



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
SANDHURST MEMORIAL PARK
YORKTOWN ROAD
SANDHURST, BERKSHIRE
GU47 9BJ

Tel: 01252 879060 (24hr answer phone)

Fax: 01252 860070

Executive Officer
Stephen Chown

Email: stc@sandhurst.gov.uk

All Leisure Committee Meetings are open to the Public and Press.

Dear Councillors Mrs J. Bettison (Chairman), P. Bettison, D. Birch, G. Birch,
Mrs P. McKenzie, R. McKenzie, K. Miah, J. Porter, M. Sanderson,
P. Widdowson (Vice Chairman)

You are hereby summoned to attend a meeting of the **Leisure Committee** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 19 March 2015 at 7.45pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Stephen Chown (Executive Officer)

1. Apologies for absence

To receive and approve apologies for absence.
(Procedural item)

2. Members' interests

To receive any declaration of interests from Members on the business to be transacted.
(Procedural item)

3. Minutes of Leisure Committee

To receive and confirm the Minutes of the proceedings of the Leisure Committee held on 22 January 2015, as a true and correct record (pages 0219-0221.)
(Decision item)

4. Large events

To receive an update on large event correspondence and communication.

- a) '@GU47 Music Festival'
 - b) Donkey Derby
- (Decision item) (Annexe 1)

5. Parking on the Park Project

To receive a report on latest position including interim arrangements for large events.

6. Memorial Park Management

To receive updates relating to the management of the Memorial Park.
(Information item) (Annexe 2 refers)

7. Fireworks 2015

To receive a verbal update of the progress of Working Group
(Information item)

8. Football pitches and facilities provision

To receive a report on the associated costs to football provision.
(Information item) (Annexe 3 refers)

9. Press and Publication forward plan

To review and add Leisure elements to the press and publication forward plan as required.

10. Councillor Reports

To receive verbal reports or updates as required from Borough Councillors or Councillors representing Sandhurst Town Council on outside bodies.

11. Future projects (Earmarked reserves)

To identify projects for future improvement works, to go forward to Strategy and Policy.
(Decision item) (Annexe 4 refers)

12. Hiring fees review

To receive recommendations of Charges review panel for approval.
(Decision item) (Annexe 5 refers)

13. Sports Club

To receive updates from the Sports Club.

14. Sandhurst Residents' Association

To receive updates from the Sandhurst Residents' Association.

15. Next meeting

To confirm the next meeting date as 28th May 2015.



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Executive Officer
Stephen Chown

Email: stc@sandhurst.gov.uk
Website: www.sandhurst.gov.uk

Date:

Address 1

Dear

Re: Donkey Derby support arrangements

On behalf of Sandhurst Town Council's Leisure Committee I write to confirm that the following support is available for the Donkey Derby in 2015:

- A piped water supply has been extended underneath the new road way as part of the Pye's Acre parking improvements, and will be further extended to the reach the edge of the Bull & Butcher (Jubilee) Field for event use. A stand pipe or tap arrangement will be in place to provide a source of running water to the event.
- There will be no hire charge for the use of the fields during the event.
- There will be no re-charge for the provision of two refuse skips for you to dispose of all the rubbish from the event.
- An extensive temporary protection arrangement will be in place to ensure safe passage through the new Pye's Acre car park, so that the grass field to the rear can be used for event parking (weather permitting) as in previous years.

I hope this package of support demonstrates the commitment of the Town Council to the continuation of successful Donkey Derby events at Sandhurst Memorial Park.

The staff team look forward to collaborating with you more closely on the event arrangements nearer the time.

Yours sincerely,

Stephen Chown
Executive Officer

cc. Laura Driscoll, FAO: Safety Advisory Group, of Bracknell Forest Council.

SANDHURST DONKEY DERBY



PLEASE REPLY TO:

irch

BS

[.uk](http://www.sandhurstdonkeyderby.co.uk)

19th January 2015

To: Sandhurst Town Council's Leisure Committee

On behalf of the Sandhurst Donkey Derby I would like to raise the issue of the provision of water to the Jubilee Field for the Sandhurst Donkey Derby event.

