

# Sandy Town Council

To: Cllrs P N Aldis, P Blaine, J Hewitt, J Ivanciu-Wilkinson, L Ivanciu-Wilkinson, R Lacey, A Lock, R Lock, C Osborne, M Pettitt (Chair), 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 17<sup>th</sup> April 2023 commencing at 7.30pm for the purpose of transacting the items of business below.



Nicola Sewell  
Town Clerk  
10 Cambridge Road  
Sandy  
SG19 1JE  
01767 681491  
Date 12<sup>th</sup> April 2023

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING**

## **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) Non Pecuniary Interests*
- iii) Dispensations*

# Sandy Town Council

## **3 Public Participation Session**

To receive questions and representations from members of the public.

## **4 Minutes of previous Town Council meetings**

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 6<sup>th</sup> March 2023 and to approve them as a correct record of proceedings.

## **5 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 Committees held on 6<sup>th</sup> and 27<sup>th</sup> March 2023.
- ii) Policy, Finance and Resource Committee held on 3<sup>rd</sup> April 2023.
- iii) Community Services and Environment Committee held on 27<sup>th</sup> March 2023.

Carved Sandy Sign in the Town Centre **RESOLVED** to recommend that in accordance with Financial Regulations the requirement to seek two more quotations is not appropriate because of the specialist nature of the work and Glyn Mould of the Carvers Workshop be asked to undertake the work during this Summer at a cost of £910.

- iv) HR Committee held on 13<sup>th</sup> March 2023.  
**RESOLVED** to recommend:
  - Interim Personal Development Plans (PDP) should be initiated in March/April with the annual final PDP agreed in September/October
  - Pay scale point rises should accrue automatically from year to year within a set band, unless it is felt that staff were underperforming in their role. This would bring all staff in line with the Clerk's pay scale agreement.
  - All PDPs will be set against SMART objectives.

## **6 Spring Fibre**

To receive a presentation from Michael Guess of Spring Fibre about works being carried out in the town to bring ultrafast broadband to Sandy. Members will be given an opportunity to ask questions.

# Sandy Town Council

- 7 Community Day**  
To receive a presentation from Emma Foxley on her proposed Community Day.
- 8 Reports from Central Bedfordshire Council**  
To receive reports from Ward Councillors.
- 9 Lamppost contract**  
To receive quotes for the maintenance of streetlamps owned by Sandy Town Council. The current providers contract ended on 31<sup>st</sup> March 2023. Appendix I
- 10 Action Plan**  
To discuss the priorities for the Council over the next 5 years so that an Action Plan can be adopted by the new council when it forms in May. Action Plan 2021/22 provided for reference. Appendix II
- 11 Town Centre Signs**  
To receive a report from the Deputy Clerk regarding Town Centre Signs and agree costs. Appendix III
- 12 Action List**  
To receive an update on progress with the Full Council Action List since the last meeting of Council on 6<sup>th</sup> March. Appendix IV
- 13 BATPC Affiliation fees**  
To receive a renewal request to remain an affiliate member of the Bedfordshire Association of Town and Parish Councils for 2023/24 at a cost of £2,186.00.
- 14 S106 Money unallocated funds**  
To receive a report from the Clerk on suggested works/projects for unallocated S106 money. Applications for which must be made as soon as possible. Appendix V
- 15 Bedford Road Pavilion**  
To receive a report from the Deputy Clerk regarding requested works at the Pavilion at Bedford Road recreation ground made by Sandy Football Club. Appendix VI
- 16 Newsletter template**  
To receive a draft design for the Town Council's new quarterly newsletter. Appendix VII
- 17 Reports from Councillors on Outside Bodies**  
To receive the following reports from Council representatives on

# Sandy Town Council

outside bodies;

- i) Cllr M Pettitt – Sandy Sports and Leisure Association
- ii) Cllr M Pettitt – Sandy Twinning Association

Appendix VIII

Appendix IX

## **18 Correspondence for information only**

To note correspondence received by the Town Council since the last meeting of Full Council and any actions arising from such items. All correspondence circulated to Members separately.

