



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
SANDHURST MEMORIAL PARK
YORKTOWN ROAD
SANDHURST, BERKSHIRE
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Executive Officer
Angela Carey

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

Dear Councillors Mrs J. Bettison (Chairman), P. Bettison, A Blatchford,
,Mrs S. Davenport, J. Edwards(Vice Chairman), Ms G. Kennedy, R. Limbu,
R. McKenzie, Mrs M. Mossom, R. Mossom, P. Panesar, J Porter, 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 19th May 2022 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 17th March 2022 (pages 1239-1242) as a true and correct record. (Decision item)

4. Memorial Park Maintenance

- a) To consider the quotes for suggested paths to be resurfaced on the Memorial Park, further to resolution 2572 (Annexe 1). (Decision item)
- b) To consider the quotes requested for extra measures to prevent criminal damage on the park, further to resolution 2573 (Annexe 2). (Decision item)

5. Large Events

- a) To receive an update on the Music Festival. (Decision item)
- b) To receive an update on the Summer of Fun Event. (Information item)

- c) To receive an update from the working group for the Freedom March of Sandhurst Event 2023. (Decision item)
- d) To consider the Armed Forces Flag Raising Event 2022 (Annexe 3). (Decision item)

6. Queens Jubilee trail

To receive the costings to consider a trail of tiles to commemorate the Queens Platinum Jubilee (Annexe 4). (Decision item)

7. Cricket Club End of Season Event

To receive and consider a request from the Sandhurst Cricket Club for permission to hold their annual end of season event on 17th September 2022. (Decision item)

8. Outside Movie Night

To receive and consider a request for a member of the public to hold an outside movie night in the Memorial Park (Annexe 5). (Decision item)

9. Allotment Parking

To discuss the current arrangements at the request of the Allotment Association, for the allotment holders further to resolution 2468. (Decision item)

10. Policy re Contractors on the Park

To receive and consider a draft policy concerning contractors on the park (Annexe 6). (Decision item)

11. 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)

12. Councillor Reports

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

13. Sports Club

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

14. Sandhurst Residents Association

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

15. Sporting Clubs and Societies

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

16. Next meeting

To confirm the next meeting date as 21st July 2022. (Procedural item)

17. 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 the procurement of commercial services. (Decision item)

18. Cafe Tender

- a) To receive and consider the recommendation from the Café Tender Panel.
(Confidential Annexe 7). (Decision item)

- b) To consider the lease arrangements for the Café Tenant (Confidential Annexe 8).
(Decision item)

ANNEXE 1

FOOTPATH QUOTES APRIL 2022

COMPANY A	Footpath 1 (Tennis Court to Cricket Field) 255m Tarmacadam	NET COST	Hot Tar & Stone	NET COST
	Excavate existing ground at a depth of 170mm and dispose of arisings off site.	£9,256.50	Excavate existing ground at a depth of 170mm and dispose of arisings off site.	£9,256.50
	Supply and install EF Edging kerbs 150x50 on a 100mm concrete bed and haunching. Supply and install MoT Type 1 Cl.803 at a depth of 100mm.	£9,200.64	Supply and install EF Edging kerbs 150x50 on a 100mm concrete bed and haunching.	£9,200.64
	Supply and hand lay AC20 dense bin at a depth of 50mm.	£7,894.80	Supply and install MoT Type 1 Cl.803 at a depth of 100mm.	£7,894.80
		£16,320.00	Supply and hand lay AC20 dense bin at a depth of 60mm, spray apply VLS bitumin emulsion and hand apply buff colour 2-6mm chippings.	£13,515.00
	NET TOTAL	£42,671.94	NET TOTAL	£39,866.94
	Footpath 2 (Cricket field to Yorktown Road). 232m Tarmacadam		Hot Tar & Stone	
	Excavate existing ground at a depth of 170mm and dispose of arisings off site.	£8,853.12	Excavate existing ground at a depth of 170mm and dispose of arisings off site.	£8,853.12
	Supply and install EF Edging kerbs 150x50 on a 100mm concrete bed and haunching.	£8,779.68	Supply and install EF Edging kerbs 150x50 on a 100mm concrete bed and haunching.	£8,779.68
	Supply and install MoT Type 1 Cl.803 at a depth of 100mm.	£7,159.52	Supply and install MoT Type 1 Cl.803 at a depth of 100mm.	£7,159.52
	Supply and hand lay AC20 dense bin at a depth of 50mm.	£15,228.48	Supply and hand lay AC20 dense bin at a depth of 60mm, spray apply VLS bitumin emulsion and hand apply buff colour 2-6mm chippings.	£13,224.00
		£40,020.80		£38,016.32
	IN ADDITION		IN ADDITION	
	Hire of Heras fencing 6 weeks.	£7,500.00	Hire of Heras fencing 6 weeks.	£7,500.00
	Hire of toilet for 6 weeks.	£720.00	Hire of toilet for 6 weeks.	£720.00
	NET TOTAL	£8,220.00	NET TOTAL	£8,220.00
	NET TOTAL	£90,912.74	NET TOTAL	£86,103.26
	VAT	£18,182.55	VAT	£17,220.65
	GROSS TOTAL	£109,095.29	GROSS TOTAL	£103,323.91