Currently, there is a water stand pipe in Pye's Acre and on the day of the event we have to lay an over ground water pipe positioned across Pye's Acre's main entrance to provide the Jubilee Field with water for the public toilets and fresh water for the Tea Tent. As this is the main entrance to the car park every car drives over the pipe and for numerous years the pipe splits.

Over many years we have talked with Council representatives about providing a permanent stand pipe in the Jubilee (nee Bull & Butcher) Field but nothing changed until in May 2013 when the *Environmental Health Officer* and her team from the *Bracknell Forest District Council* carried out an inspection of the Donkey Derby event. At this time the over ground pipe had split and the main car and public entrance to Pye's Acre was flooded during the event. The *Environmental Health Officer* identified this as a safety issue (cars & people slipping / falling) and stated that the car park was not fit for purpose.

After discussions with the *Executive Officer* and the submission of a formal request in October 2013 it was agreed that a permanent solution would be provided by the Council in time for the 2014 Donkey Derby event: it was not.

Just prior to May's 2014 Donkey Derby the *Executive Officer* said that Pye's Acre would have a new car parking solution and it was not cost effective to carry out the water pipe solution separately: it would be incorporated into the Pye's Acre's work (post the 2014 Donkey Derby event). This I reported back to the *Environmental Health Officer* who understood the reason for the delay.

Having happy watched the progress of the Pye's Acre work last year I thought I would double check the progress of the water pipe solution only to be told by the Executive Officer that this work had been dropped for economical reasons. So now we have no solution for the 2015 Donkey Derby.

I am about to commence discussions with Bracknell Forest District Council's *Safety Advisory Group* and the *Environmental Health Officer* regarding the 2015 Donkey Derby event.

Can I please ask the Leisure Committee to consider how the Environmental Health Officer's concerns can be addressed and can the Leisure Committee provide a solution to the water provisioning problem for this year's 49th Sandhurst Donkey Derby.

Yours Sincerely

Dave S. Robinson

Chairman, Sandhurst Donkey Derby Committee

Annexe 2: Memorial Park Management	
Meeting: Leisure	Date: 19 March 2015
Agenda item: 6	Author: Executive Officer

1. Purpose of report

To appraise Councillors of any significant issues related to the routine management of the Memorial Park and to update on previous resolutions.

2. Gardening Club Bench

The Gardening Club have offered to sponsor a new bench at the Memorial Park and this offer has been accepted. The Head Groundsman is agreeing the location and design of the bench directly with the club and if a plaque is to be included the proposed wording will be agreed before installation.

3. Railway Culvert

The office staff are having a great deal of difficulty with getting any action from Network Rail regarding the clearance and maintenance of the culvert running under the railway line, in the vicinity of the Bottom Meadow football pitch and the Allotments. The organisation continue to be chased as soon as each deadline passes.

4. Groundstaff

As part of the work to improve the way pitches are managed and hirers are kept included and informed of pitch condition, the final Friday pitch inspection is to be made 'public', at 2pm, with a set start point to the circular inspection route. This way club representatives can witness for themselves the condition of the pitches. This idea has come forward from the Groundstaff themselves and is considered to be a very open and transparent offer. The staff will continue to review the position from the Friday afternoon on Saturday and Sunday mornings to allow matches to be called 'on' or 'off' based on the most up to date information available.

We are delighted to announce our youngest member of the Groundstaff team is currently off on paternity leave, having recently become a father.

Annexe 3: Sports pitches costing	
Meeting: Leisure	Date: 19 March 2015
Agenda item: 8	Author: Executive Officer

1. Purpose of report

A summary of the approximate costs of football pitch provision was requested for routine review.

This report was produced using best estimates from within 2015 / 16 budget data.

There was no detailed investigation completed in compiling these figures which are indicative only.

2. Background

The cost headings which are reasonably estimated to relate in their entirety to pitch provision are as follows:

- 3104 Fertiliser
- 3105 Weed, worm and moss treatment
- 3106 Topsoil and dressing
- 3107 Seed and turf
- 3108 Marking compounds
- 3113 Mole treatment

The cost headings reasonably estimated to relate at 50% to football pitch provision:

- 3120 Servicing
- 3201 Vertidrainage

The cost heading estimated to reasonably relate at 20% to football pitch provision:

- 3101 Wages

The income related to pitch provision is within:

- 3178 Football

3. Conclusion

The estimated cost of football pitch provision at current rates of income and expenditure is: £44,000 rounded to the nearest £1,000.