- A00386 Churchill Way, Sandy – Revocation of Disabled Parking Bay – consultation. Comments invited by 5<sup>th</sup> May rcvd 12.04.2023
- CPRE April Newsletter – rcvd 03.04.2023
- Living Countryside Awards 2023 – an invitation to apply or nominate! – rcvd 30.03.2023
- NALC Newsletter – rcvd 16.03.2023
- NGED Helicopter Unit - 60th Birthday Celebration invitation – rcvd 08.03.2023
- NALC Newsletter – rcvd 08.03.2023
- NALC Events – rcvd 07.03.23

## **19 COMMITTEE IN PRIVATE SESSION**

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

## **20 First Registration Queries**

To consider a report from the Town Clerk regarding Land Registry on a plot of land owned by the Town Council and agree to the next steps.

Appendix X  
CONFIDENTIAL

## **21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 READMITTANCE OF THE PRESS AND THE PUBLIC**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

## **22 Mayoral Engagements**

Mayors Engagements for STC Agenda for Meeting on 17 April 2023

- Sunday 12 March, we attended the Biggleswade Civic Service held at noon in St Andrew's Parish Church, Shortmead Street.
- Sunday 12 March, together with the Deputy Mayor we attended the Pottton Town Civic Service held at 2-30pm at The

# Sandy Town Council

- Parish Church of St Mary the Virgin, Hatley Road.
- Thursday 23 March Jackie and I attended HM Lord-Lieutenant of Bedfordshire's Honours Recipients Gathering and Presentation Ceremony held at Woodland Manor Hotel, Green Lane, Clapham, Bedfordshire. Among recipients who were presented with MBE's, BEM's and other awards was Everton resident Jane Gurney who received the MBE for Services to the Agricultural Community.
  - Sunday 26 March the Mayor and Deputy Mayor attended the St Ives Parade and Civic Service, the latter held in All Saints Parish Church, Church Street, St Ives.
  - Also on Sunday 26 March, Immediate Past Mayor, Cllr Scott, and Mrs Scott attended the Raunds Town Civic Service, held at St Peter's Parish Church, High Street, Raunds.
  - Monday 27 March cut the ribbon to formally open the new Dominoes Take-away Pizza shop in Sandy Town centre.
  - Sunday April 2 at 9-30am accompanied by Jackie sounded the hooter to start the 40<sup>th</sup> Sandy 10 Road Race. Then watched the junior race on the athletics track and presented medals to all the children who took part. Finally presented trophies and medals to winners etc. in the main race. Cllr. Mrs Sutton was also present for the presentations.
  - Monday 3 April accompanied by the Mayoress we presented a cheque for £1,250.00. from the Mayors Charity Account to Mr Alf Turner, Chairman of The Prostate Project during their annual fund-raising Golf Day at John O'Gaunt Golf Club.

## **23 News/Press Release**

## **24 Chairmans Items**

## **25 Date of next meeting:**

Annual Town Meeting  
24.04.2023

Annual Meeting  
22.05.2023

Full Council

<b>Date:</b>	<b>17<sup>th</sup> April 2023</b>
<b>Title:</b>	<b>Lamppost Maintenance Contract</b>
<b>Contact:</b>	<b>Nicola Sewell, Town Clerk</b>

**Purpose of the Report**

1. To receive and consider the quotes for the ongoing maintenance of Lampposts in Sandy.

**Recommendation**

2. That the Council approves the quotation for company A as the best value for money and with a contractor the Town Council has worked with over a long term period.

**Background**

3.0 The current contract for lamppost maintenance lapsed on 31<sup>st</sup> March 2023.

3.1 Over the past two years the Council has received unexpectedly large bills at the end of the financial year for the lamppost maintenance and repair that have taken them over their planned budget. The Clerk has spoken to the contractor and this expense is down to replacing old SOX and SON lanterns, which are high energy consuming, with new low energy LED lanterns. The LED lanterns require less maintenance which will keep costs down in the future.

3.2 As the bulk of the old Lanterns have now been replaced the costs going forward would be substantially reduced and as such likely to come in under the provisioned for budget in 2023/24.

**Quotes**

4.1 The following quotes were received:

Description	Company	Price
Street Lighting Maintenance Contract April 2023 to 31st March 2026. Includes: Fortnightly scouting works of the lights to keep any “out of light” lanterns to a minimum and to provide worksheets detailing works and location of all works carried out on STC lighting assets. The price would not include any vandalism or vehicle damage that may occur.	A	£1,600.00 +VAT per year over three years.
Sandy Town Council’s Street Lighting Maintenance, 1st April 2023 to 31st March 2024. Includes: A visit every 4 weeks during hours of darkness 2/3 days following the inspection run repairs are carried out. The price does not include any vandalism or vehicle damage that may occur. This price is strictly for LEDs any replacement lanterns would need to be quoted for separately.	B	£3440.00 +VAT For one year

**AGENDA ITEM: 9****APPENDIX I**

Price fixed for 2 years with a 5% increase for the third year, however if LED upgrades go ahead the unit rate would be reduced.		
To come	C	

**Financial Implications**

5.0 2023/24 budget for lamppost maintenance 405/4042 is £10,000.00.

