



# SANDHURST TOWN COUNCIL

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

Executive Officer  
Angela Carey

Tel: 01252 879060 (24hr answer phone)  
Fax: 01252 860070

Email: [stc@sandhurst.gov.uk](mailto:stc@sandhurst.gov.uk)

Strategy & Policy Committee Meetings are open to the Public and Press.

Dear Councillors N. Allen (Chairman), Mrs J. Bettison (Vice Chairman), A. Blatchford, Mrs S Davenport, Mrs H Hill, P. Hodge, Ms G Kennedy, 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 28 March 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.

## 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 24 January 2019, as a true and correct record (pages 0848-0850).

## 4. Neighbourhood Action Group

Standing item to receive documents relating to work of the sub-committee where available. (Information item)

## 5. 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. (Decision item)

## 6. Sandhurst Youth Worker

To receive an update on the Sandhurst Youth Worker. (Information item)

## 7. Grant Awards 2019/20

To receive the recommendations of the grant panel. (Annexe 1). (Decision item)

### **8. Fees and Charges Review**

To receive and consider the recommended prices and terms and conditions for facility hiring in the 2019/20 financial year. (Annexe 2) (Decision item)

### **9. Councillors Allowance**

To discuss the allowance available for Town Councillors. (Decision item)

### **10. Roundabout Sponsorship**

To renewing the sponsorship of roundabouts in Sandhurst (Annexe 3). (Decision item)

### **11. Speed Watch Equipment**

To consider the purchase of speed watch equipment from the 2019/20 budget (Annexe 4) (Decision item)

### **12. War Memorial Repairs**

To consider a request from the Environment Committee to spend up to £5000 on repairs to the War Memorial in the 2019/20 financial year. (Decision item)

### **13. Police Point Repairs**

To receive an update on the repair work needed on the Police Point building (Annexe 5). (Decision item)

### **14. SRA request for Councillors Questions Page**

To consider a request from the SRA Executive Committee to introduce a Councillors Questions Page in the SRA Magazine. (Decision item)

### **15. Operation London Bridge**

To receive an update on the recommended actions and to consider further purchases. (Decision item)

### **16. Internal Audit**

To receive and accept the Audit Report & Risk Assessment of financial systems and internal controls. (Annexe 6) (Decision item)

### **17. Press and Publicity**

To plan press and publicity messages for the forthcoming period if required. (Decision item)

### **18. 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 consider quotes for a Health & Safety Consultant as the current agreement comes to an end (Annexe 7). (Decision item)
- b) To review the new lease agreement for leaseholder A that has been prepared by Coffin Mew Solicitors (Annexe 8). (Decision item)
- c) To consider a grant application from Sandhurst and District Corps of Drums (Annexe 9). (Decision item)

### **19. Date of next meeting**

The date of the next meeting to be confirmed as 30th May 2019. (Procedural item)

**SANDHURST TOWN COUNCIL - GRANT CONTRIBUTIONS**

**FINANCIAL YEAR 2019/2020**

<b>ORGANISATION</b>	<b>PURPOSE REQUIRED</b>	<b>AMOUNT</b>
Berkshire Multiple Sclerosis Therapy Centre	Towards the cost of therapy and treatments	£400
Bracknell & District Parkinson's Branch	Subsidised hydrotherapy and physiotherapy	£300
College Meadow Residents Association	Hedgerow planting scheme - Marshall Road	£350
DrugFam (The Nicholas Mills Foundation)	Provision of new support group in Sandhurst	£500
Homestart BF	Training and supervision of a Sandhurst volunteer	£300
Keep Mobile	Increase transport provision for day excursions	£300
Nepalese Strongest Voices	Transport to Jealotts Hill Community Landshare	£300
Sandhurst Counselling Service	Support for service running costs	Declined
SE Berkshire Gang Show	Towards the cost of costumes	Declined
South Hill Park Arts Centre	Support for creative learning programme	Declined
Youthline Limited	Provision of counselling service for young people	£1,500
Citizens Advice Bureau	Contribution to availability of advice service in Sandhurst	£2,759
Sandhurst Day Centre	Contribution of day centre services	£17,661
Sandhurst Museum Trust	Support with presentation and archiving materials	£100
Footpath Ranger (Bracknell Forest Council)	Contribution to Rights of Way Ranger post	£2,166
Ambarrow Court (BFC)	Support for woodland management	£500
Blackwater Valley	Support for Blackwater Valley management	£5,200
Sandhurst Churchyard (PCC St Michaels)	Support for Churchyard	£3,500
		<b>£35,836</b>

