



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, Mrs S. Davenport, Ms G. Kennedy, R. Limbu, R. McKenzie, Mrs M. Mossom, R. Mossom, P. Panesar, M Sanderson, N. York.

You are hereby summoned to attend a meeting of the **Leisure Committee** to be held via **Zoom** on **Thursday 21st January 2021** 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)

Join Zoom Meeting

<https://us02web.zoom.us/j/87023839507?pwd=b21FWTNCTnNaeENrUVN0VTIMNHVCZz09>

Meeting ID: 870 2383 9507

Passcode: 697417

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 19th November 2020 (pages 1070-1073) as a true and correct record. (Decision item)

4. Memorial Park Maintenance

a) To inform the Committee of a blockage by the river that is impacting the allotments.
(Information item)

b) To consider a query raised by a resident concerning the lights on the path from the sports club to the balancing pond (Annexe 1). (Decision item)

c) To consider a request from Sandhurst Boys and Girls FC to review the way in which pitches are inspected and decisions on pitch usage are made (Annexe 2). (Decision item)

5. Forest School

To consider a request for a Forest School to be held in the Memorial Park (Annexe 3). (Decision item)

6. Memorial Tree

To consider a request for a memorial tree to be planted in the Memorial Park (Annexe 4). (Decision item)

7. Owlsmoor Play Area

To receive an update from the working group for the refurbishment of Owlsmoor play park. (Annexe 5). (Decision item)

8. Outdoor Exercise Gym

To receive and consider a request from a resident concerning outside gym equipment. (Annexe 6). (Decision item)

9. Cricket Club Event

To receive and consider a request for permission to hold the annual fundraising event in the Memorial Park subject to Government restrictions. (Decision item)

10. Green Flag Status

To receive an update on the possible changes concerning the Green Flag application (Annexe 7). (Decision item)

11. Tree Policy

To consider a request from a Councillor for STC to create a tree policy. (Decision item)

12. Budget Review

To review the Leisure Committees budget for 2021/22 ahead of the budget setting meeting in February. (Annexe 8) (Decision item)

13. 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)

14. Councillor Reports

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

15. Sports Club

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

16. Sandhurst Residents Association

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

17. Sporting Clubs and Societies

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

18. Next meeting

To confirm the next meeting date as 18th March 2021. (Procedural item)

ANNEXE 1: Lighting on Memorial Park	
Meeting: Leisure Committee	Date: 21st January 2021
Agenda item: 4b	Author: Angela Carey

1. Purpose of report

To apprise the Leisure Committee of a request raised by a resident concerning the lights on the path from the sports club to the balancing pond.

2. Background

The below request was raised by a resident-

May I ask why the footpath lamps from Sandhurst Community Centre through to the Memorial Park lake (along the stream) are always turned off in the evenings, unlike the footpath lamps along from Pistachios Cafe which are always thankfully on?

Is it a cost cutting measure? If so, why were they installed in the first place?

For those like myself who have to walk their dog in the evenings it would make such a difference, not to mention the security and safety it would provide.

The lights that are situated on the path from the sports club to the balancing pond are controlled by STFC.

I have been informed that following advice the lights were not turned on permanently due to the natural habitat needed for the bats that occupy the area.

3. Recommendation

To discuss and consider the request.

ANNEXE 2: Football Pitches	
Meeting: Leisure Committee	Date: 21st January 2021
Agenda item: 4c	Author: Angela Carey

1. Purpose of report

To apprise the Leisure Committee of a request raised by Sandhurst Boys and Girls FC to review the procedures for the use of the football pitches.

2. Background

Following some facebook comments from a manager of one of the football teams he was asked to refer the matter to the club Chairman.

The Chairman of SB&G FC has sent in the below comments-

I am following up on the emails between yourself and one of the managers regarding the pitches, a subject on which you and I have spoken and communicated many times.

Whilst I understand and respect the council policies, we are in unprecedented times which I believe warrant a review. Whilst I am the Chairman of STBGFC, I am writing this as a coach and a parent whose children have had a very difficult year and the manager makes a very relevant point when he raises the issue of the need to look after the mental and physical well-being of the children in the Sandhurst community.

