

Sandy Town Council

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

You are hereby summoned to attend a meeting of the Community Services and Environment Committee of Sandy Town Council to be held remotely via zoom Monday 5th October 2020 commencing at 7.30pm.



Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
29th September 2020

Notes:

(1) Due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations").

(2) Meeting ID: 823 2312 5873

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on clerk@sandytowncouncil.gov.uk in advance for the meeting password.

(3) Members of the public wishing to address the Council during the public participation part of the formal meeting must make the Clerk aware of their intention before the meeting starts.

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*

Sandy Town Council

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 24th August 2020 and to approve them as a correct record of proceedings.

4 Public Participation Session

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

5 Action List

To receive the Action List and any updates.

Appendix I

6 SID Locations

To agree locations and durations for the placement of a SID sign.

Appendix II

7 Environmental Plan

To receive and consider the latest version of the Environmental Plan following further development by a working group of Members.

Appendix III

8 Supporting Town Centres

i) To consider section 1 of a communication received from Central Bedfordshire Council and formulate suggestions and ideas for town centre projects the Council would like to see delivered.

Appendix IV

ii) To consider a request from Cllr Gibson that the Council look to support the Town Centre via the purchase and display of 'Buy Local' banners.

9 Christmas Lights

To hear from the Clerk on the contractor's early installation of the 2020 Christmas Lights.

10 Events Working Group

To receive notes from a meeting of the Events Working Group.

Appendix V

11 Remembrance Day 2020

To receive and consider a report on Remembrance Day 2020.

Appendix VI

12 Councillor Surgeries

To receive a report on a Councillor surgery held on 26th September 2020.

Appendix VII

Sandy Town Council

13 Chairman's Items

14 Date of Next Meeting

Monday 6th November 2020

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 At Beeston (CBC owned land)	(22-16/17)	Progress and update reports to go to the Community Services and Environment Committee	Heads of Terms agreed. Solicitor details provided to CBC. CBC legal drawing up lease. Matter now with STC Solicitor.
Full Council Meeting 29/06/2020			
Outdoor Gym Equipment Installation	TC	CSE Committee to agree finalised design, location and items of outdoor gym equipment to be installed by the preferred contractor approved by the Town Council. Decision delegated to Chair, Vice Chair and Clerk.	Installation work to take place week of 5 th October 2020.
CSE Meeting 13/07/20			
Town Entrance Signs	(7-20/21)	RESOLVED to delegate authority to Cllrs Gibson, Hewitt and Scott to finalise signage designs and locations. CBC Cllr Maudlin to also be on group.	Ongoing liaison with RSPB and GC over logo colours. Locations, final sign colour and overall design selected by group. Once logo details are sorted a final design will be made up and costed by the signage company.
CSE Meeting 24/08/2020			
The Meadows Site Visit (Former Days Inn site)	(23-20/21)	Site visit to view CBC's Transitional Housing site to be arranged	Four Members have indicated they wish to participate in a site visit. Dates awaited from CBC Transitional Housing Officer.
Use of former Days Inn conference site	(24-20/21)	RESOLVED to write to CBC with ideas about potential use of the former days in conference site.	Letter summarising council's comments issued. Clerk to liaise with CBC's T. Keaveney.
Community Asset Fund	(26-20/21)	RESOLVED to make an application to the CBC Community Asset fund for funding towards outdoor gym equipment.	Funding application submitted. Outcome awaited.

SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**AUTHOR:** Town Clerk**DATE:** 5 October 2020**SUBJECT:** Speed Indicator Display Signs**1. Summary**

1.1 The Council resolved to purchase a Speed Indicator Display (SID) sign for use in key locations in Sandy. At a meeting of the Policy, Finance and Resources Committee held on 14th August 2020 the committee approved a quotation for a smiley activated sign (SAM). It was agreed that the proposed sign would be submitted to CBC Highways for approval and that the CSE committee would approve proposed locations of signs, frequency of data collection and time period at locations.

1.2 The sign has been submitted to CBC Highways, who have responded stating;

“...we have received requests for similar devices in other towns and parishes in Central Bedfordshire. Internally we have decided that we need to have a discussion about this so that we have a consistent approach across the authority...As an authority we don't have an issue in principal to these devices being implemented; speed indicator devices should be used in locations where speeds are known to be higher than the speed limit..”

CBC are due to come back to the Council following their internal discussion at the start of October 2020.

1.3 Members of the committee are asked to consider and approve the principle of preferred locations for the sign and agree that the Clerk can finalise details of posts to use with Central Bedfordshire Council, prior to arranging installation.

2. Locations

2.1 The Council has received relatively regular complaints about speeding in the town, which it communicates through to the community policing team. The majority of complaints received refer to Sunderland Road, with some concern raised over speeding on Bedford Road.

2.2 CBC Cllr Simon Ford identified the following locations where speeding is a particular issue based on correspondence he has received from the public.

