

## SANDHURST TOWN COUNCIL

**Minutes of a Meeting of the Strategy and Policy Committee held in the Kitty Dancy Room, Sandhurst Memorial Park on Thursday 24 January 2008 at 7.45 pm., ending at 10.10 p.m.**

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**PRESENT:** Councillors N Allen (Chairman), N Bowers, Mrs C Cupper, Mrs D Pidgeon, B Piggin, Mrs A Shephard.  
Substitute Member Cllr A Ronca for Cllr Mrs J Bettison.

**APOLOGIES:** Councillors Mrs J Bettison, N Skinner.

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48. Announcements. The Chairman announced that the order of business would be as stated in the procedures document.

49. Declarations of Interest. The Chairman reminded Members to declare interests in agenda items wherever relevant.

50. Urgent items not covered in Matters Arising.

- (a) Berrybank (I)
- (b) Green Flag (I)
- (c) C.A.B. (I)
- (d) Vodafone Mast (I)
- (e) Bracknell Forest Cultural Partnership (I)

51. Minutes.

The Minutes of the Strategy & Policy Committee Meeting held on Thursday 22<sup>nd</sup> November 2007 were agreed and signed by the Chairman as a true record subject changes to numbering. **NOTED.**

52. Matters Arising for information only.

(a) Minute 43(a) Vandalism

The Executive Officer reported that there had been some broken glass and graffiti incidents during the period.

An email from PC Campion informed the Council that evening surveillance had taken place on the Memorial Park and suggests that a replacement of the coloured glass bin may restrict the offenders from gaining access to the basic materials. The Executive Officer has informed Bracknell Forest Borough Council of the viewpoint and a response is awaited. It was hoped that this may be part of a number of actions that will address the problem. **NOTED.**

The Executive Officer informed Members that he had met the CCTV Consultant employed by Bracknell Forest Borough Council to look at a review of the existing camera system. **NOTED.**

Some discussion took place on the current position on recruitment of volunteers for the Police Point. Cllr Mrs Cupper was able to give information on current duty rotas and volunteer numbers. Cllr Edger had raised the question of vetting with the Chief Constable at a Bracknell Forest Borough Council meeting and had received a positive response, however, whilst the backlog of vetting had been cleared there was a delay in training the new recruits. This position meant that there was no current increase in the number of volunteers.

It was stated that the situation could not be allowed to continue and it was agreed that Cllr Mrs Cupper, as a member of the Police Point Volunteer team, would write to the Chief Constable requesting further action to resolve the matter. **ACTION.**

(b) Minute 43(b) Beyond Quality Status

The new criteria for re-application for Quality Status was still awaited. **NOTED.**

The Executive Officer gave an overview on the progress being made by the Communications Sub Committee, which included reference to the work of the Town Guide and Welcome Pack working groups.

There had been negotiations with the Meadows Management Company Manager and a date for a Community event in the Atrium at the Meadows had been put forward as Thursday 10<sup>th</sup> April 2008. More details would be available after a briefing due to take place on 28<sup>th</sup> January. **ACTION.**

The Communications Sub Committee had recommended that promotional SANDHURST PRIDE umbrellas and more car stickers should be purchased. The umbrellas to be used at road shows and outdoor events.

It was agreed to purchase 50 no umbrellas with Sandhurst Pride logos. **ACTION.**

It was agreed to purchase 500no 90mm Sandhurst Pride car stickers. **ACTION**

The Executive Officer stated that Louise Robertshaw, Head of Communications at Bracknell Forest Borough Council had attended to last Communication Sub Committee meeting and has been very helpful. She is willing to work alongside Sandhurst Town Council. **ACTION.**

It was **NOTED** that a Ward walk had taken place in College Town.

(c) Minute 43(c) Health & Safety

The Executive Officer reported that a Health & Safety training day had been held on 22<sup>nd</sup> January. The day was attended by all office, groundstaff and caretaker. Cllr Mrs Cupper and Cllr Mrs Pidgeon attended for part of the day in their capacity as Health & Safety Sub Committee members. **NOTED.**

A meeting of the Health & Safety Sub Committee had been held on 18<sup>th</sup> December 2007.

