



# SANDHURST TOWN COUNCIL

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All Environment Meetings are open to the Public and Press.

Dear Councillors Ms G Kennedy (Chairman), N Allen, Mrs J Bettison, B Brooks, M Brossard, Mrs S Davenport (Vice Chairman), P Hodge, Mrs P McKenzie, Mrs M Mossom, R Mossom, P Panesar, M Sanderson, S Thomas, M Vandersluis, P Wallington.

You are hereby summoned to attend a meeting of the **Environment Committee** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst** on **Thursday 9<sup>th</sup> September 2021** at **7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey

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## 1. Apologies for absence

To receive and accept 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 Environment Committee meeting

To receive and confirm the Minutes of the proceedings of the Environment Committee Meeting held on 11 March 2021 (pages 1112-1113) as a true and correct record.  
(Decision item)

## 4. Climate Change

To receive and consider the action plan from the Climate Change Working Group (Annexe 1)  
(Decision item)

## 5. Community Fund

To receive and consider a request from a Councillor concerning the repair of the pavement outside Boots the Chemist, Yorktown Road (Annexe 2). (Decision item)

## 6. Remembrance Service

To receive an update from the working group. (Decision item)

## 7. Bulb Planting

To consider arrangements for 2021 bulb planting. (Decision item)

### **8. Great Big Green Week**

To discuss arrangements for participation in the Great Big Green Week by holding a litter pick on 25<sup>th</sup> September 2021. (Decision item)

### **9. Town Bins**

To review the decision taken by this committee in 2018 to remove the bin opposite Eagle House on the Crowthorne Road (Annexe 3). (Decision item)

### **10. Outside Bodies Reports**

- a) To receive reports from any representatives on outside bodies. (Information Item)
- b) To assign Councillors to positions on outside bodies (Annexe 4). (Decision item)

### **11. Footpaths**

- a) To receive feedback on path conditions and actions taken from footpath monitor. (Information item)
- b) To assign Councillors to monitor footpaths (Annexe 5). (Decision item)

### **12. Noticeboards**

- a) To receive feedback on notice boards and actions taken from assigned monitor. (Information item)
- b) To assign Councillors to monitor noticeboards (Annexe 6). (Decision item)

### **13. Press and Publicity**

To consider public messages and timing for release.  
(Decision item)

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

To confirm the date of the next meeting as 11<sup>th</sup> November 2021.  
(Procedural item)

## ANNEXE 1

### Sandhurst Town Council

### Climate Change Strategy and Action Plan

**Aim:** To be carbon neutral by 2050 (in line with the Bracknell Forest Climate Change Strategy)

**Purpose:** The purpose of this action plan is to identify and monitor key actions that our Town Council can make to support the Borough strategy to become carbon neutral by 2050. For the full strategy, with background information and borough actions, please click [here](#). As a town council, our primary purpose is to support initiatives run by the borough council, and also to manage our own estates and events in the most climate efficient and focused way possible. This action plan is designed to initiate changes within our working practices and create opportunities to promote energy efficiencies within our buildings, land and personnel.

We aim to do this through six key aims, as follows:



## ANNEXE 1

The top three aims are our **primary aims**, which will be the initial focus of our action plan. The bottom three aims are our **secondary aims**, which will form a key part of our strategy for longer term sustainability of our climate change programme. This document explains our long-term strategy for these key aims, which we hope to achieve. It then details short-term actions which we aim to complete within the next 12 months.

