

Sandy Town Council

To: Cllrs N Aldis, T Cole, A M Hill, G Leach, C Osborne, D Quick,
M Scott, J Sparrow, S Sutton (Chairman)
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 5 June 2017 commencing at 7.30pm.

Chris Robson
Town Clerk
10 Cambridge Road
Sandy, SG19 1JE
01767 681491
30 May 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 Election of Vice Chair

To receive nominations and elect a Vice Chair for the municipal year 2017/18.

4 Minutes of Previous Meeting

To consider the minutes of the Community Services and Environment Committee held on Monday 24 April 2017 and to approve them as a correct record of proceedings.

Previously
circulated

Sandy Town Council

- 5 **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.
- 6 **Action List**
To receive Action Report and any updates. Appendix I
- 7 **Tree Charter Legacy Tree**
To consider taking part in the celebration of the launch of the new Tree Charter on 6 November 2017. Appendix II
- 8 **A Nations Tribute 11 November 2018**
To consider taking part in a national beacon lighting event to mark a century since the end of WW1. Appendix III
- 9 **Community Emergency Plan**
To receive a draft copy of the Council's Community Emergency Plan Appendix IV
- 10 **Sandy Town Guide**
To receive and consider a quote on producing a new town guide. Appendix V
- 11 **Mobile CCTV**
To receive a report and recommendation from the Town Clerk on the relocation of the mobile CCTV to Fallowfield Recreation Ground. Appendix VI
- 12 **73 Bus Service subsidy**
To receive a report from the Town Clerk on a proposed approach to reinstate the cancelled 73 bus service. Appendix VII
- 13 **Chairman's Items**
- 14 **Date of Next meeting: 17 July 2017**

Agenda item 6 - 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 carryout improvement works. Awaiting confirmation of site meeting with CBC Cllr P Smith, Aragon, Cllr M Scott and Ward Councillors.
Bus Shelter in Fallowfield	(15-15/16)	Defer this item until the bus route is decided.	On going. Order made by CBC to Ringway Jacobs. Realtime Screen installation at Market Square, Tesco, Rail Station & Engayne Avenue expected by Summer 2017.
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. Awaiting outcome of CBC planning application for affordable housing. Clerk in discussions with BRCC over management plan and CBC over land transfer.
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. Electrical tests were complete week of 30 May 2017

Full Council Meeting 20/4/16			
Allotments	(22-2016/17)	Progress and update reports to go to the Community Services and Environment Committee	<p>Clerk in discussions with BRCC over management plan and CBC over land transfer.</p> <p>If CBC planning application is approved Clerk to contact CBC and arrange securing of site boundaries.</p>
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.	<p>Clerk contacted CBC and requested a parking review.</p> <p>CBC have commissioned some parking studies for certain areas of Sandy. Awaiting results from CBC.</p> <p>No response to chaser sent on 23/5/2017.</p>

SANDY TOWN COUNCIL

COMMITTEE: Community Services & Environment

DATE: 5 June 2017

AUTHOR: Town Clerk

SUBJECT: Plant a Tree Charter Legacy Tree

- The Following is taken from an email received from NALC.
 - Members are asked to consider whether the Council should register to become a Charter Branch.
-

In celebration of the launch of the new Tree Charter on 6 November 2017, 800 Legacy Trees will be planted across the UK. Legacy Trees will be accompanied by a small plaque about the Tree Charter. Our hope is that these trees will ensure the principles of the Tree Charter are continued well beyond 2017.

A portion of Legacy Trees have been reserved for local councils who contribute to the Tree Charter by becoming local council Charter Branches. Becoming a Charter Branch is completely free (as are the Tree Charter Legacy Trees) and will in no way effect the autonomy of your council. Your level of involvement is up to you and may range from simply signing up to receive free copies of the Tree Charter's newspaper *Leaf!* to helping gather signatures of support, to more imaginative projects and activities around trees. If you're interested in planting a Legacy Tree in your community, please sign up to become a local council Charter Branch by following the links below.