- Sunderland Road
- Bedford Road
- New Road, near Tesco's

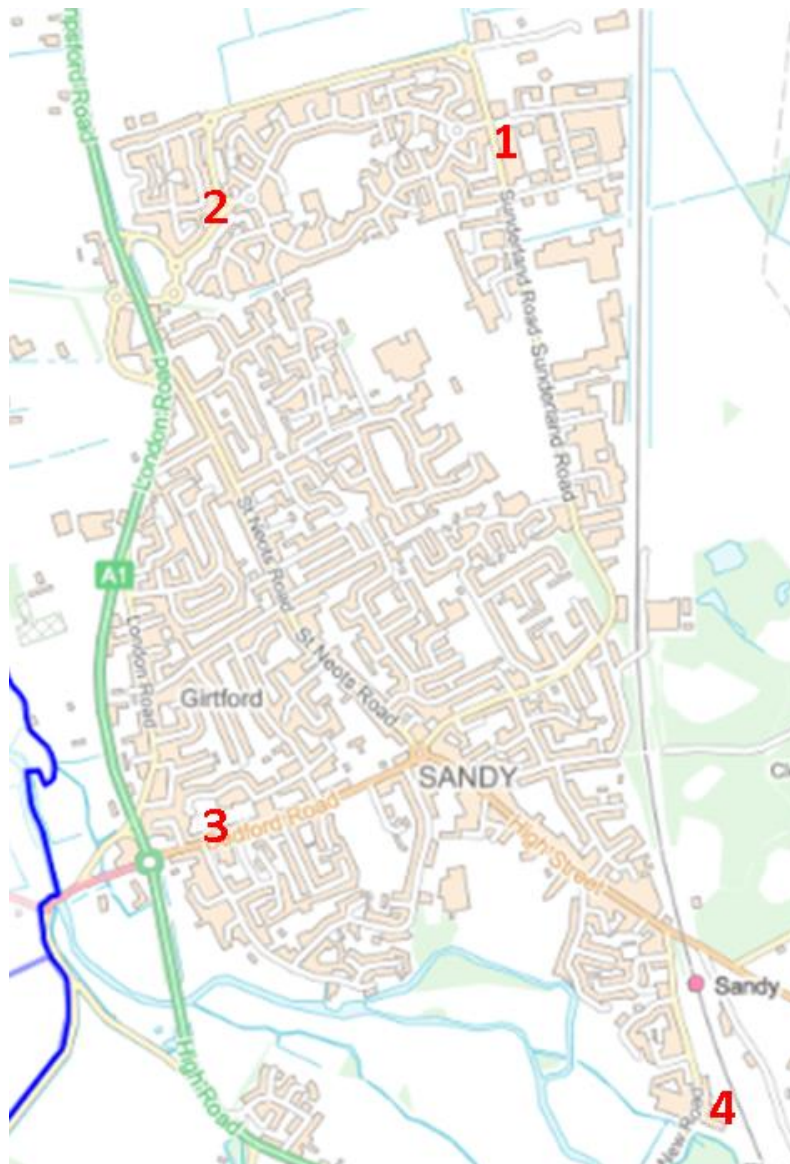
2.3 On 22nd September 2020 the police carried out speed enforcement at points in Sandy. The following data was reported back to the Town Council;

- 2 x Traffic offence Reports (TOR) for number plates
- 22 x TRO for speeding vehicles, which were all exceeding 40mph
- 20 of the speeding TROs were issued on Sunderland Road between peak hours (8 -10am and 4-6pm)
- 20 x Words of advice to vehicles travelling between 36-39mph

2.4 CBC Cllr Simon Ford has worked with CBC Highways to have a number of 30mph camera signs erected along Sunderland Road. A further 11 signs are to be placed along the stretch of road.

2.5 Cllr Ford reported that consideration may be able to be given to ‘Slow’ or 30mph road markings if speeding problems along Sunderland Road continue. Data from a SID sign may help establish evidence to support such action.

2.6 The Community Policing Team have been asked for input on locations, however based on the above it is considered that Sunderland Road is identified as the initial priority area for the sign’s placement. That this be followed by location on Bedford Road and New Road.





2.7 To reduce costs it is intended to work with CBC to identify suitable lampposts for the placement of the sign. In the case of location four, this may be more difficult, and advice will be taken from Highways as to the best location of the sign, which may require a pole to be installed.

3. Signage Duration and Data Collection

3.1 Research suggests that SID signs lose their effectiveness the longer they are in position, as drivers become used to their presence and fail to notice them

as much. Therefore, moving the sign between the chosen locations on a regular basis would be beneficial.

- 3.2 Data collection involves connecting to the sign and to reduce officer hours required, it would be best that data is downloaded at times when the sign's location is changed.
- 3.3 It is proposed that the sign is initially placed on Sunderland Road (Point 1) for a period of three weeks. It will then be moved to each of the other locations identified for a further period of three weeks.
- 3.4 Data for each location will initially be reported to the CSE committee. This will help the committee to determine;
 - 1) Whether the signage is having a positive effect by recording fewer speeding cars over the duration it is in position
 - 2) Which of the locations has the worst problem with speeding vehicles.

4. Recommendation

- 4.1 That the committee approve the locations of the sign and that the Clerk work with Central Bedfordshire Council to select appropriate posts and arrange installation.
- 4.2 That the sign be left in each of the locations for a period of three weeks, with location data reported to the CSE committee at the earliest meeting following that three-week period.



SANDY TOWN COUNCIL ENVIRONMENTAL PLAN

A plan to work towards the protection and enhancement of Sandy's environment for the health of the town and its community



SANDY TOWN COUNCIL



Live. Work. Play. **SANDY**

What is an Environmental Plan?

The Environmental Plan is a **plan** to establish ambitions and intended actions, working towards the protection and improvement of the environment in and around Sandy for the long-term health and benefit of the town, its environment and its community.

The aim of the Environmental Plan is to help ensure that Sandy Town Council works with other relevant bodies to put in place actions to make Sandy a **green**, pleasant and healthy place to **live**, work and play. The action points in the plan set targets for the Council to meet in both the long and short term, providing measurable reference points to ensure progress is made.



Why do we need a Plan

The Council's Environmental Plan is the first step in demonstrating Sandy Town Council's commitments to make what changes it can to protect, enhance and save our environment as part of small local steps and wider national ambitions to make Sandy, Bedfordshire and the United Kingdom greener and more sustainable. Practical steps are needed if Councils are to make changes which will have a real positive impact.

In 2019 Central Bedfordshire Council voted to make tackling climate change a priority for the Council and a plan will be rolled out in 2020. The actions in this plan will work alongside CBC's plan for the benefit of the wider area of Bedfordshire. The plan will incorporate localized actions for Sandy to wider national ambitions.

Live. Work. Play. **SANDY**²

Actions Town Councils can take to help nature and the local environment

Based on guidance provided by Friends of the Earth

Be a Force for Good



Consider supporting small and large planning applications for new renewable energy in the area

It is estimated the UK needs to increase the amount of renewable energy it generates by around eight times. Planning decisions will be made by the local planning authority, however town councils can play an important role in supporting renewable energy applications in their parish.



Promote practical action by local people

People can often be at a loss about what they can practically do to reduce their own carbon footprint or support the natural environment. An impartial local guide that provides information on accredited local businesses can be invaluable and help keep money in the local economy. The guide could include information on local accredited energy assessors and renewable energy installers for solar panels, batteries, EV charging points and heat pumps. It can also encourage sustainable transport options.



Use our voice

Decisions on infrastructure projects are largely made by local authorities, Local Economic Partnerships, or national government. But many of these decisions may increase carbon emissions and/or harm nature. Town councils may consider voicing opposition to high-carbon developments, promoting sustainable alternatives instead. They can press local authorities and MPs to demand national changes to bus services regulations, so all areas can regulate buses as London does, and urban profit-making routes can cross-fund loss making rural routes.