**Legal Powers**

6.0 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

## **SANDY TOWN COUNCIL ACTION PLAN 2021/22**

The following Action Plan summarises and prioritises the Council's activities and projects that will continue to be worked on over the remainder of the 2019/20 financial year. The action plan is mainly project based and does not take into account the daily business of the Council, such as routine maintenance and administration, dealing with and carrying out actions resulting from public enquiries, completing training and statutory activities (e.g internal audit).

<b>Town Council Projects</b>			
<b>Objective</b>	<b>Actions</b>	<b>Responsibility</b>	<b>Timescales</b>
<b>2021/22 Activities</b>			
Completion of new Council Depot Building. Including new car parking area	1) Completion of depot, yard and car park building works 2) Completion of power supply and electrical work 3) Building Control inspections and sign-offs 4) Council sign-off of building 5) Approval of alarm system and diesel storage tank cost 6) Installation of alarm system 7) Internal set up, including work benches and diesel storage tank	1) Working Grp / Contractor 2) Contractor /UK Power 3) Contractor 4) Working Grp / Council 5) PFR 6) Clerk/Contractor 7) Grounds leader	Complete Complete Complete Complete Complete Complete
Cemetery Extension	1) Re-design of new cemetery layout to take account of archaeological features which cannot be buried on top of. Liaising with CBC archaeology. 2) Approval of re-design cemetery layout 3) Submission of amended plan to CBC planning 4) Tendering for landscaping work/ Cemetery layout work	1) Cem Wrk Group / Clerk / CBC  2) Cem Wrk Group / Council 3) Cem Wrk Group / Council 4) Cem Wrk Group / Clerk	
Sandye Place Academy	1) Establish the latest position regarding Sandye Place Academy and how STC can be involved in discussions over its future 2) Ongoing liaison with parties who have decision making power over the future of the facility and joint work with CBC Sandy Ward Members	1) Full Council  2) Full Council/Clerk	Complete  Ongoing



	3) Continue to communicate STC’s vision of how Sandye Place could benefit the community and help build a sustainable and well-planned town	3) Full Council/Clerk	Ongoing
Engage with external organisations to push for decisions and improvements on the future of the A1	1) Representatives to attend meeting of neighbouring parishes and with local MP to consider areas of joint concern and priority for the A1.	1) Clerk/Chairman	Ongoing
	2) Push for the communicate of the Council’s priorities to decision makers and seek answers and relevant action	2) Clerk/Council	Ongoing
	3) Council to liaise with MP to push for further meeting with DfT at which decisions will be announced	3) Clerk/Council	Ongoing

DEVELOPMENT SCRUTINY COMMITTEE		
2021/22 Activities		
On-Going Activities		
Business as Usual	Planning and Licensing	Considering and responding to planning applications
	Any other matters within the committee’s remit	

Sandy Town Council

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<b>Date:</b>	<b>17<sup>th</sup> April 2023</b>
<b>Title:</b>	<b>Town Entrance Signs</b>
<b>Contact Officer:</b>	<b>Deputy Town Clerk</b>

**Purpose of the Report**

1. To approve the design and installation of new town entrance signs to replace older looking signs on New Road, Potton Road and Girtford Bridge. The signs now carry the RSPB new logo.

**Recommendation**

2. To agree the costs of the signs being made by Sign of the Times at a total price of £4,582.15 plus carriage and VAT.

**Background**

3.0 At the meeting of CSE on 31 January 2022 (Minute 90-2021/22 refers) the Committee approved the sign design subject to all the current logos were included. This report seeks approval for the costs of the signs. Attached is an example of the new signs. The location for the signs has been approved. Central Bedfordshire Council Highways will need to approve. Installation of the signs will have to be arranged.

**Financial Implications**

4.0 According to handover notes a budget was set for £4,000 under the previous Town Clerk however Council still needs to approve spend.

4.1 The costs of manufacture are as follows;

Top signs 900 x 780mm

Set up and tooling for the logo £ 425.25.