As a Charter Branch your council will be joining a growing network of people passionate about trees, helping to develop and promote the new Tree Charter. We'll help you to do this by providing you with free support, such as promotional materials and newsletters. As a local council Charter Branch, Joseph will be your direct point of contact for help and advice at: Joseph.palasz@nalc.gov.uk

The Tree Charter is an initiative being developed by more than 70 organisations across the UK. The charter will set out how our local communities and trees can best benefit one another. It will serve as a resource which local councils across the UK can use in support of their efforts to look after the trees in their area.

9 MAY 2017

BATTLE'S OVER - A NATION'S TRIBUTE

Dear Colleagues,

On 3 August 1914, Britain's foreign minister, Sir Edward Grey, was looking out of his office window. It was dusk, and gas lights were being lit along London's Mall, leading to Buckingham Palace, when he remarked to a friend, "The lamps are going out all over Europe; we shall not see them lit again in our lifetime".

Our country was about to be plunged into the darkness of the first world war (WW1), and it would be four long years before Britain and Europe would again experience the light of peace.

In commemoration and remembrance of the end of the war and the many millions who were killed or came home dreadfully wounded, a chain of 1,000 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories at 7pm on the 11 November 2018 - a century after the guns fell silent. You will be pleased to know that more than 320 organisations have already confirmed their involvement.

The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning, bringing the harvests home and ensuring the nation did not starve.

The beacons will symbolise the light of hope that emerged from the darkness of war, and we hope that your organisation will join us in this important national commemoration on Sunday 11 November 2018, especially as the majority of you would have had a previous member of your family involved in this four year conflict.

Detailed co-ordination begins in April 2017, when the Pageantmaster will publish a special Guide to Taking Part, similar to that produced for Her Majesty The Queen's Birthday Beacons on 21 April this year. If you can confirm your involvement by the end of March 2018 we will be able to include your organisation in the guide's acknowledgements pages before it is distributed to others encouraging their involvement too.

Participating councils, organisations and community groups will also receive a special certificate as a permanent reminder of their involvement in this special tribute.

There are a number of cost-effective ways of participating in the chain of beacons.

1. Use existing beacon braziers on tall wooden poles erected in 1988 and for other recent anniversaries.
2. Use gas-fueled beacons lit for The Queen's Diamond Jubilee in 2012.
3. Use the gas-fueled VE beacons lit to commemorate the 70 year anniversary of VE Day in 2015.
4. Use the gas-fueled beacons lit for The Queen's 90 year old birthday in April this year.
5. Build a traditional bonfire beacon.

I would be grateful if you would confirm your involvement by providing the Pageantmaster (contact details are: Bruno Peek LVO OBE OPR, Pageantmaster, Battle's Over - A Nation's Tribute, telephone: +44 (0)7737 262 913 and email: brunopeek@mac.com) with the following details as soon as possible to ensure that you are included in the guide and on our website for others to consider taking part.

- Name of organisation
- Name of beacon co-ordinator
- Address of beacon co-ordinator
- Telephone number
- Mobile number
- Email
- County
- Country
- Beacon location

Please confirm if your beacon will be open to the public or will be lit at a private event for family and friends. This is important because private beacons will not be included in the acknowledgements pages of the guide but will be included in the list kept in memory of this unique occasion.

When planning your beacon, your local newspaper could help you in contacting a relative of someone who served their country in WWI so you can invite them to light your beacon. This will also help you to gain media coverage for your event while providing a personal and touching aspect to the occasion.

We do hope that you will be able to join in this special tribute.

Yours sincerely,

A handwritten signature in black ink that reads "Sue Baxter". The signature is written in a cursive, slightly slanted style.

