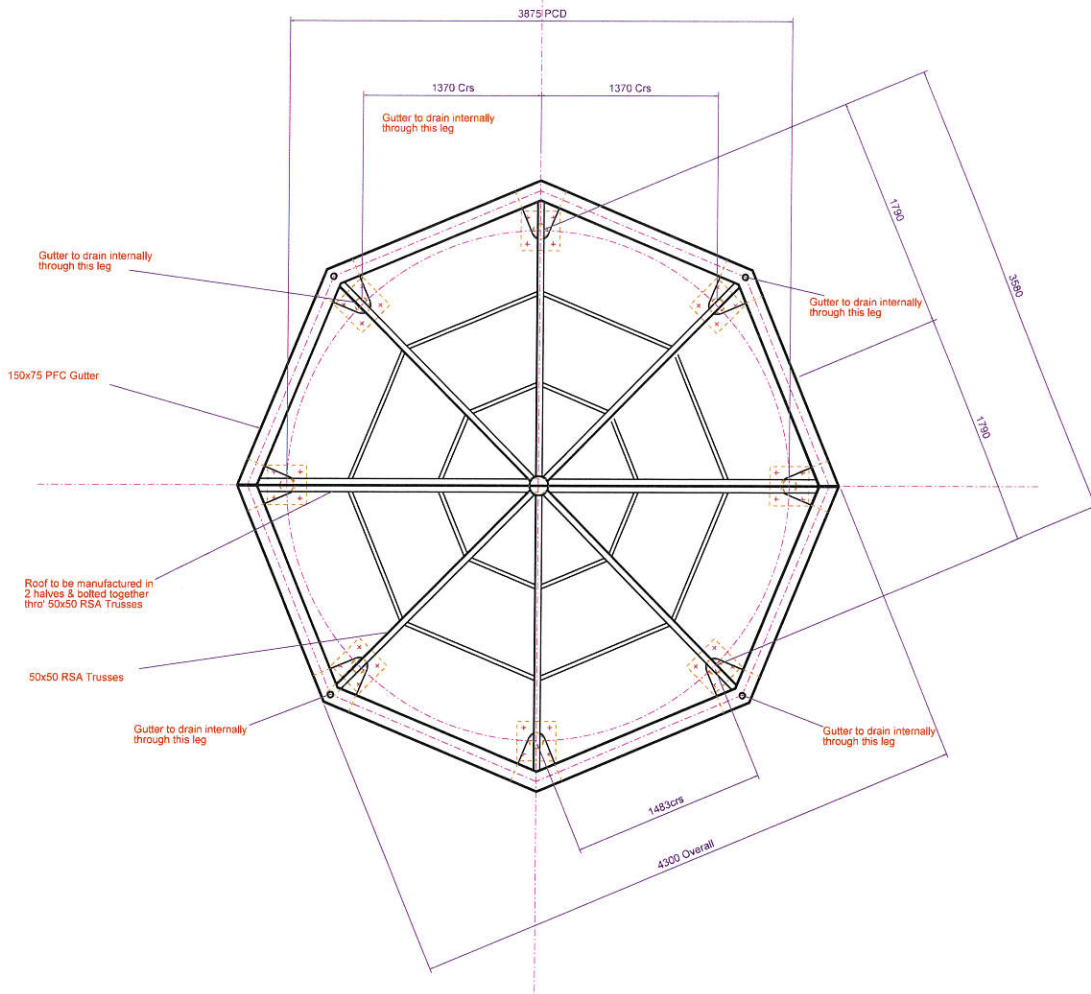
2. Information

- 2.1 The Town Clerk is able to draw up the basic planning permission application, but requires outside assistance in completing the drawings and relevant planning information. A local agent can assist with this, which would be the quickest way to move the project forward and achieve an installation date prior to April 2018. The work would cost approximately £500. In addition, the standard planning application fee will be payable to CBC upon submission of the application. (£195)

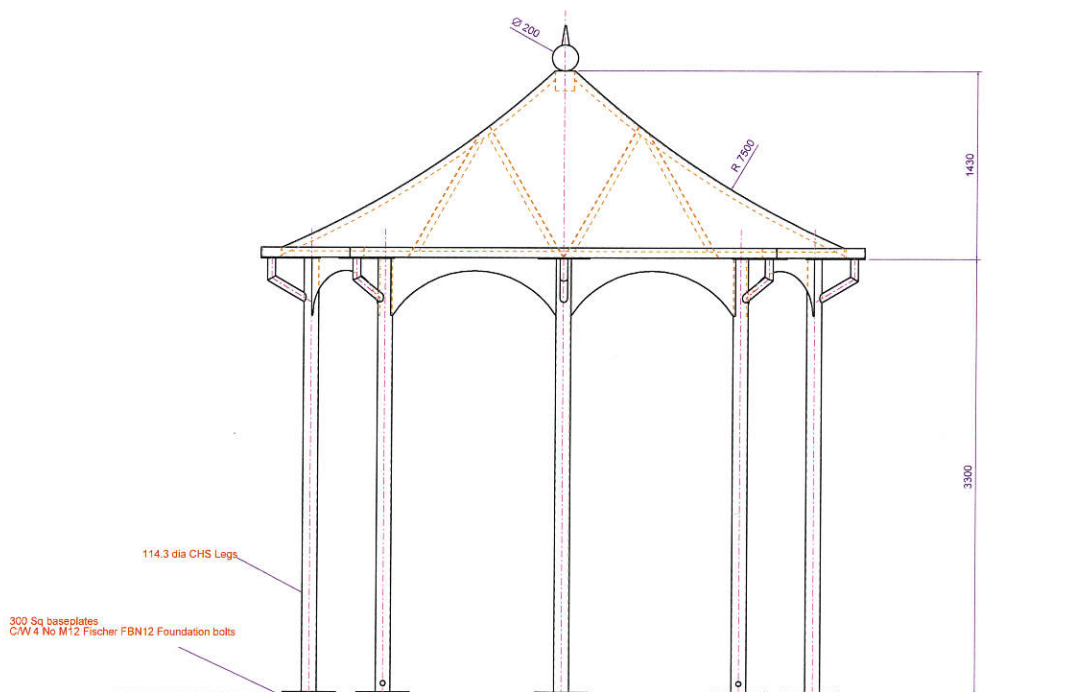
Images of the stand provided by the supplier are attached for information.