## ANNEXE 2 -COMMUNITY HALL COMPLEX AT SANDHURST MEMORIAL PARK -

### STANDARD TERMS AND CONDITIONS OF HIRE

1. **THE HIRER** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let the premises.
2. **THE HIRER** shall not allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance.
3. **THE HIRER** shall not sell intoxicating liquor without the prior consent of the Council. A copy of the Temporary Events Notice and any other Licenses 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.**
4. **THE HIRER** shall be responsible for obtaining such licenses or Temporary Events Notice as may be needed whether for sale or supply of intoxicating liquor, or for Phonographic Performance or otherwise, and for the observance of the same.
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 £250 excess.  
Sandhurst Town Council accepts no liability for loss or damage of goods, clothes, valuables etc.
6. **THE HIRER** is responsible for ensuring that the doors are kept shut when music is in progress to reduce noise nuisance to neighbours. There is a noise sound meter in place which will cut off music if it is above acceptable level.
7. **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.
8. **THE HIRER** shall be responsible for leaving the premises and surroundings in a clean and tidy condition. On arrival the Caretaker will run through a checklist to ensure that the hirer is aware of their responsibilities. At the end of the booking the same checklist will be completed with the hirer. Only on the satisfaction of the Caretaker will the full refund of the Indemnity Deposit be arranged. NB please note this is not immediate.
9. **IF THE HIRER** wishes to cancel the booking(s) 4 weeks' notice in writing is required or the deposit will be forfeited.

10. **THE COUNCIL** reserves the right to cancel any 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 monies already paid.
11. **THE COUNCIL** reserve the right to consider future bookings up to 18 months in advance of the current date.
12. **THE COUNCIL** reserve the right to increase the price of hiring the Sandhurst Community Hall complex on the 1st April each year.
13. **THE COUNCIL** reserve the right to charge the hirer for the duration that the hall is occupied by them. This includes time required for setting up prior to the event and cleaning up after the event.
14. **THE HALL CAPACITY** is 150 seated and 200 standing. The Kitty Dancy Room is 100 seated and 140 standing.
15. **THE HIRER** will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, safely from damage, however slight or change of any sort and the behaviour of all persons whatever their capacity.
16. **THE DUTY CARETAKER** reserves the right to terminate any booking in progress if the behaviour is deemed unacceptable.

#### **PERFORMING RIGHTS SOCIETY**

**THE COUNCIL** shall be responsible for the registration with the Performing Rights Society (PRS).

**THE HIRER** shall comply with all the conditions and regulations made in respect of the premises by the Town Council, the Local Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

#### **GAMING BETTING & LOTTERIES**

**THE HIRER** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

#### **FOOD & DRINK**

**THE HIRER MUST INFORM** The Council of any intended use of the outside areas for recreational purposes, i.e. for BBQS.

The oven is to be solely used for the heating up of food, not cooking.

**THE HIRER** shall if preparing or serving food observe all relevant food health and hygiene legislation and regulations.

### **ELECTRICAL APPLIANCES**

**THE HIRER** shall ensure that any electrical appliances brought themselves (or anyone in connection with this hire, e.g. DJs, caterers, etc.) to the premises and used there shall be safe and in good working order and used in a safe manner; fitted with effective suppressers and properly earthed and insulated and PAT tested where required.