Cllr Sue Baxter
Chairman, National Association of Local Councils

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

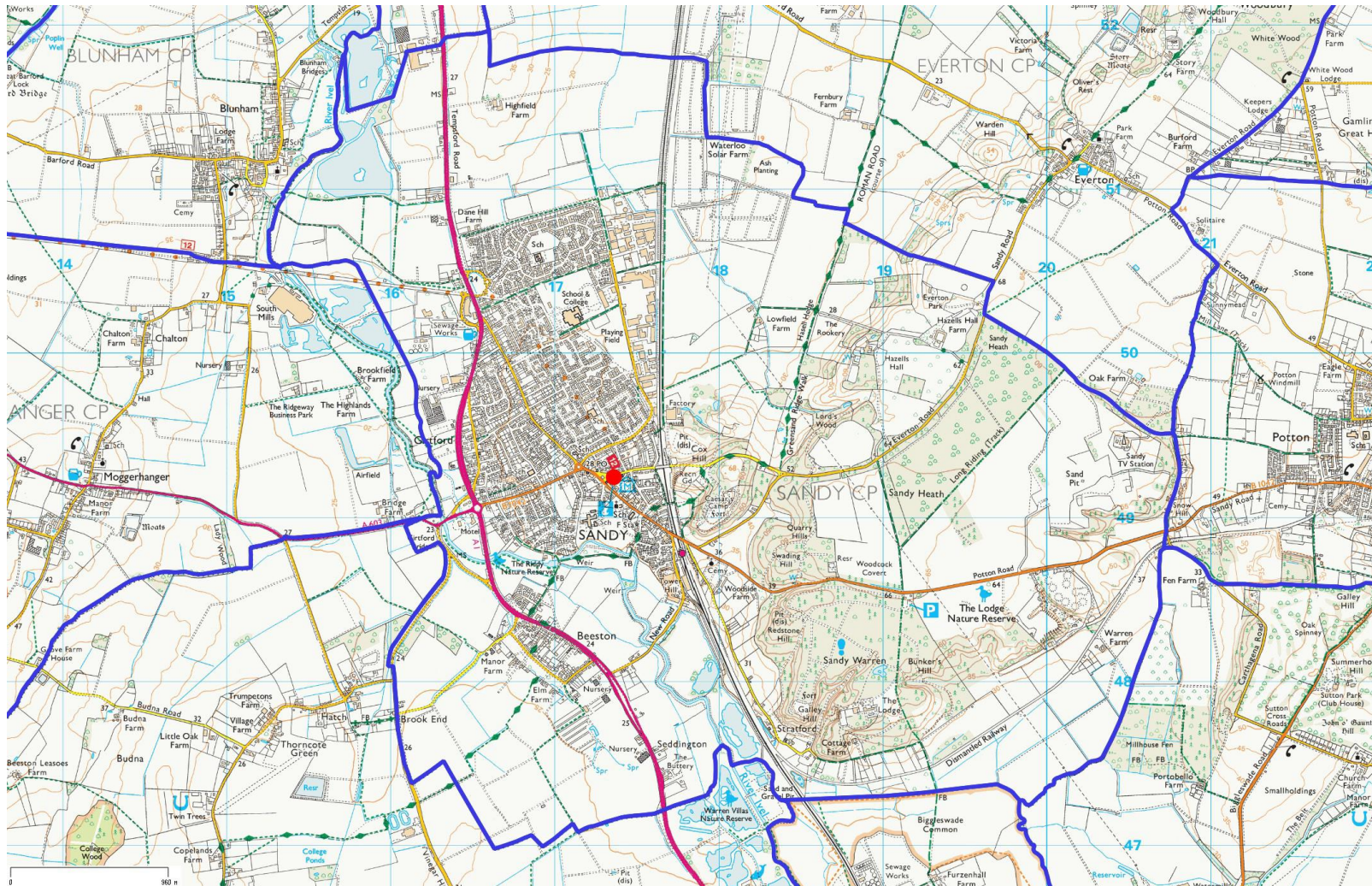
Once complete this document will contain personal information and must be treated as private and confidential.




