

# Sandy Town Council

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

You are hereby summoned to attend a meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 7 March 2022 commencing at 7.30pm for the purpose of transacting the items of business below.



Chris Robson  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
2 March 2022

## A G E N D A

### 1 Apologies for Absence

To receive any apologies for absence.

### 2 Declarations of interest and requests for dispensations

*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) Dispensations*
- iii) Non Pecuniary Interests*

### 3 Public Participation Session

To receive questions and representations from members of the public. Members must raise their hand to indicate they wish to speak and the Chairman will advise them when it is time to do so.

# Sandy Town Council

## 4 Co-option for Vacancy of Fallowfield Ward

Members are asked to consider applications for co-option to Town Council to fill the one vacant seat for Fallowfield Ward. Each candidate will give a brief presentation on why they have applied for co-option. Members will be given the opportunity to ask questions of the candidates following their presentations. Two applications have been received;

Confidential

1) James Turney

2) Lorraine Ivanciu-Wilkinson

## 5 Guest Speaker

To hear from Julia Hobson-Cooper, Central Bedfordshire Council's Safer Community Engagement Officer on an Action Day to be held in Sandy on 31<sup>st</sup> March 2022.

## 6 Minutes of previous Town Council meetings

To receive minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 24<sup>th</sup> January 2022 and to approve them as a correct record of proceedings.

## 7 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

i) Development Scrutiny Committee held on 31 January and 21 February 2022

ii) Community, Services and Environment Committee held on 31 January 2022

iii) Policy, Finance and Resources Committee held on 21 February 2022

It was proposed, seconded and **RESOLVED to RECOMMEND** that the Council replace six damaged lighting columns identified by the lighting contractor at a cost of £9,900 from the Council's RCF.

## 8 Reports from Central Bedfordshire Councillors

To receive verbal reports from Central Bedfordshire Ward Councillors for Sandy.

## 9 Action List

To receive and note an action list on Full Council items.

Appendix  
II

## 10 Electric Vehicle

To receive a report on the Council's purchase of an Electric Works vehicle.

Appendix  
III

# Sandy Town Council

## 11 Skatepark Project

To receive an overview report from the exiting Town Clerk on the Skatepark Project and a request from the working Group that the Council provisionally fund the project funding shortfall to allow the next stages of project to progress.

Appendix  
IV

## 12 Leisure Services Jenkins Pavilion Proposal

To receive any updates on Central Bedfordshire Council's Jenkins Pavilion Leisure Proposal.

## 13 Jubilee Beacon

To receive and consider a report on a proposed Jubilee beacon.

Appendix  
V

## 14 Neighbourhood Development Plan

To receive a report from the Neighbourhood Plan Steering Group.

Appendix  
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## 15 Correspondence

i) To receive communication from Greensands Country Landscape Partnership and consider appointing a representative to the Rural Economy and Sustainable Tourism Working Group.

Appendix  
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ii) To receive and note communication from the Department for Levelling Up, Housing and Communities on the honors list, forwarded to the Council by the Bedfordshire Honors Panel.

Appendix  
VIII

## 16 Consultations

i) To note the London Luton Airport statutory consultation on the proposed airport expansion is running from 8 February until 4 April 2022. <https://lutonrising.org.uk/>

## 17 Reports from Councillors on Outside Bodies

To receive the following reports from Council representatives on outside bodies;

i) Cllr A Gibson – Sandy Centre Group

Appendix IX

ii) Cllr M Pettitt – Sandy Sports and Leisure Association

Appendix X

iii) Cllr M Hill – Sandy Twinning Association

Appendix XI

iv) Cllrs R Lock and P Sharman – Verbal feedback from the Friends of Sandy Christmas Lights (FoSCL)

## 18 News Release

## 19 Chairman's Items

# Sandy Town Council

## 20 Mayoral Engagements

To note engagements undertaken by the Mayor and/or Deputy Mayor;

Thursday 27 January 2022 – Mayor chaired a first Zoom meeting of 15 Members and officers representing neighbouring Towns and Parishes. The notes of that meeting were received earlier on this agenda.

Saturday 5 February 2022 - Mayor visited the Council Chamber where he met and discussed with residents, Members of STC and representatives of Bedfordshire Rural Charities their consultation survey aimed at creation of a Green Infrastructure Plan to form part of the Sandy Neighbourhood Plan.

Thursday 10 February 2022 – Mayor and Anne Elliott-Flockhart held a meeting by Zoom with Rev. Huw Davies as part of the planning for the Civic Service to be held on Sunday 27 March.

Friday 11 February 2022 – Mayor attended a meeting with the present Chair of Friends of Sandy Christmas Lights (FoSCL), Cllrs Sutton (Chair of CS&E committee) and Lock (STC Rep on FoSCL) and the Clerk, to discuss the 2022 event on 27 November.

