

# 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 online on Monday 9 November 2020 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  
3<sup>rd</sup> November 2020

## **Notes:**

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

(2) Meeting ID: 893 8786 2546

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

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

## **A G E N D A**

### **1 Apologies for Absence**

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*

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*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*

## **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.

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

To receive the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 28 September 2020 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) Community, Services and Environment Committee held on 5 October 2020

**RESOLVED to RECOMMEND** that 'buy local' banners be purchased now and that an application for a grant towards the purchase be made from the Ward Councillors fund.

*Cost of banners will be within limits of Clerks delegated authority.*

- ii) Development Scrutiny Committee held on 5 October and 26 October 2020
- iii) Human Resources Committee held on 12 October 2020
- iv) Policy, Finances and Resources Committee held on 26 October 2020

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## 6 Planning Application

To consider the following application submitted for comment by Central Bedfordshire Council

09.10.20	CB/20/03596/REG3 The Meadows (Formally Holiday Inn), Girtford Bridge, Sandy SG19 1NA	Proposed change of use of an existing hotel (use Class C1) to create a transitional housing scheme (Sui Generis use Class), with ancillary cycle storage, erection of fencing and new bin stores. <b>Near neighbours The Co-op Garage, Amici Coffee Shop, Car Wash, Girtford Bridge, Sandy notified.</b>
15.10.20	CB/20/03459/REG3 Land adjacent to 17 The Green Beeston	Reserved matters: following outline application CB/17/01600/OUT – (erection of six affordable dwellings including access and parking). Reserved matters on access, appearance, landscaping, layout and scale at land adjacent to 17 The Green, Beeston.  <b>Near neighbours F22,34,36,26a,26b,28,30,32,34,36 High Road Flats 1,2,3,4,5, 34a High Road 14,16,17,18,19,21,23,24,25 The Green 2,4,6 Hillview 14a,14, 15,16, 17,18a, 18,19,20, 21, 22,23,24 The Crescent 1,3,5 Whitestones, Beeston notified.</b>

## 7 Co-option of Town Councillors

Members are asked to note that no applications have been received for the co-option of a Councillor to fill the vacant seat in the Fallowfield Ward. Co-option process to continue in the new year.

## 8 Reports from Central Bedfordshire Councillors

To receive reports from Sandy's Central Bedfordshire Councillors.

## 9 Neighbourhood Development Plan

To receive and agree proposed Terms of Reference for the Sandy Neighbourhood Development Plan Steering Group. The Terms of Reference will form part of the Council's Scheme of Delegations and will be reviewed annually, or earlier if a change is required.

Appendix I

## 10 COVID19

To receive and note a report from the Town Clerk on Council operations and services during the second COVID19 lockdown.

Appendix II

# Sandy Town Council

## 11 Leisure Services

To receive and note a letter from Central Bedfordshire Council's Director of Children's Services and a brief verbal update on Leisure Services from the Clerk. Appendix III

## 12 Tilco

To receive and consider a report from the Town Clerk on a response received from Taylor Wimpey's agent Tilco in relation to transfer of land in Sandy. Appendix IV

## 13 Virtual Meetings

To review virtual meeting protocol and receive a summary of Member feedback on meetings held to date. Appendix V

## 14 Correspondence

i) To receive and note correspondence from the Bedfordshire's Violence and Exploitation Reduction Unit on the latest round of grant funding. Appendix VI

## 15 Consultations

i) To receive and consider communication from the Bedfordshire Association of Town and Parish Councils on a consultation by the Committee on Standards in Public Life. Appendix VII

## 16 Councillor Surgery

To receive information on matters raised at a Councillor surgery held on 31<sup>st</sup> October 2020. Appendix VIII

## 17 Reports from Councillors on Outside Bodies

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

i) To note from Cllr Hill that use of the Talk of the Town Minibus has ceased because of the pandemic and there have been no meetings.

ii) To receive a report from Cllr Hill on the Sandy Twinning Association Appendix IX

iii) To receive a report from Cllr Hill on SSLA Appendix X

iv) To receive a report from Cllr Gibson on Sandy Carnival Appendix XI

v) To receive a report from Cllr Pettitt on BATPC AGM Appendix XII

## 18 News Release

## 19 Chairman's Items

## 20 Date of Next Full Council Meeting: 14<sup>th</sup> December 2020

**SANDY TOWN COUNCIL****DATE: 9 November 2020****AUTHOR: Neighbourhood Plan Steering Group****SUBJECT: Neighbourhood Development Plan Terms of Reference**

As a Steering Group of the Town Council, the Neighbourhood Development Plan Steering Group will require Terms of Reference agreed by the Town Council. These Terms of Reference will be contained within the Council's Scheme of Delegations. The Terms of Reference (TOR) define the purpose and structure of the group, its activity, and shared goal.

