



# SANDHURST TOWN COUNCIL

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

Executive Officer  
Angela Carey

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

Dear Councillors N. Allen (Chairman), Mrs J. Bettison (Vice Chairman), D. Birch, A. Blatchford, Mrs S Davenport, Mrs H Hill, P. Hodge, Ms G Kennedy, J. Porter, M Sanderson

You are hereby summoned to attend a meeting of the **Strategy & Policy Committee** to be held in via **Zoom** on **Thursday 25th March 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/87186248988?pwd=N3JhSzl4YURTbnhUL0hDVkVzODJtUT09>

Meeting ID: 871 8624 8988

Passcode: 936555

#### 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 proceedings of the Strategy & Policy Committee Meeting held on 28<sup>th</sup> January 2021 (pages 1101-1103) as a true and correct record.

#### 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. Community Fund**

To consider a suggestion that Sandhurst Town Council set up and manage a Community fund for improvements in the town using monies from the Community Infrastructure Levy (CIL). (Decision item)

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

To receive and consider the recommendation that the fees and terms and conditions for facility hiring in the 2021/22 financial year remain unchanged, where facilities remain unchanged. (Annexe 1) (Decision item)

## **9. Grant Awards 2021/22**

To receive the recommendations of the grant panel (Annexe 2). (Decision item)

## **10. Little Sandhurst Community Hall**

To receive an update on the facility and to consider any relevant actions required. (Decision item)

## **11. Tree Policy**

To receive a draft of the Tree Policy for consideration and adoption as recommended by the Leisure Committee (Annexe 3). (Decision item)

## **12. Town Council Meeting Date**

To consider an amendment to the date of the next Town Council meeting due to a by-election being held on the scheduled date. (Decision item)

## **13. Press and Publicity**

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

## **14. Date of next meeting**

The date of the next meeting to be confirmed as 28th May 2021. (Procedural item)

**ANNEXE 1 -Table 1 – Current Charges- from April 2019 to date.**

Product Description	Notes	Charges - April 1st 2019	Unit of Hire
Community Hall Group 1	GU47&Regular Users	£25.00	hour
Community Hall Group 2	Commercial Traders	£42.00	hour
Community Hall Group 3	Community	£19.00	hour
Community Hall Group 4	Youth	£13.00	hour
Community Hall Group 5	Non GU47 residents	£42.00	hour
Kitty Dancy Hall Group 1	GU47&Regular Users	£19.00	hour
Kitty Dancy Hall Group 2	Commercial Traders	£42.00	hour
Kitty Dancy Hall Group 3	Community	£13.00	hour
Kitty Dancy Hall Group 4	Youth	£9.00	hour
Kitty Dancy Hall Group 5	Non GU47 residents	£42.00	hour
After 11pm Hall premium	Both Halls 1 extra hour charge	no change	hour
Indemnity Deposit *	All hall users	£250.00	per hire
Field Hire - Public		£60.00	day
Field Hire – Fun Fair	Operating day	£250.00	day
Field Hire – Fun Fair	Set up day	£90.00	day
Field Hire – Fun Fair	Pull off day	£90.00	day
Field Hire Tug of War	Tournaments/Competitions	£60.00	day
Mini Football pitch	Up to U13s	£16.50	match
Junior Football Pitch	U14s – 18s	£31.00	match
Senior Football pitch	Adult	£65.00	match
Changing room hire	All sports	£20.00	match
Tennis Club Block	Regular sessions	£650.00	Annual
Tennis Club Additional	Ad hoc members games	£4.00	hour
ABC Tennis Coaches		£4.00	hour
Tennis Adults		£8.00	hour
Tennis Youth		£3.50	hour
Cricket Pitch Senior		£65.00	match
Cricket Pitch Evenings		£37.00	match
Cricket Pitch Colts	Under 18s	£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.**

**\*\*\* Proposed fees for new Community Centre once the facility is available to STC-**

Little Sandhurst Hall GP1	GU47&Regular Users	-	£19.00	hour
Little Sandhurst Hall GP2	Commercial Traders	-	£44.00	hour
Little Sandhurst Hall GP3	Community	-	£14.00	hour
Little Sandhurst Hall GP4	Youth	-	£9.00	hour
Little Sandhurst Hall GP5	Non GU47 residents	-	£44.00	hour
Little Sandhurst Hall	Office Only	-	£10.00	hour

**ANNEXE 1 -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

\*\* STFC Maintenance Fees will be reviewed on completion of 3G facility completion.