Friday 11 February 2022 - Mayor and Mayoress attended a charity fund raising meal hosted by the Mayor of Houghton Regis Town Council.

Sunday 13 February 2022 - Mayor and Mayoress attended Stotfold Civic Service hosted by the Mayor, Cllr Alan Cooper.

Tuesday 15 February 2022 – Mayor chaired the panel of four members which conducted interviews for the position of new Clerk to the Council.

Saturday 19 February 2022 – Mayor met with Cllrs Madeline Russell and Grant Fage, respectively the Mayor and Deputy Mayor of Biggleswade Town Council to further discuss matters of mutual interest, notably but not exclusively those relating to the A1.

Wednesday 23 February 2022 - Mayor and Mayoress attended a charity fund raising meal in Leighton Buzzard hosted by the Mayor, Cllr Farzana Kharawala.

Wednesday & Thursday 2 & 3 March 2022 – Mayor and Mayoress hosted charity fund raising meals at the China Express restaurant in Sandy in aid of The Prostate Project and The Eve Appeal.

Sunday 6 March – Mayor and Mayoress attended Dunstable Civic Service hosted by Town Mayor, Cllr Gloria Martin.

## 21 Date of Next Full Council Meeting: 11 April 2022

Town Council - Action list

Subject	Action to be taken		Response/ Agenda no.
	Minute	Action	
<b>Meeting 9/11/15</b>			
East West Rail Link	(89-15/16)	Town Council strongly support the East West rail link coming through Sandy and to lobby the relevant authorities.	The Council submitted a response to the most recent EWR consultation on 9th June 2021. Letter issued to MP's office reaffirming Council's view. Cllr Blaine attended a stakeholder meeting and is due to report back to the Council.
<b>Meeting 21/5/18</b>			
A1 – Local Issues	(19-18/19)	To push for decisions on the future of the A1 and action on safety and environmental issues.	<p>Representatives of STC previously joined a meeting with a representative from Highways England, facilitated by local MP Richard Fuller. Working Group response to Highways England consultation on agenda for consideration.</p> <p>Mayor chaired meeting in January with representatives of neighbouring authorities to discuss shared concerns and priorities in relation to the A1 and further work undertaken with Biggleswade TC reps on developing a proposed joined up approach to take forward.</p> <p>R.Fuller's office has contacted the Mayor to arrange a follow up meeting.</p>
<b>Meeting 17/12/18</b>			
Sandye Place Academy	(142-18/19)	That the Town Council place on record its opposition to any future residential development on the site and all other aspects the site could be used for as highlighted in the Council's Community Plan and that CBC Ward Councillors support the Council's position.	Extraordinary meeting of Council considered the CBC public consultation on SPA. Response sent restating Council's previous position and emphasising value of site as a community asset. CBC stated that they should know the outcome of their application to have the site released from its DfE status in June 2022.

**Sandy Town Council**

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<b>Date:</b>	<b>7<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Electric Utility Vehicle</b>
<b>Contact:</b>	<b>C Robson, Town Clerk</b>

**Purpose of the Report**

1. To provide Members with formal confirmation of the purchase of an Etesia ET Lander electric work vehicle. The report is intended as a summary for Councillors as part of the Clerk's exit.

**Recommendation**

2. That the Council notes the report.
3. That the Policy, Finance and Resources Committee consider the disposal of the existing diesel works vehicle which is to be replaced by the electric vehicle.

**Background**

3. The Council previously resolved to purchase a new Electric work vehicle to replace an aging diesel vehicle which is reaching the end of its economically serviceable life and is costly to maintain. The Council's Environmental Plan states that the Council will consider eco-friendly alternatives when making new purchases and sets out the purchase of an electric work vehicle as a key action.
4. As previously reported, there is a limited market of electric vehicles which have the flexibility to meet the Council's needs. After research the Etesia ET Lander was identified, and two demonstrations were arranged. The Council resolved to purchase the vehicle following a second demonstration. As previously communicated to Councillors, an order has now been placed for the vehicle.

**Information**

5. Lead time on the road homologated machines is currently 2-3 months, this was clarified on the demonstration and at the point of pricing. Delivery will be between May and June. The company will keep STC posted with progress along the way and look forward to completing delivery and handover training in due course. The purchase of the vehicle includes charging point and cable. The Outdoor Team Leader has advised that the vehicle could be stored in the depot with the charging point installed internally.
7. The total cost of the vehicle is £42,784.26. The Council had allowed £45,000. The Council will be invoiced once the vehicle is received by the dealer along with its serial number. Payment terms are 14 days on invoice.
8. The Council has not decided on what it will do with the old diesel vehicle. The Outdoor Team Leader would like to keep the old vehicle running for a period while the new vehicle beds into the team's operation. The Council will then need to look at disposing of the vehicle and make a supporting resolution at a future meeting. The new Clerk and Outdoor Team Leader will need to bring forward a recommendation for consideration.