The following Terms of Reference have been developed by the Steering Group. The Town Council are asked to consider and approve the Terms of Reference.

**NEIGHBOURHOOD DEVELOPMENT PLAN - TERMS OF REFERENCE****1. Background**

- 1.1 Sandy Town Council is the qualifying body for the preparation of a Sandy Neighbourhood Development Plan (henceforth referred to as the "NP") for the parish of Sandy.
- 1.2 Sandy Town Council resolved to prepare an NP at the meeting of the Full Council on 28<sup>th</sup> September 2020, covering the entire area of the parish of Sandy (the "Plan Area").
- 1.3 Sandy Town Council has notified Central Bedfordshire Council on its intent to prepare an NP in consultation with:
  - The residents of Sandy
  - Organisations employing persons within the Plan Area
  - Organisations that enhance Sandy such as BRCC, Greensand Country Landscape Partnership
- 1.4 Sandy Town Council will be the body that formally submits the NP to CBC.
- 1.5. The NP will seek to:
  - Provide a framework for future development and land use within the Plan Area
  - Set planning policies that accord with adopted policy at the national, county and district level, but which recognise the specific character of Sandy and preserve or enhance the quality of life within the Plan Area

1.6 Sandy Town Council has agreed to establish a Steering Group to lead the preparation of the NP.

## **2. Purpose**

2.1 The Steering Group is a working party of Full Council and will work within the relevant Town Council Standing Orders.

2.2 The Steering Group will lead the NP preparation process, including project management and decision making.

2.3 The Steering Group will:

- Promote the process of preparing the Neighbourhood Plan and encourage Sandy residents, employers and service providers to participate and provide their views and opinions on the specific topics which are covered during the preparation of the plan.
- Report to the Full Council at every meeting on the progress of the NP project and seek to gain input and agreement regularly to ensure that there is understanding and alignment at key decision points in the process.
- Refer all items of expenditure, outside an approved budget, to Full Council.
- Work with and manage any appointed contractors or supporting bodies as agreed by the Town Council
- Prepare a budget for the NP process for each financial year for consideration in the Town Council's annual budget setting.
- Liaise with Central Bedfordshire Council (CBC) as required.
- Hold public, employer and service provider consultation events and analyse the responses received to inform the NP preparation.
- Gather and assess evidence about the needs and aspirations of Sandy.
- Determine the number of topic areas to be addressed in the preparation of the NP.
- Establish, and approve the terms of reference of working parties for each policy area. The working parties will consult on, consider and develop policies in that area that are considered appropriate for incorporation in the draft NP.

- Retain oversight of the working parties and ensure that the outputs of individual working parties are in accordance with adopted policy and do not contradict each other. Where an individual policy could reasonably be considered by more than one working party, the Steering Group will coordinate and direct those working parties to ensure co-operation in the consideration of that policy.
- Approve all reports and consultation documents before they are issued.
- Agree, subject to ratification by Full Council, the final submission version of the NP.
- Support Sandy Town Council and CBC during the referendum process.

### **3. Membership**

- 3.1 Members will either be Sandy Town Councillors, residents or people who work in Sandy or representatives of organisations that enhance Sandy as in 1.3.
- 3.2 The Steering Group will consist of up to 10 members.
- 3.3 Members are volunteers and may chose to leave during the project. At which time a new member may be appointed.

### **4. Obligations of the Steering Group Members**

#### **4.1 Steering Group members shall:**

- Work together for the benefit of Sandy.
- Abide by the Localism Act and Sandy Town Council's Code of Conduct.
- Declare any pecuniary or personal interests that may be perceived as being relevant to any decisions or recommendations made by the group, including membership of any organisation, any ownership or interest in land or businesses (directly or indirectly) within the Plan Area or any other matter likely to be relevant to the work undertaken by the Steering Group. Such declarations are to be recorded and made publicly available.
- Ensure that there is no discrimination in the plan-making process and that it is a wholly inclusive, open and transparent process.

**5. Frequency, Timing and Procedure of Meetings**

- 5.1 The Steering Group will meet at monthly intervals.
- 5.2 The Steering Group shall keep minutes of meetings which will be open to public scrutiny. These will be published on the Town Council website, once they have been approved by the Steering Group.
- 5.3 Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.
- 5.4 Notices, Agendas, Minutes and associated papers will be emailed to all Steering Group members.
- 5.5 The Steering Group has up to 10 members and shall be quorate provided that:
- At least 3 members or a third of the group are present.
  - One of the members present is a member of Sandy Town Council
  - The meeting has been properly convened.
  - Outside persons, including planning consultants may attend by invitation and participate in Steering Group meetings, but may not vote.
  - These Terms of Reference will be reviewed throughout the project and amended as required by the Steering Group or Full Council.