3 No. Signs @ £942.90 each £2828.70

Slip signs 900 x 180mm

Set up and tooling for the logo £ 74.50

3 No. Signs @ £312.90 each £ 938.70

Fixings to attach to existing posts – total for all 6 signs ... £315.00

Includes,

3 runs of channel and clips to go around 76mm diameter posts - for top signs.

2 Runs of channel and clips to go around 76mm diameter posts - for the lower signs.

**Total for 3 sets of two signs and fixings ..... £4,582.15 + carriage and VAT.**

**If additional posts are required at one site, they are £210 each.**

**AGENDA ITEM: 11****APPENDIX III**

The signs are cast in polyurethane with letters, border, and logos in relief.

All prices are excluding carriage and VAT. The estimated carriage fees are £65 plus VAT.

**4.2** Cost of installation will be extra, but it is believed that two of the three signs will be able to use the current posts, so a charge for one set of posts is likely.

**Legal Powers**

**5.0** The Council holds the General Power of Competence, for which Sandy Town Council is eligible and is a power of first resort (Localism Act 2011, s1)

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.	<p>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. Cllr Blaine attended a meeting on 10<sup>th</sup> Feb 2022 and circulated links to Consultation Summary and Consultation Documents on 21<sup>st</sup> April 2022. On 17.08.2022 Cllrs Pettitt, Hewitt and Blaine met with Cllrs Ben Pitt St Neots Town Mayor and Stephen Ferguson Chairman of Cambridgeshire CC to discuss matters of mutual interest, notably East West Rail.</p> <p>Following a meeting on 8<sup>th</sup> November Cllr Blaine, reported: "Essentially the subject of the meeting was a presentation on the methodology for the preparation of the Business Case for the project. Since the subject was confined to methodology, no information was provided on subjects such as potential routes, the location of stations, interaction with roads or other means of transport or even when the Business Case might become available. Ultimately it will be subject to ministerial approval. I tried to get information as to project timescales and was shocked to discover that nothing of the sort appears to exist. Apparently, the attitude is that the complexity is so great that the work will just take as long as it takes.</p> <p>I enquired as to what had happened to the promised report on the last public consultation,</p>

**AGENDA ITEM 12**

**APPENDIX IV**

			<p>which is now many, many months later than anticipated. The delay is being put down to ministerial changes and therefore timescales remain unpredictable.</p> <p>The next meeting will take place in approximately 3 months' time. It will concentrate on access. As far as I can tell, this is not intended to refer to any interface with the rest of the transport system but will concentrate on facilities for bicycles, wheelchairs and perhaps pedestrians.</p> <p>The representatives of the East-West Rail Company left the meeting with a good understanding that I, and certainly some other representatives found the information made available thoroughly unsatisfactory but failed to give confidence that this would improve in future.</p> <p>EWR Co Sandy, Tempsford &amp; St Neots Local Representatives Group (LRG) are hosting a meeting on Thursday 9<sup>th</sup> March. Cllr Blaine to attend.</p>
<p><b>Meeting 21/5/18</b></p>			
<p>A1 – Local Issues</p>	<p>(19-18/19)</p>	<p>To push for decisions on the future of the A1 and action on safety and environmental issues.</p>	<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> <p>Cllrs Pettitt and Hewitt met with Mr Fuller MP on 6.04.2022.</p> <p>Cllr Pettitt wrote to the Mayor of Biggleswade on 01.07.2022 to facilitate further dialogue with Richard Fuller MP and move this issue along.</p> <p>At the TC meeting of 22.08.2022 Members asked the Clerk to write to National Highways to urge them to carry out and publish a comprehensive study of traffic coming into Sandy via these routes, to provide a real understanding of the impact these projects would have on the town, asserting that no work should proceed until this study had been undertaken. A copy of the letter was to be sent to Grant Shapps, Secretary of State for Transport, Richard Fuller MP and Lorna Carver Director of Place and Communities at Central Bedfordshire Council. A letter was drafted on 23<sup>rd</sup> August and sent out. STC has received a response from National Highways which was forwarded to Members on 14.09.2022 and a response from Richard Fuller was circulated to Members on 09.09.2022 which can be viewed here:  <a href="https://www.richardfuller.co.uk/news/proposed-closure-gap-central-reservation-a1-biggleswade-road-upper-caldecote-tingeys-corner">https://www.richardfuller.co.uk/news/proposed-closure-gap-central-reservation-a1-biggleswade-road-upper-caldecote-tingeys-corner</a></p> <p>A meeting has been set up for Saturday 28<sup>th</sup> January 2023 with Richard Fuller and other local counterparts to take the matter forward.</p>
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**AGENDA ITEM 12**

