Dear Councillors N. Allen (Chairman), Mrs J. Bettison (Vice Chairman), A. Blatchford, Mrs H. Hill, P. Hodge, Ms G Kennedy, Mrs P. McKenzie, G Oberholzer, D. Perera, J. Porter.

You are hereby summoned to attend a meeting of the Strategy & Policy Committee to be held in the Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst, on Thursday 25 May 2017 at 7.30pm for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey (Executive Officer)

1. **Apologies for absence**
   To receive and approve apologies for absence.

2. **Members’ interests**
   To receive any declaration of interests from Members on the business to be transacted.

3. **Minutes of Strategy & Policy Committee**
   To receive and confirm the Minutes of the proceeding of the Strategy & Policy Committee held on 23 March 2017, as a true and correct record (pages 0559-0561).

4. **Hall Bookings**
   To discuss the timescales for advance bookings of the facilities, further to resolution 1160. (Annexe 1) (Decision item)

5. **Local Council Award Scheme**
   To receive an update on council progress against the criteria for achieving Foundation status. (Information item)

6. **Neighbourhood Plan**
   To receive an update on the Neighbourhood Plan and determine and future actions as required. (Decision item)

7. **Neighbourhood Action Group**
   Standing item to receive documents relating to work of the sub-committee where available. (Annexe 2). (Information item)
8. Health and Safety
To receive a verbal update confirming of any incident in the period (non-injury), and any other Health and Safety related items. (Information item)

9. Website Working Group
To receive an update on any recent meetings. (Information item)

10. Budget Request from Environment Committee
To consider a request from the Environment Committee to allow the funds to be agreed to replace the Christmas lights which are displayed throughout the Town and in the Main Carpark. (Decision item).

11. Press and Publicity
To plan press and publicity messages for the forthcoming period if required and to discuss the provision of media services from LGA. (Annexe 3)(Decision item)

12. Exclusion of Press and Public
To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for a discussion of confidential business relating to

   a) to receive the recommendations of the Personnel Sub-Committee in relation to staff salaries and Performance Awards for 2016/2017 (Confidential Annexe 4). (Decision item)
   b) to review the proposed lease documents from Coffin Mew Solicitors. (Confidential Annexe 5). (Decision item)

13. Date of next meeting
The date of the next meeting to be confirmed as 27th July 2017. (Procedural item)
1. Purpose of report
To apprise the Councillors of the practices of other local Town and Parish Councils further to resolution 1160.

2. Background
The process for booking halls with other local Town and Parish Councils was investigated-

- Crowthorne Parish Council accept bookings up to 12 months in advance.
- Winkfield Parish Council accept bookings up to 12 months in advance but hold the right to cancel bookings should the need arise.
- Yateley Town Council plan the following year’s diary in the previous September. They do not book any further than 12 months ahead.

A copy of the terms and conditions for hall bookings is included in this paper for your reference. This acts as the policy for bookings.

3. Recommendation
It is my recommendation that the management of bookings remains under the control and discretion of the EO.

The maximum time for advance bookings remains 15 months in advance, on a rolling basis. This is more lenient than our local peers.

Future bookings for shows and Christmas Parties will require a completed booking form.
1. **THE HIRER** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof not allow the consumption of alcoholic liquor thereon without written permission.

2. **THE HIRER** shall be responsible for obtaining such licences or Temporary Events Notice as may be needed whether for the sale or supply of intoxicating liquor, or for Phonographic Performance or otherwise, and for the observance of the same. **THE HIRER** shall not sell intoxicating liquor without the prior consent of the Council. A copy of the Temporary Events Notice and any other Licences requested by the Council shall be presented to the Town Council Office FIVE WORKING DAYS BEFORE THE PERIOD OF HIRE. **Failure to do so will result in the cancellation of the booking.**

3. **THE HIRER** is responsible for ensuring that the doors must be kept shut when music is in progress to reduce noise nuisance to neighbours. There is a noise sound level meter in place which will cut off music if it is above acceptable level.

