



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
Angela Carey

Email: stc@sandhurst.gov.uk

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

Dear Councillors J. Porter (Chairman), Mrs J. Bettison (Vice Chairman), P. Bettison, D. Birch, Mrs E. Birch, A Blatchford, Mrs S Davenport, Ms G Kennedy, R. McKenzie, K. Miah, G. Oberholzer, P. Panesar, J. Pope, M. Sanderson.

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 17th January 2019 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.
(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 15 November 2018 (pages 0820-0823) as a true and correct record. (Decision item)

4. Memorial Park Maintenance

a) To receive information about the state of repair of the fence surrounding the play area (Annexe 1). (Decision item)

b) To receive a request from a councillor to consider the installation of a new bin on the Memorial Park (Annexe 2). (Decision item)

c) To receive a request from the Cricket Club to display a banner on a portable A frame stand in the park on match days. (Decision item)

d) To consider installing a CCTV camera in Pyes Acre Car Park (Annexe 3). (Decision item)

5. Request for ashes to be scattered

To receive information obtained from Easthampstead Crematorium further to resolution 1694 for the consideration of a request for ashes to be scattered in the Memorial Park. (Annexe 4). (Decision item)

6. Request for a barbeque area in the Memorial Park

To receive information obtained from various sites further to resolution 1695 for the consideration of barbeque facilities being installed in the Memorial Park (Annexe 5). (Decision item)

7. Park Run

To receive and consider a request for Park Runs to be organised on the Memorial Park (Annexe 6). (Decision item)

8. Budget

To review the Leisure Committees budget for 2019/20 ahead of the budget setting meeting in February. (Annexe 7) (Decision item)

9. Large Events

- a) To undertake the biennial review the Large Events Policy (Annexe 8). (Decision item)
- b) To consider the provision of the regular Summer of Fun Event on 9th August 2019. (Decision item)
- c) To consider the provision of the regular Fireworks Display on 2nd November 2019. (Decision item)
- d) To consider the provision of a free music festival. (Decision item)

10. Press and Publication Forward Plan

To review and add Leisure elements to the press and publication forward plan as required and to receive an update on recent press articles released by the LGA media communications team on behalf of STC. (Decision item)

11. Councillor Reports

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

12. Sports Club

To receive an update from the Sports Club. (Information item)

13. Sandhurst Residents Association

To receive updates from the Sandhurst Residents Association. (Information item)

14. Sporting Clubs and Societies

To receive updates from any other sporting and recreational groups and associations present at the meeting. (Information item)

15. Next meeting

To confirm the next meeting date as 21 March 2019. (Procedural item)

| | |
|---|-------------------------------------|
| ANNEXE 1: Fence surrounding the play area | |
| Meeting: Leisure Committee | Date: 17 th January 2019 |
| Agenda item: 4a | Author: Angela Carey |

1. Purpose of report

To apprise the councillors of the current state of repair of the fence surrounding the play area.

2. Background

The fence surrounding the play area is currently a wooden structure. It has been in situ for many years and is now rotting in several areas. It has been identified as a low risk in the external inspection however they have advised that a number of posts have rotted and that all affected areas should be replaced.

Two companies have measured the area and will be providing quotes for both wooden fencing and metal fencing to replace the whole fence. I am awaiting a site visit from a third provider. (The quotes have not yet been received). An estimate of price will be provided at the meeting.

The metal fence will be bow topped and can be coloured green. Similar to the fence at Owlsmoor Park. This may not be as aesthetically pleasing on the eye as a wooden fence but should last longer if no vandalism occurs.

3. Recommendation

To discuss and consider an agreement in principal in order to complete the work within the 2018/19 financial year.

| | |
|--|-------------------------------------|
| ANNEXE 2: Proposed Installation of New Bin | |
| Meeting: Leisure Committee | Date: 17 th January 2019 |
| Agenda item: 4b | Author: Angela Carey |

1. Purpose of report

To apprise the councillors of a request that has been received from a councillor to consider the installation of a new bin.