3. Recommendation

- 3.1 That the Committee recommends a planning agent is engaged to assist in submitting a planning application to CBC for the installation of a covered community stand as part of the Market Town Match Fund regeneration works. That the Clerk get an exact cost for approval by Council.



Plan View (Roof Sheeting Removed)



BROXAP

Broxap Ltd, Rowhurst Industrial Estate,
Chesterton, Newcastle-under-Lyme,
Staffordshire, ST15 8BD

Tel: (01782) 56411
Fax: (01782) 564312

Project: Ardmore Construction

Sheet No: Arrangement of Bandstand

20921-1.00 [A]

Scale: 1:50 @ A3
Author: L.K.
Date: >
Check: >

DO NOT SCALE

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No.	Revision	Date	By	Check By
[A]	DESIGN MODIFIED TO SUIT CUSTOMER REQUIREMENTS	08/11/07	L.K.	>
[B]	>	>	>	>
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Factory path: >

20921

Sandy Community Emergency Plan

Version: 1

Date Published:

Review Date:

In an emergency or if you are activating your plan please call 07964 111942 and ask to speak to the Emergency Duty Officer for Central Bedfordshire Council.

Help completing the plan: Detailed notes on how to complete this plan can be found in the guidance document 'Getting started with your community emergency plan'. Training is available to help you complete this template plan. To arrange this please contact:

mark.conway@centralbedfordshire.gov.uk Mob: 07931 862334 or

Andrew.stewart@centralbedfordshire.gov.uk Mob: 07391 411947

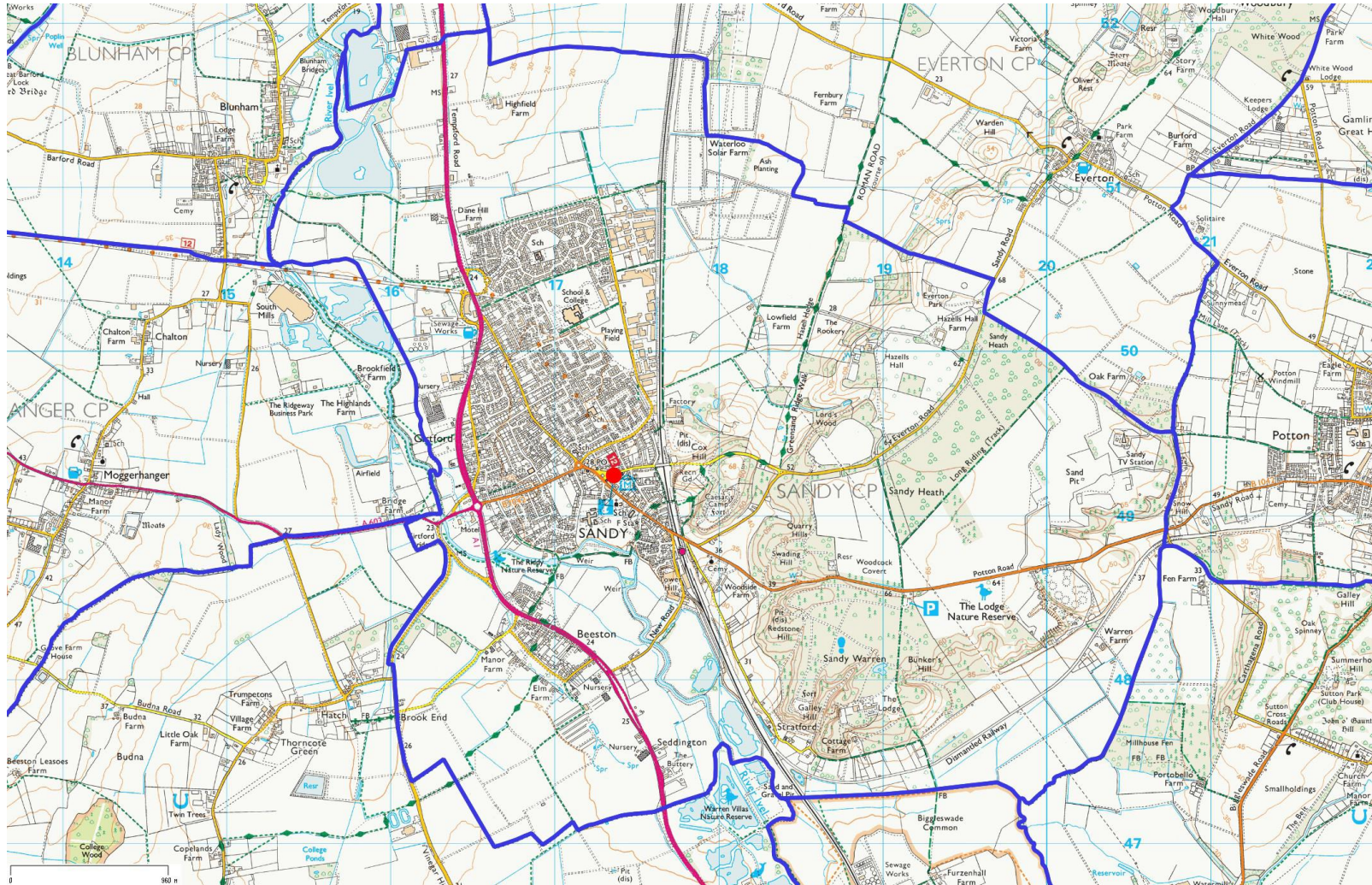
Once complete this document will contain personal information and must be treated as private and confidential.