Neil Harris, CEO of Sport in Mind, has said: "Engaging in sport is one the most effective ways to promote mental wellbeing, as when we exercise, our body releases endorphins that make us feel happier. Sport can help children lift their mood; reduce symptoms of stress, anxiety and depression; combat isolation; help boost confidence levels and self-esteem; and improve concentration levels."

There is little doubt that during much of this year children have missed the camaraderie and adrenalin rush that sport provides, with some also feeling a disconnection from a typically healthy lifestyle and their usual support networks. The importance of children's and youth sport is recognised by the approval for it to continue despite other Covid restrictions. Sporting programmes, operating within the restrictions and guidelines set, give children that much-needed sense of belonging to a community, which is vital for mental wellbeing.

Ali Oliver, chief executive of the Youth Sport Trust, echoes this sentiment, saying: "Sport has such power to bring people together and to improve lives, even through the most difficult of times". So, moving forward to a 'new normal' "it will be vital that schools, families and sports clubs have the support and guidance they need to ensure all young people benefit from the positive impact that good-quality physical education and school sport brings to their wellbeing", says Oliver. Whilst he is quoted as referring to school sport, the message applies equally to club sport.

Whilst I write as Chairman of STBGFC, this is not about the club: it is about our children whom I believe warrant special consideration in the current environment in which we are having to live. There is of course also the issue of lack of exercise and childhood obesity.

I am not suggesting that we have carte blanche to play on the pitches regardless of condition but would like to think that more leeway can be given to allow games to go ahead. Where the decision is marginal, for example, approval should be given for matches to be played. Needless to say, referees and coaches would not allow a match to be played if conditions are really bad.

I look forward to your comments and thank you for your support.

The current procedure is that the pitches are inspected by the Ground staff on Friday at 2pm. This is to provide an early heads up if there is a problem. The pitches are also inspected on a Saturday & Sunday morning as the weather may change overnight having an impact on the ground. The pitches are then either played on, reallocated, or cancelled according to the ground staff's decision following the inspection. The designated contact from the football club is notified of any changes or cancellations.

STC have cancelled games due to the condition of the pitches four weeks out of fifteen this season. On the days that pitches were cancelled there was only one occasion when all games were called off. The other times related to individual pitches being unsuitable for play.

3. Recommendation

To discuss and consider the procedures.

ANNEXE 3: Forest School	
Meeting: Leisure Committee	Date: 21st January 2021
Agenda item: 5	Author: Angela Carey

1. Purpose of report

To apprise the Leisure Committee of a request raised to hold a Forest School in the Memorial Park.

2. Background

The below request has been raised-

I am making an inquiry to see if there is potential for myself to host a small forest school within Balancing Pond.

The Forest school would need to be in a wooded location within your area, and serve between 8-10 students (ages 3-5) along with their parents, up to three times per week.

As i understand i will be using an external environment, i intend to keep this project sustainable (not cutting down any living woodland, damaging the environment etc.) and be open to paying a fee for the use of the land.

I have all the necessary qualifications, insurance and paperwork, i just need a location and feel your area would be a suitable site.

I am predominantly looking for an area to host a small forest school session for early years children, with their parents present during the session.

The main activities will be forroging, treasure hunting, basic arts and crafts using natural materials, no fire lighting or cutting trees etc. All activities will be sustainable and any resources required will be brought to the site. This is in the hope that once the sessions have finished, there should be no sign of use within that space.

This would be a private business requesting payment per session.

I will be a qualified level 3 forest school practitioner hopefully in the near future, and so just making enquiries to see where would be applicable to hold these types of sessions.

3. Recommendation

To discuss and consider the request.

ANNEXE 4: Memorial Tree	
Meeting: Leisure Committee	Date: 21st January 2021
Agenda item: 6	Author: Angela Carey

1. Purpose of report

To apprise the Leisure Committee of a request received from The Sandhurst Historical Society to plant a Memorial tree in the park.