Encourage the formation of Climate Action groups

Communities across the country are coming together to take climate action in response to the climate and nature emergency. Climate Action groups will encourage and support people to take local political action, build positive community solutions, and join together to demand national action. Parish, town and community councils could encourage and support the formation of these groups. Friends of the Earth can provide resources, training and advice to climate action groups (see takeclimateaction.uk).

Actions Town Councils can take to help nature and the local environment

Based on guidance provided by Friends of the Earth

Demonstrate leadership through practical actions



Save energy

Ensure any council buildings are as energy efficient as possible and any street lighting uses well-directed LED lighting. Getting an energy audit is the first step. Loans for projects in England that have a payback of less than five years are available through Salix funding. Projects with longer term paybacks should still be carried out.



Produce green energy

Install renewable energy generation equipment, like heat pumps and solar PV, at council buildings. Explore government grants to support the costs of work. Several energy companies provide a smart export tariff, which pays for any electricity generated that isn't used by the building, including offering top prices if the solar PV is used in conjunction with a battery. Funds can also be raised through Salix loans or through crowdfunding. Buildings using renewable energy should also be used as a showcase to help local people see these technologies first-hand, particularly less familiar technologies such as heat pumps. An electronic display showing how much energy has been generated and how much money and CO2 emissions saved is one way of demonstrating the benefits.



Reduce pesticide use and other harmful activities

It's possible to reduce activities that harm wildlife, from using peat-free compost to shunning pesticides and ensuring light pollution is controlled. Glastonbury Town Council has stopped using glyphosate weed killer and instead uses a hot foam system. These steps alone are not enough to protect and restore nature but they're an important first step. To encourage others, promote the actions you're taking, for example use signage on council-owned land where you use peat-free compost.

Actions Town Councils can take to help nature and the environment

Based on guidance provided by Friends of the Earth

Demonstrate leadership through practical actions



Manage land for nature

Parish, town and community councils can have responsibility for allotments, bridleways, burial grounds, commons, open spaces, and village greens. All of these can be managed to enhance nature, particularly through changing mowing regimes. Wildlife friendly corridors can be created through towns by managing individual sites. Council's can develop pollinator plans for planting of green spaces.



Increase tree cover

Friends of the Earth is campaigning for the UK to double tree cover. The Forestry Commission and others have suggested that even urban areas should aim for at least 20% tree cover. Parish, town and community councils should aim to double tree cover and, if necessary, go beyond this to reach the 20% minimum. Much of this will involve encouraging and supporting landowners to take part in tree planting. The Tree Charter, developed by the Woodland Trust, provides guidance on how to increase tree cover. The National Association of Local Councils website provides case studies where it has been used.



Buy green

Buying local can support the local economy and buying green can help protect the planet, rewarding businesses committed to a better future. Buying green electricity helps develop new renewable energy and ensures the council isn't supporting dirty energy financially. Buying green can also extend to any food and produce provided at events.

Actions Town Councils can take to help nature and the environment

Based on guidance provided by Friends of the Earth

Demonstrate leadership through practical actions



Use green transport

Employees and Councillors should be encouraged to walk, cycle or use public transport or car-share. The council should provide bikes or electric bikes for staff as they carry out any work-related trips. It could also provide zero-interest loans for buying bikes. Where a car or van is needed, councils can move towards electric vehicles.



Minimise waste going to landfill or incineration

Council operations can ensure all waste is recycled or composted, but also consider setting-up community recycling facilities for hard-to-recycle items when the local authority hasn't done so, for example in partnership with Terracycle, Bisley Parish Council has set up a community composting scheme. The best approach for waste minimisation is reuse (eg, reusable cups) or avoiding unnecessary purchases.



Ensure money is invested wisely

Across the UK, local authorities are investing tens of millions of pounds each into fossil fuel companies, despite having declared a climate emergency. Although town council investments will be tiny in comparison, they can still ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

What STC is doing to protect and enhance our environment

There are a number of things Sandy Town Council has already done to support its environmental ambitions, however it is recognised that much more must be done in the coming years, as highlighted by the Action Points later in this report.



Actions the Council has already taken include;



Starting a scheme of streetlight conversion resulting in over 40% of Town Council owned streetlights now being low energy LEDs.



Installation of bird, bat and insect boxes on Council owned buildings.



Reduction in printing, postage and paper usage.



Regular servicing and high standard maintenance of Council vehicles.



Office recycling and works composting.



Developed land management plans to incorporate enhancement of nature and biodiversity



Agreeing in principle the installation of electric car charging points in the town centre car park.



Annual investment in the development and enhancement of the Sandy Green Wheel.



Charter
for Trees, Woods
and People

Tree Charter Membership and tree planting.



Participation in the Great British Spring Clean and supporting regular community litter picks.



Use of grey water at the Council's works depot site.

Green Action Points

Steps Sandy Town Council will take to...



Strive to Prevent Pollution and Enhance Biodiversity

	ACTION	RESPONSIBILITY	TIMELINES
Reduce pollution from Council vehicles	Research the costs, efficiencies and practicalities of electric vehicles to replace Council work trucks as and when vehicles are beyond economical repair.	Office (O) to find out how old current vehicles are. WG can research ahead of replacement.	Medium to Long Term
	Set target for the next newly purchased Council vehicle to be electric, based on the findings of the above-mentioned research work.		Medium to Long term
Reduce pollution from vehicles in the town	Install electric car charging points in town centre car park to enable and make it easier for the public to consider electric vehicles.	CSE Committee	2020/21 Financial Year dependent on BP Chargemaster
	Promote benefits of reducing speed and smart driving to reduce fuel consumption. Review and improvement of speed signage.	Office and CBC	2020/21 Financial Year to research and produce material. Ongoing promotion
Reduce Pollution on the A1	Liaise and lobby appropriate agencies in an effort to reduce pollution along the A1 corridor	STC CBC HE	Ongoing monitoring
Support wildlife and natural habitats	Incorporate bee and insect havens into planting schemes and choose plant species to help support pollinators year-round. Reduce the use of chemicals. Identify additional areas to create bee and insect havens	WG research ideas of ways to incorporate havens & alternatives to chemicals. O to purchase DSO to carry out work	2020/21 4 th Qtr - Research 2021/22 Implementation

Green Action Points

Steps Sandy Town Council will take to...