**APPENDIX IV**

			<p>Cllrs Pettitt and Hewitt met with Richard Fuller MP on 28<sup>th</sup> January 2023. A short-written report to come from Cllr Pettitt.</p> <p>Cllr Pettitt reported that he, along with Cllr Hewitt, and the Mayor and Deputy Mayor of Biggleswade, had met with Richard Fuller MP on 28<sup>th</sup> January to discuss several matters including concerns over the A1. He added he had not written a report as there was nothing new to report.</p> <p>Cllr Pettitt added that he and Cllr Hewitt had also had an opportunity to speak at another event to Richard Holden MP Parliamentary Under Secretary of State at the Department for Transport and that concerns about the A1 were raised on this occasion to him also. Mr. Holden responded by saying he would take the matter up with Mr. Fuller.</p>
<p><b>Meeting 17/12/18</b> Sandye Place Academy</p>	<p>(142-18/19)</p>	<p>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.</p>	<p>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. On 11.07.2022 Cllr Maudlin reported that the DfE were still asking questions of CBC about the site and that there would be no further updates about the future of the site before September and that in the meantime, she was investigating the possibility of having sheep graze the area to keep the grass down.</p> <p>Email received 9.02.2023 from Iain Berry AD Assets at CBC stating the site has been released by the Department of Education</p>

**AGENDA ITEM 12**

**APPENDIX IV**

			and the immediate plans CBC has for the site. <a href="#">No further updates</a>



Full Council

<b>Date:</b>	<b>17<sup>th</sup> April 2023</b>
<b>Title:</b>	<b>S106 Funding</b>
<b>Contact:</b>	<b>Nicola Sewell, Town Clerk</b>

**Purpose of the Report**

1. To receive and consider a report from the Town Clerk regarding a last minute opportunity to apply for S106 funding to pay for the repair and replacement of equipment around Sandy Town Council’s recreation grounds.

**Recommendation**

2. To agree the projects/works that should be submitted for funding.

**Background**

3.0 The clerk received an email from CBC stating that STC had old uncommitted S106 contribution available to spend and asking for us to apply for the funding asap.

3.1 The pre-2015 contribution for community / village halls that needs to be spent is: CB/10/04356/OUT Land To The West Of, Station Road, Sandy CFS - Village & Community Halls **£9,446.40**

3.2 CBC would like to allocate the funds as soon as possible and as such have agreed to a degree of flexibility on what the contributions can be used for. Where possible the contributions should be used towards their original purposes, i.e., Community / Village Halls however, we can also include maintenance and repair works.

**Suggested Projects and costs**

- 4.1 The Clerk has spoken to CBC and the following works would be eligible for the funding.

<b>Works</b>	<b>Estimated Costs</b>
Replacement of youth shelter at Bedford Road Park. Due to misuse, the roof of the existing youth shelter had to be removed, as costs to repair it were deemed prohibitive. This leaves young people without a sheltered area to meet, and some groups have migrated to the public toilets where they have been causing a nuisance and incidence of anti-social behavior has increased.  To repair the youth shelter would probably attract the same misuse that led to its demise. So it would be sensible to look for a replacement of a more robust design.	To come
Installation of gates at Fallowfield. The Town Council acquired these gates a while back but did not provide them for the installation. Due to the weight and design of these gates it is not possible for the Outdoor team to install these as originally planned. As such it would be sensible to have the supplier install them.	To come
Anti Vandal toilet roll holders for public toilets at Bedford Rd and High Street car park. Following several incidents of minor vandalism in the public toilets	To come

**AGENDA ITEM: 14****APPENDIX V**

where large amounts of toilet roll are being misappropriated e.g., used as kindling for fires or stuffed into toilets and sinks to cause flooding, it would be sensible to install equipment designed to prevent large amounts of toilet roll being accessed in one go that are anti vandal proof.	
Maintenance works at public toilets at Bedford Road Recreation Ground and the Car Park. The toilets have fallen into a poor state of repair and need maintenance to fix broken locks, as well as both needing a new paint job.	To come

**Financial Implications**

5.0 The budget for 2022/23 was overspent by £4,830 on 500 4042 (Play Areas and Open Spaces - Equipment/Vehicle Maintenance) due to play equipment being vandalized and replaced at Bedford Road Recreation Ground earlier in the year. Insurance money paid for the majority of this but did not cover the full costs for the replacement equipment.