**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.



Plan Administrator (Step 1 in the guidance)

	Name: Chris Robson
	Title/Organisation: Town Clerk
	24/7 Emergency contact details: Personal number – to be supplied to CBC and emergency plan team
	Email: clerk@sandytowncouncil.gov.uk
	Address: 10 Cambridge Road, Sandy, SG19 1JE
	WhatsApp number: 07712177292

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: <i>Councillor to volunteer</i>
	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: <i>Councillor to volunteer</i>
	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: Personal number – to be supplied to CBC and emergency plan team
	Email: richard.gilbert@sandytowncouncil.gov.uk
	Address: 10 Cambridge Road, Sandy, SG19 1JE
	WhatsApp number: NA
	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	01767 680691 Mrs Sally Edwards - Office Manager	Laburnum Rd, Sandy SG19 1HQ	
Shelter	Sandy Upper School	01767 680598 <i>Contact name to be established</i>	Sandy SG19 1BL	
Shelter	Maple Tree Lower School	01767 699806 Mrs Kim Varley	Hawk Drive, Sandy SG19 2WA	
Shelter	Robert Peel Lower School	01767 681185 <i>Contact name to be established</i>	Dapifer Drive, Sandy SG19 1QJ	
Shelter	Sandy Village Hall	01767 680892 Mick Reynolds	Medusa Way, Sandy SG19 1BN	
Shelter	Beeston Methodist Church	Mrs S Butler – [REDACTED] Mrs M Miller – [REDACTED]	The Baulk, Beeston, Sandy, Bedfordshire, SG19 1NR	
Shelter	St Swithun's Church	01767 682499 Huw Davies	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	01767 680871 <i>Contact name to be established</i>	Bedford Rd, Sandy SG19 1EL	
Shelter	Sandy Conservative Club	01767 680481 Arthur Brown (Chairman) – [REDACTED] Gill Hallybone (Secretary) - [REDACTED]	19 Bedford Rd, Sandy SG19 1EL	
SANDYBAGS/EQUIPMENT				
Sandbags etc.	Marshalls	01422 312000 <i>Contact name to be established</i>	64 Sunderland Rd, Sandy SG19 1QY	

Sandy Community Emergency Plan

Sandbags etc.	Travis Perkins	01767 682660 <i>Contact name to be established</i>	Gateshead Close, Sunderland Rd, Sandy SG19 1RS	
COMMUNITY TRANSPORT				
Bus Transport	Talk of The Town	Ray Morrissey - [REDACTED]	168b St Neots Road, Sandy Bedfordshire, SG19 1BS	
Bus Transport	Ivel Sprinter	01462 639662 - [REDACTED] <i>Contact name to be established</i>	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	[REDACTED] Alison Parry	27b King's Rd, Sandy SG19 1EJ	
Medical expertise and resources	Sandy Health Centre	01767 682525 <i>Contact name to be established</i>	Northcroft, Sandy SG19 1JQ	
First Aid/Health Care	Community First Responders	0345 601 3733 <i>Local volunteer to be named in plan</i>	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]	42 Laburnum Rd, Sandy SG19 1HY	

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Support/Manpower	Sandy Guides	Anne Crome - [REDACTED]	Park Rd, Sandy SG19 1JB, UK	
Tractor	Town Council	01767 681491 Chris Robson - [REDACTED]	10 Cambridge Road Sandy, SG19 1JE	
Chainsaw	Town Council	01767 681491 Richard Gilbert - [REDACTED]	10 Cambridge Road Sandy, SG19 1JE	
Tree Felling/Removal	Steve Dear	Richard Gilbert - [REDACTED] Steve Dear - 01525 862000	Top Farm, Beadlow, Shefford SG17 5PL	
CCTV Footage	Stevenage CCTV	01438 242814 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 Cl, Sandy SG19 1UA	
Support/Manpower	Army Cadets	Sgt. Instructor Greg Finlay [REDACTED]	Alnwick Cl, Sandy SG19 1UA	
Support/Council Resources	Potton Town Council	01767 260086 Jonathan Whitehurst	Brook End, Potton, Sandy SG19 2QS	
Provisions				
Refreshments – maximum of 25 people in colleague room	Tesco Superstore	Duty Manager – 0121 5199407	Station Rd, Sandy SG19 1NX, 0345 610 2908	05:00- 00:00 Monday- Saturday 05:00- 22:00 Saturday- Sunday
Refreshments	Co-op Food - Petrol Sandy	<i>Contact name to be established</i>	Great N Rd, Sandy SG19 1NA, 01767 692984	
Refreshments	Costcutter	<i>Contact name to be established</i>	5-7 Engayne Ave, Sandy SG19 1BN, 01767 683246	