**6. Tenure**

- 6.1 The Steering Group, in its present form, shall continue to operate for three years or until the NP is adopted or rejected in referendum, whichever is the sooner. In the event that the referendum is rejected the Steering Group will continue to meet until such time as the referendum is adopted or a new Steering Group is appointed. At that stage the TC will form appropriate implementation body.

**7. Application of Terms of Reference**

- 7.1 These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Steering Group.



**SANDY TOWN COUNCIL****DATE: 9 November 2020****AUTHOR: Town Clerk****SUBJECT: COVID19 Update****1. Summary**

- 1.1 On 31<sup>st</sup> October 2020 it was announced that England would be going into a second national lockdown as a result of COVID19, which would last until 2<sup>nd</sup> December 2020. It was advised that the lockdown would begin on 5<sup>th</sup> November 2020 (at midnight).
- 1.2 The following is a brief report on immediate steps the Clerk will be taking to meet the current COVID19 guidelines. As throughout the pandemic guidance changes frequently and elements of this report may be overtaken by emerging government advice.

**2. Council Offices**

- 2.1 The Council reception and offices will be closed to the public from 5<sup>th</sup> November until 2<sup>nd</sup> December at the earliest. Re-opening of the Council reception to the public will be based on future government guidance as the 2<sup>nd</sup> December is approached.
- 2.2 Administration staff will return to a greater level of home working as happened in the first lockdown. There are some tasks that cannot be completed remotely, and staff will need to attend the office to complete such tasks. The administration team will work to ensure that the number of employees in the office are minimal and that administration staff attend the office on different days of the week. This will help ensure the lockdown is followed but continue a presence in the Council offices.
- 2.3 The Council will still operate as per its normal hours and phone lines will remain manned as usual via remote connection. The public should not therefore see a deterioration in contacting and communicating with the Council.

**3. Play Parks, Recreation Grounds and Outdoor Spaces**

- 3.1 The government have advised that play parks can remain open. As such the existing COVID19 signage within the Council's play parks will be sufficient. Play parks will be checked and maintained as standard.
- 3.2 Outdoor gym equipment and MUGAs should be closed in line with government guidance on the lockdown. Notices will be put in place and maintenance checks will continue as normal.
- 3.3 Recreation grounds can remain open, but grassroots sports are not permitted.

- 3.4 The Council's outdoor team will continue to operate in its normal way, as it is of course not possible for outdoor workers to work from home. A new risk assessment will be applied, and team members will observe social distancing and work separately where at all possible. All other measures previously put in place, such as PPE and sanitisers will continue as arranged.

**4. Public Toilets**

- 4.1 Public toilets will remain open as per standard hours and the current cleaning regime will be maintained. New advisory signage will be displayed.

**5. Events**

- 5.1 At the time of issuing the report it was planned that a small Act of Remembrance on 8<sup>th</sup> November 2020 will go ahead. This will be carried out in line with government guidelines. Plans put in place prior to the lockdown for a small Act of Remembrance are able to go ahead in line with government advice specific to Remembrance Day.
- 5.2 The FOSCL were due to hold a Christmas Market on 6<sup>th</sup> December 2020. This was to take place in the main car park to allow for social distancing and adherence to government guidelines. The Clerk is in communication with the FOSCL in regard to the event and whether planning will still be undertaken in case it can go ahead in some form. The situation will be clearer as we approach the proposed end date for the current lockdown.
- 5.3 The Christmas tree will be installed and decorated by 18<sup>th</sup> November 2020. Residents have commented on social media that they would like the lights to go on earlier this year. The Clerk, Mayor and Events Group to agree switch on date and arrangements.

The light switch-on will need to be a minimal affair with the Mayor, Clerk, lighting engineer and some volunteers or staff present. A video of the lights going on will be made for display on the Council's Facebook Page.

**SANDY TOWN COUNCIL**

**DATE:** 9 November 2020  
**AUTHOR:** Town Clerk  
**SUBJECT:** Tilco – Berwick Way Estate

**1. Summary**

- 1.1 As reported to the meeting of the Full Council held on 28<sup>th</sup> September 2020, the Council received a communication from Taylor Wimpey's land agent, Tilco asking that the Town Council adopt Taylor Wimpey owned land in the Berwick Way estate, Sandy. Details of the background to the request and land were provided to the Council in a report presented at the meeting on 28<sup>th</sup> September.
- 1.2 The Council resolved that the Clerk respond to Tilco stating that it would not consider the adoption/transfer of the community land unless a goodwill payment accompanied the transfer to recognise the maintenance costs that would be involved in the Council taking on the land.
- 1.3 The following report advises Members of Tilco's latest communication and the current situation. Members are asked to consider the latest position and advise accordingly.