**Legal Powers**

6.0 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>17<sup>th</sup> April 2023</b>
<b>Title:</b>	<b>Bedford Road Pavilion</b>
<b>Contact Officer:</b>	<b>Deputy Town Clerk</b>

**Purpose of the Report**

1. To consider requests from Sandy Football Club to change certain aspects of the lease between the Football Club and the Town Council.

**Recommendation**

2. That the Council considers the issues raised and if appropriate decides on possible changes to the lease. Request the Town Clerk look further into the Council sharing some of the electricity bill as some energy is used for the public conveniences and CCTV cameras.

**Background**

**3.0** Sandy FC currently cover the energy costs of the building at Bedford Road. The information sent through from EON shows that the majority is being used overnight – for light and CCTV cameras. The Club argue they only use the facilities once a week and use minimal energy. They propose a 50/50 split in costs. In accordance with the lease the club is responsible for all outgoings relating to the operation of the pavilion. To meet their request the Council would need to monitor the energy bills before agreeing to a change in the lease. Currently the club meets all energy costs. Although historically the club has invoiced STC for a percentage of the cost. Since the new club treasurer has been in place the club has not invoiced for STC's share.

**3.1** Building maintenance. Walls and door surrounds are in a poor condition, which needs some repairs. Plumbing is also an issue, with water not draining away, and toilets not flushing properly. This is all covered by the lease and is the responsibility of the Club.

**3.2** Door security – there has been multiple attempts at break ins. The doors are not really fit for purpose. Lockable gates across the 3 front facing doors would be helpful. This would match the gates the Council installed at the public loos. Although under the lease it is the responsibility of the club; due to the level of vandalism at the site the Council might wish to consider protecting the fabric of the building and deter vandalism by contributing £1,000 towards the installation of gates covering three exposed external doors.

**3.3** Car Parking - the grass area outside of the clubhouse - up to the access gate could be used for parking. The recreation ground is 'land locked' without a car park, and yellow lines on Bedford Road. 4 spaces would be ideal.

**3.4** Currently the lease precludes the parking of any vehicles within the confines of the Recreation Ground. The Club makes the good point that on road carparking is limited in the area. They request the creation of an informal carpark for four vehicles for officials on match days only. This would require a change in the lease and agreements would have to be set on the creation of four parking spaces.

### **Financial Implications**

4.0 At this stage financial implications are still not clear, however the cost of £1,000 to provide gates to protect the doors of the pavilion would help protect the fabric of the building and deter high levels of vandalism in the area and the granting of permission to install four parking spaces would assist the club and would not cost the Council although it would.

Currently the Council pays no contribution to the energy bills for the pavilion which includes the public conveniences and the CCTV cameras located in the recreation ground. The Town Clerk will ask to see the bills being met by the club and report back to the Council on the costs involved if the Council met a percentage of the electricity bill.

### **Legal Powers**

**5.0** The issues being discussed are covered in a lease between the town council and trustees of the football club dated 28 May 2002



# Sandy Town Council

Please send a Sandy photo for the chance to be featured on our next newsletter to [admin@sandytownncouncil.gov.uk](mailto:admin@sandytownncouncil.gov.uk)

## SPRING NEWSLETTER

### Events

- 2<sup>nd</sup> April** – Sandy 10 race, 9:30, Sandy Sec. School
- 17<sup>th</sup> April** – Town Council meeting, 19:30, Town Council Chamber – 10 Cambridge rd
- 23<sup>rd</sup> April** – Spring Market, 10:00, Market Square
- 24<sup>th</sup> April** – Annual Town meeting & presentation of Mayor's community awards, 19:00, Sandy Sec. School
- 1<sup>st</sup> May** – Greensand Country Festival
- 4<sup>th</sup> May** – Sandy Town Council elections, 7:00 – 22:00, Town Council Chamber – 10 Cambridge rd
- 7<sup>th</sup> May** – Coronation 'Big Lunch', 12:00 Sandye Place
- 10<sup>th</sup> June** – Sandy Carnival
- 24<sup>th</sup> June** – Pantaloons outdoor theatre
- 26<sup>th</sup> June** – Town Council meeting, 19:30, Town Council Chamber – 10 Cambridge rd

Go to the 'What's on' section of our website to see more events and meetings in the community:

<https://www.sandytowncouncil.gov.uk/tourist-information/whats-on>

If you have an event to list, please get in touch!