**THE COUNCIL** reserves the right to disallow the use of Bubble Machines and Smoke machines.

### **RESPONSIBILITIES**

**THE PERSON RESPONSIBLE** for all conditions being met on the night must sign the booking form and be present for the duration of the hire.

**THE HIRER** shall be responsible for the security of the building during the period of hire. The front door must be secured when not in use to prevent unauthorised admissions to the building. Fire exits and escape routes must be kept free from obstruction. In the event of the fire alarm sounding **THE HIRER** must call the Fire Brigade and ensure the premises have been vacated.

**THE HIRER** shall ensure that the "No Smoking" rule is obeyed this includes the whole building.

**THE HIRER** shall not erect any advertising materials on street furniture or outside the perimeter of the grounds. (This is to comply with Bracknell forest Borough Council and Highway legislation).

**THE COUNCIL** will provide a fire precautions leaflet and explain the procedures fully before the event begins.

### **FURNITURE**

**THE HIRER** may use the tables and chairs provided but may not use any other equipment belonging to other users of the hall. All tables and chairs must be returned to the storage areas.

**THE HIRER** shall not move any furniture from any of the rooms under any circumstance.

### **DAMAGE AND INJURY**

**DAMAGE TO THE WALLS** - Nothing may be stuck to the walls, doors, windows, floors, curtains or stage without the written consent of SANDHURST TOWN COUNCIL. There are cork boards which may be used in the Main Hall.

**THE COUNCIL** shall not be responsible for any loss to or damage to any vehicle or any possession which is the property of the hirer or of person using the premises.

**THE COUNCIL** shall not be responsible for injury to any person unless negligence on the part of the Council can be proved.

**THE COUNCIL** will return the indemnity deposit after the event providing the hall is in good condition.

### **RUBBISH**

**THE HIRER** may leave no more than **4** black sacks of rubbish.

### **CAR PARKING**

**THE HIRER** will need to inform the Council if they have a vehicle over 2 metres high as the height barrier will need to be opened to allow access.

**HIRERS** requiring vehicle access to the front of the hall for loading and unloading outside of office hours (Mon-Fri 9-5) will be able to obtain a key to the bottom barrier.

A **CASH** deposit of **£50** will be required for the key. The key must be collected from and returned to the office following each hire.

All Vehicles must be moved to the car park during the hire to keep the access free for emergency vehicles.

**THE COUNCIL** reserves the right to remove this facility if the gate is left unlocked at any point during the booking.

The key remains the property of the **THE COUNCIL** and it must be surrendered to the Council office during the week following the booking. The deposit of £50 cash will then be returned.

**THE COUNCIL** do not allow hirers to reserve areas of the car park.

**THE MAIN CAR PARK GATE** will be locked at 10.00pm. Hires continuing beyond this time will have the gate opened by the on duty caretaker at half hour intervals beginning at 10.25pm and continuing until the end of the hire time to allow all vehicles to exit.

**THE HIRER** will abide by the principles **RESPECT, RESPONSIBILITIES & RIGHTS** in all matters relating to this contract. See [www.sandhurst.gov.uk](http://www.sandhurst.gov.uk) for further details.