2. Background

A request was received by the Environment Committee concerning the installation of a new bin by the bridge that leads into Shepherd Meadows. Cllr Mrs S Davenport is concerned about the amount of litter that she collects on her dog walks in that area as there is no bin to dispose of litter nearby.

The cost of a new bin will be circa £350.00.

There is a dog waste bin next to the bridge.

The Head Groundsman was consulted about the amount of litter on the path from the Balancing Pond down towards the bridge. He has stated that in his opinion there is not a significant amount of rubbish being dropped in this area to need another bin.

The Environment Committee have referred this request to the Leisure Committee as the bin is on the Memorial Park.

3. Recommendation

To discuss and consider the request.

| | |
|----------------------------|-------------------------------------|
| ANNEXE 3: CCTV | |
| Meeting: Leisure Committee | Date: 17 th January 2019 |
| Agenda item: 4d | Author: Angela Carey |

1. Purpose of report

To apprise the councillors of the possible requirement for a CCTV camera in Pyes Acre Car Park.

2. Background

There have been two instances in the last two months where the height barrier has been damaged in Pyes Acre Car Park. It is thought that the first instance may have been an attempted burglary with a van attempting to get access to the yard. The second appears to have been someone losing control of their car and crashing into the post, moving the barrier.

There have also been reports of anti-social behaviour in the car park. TVP are aware and are patrolling the area regularly.

The area is currently not covered by any CCTV. Installing a camera may act as a deterrent. It will also aid identification and possible prosecution of any individuals behaving outside the law.

The approximate price of the purchase and installation of the camera will be circa £8000.

3. Recommendation

To discuss and consider the request.

| | |
|---|-------------------------------------|
| ANNEXE 4: Request for ashes to be scattered | |
| Meeting: Leisure Committee | Date: 17 th January 2019 |
| Agenda item: 5 | Author: Angela Carey |

1. Purpose of report

To apprise the councillors of the information received from Easthampstead Crematorium concerning a request for ashes to be scattered in the Memorial Park.

2. Background

Further to resolution 1694 I have sought advice from Easthampstead Park Crematorium concerning the legal and moral duties involved in giving permission for ashes to be scattered in the Memorial Park. The following points were raised by them –

- Legally ashes can be scattered anywhere as long as permission is given by the land owner.
- A certificate of cremation will need to be shown to the land owner.
- A record of the place where the ashes were scattered will need to be kept and the area must be identifiable via a grid reference.
- Moral responsibilities include – members of the public walking through the area where the ashes were scattered may be deemed as disrespectful, relatives wishing to visit the site may not be able to identify exact spot, development may change the area (this does not have to be building development, it could simply be the removal or planting of trees).
- The advice given was to decline the offer as the site may change in the future. The media aspect must also be considered. Whilst the relatives making the request may be happy with the possibility of things changing, future visitors or relatives may not be.

3. Recommendation

To discuss and consider the advice received.

Proposal of BBQ area in Sandhurst Memorial Park

Following discussions with three Councils that run outdoor BBQ facilities for hire the following information was gathered.

Sutton Council, Beddington Park

“Families and friends are welcome to BBQ in Beddington Park on the stands provided. Many local people do not have their own gardens, and we want as many people as possible to enjoy our parks over the summer. We allow disposable barbecues, which must be placed on one of our six stands.

Portable charcoal or gas barbecues are not allowed. The barbecue stands have built in metal bins for you to slide hot waste into, to keep the areas clean and safe.”

The BBQ stands used to be free to use, on a first come first served basis, but as popularity grew a number of problems arose including people BBQ ing anywhere they wanted, antisocial behaviour, issues with parking, and large volumes of litter. The enforcement trial has taken a step towards managing this and we are currently consulting park users on how the trial went, with a view to continuation in the future. I will be better placed to tell you if this route has been successful over the next few weeks!