**Sandy Town Council**

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<b>Date:</b>	<b>7<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Skatepark Project</b>
<b>Contact:</b>	<b>C Robson, Town Clerk</b>

**Purpose of the Report**

1. To provide Members with an update on the skatepark project ahead of the current Clerk's exit.

**Recommendation**

2. That the Council resolve to contribute an additional £3,827 in funding towards the build of a new skatepark at Sunderland Road from its Rolling Capital Fund if no further fundraising/grants are received. This will allow the Council to move forward with the build schedule.

**Background**

3. The Skatepark Working Group has now agreed the final design for the new skatepark with the contractor. This design is the result of online and face to face engagement sessions with potential users. The design has been published online and has received positive feedback.
4. Central Bedfordshire Council have confirmed that the development of the new skatepark can go ahead under permitted development. The Council will need to make an application for a certificate of lawfulness. Maverick submitted an application on the Council's behalf the week of 21<sup>st</sup> February 2022 and the Council has made payment to have the application processed. It is thought that the process should take a month. Once the certificate is received the Council can instruct Maverick and agree build schedules subject to funding.
5. The Council previously set a £150,000 funding target and the final skatepark design was agreed at that level.
6. The PFR committee approved a third-party contribution to Tarmac Landfills to release a £42,000 grant to the Council for the project. This payment has now been made.

**Information**

7. The Council has secured £113,632 in funding and an application for an additional £32,541 in section 106 funding has now been submitted. CBC officers have indicated that it is likely that this application will be approved. Approval should be received within the next two weeks.
8. Maverick will inform the Council when the certificate of lawful development is received.
9. Notice will be given to the Sandy Skatepark Association in relation to their lease of that land. The group have already given their support for the project.
10. The Council will need to agree a works schedule with Maverick and advise the public and partners who use the recreation ground accordingly. The Council will need to be satisfied that it has the required £150,000 in place before agreeing to proceed with build work.

11. Once build timelines are agreed, the Working Group will need to consider an opening event and any arrangements.

**Financial Implications**

12. The Council need £150,000 for the proposed skatepark and the approved design. The Working Group has secured the following funding to date;

Section 106	£34,517
Police and Crime Commissioner	£3,115
Earmarked Reserves	£7,000
CBC Community Asset Fund	£25,000
Business Donations	£2,500
Tarmac Derbyshire Trust	£37,000
Grand Union	£4,500
	<b>£113,632</b>

13. A further £32,541 in funding has been applied for from Outdoor sport Section 106. If awarded, this will result in total committed funds of £146,173. This leaves a shortfall in funding of £3,827.
14. The contractor, Maverick have informed the Clerk that they will remove and break up the existing surfacing to use in bunding as part of the new design. They will also remove the existing ramp. Therefore, there will be no additional cost to the Council for that stage of work.

**Legal Powers**

15. The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort, allowing the Council to do anything an individual can do.



**Sandy Town Council**

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<b>Date:</b>	<b>7<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Queen's Jubilee Beacon</b>
<b>Contact:</b>	<b>Chris Robson, Town Clerk</b>

**Purpose of the Report**

1. To re-provide Members with information on the proposed commissioning and installation of a beacon to mark the upcoming Jubilee.

**Recommendation**

2. That the Council consider the previous recommendation from the Community, Services and Environment Committee and advise if they wish to continue with the project.

**Background**

3. The CSE committee was previously informed that a sum of section 106 money was available to use for a Jubilee beacon. The arts funding was committed for that purpose. The committee agreed to progress the feasibility, design, purchase and installation of a permanent/semi-permanent beacon to be installed on The Pinnacle Hill, subject to final agreement by the landowner. That more information on costs and options be brought back to the Committee for further consideration.
4. The CSE committee noted that the budget for the beacon should be the £2,274 available from Section 106. A follow up report, providing two quotes for a beacon was considered by the committee. The cost of the preferred beacon would cost £926 more than is available in Section 106 funding. The committee resolved to recommend that the project go ahead and that the Policy, Finance and Resources committee consider approval of the additional costs from the Council Rolling Capital Fund.
5. At a meeting of the Policy, Finance and Resources committee Councillors considered the recommendation on the additional funding. A number of Councillors expressed concerns about the project and that a beacon was not needed. It was agreed that the recommendation on the funding be deferred to the Full Council so a fuller discussion could be had.