**ANNEXE 2 -Table 1 – Recommended Charges 2019/2020**

<b>Product Description</b>	<b>Notes</b>	<b>Current</b>	<b>Revised April 1st 2019</b>	<b>Unit of Hire</b>
Community Hall Group 1	GU47&Regular Users	£24.00	£25.00	hour
Community Hall Group 2	Commercial Traders	£40.00	£42.00	hour
Community Hall Group 3	Community	£18.00	£19.00	hour
Community Hall Group 4	Youth	£12.00	£13.00	hour
Community Hall Group 5	Non GU47 residents	£40.00	£42.00	hour
Kitty Dancy Hall Group 1	GU47&Regular Users	£18.00	£19.00	hour
Kitty Dancy Hall Group 2	Commercial Traders	£40.00	£42.00	hour
Kitty Dancy Hall Group 3	Community	£12.00	£13.00	hour
Kitty Dancy Hall Group 4	Youth	£8.00	£9.00	hour
Kitty Dancy Hall Group 5	Non GU47 residents	£40.00	£42.00	hour
After 11pm Hall premium	Both Halls 1 extra hour charge	various	no change	hour
Indemnity Deposit *	All hall users	£200.00	£250.00	per hire
Field Hire - Public		£55.00	£60.00	day
Field Hire – Fun Fair	Operating day	£230.00	£250.00	day
Field Hire – Fun Fair	Set up day	£85.00	£90.00	day
Field Hire – Fun Fair	Pull off day	£85.00	£90.00	day
Field Hire Tug of War	Tournaments/Competitions	£55.00	£60.00	day
Mini Football pitch	Up to U13s	£16.00	£16.50	match
Junior Football Pitch	U14s – 18s	£30.00	£31.00	match
Senior Football pitch	Adult	£60.00	£65.00	match
Changing room hire	All sports	£19.00	£20.00	match
Tennis Club Block	Regular sessions	£600.00	£650.00	Annual
Tennis Club Additional	Ad hoc members games	£3.00	£4.00	hour
ABC Tennis Coaches		£3.00	£4.00	hour
Tennis Adults		£7.00	£8.00	hour
Tennis Youth		£3.00	£3.50	hour
Cricket Pitch Senior		£60.00	£65.00	match
Cricket Pitch Evenings		£35.00	£37.00	match
Cricket Pitch Colts	Under 18s	£21.00	£22.00	match
Unauthorised Pitch Use **	Regardless of age		£100.00	Per instance

**\* Indemnity deposits will be required for all hall users. If paying by cheque all balances including the indemnity deposit are required 14 days in advance of the event, if paying by cash all balances including the indemnity deposit are required 7 days in advance of the event.**

**\*\* Unauthorised use of any pitch for games will result in a fine of £100 per instance regardless of age.**



**ANNEXE 2**

**SANDHURST TOWN COUNCIL**



Council Offices, Sandhurst Memorial Park, Sandhurst, Berkshire, GU47 9BJ  
 Tel: 01252 879060 email: stc@sandhurst.gov.uk

**BOOKING FORM**

Contact Name Of Hirer	Landline	
	Mobile	
	Email	
Address		
Post Code		
Organisation		Public Liability Insurance Details
Event Purpose		
Hire Details	Date:	Time From: Time to:
Please tick all that apply to your event: If you answer YES to b) or d) <b>you must supply a Temporary Event Licence Number:</b>	a) Supply alcohol (at no charge)	
	b) Selling alcohol	
	c) Playing recorded music	
	d) Playing recorded films	
	e) Supply food (at no charge)	
	If Yes to b) or d) Temporary Event Notice Number (TEN):	
Will you require chairs? Will you require tables?	Yes/no	Number Required
Do you need a vehicle to come up to the hall to unload/load? – e.g. Disco	Yes	or No
<b>Is Vehicle over 2 metres in height? NB we require this information no later than 4 weeks before the booking.</b>	Yes	or No
<p><b>If yes, state arrival time for this vehicle(s)</b></p> <p><b>and state departure times for this vehicle(s)</b></p> <p><b>In order to achieve access to the front of the building for unloading and loading a CASH deposit of £50 is payable for the key to the gate. This is refundable on return of the key. The key can be collected from the office during the week before the booking and must be returned the week following the hire.</b></p> <p><b>Failure to LOCK the gate behind each vehicle will result in the use of the key being revoked for all future hires.</b></p> <p><b>NB: ALL vehicles must be moved to the car park during the booking period to keep access free for emergency vehicles.</b></p>		

Facility	Hourly rate	No. of hours	After 11pm Premium	No. of hours	Sub-total
Main Hall					
Kitty Dancy Room					
				Hire charge total (For single booking, or per session for multiple bookings.)	Grand total
Payments	Amount Owed	Amount Paid	Date	Staff signature	
30% Deposit					
Balance					
Indemnity (Refundable)					

NOTE: The deposit required to hold the booking for the Hall is 30%. The balance is payable at least 21 days before the event.