This booking process and the onsite management and enforcement for the BBQs is currently carried out but an enforcement company through a cost-neutral contract.

Royal Victoria Country Park

“We provide the hearth, picnic benches and the facilities to dispose of their waste and hot coals. We also have a number of drinking water taps available for use. We have an on-line booking system and offer 2 sessions a day: 11am – 4pm and 6pm – 11pm. The hour between the two sessions is to allow for the first group to clear up and the next group to set up. Each morning the ranger on duty checks the BBQ sites to ensure they are clean and safe. We then leave the sites unlocked and ready for use by the hirer. Each BBQ is named to ensure people use the correct ones. We ask visitors to ensure they clean the hearth and leave the site tidy before they leave. We have a wire brush and small shovel chained to the hearth to help with cleaning. We leave a metal bin close to the hearth for the hot ash.

They system works relatively well. The main issue we have is the increasing popularity of having inflatables on site. For safety reasons we have limited the number of sites permitting the use of inflatables. We also ask the hirers to provide us with a copy of the company’s PLI before we allow them to be used. Next year we intend to make further restrictions (after the recent safety concerns

ANNEXE 5

in the news). We will only be allowing hirers to use inflatables if they are manned by the company providing the equipment. “

Frimley Lodge Park

Frimley Lodge have 7 BBQs at the park for hire. Visitors may not bring their own to the site.

Hire is £34 per booking and can accommodate up to 25 people.



Frimley lodge increased their BBQ by 2 last year due to the popularity of the facility.

They have rangers on site 7 days a week who greet hirers and provide them with black bags for the rubbish. This is then collected afterwards by the groundsmen.

The hot coals are locked inside the BBQs overnight and then removed by the groundsmen in the morning.

Portable BBQs are not allowed on site. This is policed by the team but not always successfully.

Occasionally there is the spot of trouble from groups of people who have consumed too much alcohol but it is mostly trouble free.

| | |
|----------------------------|-------------------------------------|
| ANNEXE 6: Park Run | |
| Meeting: Leisure Committee | Date: 17 th January 2019 |
| Agenda item: 6 | Author: Angela Carey |

1. Purpose of report

To apprise the councillors of a request for a Park Run weekly event in the Memorial Park.

2. Background

The following proposal has been received –

Background Info – parkruns are free, weekly, timed events across the world, organised by local volunteers. Everyone is welcome at parkrun - whether you walk, jog, run or volunteer.

I am proposing that the venue be the Memorial Park, however Shepherd Meadow could be an alternative if that was not possible. Part of the original ethos of setting up parkrun was that it was about community and friendship and so we like to where possible have access to a café so that people can get post parkrun refreshments together and meet the team. The route would be as close to 5k as possible and would not involve being on or crossing a public road. The route can be one lap or several laps and can go around areas of parkland that are being used for other purposes.

At Bracknell we share the park with the football players and mark out the route so that it can continue uninterrupted and we could do the same with any activity. We would never insist that the route is closed to any member of the public wishing to use the park and the participants are reminded of this in the pre-run briefing i.e. that there may be dog walkers, members of the public etc. and that they should be courteous and go round them.

Each event would take place on a Saturday at 09.00 and anybody can take part from aged 4 upwards. Under 4 year olds can take part but can't receive a time. Buggies and Dogs are welcome but if the course is unsuitable for buggies, this is mentioned on the website. Children between 4 and 11 must be with an adult at all times on the course.

I could send you a copy of the Public Liability Insurance if you need to see it, the limit of liability is £10,000,000.

The Event team are asked to raise £3000 (plus provide a defibrillator) as a start up cost for the equipment and support, this is a one-off lifetime fee. Lisa McNally from Public Health at the Council has agreed to fund this if suitable land can be identified.

3. Recommendation

To discuss and consider the request.