4. **THE HIRER** shall vacate the site by the time stated on the Agreement. Failure to do so will result in a financial penalty recovered from the indemnity deposit.

5. Where **THE HIRER** is an organisation or club they should make their own arrangements for any third party insurance: Public Liability and an extension should be included for damage to premises used. Where **THE HIRER** is a private individual the public liability insurance is included in the charge subject to £100 excess. Sandhurst Town Council accepts no liability for loss or damage of goods, clothes, valuables, etc.

6. **THE HIRER** shall be responsible for leaving the premises and surroundings in a clean and tidy condition. **THE HIRER** is responsible for obtaining clearance from the Caretaker that everything is in good order, so that the refundable indemnity deposit held by the Council, can be refunded in due course.

7. **If THE HIRER** wishes to cancel the booking(s) they should give 4 weeks’ notice in writing or the deposit will be forfeited.

8. **THE COUNCIL** reserve the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Election or other requirement of the Council, in which case **THE HIRER** shall be entitled to the refund of any deposit already paid.

9. **THE COUNCIL** reserve the right to consider future bookings up to 15 months in advance of the current date.

10. **THE COUNCIL** reserve the right to increase the price of hiring the Sandhurst Community Hall complex on the 1st April each year.

11. **THE COUNCIL** reserve the right to charge the hirer for the total duration that the hall is occupied by them. This includes time required for setting up prior to the event and cleaning after the event.

12. **THE HALL CAPACITY** is 150 seated and 200 standing. The Kitty Dancy Room is 100 seated and 140 standing.
Minutes of the proceedings of the Sandhurst Neighbourhood Action Group held this day in the Kitty Dancy Hall, Sandhurst Town Council commencing at 9.00am and finishing at 10.25am.

PRESENT
Chairman: Cllr M. Brossard (STC)
Cllr A. Blatchford, A. Carey (STC), J. Coupland (Police Point) arrived at 10.02am (agenda item 10), V. Crosby–Clarke (Chairman SRA) M. Graham (TVP), A. Hull (Resident), S. Holman (Resident), D. Preedy (TVP), V. Routledge (Resident), S. O'Sullivan (Chairman LLERA).

INTRODUCTIONS (Agenda Item 1)
The meeting opened with a welcome from the Chairman and introductions around the table.

APOLOGIES FOR ABSENCE (Agenda Item 2)
Apologies were received and accepted from:
Cllr Mrs J. Bettison (STC)
G. Campion (TVP)
P. Radband (Resident)
T. Walmsley (TVP)
J. Ward (Head CTJS)
P. Widdowson (Resident)

MINUTES OF THE MEETING 11TH January 2017 (Agenda Item 3)
It was proposed by the Chairman and the following was RESOLVED

that the Minutes of the Neighbourhood Action Group held on 11th January 2017 be received as a true and correct record and that they be confirmed and signed by the Chairman.

NEIGHBOURHOOD POLICE REPORT (Agenda Item 4)
a) It was reported that Crowthorne Police Station is being sold by TVP and that the police working from there have been relocated to Wokingham. There is a plan to have a Police Point in the Fire Station in Crowthorne.
b) PCSO Debbie Preedy advised that she will no longer be assigned to Sandhurst and will be working in Wokingham. Her replacement is PCSO Marie Graham.
c) It was reported that anti-social behaviour had reduced in Shepherd Meadows but has started up again. TVP are monitoring this.
d) It was reported that the recent unauthorised encampments are still in Bracknell Forest. There have been no noticeable increase in reported crimes since they came to the area.
e) The overall reported crime rate has remained low.

OWLSMOOR COMMUNITY CENTRE ANTI SOCIAL BEHAVIOUR (Agenda Items 5)
TVP gave a verbal update on the recent anti-social behaviour at Owlsmoor Community Centre. It was confirmed that the Police have only been called out 3 times and have attended on each of these occasions. TVP have spoken to the manager of the Community Centre and have advised that 101 is used to report any further incidents.
THAMES VALLEY POLICE APP/WEB LINK (Agenda Item 6)
There is a new app available – Thames Valley Alert App, which delivers policing alerts directly to your phone or device. Details of the app can be found on alert@neighbourhoodalert.co.uk.