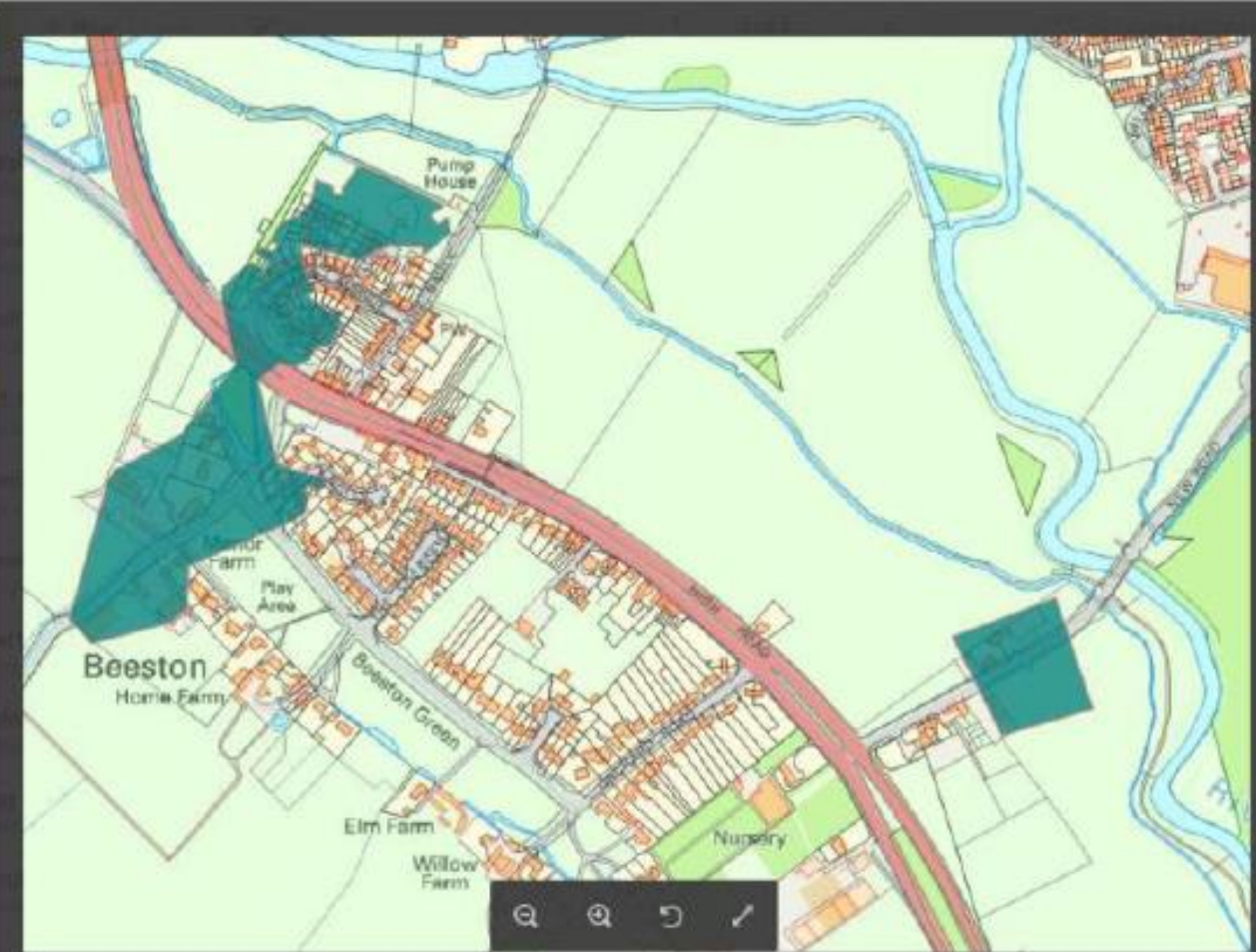

**Bedfordshire
CERT**
Community Emergency Response Team

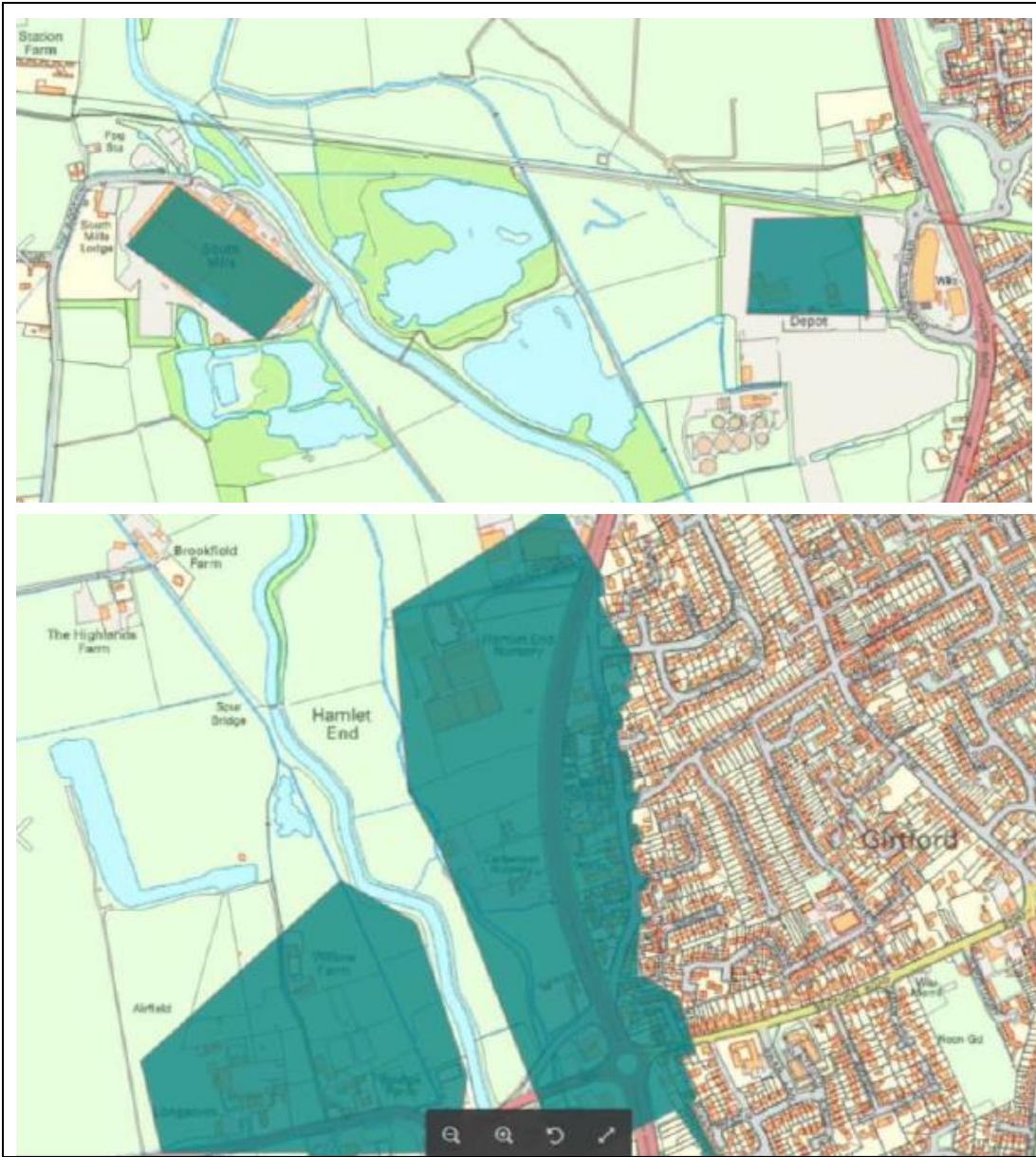
Description and map of the area covered by this community emergency plan:

Sandy is a market town and civil parish in Bedfordshire, England. It lies between Cambridge and Bedford, on the A1 road from London to Edinburgh. The area is dominated by a range of low hills known as the Sand Hills. The River Ivel runs through the town.




Flood maps for the area covered by this community emergency plan:

Flood Warning Area and Map (Flood area highlighted in dark green)	Suitable Observation Points
	<ol style="list-style-type: none">1) Beeston Green to the West of the A1 and The Baulk to the east of the A12) Opposite side of the river – go through Sandy to the station and Tesco roundabout3) Seddington Nursery car Park 



- 1) A603 from Moggerhanger to the Bridge farm shop. If main road passable view from Bedford Rd
- 2) West Rd off St Neots Rd
- 3) Oriental supermarket off the A1
- 4) South Mills Lodge off the Ridgeway off A603
- 5) Off the A1 to George Town Road

Plan Administrator (Step 1 in the guidance)

	Name: Chris Robson
	Title/Organisation: Town Clerk
	24/7 Emergency contact details: [REDACTED]
	Email: clerk@sandytowncouncil.gov.uk
	Address: 10 Cambridge Road, Sandy, SG19 1JE
	WhatsApp number: [REDACTED]

Make sure that the Plan owner and administrator has the ability to cascade the relevant information that they receive to the rest of the Community Emergency Response Team.