Month No : 10

Committee Report

| | | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|----------------|------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| Leisure | | | | | | | | |
| 301 | Leisure | | | | | | | |
| 3101 | Salaries/Wages/N.I | 81,824 | 76,973 | 110,500 | 33,527 | | 33,527 | 69.7 % |
| 3102 | Mobile Phone | 476 | 355 | 500 | 145 | | 145 | 71.0 % |
| 3103 | Vehicle Tax | 0 | 0 | 150 | 150 | | 150 | 0.0 % |
| 3104 | Fertilisers | 190 | 953 | 1,500 | 547 | | 547 | 63.5 % |
| 3105 | Weed, Worm & Moss Treatment | 1,681 | 3,451 | 3,000 | -451 | | -451 | 115.0 % |
| 3106 | Topsoil & Dressing | 1,757 | 1,261 | 7,500 | 6,239 | | 6,239 | 16.8 % |
| 3107 | Seed & Turf | 8,421 | 1,121 | 5,600 | 4,479 | | 4,479 | 20.0 % |
| 3108 | Marking Compounds | 1,645 | 1,645 | 5,000 | 3,355 | | 3,355 | 32.9 % |
| 3109 | Essential Expenses | 4,481 | 2,935 | 3,500 | 565 | | 565 | 83.9 % |
| 3110 | Hire of Machinery | 0 | 0 | 1,700 | 1,700 | | 1,700 | 0.0 % |
| 3111 | Shrub & Tree Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 3112 | Parks Maintenance | 72 | 0 | 0 | 0 | | 0 | 0.0 % |
| 3113 | Mole Treatment | 40 | 106 | 1,500 | 1,394 | | 1,394 | 7.1 % |
| 3115 | Bark Chippings/Play Surfaces | 2,800 | 605 | 4,500 | 3,895 | | 3,895 | 13.4 % |
| 3116 | Playpit Sand | 640 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 3118 | Play Equipment Parts/Repairs | 2,710 | 347 | 8,500 | 8,153 | | 8,153 | 4.1 % |
| 3119 | Skater Ramp Maintenance | 1,582 | 3,190 | 6,000 | 2,810 | | 2,810 | 53.2 % |
| 3120 | Servicing | 10,062 | 2,239 | 12,000 | 9,761 | | 9,761 | 18.7 % |
| 3122 | Fuel & Lubricants | 3,134 | 189 | 5,000 | 4,811 | | 4,811 | 3.8 % |
| 3123 | Equipment Reserve Fund | 3,148 | 0 | 5,000 | 5,000 | | 5,000 | 0.0 % |
| 3124 | Protective Clothing | 1,973 | 1,282 | 2,000 | 718 | | 718 | 64.1 % |
| 3125 | Sports Equipment | 0 | 1,550 | 1,000 | -550 | | -550 | 155.0 % |
| 3126 | Tools | 594 | 225 | 500 | 275 | | 275 | 45.0 % |
| 3127 | Drain Cleaning | 0 | 1,136 | 1,000 | -136 | | -136 | 113.6 % |
| 3128 | Drainage Management Pim | 8,425 | 900 | 3,320 | 2,420 | | 2,420 | 27.1 % |
| 3130 | Gardening | 0 | 50 | 1,000 | 950 | | 950 | 5.0 % |
| 3145 | Public Toilet Maintenance | 1,003 | 371 | 1,000 | 629 | | 629 | 37.1 % |
| 3201 | Vertidrainage | 940 | 0 | 2,500 | 2,500 | | 2,500 | 0.0 % |
| 3206 | Sandhurst Summer of Fun | 2,550 | 3,300 | 3,000 | -300 | | -300 | 110.0 % |
| 3213 | Police Point | 0 | 47 | 300 | 253 | | 253 | 15.6 % |
| 3217 | Ditch Clearance | 1,280 | 1,948 | 5,500 | 3,552 | | 3,552 | 35.4 % |
| 3218 | Essential Park Maintenance | 70,540 | 66,048 | 100,000 | 33,952 | | 33,952 | 66.0 % |
| 3219 | New Seats | 0 | 2,025 | 1,000 | -1,025 | | -1,025 | 202.5 % |
| 3220 | Waste/Dog bins | 0 | 0 | 500 | 500 | | 500 | 0.0 % |
| 3224 | Proactive Tree Surgery | 3,110 | 0 | 3,000 | 3,000 | | 3,000 | 0.0 % |
| 3232 | Fence Maintenance | 677 | 164 | 1,000 | 837 | | 837 | 16.4 % |
| 3237 | Park Signs | 105 | 201 | 200 | -1 | | -1 | 100.4 % |