Welcome to our first newsletter of 2023! We have started this as a way of communicating with the Sandy community and to help keep you up to date! For the time being, we will be releasing a newsletter every quarter, and hope that this can grow and flourish with contributions from Councillors and residents of Sandy.



### Humans of Sandy

Do you know someone in Sandy who has a story to tell? We are looking to fill a section of this newsletter each season with an interview with a Sandy resident.

### Friendly people sharing time

Could you give an hour of your time to help someone? Maybe walk the dog, do the shopping, bake a cake, mow the lawn, or just have a chat? For each hour that you give you also gain an hour of free

help with anything that you need. Timebanking is a great way to share your skills, make friends and feel supported by your community. Contact your local timebanking coordinator for an informal chat: Call 07392722296 or send an email to: [timebanking@bedsrcc.org.uk](mailto:timebanking@bedsrcc.org.uk)

**Have some spare time?**

**Want to help others and learn new skills?**

  
Timebanking  
Central Bedfordshire

**Join the Timebank**

Timebank is a free exchange of time



# Sandy Town Council



Francesca Shefford (Clerk)

Sign up to our newsletter (Microsoft forms)

Offer of the month – local business offer exclusive

Annual report (infographic)

Include any press releases

Did you know? Sandy History...

## **Sandy Sports & Leisure Association**

Minutes of a Meeting of SSLA held remotely by Zoom at 7-15pm on Tuesday 28 February 2023.

### **PRESENT**

Cllr Martin Pettitt (MP) Chair and Acting Secretary, Mike Tipper (MT), Tony Payne (AP), Cllr Michael Scott (MS), Phil Wood ((PW) Treasurer, Brian Page (BP), Heather Piper (HP) Regional Contracts Manager, SLL, Phillip Rose ((PR) SLL Centre Manager, Cllr Joanna Hewitt (JH), Deputy Mayor and Vice Chair of Trustees and Karen Hayward (KH) Principal Head, Sandy Secondary School

#### **1. APOLOGIES FOR ABSENCE.** Cllr Nigel Aldis and Peter Waller, SSS

2. **MINUTES.** The Minutes of the meeting held remotely on Tuesday 22 November 2022 were received and approved by voting members present. Proposed by BP and seconded by AP.

3. **MATTERS ARISING.** None.

#### **4. SECRETARY'S REPORT.**

- On 10 January 2023 MP & PW had a meeting with HP & PR. Reference is made to the notes under Item 5 in the Minutes of the previous SSLA meeting held on 22 November 2022. The financial years April 2020 to March 2021 & April 2021 to March 2022 were each impacted because of periods when the pitch facility was out of use; respectively as a consequence first of the pandemic and then the major refurbishment. As a consequence of both the pitch could not be marketed by SLL and therefore they lost significant letting income. The main purpose of this meeting was to look at and to agree appropriate adjustments in the Management Fee due for payment by SLL from 1 April 2020 (a fortnight after the first Covid lockdown began) until 31 March 2023 the date on which SLL will cease to be the management company involved at the Sandy site. Some quite careful and concise calculations were made based upon the dates when the pitch was out of use in both years, taking account of sums already paid by SLL and factoring in the annual CPI uplifts previously overlooked. The meeting concluded with an agreement that taking everything into account SLL would pay £17k before the end of March 2022 which would bring everything up to date. PW would invoice SLL accordingly. Voting members voted to approve this agreement.
- The draft minutes of the 2022 AGM held on 16 June 2022 refer to a meeting MP & JH had with KH during which there had been discussions around the school's willingness to make a financial contribution to SSLA. At that meeting and mindful perhaps of the growth in pupil numbers and the inevitable increase in the level of wear and tear on the facility KH had offered on behalf of SSS to contribute £2k pa. The aims and objectives set out in the SSLA constitution made clear that the facility should be available for free curriculum use to all schools in what was then described as the local pyramid but as the years have passed the level and intensity of such use is

perceived to have markedly increased. It was agreed at the June 2022 meeting to put together a cost analysis based upon the SSS's hourly annual use multiplied by the off peak letting rate. However, such an exercise results in a potential annual cost to the school of many thousands of pounds and some members clearly believed that to seek such a substantial sum from the school would run directly contrary to the spirit of the SSLA's original declared objectives. £2k paid annually over the next 10 to 15 years and ring fenced ahead of the next refurbishment will provide a valuable contribution to the ultimate cost. Accordingly MP proposed at this meeting that voting members formally accept the offer of £2k from the SSS to commence immediately and be paid annually in March. The proposition was seconded and all voting members present voted in favour. Treasurer, PW was requested to send an invoice by way of a request for payment to Mrs Sharon Kane, Director of Finance at SSS with our bank details when an electronic transfer would be arranged. It was hoped that for accounting purposes the process would be completed before the end of March. KH was thanked for her support and co-operation in getting this agreed and implemented.