CYCLE PATH ADDITIONS/APP ENHANCEMENTS (Agenda Item 7)
There was no discussion held about the cycle path as Peter Radband was not at the meeting. It was reported that there is a new app available which allows you to photograph your bike and in the event of it being stolen the app will search sale sites for a match to try to track your bike down. http://www.findthatbike.co.uk/

NEIGHBOURHOOD PLAN (Agenda Item 8)
A skype call has been held with Navigus to assist with the progression of the plan. The walkabouts will commence shortly and a meeting will be scheduled for May 2017.

TESCO EXPRESS SIGNAGE AND POTHOLE ISSUES (Agenda Item 9)
It was confirmed that the potholes in the road behind Tesco Express are not an STC issue as the road is unadopted. Tesco have erected a No Through Road Sign to discourage through traffic.

PARKING ISSUES MONTGOMERY CLOSE (Agenda Item 10)
The parking issue in Montgomery Close is continuing. A resident believes that a regular visitor to a house is parking illegally. It has been confirmed that it is illegal to park within 10M of a junction. Further to discussion it was proposed by Cllr M Brossard and the following was

RESOLVED 1174

that Cllr M Brossard will continue to liaise with BFBC to discuss solutions.

ACTION: Cllr M Brossard

DONATIONS LEFT OUTSIDE CHARITY SHOPS (Agenda item 11)
It was reported that an article covering the recent theft of donations to the Sandhurst Day Centre Shop has appeared in the SRA Magazine.

RACKSTRAW FARM SIGNAGE (Agenda item 12)
It was reported that the communications between Cllr M Brossard and the Brewery are continuing concerning the reinstating of the Rackstraw Farm signage.

SIGHT LINES BRANKSOME HILL ROAD/YORKTOWN ROAD (Agenda item 13)
It was reported that BFBC have been consulted about extending the length of the double yellow lines on Yorktown Road. In order to proceed with this a public consultation will be required. Further to discussion it was proposed by Cllr M Brossard and the following was

RESOLVED 1175

that there would be no further action.

CROWTHORNE ROAD TRAFFIC SPEED CONTROL MEASURES (Agenda item 14)
It was reported that the average speed along the Crowthorne Road is 38 MPH. Part of the road is 40MPH and part is 30 MPH. The 30MPH zone has been extended.
RESIDENTS SURVEY (Agenda Item 15)
Local residents have been contacted by phone as part of a recent Residents survey being undertaken by BFBC. The results will be produced in May 2017.

ANY OTHER BUSINESS (Agenda item 16)
a) Concern was raised about potholes on the Crowthorne Road. The potholes are in Crowthorne Parish Council and therefore the concern would need to be raised with them.
b) It was reported that Southern Gas Networks are commencing 8 months of work in May 2017 which will result in road closures in Owlsmoor. This is likely to cause major disruption to residents.
c) A request was received for a further 20MPH sign on the road at Longdown Lodge as residents feel that the one near to the main road can’t be seen.
d) It was reported that there is a resident of Longdown Lodge parking on an island which is Highways land.

DATE OF NEXT MEETING (Agenda Item 17)
The date of the next meeting is Wednesday 28th June 2017, commencing at 9.00am, in the Kitty Dancy Hall.

SIGNED AND DATED BY CHAIRMAN
Annexe 3

Sandhurst Town Council – Proposal for the provision of media services

March 2017

1 Background

The Local Government Association (LGA) communications directorate works with partners across local government – individual councils, regional groupings and special interest groups. This work spans media, campaigns and public affairs activity on issues of concern to all member councils, conferences and events and communications improvement and support work.

In addition, the LGA media team has experience of undertaking work for partner organisations and is contracted to deliver media work for outside, partner organisations, such as the Association of Directors of Adult Social Services (ADASS), the grant funded health programmes such as The Care and Health Improvement Programme (CHIP) and the District Councils Network.