Community Emergency Response Team Coordinator (Step 1 in the guidance)

Insert Photo	Name: Volunteer
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	WhatsApp number:

Deputy Community Emergency Response Team Coordinator (Step 1 in the guidance)

Insert Photo	Name: volunteer
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	WhatsApp number:

Community Emergency Response Team Members (Step 1 in the guidance)

	Name: Richard Gilbert
	Title/Organisation: Grounds Team Leader, Sandy Town Council
	24/7 Emergency contact details: [REDACTED]
	Email: richard.gilbert@sandytowncouncil.gov.uk
	Address: 10 Cambridge Road, Sandy, SG19 1JE
	WhatsApp number: [REDACTED]
	Name:
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	WhatsApp number:

Local risk assessment (Step 4 in the guidance)

Risk	Impact on the community	What can you do to prepare?
Incident/Accident at Petrol Depot	<ul style="list-style-type: none"> • Road Blockages • Fire/Explosion • Air/Smoke Pollution • Evacuation of nearby homes • Injury/Fatalities 	<ul style="list-style-type: none"> • Compile contact details for all emergency services and groups who can assist in an emergency • Establishing what groups/organisations can assist with • Ensure contact details of all emergency services are available to emergency plan group • Prepare available Community Centre/Facilities for victims • Work with list of buildings to accommodate evacuated residents • Work with community first responders to ensure quick on scene presence • Work with list of organisations who can provide short term shelter, food and water
Incident/Accident on the A1	<ul style="list-style-type: none"> • Chemical Spillage • Fatalities • Fire • Road Closure • Congestion on local roads • Stranded travellers 	<ul style="list-style-type: none"> • Prepare available Community Centre/Facilities for victims • Ensure contact details of all emergency services are available to emergency plan group • Work with list of businesses and landlords to accommodate stranded travellers • Work with highways to prepare advised alternative routes if the A1 is closed
Incident/Accident on East Coast Mainline	<ul style="list-style-type: none"> • Fatalities • Closed line • Road closures • Congestion local roads • Stranded travellers • Long term travel disruption 	<ul style="list-style-type: none"> • Ensure contact details of all emergency services are available to emergency plan group. • Prepare available Community Centre/Facilities for victims • Work with list of buildings to accommodate stranded travellers • Work with network rail to establish their emergency plan details and ensure all relevant contacts link up

Sandy Community Emergency Plan

		<ul style="list-style-type: none"> • Work with CBC to consider transport alternatives in case of longer term disruption
Flooding of roads as a result of cloudburst	<ul style="list-style-type: none"> • Main routes through Sandy flooded • Closed Roads • Traffic congestion • Minor flooding of property 	<ul style="list-style-type: none"> • Sandbags (empty) kept at DSO Depot in Stratford Road • STC to check road gullies are cleared of mud to ensure maximum drainage. If gullies are blocked CBC to clear. • Liaise with highways on alternative routes • Liaise with fire brigade on flood alleviation
Flooding from River level	<ul style="list-style-type: none"> • Properties around floodplain at risk • Possible evacuation of residents • Need for alternative accommodation • Road closures 	<ul style="list-style-type: none"> • Create good links with flood wardens • Sandbags (empty) kept at DSO Depot in Stratford Road. • Work with list of buildings to short and longer term accommodate evacuated residents • Work with business/organisation to provide food and water to evacuated residents • Liaise with highways on alternative routes • Liaise with fire brigade on flood alleviation
Total or partial loss of gas for the town	<ul style="list-style-type: none"> • Loss of supply for a lengthy period to dwellings could lead to the need to provide shelter and warmth to affected people. • Residential homes affected could result in an urgent need to supply heating equipment 	<ul style="list-style-type: none"> • In the event of loss of gas contact National Grid Emergency Call Centre on 0800 111999 • Work with list of organisations that hold details of possible vulnerable people and arrange • Arrange list of volunteers who can contact vulnerable individuals during an emergency
Total or partial loss of electricity for the town	<ul style="list-style-type: none"> • Loss of supply for a lengthy period to dwellings could lead to the need to provide shelter and warmth to affected people • Residential homes affected could result in an urgent need to supply heating equipment • Closure of businesses • Risk to Council running 	<ul style="list-style-type: none"> • In event of power cut contact UK Power Networks on 0800 31 63 105 from a Landline or 0333 32 32 105 from a mobile • Work with list of organisations that hold details of possible vulnerable people and arrange • Arrange list of volunteers who can contact vulnerable individuals during an emergency • Work with neighbouring councils to ensure could continue running via temporary relocation

Total or partial loss of water for the town	<ul style="list-style-type: none">• Extended failure of supply may result in the need to provide communities with water	<ul style="list-style-type: none">• Contact water companies, who must provide alternative supplies. Work with the water company to make sure all communities are covered• Establish most effective water distribution point and advise water companies• Distribution of bottled water.• Share the emergency plans vulnerable person contact list with the water company
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People and organisations that can help in an emergency (local skills and resources) (Step 5 in the guidance)