### Strategy

For each of our aims, we have long term goals which are detailed below and which are designed to support our objective of becoming carbon neutral by 2050:

<b>Reduce consumption and waste</b>	STC events and personnel promote paper and plastic-free waste, and have reduced own waste to absolute minimum. Households within the community recycle all possible products through borough-managed household recycling or through community-based recycling points. Community litter-picking events are supported by STC.
<b>Reduce energy demand</b>	Renewable energy options are explored and utilized where feasible in all council property. Low-energy light bulbs are used in all public buildings. Heating is kept to a comfortable minimum and only used in occupied public areas. All STC buildings are suitably insulated and maintained to maintain heat. Ensure that all windows and doors within community buildings are double-glazed.
<b>Transform green spaces</b>	Planting is undertaken annually, increasing the number of trees and plants within our community. During refurbishment of recreational areas, natural materials are considered when planning.
<b>Enable and engage community and businesses</b>	Information events supported by the council to engage the community with climate change initiatives. Local business (particularly those which promote carbon neutral activities) considered in STC procurement processes to reduce carbon footprint. STC engages fully with other local parishes as well as BFBC and other government departments to initiate, engage with and promote climate change initiatives.
<b>Change how we move around</b>	Personnel and residents travel to and from council properties and events in an environmentally friendly way, reducing the number of cars on the road. Charging points are available on council properties to encourage increased use of electric vehicles. Bicycle stands are located in key areas of the community to encourage increased cycling.
<b>Build resilience and future-proof council-led climate change initiatives</b>	Sandhurst Town Council's Climate Change Strategy and Action Plan is adopted with full support of the Town Council and Executive Officer. Information about climate change initiatives is readily available on the STC website, and promoted through STC communications.

## ANNEXE 1

### Action Plan

Aim	Action	Timescale	Person Responsible	Cost	Intended Impact	Success Criteria
<b>Reduce consumption and waste</b>	Continue using paper-free methods to communicate council meeting agendas, notes and minutes	Immediate		£0	Reduction in use of paper and colour printing.	All councilors to receive meeting papers electronically
	Replace plastic cutlery in Kitty Dancy with bamboo stirrers or other alternative.	Ongoing		£0	Reduction of unnecessary plastic within the council offices	Eco-friendly stirrers available for the coffee facilities.
	Place recycling bins in the STC offices.	By September 2021		£50	Reduce amount of waste generated by office.	Recycle bins in office.
	Engage with community litter picking groups to support further community projects	By March 2022		£0	Promote and celebrate community litter-picking opportunities	Council engaging with and promoting community litter picking projects
<b>Reduce energy demand</b>	Complete energy audit of STC offices	April 2021		£0	Assess the energy usage within STC offices and identify areas of improvement	Energy audit completed.
	Replace all non-LED lightbulbs within STC buildings	When possible		£100	Reduce energy consumption through use on non-energy efficient light bulbs.	All light-bulbs within STC buildings are LED.
	Plan follow-up energy audit of STC offices	By March 2022		£0	Evaluate the actions taken within STC offices to improve energy efficiency	Date for follow-up audit decided.
<b>Transform green spaces</b>	Identify areas for planting additional trees within Sandhurst Memorial Park and other council land	By September 2021		£0	Assess viability of planting additional trees within Sandhurst Memorial Park to enable a Platinum Jubilee Tree Trail for 2022.	Areas for planting have been identified on a map of the council land
	<i>Planting of native trees within identified areas of STC land</i>	<i>By October 2021</i>		<i>£0</i>	<i>Use the Woodland Trust free trees for the community to obtain trees to increase the number of trees within the park.</i>	<i>Trees planted within STC land.</i>