Month No : 10

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 3255 Green Flag Status | 0 | 57 | 200 | 143 | | 143 | 28.4 % |
| 3269 Formal Gardens | 154 | 196 | 200 | 4 | | 4 | 97.9 % |
| 3270 Garden Planters | 0 | 0 | 200 | 200 | | 200 | 0.0 % |
| 3283 Groundstaff Welfare | 118 | 269 | 500 | 231 | | 231 | 53.8 % |
| 3287 Skate Park extension | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 3289 Multi User Games Area | 63,829 | 0 | 0 | 0 | | 0 | 0.0 % |
| 3291 Fireworks | 13,397 | 16,559 | 13,000 | -3,559 | | -3,559 | 127.4 % |
| 3292 Playsurface painting | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0 % |
| 3293 Insurance Incidents | 6,670 | 2,590 | 0 | -2,590 | | -2,590 | 0.0 % |
| Leisure :- Expenditure | 300,027 | 194,287 | 326,370 | 132,083 | 0 | 132,083 | 59.5 % |
| 3177 Cricket Pitch Hire | 1,542 | 861 | 1,200 | -339 | | | 71.8 % |
| 3178 Football Pitch Hire | 9,610 | 7,810 | 10,000 | -2,190 | | | 78.1 % |
| 3179 Tennis Court Hire | 1,313 | 1,418 | 1,500 | -82 | | | 94.5 % |
| 3181 Leisure Misc Income | 3,145 | 15,274 | 1,500 | 13,774 | | | 1018.2 |
| 3182 Mast Rental | 3,500 | 2,625 | 0 | 2,625 | | | 0.0 % |
| 3185 Drainage recharged to clubs | 720 | 720 | 700 | 20 | | | 102.9 % |
| 3186 Insurance Incidents | 6,130 | 3,102 | 0 | 3,102 | | | 0.0 % |
| 3187 Firework Income | 3,879 | 3,004 | 3,000 | 4 | | | 100.1 % |
| Leisure :- Income | 29,839 | 34,814 | 17,900 | 16,914 | | | 194.5 % |
| Net Expenditure over Income | 270,189 | 159,474 | 308,470 | 148,996 | | | |
| Leisure :- Expenditure | 300,027 | 194,287 | 326,370 | 132,083 | 0 | 132,083 | 59.5 % |
| Income | 29,839 | 34,814 | 17,900 | 16,914 | | | 194.5 % |
| Net Expenditure over Income | 270,189 | 159,474 | 308,470 | 148,996 | | | |

| 903 Leisure reserves | | | | | | | | |
|----------------------|-----------------------------|---|---|--------|--------|--|--------|-------|
| 9201 | Footpaths on park reserve | 0 | 0 | 22,444 | 22,444 | | 22,444 | 0.0 % |
| 9203 | New seats (leisure) reserve | 0 | 0 | 229 | 229 | | 229 | 0.0 % |
| 9204 | Park signs reserve | 0 | 0 | 4,827 | 4,827 | | 4,827 | 0.0 % |
| 9205 | Brookside Green reserve | 0 | 0 | 17,000 | 17,000 | | 17,000 | 0.0 % |
| 9206 | Car park reserve | 0 | 0 | 22,428 | 22,428 | | 22,428 | 0.0 % |
| 9207 | Formal gardens reserve | 0 | 0 | 98 | 98 | | 98 | 0.0 % |
| 9208 | Garden planters reserve | 0 | 0 | 1,736 | 1,736 | | 1,736 | 0.0 % |
| 9209 | Groundstaff welfare reserve | 0 | 0 | 1,432 | 1,432 | | 1,432 | 0.0 % |