At the seminar the Health & Safety Responsibilities document was accepted by staff. **NOTED.**

(d) Minute 43(f) Induction Programme

There had been some interest in the two dates for the proposed second induction seminar. There were still some new Members that had not responded.

It was agreed for the chairman to speak to Councillors who had not attended an induction session so far to establish when they were available. **ACTION.**

(e) Minute 43(g) Annual Town Meeting

The format for the Annual Town Meeting was discussed. It was agreed to reserve a half page advertisement in the Sandhurst Residents Association magazine to promote attendance and subject matter. **ACTION.**

(f) Minute 43(h) Audit

The Executive Officer stated that in accordance with the Governments intention to bring all local authorities in line in respect of the regulations governing, in particular, accounting and audit (for example the common accounting deadline throughout the public sector), there is a need to review the effectiveness of internal audits. **ACTION.**

Deadlines for the publication of Accounts are being reduced and this will need to be looked at with regards to approval by the Council. This may affect the 2008/2009 meeting cycle to accommodate signing off requirements. The Executive Officer will look at the situation and report back to the Committee. **ACTION.**

(g) Minute 43(j) Minute Consort Chain

The Chairman reported on the progress towards the chain initiative. He was currently in discussion with a potential sponsor. The design had been chosen and details were tabled.

The Committee unanimously agreed to RECOMMEND that the chain be purchased based upon the design at a cost of £1,985.85. and that the sponsorship arrangements be determined at the earliest opportunity. **ACTION.**

(h) Minute 43(l) Sandhurst Forum for the Future (SFF)

The Executive Officer tabled an interim report from the Chairman of Sandhurst Forum for the Future, Cllr Haseeb. The report was received by the Committee. **NOTED.**

It was **NOTED** that a meeting of the Sandhurst Forum for the Future working group was due to take place on 25<sup>th</sup> January 2008.

(i) Minute 43(m) Budgets 2008/2009.

The Executive Officer introduced the subject. He referred to the papers circulated to all Members prior to the meeting. He reminded everyone of the Budget process which started in July 2007 and has been through each Committee cycle since. The summary spreadsheet was the culmination of Committee's deliberations. Background papers provided information on how to interpret the information and gave options on the impact on the Precept.

It was noted that a great deal of scrutiny had taken place looking specifically at the cumulative reserves and the relationship between income and expenditure. Questions were raised relating to cost headings and likely achievement of some of the predicted costs, e.g. Statutory Utilities.

After discussion it was agreed to **RECOMMENDED** the Precept for 2008/2009 should be raised by 3% to £532,615. This will be proposed in a Motion to Full Council on 7<sup>th</sup> February 2008.

(j) Minute 43(n) Newsletter

The Executive Officer referred to the proposed meeting with Rob Funning from Bracknell Forest Borough Council regarding the distribution of the newsletter.

He also made Councillors aware of forthcoming press releases covering skate park extension (text prepared by Young Persons), the Council's new partnership with South Hill Park, and the "What's On in Sandhurst" article for the Sandhurst Residents Association magazine. **ACTION.**

(k) Minute 44(a) Grants

It was **NOTED** that the non apportioned Grant budget allocation had been increased from £3,500 to £5,000 in the proposed 2008/2009 Budget.

A meeting of the Grants Panel will be arranged. Membership to consist of Cllr Mrs Pidgeon, Cllr Mrs Shephard, Cllr Blair and Cllr Piggin. **ACTION**

(l) Minute 44(c) Beacon Status/Quality Status.

As previously stated the criteria for re-application for Quality Status is still to be published, however preparation is being made to position to Town Council to renew its award. It was **NOTED** that a consultation exercise had been undertaken on some of the proposed changes to the criteria. The final documents are awaited.