**Information**

6. The preferred beacon quotation was based on the following principles;
  - At least a 10 ft high beacon (from base to top of basket)
  - Metal supporting post, as opposed to wood
  - Beacon baskets to be 1.5m at base, tapering up to 2m at top.
  - Some artwork to be included in the basket metal work which represents the Jubilee (Jubilee logo)
7. Members of the Policy, Finance and Resources committee expressed concerns over the location, scope for use and the health and safety implications of the proposed beacon. No support was voiced for the recommendation from the Community, Services and Environment Committee and it was instead agreed that the matter should be discussed by the Full Council before proceeding any further.

**Financial Implications**

8. There are section 106 funds of £2,274 available towards the beacon project. Quotations received are higher than this and if the Council is to continue with the project, additional funding will be required. The level of this additional funding will be £926 based on the recommendation from Community, Services and Environment. This would need to come from the Council's Rolling Capital Fund.

**Policy Implications**

9. There would be no direct policy implications in the commissioning and installing of a Jubilee beacon, but it would support the Council's ambitions to enhance its recreation spaces. Purchase of the beacon must comply with the Council's Financial Regulations.

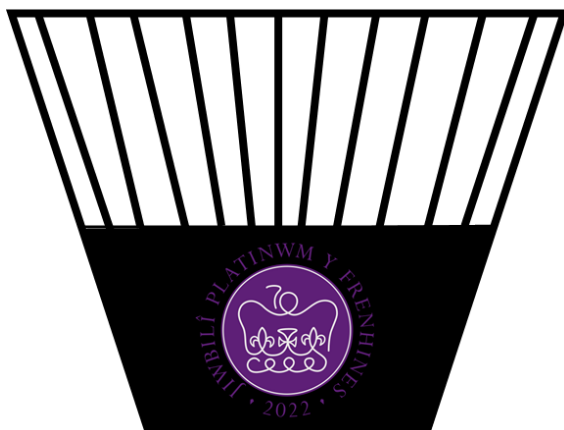
**Legal Powers**

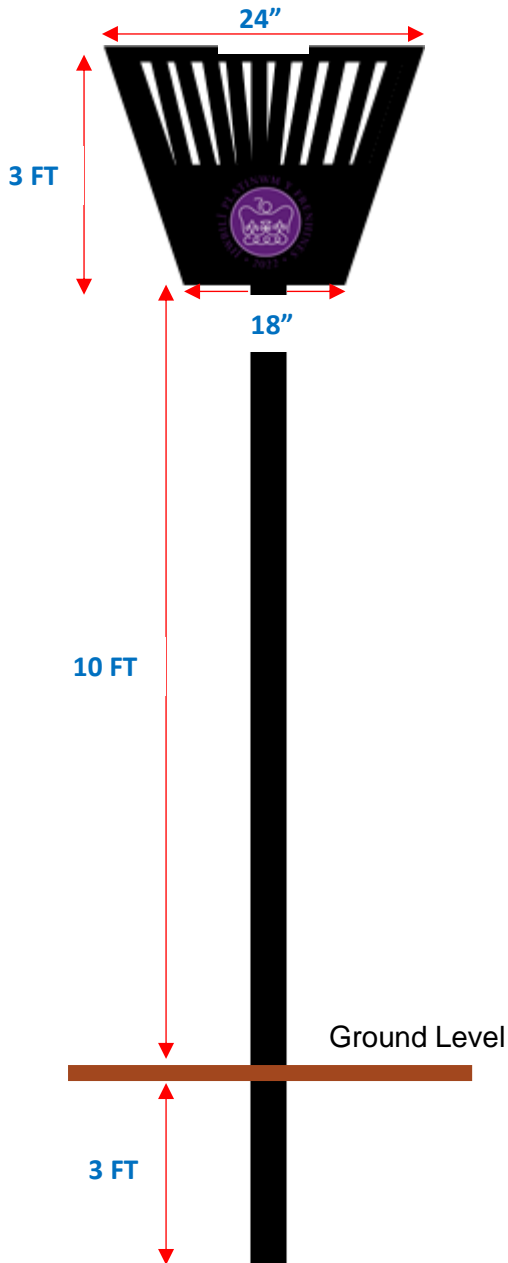
10. Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s.1)

**Supporting Images**



Information provided by Clerk based on artists sketches;





Images created by Clerk based on sketches provided by Artist for quotation two.

Jubilee logo to be cut into bottom section of basket so it lights up with firelight while the beacon is alight. The artist would include the logo three times around the base of the basket.

**Sandy Town Council**

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<b>Date:</b>	<b>7<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Neighbourhood Plan Steering Group Report</b>
<b>Contact:</b>	<b>Cllr Amanda Gibson, Chair of Neighbourhood Plan Steering Group</b>

**Purpose of the Report**

1. This is the 11<sup>th</sup> Neighbourhood Plan Steering Group report for Council. The purpose is to provide Members with an update on progress and the key decisions/recommendations from the Steering Group at each Council meeting as agreed in the Terms of Reference.