Strive to Prevent Pollution and Enhance Biodiversity

	ACTION	RESPONSIBILITY	TIMELINES
Plant trees	<p>Agree a target on the number of trees to plant over the next three years as part of the Council's role as a Tree Charter Branch Member.</p> <p>WG to Identify areas for planting and tree numbers</p>	<p>WG BRCC CBC</p>	3 rd -4 th Qtr 20/21.
River Ivel	<p>Engaging with other bodies and authorities on short term actions to improve pollution and biodiverse in and around the river Ivel.</p> <p>WG to consider current concerns and actions needed.</p> <p>To understand the long term plans of anothotieis and how these will impact on the future of the river Ivel</p>	<p>WG CSE EA</p>	Ongoing
Sandcaste Wood	<p>Work with CBC to influence the future maintenance and management of this area and how it can benefit local biodiversity and become an asset for the people of Sandy.</p>	<p>WG CSE CBC – Assets CBC – ROW</p>	<p>Start engagement 4th Qrt 20/21</p> <p>Long term matter</p>
Decision Making	<p>Include sustainability and biodiversity impacts in reports to Council to show how actions and decisions will impact on biodiversity.</p>	Office	Ongoing

Green Action Points

Steps Sandy Town Council will take to



Conserve Natural Resources

Lighting

	ACTION	RESPONSIBILITY	TIMELINES
Reduce energy usage of internal lighting at Council-owned buildings	Replace all internal lighting at the Council's offices, depot and the Jenkins Pavilion with LED low energy lightbulbs.	Office	To be completed by the end of the 2021/22 financial year
Reduce streetlight energy usage and light pollution.	Continue conversion of STC streetlights to lower energy LED lamps.	O /Streetlighting contractor	Ongoing
	Conduct a feasibility study into the cost, practicality and implications of dimming streetlights by 50% from midnight to 6am, timed switches and switching lights off between certain hours.	WG to make research and recommendation to Council	4 th Qtr of 20/21
	Where possible look at whether solar lighting will provide an alternative for new lighting scheme installations.	WG to research solar lighting scheme and make recommendation	1 st -2 nd Qtr of 21/22

Green Action Points

Steps Sandy Town Council will take to



Conserve Natural Resources

Energy			
	ACTION	RESPONSIBILITY	TIMELINES
Understand our energy consumption	Conduct an energy audit and report on findings. Incorporate results of report into action points.	WG to research how to conduct an energy audit	November/December Get quotes for energy audit so it can be included in the budget
Reduce our energy consumption	Enact policy of turning off all electrical appliances when not in use.	O to identify which appliances can be switched off and get into the habit of switching off when not in use	4 th Qtr 20/21
	Complete replacement of older computers with lower power units to reduce electricity consumption. Two computers still require updating.	O	3 rd Qtr of 20/21 (Purchase agreed by Town PFR Committee on 14 th September 2020)
Make energy production more environmentally friendly	Research costs, grants and benefits and practicalities of installing, solar PV and heat pumps at Council buildings.	WG to research feasibility	Long term
	“ Consider buying energy from renewable energy suppliers when renewing suppliers.	O to liaise with Utilities Manager	3 rd Qtr 21/22 when existing utility agreements renew

Green Action Points

Steps Sandy Town Council will take to



Conserve Natural Resources

Fuel

	ACTION	RESPONSIBILITY	TIMELINES
Minimise fuel usage	Ensure all our vehicles are serviced and maintained to a high standard, so that they run efficiently.	O/DSO	Ongoing
Reduce usage of fossil fuels such as petrol and diesel	Replace power tools with cordless electric versions where this is possible.	O/DSO	As and when new equipment is required
	Investigate and consider purchase of battery-operated mowers and trimmers when renewal of equipment is required.	O/DSO	

Water

	ACTION	RESPONSIBILITY	TIMELINES
Reduce water usage	Increase use of recycling grey water.	WG- identify ways in which we can do this	1 st -3 rd Qtr 21/22 with recommendations for 22/23 FY
	Include use of grey water recycling in any building projects	Council	As and when projects emerge
	Use water retaining planters and hanging baskets	O- ensure this when putting planting order in	3 rd Qtr 20/21 as part of new planting tenders

Green Action Points

Steps Sandy Town Council will take to



Minimise Waste

Reduce

	ACTION	RESPONSIBILITY	TIMELINES
Understand opportunities to make reductions in carbon footprint and waste output	Conduct carbon and waste audits. Incorporate results into further action points.	O – quotations on carbon and waste audits	3 rd Qtr 20/21 with recommendation to PFR for budget consideration
Reduce paper usage and printing	Only print documents when necessary, and, when doing so, always print double-sided.	O to set this up as a default action	Ongoing
	Reduce use of hard copy documents and progressively move towards managing council records, documents and filing on computer systems only, reducing reliance on hard copy files.	O to use Covid-19 experience as an example on how to do this and continue when office working is 'back to normal'	Ongoing Report PFR summarising steps taken by office and estimated reductions
Reduce fly-tipping by initiating regular large disposal days where skips are located at agreed points in town for public use.	Research costs and need, then approach partner organisations (CBC, Grand Union) to draw up a proposal for consideration by committee.	WG to investigate interest and costs for PFR to consider	1 st -3 rd Qtr with recommendations to PFR for 21/22 budget

Green Action Points

Steps Sandy Town Council will take to



Minimise Waste

Reuse

	ACTION	RESPONSIBILITY	TIMELINES
Reduce/eliminate Council use of single-use plastics	Commit to stopping the use of single-use plastics by the Council, including resources for events.	O/WG to research areas for reductions	Qtr 1 st -3 rd with recommendation report following
Promote refill schemes	Investigate the launch of a scheme to reduce plastic water bottle pollution by allowing refill of bottles at Council office and participating businesses around the town. Evidence suggests that such schemes can encourage increased footfall.	WG	Long term (22/23 FY)
	Provide grounds team with reusable water bottles for use around the town while carrying out their role.	Office/DSO	Completed
	Encourage Members and staff to carry refillable bottles and re-usable cups to conferences.	O/WG	As and when in person conferences return
Promote reuse or repair of old goods	Investigate working with community groups to organise community swap shops and repair workshops, where people can get electrical goods mended, rather than sent to landfill.	WG –To look at feasibility and local contacts who may want to be involved	Long term (22/23 FY)
	Promote local people who can help repair items.		