Through this experience we are uniquely placed to offer press and media services to Sandhurst Town Council. Our knowledge of the key issues for the sector, gives us a detailed understanding of the issues facing all councils.

Our work on your behalf will be delivered confidentially and separate to LGA media activity.

2 Our team

We have a team of award-winning, experienced, trusted and respected professionals with a track record and national reputation for delivering outstanding media relations in local government and other sectors. Our understanding of the challenges facing the public sector, councils, partner organisations and those working with councils, and the role effective communications can play, is second to none.

We are well placed to offer support, advice, training and access to best practice. Our team works across local government, the wider public sector, voluntary and business sectors. We work closely with the national media, specialist and trade press on a daily basis and with central government, officials, MPs and Peers, think-tanks and key stakeholders of interest to local government. This allows us, where appropriate to use third party voices to strengthen our media position on key issues. In addition, we have a network of Vice-Presidents in both Houses who speak on local government issues on our behalf. This matrix of activity helps to support us to help generate positive media stories and we would aim to make maximum use of this for our media relations work for Sandhurst Town Council.

The LGA communications team has wide experience of working across the full range of communications disciplines. This includes strategic communications, media relations, campaigns, public affairs and lobbying, digital marketing and social media, conference and event management and speech writing. Although this invitation is for media services, this link with other disciplines will provide added value.
3 Results

Over the last 12 months, the LGA media team has delivered significant media coverage on our key asks and issues. As an example, through our proactive media relations work, between 1 January 2016 and 31 December 2016, we delivered 2,072 episodes of national media coverage for the LGA in newspapers, broadcast and online articles. Nearly a third of this coverage (28 per cent) was through broadcast coverage including interviews with LGA spokespeople.

4 Our approach

As with or other ‘external’ partner contracts, such as ADASS and DCN, we will provide a dedicated email address so that media enquiries are clearly separated from LGA media enquiries. This approach will also be taken to responses so that all Sandhurst Town Council media work is separate to LGA media work. This ensures that all Sandhurst Town Council media activity is clearly separate and treated confidentially at all times, which is particularly important in the case of conflicting media lines.

We will provide a named senior media advisor who will lead on all Sandhurst Town Council media work. In addition, we will provide cover for periods of holiday and/or sick leave and a strategic overview of the media relations work though the Head of News and Internal Communications and the Director of Communications and Strategy.

Our approach will be to work closely with the Town Clerk and media spokesperson to develop a proactive calendar of media stories. We will also identify opportunities for comment pieces and Op eds on key Sandhurst Town Council lines. In addition, the team is highly experienced at dealing with reactive media inquiries.

5 Detailed offer

We will provide the following support:

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<th>Specified task</th>
<th>Provision of service</th>
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<tr>
<td>Prepare media lines (with the Town Clerk) for clearance</td>
<td>We have well-established processes for agreeing media lines. These will be tailored to meet your detailed requirements.</td>
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<td>Prepare the Sandhurst Town Council spokesperson for media interview/filming</td>
<td>Our experienced team of senior press advisers brief spokespeople ahead of, often high profile media interviews such as Newsnight and the Today programme, on a daily basis.</td>
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<td>Identify and monitor media coverage</td>
<td>We have a sophisticated media monitoring function which horizon-scans the news agenda and provides detailed analysis of media coverage.</td>
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<td>Provide support for pre-planned articles for newspapers, journals and websites.</td>
<td>The team has a wide experience of writing Op Eds, comment pieces and articles for a range of national, specialist and trade publications.</td>
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<td>Digital support for DCN media activity.</td>
<td>We will use social media of your choice to help promote news releases as required.</td>
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<td>Measurement and evaluation</td>
<td>We will provide:</td>
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<td>• Monthly media monitoring report</td>
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<td>• Quarterly report if required</td>
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<td>• Annual communications report if required</td>
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7 Cost

To provide a fully managed media relations service for the equivalent of two days a month from 1 April 2017 to 31 March 2018: £1,000 per month plus VAT.

David Holdstock
Director of Communications and Strategy

10 March 2017