**Recommendation**

2. That the Council note the information within the report and the timelines for key deliverables during 2022.

**Background/Information**

3. The following report provides an overview of progress made since the last report at Full Council on 24<sup>th</sup> January 2022. Since the last report, the Steering Group has met twice and there has been a drop-in event held at STC for members of the public to comment on the Green Infrastructure Plan update. Working Groups continue to meet between the Steering Group meetings to make progress with the development plan.

**Working Timeline for Plan Adoption July 2023**

- We remain on track to meet the current working timeline with a referendum and Plan being made (adopted) in July 2023. As said in previous reports there is a lot of work to be done to get to that stage and to ensure a successful referendum. Town Councillors are also reminded that 2023 is an election year and that this may affect the timeline and also how we are able to engage with the public in the six weeks before the May elections.
- Key to success will be the use of a Planning Consultant with Neighbourhood Plan experience. The working group has identified three potential companies to approach from which to select a partner to work with. Selection criteria will be cost, experience and ability to work with us to the timescales that we would like to achieve.
- Our plan is that the Steering Group and members of the Working Groups will provide the policy content to the Consultant and that their role will be provide the right framework and language to ensure that the policies are evidence based, robust and pass the plan scrutiny.

**Working Groups**

- The working groups are meeting on a regular basis and report back at Steering Group meetings with recommendations. Their purpose is to evaluate the feedback from the initial surveys to identify where further evidence may be needed to inform the policies that may be proposed in the plan. Also, to recommend how and when the next consultations should take place, bearing in mind that some subjects will have more interest than others. Any recommendations and

policies from the Working Groups will be shared with Council as they are shaped to ensure that we remain aligned throughout the process.

### **Environment – Green Infrastructure Update**

- As reported previously grant funding of £1,500 for Phase 1 of the Green Infrastructure Plan review has been received from Locality. BRCC have launched the questionnaire through a dedicated web portal. The first public drop-in session was held on 5th February. There were about 20 people that came along to look at the maps and complete or takeaway questionnaires. At the time of writing we have received 31 responses – which is a bit disappointing. The consultation has been extended and will now close on 7th March, please take the time to complete if you haven't already.
- The next stage will be to evaluate the responses received and set the priorities for the revised plan. Further consultation will take place in Phase 2 on the priorities for the plan and to identify any locations that should be Designated Green Space, such as Sandye Place grounds, that can be protected through the Neighbourhood Plan.

### **Grant Funding Application – High Street & Social Infrastructure**

- We have made a grant application via Locality for additional funding open to Neighbourhood Plan Groups that can provide up to £15k for technical support to evaluate schemes for improvements to High Streets and Social Infrastructure.
- Our application was completed on 21 Feb with the goal to reshape the Market Square making the space more able to be used for events and markets, especially on weekdays when other businesses are open. The results from our Initial survey show 35% of responses asking for improvements to the High Street and so this is a key focus area for us. We have engaged with CBC Placemaking who broadly support the aim for improvements to be made.
- The grant is awarded by DLUHC and we should know by the end of March if we've been successful, the monies need to be spent in FY22/23.

### **Communication/events/PR**

- Our Plan for 2022 includes:
  - Presence at all community events, including markets, Carnival etc.
  - Specific consultation/presentations to be determined by the Working Groups. We expect to hold a walk-in event during the second half of 2022 to share our emerging policies for feedback.
  - Continued updates through our social media pages, press releases and use of vacant shop windows in the town when possible.

### **Date of next Steering Group Meeting**

4. The next Steering Group meeting will be on 17<sup>th</sup> March 2022 and we are hoping to get back to face to face meeting in the Council Chamber from this date.

**From:** Daniel Bowles <daniel@greensandcountry.com>

**Sent:** 01 March 2022 14:15

**To:** Admin <Admin@sandytowncouncil.gov.uk>

**Subject:** Rural Economy and Sustainable Tourism: Greensand Country Landscape Partnership

Hi Katie,

Following on from our conversations this morning, I am getting in touch to see if anybody from the Town Council would be interested in joining our Rural Economy and Sustainable Tourism working group? We are really keen to engage more closely with Sandy and develop how we might be able to work together in future.

We are coming to the end of a National Lottery Heritage Fund programme, and are now looking to increase our engagement with organisations in line with our Forward Plan. This highlights four working group areas: Rural Economy and Sustainable Tourism, Enjoyment and Wellbeing, Caring for the Landscape, and Local Action on Climate Change.

The aim of the working groups is to provide a space for networking, collaborative working, and communications support within the area.

I look forward to hearing from you, and if you have any questions feel free to drop me a line or give me a call.