Continued on Page No 2

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|------|------------------------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|----------------|
| 9210 | Balancing pond reserve | 0 | 0 | 9,411 | 9,411 | 9,411 | 0.0 % |
| 9211 | Skate park reserve | 0 | 0 | 7,443 | 7,443 | 7,443 | 0.0 % |
| 9212 | Artificial cricket net reserve | 0 | 0 | 7,500 | 7,500 | 7,500 | 0.0 % |
| 9213 | Play surface painting reserve | 0 | 0 | 7,876 | 7,876 | 7,876 | 0.0 % |
| 9214 | Equipment Reserve Fund | 0 | 0 | 1,430 | 1,430 | 1,430 | 0.0 % |
| 9215 | Ditch clearance | 0 | 0 | 848 | 848 | 848 | 0.0 % |
| 9217 | New road EMR | 0 | 47,630 | 47,631 | 1 | 1 | 100.0 % |
| | Leisure reserves :- Expenditure | 0 | 47,630 | 152,333 | 104,703 | 0 | 104,703 31.3 % |
| | Net Expenditure over Income | 0 | 47,630 | 152,333 | 104,703 | | |

| | |
|-------------------------------|----------------|
| SANDHURST TOWN COUNCIL | |
| Large Events Policy | |
| Approved: | Review: |

This policy supports the desire of Sandhurst Town Council for the public open space at Sandhurst Memorial Park to be used to host safe and entertaining public events. Supporting public events in Sandhurst is considered to be of significant benefit to promoting a happy, healthy and integrated community atmosphere, making the town a desirable place to live, work and play.

1. Definitions: A 'large event' is defined as 'any event at which the public will reasonably be expected to participate, by walking up and paying for any service. (Including, but not limited to: entrance fee, event programme, parking, drinks, food, charitable contributions, cake stalls, bouncy castle, fairground rides, animal rides etc.)'
2. The Large Event Policy will apply to all events matching the definition, whether the event is organised by those groups based on the Memorial Park or those based out of the area.
3. A Large Event organiser will be required to complete the most current form of the Bracknell Forest Council (BFC) Safety Advisory Group (SAG), and submit this to BFC with a copy sent to Sandhurst Town Council (STC) and will attend any meetings of the SAG if subsequently required, as condition of use of the Sandhurst Memorial Park. Any licenses that are required, as indicated on the SAG form will need to be obtained within the timescales set by BFC and a copy provided to STC.
4. The Large Event Organiser will demonstrate to SAG via the application form and meetings (if required) that arrangements are in place to ensure best practice for event organisation, particularly with reference to the BFC 'Guide for event organisers' (currently Version 10, issued June 2014) or the subsequent revisions of this document.
5. The Large Event organiser will supply to STC copies of public liability insurance with the appropriate levels of cover for the proposed event (Minimum £5 million public liability).
6. The Large Event organiser will supply to STC copies (electronic PDF format preferred) of any event organisation documentation that is reasonably requested, as a condition of use of Sandhurst Memorial Park.
(Including but not limited to: Risk assessments relating to food preparation and sale in a public area, traffic management plans, arrangements for exclusion of the public from areas using portable generator sets, or portable appliance tests for equipment plugged into mains.)
7. The Large Event organiser will confirm their understanding that STC accept no liability for any losses incurred as a result of the denial of permission to use the Memorial Park, following a failure to demonstrate appropriate safety and licensing arrangements to the satisfaction of BFC SAG and STC.
8. In no circumstances will the liability of STC exceed the value of the financial contribution made under item 11.
9. The Large Event organiser will prove as a condition of park use, that they have engaged positively with the existing on-site service providers, such as Sandhurst Sports Club, Sandhurst Town F.C., Sandhurst Town Boys and Girls F.C., Sandhurst Cricket Club and Pistachios in the Park, in order to ensure the uninterrupted right to trade of STC

leaseholders and to support those businesses and clubs which have already been determined by Sandhurst Town Council to be beneficial to the Sandhurst Memorial Park and the wider town.