2. Background

A request has been received from the Sandhurst Historical Society to plant a tree near to the council building to commemorate the club.

The club made the decision to close from 31st December 2020.

A flowering tree has been requested.

Should the request be agreed it has been suggested by the Grounds staff that a Cherry or Magnolia tree is planted between the flower bed and the War Memorial, in front of the Council Office.

3. Recommendation

To discuss and consider the request.

ANNEXE 5: Owlsmoor Park	
Meeting: Leisure Committee	Date: 21st January 2021
Agenda item: 7	Author: Angela Carey

1. Purpose of report

To apprise the Leisure Committee of the progress of the Owlsmoor Park Working Group.

2. Background

The Working Group visited the park and the following was suggested-

- Replace the picnic benches in play area.
- Replace bench by the Holly bush in the play area.
- Replace bins (6-8 needed).
- Replace the flooring under the swings and basket swing.
- Remove the small slide, see-saw and climbing frame.
- Keep the springer, wooden climbing equipment, swings and basket swing.
- Replace removed items with another springer, roundabout, 2 x climbing frames and see-saw.
- Remove the fencing at the entrance by Oak Avenue and replace with a plated hedge.

Quotes for flooring -

Flooring under the swings.

(There is also a need for flooring to be replaced in the Memorial Park due to wear and tear therefore quotes have been obtained for this as well).

Quote A –

Memorial Park –

Remove and dispose of existing grass matting.

Excavate area of approx. 212msq.

Install subbase.

Supply and install membrane and stone.

Supply and install Tiger Mulch surfacing to a depth of 40/50mm.

Cost excluding VAT - £15211.00

Owlsmoor Park-

Remove and dispose of existing wetpour surface.

Redress and compact existing subbase.

Supply and install approx. 93msq membrane and stone.

Supply and install tiger mulch at a depth of 40/50mm with 3 colour wear pads in colour under flat swings and basket swing.

Cost excluding VAT - £5719.50

Quote B-

Memorial Park-

Remove and dispose of existing surface.

Excavate area to a minimum of 100mm.

Supply and install membrane.

Supply and install Tiger Mulch.

Cost excluding VAT - £17800.00

Owlsmoor Park-

Remove and dispose of existing surface.

Prepare existing subbase.

Supply and install membrane.

Supply and install tiger mulch colour under flat swings and basket swing.

Cost excluding VAT - £7342.00

Quote C-

Memorial Park

Remove and dispose of existing surface and recompact sub base. Supply and install premium grade resin rubber mulch to a depth of 40mm- excluding VAT - £15737.58

Owlsmoor Park

Remove and dispose of existing surface and recompact sub base. Supply and install premium grade resin rubber mulch to a depth of 40mm- excluding VAT £8775.00

Quote D-

Memorial Park –

Supply and lay rubber mulch to entire area including the removal of existing materials excluding VAT £16599.00.

Owlsmoor Park –

Supply and lay rubber mulch to entire area including the removal of existing materials excluding VAT £9184.

Costings for replacement equipment-

Bins - £2400

Benches - £4150

Plants - £1000

Play equipment including installation-

Quote A /Quote B

Springer – Bobby inclusive - £ 926.00/Daisy Rocker(non inclusive)- £990.00

Roundabout - £5663/ £8120

See Saw - £1808.00/£2060

Climbing Frames – Unimini Piketo - £8557.00 & Unimini Amorette - £8391.00/ Balin Castle £8620.00 & Morgan Le Fay - £10810.00

The estimated total spend for the project will be £40,000.

The agreed budget to be taken from CIL is £30,000.

There is a £1000 budget for benches in the park, £500 for bins, £8500 for play equipment parts and repairs and £1000 for fencing however these are annual budgets for both the Memorial Park and Owlsmoor Park and spending them will limit any incidents that may require replacements throughout the coming financial year.

3. Recommendation

- a) To discuss the various options and consider the quotes.
- b) To agree budget and approach the Strategy & Policy Committee for further funds if needed.