Skill/Resource	Who has the skill/resource	Emergency Contact details	Location	When might they be unavailable
SHELTER				
Shelter	Laburnum Lower School	Mrs Sally Edwards - Office Manager [REDACTED]	Laburnum Rd, Sandy SG19 1HQ	During school holidays
Shelter	Sandy Upper School	Claire Jones (Operations Manager) [REDACTED] Gordon Pettengell (senior site agent) [REDACTED] Alan Watson (site agent) [REDACTED]	Sandy SG19 1BL	During school holidays
Shelter (150 max)	Maple Tree Lower School	Mrs Kim Varley (office manager) [REDACTED] Mark Ford (Site agent) [REDACTED]	Hawk Drive, Sandy SG19 2WA	During school holidays
Shelter	Robert Peel Lower School	Mr G Hicks (Site Agent) [REDACTED]	Dapifer Drive, Sandy SG19 1QJ	During School Holidays
Shelter	Sandy Place Academy	Mr Ford (Site Manager) [REDACTED]	Park Rd, Sandy, SG19 1JD	During School Holidays
Shelter	St Swithuns VC Lower School	Anita Whitehurt (Head) [REDACTED]	Ivel Road, sandy 1AX	During School Holidays
Shelter	Sandy Village Hall	Mick Gaylor [REDACTED]	Medusa Way, Sandy SG19 1BN	

Sandy Community Emergency Plan

Shelter	Beeston Methodist Church	Mrs S Butler [REDACTED] Mrs M Miller [REDACTED]	The Baulk, Beeston, Sandy, Bedfordshire, SG19 1NR	
Shelter	St Swithun's Church	Huw Davies (Vicar) [REDACTED] Val Haygarth [REDACTED]	Sandy Parish Church (St. Swithun's) High Street, Sandy, SG19 1AQ	
Shelter/Volunteers	Sandy Baptist Church	Phillip Vas [REDACTED]	8 Laburnum Rd, Sandy, SG19 1HQ	
Shelter	Roundabout Club		Bedford Rd, Sandy SG19 1EL	
Shelter	Sandy Conservative Club	Arthur Brown (Chairman) [REDACTED] Gill Hallybone (Secretary) [REDACTED]	19 Bedford Rd, Sandy SG19 1EL	
COMMUNITY TRANSPORT				
Bus Transport	Talk of The Town	Ray Morrissey [REDACTED]	168b St Neots Road, Sandy Bedfordshire, SG19 1BS	
Bus Transport	Ivel Sprinter	Gerry Amsden [REDACTED]	9 Cambridge Close, Langford, Biggleswade SG18 9SH	
COMMUNICATION				
Radio	Biggles FM	Alan Waring [REDACTED]	36 Sutton Mill Road, Sandy SG19 2QB	
MEDICAL				
Medical expertise and resources	Kings Road Surgery	Alison Parry (Manager) [REDACTED] Dr J Graffy (Partner) [REDACTED]	27b King's Rd, Sandy SG19 1EJ	
Medical expertise and resources	Sandy Health Centre	[REDACTED]	Northcroft, Sandy SG19 1JQ	

Sandy Community Emergency Plan

First Aid/Health Care	Community First Responders	0345 601 3733 Tony Richardson [REDACTED]	East of England Ambulance, Service NHS Trust, Headquarters, Whiting Way, Melbourn, Cambridgeshire, SG8 6EN	
EMERGENCY SERVICES				
	Police	999 / 01234 841212	Biggleswade Police Station, Station Road, Biggleswade SG18 8AL	
	Fire Service	999 / 01234 845000	Ivel Road, Sandy SG19 1AX	
	Ambulance Service	999 / 0345 601 3733	East of England Ambulance Service NHS Trust, Headquarters, Whiting Way Melbourn, Cambridgeshire SG8 6EN	
OTHER				
Support/Manpower	Sandy Scouts	Karen Chambers [REDACTED] Steve Rowland	42 Laburnum Rd, Sandy SG19 1HY	
Support/Manpower	Sandy Guides	Anne Crome [REDACTED]	Park Rd, Sandy SG19 1JB, UK	
Tractor	Town Council	01767 681491 Chris Robson (Town Clerk) [REDACTED]	10 Cambridge Road Sandy, SG19 1JE	
Chainsaw	Town Council	Richard Gilbert (STC Foreman) [REDACTED]	10 Cambridge Road Sandy, SG19 1JE	
Tree Felling/Removal	Steve Dear	Richard Gilbert (STC Foreman) [REDACTED] Steve Dear (Contractor) [REDACTED]	Top Farm, Beadlow, Shefford SG17 5PL	

Sandy Community Emergency Plan

Street Lighting	Terry Seymour Electrical Installations	Terry Seymour [REDACTED]	20 Chaffinch Green, Lower Stondon, Henlow, SG19 6FT	
CCTV Footage	Stevenage CCTV	Mike Read, Operations Manager [REDACTED]	Hertfordshire CCTV Partnership Ltd. C/O Stevenage Borough Council, Daneshill House Danestrete, Stevenage, Hertfordshire, UK, SG1 1HN	
Support/Manpower	22 (Sandy) Squadron - Air Cadets	Brian Story - Flight Lieutenant RAFVR(T) [REDACTED]	Alnwick CI, Sandy SG19 1UA	
Support/Manpower	Army Cadets	Sgt. Instructor Greg Finlay [REDACTED]	Alnwick CI, Sandy SG19 1UA	
Support/Council Resources	Potton Town Council	01767 260086 Jonathan Whitehurst	Brook End, Potton, Sandy SG19 2QS	Outside of office hours
Provisions				
Refreshments – maximum of 25 people in colleague room	Tesco Superstore	Duty Manager – [REDACTED]	Station Rd, Sandy SG19 1NX, 0345 610 2908 Availability; 05:00- 00:00 Monday-Saturday 05:00- 22:00 Saturday-Sunday	00:00 – 05:00 Monday to Saturday 22:00 – 05:00 Saturday to Monday
Refreshments	Co-op Food - Petrol Sandy	Duty Manager – [REDACTED]	Great N Rd, Sandy SG19 1NA, 01767 692984	
Refreshments	The Co-Operative Food	Duty Manager – [REDACTED]	Ivel Park, Kestrel Way, Sandy SG19 2TG, 01767 699079	
Refreshments	The Co-op	Duty Manager – [REDACTED]	30 Market Square, Sandy SG19 1JA, 01767 691239	