**2. Response Received from Tilco**

- 2.1 The Clerk issued a response to Tilco as resolved by the Town Council. Tilco responded to the Clerk stating the following;
  - There is no legal obligation upon Talyor Wimpey to transfer the land to the Town Council, or to make a commuted sum payment.
  - Taylor Wimpey remain willing to transfer freehold interest to the land to the Town Council for the nominal price of £1. No commuted sum will be payable.
  - The Town Council has until 20<sup>th</sup> November 2020 in which to accept this offer, failing which Taylor Wimpey will place the land in the next available public auction, for sale to a third party.
  - They state that as a PLC, Taylor Wimpey have obligation to shareholders in regards to assets. It is not possible to make a commuted sum payment if there is no legal obligation to do so.

**3. Land to be Transferred**

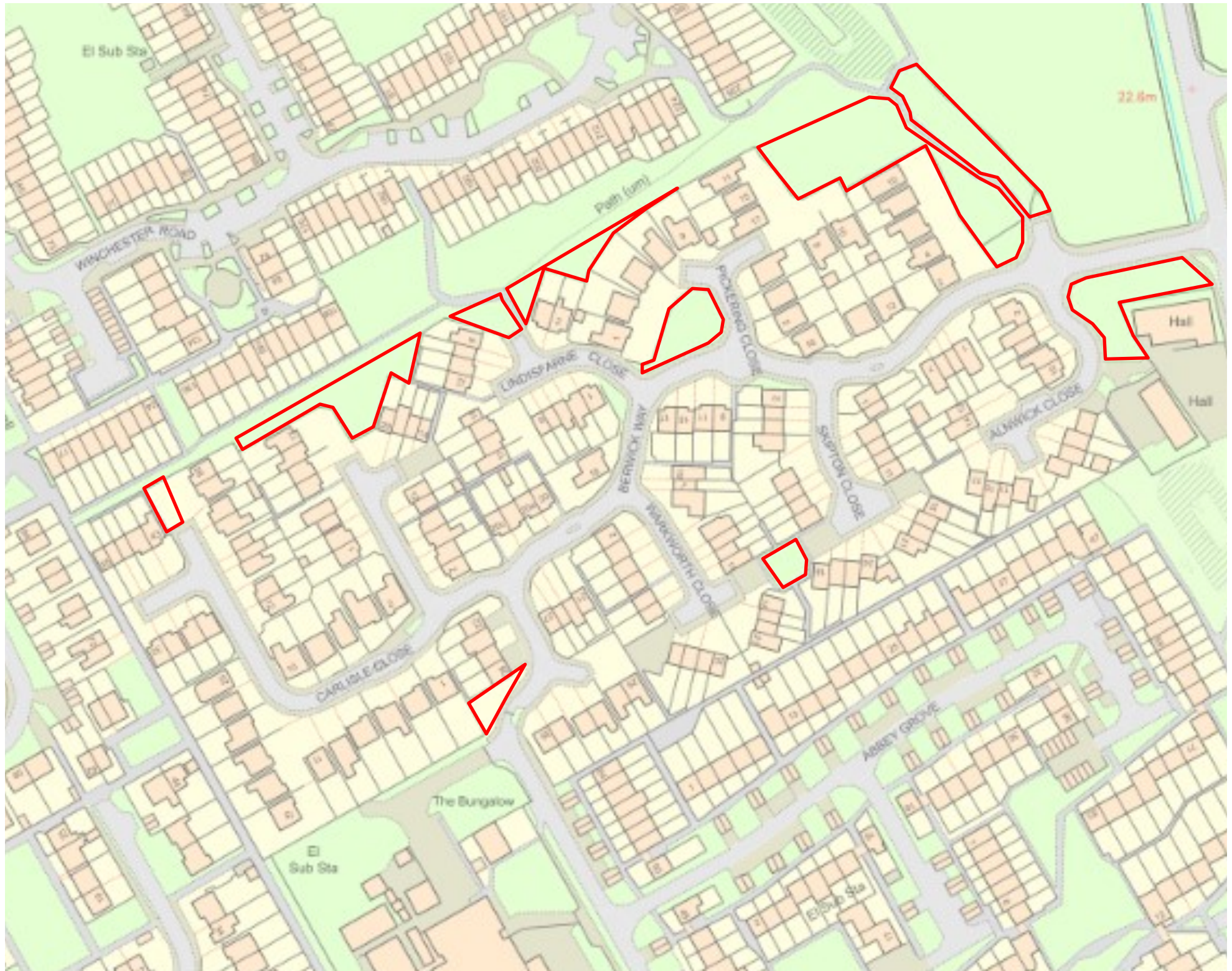
- 3.1 In total there are 10 parcels of land totalling 5510m<sup>2</sup> which would be included in the transfer. The Clerk carried out a site visit with the Mayor, Deputy Mayor and Chairman of the Policy, Finance and Resources committee and established that the majority of land is open grass area. The land borders the

rear of residents' gardens and a certain amount of work would be needed in clearing overgrowth and maintaining some small trees.