Engaging positively is considered, as an absolute minimum, to comprise an email to the principal organisations listed above, outlining the proposed event and inviting a discussion regarding participation and contribution. STC must be provided a copy of all emails by email including STC@sandhurst.gov.uk in the 'cc' address box.

10. The Large Event organiser will attend meetings with STC Councillors and / or STC Officers to discuss the Large Event arrangements where reasonable notice of a meeting is given (10 working days in normal circumstances.) Large Event organisers are requested to invite a representative of STC to attend their own organising committees, to support good communication between the land owner and event organisers.
11. The Large Event organiser will propose and agree, in advance, a financial contribution to STC in return for the use of the Memorial Park, which is proportionate to the nature of the event. The proposed fee will be presented to and agreed by Leisure Committee where time allows, or will be agreed by the Chairman and Vice Chairman of Leisure Committee plus the Executive Officer or Deputy Executive Officer at short notice.
(It is considered reasonable that commercial events should pay a significantly higher fee than charitable events and events organised by local Sandhurst based clubs, whose contribution will be smaller or waived.)
12. The Large Event organiser is afforded no rights to affix any form of signage or other advertising, either their own or that of event sponsors, on land at the Memorial Park in the build up to an event, without the express written consent of Sandhurst Town Council.
13. The Large Event organiser is afforded no exclusive rights to the land at Sandhurst Memorial Park, and is prohibited from denying the public access to or through their event, other than where areas of the park must be excluded for reasons of public safety.
(For instance fencing an area around a portable generator set and a motorised fan for a bouncy castle is acceptable, to keep the passing public away from moving parts.)
14. Failure of a Large Event organiser to meet any of the terms of the Policy will result in landowner consent being withdrawn and access to the site will be denied.
15. All promotional material issued by the Large Event organiser must make clear who the event is being organised by.
16. The Large Event organiser must ensure appropriate security is provided for all aspect of the event.
17. The policy will be reviewed on a regular basis to ensure it remains a valid and effective tool for organising large events.
18. A checklist detailing the copies of documentation required by STC is included. This is to be completed by the organiser and sent to STC, 2 weeks prior to the event.

| |
|------------------------------------|
| Sign and date: |
| Organisation: |
| For proposed event (Date / Title): |

**LARGE EVENTS POLICY
CHECK LIST FOR EVENT ORGANISERS**
To be completed and returned to Sandhurst
Town Council weeks before the event date.
(stc@sandhurst.gov.uk)

| ACTION REQUIRED | ACTION TAKEN | COPY RECEIVED BY STC |
|---|--------------|----------------------|
| Complete SAG form and submit to BFC | | |
| Apply for relevant licenses via BFC | | |
| Supply copy of valid event insurance cover | | |
| Return signed copy of the large events policy | | |
| Contact Sandhurst Sports Club- Enterconfirmed@yahoo.co.uk | | |
| Contact Sandhurst Town F.C.- Enterconfirmed@hotmail.com | | |
| Contact Sandhurst Town Boys & Girls F.C.- Enterconfirmed@address.com | | |
| Contact Sandhurst Cricket Club Enterconfirmed@hotmail.co.uk | | |
| Contact Pistachios in the Park - Enterconfirmed@hotmail.co.uk | | |
| Contact Allotment Society – Enterconfirmed@ntlworld.com | | |
| Contact Scout Group Enterconfirmed@address.com | | |
| Contact Gardening Club Enterconfirmed@address.com | | |
| Arrange meeting with STC to discuss site plan | | |
| Propose fee for agreement by Leisure Committee or delegates | | |
| Confirm the SAG feedback and any action taken to address the feedback received | | |