The Executive Officer reported on feedback from Bracknell Forest Borough Council to the Beacon Status initiative. Whilst Bracknell Forest Borough Council were supportive of an application they were not in a position to allocate officer time. Whilst this was disappointing the Executive Officer had established the following:

- (a) That Bracknell Forest Borough Council would lend their name to the initiative, which Sandhurst Town Council needed to progress an application.
- (b) That Bracknell Forest Borough Council would hand over any relevant paperwork to bolster the main theme of the application, which will be based around SANDHURST PRIDE.
- (c) That Cllr Paul Bettison, in his capacity as leader of the Borough Council is supportive of the application and is willing to assist in his capacity as Executive Member for Cohesion.
- (d) That Tim Wheadon, Chief Executive of Bracknell Forest Borough Council, is in agreement with the application.

The Executive Officer was able to show a typical application and informed the committee that the criteria for Round 10 was due to be published in March 2008. **NOTED.**

The Executive Officer would write to Lucy de Groot at the IDeA with the intention to clear any obstacles that may be raised about Sandhurst Town Council getting equal recognition as a Beacon Status Council should the application be successful. **ACTION.**

The Committee agreed that the intent to make an application should be progressed. **ACTION.**

The Chairman and Executive Officer will be attending a briefing on the way to apply in London on March 10<sup>th</sup> 2008. **ACTION.**

The Executive Officer informed Members that he was now a Member of the Institute of Local Council Management. He is one of 64 founder Members of the Institute. **NOTED.**

53. Urgent items not covered in Matters Arising

(a) Berrybank (I)

The Executive Officer informed that Bracknell Forest Borough Council had applied for a grant to enhance Berrybank open space under a Breathing Places Scheme. **NOTED.**

(b) Green Flag (I)

The Green Flag application 2008 for the Memorial Park is being submitted on 26<sup>th</sup> January. **NOTED.**

(c) C.A.B. (I)

The Executive Officer informed Members that a meeting had been held with CAB. They now have an outreach worker for Sandhurst and will re-introduce a service in Sandhurst as soon as possible. The venue for the service is under discussion with CAB who are interested in the possibility of using the Sandhurst Day Centre. It was felt that the service should be accommodated and all options should be considered. **ACTION.**

(d) Vodafone Mast (I)

The Executive Officer reported that the Sandhurst Town Council are being approached by agents representing Vodafone. The enquiry is to share the O<sub>2</sub> site in Marshall Road. The agent said that the option established by 3H on the site was being considered by Vodafone. An initial exchange of paperwork is being undertaken. It was hoped to report back as soon as possible. **ACTION.**

(e) Bracknell Forest Cultural Partnership (I)

The Executive Officer reported he had attended meeting of the above group earlier in the day.

There were two consultations that Bracknell Forest Borough Council wanted feedback on. The first was the Cultural Strategy and the second was the Local Area Agreement document. Bracknell Forest Borough Council aspiration was to have a response with 6 days. **NOTED.**

54. Correspondence for Committee's Attention.

(a) Bracknell Forest Borough Council – Drainage. Letter relating to surface water drainage on the Memorial Park. **RESOLVED** for the Executive Officer and Cllr Piggin to meet with Bracknell Forest Borough Council Officers.

(b) Bracknell Forest Borough Council – Skate park pre-application for extension.

**RESOLVED** Executive Officer to proceed despite bureaucratic approach by Bracknell Forest Borough Council.

(c) Bracknell Forest Borough Council - Proposed waiting prohibitions at Wellington Road and Albion Road – near Uplands Primary School. **NOTED.**

(d) Bracknell Forest Borough Council – Sandhurst Summer of Fun.

Details of a scheme to be run in Sandhurst by extended services. Meeting to take place between Executive Officer and Extended Services. **ACTION.**

(e) Bracknell Forest Borough Council – Proposed Waiting Restrictions – The Breech, College Town.

Received by the Committee. **NOTED.**

55. Date of Next Meeting

The date of the next meeting will be Thursday 27 March 2008 at 7.45pm in the Kitty Dancy Room.