

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, 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 1 October 2018 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
25 September 2018

A G E N D A

1 Apologies for absence

2 Declarations of interest

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

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

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

3 Election of Vice Chairman

To receive nominations and elect the Vice Chairman of the Community, Services & Environment Committee for the 2018/19 year.

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 the Action List and any updates. Appendix I
- 6 Tree Planting Request**
To receive and consider a request to plant a memorial tree in The Riddy nature reserve. Appendix II
- 7 Central Bedfordshire Council Highway Improvements**
To receive a report on funds available to make highway improvements to the town centre. Appendix III
- 8 Water Safety**
To consider a proposal from the Bedfordshire Fire Service on the installation of a water safety board and floating device at The Mill. Appendix IV
- 9 CCTV Review**
To receive and consider a report on the effectiveness of CCTV. Appendix V
- 10 Talks Series**
To receive a report and recommendation on proposed talks in 2019. Appendix VI
- 11 WW1 Event update**
To receive an update on the WW1 Event 'A Nation's Tribute'. Appendix VII
- 12 Poppy Funds Raised**
To receive a report on the Poppy funds raised to date from the Lamp post Poppy Project. Appendix VIII
- 13 Relocation of STC Flag Pole**
To receive and consider a report on the possibility of moving the Town Council flag pole from its current location. Appendix IX
- 14 Chairman's Items**
- 15 Date of Next Meeting: Monday 19 November 2018**

Agenda Item 5 - 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>CBC legal amending HoT in response to comments submitted by STC. Awaiting amended version for review and recommendation to Council by the committee.</p> <p>Measurements of proposed area set to Clerk. Awaiting amended HoT and meeting with officer in charge of affordable housing project.</p>
Meeting 19/12/16			
Parking Restrictions	(77-16/17)	Clerk contact Central Bedfordshire Council to request that a parking study be carried out for Sandy Town Council and that the 1-hour parking restriction be considered within this study.	<p>CBC to carry out consultation with STC on possible solutions to some parking problems.</p> <p>Update (6/8/18): CBC stated that a presentation on a parking strategy is to go to Overview & Scrutiny Committee in September. At that meeting proposals for the next steps will be put forward, including to recommend liaising with Town Councils on the draft document. Awaiting further update.</p>
Meeting 16/10/17			
Rural Match Fund	(46-17/18)	Submission of application for road signage and dropped kerbing. Costs and feasibility to be drawn up by CBC Highways for financial Q2 2018/19.	One road HGV road sign has been installed in the market square. Awaiting details dropped kerbing.

Mrs Rosemary Sharman

19th September 2018

Dear Chris,

We as a family seek permission from Sandy Town Council to plant a tree on the Riddy in memory of David.

Members of The Ival Valley Volunteer Group have agreed to plant the tree for us.

If you need any further information, please contact me.

Thanking you in advance and we will await your response.

Kind Regards,



Rosemary, Paul and Hilary

AGENDA ITEM 7

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 1st October 2018

AUTHOR: Liz Fuller - Administrator

SUBJECT: Street Scene Improvement Fund

1. Summary

- 1.1 At a meeting of the Full Council on 17th September 2018 CBC Ward Councillors made members aware of funds available to make improvements to the town centre.
- 1.2 Central Bedfordshire Council's (CBC) Waste Services and Highways departments have advised that funds are available to carry out improvement works in the town centre. The two departments will be working together to address some areas where highway and waste improvements could be made. CBC Cllr Wells, Deputy Executive Member for Community Services will be liaising with CBC Ward Members over work to be done.

2. Proposed Works

- 2.1 CBC have appointed a project manager to oversee activities to be carried out. The funds are to be spent on central areas of towns to tidy up and improve the overall look of the public areas of High Streets.

The scope of works will include;

- Improvements to street furniture, such as new bins
 - Painting railings
 - Cleaning of signage and removal of redundant signage
 - Cleaning of bus shelters and other areas that have been neglected over time
 - Refreshing of white line markings
 - Gully clearance
 - Road patching
 - Replacement of drainage covers
 - In Sandy the re-painting of the market square street lights has also been proposed.
- 2.2 The Clerk has queried whether re-surfacing to Pleasant Place could be included in the scope of works. This has not been ruled out and will be investigated further. It should be noted that the land is privately owned.

- 2.3 Members are asked to inform the Clerk of any areas/works they wish to be put forward to the Project Manager for consideration. Any ideas put forward will be considered and the project manager will develop a program of works to be put in place over the next few months.
- 2.4 The Project Manager will meet on site to discuss any ideas the Town Council may wish to put forward.