Green Action Points

Steps Sandy Town Council will take to



Minimise Waste

Recycle

	ACTION	RESPONSIBILITY	TIMELINES
Improve our understanding of the recycling process and opportunities for more efficient recycling	Councillors to visit local recycling centre to learn about recycling. Work with schools to see if a visit for young people can be arranged.	WG to organise a visit.	As and when COVID19 restrictions allow.
Carry out recycling at Council premises and encourage participation by the public	Collection of used stamps for recycling. (RBL, Leprosy and Church take stamps)	Office	Already in place. Greater publicity to be arranged during 20/21
	Collection and recycling of printer cartridges and batteries.	O to investigate recycling of printer cartridges.	Battery recycling in place and to be advertised more during 20/21
	Ask FOSCL if they want the Council to become a collection point crisp packets. If agreed publicise and arrange collections	Office Friend of Sandy Christmas Lights	3 rd Qtr 20/21

Green Action Points

Steps Sandy Town Council will take to



Minimise Waste

Recycle

	ACTION	RESPONSIBILITY	TIMELINES
Recycle office waste	Strengthen office recycling scheme for all office/administration waste .	Office	Ongoing with report to PFR in 4 th Qtr 20/21 to advise on progress
	Move to actively purchasing more recyclable office supplies.	Office purchaser to look for recyclable office supplies when making purchases	Ongoing
Explore/Investigate going paperless for meetings	Research feasibility, costs and Members views on moving to more paperless meetings	WG Office Council	Long term (21/22 FY)
Investigate holding car boot sales	Research setting up car boot sales and whether there is an appetite within the community for such activity	WG	On hold until COVID19 restrictions allow further consideration
Lobby/request additional glass bottle recycling points in the town centre	Identify areas where they could be stored and communicated to CBC Waste Team	WG CBC	3rd - 4 th Qtr 20/21

Green Action Points

Steps Sandy Town Council will take to



Purchase Environmentally Preferable Supplies

Office Supplies and Consumables

	ACTION	RESPONSIBILITY	TIMELINES
Support environmentally friendly suppliers and reducing carbon footprint	Where possible, the Council will only purchase environmentally friendly products – paper, cleaning materials, etc. Use ‘Fair Trade’ sources. List of approved suppliers.	Office purchaser to purchase environmentally friendly products when placing orders	Long term /Ongoing
	Investigate using only recycled/unbleached paper and purchase paper made from wood pulp from sustainable forests.	Officer purchaser to purchase recycled/unbleached paper when placing orders	3 rd Qtr– Costings 4 th Qtr– Reporting to PFR
	Purchase milk for meetings/office via delivery with reusable glass bottles, as opposed supermarket purchase of plastic milk bottles.	Office	3 rd Qtr 20/21
	Buy local where possible to reduce transport costs and impact.	Office purchaser to investigate local suppliers	Ongoing
Standardise purchasing to support green aims	Develop and agree on environmental procurement policy as part of wider environmental policy.	WG - draw up draft procurement policy	4 th Qtr 20/21

Green Action Points

Steps Sandy Town Council will take to



Incorporate Environmental Factors in Decision Making

Using the Council's Voice and Power

	ACTION	RESPONSIBILITY	TIMELINES
Use the Council's voice to influence other local organisations' and businesses' decisions and actions in environmentally-positive ways	Be outspoken in our support of planning and projects which would offer enhancements to Sandy's natural environments, and in opposing those which would be detrimental.	DS Committee/ Cllrs	Ongoing. Consider each application received.
	Account for impact on the environment and use of eco-friendly methods and developments when considering and commenting on planning applications.	WG/DS/Cllrs	Ongoing. Consider each application received.
	Encourage local businesses to make environmentally-friendly operating choices, e.g. stopping use of plastic bags.	WG – to research and draw up communication	21/22 or at a time when COVID19 allows.
Use the Council's decision-making and spending powers to improve our local environment	Protect and, where possible, enhance the quality, extent and accessibility of Sandy's open greenspace, trees and natural environments. See Council Recreation Ground investment plan.	O/WG	Ongoing – Recreation plan to be finalised during 20/21 FY

Green Action Points

Steps Sandy Town Council will take to



Promote Environmental Issues and Engage with Community

Promote

	ACTION	RESPONSIBILITY	TIMELINES
Promote steps we can all take, as individuals, to have a positive impact on environmental issues	Use social media to promote shopping locally and reducing speed whilst driving in the town to reduce vehicle emissions.	WG/Town Centre Group	3 rd – 4 th Qtr 20/21 – Draw up publicity Ongoing
	Vocally support and take part in Earth Day and Earth Hour.	WG – ideas on how to support Earth Day (April 22 www.earthday.org) & Earth House 8.30-9.30pm March 27 2021 www.earthhour.org	3 rd – 4 th Qtr 20/21 Proposition for 1 st Qtr 21/22
Promote sustainable community travel	Encourage more walking, cycling, car-sharing and use of sustainable public transport links.	WG – Draw up publicity	1 st -3 rd Qtr 21/22
Promote tele-commuting and web-conferencing	Promote use of new technologies which enable remote meetings/working to limit travel.	WG	Ongoing

Green Action Points

Steps Sandy Town Council will take to



Promote Environmental Issues and Engage with Community

Encourage

	ACTION	RESPONSIBILITY	TIMELINES
Encourage public use of green spaces and healthy living	Install and promote new adult gym equipment in recreation grounds.	CSE Committee	October 2020 for first equipment.
	Social media promotion of walking and cycling routes in and around Sandy.	O/WG/Green-wheel Group	Ongoing
	Promote environmental events such as Great British Spring Clean (litter picking)	Events Group/Office	August/September each year.

**Central
Bedfordshire**

Sent to: Clerk & Chairman to the town Councils of:

Ampthill, Biggleswade, Dunstable,
Flitwick, Houghton Regis, Leighton Linlade,
Potton, Sandy, Shefford

Date: 15/09/20

Dear Clerk to the Council,

Supporting Town Centres and the wider Economy

I am writing to you with regard to the Council's ongoing response to Covid-19 and its economic impact on our local residents, business community and town centres.

As lockdown has eased and our economy has gradually reopened, it is apparent that this crisis has precipitated significant changes to how our resident's shop and access services and, as a consequence how our towns function.