Comprised of: Expenditure	£54,000
Income	(£10,000)
Total	<u>£44,000</u>

Annexe 4: Future projects (Earmarked reserves)

Meeting: Leisure

Date: 19 March 2015

Agenda item: 11

Author: Executive Officer

1. Purpose of report

To support the discussion of future improvement projects and to recommend to Strategy and Policy the allocation of earmarked reserves where appropriate.

2. Background

The following table represents the current earmarked reserves within the Leisure budget.

Suggestions for new projects and estimated funding allocations are requested for detailed consideration by Strategy and Policy in their March meeting.

Leisure							
3117	Topsoil	-	-	-	-	-	
3118	Play Equipment Parts	-	-	-	-	-	
3119	Skate park maintenance	-	-	-	-	-	
3123	cap Equipment Reserve Fund	-	-	-	-	-	
3202	Footpaths on Parks	12,444.00	-	-	-	12,444.00	
3205	Youth Initiatives	-	-	-	-	-	
3206	Sandhurst Summer of Fun	2,837.00	-	2,000.00	837.00	Balance of £2000 for 2015 event to be met by Revenue	
3217	Ditch clearance	-	-	-	-	-	
3219	cap New Seats	229.00	-	-	-	229.00	
3225	Off-beat Music Event	-	-	-	-	-	
3237	Park signs	9,578.00	-	500.00	9,078.00	Support for Green Flag new signage	
3259	cap Brookside Green parking	200,000.00	-	188,000.00	12,000.00	Reserve created to fund Brookside/Pyes Acre parking	
3266	cap Car Park Reserve Fund	25,867.00	-	-	25,867.00	Main car park option to modify / repair	
3269	Formal Gardens	98.00	-	-	98.00	D of E works	
3270	Garden Planters	1,736.00	-	-	1,736.00	-	
3283	Groundstaff Welfare	1,432.00	-	-	1,432.00	-	
3284	cap Balancing Pond Enhancement	9,411.00	-	-	9,411.00	Option to match fund with Thames Water	
3287	cap Skate park	1,443.00	1,000.00	-	-	2,443.00	Sinking fund, to replace or enhance facilities
3289	cap Multi User Games Area	-	-	-	-	-	
3290	cap Artificial Cricket nets	7,500.00	-	-	-	7,500.00	
3292	Play surface painting	7,876.00	-	-	-	7,876.00	
3224	Tree surgery	-	-	-	-	-	
3285	Cricket club coach	-	-	-	-	-	
Subtotal		280,451.00	1,000.00	-	190,500.00	90,951.00	
Hall							
4312	Clock	2,176.00	-	-	-	2,176.00	Against new clock
4320	cap Caretaker's flat	-	-	-	-	-	
4406	cap Hall/KDR Furniture	15,034.00	-	-	-	15,034.00	
4427	cap Hall Refurb fund	-	-	-	-	-	
4431	Ext. Decoration	-	-	-	-	-	
4432	Fire Risk Assessments	9,675.00	-	9,675.00	-	-	Main Door fire compliance / DDA / Security issues
4434	Hall storage reserve	10,000.00	-	-	-	10,000.00	Reserve created against Hall modification
4435	KDR Lobby	-	-	-	-	-	Project completed
Subtotal		36,885.00	-	9,675.00	27,210.00		
Pistachios							
4506	Drain Repair	10,000.00	-	-	-	10,000.00	Against uninsured work to drains

3. Conclusion

The committee are requested to recommend to Strategy and Policy projects with estimated costs if available, to support the allocation of reserves.

Annexe 5: Facility Hiring Charges	
Meeting: Leisure	Date: 19 March 2015
Agenda item: 12	Author: Executive Officer

1. Purpose of report

To receive recommended prices for facility hiring in 2015/16 financial year.

2. Background

Further to the work of the facility hiring group the prices for the council facilities have been reviewed.