Organisations and groups that may know vulnerable people that might need extra help in an emergency (Step 6 of the guidance)

Organisation	Emergency contact details and location	Name and role of contact
Park House Nursing and Residential Home	Mill Ln, Sandy SG19 1NLE, [REDACTED]	Donna Aldred - Manager
Allison House Residential Home	Swan Ln, Sandy SG19 1NE, [REDACTED]	Geraldine Smith - Manager
Sheridan House/Brookdale Care	8 Bedford Road, Sandy SG19 1EL, [REDACTED]	Philip Abraham - Manager
Sandy Baptist Church	Bedford Rd, Bedford SG19 1EL, [REDACTED]	Philip Vass (Secretary)
Sandy Methodist Church	Sandy SG19 1BP – [REDACTED]	Mrs S Butler (Senior Steward) Mrs M Miller (Secondary Contact)
Sandy Lions Club	[REDACTED]	
Probus	44 Downside Gardens, Pottton, Bedfordshire SG19 2RE, 01767 262604	
Rotary Club of Sandy		
Kings Rd Surgery	27b King's Rd, Sandy SG19 1EJ, [REDACTED] [REDACTED]	Alison Parry – Office Manager Dr J Graffy – Partner

Key locations identified as places of safety - assistance centres (Step 7 of the guidance)

Building	Location	Potential use in an emergency	Emergency contact details (key holder)
Upper School	Sandy SG19 1BL	Shelter	Claire Jones (HR and Operations Manager)- [REDACTED] Gordon Pettengell (senior site agent)- [REDACTED] Alan Watson (site agent) - [REDACTED]
Jenkins Pavilion	Medusa Way, Sandy SG19 1BN	Shelter	Mel Brooker (Manager) - [REDACTED]
Sandy Baptist Church Hall	Sandy, SG19 1EH	Shelter	Philip Vass – Secretary [REDACTED]
Council Offices	10 Cambridge Rd, Sandy SG19 1JE	Shelter Operations HQ	Chris Robson (Clerk) [REDACTED] Carol Baker Smith (Admin Lead) [REDACTED]
Sandy Roundabout Club	Bedford Rd, Sandy SG19 1EL	Shelter	[REDACTED]
Conservative Club	19 Bedford Rd, Sandy SG19 1EL	Shelter	Gill Hallybone [REDACTED] Arthur Brown [REDACTED]
St Swithun's Church	High Street, Sandy, SG19 1AQ	Shelter	Huw Davies (Vicar) [REDACTED] Val Haygarth [REDACTED]

Activation triggers (Step 9 of the guidance)

No.	Trigger
1	We become aware of an emergency situation or event affecting our community (for example: utility disruption, flooding, severe weather etc).
2	We are contacted by the local authority duty emergency planning officer.
3	We receive an alert or warning that will affect our area. (Email/Phone/Text/Web alert)
4	We are contacted by the emergency services to alert us to a situation.
5	We receive notifications from residents/witnesses and investigate.
6	
7	
8	
9	
10	
11	

First steps in an emergency (Step 9 of the guidance)

No.	Action	Tick
1	Call 999 in a life threatening emergency (if not already alerted) or 101 (none emergency number)	
2	Ensure you are in no immediate danger	
3	Contact Central Bedfordshire Council duty emergency planning officer to: <ul style="list-style-type: none"> • inform them and pass on information • receive any information and instruction • establish if there is anything specific they want you to do • invite them to attend any Community Emergency Response Team meeting you may hold (although they may not be able to attend in all circumstances). 	
4	Contact your Community Emergency Response Team members and if possible meet to assess and discuss the situation (if you cannot physically meet you may want to take advantage of technology such as WhatsApp, Skype or telephone conferencing e.g. www.powwownow.co.uk). Use Community Emergency Response Team (first emergency meeting agenda) below.	
5	Set up an initial meeting of the emergency response team	
6		
7		
8		
9		

Plan distribution list (Step 10 of the guidance)

Name	Role	Contact details	Issued on
Bedfordshire Local Resilience Forum (BLRF)	Your local emergency responders	0300 300 4145 administrator@blrf.org.uk	
Central Bedfordshire Council	Emergency Planning Officer	07391 862334 (Available on WhatsApp) emerency@centralbedfordshire.gov.uk	
Town Council	Early responding organisation	01767 681 491 admin@sandytowncouncil.gov.uk	

AGENDA ITEM 8

APPENDIX IV

AGENDA ITEM 9

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 4 September 2017

SUBJECT: Event PA System

1. Summary

- 1.1 Following the recent rededication service for the War Memorial, some Members present raised concerns over the difficulty in hearing parts of the service. Although the service was very good there were concerns that the difficulties in hearing may leave some attendees feeling left out of the activity.
- 1.2 It has been asked that the purchase of a portable PA system, that operates from batteries, be considered by the Council. The PA system would be made available to support smaller events in Sandy, such as the recent rededication.