The enforced closure of physical shops has accelerated the long-term trend towards online retail, which for many is now the new norm or first port of call, when it comes to retail shopping. Our town centres have been, and will most likely continue to be, profoundly impacted by the Covid-19 pandemic, a period of time that has exacerbated trends that were already emerging.

It is therefore important that we plan for this new reality and look for ways to adapt and improve our town centres, so that they can continue to be at the heart of our local communities.

As part of helping to develop our new approach I am inviting your Town Council to work with Central Bedfordshire Council to build on recent work focused on understanding our town centres and the scope to address a range of issues, some of which I have touched on above. Initially I am proposing we focus on the following areas:

- 1) **Building on work from earlier this year, when we invited you to share your ideas concerning potential submissions to Government programmes such as the Future High Street programme, we would like to work with you to review what came out of this in light of Covid-19 and the future challenges and opportunities our town centres face. I have asked the Place Delivery team to contact you in order to give you the opportunity to put forward your suggestions and ideas as to what type of activities and projects you would like to see delivered in your area. This can include locally focused schemes or Central Bedfordshire wide initiatives that you feel would help to support our town centre network as a whole.**

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- 2) In 2019 the Council commissioned People & Places to conduct a round of town centre benchmarking. This gave us vital data on vacancy rates, footfall as well as important qualitative feedback from businesses, visitors, and regular users of our town centres. In order to attempt to better understand the impacts and implications of the Covid-19 pandemic we will also be looking to repeat this exercise. As before we will be looking to ensure that the outputs of this are as beneficial to you as possible, so will be seeking to work with you to determine any additional scope or questions. We envisage this work commencing in November with footfall and vacant unit counts and concluding in March next year, with business confidence and shopper surveys being undertaken. The additional time for the latter surveys to be carried out, will ensure that any emerging changes to shopping patterns due to the impact of Covid 19 are more fully apparent.
- 3) As a Council we are also rapidly progressing work to develop our Economic Strategy. To support this, we need to understand what is important to residents, businesses and key stakeholders – such as yourselves. With that in mind a brief online survey will be available on the Central Bedfordshire Council website at:

https://www.centralbedfordshire.gov.uk/info/58/business/819/economic_strategy_survey

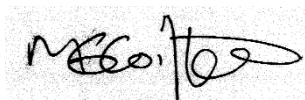
I would be grateful if you were able to take the time to respond; we will also be promoting this to residents and businesses. The survey closes on 30th September.

The results of this survey, in addition to your input concerning town centre specific activities as described above, will be collated and incorporated into the Emerging Economic Strategy currently being developed, as well as potential future bids for funding to Central Government.

If you have any questions on any aspects of this work please contact Stephen Mooring, Head of Place Delivery, Stephen.Mooring@centralbedfordshire.gov.uk

We look forward to continuing to work with you.

Yours sincerely



Marcel Coiffait

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SANDY TOWN COUNCIL**COMMITTEE:** Community Services and Environment**AUTHOR:** K Barker - Administrator**DATE:** 5 October 2020**SUBJECT:** Events Working Group Report**1. Summary**

- 1.1 A Meeting of the Events Working Group was held remotely on Thursday 17th September 2020. Members of the Events Working Group were joined by Cllr Osborne, Rev H Davies of St Swithun's Parish Church and Mr R Sparks, Chairman of the Sandy and District Branch of the Royal British Legion. Members are asked to note the following update report.

2. Meeting Report**2.1 Remembrance**

- i) The Group discussed what form of event might possibly be held by the Council to mark Remembrance this year. A range of potential plans were suggested, from a small, closed commemoration to a reduced parade.
- ii) The RBL Branch Chairman reiterated that, nationally, the organisation insists local Remembrance events are a civic matter and it would not be involved making any arrangements. He also stated that from the Legion's perspective, there is no requirement to hold parades in order to participate in Remembrance.
- iii) The Clerk informed the meeting that Central Bedfordshire Council's Safety Advisory Group (SAG) had contacted the Council regarding a recent local event, asking to hear and see the measures taken by the organisers to ensure COVID-19 secure guidelines were being followed. Another local council had been advised that SAG require 6 weeks' notice of any public events, including Remembrance, with organisers required to provide all event details, COVID-19 specific risk assessments and crowd management plans, and to ensure details of attendees were taken for track and trace purposes. The Clerk made members aware that the deadline for the submission of these documents for a Remembrance Sunday event would therefore be 27th September and explained that some other items of work may have to be abandoned or else delayed, in order to meet this deadline, if this was chosen as the priority.
- iv) The group suggested the preferred model for the event would be a short service at the Bedford Road War Memorial, with the essential readings, bugler, silence and wreath laying.

It was felt that wreath-layers and a small number of invited guests could stand, at safe distance from one another, in cordoned-off areas in the

recreation ground. The wreath layers could be directed to walk one way, to the memorial and back into the park. The number of wreath-layers must be limited, with prior registration required; any other individuals who would like to lay a wreath could do so after the ceremony, or during the following week.

It was suggested that the section of Bedford Road outside the recreation ground could be closed and used as a public viewing area, with signage, markers on the ground, or marshals to ensure safe distancing. The far side pavement could be left open for pedestrian traffic along the road.

Members discussed the areas which should be closed off with barriers, cones and tape, and it was agreed volunteers would need to be raised to marshal the event, to ensure both guests and members of the public were correctly positioned and distanced.

The Clerk noted that the set-up and take-down of all the additional equipment would necessitate a longer closure of Bedford Road than usual, if it were to be used as a viewing area for members of the public. It would also require marshalling and controlled entry/exit. This would be subject to the TTRO being approved by Central Bedfordshire Council and the Police's support in manning and enforcing the prolonged road closure.

If this was not possible, members of the public could be advised not to attend, and the Council could request a closure of the footpath only, to allow safe access to the memorial for those taking part in the service.

A back up option of using the Church yard as an alternative location was also put forward.

iv) In order to meet the SAG's deadline, the Clerk would immediately begin work, preparing information for the submission of the event notice form, risk assessment and crowd management plan. This would be submitted to cover the Council in case Bedford Road could be closed and utilised for the event.

2.2 Christmas Lights

- i) The Clerk updated members on the current outline plan for this year, as discussed with the Chair of Friends of Sandy Christmas Lights.

The Clerk informed the group that the lights, the same as last year's new displays, will be installed, when requested, by the Council's supplier. They can be put on earlier this year as they will not necessarily need to be timed with a light switch on event.