The Refundable Indemnity Deposit of £250.00 is payable at least 7 days prior to the event, with payment preferred by cash or BACS: Sort code 60-18-53 A/C 47406682 Name: Sandhurst Town Council. If payment of indemnity deposit is by cheque it must be 14 days prior to event to ensure cleared funds. Cheques for indemnity deposits will always be cashed.

Minimum hiring period – 2 hours.

**The premises must be cleared and vacated by the expiration of the hiring period. (The very latest is 11.30pm).**

**PLEASE NOTE THE MAIN CAR PARK WILL BE LOCKED AT 10.00PM.** Hires continuing beyond this time will have the gate opened by the on duty caretaker at half hour intervals beginning at 10.25pm and continuing until the end of the hire to allow all vehicles to exit.

**I hereby confirm that I have read and understood the Conditions of Hire and agree to conform to all the conditions therein and I enclose the Deposit of £..... required.** Cheque made payable to Sandhurst Town Council.

Hirers Name (Print)		Signature		Date	
Sandhurst Town Council		Signature		Date	

**IN ORDER TO CONTACT YOU REGARDING YOUR BOOKING, SANDHURST TOWN COUNCIL REQUEST PERMISSION TO MAINTAIN YOUR DETAILS ON FILE. THESE DETAILS WILL NOT BE SHARED WITH ANY 3RD PARTIES.**

**PERMISSION MAY BE WITHDRAWN AT ANY POINT BY WRITING TO US AT:**

**Sandhurst Town Council, Sandhurst Memorial Park, Yorktown Road, Sandhurst, Berkshire, GU47 9BJ**

Please tick box:

**I HEREBY GIVE PERMISSION FOR SANDHURST TOWN COUNCIL TO HOLD MY PERSONAL DETAILS FOR THE PURPOSE OF CONTACTING ME REGARDING MY BOOKING. I UNDERSTAND THAT MY DETAILS WILL BE KEPT SECURELY UNTIL THE END OF THE YEAR**

Signature:

**FOLLOWING MY BOOKING AND THEN SECURELY DESTROYED.**

**ANNEXE 2 -Table 2 Variations to Fees**

<b>HIRER</b>	<b>SPECIAL TERMS</b>	<b>STANDARD COST</b>	<b>PROPOSED COST</b>	<b>VARIANCE</b>	<b>COMMENTS</b>
Short Mat Bowls	Monday 6.45 – 9.15 charged for 2 hours	£50.00	£33.00	£17.00	Historic agreement (No charge for set up time)
	Friday – room allocated 1.45 – 9.15=7.5 hrs	£187.50	£123.00	£64.50	
	Used 1.45-4.15 2.5 hrs &	£50.00	£33.00	£17.00	
	6.45-9.15 2.5 hours	£50.00	£33.00	£17.00	
	Main Hall on Saturday match days	£200.00	£162.00	£38.00	Historic agreement (No charge for set up time)
	Kitty Dancy Hall Saturday match days	£152.00	£91.00	£61.00	Historic agreement (No charge for set up time)
S T B & G F C	Annual Tournament May (16 mini @9 hrs)	£2376.00	£500.00	£1876.00	Reduced to support club fundraising
Lewis Marsh Tournament	Annual Tournament May (16 mini @9 hrs)	£2376.00	£0.00	£2376.00	Charity – no charge
Sandhurst Town F.C.	Pitch Maintenance Fees		£1100.00		Annual Fee
Sandhurst W I	Discounted rate for meetings	£75.00	£51.50	£23.50	Historic agreement (No charge for set up time)
STC Liaison & Res Assoc	No charge	£38.00	£0.00	£38.00	No charge – Effectively STC working groups
Sandhurst Tug of War	No charge for training	£60.00	£0.00	£60.00	Historic agreement supporting unique heritage
Scouts/Beavers/Cubs	No charge for summer tournament	£891.00	£0.00	£891.00	Historic agreement support orgs fundraising
Charity Cricket Match	No charge	£65.00	£0.00	£65.00	Charity – no charge
B V C T AGM	No charge	£45.50	£0.00	£45.50	Supported partner no charge
Sandhurst Churches Together	No charge for carol service No charge for Songs of Praise	£57.00 £57.00	£0.00 £0.00	£57.00 £57.00	Historic agreement
C A B	No charge	£57.00	£0.00	£57.00	Supported partner no charge
BFC Ranger Activities	No charge	£117.00	£0.00	£117.00	Supported partner no charge