Thanks  
Daniel

**Daniel Bowles**  
**Programme Co-ordinator**  
**Greensand Country Landscape Partnership**



Department for Levelling Up,  
Housing & Communities

**Mehwish Zahid**

*Honours Secretariat Executive Officer*

***Department for Levelling Up,  
Housing and Communities***

4th Floor, Fry Building  
2 Marsham Street  
London SW1P 4DF

**[www.gov.uk/dluhc](http://www.gov.uk/dluhc)**

Email: [Honours@levellingup.gov.uk](mailto:Honours@levellingup.gov.uk)

Our ref: NY2023

February 2022

Dear Sir or Madam,

**New Year 2023 Honours: Deadline – 12.00pm Wednesday 6 April 2022**

I am writing to invite you to make recommendations for the New Year 2023 honours list. While we can accept honours nominations at any time, we need to have received nominations and two letters of support **by Wednesday 6 April** if they are to be considered in the New Year 2023 honours round.

**New Year 2023 Honours Nominations**

The Department of Levelling up, Housing and Communities (DLUHC) is especially interested in people who are working or volunteering in their community. They could be working with the homeless or in housing more widely, supporting community integration and interfaith work, or working in local government over an extended period to achieve the council's local ambitions. It is important that the honours list reflects the rich and diverse communities that make up the country and we would encourage you to consider nominating people from all backgrounds.

We are especially interested in:

- Those helping to build a more united and integrated country
- Those in the private and public sector ensuring we build the homes and places that our country needs
- Recognising enterprise and entrepreneurship
- Individuals who have gone well beyond the call of duty to deliver for people during the Covid-19 pandemic
- Individuals delivering exceptional local public services for communities and leading innovation and reform in local government
- Individuals delivering and supporting the levelling up reform in local government and within communities.

To make a nomination, please complete this [online form](#) and send two letters of support to [Honours@levellingup.gov.uk](mailto:Honours@levellingup.gov.uk). Please feel free to contact this address if you need any help, advice or if you encounter any technical difficulties when using the [online form](#).

Further information, including examples and top tips for drafting a citation, are available here: [https://drive.google.com/drive/folders/1tuzrrNbq9hW\\_ucQt6tg4X0aZprluKi40](https://drive.google.com/drive/folders/1tuzrrNbq9hW_ucQt6tg4X0aZprluKi40)

## **Training**

We are also offering training opportunities to help you get the best from the honours system. Please book a place at an upcoming honours workshop by clicking [here](#).

Training will take place via Microsoft Teams and joining instructions will be sent before the event. If you would like a bespoke session for your organisation or would prefer to use a different platform, please let me know.

Finally, I would be grateful if you could circulate this invitation to make recommendations for the New Year 2023 honours list to as many members of your organisation as possible.

If you do not feel that this request is relevant to you or your organisation, if you are receiving similar requests from elsewhere in Whitehall or if you do not wish to receive further communications about honours please let me know and I will remove your contact details from the circulation list.

If you have any further questions, please do contact me at [Honours@levellingup.gov.uk](mailto:Honours@levellingup.gov.uk)

**Yours sincerely**  
**Mehwish Zahid**  
**Honours Secretariat Executive Officer**





# Information needed to make a nomination

## Information needed

You will need to supply the following information about your candidate to nominate them for an Honour:

- Name
- Home address
- Telephone number (home or work)
- Email address (home or work)
- Date of birth
- 500 words of text about your candidate
- At least 2 letters of support

Honours are exempt under GDPR, as such you do not need to ask the candidate's permission to share their personal details.

## Resubmissions

Please note that names which you have previously submitted will not automatically go forward for the New Year 2023 honours Round. If you would like these candidates to be reconsidered, you must resubmit their nomination using the [online form](#). You will need to update the information you submit. Nominations on previous versions of the form will be rejected.

## Confidentiality

The person you are nominating for an honour must not be told that they are being considered as there is no guarantee of success. You can, however, consult anyone else about the nomination to obtain the required information - just explain that your conversations or correspondence are in confidence.

## Diversity

All the decisions taken about honours candidates are based on merit and achievement, and only the strongest candidates are selected for further consideration; but to allow us to ensure that the honours list is fair, diverse and reflects the society we live in, we need to ensure that we have enough nominations from all areas, backgrounds and social groups. This can only be achieved if there is a wide range of top-quality candidates, nominated from a rich variety of sources. We therefore continue to stress the importance of drawing nominations from as wide a pool as possible to reflect the diversity of today's society.