- 3.2 Central Bedfordshire Council have estimated that the cost of adding the grassed areas to Sandy Town Council's grass cutting contract with CBC would be £800-900 a year.
- 3.3 It is estimated that clearing back growth and tidying up the area would cost in the region of £3,000. A full report of works can be produced.
- 3.4 If the land were to be placed into an auction, this may prove unpopular with residents, as it could be bought by any purchaser for a number of potential uses. Transfer of the land may offer the Council the best way of protecting and controlling the land and its purpose.

#### **4. Recommendation**

- 4.1 That the Council reply to Tilco stating that it is willing to look at transferring the land, but that it would ask Taylor Wimpey to meet its existing maintenance which is overdue and carry out additional maintenance to cut all areas and clear growth in preparation for any adoption by the Town Council.
- 4.2 That the Council ask for a site visit with Taylor Wimpey to review the parcels of land and the work that needs doing.
- 4.3 The maintenance costs for the land are considered in the 2021/22 financial year budget process.



**SANDY TOWN COUNCIL****DATE: 9 November 2020****AUTHOR: Val McFarlane – Administrator****SUBJECT: Council Virtual Meetings Review****1. Summary**

1.1 Due to the current COVID19 pandemic, an alternative safe way to conduct all Council meetings had to be found. As such, the government passed The Local Authorities and Police and Crime Panels Regulations 2020. The regulations permitted Councils to hold meetings remotely and are currently in place until May 2021.

1.2 For the first two months of the crisis, all Council meetings were suspended and were then resumed in June in virtual form via the zoom platform. As it is likely meetings will continue remotely for some months, the Human Resources committee asked that Members be given the opportunity to review the meetings and any ideas on improvements or support be put forward.

**2. Number of Zoom Meetings Held to Date**

2.1 The table below shows the number of Council and Committee meetings held virtually since they were resumed in June 2020. Meetings of working groups, including the Events Working Group, Cemetery Working Group and Environmental Plan Working Group have also taken place via the zoom platform.

<b>Type of Meeting</b>	<b>Date</b>	<b>Total</b>
Full Council	15 June 2020 29 June 2020 17 August 2020 28 September 2020	4
CSE	13 July 2020 24 August 2020 5 October 2020	3
PFR	3 August 2020 14 September 2020 26 October 2020	3
HR	12 October 2020	1
DS	13 July 2020 3 August 2020 24 August 2020 14 September 2020 5 October 2020 26 October 2020	6
<b>TOTAL</b>		<b>17</b>

### 3. Councillor Comments

- 3.1 Councillors were asked to submit any comments or suggestions they had with regard to how meetings had gone and if improvements could be made. Of those Councillors who responded, 85% thought that zoom meetings had generally worked well. 15 % of Councillors thought the zoom meetings had caused too many problems to be effective.
- 3.2 Below is a summary of the pertinent/useful observations that Councillors have submitted and ideas to improve the system moving forward.

#### **General positive comments:**

- Nice not to have to physically leave home, especially on a cold, wet evening.
- It seems to be working as well as it can, and all business has continued effectively as if we were there in person.
- Happy with the way virtual meetings have gone although not the same as face to face.
- Certain that most if not all meetings will be held 'virtually' for the foreseeable future, and worth reflecting how we - let alone the wider world - would be coping without such technology.
- Agree that 'the process seems to be working', as per the recent HR report. However, it is appropriate to question whether some simple straightforward changes would improve the experience for all.

#### **Technical or wifi issues**

- Sometimes unable to get video to work. Those with poor wifi or slow broadband speeds have extra difficulties.
- Technical issues continue for some members due to unfamiliarity, out of date equipment, and poor internet.
- Some members have struggled with technology and/or connections.
- Some members struggle to see others, and this seems to vary depending on equipment used, screen size and settings.
- Some still can't manage to use relevant features – therefore difficult for them to take a full part in the meeting.

#### **General more negative comments:**

- We have become very informal. We need to remember meeting etiquette – especially if public are present.
- Speaking to ex-work colleagues and family, it is clear that in any business or professional meeting, there is no reason or excuse for altering attitudes or appearance just because these are now 'virtual'.
- Zoom meetings feel very impersonal, although certainly better than nothing and little/no choice at the moment.
- They seem difficult to chair efficiently as the Chairman can't see everyone at the same time depending on the device they are using.

- Some Councillors sit in dark surroundings which adds to the difficulty. Some do not take the time to ensure they and the camera are in the best position for optimum view. Overhead lights or sunlight can result in participants appearing to be in shadow or a silhouette. Not easy to see all Members clearly.
- Cameras are sometimes positioned either too high or too low. Members also often sit too far away or are sideways to the camera. This can result in difficulty with eye contact and/or the impression of being more 'remote' from the meeting.