ANNEXE 6: Outdoor Gym Equipment

Meeting: Leisure Committee

Date: 21st January 2021

Agenda item: 8

Author: Angela Carey

1. Purpose of report

To apprise the Leisure Committee of a request raised by a resident concerning outdoor gym equipment.

2. Background

The below request was raised by a resident-

I am a resident in Sandhurst, and a retired NHS GP of Sandhurst Group Practice. Another contributor to the Facebook group suggested having a gym installed in the park for local residents to use. I personally think this is a cracking idea and would improve both the physical and mental health and well-being of those in the community who wish to use such a facility. I understand there are many parks that have such facilities for their communities. Whereas there are also local gyms in the area I'm afraid there are certain residents who would find the cost prohibitive.

Please refer to the picture below that I have pinched from this thread in the Facebook group.



3. Recommendation

To discuss and consider the request.

ANNEXE 7: Green Flag Status	
Meeting: Leisure Committee	Date: 21st January 2021
Agenda item: 10	Author: Angela Carey

1. Purpose of report

To apprise the Leisure Committee of the possibility of BFC no longer applying for Green Flag Status for its parks.

2. Background

I have been notified that BFC are currently reviewing the Green Flag applications that they submit annually. It is likely that they will no longer submit applications for any of the parks in the Borough. Currently our Green Flag Status is linked to Shepherd Meadows, therefore the submissions have always been done by BFC.

Should BFC make the decision to cease applying STC have two choices –

- a) No longer participate in the Green Flag Status.
- b) Apply for the Green Flag for the Memorial Park in isolation. This application would be made directly by STC. The cost for the application is £379.00.

3. Recommendation

To discuss and consider the status going forward.

13:10

Detailed Income & Expenditure by Budget Heading 07/01/2021

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Leisure								
3177 Cricket Pitch Hire	1,040	780	1,200	420			65.0%	
3178 Football Pitch Hire	10,764	5,130	10,000	4,870			51.3%	
3179 Tennis Court Hire	2,280	814	1,500	687			54.2%	
3180 Tug of War Hire	0	0	1,500	1,500			0.0%	
3181 Leisure Misc Income	7,645	1,851	0	(1,851)			0.0%	
3182 Mast Rental	3,500	2,625	0	(2,625)			0.0%	
3185 Drainage recharged to clubs	736	740	700	(40)			105.7%	
3186 Insurance Incidents	0	1,260	0	(1,260)			0.0%	
3187 Firework Income	2,333	0	3,000	3,000			0.0%	
Leisure :- Income	28,297	13,199	17,900	4,701			73.7%	0
3101 Salaries/Wages/N.I	102,207	78,141	113,815	35,674		35,674	68.7%	
3102 Mobile Phone	407	423	800	377		377	52.9%	
3104 Grounds Maintenance	218	3,891	17,600	13,709		13,709	22.1%	
3105 Weed, Worm & Moss Treatment	4,879	0	0	0		0	0.0%	
3106 Topsoil & Dressing	3,046	0	0	0		0	0.0%	
3107 Seed & Turf	2,133	0	0	0		0	0.0%	
3108 Marking Compounds	1,943	1,200	5,000	3,800		3,800	24.0%	
3109 Essential Expenses	3,278	2,625	3,500	875		875	75.0%	
3110 Hire of Machinery	245	56	1,700	1,645		1,645	3.3%	
3111 Shrub & Tree Maintenance	84	0	1,000	1,000		1,000	0.0%	
3113 Mole Treatment	0	0	500	500		500	0.0%	
3115 Bark Chippings/Play Surfaces	666	1,406	4,500	3,094		3,094	31.3%	
3116 Playpit Sand	0	0	1,000	1,000		1,000	0.0%	
3118 Play Equipment Parts/Repairs	3,101	3,512	8,500	4,988		4,988	41.3%	
3119 Skater Ramp Maintenance	420	0	6,000	6,000		6,000	0.0%	
3120 Servicing	6,886	5,876	12,000	6,124		6,124	49.0%	
3122 Fuel & Lubricants	1,557	1,781	5,000	3,219		3,219	35.6%	
3123 Equipment Reserve Fund	2,293	0	5,000	5,000		5,000	0.0%	
3124 Protective Clothing	1,599	440	2,000	1,560		1,560	22.0%	
3125 Sports Equipment	112	819	1,000	181		181	81.9%	
3126 Tools	243	186	500	314		314	37.2%	
3127 Drain Cleaning	0	0	1,000	1,000		1,000	0.0%	
3128 Drainage Management Pim	920	1,240	3,320	2,080		2,080	37.3%	
3130 Gardening	0	71	500	429		429	14.3%	
3145 Public Toilet Maintenance	205	37	1,000	963		963	3.7%	
3201 Vertidrainage	0	1,065	2,500	1,435		1,435	42.6%	
3206 Sandhurst Summer of Fun	3,441	0	4,000	4,000		4,000	0.0%	
3213 Police Point	135	0	300	300		300	0.0%	
3217 Ditch Clearance	2,500	1,065	5,500	4,435		4,435	19.4%	