Refreshments	Central Oriental Supermarket	<i>Contact name to be established</i>	63-65 London Rd, Sandy SG19 1DJ, 01767 699988	
Refreshments	The Co-Operative Food	<i>Contact name to be established</i>	Ivel Park, Kestrel Way, Sandy SG19 2TG, 01767 699079	
Refreshments	The Co-op	<i>Contact name to be established</i>	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, 01767 692186	<i>Contact name to be established</i>
Allison House Residential Home	Swan Ln, Sandy SG19 1NE, 01767 682998	<i>Contact name to be established</i>
Sheridan House	8 Bedford Road, Sandy SG19 1EL, 01767 691015	<i>Contact name to be established</i>
Brookdale Care	8 Bedford Rd, Sandy SG19 1EL, 01767 691015	<i>Contact name to be established</i>
Laburnum Lower School	Laburnum Rd, Sandy SG19 1HQ, 01767 680691	<i>Contact name to be established</i>
Maple Tree Lower School	Hawk Dr, Sandy SG19 2WA, 01767 699806	Kim Varley – Office Manager
Robert Peel Lower School	Dapifer Dr, Sandy SG19 1QJ, 01767 681185	<i>Contact name to be established</i>
Sandy Place Academy	Park Rd, Sandy SG19 1JD, 01767 680420 Sandy SG19 1BL , 01767 680598	<i>Contact name to be established</i>

Sandy Upper School and Community Sports College		Claire Jones (HR and Operations Manager)- [REDACTED] Gordon Pettengell (senior site agent)- [REDACTED]
St Swithun's Lower School	Ivel Rd, Sandy SG19 1AX, 01767 680692	<i>Contact name to be established</i>
Sandy Baptist Church	Bedford Rd, Bedford SG19 1EL, 01767 680737	Philip Vass – Secretary - [REDACTED]
Sandy Methodist Church	Sandy SG19 1BP – 1) [REDACTED] 2) [REDACTED]	Mrs S Butler (Senior Steward) Mrs M Miller (Secondary Contact)
Sandy Lions Club	01462 814 693	<i>Contact name to be established</i>
Probus	44 Downside Gardens, Pottton, Bedfordshire SG19 2RE, 01767 262604	<i>Contact name to be established</i>
Rotary Club of Sandy		<i>Contact name to be established</i>
Townswomen's Guild		<i>Contact name to be established</i>
Sandy Health Centre	Northcroft, Sandy SG19 1JQ, 01767 682525	<i>Contact name to be established</i>
Bedfordshire Foot Clinic	2 BELFRY COURT, Sandy SG19 1JR, 01767 692822	<i>Contact name to be established</i>
Kings Rd Surgery	27b King's Rd, Sandy SG19 1EJ, 01767 682277	Alison Parry – Office Manager

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]
Village Hall	Medusa Way, Sandy SG19 1BN	Shelter	Mick Reynolds - [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 - [REDACTED]
Sir William Peel	39 High St, Sandy SG19 1AG	Refreshments	<i>Key holder name to be established</i>
The Queen's Head	2-4 Cambridge Rd, Sandy SG19 1JE	Refreshments	<i>Key holder name to be established</i>
Sandy Roundabout Club	Bedford Rd, Sandy SG19 1EL	Shelter	<i>Key holder name to be established</i>
Conservative Club	19 Bedford Rd, Sandy SG19 1EL	Shelter	Gill Hallybone – 07963462735 Arthur Brown - 07963462735
The Bell	1 Station Rd, Sandy SG19 1AW	Refreshments	<i>Key holder name to be established</i>
St Swithun's Church	High Street, Sandy, SG19 1AQ	Shelter	Huw Davies - [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.
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	



Wednesday, 10 May 2017

Val McFarlane,
Administrator,
Sandy Town Council,
10 Cambridge Road,
Sandy SG19 1JE

Dear Val,

Sandy Town Council Official Guide

Further to your recent meeting with Russ Collard, I am now writing to confirm offer to publish a new Guide for Sandy, on a **part-funded basis**.