## ANNEXE 1

	<i>Create a trail map around Sandhurst to celebrate the increase in new native trees in</i>	<i>By June 2022</i>		<i>£200</i>	<i>Increase in number of trees to offset carbon emissions.</i>	<i>Trail map available and used by members of the public.</i>
<b>Enable and engage community and businesses</b>	Initiate contact with schools, businesses and local community groups to find out about local climate change projects and report to Environment Committee	By December 2021		£0	Find out about local initiatives already taking place, or planned to take place, which promote action for climate change.	Awareness of local initiatives evident in minutes of Environment Committee.
<b>Change how we move around</b>	Place cycle-lock points within Sandhurst Memorial Park.	By March 2022		£100	Increase public confidence in availability to safely leave bicycles within the park, encouraging reduction in use of cars to travel to the park.	Increased number of cycle-lock points placed within Sandhurst Memorial Park.
	Investigate costs and viability of placing charging points within STC carparks.	By March 2022		£0	Assess viability of placing charging points within STC carparks.	Costs obtained and shared with relevant committees within STC.
<b>Build resilience and future-proof council-led climate change initiatives</b>	Make STC climate change strategy and action plan available to the public on the STC website	By August 2021		£0	Inform public of the intended aims, strategy and actions of STC with respect to climate change in order to provide visibility and accountability.	STC Climate Change Strategy and Action Plan available on STC website.
	Climate Change working group to report regularly to the Environment Committee	Ongoing		£0	Promote and acknowledge initiatives and actions undertaken or supported by STC and celebrate the positive impact of these	Reports mentioned within the Environment Committee meeting minutes

ANNEXE 2: Community Fund	
Meeting: Environment Committee	Date: 9 September 2021
Agenda item: 5	Author: Angela Carey

## 1. Purpose of report

To apprise the councillors of the proposal to use some finances from the Community Fund.

## 2. Background

A proposal has been received from Cllr M Brossard that STC provide some monies from the Community Fund to repair the pavement outside Boots the Chemist in Sandhurst. The paving slabs have broken up (see enclosed photographs). This seems to have been caused by members of staff from Boots driving over the area to park daily.

Land registry searches have been done to identify the landowner. Unfortunately, the area is not allocated to any owner.

Cllr Brossard has approached Boots and suggested that they pay half of the cost of repair and that STC pay the other half. Cllr Brossard has obtained a quote for the work. This is circa £1655. Boots head office have agreed to pay half of the cost. Should STC wish to go ahead with the work, three quotes must be obtained as per Standing Orders.

I have liaised with our solicitors as my concerns with STC repairing the area are as follows –

Will STC be under obligation to continue to maintain ongoing repairs.

Will STC be liable should there be any accidents/incidents on the area we have repaired.

The solicitor responded that –

There seems to have been an omission on the original land registry as the other outlets are responsible for the area outside their units.

The solicitor does not think we would automatically be expected to maintain the improved path it but does state that the Council may become liable if there are any incidents.

I have spoken to our insurers about the Public Liability, and they have confirmed that STC are covered for **all land that is either owned by the Town Council or is their responsibility to maintain due to the terms of a lease/licence or other legal document.**

They have also stated that “If your solicitor feels you could be held liable for injuries incurred on the path then you may want to “adopt” it after first comp-letting a risk assessment and making the repairs/improvements identified in the risk assessment deemed necessary to avoid risk to the public”.

### **3.Recommendation**

To consider the proposal and the subsequent responsibilities and actions needed should STC go ahead with the repair work.





 open as usual



pharmacy



pharmacy



ANNEXE 3: Town Bins	
Meeting: Environment Committee	Date: 9 September 2021
Agenda item: 9	Author: Angela Carey

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

To apprise the councillors of the current situation with an unadopted bin.

### **2. Background**

I have been informed by BFC that there continues to be a plastic bin in situ opposite Eagle House School field on the Crowthorne Road. This bin is not included in the Sandhurst Town Council collection route and is therefore overflowing with rubbish.

BFC have arranged to remove the rubbish and the bin.

Cllr M Brossard has confirmed that he put the bin in position when Wendy was emptying it many years ago. He has confirmed that he has not been emptying the bin.

In May 2018 the Environment Committee resolved to remove this bin from its collection route following a suggestion from BFC due to lack of use. Whilst the bin was found to be overflowing, we have no way of knowing how long it has been since the bin was last emptied or who emptied it.

Should this committee resolve to reinstate the bin STC would need to provide a substantial secured bin and pay for the waste collection. The charge for this would be £350 to purchase the bin and £276 per year to have it emptied.

### **3.Recommendation**

To consider the need for a bin in this location.