At present it is planned for the lights to be installed and turned on from the last weekend in November, to bring some festive cheer to the town for as long as possible. It is suggested that a very small photo opportunity 'switch-on' is held, with the Carnival Prince and Princess, who retained their titles from 2019.

FoSCL are considering the possibility of running a Christmas market, on the first weekend in December, which could also be promoted as an opportunity for visitors to come and enjoy the Christmas lights. It is expected that the market would mostly be comprised of professional traders selling festive goods and take-away food and drinks. Stalls could be set up in a line through the end of Cambridge Road and the Market Square, and a one-way system implemented for visitors.

The Clerk explained that the necessary COVID-19 precautions would be prohibitive of any live entertainment, such as the musical performances and Santa's Grotto which have traditionally been part of the town's switch-on event. The market should open in the afternoon, after the lights have come on, so they can be enjoyed throughout the event and not draw people to gather, awaiting a switch-on.

- ii) The Clerk suggested that the Council and St Swithun's Church, in partnership, could run an at-home version of the Church's traditional Christmas tree festival, in the vein of the scarecrow and garden competitions which the Council ran over the Summer. It was agreed this event could help spread some cheer across the community over the Christmas period, which is bound to feel less festive than normal this year.

Rev Davies suggested the competition should be opened up to as much of the community as possible, including all kinds of homes and businesses. In aid of this, he advocated a more general Christmas decoration competition, with four categories: window, nativity, tree and overall (house/garden). The Church's team who normally organise the Christmas tree festival would be glad to contribute to the competition arrangements and Rev Davies would put forward a proposal to the Clerk on how he sees the event running in the near future.

It was agreed that the Council could offer prizes for the winner of each category, in the form of Sandy High Street vouchers, which have proved popular with previous competition winners and local businesses.

2.3 Let's Get Going family fitness classes

- i) Members considered a detailed proposal from a local community interest company to run parent-child movement classes on the Pinnacle hill and field. The classes had been running in St Swithun's Church Rooms earlier in the year, but have only been able to run virtually, via Zoom, in recent months. The organiser requested to run classes weekly until December.

The group agreed that the classes offer members of the community a valuable opportunity for wellness, support and socialisation at a time when these are difficult to pursue. Members felt the use of the land should be agreed without charge, at least initially, as the company is run for community interest.

The Clerk would approve the request to enable the sessions to begin while the weather was mild.

2.4 Busking Day

- i) The group discussed a proposal submitted by a local resident, for a busking day to be held during the Summer in 2021. The proposal included inviting local musicians to play short sets at a number of locations around the town, potentially on a rotation. It was suggested the musicians could all have cash collections, either for their own pay, or to raise money for charities. Each performance location would require one or two volunteers on site to assist with set-up and collections.

Members felt this was a wonderful idea, which could help to raise the profile of the town, and potentially, if successful, become a regular event.

Rev Davies noted that St Swithun's Churchyard was mentioned as one potential location, and said in principle, the Church would be happy to host some musicians. It was suggested that the buskers playing at the Church might take collections to contribute to upkeep of the building.

It was felt the Council could assist in some way, potentially with the event's organisation and raising volunteers to help on the day. The resident would be contacted to ascertain what help he was looking for from the Council.

2.5 Outdoor Theatre Feedback and Income

- i) The Clerk gave members some verbal feedback on the Pantaloons outdoor theatre performances which were recently held on Beeston Green.

Councillor Hill and the theatre company reported positive responses from the local residents in Beeston. The company has expressed interest in the potential to return to the site for more performances next year.

It was mentioned that some individuals heard about the events after the fact and that more local advertising could have been done to ensure residents could make the most of similar opportunities in future. The Clerk explained that, due to the timing of the company's request, after their original venue had cancelled their booking, there was very little time for additional advertising on this occasion.

- ii) The Clerk informed Members that the company had made £5,107.00 from their four performances, so the Council's agreed 30% share for use of the land meant income of £1,532.10. The committee considered future use of the income a request to the PFR Committee that it be placed in Earmarked Reserves at the end of the financial year. That it be split between an EMR for Beeston Village Green works and an EMR for future events.

SANDY TOWN COUNCIL**COMMITTEE: Community Services and Environment****AUTHOR: Town Clerk****DATE: 5 October 2020****SUBJECT: Remembrance Day 2020****1. Summary**

- 1.1 At a meeting of the Events Working Group on 17th September 2020, the Chairman of the Sandy Royal British Legion and Rev H Davies of St Swithun's Church joined the meeting to discuss arrangements for Remembrance Day 2020 in light of COVID19.
- 1.2 COVID19 and the restrictions currently in place on gatherings and social distancing have made it a necessity to consider in what form an event may be able to run this year. Nationally most remembrance parades are being cancelled due to the difficulties in organising these while observing social distancing and government guidelines.
- 1.3 It was agreed by those present at the meeting that while a parade was not possible it was important that an Act of Remembrance of some form should be arranged, it was acknowledged that this will need to be a slimmed down version.
- 1.4 Members are asked to consider the information in this report and confirm whether they wish for the Council to take a lead in organising a slimmed down remembrance event on Sunday 8th November 2020.
- 1.5 Guidelines are still changing frequently, and the Clerk is awaiting further guidance on holding events from CBC. At present it is the Clerk's view that given the changing guidelines on social distancing, the Council should be pragmatic and concentrate on arranging simpler act of remembrance, to include wreath laying. Scaling back the event increases the likelihood of it meeting guidelines and going ahead in a safe way.

2. Proposal and Road Closure

- 2.1 A road closure for Bedford Road has been submitted to CBC Streetworks. If approved this could support a service of remembrance in the form of observing the two-minute silence, act of remembrance and wreath laying by a limited number of organisations.

However, the purpose and use of the road closure must be very carefully considered. If it is to form part of the event area, the management and set up must follow government guidelines on events. This would include ensuring the safety of all those attending, limiting capacity within the area, carrying out

track and trace, ensuring social distancing is observed throughout the event and while entering and exiting the site, confirming how anyone exceeding the available capacity would be managed, etc. The closure of Bedford Road would also need to be for a longer duration than the usual rolling closure, and the impact on traffic coming off the A1 would need to be addressed and managed. This may also be viewed as encouraging residents to gather. Such an approach will also require greater resources (volunteers/staff) to manage the public and the event.