The cost to the council will be £1,950.00 (payable on publication)

I would like to introduce you to the new style guides (**samples sent by post**), which are delivered door to door by Royal Mail. They are proving very popular with councils up and down the country

In summary then, our suggested specification for your guide would be as follows:

- A5 size
- Interactive Guide, which can be downloaded to iPads, iPhones, tablets and android phones via free app
- 20 pages of full colour editorial
- 5,000 copies provided on a part-funded basis
- Royal Mail Door to Door delivery
- One Edition
- Free hyperlinks for all advertisers

I trust that I have interpreted your requirements correctly, but if you have any queries please do not hesitate to let me know.

Yours sincerely,



Leigh Ralph
Sales Director

e-mail: leigh@localauthoritypublishing.co.uk
Direct Tel: 01323 849962

PUBLISHING AGREEMENT

1. Advertisement Rights

The advertisement rights in the publications will be vested in Local Authority Publishing Co. Ltd. (LAP) for one edition, covering a period of 1 year from the date of issue.

2. Number of Copies

The Council will be supplied with **1000** copies of the publication. In addition, Royal Mail will deliver **4000 (Approx.)** copies to every residential & business address in suggested postcode **at no cost to the Council.** (See Distribution, Clause 14)

3. Size & Cover

A5 size

Cover: 115gsm high quality gloss/satin/matt art paper

Paper: 115gsm high quality gloss/satin/matt art paper

4. Editorial Content

The publication will incorporate up to 20 pages of full colour editorial – maps and photographs can also be included as required, but to be incorporated within the editorial page allowance.

5. Maps and Plans

LAP has made special arrangements with Ordnance Survey, giving us direct access to their most up to date digital mapping data sets for the whole of the United Kingdom. This eliminates the time-consuming work previously necessary, carried out in providing publishers with base references for their maps. Naturally, our own cartographer then 'tailors' the Ordnance Survey data to meet the specific requirements, adding features and colour, as required, all using the latest digital technology.

6. Photography & Journalism

LAP understands that the Council will provide all editorial text and photographs.

7. Ordnance Survey Royalties

LAP is a Licensed Partner of Ordnance Survey, enabling us to produce and reproduce maps. Any royalties due to Ordnance Survey arising from the publication are payable by LAP. **For your re-assurance, our Ordnance Survey licence number is 100018404.**

8. Graphic Design & Production

LAP's Design and Production Departments will work closely with the Council's nominated officer(s) to design the publication to modern standards. Naturally, your corporate style and identity will be incorporated if required.

To this end, we welcome as much (or as little) input and involvement as you may wish to have in the design and production process, including a studio visit should you so wish.

9. **Online Version**

To ensure that the new Guide has the maximum exposure, the publication will appear as the printed version, in an online interactive page turning digital edition, for the worldwide audience, at www.officialguides.co.uk. Many current examples can be viewed on the website.

The Council will provide a link to the online Guide, from the home page on the Town Council website, for the duration of the publication.

10. **Environmental Issues**

It is LAP's policy to use only environment-friendly, chlorine-free paper from sustainable sources. This can be acknowledged on the Contents Page.

11. **Facilities**

The Council will provide a letter of introduction for use in conjunction with the sales canvass.

In order not to jeopardise the success of this or other publications, we ask that the Council declare any other active or planned canvasses, before LAP commences the canvass for this publication.

12. **Colour Proofs**

Full colour proofs of the whole publication, in page form including advertisements, will be submitted for the Council's approval prior to printing, at no cost.

13. **Indemnity**

LAP will indemnify the Council against all costs, damages, proceedings or claims arising from LAP's negligence in the publication of the Official Guide. The Council guarantees that no copyright fees will arise from any written material, photographs and drawings it supplies to LAP for the publication.