#### **Suggestions on how to resolve such issues (above)**

- Training would be useful.
- Advice on how to get a split screen would be useful, eg, you could have the zoom images on one screen and the agenda on the other.
- Take more time before a meeting to ensure the participant and camera are best positioned for other attendees to get the clearest/best image.
- May have to consider providing equipment for those without a laptop or computer.
- Should establish from the outset who can see whom (as this can affect getting chair's attention & voting).
- It would be useful if someone was noting who should speak next.
- Better use of the controls, particularly the mute control would assist in eliminating peripheral noise such as dogs barking, but to ensure that they 'unmute' after being invited to speak.
- The '3-minute rule' (for speaking) should be reinstated.

#### **4. Best Practice**

4.1 The following is a summary of virtual meeting points of 'best practice' which participants should try to observe;

- **Identity Presentation** – Ensure that your identity/name on zoom clearly identifies you as a Councillor, for example Councillor Brian Smith, as you will be taking part in the formal decision-making process. Avoid having your identity as your device name, eg. IPad-261 etc.
- **Surroundings** – Consider where you are accessing the meeting from, the environment should be quiet with no interruptions. Your background should be free from any political artwork or slogans. You can download backgrounds to use for zoom.
- **Appearance** – Ensure you can be seen clearly by others in attendance, including avoiding glare from windows etc. Members of the public may be present at meetings and it is important to remember to wear appropriate clothing.



- Stage your video area and try to look into the camera during the meeting. Position the camera in advance of the meeting to make this easy to do. More light is better.
- Stay on **mute** if you are not talking, this reduces background noise in the meeting.
- Only speak when invited to do so by the Chair.
- Do not eat during the meeting.
- Do not consume alcohol during the meeting.
- Do not smoke during the meeting.
- Do not do other private things while in the meeting.

**In essence, participants should consider what is appropriate in a traditional meeting and observe the same conventions for a remote meeting.**

**From:** Violence Exploitation Reduction Unit (VERU) <[VERU@Bedfordshire.pnn.police.uk](mailto:VERU@Bedfordshire.pnn.police.uk)>

**Subject:** IMPORTANT INFORMATION - PCC GRANT FUNDING 2021/22 [OFFICIAL]

Good Afternoon

The OPCC (The Office of the Police and Crime Commissioner) has now opened up the PCC Grant Funding for 2021/22.

All applicants are advised to contact the VERU who will provide an outline of the community initiatives VERU are currently doing and where bids would be most welcome.

Full details can be found on the OPCC website on the link below which has additional/detailed instructions on the funding and application form.

<https://www.bedfordshire.pcc.police.uk/GrantFund21-22>

Please note the closing date for applications is **4 pm 27 November 2020**. Reminder this is for projects starting **1 April 2021**.

Kind Regards

Bedfordshire's Violence and Exploitation Reduction Unit  
Email :[Veru@bedfordshire.pnn.police.uk](mailto:Veru@bedfordshire.pnn.police.uk)



**Town Clerk recommendation** that an application is put forward for the next stage of outdoor gym provision (£5,000 maximum application amount).

**SANDY TOWN COUNCIL**

**DATE: 9<sup>th</sup> November 2020**

**SUBJECT: Committee on Standards in Public Life launches review - NALC**

The Independent Committee on Standards in Public Life is carrying out a review of the institutions, processes and structures in place to support high standards of conduct. The review will look at best practice and identify any themes and gaps in the way the Seven Principles of Public Life are promoted and maintained.

As you would expect given NALC's interest in promoting and supporting high ethical standards in the sector, NALC as a stakeholder will be engaging with this inquiry and is seeking input from Councils.

Details have been circulated to all councils and it can also be accessed at <https://www.gov.uk/government/consultations/standards-matter-2-public-consultation-and-public-sector-survey>

The seven principles of public life can be found at; <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

Please submit your councils' answers to the five questions NALC will be responding to by **4th December 2020**. (*BATPC communication November 2020*)

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**From:** LOUISE ASHMORE <[louise.ashmore@batpc.co.uk](mailto:louise.ashmore@batpc.co.uk)>

**Sent:** 22 October 2020 12:09

**Subject:** STANDARDS MATTER 2: PUBLIC CONSULTATION AND PUBLIC SECTOR SURVEYS

The Clerk - BATPC Member Councils

The Committee on Standards in Public Life has recently launched a consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct. The terms of reference of the review are to:

- review the evidence as to how well ethical standards are upheld in public life in the UK
- review the evidence on the strength of the UK's arrangements for regulating and promoting ethical standards
- review the adequacy and continuing relevance of the Seven Principles of Public Life,
- identify examples of best practice in the regulation of ethical standards

- identify examples of best practice in the promotion of cultures that celebrate and encourage high ethical standards.