**Sandy Town Council**

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<b>Date:</b>	<b>7<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Sandy Centre Group</b>
<b>Contact:</b>	<b>Cllr A Gibson</b>

**Purpose of the Report**

1. To provide an update to Councillors following a meeting of the Sandy Centre Group on 8<sup>th</sup> February 2022.

**Summary**

2. The meeting discussed a number of key items, including;
  - High Street Updates
  - Events
  - Welcome Back Fund Progress
  - Future Meetings

**Key Points**

3. Members are asked to note the below key items which were discussed by the group;

**3.1 High Street Updates;-**

- 3.1.1 No updates from retailers at the meeting. Barclays has a new letting agent and at present they are happy for Sandy Neighbourhood Plan to leave their display in the windows. The new agent confirmed that Barclays lease ends at the end of March 22 – so hopefully we will see some action on improving the building, making it more attractive for new tenants/owners.
- 3.1.2 A member commented about poor parking by drivers in the High Street, especially the stretch from Bet Fred to Chunkys. There are parking violations at all times of the day. This has been raised with Safer Central and we hope we will see better enforcement measures.
- 3.1.3 We are still hoping to get excess road signage removed from the footpaths. Highways will be contacted to review if the sign near the pedestrian crossing that points to Potton is required. Signage already exists in Bedford Rd. If we are successful, this will improve the street scene and enable the Town Sign to be seen.

**3.2 Welcome Back Fund;-**

- 3.2.1 Our final project, a new town map, to utilise the £15k of funding, is coming to an end. At the meeting, we shared the initial draft of the map and how the shop directory will be displayed. It's hoped that 3 copies of the map will be placed initially close to the vicinity in the town where visitors arrive: the Car Park, the Station and the Market Square. We discussed several locations. Sandy Town Council will arrange for permissions and installations.
- 3.2.2 Three notice boards have been ordered and funded from the Welcome Back Funding. One can be fixed to a wall, one can be fixed to railings and the third is a free-standing notice board.

- 3.2.3 The Map when completed will also lend itself to be printed as a trifold leaflet – we would need to find additional funding to do this, but it would be a great opportunity to promote Sandy at information points in other towns.
- 3.2.4 We may receive some additional funding from Welcome Back IF other towns don't spend all their budget by the end Feb. If this is the case, then additional funds will be used for lamppost banners for the Queen's Jubilee which can be purchased now and are planned to be in place by May. **Clerks Note: CBC have now confirmed that no funding will be available.**

### 3.3 Events;–

- 3.3.1 Future events were noted. Support from High Street shops for events is important, opening on Market days, dressing windows for national events and supporting activity trails makes a big difference and brings people into town.
- 3.3.2 The main event being organised by STC this year will be the Queen's Platinum Jubilee on 2<sup>nd</sup> June at Sandye Place – this will be a free community event with music starting at 1pm and ending at around 9.30pm. We are hoping that the finale will be a 5-minute firework display, but will need to find funding for this. Sponsorship is welcome.

### 3.4 Future Meetings;–

- 3.4.1 The decision to move to quarterly meetings was unanimous. If there are any important developments regarding the High Street where business input is needed, then the Chair will call an extraordinary meeting. Therefore, the next meeting will be **on 10<sup>th</sup> May** – please note this in your diaries, time and location to be advised but hopefully this will be face to face.

- 3.5 It was noted that the group should be extremely proud of what it has achieved in the last 3 years.

### 3.6 Achievements to Date

- Supporting Sandy Town Council in holding more events held in Sandy Market Square, with 2 craft markets in 2021 and 2 scheduled in 2022
- Regular Activity Trails enjoyed by all – 'Let's Get Going' now driving this.
- Raised High Street sustainability as a key issue for STC. Resulting in STC supporting High Street with vouchers for competition prizes in 2020/21. Shop Sandy banners funded and installed.
- Welcome Back Fund – generating ideas that enabled Sandy to use all of the grant funding available to us. Some of these were copied by other towns (eg. voucher leaflets).
  - Lamppost banners – very well received and will continue to be an annual feature
  - Sandy Town Map – one of our aims to promote the town
  - Making the High Street more attractive, new tree lights that can be used all year round, new planters at Shannon Court.
  - Two promotional leaflets for Shop Sandy with vouchers to use in the High Street, delivered to every home.
- Worked with CBC to get most of the business waste bins off the pavements to improve the street scene.
- Post Office Garden – what a huge improvement! We galvanised volunteers and raised funding for new plants to make this a feature that is enjoyed by everyone. This was probably the most commented on project that we undertook and is very much appreciated by the Town.

**3.7 Note from the Chair**

I know that there are other achievements, small steps make a big difference when it's all added together. The Neighbourhood Plan initial survey had responses from over 300 people, nearly all mentioned the importance of the High Street and making improvements to it.

I also want to take the opportunity to thank Chris Robson for all of his support, as Clerk of the Town Council he has been instrumental in helping us to find ways to get things done and has made a huge contribution to the success of the group. Chris, we wish you well with your move to St Neots and have no doubt that you will be equally as successful there as you have been in Sandy.