2. Information

- 2.1 A battery powered portable PA system with wireless microphones can be purchased for between £150 and £200.
- 2.2 The PA System would meet the following specifications;
- Complete portable PA unit with built-in amplifier operating from mains or internal rechargeable battery.

Features

- Echo effect for microphones
- 2 x VHF handheld microphones included
- Integral USB/SD/FM media player/recorder with IR remote
- Duplex Bluetooth™ receiver
- Mains/rechargeable operation
- Built-in trolley facility
- Switchable VCV "mic override" function

Specifications

- **Inputs:** 2 x Microphone, 1 x Aux
- **Power Output (RMS):** 100 W
- **Main Driver:** 12"
- **Frequency Response:** 48 Hz - 20 kHz
- **SPL:** 100 dB
- **Microphones:** 2 x VHF Handheld
- **Wireless Microphone Frequencies:** 174.1 MHz and 175.0 MHz
- **Media Player:** Internal USB/SD

- **Battery Life:** Up to 8 Hours
- **Transportation:** Built-In Trolley
- **Controls:** Mic Volume, Echo, Bass, Treble, Volume, VHF Mic Volumes

2.3 The system would be limited to one speaker and would not be suitable for larger events such as the Christmas Light Switch on. It could however support indoor events and smaller outdoor events and be made available for events organised by community groups as well as the Council. The system could be let out by the Council similar to the arrangement with Council gazebos.

3. Recommendation

3.1 That the Clerk purchase a portable wireless PA system from the Administration Equipment Purchases Budget (403 – 4040) and that a maximum budget of £250 is allowed (including all delivery charges).

AGENDA ITEM 10

COMMITTEE: Community Services and Environment

DATE: 4 September 2017

SUBJECT: Police and Crime Commissioner Questions

1. Summary

- 1.1 At a meeting of the Full Council on 14th August 2017 it was agreed that a list of questions should be drawn up for the Council's meeting with Bedfordshire's Police and Crime Commissioner.
- 1.2 Members are asked to review the questions put forward so far and consider whether any further questions or areas for discussion are required.

2. Questions

- 2.1 The following questions have been put forward by Members which the Police and Crime Commissioner will be asked to discuss during a meeting with Councillors.

Topic 1 – Statistics

- 1) The recent crime statistics for Sandy show 59 incidents in June and 49 in July and we know this doesn't show the true picture. Does the PCC find these levels of crime in Sandy to be acceptable and if not what action is proposed to reduce such numbers?
- 2) How can councils get more meaningful crime statistics with some indication of rates of crimes solved?
- 3) Smoking cannabis is widespread in Sandy and there are known drug dealers in the area but no drug related crimes are recorded on the crime stats. Why is this?

Topic 2 – Police Resources and Structure

- 1) There is a widespread feeling that the County's limited police resources are disproportionately directed towards Luton, which admittedly does have specific problems. It is appreciated that there are serious crimes in certain parts of the County but it must be remembered that residents of Sandy pay the same amount to the Police Budget. As such, can the PCC comment on the allocation of resources across the County?
- 2) There has been a recent upsurge in crime in the Sandy area and other local towns. How has the force been able to address this?

- 3) Does Bedfordshire's size and lack of resources make the force unable to cope with the varied and increasing pressures on today's police?
- 4) How does the PCC see the structure of the force in Bedfordshire evolving in the near future to address changing trends in crime?
- 5) To what extent do terrorist-related crimes and their prevention distort the distribution of police resources nowadays?
- 6) Would the PCC like to define what she understands by Local community policy in the modern-day setting.
- 7) Which local community groups do the police work with, such as Speed Watch, Neighbourhood Watch etc?. How does the PCC view the relationship between the police and these groups and what are the positives and negatives of such groups?

Should more groups working with the police be set up in Sandy?

- 8) Recently a Sandy resident tried to set up a Neighbourhood Watch locally, but was referred back to the Bedford group. Can guidance be provided on starting up such a group?

Topic 3 - Drug Use

- 1) We know there are pockets of drug dealings in both our town and some of the surrounding villages. These have been reported to the Police but little or no visible action has resulted. Why and what can be done to improve this situation?

Topic 4 - Unauthorised Encampments

- 1) Sandy and the surrounding areas of Deepdale and Everton had an influx of travellers several months ago for a number of weeks. Considerable damage and litter resulted at five sites and a number of burglaries and break-ins occurred during this period. Although the Police did attend the sites in question there appeared to be no interest despite numerous requests from local Councils and landowners. Why was this?

Topic 5 - CCTV

- 1) CCTV in our Town Centre picked up a crime recently early one morning as it was happening and immediately contacted the Police Control Room. No police attended the incident. To what degree do the police use CCTV within Sandy for evidence and how do they respond to contact from the CCTV control room?
- 2) What is the Police's view on CCTV and its use?