



Briefing Note – Working Parties

Date 22 September 2025
Prepared by Town Clerk

1. DERELICT BUILDINGS TASK FORCE

- 1.1. The Task Force received a briefing from Nudge, a successful Community Benefit Society (CBS) in Plymouth on the 12 August 2025.
- 1.2. Members in attendance were Alex Lightfoot (Chair), Ian Boyd, Leon Girling, and Paddy Lightfoot. Cllr Liam Cregg and the Clerk also attended.
- 1.3. Key points included:
 - CBSs operated on a not-for-profit basis to benefit the community as a whole
 - They are registered with the Financial Conduct Authority (FCA)
 - They are designed to improve local communities by providing advantages such as access to funding.
 - Money was raised from members.
 - CBSs were popular for community ownership of local assets, making them significant for community engagement and development.
 - CBS's are community not council run.
 - Board Members each had a single vote regardless of investment.

The Task Force presented a recommendation to the Finance Committee at its meeting on 8 September 2025, that Council support the establishment of a Community Benefit Society in Sandown.

2. YOUNG FUTURES

- 2.1. No meeting held.

3. THRIVING COMMUNITIES

- 3.1. No meeting held.

4. TOWN CENTRE REVIVAL

- 4.1. No meeting held.

5. EVENTS AND ENGAGEMENT

- 5.1. The working party met on September 4, 2025 at 12 noon.

- 5.2. Cllrs Joan Solomon, Frank Baldry, Ian Ward, Gary Young attended. The Clerk, Deputy Clerk and Administration Assistant were also present.
- 5.3. Members unanimously nominated Cllr Solomon to Chair the working party, who accepted.

Remembrance

- 5.4. The date had been confirmed(Sunday 9 November 2025) with the Vicar and the Band, and the road closure had been arranged. Richard Priest had confirmed the date as a Deputy Lord Lieutenant.
- 5.5. The Deputy Clerk would email Third Troop Sandown to confirm the Honour Guard.
- 5.6. The draft Order of Service was circulated. The event would start at 10:45 with assembly from 10:15 as in previous years. The Title of the Event would be changed to Sandown Remembers; Cllr Ward and Cllr Baldry will read the Exhortation and Kohima Epitaph.
- 5.7. Consideration was given to how best to manage the laying of the wreaths. This would be included in the order of Service. The Clerk and Deputy Clerk would remain either side of the memorial to manage this.
- 5.8. The order of service would be sent to Rev. Mark Williams once amended. Cllrs would help prepare the booklets w.c 20 October 2025. Cllr Ward would arrange for three veterans to act as Marshalls. He would also arrange for the wreaths once a list was provided by Clerks.
- 5.9. Members discussed Martyn's Law. The clerk would undertake the relevant training and report back to the working party.
- 5.10. Wreath laying at sea was discussed. The independent lifeboat might decline or weather conditions prevent this but the option would be explored.

Armistice, Anzac, VE Day and VJ Day

- 5.11. There was no budget to commemorate these events with a public service in the 2025/2026 Budget. However, a private blessing and laying of a wreath would be arranged accordingly.

Christmas

- 5.12.
- 5.13. A Carol Service was discussed with Members suggesting singing around the tree at the Library. Officers advised due to the location on a junction and conditions in the winter this was unsafe and previously the Council had Worked with the Church. The Clerk would contact the Vicar to see if this could be arranged. Cllr Solomon would work with the vicar on the content of the service.
- 5.14. The Christmas Window Competition will run again this year. Officers would produce the form and posters for the next working party meeting (October). The working party would canvas the Highstreet to engage businesses during October. Shops would be encouraged to follow the same theme as the children's competition, ie Christmas characters.
- 5.15. The appropriateness of a Tree at the Broadway Centre was also discussed with members requesting costs from the Clerk. Cllr Baldry would look into sourcing a donated tree.

Easter

- 5.16. A Shop Window Competition would also be run at Easter, following success in previous years, with details to be confirmed closer to the time.
- 5.17. A service at Easter was discussed but could be difficult due to the full church at that time of year and the school holidays needed to be factored into the timing. Cllr Solomon would discuss the matter with the Vicar and bring back any proposed joint project.

Engagement with Schools

- 5.18. Previously the Council had run three activities with the local school. Members wished to continue to undertake these if the school was in agreement. The library would be asked to display the art work. Cllr Solomon would confirm they were happy to do so.
- 5.19. The activities were as follows:
- Remembrance Poppies Artwork (no competition – to encourage remembrance)
 - Christmas Artwork with a theme of Christmas Characters (Selection Box for winner of each year).
 - Easter Artwork or if school agreed, Easter Bonnets (Easter Egg for winner of each year)

Community Engagement

- 5.20. Members discussed the promotional templates from the Football Foundation, noting these would need to be issued before work started.
- 5.21. The format of Budget Consultation was considered. The QR code had increased the number of online responses. The proposal to the finance committee was agreed as follows:
- Change to layout but not theme of poster. In addition to the Council's sites posters would also be provided to local businesses during the Christmas competition canvas.
 - Cllrs would be asked to promote the consultation during their weekly surgeries.
 - The survey would be promoted in the Council's website and facebook page.
- 5.22. The use of the Council's website and Facebook to share partner agencies news and posts would continue but with the increase in staff capacity should improve this offer.

Bees Squared

- 5.23. Bee-squared is an idea that is growing in popularity and being driven by a number of parish councils around the country. Simply put, children (mostly), or other interested members of the public, will receive a small envelope of seeds sufficient to cover 1 square metre with wild-flowers. These wild-flowers have been selected to provide bees with islands of sustenance in what is otherwise an environment that is hostile to them.
- 5.24. Members liked the idea and asked for background and costs to present to Council.
- 5.25. Meeting closed at 1:45.