- MP reported that on 28 February he had sent an email to David Granger the contractor who had previously quoted to refurbish and spray the timber rebound boards. At the time of the meeting there had been no response and MP will chase in the hope that the work might get done in the spring.

**5. TREASURER'S REPORT.** PW advised members of the following balances:-

- Community Account £113,643.72 (inc £17k rec'd from SLL)
- Business Account £1,980.04
- Total £115,623.76

PW advised members that with the next major refurbishment some considerable time in the future now might be the time to consider investing a sensible proportion of the above for the medium term. There was general agreement to this and PW in conjunction with MT will make some enquiries in time for the next meeting which will be the 2023 AGM, probably in early to mid June.

**6. MANAGEMENT REPORT.** HP updated everyone by advising the SLL had not succeeded in the tendering process to retain the contract to continue managing the Sandy site beyond 31 March 2023. Instead the contract had been awarded to SLM which trades as Everyone Active. The hope and expectation is that customers, including SSLA would notice very little difference especially since all key members of staff are being tupeed across to the new contractor with both HP and PR retaining their present roles and responsibilities.

On a day to day basis all is running smoothly with no issues to report.

**7. CHAIRMAN'S REPORT.**

- MP updated members with regard to submission of our Charity Commission Annual Return for the financial period 1 April 2021 to 31 March 2022. Email to members of 27 February referred. The basic return was submitted on 10 January but it had triggered the need for a more detailed Annual Trustees Report and the need for an Independent

(2)

Examiners Report. This was because for the first time and entirely due to receipt of grant funds to finance the refurbishment, income to the Association had exceeded the £25k threshold for small



charities. MP assured members that both documents had now been prepared and would hopefully be approved for signing off at the upcoming meeting of STC on Monday 6 March. They would then be uploaded onto the Charity Commission web site and be available for public scrutiny; albeit around 30 days late! There will be no requirement for this process in the next cycle since our income will drop back below the threshold for the foreseeable future.

- In an email of 26 February 2023 MP had briefed members on the need which had arisen to slightly amend the lease we have with STC, renewed in 2020 to take out a very small parcel of land between the pitch and the present garage at the north west corner. The reason for this is that the small area is also included within the land on which the Jenkins Pavilion is to be extended and will be included in a lease between CBC and STC. Voting members agreed to the proposal that our lease with STC be duly amended to exclude this small area of land but that all parties legal costs in doing so be met by CBC as a part of the Jenkins Project.

8. **ANY OTHER BUSINESS** None

9. **DATE OF NEXT MEETING.** The date of the 2023 AGM was provisionally set for **Thursday 15 June**. Date, place and time to be confirmed

## **SANDY TOWN COUNCIL**

Date: 17 April 2023.

Title: Sandy Twinning Association.

Contacts: Cllr Martin Pettitt & Cllr Ruth Lock.

### **Purpose of the Report**

1. To provide an update on Sandy Twinning Association

### **Summary & Key Bullet Points.**

- The visit to Sandy by 30 friends from Malaunay plus their coach driver is going ahead from Friday 28 April to Monday 1 May.
- The party is expected to arrive between 4pm and 5pm when a reception will be held in the Council Chamber to be hosted by the Mayor and the Twinning Association.
- Members of Council and the Council Team would be very welcome to attend.
- No large-scale outing is planned on this occasion, the expectation being that smaller groups will do their own thing during Saturday and on Sunday morning ahead of the 40<sup>th</sup> Anniversary Dinner which will take place in the main hall at Sandy Conservative Club on Sunday evening.
- The number attending the dinner is now at 80 and will include previous Chairs and Officers of the Association, founding members and former hosts.
- There will be speeches, the cutting of an Anniversary Cake and presentation of a gift to our visitors.
- Sandy Ukulele Group, two of whose members are hosting and attending the dinner will provide some post dinner entertainment.