The main consultation document is available [here](#).

NALC will be responding to the consultation questions below:

Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have there been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
- B. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Please email your responses to this consultation to [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) by 17.00 on **4 December 2020**.

Thanks in anticipation

Louise

Louise Ashmore  
County Officer

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**SANDY TOWN COUNCIL**

**DATE: 9 November 2020**

**AUTHOR: Cllr A Gibson**

**SUBJECT: Councillor Surgery – Saturday 31 October 2020**

**1. Summary**

1.1 A Councillor surgery was held in the Community Stand in the Market Square on Saturday 31 October from 10 to 11 am. The surgery was supposed to finish at 12 noon but due the appalling weather, the decision was made to finish earlier. It was attended by Cllrs A Gibson and S Sutton.

**2. Issues Raised**

2.1 The following issues were brought forward from those members of the public who attended the surgery;

- An employee from Gunns Bakery in the Market Square asked if the council would consider increasing the on-street parking restriction from 1 hour to 3 hours in the Market Square as well as outside the Church. This would encourage people to spend more time in the town in cafes etc., for example, after attending an appointment at the dentist.
- A resident from Glebe Road wished to make the complaint that the recent gas works in that road and Windsor Way, have left the pavements uneven and difficult for an elderly person to navigate safely. This is particularly the case in Windsor Way, the resident said that Cllr Osborne has also raised the issue.
- A Fallowfield resident reported overhanging shrubs making it difficult to use the paths, especially along Merlin Drive. The resident asked if we canvas the residents to cut back their plants.
- A local resident asked when the youth centre was going to reopen and also if there was any news on the SPA site and whether it could be used for the provision of adult education. They expressed the need for more facilities in the town. The resident was encouraged to complete the CBC leisure survey.

**SANDY TOWN COUNCIL**

**DATE:** 9 November 2020  
**AUTHOR:** Cllr M Hill  
**SUBJECT:** Sandy Twinning Association

**Summary**

The pandemic has resulted in what will effectively prove to be a complete cessation of all twinning activities for this year and next. The family exchanges with Malaunay, which would have involved a majority of people in the most vulnerable age-range and long coach journeys, were always going to be a non-starter.

The summer schools in Poland didn't happen this year and have already been cancelled for 2021 because of the uncertainties, and all the other usual activities have been put on hold. We have to hope that we will be able to celebrate 40 years of the link with Malaunay in 2022, probably here in Sandy.

Skarszewy has had its own 700<sup>th</sup> birthday celebrations curtailed because of the pandemic and we have not been able to have any joint activity to celebrate 25 years of Sandy – Skarszewy.

Our mayor Michael Scott most generously paid for an engraved carriage clock to be sent to his counterpart in Skarszewy during August. We have had problems getting an acknowledgement of the gift, but we do know it arrived safely.

It would appear that Skarszewy is really under the cosh at the moment as a result of Covid outbreaks in local factories and they are not well equipped to deal with a major outbreak, having just a small health centre staffed by a team who are all Town Council employees. Any serious cases would have to be sent to Gdansk, 45 miles away!

France too is suffering a really bad second spike of the virus with about 80% of the population now under major restrictions. That includes the Rouen district where Malaunay is situated. However much of Normandy and Brittany have been spared up until now.

**SANDY TOWN COUNCIL****DATE: 9 November 2020****AUTHOR: Cllr M Hill****SUBJECT: Sandy Sports & Leisure Association (SSLA)****Summary**

With so much on hold because of the pandemic, no meetings have been held for the past ten months. However, the secretary Martin Pettitt (MP) has given committee members periodic reports to keep everyone updated on a range of developments. Key bullet points:

- In late August MP was able to confirm that with support and advice from Chris, the Clerk, for which we should all be grateful, the new lease with STC, valid until May 2045 has been signed and is in place. SSLA has since reimbursed £901.00 to STC for its 50% contribution towards legal costs.
- Planning consent required before the pitch refurbishment is carried out, remains outstanding pending a further layout plan required by CBC. After discussion with Chris, MP asked our appointed consultant, Mr Matt Young of TGMS/PSD to prepare this plan as a part of his brief. Once that plan has been provided and passed to CBC, I believe we can be reasonably confident planning consent will be granted.
- Matt Young subsequently recommended that we recommence the tender process in early January subject to whatever Covid19 restrictions might be in place at the time and the stage of the pandemic generally. Matt is confident that waiting until early 2021 will not in any way be to our disadvantage and will still give ample time for the right company to be engaged at the right cost. Our refurbishment should take hopefully 6 but 8 weeks maximum to complete and having discussed all issues which might impact upon timing the project and in the light of recent exchanges with Sport England (see below), Matt has suggested we set 1st July 2021 as the target date for work to commence. By doing so, there is little or no likelihood of extending into either the beginning of the school Autumn term or the new hockey season.
- There has been no further contact with The Charity Commission.
- Martin had a lengthy telephone conversation with Phillip at SLL in early September. Philip and his team got the centre up and running again in early August when Covid19 restrictions began to be relaxed and put in place the necessary new safety protocols including for use of the all-weather pitch. Councillors will be aware that an issue arose during October which resulted in correspondence from Sandy Secondary School's Chief Executive Karen Hayward. It became clear there had been a misunderstanding on the part of the school which was resolved, since when the school has continued to use the pitch as normal.