The following established variations to hiring arrangements are inherited for the 2015/16 financial year, which are brought forward in the interest of supporting local community groups in their ongoing work and to formalise historic agreements.

Further to the review the recommended charges for the full list of regular activities are given as Table 2 overleaf. The recommended prices are based upon a small percentage rise, to reflect inflation and rising cost of providing services.

One activity rises slightly more than the standard 3% and this is for evening cricket fixtures. These are still heavily reduced from the regular charge, despite the fact that the same preparation will be required for matches, regardless of when they are played. For comparison most other local cricket facilities are let at standard rates during the evenings or at weekends.

3. Recommendation

The committee are requested to review the information and amend if required, in order that price uplifts can be applied for commencement 01 April 2015.

Table 1: Variations

HIRER	SPECIAL TERMS	Standard Cost	Proposed Cost	Variance per Item	Comments
Short Mat Bowls ***	Monday 6.45 to 9.15 - charged for 2 hours	£41.25	£29.70	£11.55	Historic agreement (No charge for some set-up time)
	Friday - room allocated 1.45 to 9.15 = 7.5 hours	£123.75	£111.38	£12.37	Mats stay in position outside of actual use.
	Used 1.45-4.15 = 2.5 hours &	£41.25	£14.85	£26.40	Verbal agreement that this will change if another hirer comes forward for the time in between uses.
	6.45-9.15= 2.5 hours	£41.25	£29.70	£11.55	
	Total usage = 5 hours				
	Main Hall on Saturday Match Days	£165.00	£148.50	£16.50	Historic agreement (No charge for some set-up time)
Kitty Dancy on Saturday Match Days	£115.00	£0	£115.00	Historic agreement (KD available to support event)	
STB&GFC	Annual Tournament May (16 x mini @ 9 hours)	£1,584.00	£200	£1,584.00	Charge £50 per field (As fund raising for club)
Lewis Marsh Tournament	Annual Tournament Aug (16 x mini @ 9 hours)	£1,584.00	£0	£1,584.00	Charity - no charge
Sandhurst W I	Discounted rate £15.45 - monthly meetings	£49.50	£46.35	£3.15	Historic agreement (No charge for some set-up time)
STC Liaison & Residents Assoc Meeting	No Charge	£11.50 per hour	£0	£11.50	No charge - Effectively a STC Working Group
Sandhurst Tug of War	No Charge for Competitions	£50.00 per field	£0	£50.00	Historic agreement (Supporting a unique heritage)
Scouts/Beavers/Cubs	No Charge for Summer Tournament	£132.00	£0	£132.00	Historic agreement (Help uniformed org's fund raising)
Charity Cricket Match (John Thing)	No Charge	£44.00	£0	£44.00	Charity - no charge
Blackwater Valley Countryside Trust AGM	No Charge	£40.25	£0	£40.25	Supported partner - no charge
Sandhurst Churches Together	No charge for Carol Service (Hall & KD) @ ****	105.01	£0	£105.01	Historic agreement - For viability of desirable event
	Songs of Praise (Hall) - @****	£61.88	£0	£61.88	Historic agreement - For viability of desirable event
CAB	No Charge	£34.50	£0	£34.50	Supported partner - no charge
BFC Ranger Activities	Free of Charge	£46.00	£0	£46.00	Supported partner - no charge
*** = 10% Discount applies					
**** = Sunday premium @ time + 1/2					