AGENDA ITEM 8**SANDY TOWN COUNCIL****COMMITTEE:** Community Services and Environment**DATE:** 1st October 2018**AUTHOR:** Town Clerk**SUBJECT:** Water Safety**1. Summary**

- 1.1 Bedfordshire Fire Service has secured funding for the installation of some water safety boxes around Bedfordshire. In total 10 boxes will be placed around Bedfordshire in a pilot scheme, including one in Sandy. The Fire Service have approached the Town Council for assistance in having the water safety box and information board installed.

2. Information

- 2.1 The Fire Service have identified 'The Mill', Sandy as a location to place one of the 10 water safety boxes and information boards they have available. A review of statistics by the Fire Service highlighted this area as the most appropriate location in Sandy.
- 2.2 The land on which the Fire Service wish to install the safety equipment is under CBC ownership. However, the Fire Service are asking for the Town Council's help in securing permissions and carrying out the physical installation of the equipment.
- 2.3 The safety boxes securely contain ropes and a flotation device, and much like defibrillation boxes, the device can be obtained by calling emergency services and getting an access code. The purpose is twofold - firstly to stop theft of safety equipment, which often happens with floatation rings, and secondly, to ensure the fire service is automatically called when an incident occurs.



2.4 Sandy Town Council Involvement;

- Clerk to assist Fire Service in getting relevant permissions for siting of board
- STC to install board (supporting posts to be provided by Fire Service)
- STC to routinely clean sign and box
- STC to monitor box for damage
- STC's contact details to be placed on sign for public to report damage. STC to notify Fire Service of any damage caused or maintenance required
- STC logo to go on sign (along with fire service)

2.5 Fire Service Responsibility;

- Ensuring any permissions needed are obtained/agreed
- Provision of safety equipment, sign and supporting posts
- Ongoing maintenance, replacement, addressing any damage

3. Recommendation

3.1 It is recommended that;

- 1) The Council support the installation of the safety equipment and consent to the Council's logo and contact number being used on the information board.
- 2) The Town Clerk work with Bedfordshire Fire and Rescue to secure permissions for the installation of the safety equipment.
- 3) The Council's outdoor team install the safety equipment and routinely clean the information board.

AGENDA ITEM 9**SANDY TOWN COUNCIL****COMMITTEE:** Community Services and Environment**DATE:** 1st October 2018**AUTHOR:** Town Clerk**SUBJECT:** CCTV Coverage**1. Summary**

- 1.1 At a meeting of the Full Council on 6th August 2018 Members asked that the issue of CCTV provision on the town be brought to Community, Services and Environment for further discussions. This followed a response from Bedfordshire Police stating that footage of someone vandalising a Council planter was not good enough to use for identification.
- 1.2 The Clerk has compiled a report on CCTV figures and incidents over the past 6 years and included costs to the council for CCTV monitoring and maintenance.

2. Statistics

- 2.1 The following numbers reflect incidents which were picked up and monitored by operators at the CCTV control from 2013 to present. The figures do not include requested recordings for incidents which were captured but not viewed live by the operators.

	Camera 551	Camera 552	Camera 553	Camera 554	Camera 555	Camera 557	Camera 558
Year	Budgens/Coop	Market Sq.	Queens Head	Church Yard	Bedford Road	Skate Park	Jenkins Pav.
2018	9	3	2	2	0	0	0

2017	14	9	0	1	1	2	0
2016	19	7	0	9	1	4	0
2015	20	8	1	4	2	2	1
2014	29	14	1	5	2	4	1
2013	20	11	0	3	3	2	1

Total Incidents Recorded/Reported from 2013-2018 = 217

2.2 The table below summarises incidents which were detected and monitored by CCTV operators of the 6-year period.

Incident Type	Occurrences	Incident Type	Occurrences
Assault/Robbery/Offensive Weapon	32	Affray	3
Concern for Welfare	27	False/Abandoned 999	3
Suspicious Activity	22	Domestic	2
Missing Persons	15	Emergency	2
Nuisance/Disorder	13	Police Request	2
Alarm Activation	12	Vehicle Crime	2
Burglary	11	Abduction	1
Drug Related	11	Arson/Fire	1
Drunken Behaviour	11	Broken Down Vehicle	1
Criminal Damage	10	Bomb Threat/Suspect Package	1
Road Traffic Collision	7	Other	1
Theft/Shop Lifting	7	Ram Raid	1
Warrant or Wanted	7	Suicide	1
Traffic Offences	6	Trespass	1
Deception/Fraud	4		

2.3 It should be noted that although an incident, such as a missing person, is recorded as a single event it may take a considerable amount of operator's time to track, monitor and review footage.