2.2 An alternative approach, and that which would be the Clerk's **recommendation** based on guidance available at the time of writing this report, would be that the road closure of Bedford Road is not used, and that a small act of remembrance be carried out based on the below;

- Wreath Layers/Invited dignitaries to be within Bedford Road rec.
- Limited number of wreath layers
- Rev Davies and RBL rep to be at Memorial
- Bugle player present based at Memorial
- Area of Bedford Road rec. to be closed off to allow distancing of those present.
- One-way system in place.
- Footpath in front of war memorial to be closed to allow for wreath layers to safely walk to memorial, lay wreath and return to the park.
- Residents be informed that a parade cannot be held this year, but that a small act of remembrance will be held and live streamed to the Council's Facebook page.
- Residents encouraged to observe an act of remembrance from their homes, with a message of staying safe at what continues to be an uncertain time.
- Council to run lamppost poppies again and give residents a place to record messages of remembrance on our website.
- On 11th November 2020 representatives of the Council gather to observe the national silence.

2.3 Other locations, such as the Church yard were also suggest by members of the events group for consideration, as alternatives to Bedford Road.

3. **Communication from other Bodies**

The following is a summary of some communication from other bodies and organisations for Members' information, which may be of relevance to Members discussion.

a) **Royal British Legion**

The Chairman of Sandy RBL is happy to support the Council in whatever ways he can with the running of a slimmed down event. However, it was pointed out by the national RBL that parades and connected remembrance activities are civic responsibilities and not those of the RBL. Nationally the RBL is not supporting any parades or arranged activities.

The latest information received from the RBL is that;

- Parades and Events are still banned (including Remembrance)

The Legion's policy is that their members, branches and counties follow the government's guidelines relating to Covid-19 in all activities they undertake, which means that they are allowed to support and/or participate in activities as long as they comply with national and local guidelines. The current national guidelines state that you must not meet in groups of more than 6 when meeting with people outside your household. A further update is due to be forthcoming, but it is not known when this will be.

- Standard Bearers still grounded for Safety Reasons

The last guidance we received was that Standard Bearers could line routes of funeral processions but could not be involved in parades. A question was raised about having a static standard bearer especially for remembrance and an answer is awaited.

b) Central Bedfordshire Advice

A response has not yet been received to STC's road closure and event application from Central Bedfordshire Council's Streetworks or Safety Advisory Group (SAG). However, the following advice has been received;

- CBC Streetworks –

As the Government are putting in place more local restrictions, I just wanted to remind you that as event organisers, you are responsible for your event to be Covid safe.

Can I please urge you to look at the national and local governments website for what you are required to do and put in place. We wish to support as many events as possible, but we do need you to make sure that you comply with the government requirements as if you do not road space might be revoked.

- CBC Health and Environment -

The latest Government information and supporting statistics on the increase of Covid19 appears to suggest that this year's Remembrance parade should not go ahead unless it can be stated with confidence that crowds will not gather and/or the event numbers can be controlled. Any such event requires a risk assessment. The question is, is such an event a social gathering? If so then the event may not be able to go ahead.

A response is anticipated from Streetworks and SAG to the Council's initial applications which may determine or limit how an event can operate.

Further guidance on holding events is also anticipated from CBC.

c) Neighbouring Councils

The office has made contact with some neighbouring Town and Parish Councils querying what arrangements they are putting in place.

Two town councils have cancelled their parades, church services and wreath-laying events completely.

One town council has cancelled the parade and church service, but plans to hold a small wreath-laying. They are awaiting to see what their Local Authority will be doing in terms of dealing with public attendance.

One town council will be having a service at their memorial, with no wreath laying and no speakers. They hope to keep a small parade but will not be advertising the event.

SANDY TOWN COUNCIL

COMMITTEE: Community Services and Environment

AUTHOR: Cllr Max Hill

DATE: 5 October 2020

SUBJECT: Councillor Surgery - Saturday 26 September 2020

1. Summary

A Councillor Surgery was held by Councillors Lock, Hewitt, Gibson and Hill from 10 am to 12 noon on Saturday 26th September 2020 at the Community Stand outside the Post Office in the Market Square, Sandy.

Quite a busy morning was had with 13 residents raising a variety of issues, although not all of which were within the remit of STC.

2. Issues Raised

- **Litter.** Several residents complained about the deteriorating situation in the town centre, Bedford Rd and at other sites locally. Bins often overflowing in town car park and less clearing of litter from the streets. Residents particularly angry about discarded masks. All convinced less litter clearance being done since the start of lockdown. Several mentioned that our on-foot litter picker is now working in Biggleswade and believe that this is why litter is increasing.
- **Problems of parking in the Winchester Road area.** Made much worse by the fact residents not using their garages to park their vehicles. Problems for wheelchair users.
- **Inquiry about petty crime in the town centre and the use of CCTV.** Recent improvements explained.
- **A421 upgrade from the Black Cat to the Caxton Gibbet.** Impact on the A1 during the building cycle seems to have been overlooked.
- **Future of SPA.** Why no progress? If CBC not forthcoming with plan, why not invite other potential users, e.g. Bedford College with outreach centre?
- **Too many people trying to dodge the traffic and cross the A1 on foot at the roundabout.** New coffee house an added attraction. Traffic lights and/or footbridge?
- One elderly resident very concerned about **speeding vehicles on Glebe Road**, particularly in the afternoon.
- **Cycleway 51.** State of the path in places between Blunham and Willington with exposed tree-roots. Also, evidence of subsidence on the second bridge at Blunham.

- **Problems with potholes on Laburnum Road** close to no.101 and also on Station Road.
- **Potholes and state of the footpaths in West Rd**, especially dangerous for mobility scooter users.
- **Potholes on Station Rd**, repairs that are made are not sufficient and don't last. Road needs resurfacing properly.
- **Potholes in Kings Rd** also mentioned.
- **Speed cameras on the A1**. Are these operational yet? Uncertain.
- A resident of **Woodcock Close** concerned about **shrubs and an Ash tree** which are not on her property, but which need attention. Not sure if this is CBC or STC that has responsibility.
- One resident would like a **litter bin** put next to the seat on the pavement **opposite Subway**.
- A resident reported **antisocial behaviour**, the playing of loud music in **Windsor Way**. This has been reported to the housing association but hasn't improved the situation.