Table 2: Recommended charges 2015/16

Product Description	Notes	Current	3%	Recommended
Community Hall Group 1	GU47 & Regular Users	£ 22.50	£ 23.18	£ 23.00
After 11pm Premium - Hall Grp 5	Non GU47 Residents	£ 56.25	£ 57.94	£ 58.00
Community Hall Group 2	Commercial Traders	£ 37.50	£ 38.63	£ 38.50
Community Hall Group 3	Community	£ 16.50	£ 17.00	£ 17.00
Community Hall Group 4	Youth	£ 11.50	£ 11.85	£ 12.00
Community Hall Group 5	Non GU47 Residents	£ 37.50	£ 38.63	£ 38.50
After 11pm Premium -Hall Group 1	GU47 & Regular Users	£ 33.75	£ 34.76	£ 35.00
After 11pm Premium - Hall Group3	Community	£ 24.75	£ 25.49	£ 25.50
After 11pm Premium Hall Grp 2	Commercial Traders	£ 56.25	£ 57.94	£ 58.00
After 11pm Premium Hall Grp 4	Youth	£ 17.25	£ 17.77	£ 18.00
Field Hire- Community		£ 50.00	£ 51.50	£ 51.50
Field Hire - Fun Fair Operating Day		£ 200.00	£206.00	£ 220.00
Field Hire Tug of War (National Championships only)		£ 50.00	£ 51.50	£ 51.50
Fun Fair - Set Up Day		£ 75.00	£ 77.25	£ 80.00
Fun Fair - Pulling Off Day		£ 75.00	£ 77.25	£ 80.00
Free of Charge		£ -	£ -	
14-18s Pitch Hire		£ 26.00	£ 26.78	£ 27.00
14-18s Pitch Hire		£ 26.00	£ 26.78	£ 27.00
Mini Pitch Hire	Up to U13's	£ 14.00	£ 14.42	£ 14.50
Mini Pitch Hire		£ 14.00	£ 14.42	£ 14.50
Kitty Dancy Room Group 1	GU47 & Regular Users	£ 16.50	£ 17.00	£ 17.00
After 11pm Premium - KDR Grp 5	Non GU47 Residents	£ 56.25	£ 57.94	£ 58.00
Kitty Dancy Room Group 2	Commercial Traders	£ 37.50	£ 38.63	£ 38.50
Kitty Dancy Room Group 3	Community	£ 11.50	£ 11.85	£ 12.00
Kitty Dancy Room Group 4	Youth	£ 8.00	£ 8.24	£ 8.00
Kitty Dancy Room Group 5	Non GU47 Residents	£ 37.50	£ 38.63	£ 38.50
After 11pm Premium - KDR Group 1	GU47 & Regular Users	£ 24.75	£ 25.49	£ 25.50
After 11pm Premium - KDR Group 3	Community	£ 17.25	£ 17.77	£ 18.00
After 11pm Premium - KDR Grp 2	Commercial Traders	£ 56.25	£ 57.94	£ 58.00
After 11pm Premium - KDR Grp 4	Youth	£ 12.00	£ 12.36	£ 12.50
Lawn Tennis Club - Block	Sunday Mornings & Summer Evenings	£ 500.00	£515.00	£ 515.00
Lawn Tennis Club - Block		£ 500.00	£515.00	£ 515.00
Lawn Tennis Club-Additional	Matches, Ad Hoc Member games £1	£ 1.25	£ 1.29	£ 1.30
ABC Tennis Coaches	L Wroblewski & W Specylak	£ 2.00	£ 2.06	£ 2.10
Lawn Tennis Club - Additional		£ 1.25	£ 1.29	£ 1.30
Lawn Tennis - Adults		£ 5.00	£ 5.15	£ 5.50
Lawn Tennis - Youth		£ 2.50	£ 2.58	£ 2.75
Cricket Pitch Hire - seniors		£ 50.00	£ 51.50	£ 51.50
Cricket Pitch Hire - Seniors		£ 50.00	£ 51.50	£ 51.50
Cricket Pitch Hire - Evenings		£ 25.00	£ 25.75	£ 30.00
Cricket Pitch Hire - Evenings		£ 25.00	£ 25.75	£ 30.00
Cricket Pitch Hire-Colts	Under 18's	£ 17.50	£ 18.03	£ 18.00
Cricket Pitch Hire - Colts		£ 17.50	£ 18.03	£ 18.00
Pitch Hire - Seniors	Football - Adult	£ 50.00	£ 51.50	£ 51.50
Pitch Hire - Seniors		£ 50.00	£ 51.50	£ 51.50
Changing Room		£ 16.50	£ 17.00	£ 17.00
Changing Rooms		£ 16.50	£ 17.00	£ 17.00
Tug of War	Changing Rooms	£ 16.50	£ 17.00	£ 17.00
Tug of War		£ 16.50	£ 17.00	£ 17.00