- No further contact with Sandy Cricket Club. MP advised two officers of SCC recently that any plans to mount a scoreboard on the perimeter fence would need to be submitted well before we restart the tendering process.
- There now seems cause for optimism that progress will soon be made by CBC towards renewal of the Lease and Licences pertaining to the car park, access road and other issues. We have been assured that a Heads of Terms document should be available shortly. It is thought some changes to the existing agreements will be contained to take account of wider matters which are presently under consideration and these will need to be looked at when received. Hopefully they can be accommodated and will not prove to be to the detriment of SSLA.
- As indicated above, there has also been contact with Sport England (SE) in late September. Malcolm Oxley emailed MP to ensure the pandemic had not impacted adversely on refurbishment plans, financially or otherwise and stating, "We are keen to see the project succeed, so if there is anything we can do to help at this point, please let me know". MP naturally thanked Malcolm for his encouraging words, reassured him that we remain intent on going ahead in 2021 and SE would be kept fully informed and up to date.
- Again, sincere thanks are due to Heather & Phillip for all the efforts they and their team put in, not only on behalf of SSLA but crucially all users of the all-weather pitch, especially leading up to the reopening following the lockdown but since then, doing their utmost to ensure all users, staff and others remained as safe as possible. This entailed a complete review and detailed redrafting of Risk Assessments and constant monitoring to ensure these and the Covid-19 protocols were and are being observed.
- SSLA has been successful in its application to the CBC Community Grants Assets fund to the tune of £5k. It is hoped these funds will be ring-fenced and put towards the cost of a new / refurbished tractor as part of the overall project.



**SANDY TOWN COUNCIL**

**DATE:** 9 November 2020  
**AUTHOR:** Cllr A Gibson  
**SUBJECT:** Sandy Carnival Committee Report

**Summary**

The Carnival AGM should have taken place on 22nd September but it was decided that we wouldn't hold a meeting as there was little to report, no income or outgoings for the year at all.

**Key issues to note**

- Members agreed to continue in their current roles for the next 12 months.
- Discussions are ongoing about running a stall at the Christmas Lights Event, whatever form this takes, and currently plan to run a tombola depending on Covid restrictions.
- Carnival Day 2021 will be on Saturday 12<sup>th</sup> June (hopefully).

**SANDY TOWN COUNCIL****DATE: 9 November 2020****AUTHOR: Cllr M Pettitt****SUBJECT: Bedfordshire Association of Town and Parish Council, 2020 AGM****Summary**

I attended this meeting facilitated by Zoom at 7.30pm on Wednesday evening 21 October 2020. There were 21 attendees including the President, H M Lord Lieutenant Helen Nellis, County Officer Louise Ashmore and our own Cllrs Nigel Aldis (Blunham) and Peter Blaine (Sandy). Cllr Scott found himself unable to connect to the meeting and following a last-minute call from him, I asked for his apologies to be recorded.

- In her opening remarks, the President paid tribute to all the key workers across the county who had worked so hard and selflessly throughout the pandemic looking after others and keeping people safe. She went on to thank numerous others in many walks of life who have striven during the difficult past few months to make a difference and to support their communities. She paid tribute to others within BATPC and outside for all their hard work and dedication which was vital, and all too often went unrecognised.
- The Minutes of the 2019 AGM were approved.
- There were no matters arising from the Minutes
- Cllr Ann Lovesey, Chairman of the County Committee, presented her Annual Report for 2019-20 which was duly adopted.
- Mr Peter Lawrence, Hon Treasurer presented the Accounts for year ended 31 March 2020. The Accounts were approved.
- Officers re-elected en bloc.

President	-	Mrs Helen Nellis
Vice President	-	Mrs Eileen Brown
Hon Treasurer	-	Mr Peter Lawrence
Auditor	-	Mr Alan Walden
- There were closing remarks from the President and thoughts and anecdotes from among several present, regarding their experiences and reflections on the impact of the pandemic upon them and life generally in their communities, and their hopes and concerns for the future.

The meeting closed at 8pm.