## ANNEXE 2

<b>SANDHURST TOWN COUNCIL - GRANT CONTRIBUTIONS</b>		
<b>FINANCIAL YEAR 2021/20212</b>		
<b>ORGANISATION</b>	<b>PURPOSE REQUIRED</b>	<b>AMOUNT</b>
Berkshire Multiple Sclerosis Therapy Centre	Towards the cost of therapy and treatments	£350
Berkshire Vision	Support services for hundreds of blind or partially sighted people	£200
Bracknell & District Parkinsons Branch	Support of those suffering from Parkinson's and their carers	£300
Homestart BF	Training and supervision of a Sandhurst volunteer	£350
Health Walkers	To provide free, daily walks for health & wellbeing benefit	£375
Keep Mobile	Support transport provision for day excursions	£350
Sandhurst Counselling Service	Support for service running costs	£500
Youthline Limited	Provision of counselling service for young people	£2,000
Ambarrow Court (BFC)	Support for woodland management	£500
Blackwater Valley	Support for Blackwater Valley management	£5,200
Citizens Advice Bureau	Contribution to availability of advice service in Sandhurst	£2,815
Footpath Ranger (Bracknell Forest Council)	Contribution to Rights of Way Ranger post	£2,210
Sandhurst Churchyard (PCC St Michaels)	Contribution to maintenance of Churchyard & Staff costs	£3,500
Sandhurst Day Centre	Contribution to day centre services	£18,016
Sandhurst Museum Trust	Support with presentation and archiving materials	£100
	<b>Total of grant contributions</b>	<b>£36,766</b>

ANNEXE 3: Tree policy	
Meeting: Strategy & Policy Committee	Date: 25th March 2021
Agenda item: 11	Author: Angela Carey

### 1. Purpose of report

To apprise the Strategy & Policy Committee of the new Tree Policy as recommended by the Leisure Committee.

### 2. Background

A request was made by the Leisure Committee to create a Tree Policy.

## TREE POLICY

This policy sets out the approach Sandhurst Town Council takes regarding their owned trees:

#### Tree Inspection –

STC Ground Staff carry out a daily check of the Memorial Park and a twice weekly check of Owlsmoor Park. This includes trees. Any remedial work identified will be undertaken by the Grounds Team if it is within their skill set. Should there be a need for specialist work, a professional is engaged to complete the task.

STC will engage a specialist to carry out a tree audit every two years. The tree specialist appointed must be skilled and be independent from those contractors who may undertake the work. All work recommended by the tree specialist will be reviewed and actioned accordingly.

#### Resident Requests to carry out tree work NOT specified in the Tree Audit –

At times STC receive requests from residents who live adjacent to land owned by the Town Council to carry out tree work. If the work has not been recommended by the Tree Audit, then it is unlikely to be work that is essential for either the health of the tree or the health and safety of the public. However, it may be that the tree is causing a legal nuisance such as obstructing footpaths or damaging buildings. An assessment for legal nuisance will be carried out by the Grounds Team. If such nuisance is determined, the appropriate corrective action will be undertaken. Legal nuisance does not cover overhanging branches (which can be removed by the party); right to light or bird mess from nearby trees.

#### Replanting trees –

Where trees are removed due to a recommendation from the tree inspection or where trees fall due to weather conditions, a suitable replacement tree will be planted in the vicinity.

#### Requests for memorial trees-

All requests will be considered in line with the Commemorative policy which states-

- The type of tree, plant or wildflower and position of planting will be agreed with STC.
- The planting will be undertaken by the Ground Staff.
- There will not be any commemorative plaques permitted. Instead, an entry into the commemorative book will record names and locations of Memorials.

### **3. Recommendation**

To consider the recommendation from the Leisure Committee for the adoption of the policy.