So finally, my ask of Sandy Centre Group is that you all participate when you can and when the need arises that you answer the call to help keep our High Street a welcoming, attractive and vibrant place.

Amanda Gibson

**Sandy Town Council**

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<b>Date:</b>	<b>7<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Sandy Sports &amp; Leisure Association (SSLA)</b>
<b>Contact:</b>	<b>Cllr Martin Pettitt</b>

**Purpose of the Report**

1. To provide an SSLA update following the meeting of the Association which took place on Tuesday evening 22 February 2022.

**Summary & Key Bullet Points**

2. Summary below:
  - All necessary works to car park lighting completed. Invoice from TSE awaited.
  - Tree prunings and remaining rubbish has been removed from car park and disposed of.
  - Remaining fence work due to be carried out by Huntree Fencing on Monday 7 March.
  - Arrangements to be made for timber rebound boards to be treated with preservative in the Spring.
  - Shefford and Sandy JC (S&SHC) will shortly be carrying out repairs to the seats in the old shelter. The required timber is in the garage.
  - Discussions are ongoing with SIS Ltd and Matt Young at TGMS to resolve issues around the pitch division net and winch mechanism.
  - Highlights Floodlighting Ltd will be carrying out Safety and Integrity checks on the 8 floodlight columns during April.
  - Mike Tipper to have discussions with colleagues at S&SHC with a view to organising a delayed re-opening event to mark successful completion of the refurbishment.
  - The Treasurer, Phil Wood, reported that the bulk of the VAT paid during the course of the refurbishment (£38,886.89) has been received back into the Community Account. A further small refund is due. Costs incurred in the 1<sup>st</sup>, 3<sup>rd</sup> and 7<sup>th</sup> bullet points above will total around £6k and when all works have been completed and VAT refunds received, SSLA funds in its two accounts will likely be around £95k - £100k.
  - Arrangements to be made for Cllr Scott to be added to the approved bank signatories to eventually replace the Clerk. Cllrs Pettitt and the Treasurer are the other present signatories.
  - SLL report that community bookings of the pitch have returned to pre-refurbishment and pre-Covid levels. All users of the pitch have been instructed/reminded of the correct appropriate footwear and individuals given an illustrated leaflet supplied by SIS Ltd. Monitoring and random checks have been taking place.

- Members were updated with discussions which have taken place with CBC relating directly to the Jenkins Project but which inevitably impact upon the necessity (or otherwise) of the SSLA's lease pertaining to the car park and access road. Members seemed content that CBC's provisional agreement to take full responsibility for the maintenance of the car park including lighting and fencing be accepted once the car park extension is completed and incorporated a letter signed by both parties. The letter to give SSLA, it's customers, contractors etc. unrestricted access and parking rights and continued rights across the adjacent bridleway too and from the AWP.
- It would seem inevitable SSLA will need to give consideration to some amendments to the present constitution in view of issues encountered in submission of the 2020/2021 report to the Charity Commission. These are around whether SSLA has undertaken DBS checks on trustees, employees and volunteers and because in the next years report the income and expenditure (by virtue of the refurbishment) will exceed the CC maximum for a "small" charity.
- There may also need to be some changes to the present Governing Document which Sport England pointed out during the grant application process does not detail how conflicts or interest are resolved nor whether accounts are independently scrutinised.
- Under the AOB Item the Chair initiated a discussion around the future of the SSLA. He said it was essential that 2 or 3 fresh volunteers need to be identified and recruited to serve on the committee with 5 of the present voting members having been on the committee for 30+ years. Some might even argue that future options should include consideration of SSLA being absorbed by and it's assets being transferred to another organisation, preferably a charity with similar aims and objectives to those set out in SSLA's own Constitution. While there seemed to be a general consensus on both points further discussion was deferred.

### **Date of 2022 Annual General Meeting**

3. This had previously been set for Tuesday 17 May (the Constitution stipulates May). However, this is the week prior to STC AGM when two representatives are appointed, the newly elected Town Mayor becomes Chairman, and the date was therefore considered inappropriate. An alternative date after 23 May has to be agreed.

**Sandy Town Council**

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<b>Date:</b>	<b>7<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Sandy Twinning Association</b>
<b>Contact:</b>	<b>Cllr Max Hill</b>

**Summary & Key Bullet Points**

## 1. Summary below:

- Communications received recently from friends in Skarszewy indicate that at present Covid has very much taken a back seat and that inevitably all Polish people are very worried about the situation in neighbouring Ukraine. The nearest point of the border with Ukraine is around 800 kilometres from Skarszewy. We understand donation points for refugees are being set up right across Poland.
- In Malaunay too there is little talk of the pandemic 'though infection rates remain broadly similar to here. However, the French nation seems united in its fury and disgust at the way President Macron was treated in his recent meeting with Putin in Moscow.