14. **Distribution**

LAP will deliver **1000** copies of the publication to one address of the Council's choice. Royal Mail will also deliver **4000 (Approx.)** copies to the following postcode;

SG19 1 Residential = 3818**

Business = 231

If required, additional copies can be ordered prior to printing. LAP would be pleased to provide a quotation for these run-on copies.

I hereby accept the terms of this agreement

On behalf of

Sandy Town Council

Local Authority Publishing Company Limited

Signed:

Signed: 

Name:

Name: Leigh Ralph

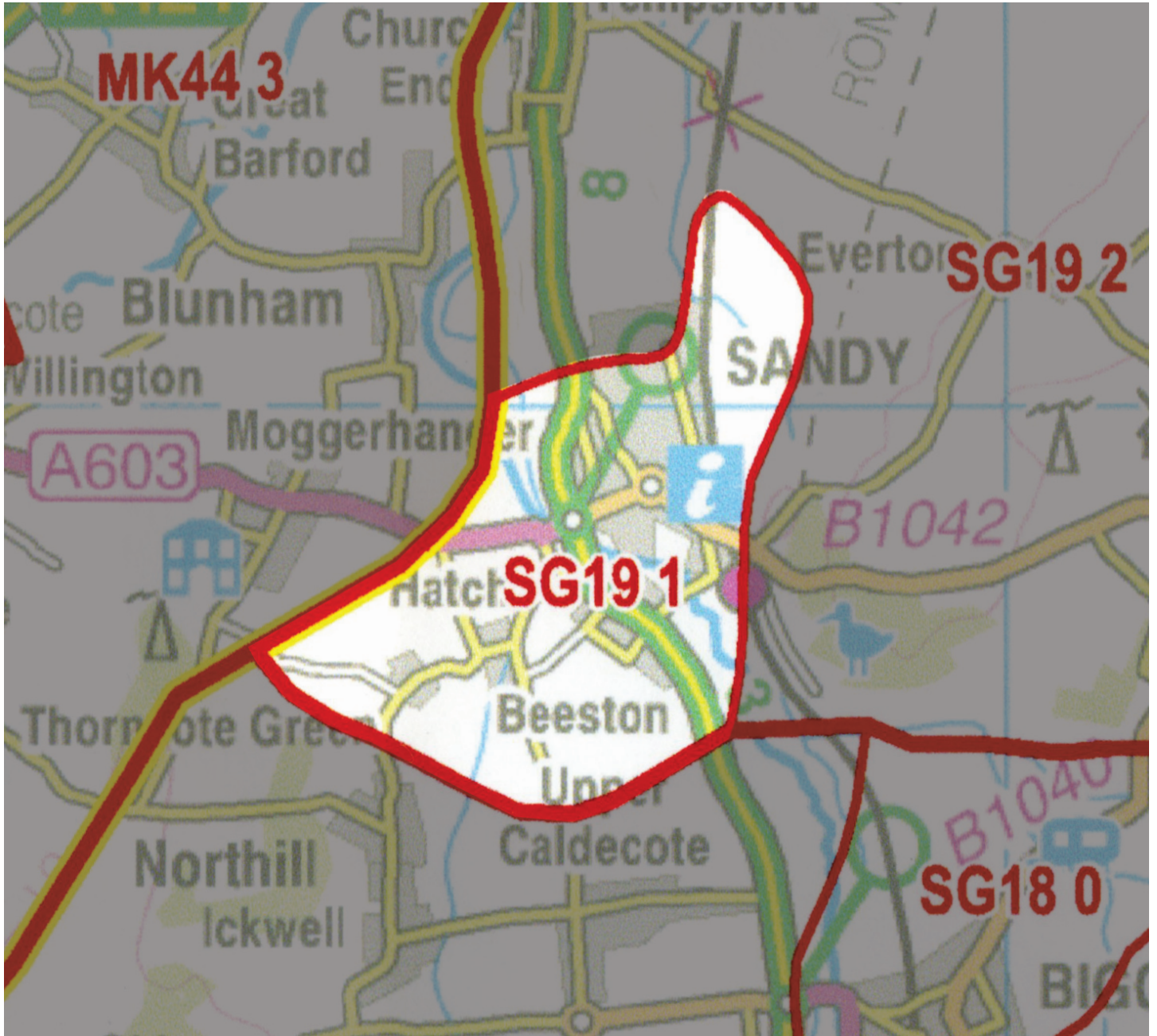
Position:

Position: Sales Director

Date:

Date: Wednesday 10th May 2017

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 to every business and residential address.



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SANDY TOWN COUNCIL

COMMITTEE: Community Services & Environment

DATE: 5 June 2017

AUTHOR: Town Clerk

SUBJECT: Mobile CCTV

1. Summary

- 1.1 The Council previously agreed to relocate the mobile CCTV camera to the Fallowfield Recreation Ground.
- 1.2 The cost of relocating the camera to a live light column is £180. This cost has been budgeted for in the Council's 2017/18 financial year.
- 1.3 Following a site meeting with a representative from the CCTV company two lighting suitable street light columns were identified to host the CCTV. One column is located on Osprey Close, while the other is within the Maple Tree School car park.
- 1.4 The street light column in the Maple Tree School car park was identified as the preferred location as it would provide a good view of the recreation ground and play area, while also helping provide some additional security for the school. The school supported the proposal.

2. Information

- 2.1 Following agreement with the school the CCTV company attend the site to test the column. It was discovered that the column needed a new power feed to support the CCTV camera.
- 2.2 The school obtained a quote of £650 for the work required. The school, like the Council, has not budgeted for such an expense. The school have advised that they are able to raise £150 towards the cost of the works, but have queried whether the council would be above to fund the remaining cost.
- 2.3 The carpark location provides the best and closest view of the play park area as well as providing protection for the school. However, the alternative streetlight column on Osprey Close provides a sufficient view of the recreation area and play park. The CCTV could be fitted to the Osprey Close column without the need and cost of additional works.

3. Recommendation

- 3.1 That the Council locates the mobile CCTV camera on the CBC owned street light column located on Osprey Close and monitors its effectiveness.

SANDY TOWN COUNCIL**COMMITTEE: Community Services & Environment****DATE: 5 June 2017****AUTHOR: Town Clerk****SUBJECT: 73 Bus Service Subsidy****1. Summary**

- 1.1 At a meeting of Sandy Town Council on 22 May 2017 Councillors discussed the cancellation of weekend and bank holiday stagecoach buses on the 73 route. Members agreed that the removal of the buses was regrettable and would negatively affect residents. It was agreed that the Clerk write to Central Bedfordshire Council (CBC) to highlight the Council's concerns and ask that they consider reinstating the service.
- 1.2 Central Bedfordshire Councillors informed the meeting that the cancellation was due to CBC's policy on removing those services which it fully subsidises. The weekend and bank holiday service for the 73 was fully subsidised by CBC and as such funding was removed in line with their policy.
- 1.3 The Town Council have been asked whether they would be willing to consider looking at join with other partners to subsidise the service and see it reinstated.

2. Information

- 2.1 Following the meeting of 22 May 2017 CBC Councillor Maudlin looked into the matter further and was able to confirm CBC had been subsidising the service at a cost of £109 per day, approximately £6,000 a year.
- 2.2 CBC's strategy specifically excludes support for Sunday and holiday services which led to the removal of the service.
- 2.3 A question has been raised as to whether Sandy Town Council might potentially be able to support the service, possibly with help from other towns and parishes (inc Beds Borough) that benefit from the service.
- 2.4 If the Town Council believe that it may be a possible venture to explore CBC's Public Transport manager would be able to discuss with Stagecoach to assess whether it would be a proposal they would be interested in. There would be no guarantee that the service would be offered at the same price as it was agreed some years ago and may be due for review.
- 2.5 Members are asked to consider the proposition and advise whether the Clerk should look into actual costs and possible partners.