Detailed Income & Expenditure by Budget Heading 07/01/2021

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3218 Essential Park Maintenance	6,881	0	30,000	30,000		30,000	0.0%	
3219 New Seats	0	0	1,000	1,000		1,000	0.0%	
3220 Waste/Dog bins	0	0	500	500		500	0.0%	
3224 Proactive Tree Surgery	4,515	2,860	3,000	140		140	95.3%	
3225 Music Event	1,571	208	25,000	24,792		24,792	0.8%	
3232 Fence Maintenance	230	523	1,000	477		477	52.3%	
3237 Park Signs	461	203	300	98		98	67.5%	
3255 Green Flag Status	0	0	200	200		200	0.0%	
3269 Formal Gardens	0	0	200	200		200	0.0%	
3270 Garden Planters	46	0	200	200		200	0.0%	
3283 Groundstaff Welfare	0	0	500	500		500	0.0%	
3287 Skate Park extension	0	0	1,000	1,000		1,000	0.0%	
3291 Fireworks	16,679	0	18,000	18,000		18,000	0.0%	
3292 Playsurface painting	0	0	1,000	1,000		1,000	0.0%	
3293 Insurance Incidents	0	1,050	0	(1,050)		(1,050)	0.0%	
3295 Skate park refurb	33,079	0	0	0		0	0.0%	
Leisure :- Indirect Expenditure	205,980	108,679	289,435	180,756	0	180,756	37.5%	0
Net Income over Expenditure	(177,683)	(95,480)	(271,535)	(176,055)				
Grand Totals:- Income	28,297	13,199	17,900	4,701			73.7%	
Expenditure	205,980	108,679	289,435	180,756	0	180,756	37.5%	
Net Income over Expenditure	(177,683)	(95,480)	(271,535)	(176,055)				
Movement to/(from) Gen Reserve	(177,683)	(95,480)						

Detailed Income & Expenditure by Budget Heading 07/01/2021

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>903 Leisure reserves</u>								
9201 Footpaths on park reserve	0	0	30,000	30,000		30,000	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	40,000	40,000		40,000	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%	
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%	
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	8,348	8,348		8,348	0.0%	
9218 Park fencing reserve	17,650	0	12,350	12,350		12,350	0.0%	
9220 Music event reserve	0	0	5,000	5,000		5,000	0.0%	
Leisure reserves :- Indirect Expenditure	17,650	0	147,180	147,180	0	147,180	0.0%	0
Net Expenditure	<u>(17,650)</u>	<u>0</u>	<u>(147,180)</u>	<u>(147,180)</u>				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	17,650	0	147,180	147,180	0	147,180	0.0%	
Net Income over Expenditure	<u>(17,650)</u>	<u>0</u>	<u>(147,180)</u>	<u>(147,180)</u>				
Movement to/(from) Gen Reserve	<u>(17,650)</u>	<u>0</u>						