## ANNEXE 3: Roundabout Sponsorship

Meeting: Strategy & Policy  
Committee

Date: 28<sup>th</sup> March 2019

Agenda item: 10

Author: Angela Carey

### 1. Purpose of report

To apprise Councillors of the current situation regarding the sponsorship of roundabouts in Sandhurst.

### 2. Background

The below correspondence has been received from BFC-

A number of years ago Sandhurst Town Council installed signs promoting 'Sandhurst Pride' on four of the roundabouts in the Sandhurst area. These locations are:

BR91	Owlsmoor RAB	Rackstraw Road/Evenlode Way
BR92	Snaprails RAB	Rackstraws Road/Abingdon Road
BR93	Yorktown Road & Laundry Lane	Yorktown Road/Laundry Lane
BR94	Tank Road RAB	Tank Road/Laundry Lane

As this sponsorship has now ended please could you arrange to have these signs removed.

Should STC wish to consider continuing with the sponsorship of the roundabouts the following costs will be incurred -

Site rates are anywhere between £4250 and £6250 per annum per site. Prices include design, print and installation of new signs.

If STC wish to secure all 4 sites again for a 3 year contract term a more favourable rate of £12,000 +vat per annum would be offered.

### 3. Recommendation

To discuss and consider the continuation of the sponsorship.

<b>ANNEXE 4: Speed Watch Equipment</b>	
<b>Meeting: Strategy &amp; Policy Committee</b>	<b>Date: 28<sup>th</sup> March 2019</b>
<b>Agenda item: 11</b>	<b>Author: Angela Carey</b>

### **1. Purpose of report**

To apprise Councillors of the proposed purchase of speed watch equipment.

### **2. Background**

A budget line was included in the proposal of the 2019/20 budget to Town Council on 7<sup>th</sup> February to allow for the purchase of Speed Watch Equipment by STC. The budget was approved (resolution number 1760).

The purchase price has been confirmed as £1995.00.

Training opportunities have been offered by TVP to ensure that the equipment is operated correctly.

Previous equipment was lent out to various individuals and was not used appropriately or cared for with consideration. I would like to suggest that this equipment is only used by trained individuals and not lent out to anyone else. I would also like to suggest that it is kept at the Council Office.

### **3. Recommendation**

To discuss and consider the purchase of the equipment and the location where it would be kept if purchased.

ANNEXE 5: Police Point Repairs	
Meeting: Strategy & Policy Committee	Date: 28 <sup>th</sup> March 2019
Agenda item: 13	Author: Angela Carey

### **1. Purpose of report**

To apprise Councillors of the repairs required on the Police Point premises.

### **2. Background**

The front wall of the building is in need of repair.

Two quotes have been obtained to replace the front door and window. The prices are-

- a) Supplier A – £1353.00 plus VAT
- b) Supplier B- £1752.28 plus VAT

Both quotes are to replace the window and door like for like. STC have used both suppliers recently.

### **3. Recommendation**

To discuss and consider the quotes.