3. Annual CCTV Costs

- 3.1 In the 2017/18 financial year the Council paid £15,713 for CCTV provision, monitoring and maintenance.
- 3.2 Central Bedfordshire Council calculate recharges for Sandy, Biggleswade and Shefford, taking into account all the costs of running the cameras in all three towns. The costs are then divided by the total number of cameras. CBC pays their share based on their camera assets over the three towns and then invoice the town councils accordingly based on the cost per camera multiplied by the number of cameras in the town.
- 3.3 The current year's budget for CCTV provision is £16,000. This represents 2.84% of the Council's total annual budget.
- 3.4 Conversion to wireless CCTV would dramatically reduce the annual cost of CCTV provision. However, while both Hertfordshire CCTV and Central Bedfordshire Council are both looking into switching to wireless there is no timescale in place yet. Hertfordshire CCTV's Operations Manger informed the Clerk that he believed it would still be 3 – 5 years away. Central Bedfordshire Council are still working on supporting reports and tender documentation for the development of a new monitoring control room at Chicksands. The Town Council has registered an interest to be a part of the new control room and is awaiting feasibility studies from CBC on Sandy's cameras and potential cost savings.

4. Footage Quality and Use

- 4.1 The current CCTV cameras were installed pre-2008 and are now older than 10 years. The average life of a new CCTV camera is 7 – 10 years. Technological advances and general deterioration of equipment does mean that the cameras in Sandy cannot produce as good a quality image as newer models.
- 4.2 In 2017 some Members visited the CCTV control room to view the quality of camera footage first hand. Another visit can be arranged for Members if they wish to see the quality of the cameras. Hertfordshire CCTV Operation Manager is also happy to attend a meeting with Councillors to discuss CCTV concerns if requested.
- 4.3 Newer cameras would inevitably provide better quality and better range images which would have a higher chance of successful identification or use by police. The cost of upgrading three static cameras would be £4,999, inclusive of installation. This upgrade would be via Hertfordshire CCTV Partnership. The cameras would be Redvision 1080p and would

be suitable for Wifi conversion in the future. New cameras would have a far more powerful long-range white light and infrared with both providing facial recognition at up to 40ft.

- 4.3 The Hertfordshire CCTV partnership is due to move to a new control room next year. The new control rooms equipment will be compatible with more CCTV kit, including HIK Vision. The cameras would be cheaper than the Redvision 1080p and include analytics.
- 4.4 The CCTV control room have stated that the level to which CCTV footage can be considered effective is down to how it is used by the police. The CCTV control room can feed live links through to the Police control room and through to individual officers' tablets.

The CCTV control room have noted a drop-in police attendance at incidents reported by CCTV to the police. Police attended 60.7% of CCTV reported incidents in Sandy over the last 12 months. It is worth noting that CCTV are unable to provide information on the outcomes of incidents attended by police as this information is not passed to them. Without knowing the percentage of positive outcomes from CCTV footage it is difficult to assess system efficiency. It is advised that the matter is raised directly with the Police and Crime Commissioner when the Council meet on 29th October 2018.

This information has been provided as an overview to assist Members' discussion on CCTV provision in the town. Should any more specific information be required, the Clerk can obtain if directed to do so.

AGENDA ITEM 10**SANDY TOWN COUNCIL****COMMITTEE:** Community Services and Environment**DATE:** 1st October 2018**AUTHOR:** Liz Fuller - Administrator**SUBJECT:** 2019 Talk Series**1. Summary**

- 1.1 Sandy Town Council has offered an annual series of talks since 2015. In previous years, three talks annually were held in the Sandy Baptist Church, however in 2018 a series of six talks were held in the Town Council Chamber.
- 1.2 The following report proposes a series of talks for 2019 together with associated costs which could be considered as part of the Council's budget setting process for the next financial year.

2. 2018 Talk Series

- 2.1 During 2018, the Council expanded the number of talks hosted to 6 and focused these on a single theme. The talks focused on WW1 and were part of the Town Council's commemoration of the 100 years since the end of WW1.
- 2.2 Participant numbers and income to date are detailed in the below table.

Talk	Attendance	Income	Speaker Cost	Staff Cost
03/04/18 'With our Backs to the Wall'	24	£60	£0	3 hrs Admin
02/05/18 'Hurry up Quint'	29	£72.50	£0	3 hrs Admin
06/06/18 'Seven VC's'	30	£75	£0	3 hrs Admin
05/09/18 '100 Days Offensives'	30	£67.50	£0	3 hrs Admin
03/10/18 'An Unexpected Find'	Talks to Come			
06/11/18 'We will remember them'				
Totals	113	£275.00	£0	

3. 2019 Talk Series

- 3.1 Given the positive reaction to the recent archaeological open days, it is suggested that a series of talks with a focus on Roman History are held.

Talk	Speaker	Fees
Excavating Roman Sandy	AOC	Included within excavation - public engagement
Roman Bedfordshire	Mike Luke, Albion Archaeology	£50-100 (dependant on whether the audience is charged a ticket fee)
Roman coins 2000 years of coinage	David Thorold of St Albans Museum	£85

- 3.2 A second series of talks around nature and the environment is suggested for 2019/20.