## ANNEXE 4

<b>Organisation</b>	<b>Representatives 2020/2021</b>	<b>Representatives 2021/2022</b>
Blackwater Valley Recreation and Countryside Management Committee	Cllr B Brooks Cllr P Panesar (sub)	
Bannister Charity	Cllr Mrs J Bettison, Cllr P Hodge Cllr M Vandersluis	
Blackbushe Airport Consultative Committee	Cllr Mrs S Davenport Cllr S Thomas	
Bracknell Forest Town & Parish Council Liaison Committee	Cllr Mrs J Bettison Cllr A Blatchford	
Sandhurst Day Centre	No Representative	
Owlsmoor Centre	Cllr Mrs N York	
Clean Team	Cllr Ms G Kennedy Cllr M Brossard	
Museum Trust	Cllr P Hodge Cllr Mrs S Davenport	
Involve	Cllr Mrs J Bettison Cllr Mrs S Davenport	
Resident Association Liaison Meetings	Cllr M Brossard Cllr P Bettison Cllr Mrs J Bettison Cllr Mrs S Davenport Cllr Mrs G Kennedy	
Broadmoor Hospital Redevelopment Programme	Cllr A Blatchford	
Wellington College	Cllr P Wallington	
Sandhurst Youth	Cllr R Mossom Cllr N York	

## ANNEXE 5: Footpaths

Meeting: Environment

Date: 9 September 2021

Agenda item:11

Author: Angela Carey

### 1. Purpose of report

To appoint Councillors to monitor the footpaths, distributed throughout the town.

### 2. Footpath arrangements

Footpath No.	Location	Councillor 2021/22
<b>Owlsmoor</b>		
FP 12	Birkbeck Place to Moor Close onto Yeovil Road	
FP 24	Edgbarrow Woods	
<b>College Town</b>		
FP 1	Fairmead Close to Yorktown Road	
FP 1a	Waitrose to College Farm	
FP 15	Branksome Hill Road to College Road	
FP 20	Raeburn Way to Gower Park	
<b>Central Sandhurst</b>		
FP 8	Edgbarrow Woods	
FP 2	Along the Railway Line	
FP 13	Calvert Walk – linking Longdown Lodge Estate with Wellington Road	
<b>Little Sandhurst</b>		
FP 6	Ambarrow Crescent to Maybrick Close	
FP 3	Scotland Hill	
FP 4	Rectory Close	
FP 9	Ambarrow Lane to Wokingham Road	
FP 10	Ambarrow Lane to Wokingham Road	
FP 5	Steep, stepped path from Cock-a-Dobby to Mickle Hill	
<b>Urban Paths</b>		
UP 1	Shops to Gough's Meadow	

ANNEXE 6: Noticeboards	
Meeting: Environment	Date: 9 September 2021
Agenda item: 12	Author: Angela Carey

### 1. Purpose of report

To appoint Councillors to monitor the Council noticeboards distributed throughout the town.

### 2. Notice board arrangements

## SANDHURST TOWN COUNCIL NOTICEBOARDS REGISTER

### Noticeboard & Councillor Responsibility

OWLSMOOR	LOCATION	COUNCILLOR
1	Harvard Road/Nuffield Drive junction	
2	Yeovil Road/Glen Innes junction	
3	Yeovil Road/Victoria Road junction	
4	Owlsmoor Park – Oak Avenue	
<b>COLLEGE TOWN</b>		
5	Entrance to College Town Junior School, Branksome Hill Road	
6	Outside Waitrose, Yorktown Road	
<b>CENTRAL SANDHURST</b>		
7	Pistachios Car Park, Yorktown Road	
8	Sandhurst Library, Yorktown Road	
9	Opposite Dee's Pet Shop, Yorktown Road	
<b>LITTLE SANDHURST</b>		
10	Church Road/Ambarrow Crescent junction	
11	Longdown Road, opposite junction with Edgbarrow Rise	