Talk	Speaker	Fees
Woodland and Wildlife- What they do and how important the UK's woodlands are	The Woodland Trust	Donation to the Woodland Trust
Birds and Wildlife	Peter Bradley, RSPB	£50 donation to the RSPB
The Wildlife Trust	Volunteer, The Wildlife Trust	Donation to The Wildlife Trust

AGENDA ITEM 11

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 1st October 2018

AUTHOR: Liz Fuller - Administrator

SUBJECT: A Nation's Tribute

1. Summary

- 1.1 The Council previously agreed to work with other community partners to take part in the national commemoration of the centenary since the end of WW1. The event, known as 'A Nation's Tribute', will involve the lighting of beacons across the country.
- 1.2 The following is intended to provide an update for Members on work to date by the Working Group.

2. Event Summary

- 2.1 The event will take place on 11 November 2018 in the Market Square. The RBL have applied for a road closure to cover the Market Square from 5pm – 8pm.
- 2.2 The exact start time for the event start is currently being worked on, but it will be comprised of the following elements;
- 5.00pm – road closure starts, and event set up begins
 - Scouts to set up beacon
 - Cadets (Army and Air) to assist with road closure
 - Clerk and Outdoor Team Leader to arrange barriers for junctions to Market Square and around the beacon. Gazebo/tent to be set up for keyboard player.
 - Deputy Lord Lieutenant opens event (approximately 6:30pm – exact time to be confirmed)
 - Huw Davies to lead service of prayer and hymns.
 - Community representatives to read out poems and letters from WW1 soldiers

 - The following items are set pieces to match national activities.
 - 6:55pm – The Last Post
 - 7.00pm – Mayor lights the beacon
 - 7.05pm – Bells Ring out

 - Community are invited to sing along with members of the choir to war time songs.

AGENDA ITEM 12

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

DATE: 1st October 2018

AUTHOR: Liz Fuller - Administrator

SUBJECT: Sponsor a Poppy

1. Summary

- 1.1 As Members are aware the Council is marking 100 years since the end of WW1 via the display of lamp post poppies through the town centre. The purpose of this is to raise awareness of the centenary of the end of World War One and to join the community in an act of remembrance.
- 1.2 Residents and businesses were offered the opportunity to sponsor lamp post poppies at £3, and by doing so, are helping bring life to the route of the annual Remembrance Day procession through Sandy. The £3 sponsorship will go to the RBL for the purchase of the poppies. Messages of remembrance left by sponsors have been recorded on the Town Council's website.
- 1.3 The following report is meant as an update for Members.

2. Progress to Date

- 2.1 Poppies started going up in September and by the end of the first week of October, 47 poppies will have been placed on lamp posts in the town centre and along the route of the remembrance parade. More poppies will continue to go up throughout October ahead of November 11th. Overall the initiative has received a lot of positive feedback.
- 2.2 To date, a total of 62 poppies have been sponsored, with some donations above the sponsorship of £3 as residents contribute to this community act of remembrance.

3. Recommendation

- 3.1 It is recommended that all monies above the cost of purchasing the poppies from the RBL be donated to the Poppy Appeal.

SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**DATE:** 1st October 2018**AUTHOR:** Town Clerk**SUBJECT:** Flagpole**1. Summary**

- 1.1 The Council office has been asked to look into the practicalities of relocating the Town Council's current flagpole or installing a new flag pole at a more prominent location in the town.
- 1.2 The Council's flagpole is located at 10 Cambridge Road, adjacent to the Council Chamber. The Council fly flags on a series of nationally recognised days. The positioning of the flagpole makes it difficult to see.
- 2.2 Placing the flagpole at a different location would not require planning permissions. However, planning permission is required to fly flags which do not fall in to certain categories. Country and county flags would not require planning permissions.

3. Costs

- 3.1 An estimated cost for the purchase and installation of a new 6m flagpole has been sought. The cost has not yet been received but will be available prior to the committee meeting. The cost may be affected by the chosen location to install a new flagpole.
- 3.2 The flagpole at 10 Cambridge Road has been set into the ground via a concreted socket. At present a cost for relocating the pole has not been able to be obtained. Companies spoken with have advised that the purchase of a new flagpole would be a more practical option, as there is no guarantee the base of the old flagpole will come out cleanly, dependant on how it has been concreted in place.

4. Alternative Locations

- 4.1 Two alternative locations have been suggested;

	Bedford Road Rec.	Faynes Corner
Land Owner	STC	Not registered – Clerk clarifying ownership
Benefits	Close to War Memorial Easier inclusion in events Easy Access	Highly visible – Entrance to town centre Easy access Away from play areas
Negatives	Adjacent to play area Possible vandalism	Possible vandalism No CCTV coverage