Reference **Crittenden Tarmac**
 We have employed xxx on a number of large projects, all of these projects have been carried out within the quoted programme time frames and have all fallen within budget.
 We use many subcontractors across the country and find xxx to be our go to for all large projects, we find xxx to be trustworthy, polite, respectful and knowledgeable in his field and will take no hesitation to recommend his services to any company, or individual.

ANNEXE 1

COMPANY B DID NOT ATTEND SITE.	<u>Footpath 1 (Tennis Court to Cricket Field) 255m</u>	NET COST	<u>Hot Tar & Stone/Rubber</u>	NET COST
	Tarmacadam			
	Remove and dispose of existing surface.		Remove and dispose of existing surface.	
	Excavating down to the required depth.		Excavating down to the required depth.	
	Supply and install Geotextile membrane.		Supply and install Geotextile membrane.	
	Supply and install MOT.		Supply and install MOT.	£20,910.00
	Supply and install PCC edges.	£30,600.00	Supply and install 40mm rubber gravel mix	£23,460.00
	Supply and install tarmac 50mm depth 10mm hardstone as a finished surface.	£15,912.00	Supply and install edging @ £19.20 per metre	£9,792.00
	NET TOTAL	£46,512.00	NET TOTAL	£54,162.00
	Footpath 2 (Cricket field to Yorktown Road). 238m			
	Tarmacadam		Hot Tar & Stone/Rubber	
	Remove and dispose of existing surface.		Remove and dispose of existing surface.	
	Excavating down to the required depth.		Excavating down to the required depth.	
	Supply and install Geotextile membrane.		Supply and install Geotextile membrane.	
	Supply and install MOT.		Supply and install MOT.	£19,516.00
	Supply and install PCC edges.	£28,560.00	Supply and install 40mm rubber gravel mix	£21,896.00
	Supply and install tarmac 50mm depth 10mm hardstone as a finished surface.	£14,851.20	Supply and install edging @ £19.20 per metre	£9,139.20
	NET TOTAL	£43,411.20	NET TOTAL	£50,551.20
	IN ADDITION			
	Fence hire & sundries	£2,900.00	Fence hire & sundries	£2,900.00
	NET TOTAL	£89,923.20	NET TOTAL	£107,713.20
	VAT	£17,984.64	VAT	£20,942.64
	GROSS TOTAL	£107,907.84	GROSS TOTAL	£128,655.84

Reference **Huddersfield Narrow Canal**
 I have been very impressed with the works completed by xxx on the Huddersfield Narrow Canal. The installers had a very strong work ethic, achieving the highest quality results whilst being respectful of their surroundings.
 They were tidy and considerate and had a friendly manner.
 At the end of the install, the teams cleared up carefully and left a first-class finish.
 We are delighted with the result. I can thoroughly recommend xxx as an installer, and will keep them in mind for future surfacing works.

ANNEXE 1

COMPANY C		NET COST		
Footpath 1 (Tennis Court to Cricket Field) 255m				
Tarmacadam				
Mark out size of footpath to size agreed then dig to depth of 10 inches then supply and lay membrane sheet then infill with type 2 crushed concrete two levels then machine roll to the depth of 4 inches to a tight finish.				
Supply and lay edging kerbs with lean mix concrete to shape and levels then infill with a type 1 scalping stone to levels then roll to a tight finish of 3 inches. Thin overlay stone with a 20 mil base coat with a 6 mil AC wearing course macadam to the depth of 1 inch.		£32,573.00		
Removal of soil from site.		£15,000.00		£27,547.00
	NET TOTAL	£47,573.00		£42,547.00
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Footpath 2 (Cricket field to Yewtown Road) 248m				
Tarmacadam				
Mark out size of footpath to size agreed then dig to depth of 10 inches then supply and lay membrane sheet then infill with type 2 crushed concrete two levels then machine roll to the depth of 4 inches to a tight finish.				
Supply and lay edging kerbs with lean mix concrete to shape and levels then infill with a type 1 scalping stone to levels then roll to a tight finish of 3 inches. Thin overlay stone with a 20 mil base coat with a 6 mil AC wearing course macadam to the depth of 1 inch.		£31,720.00		
Removal of soil from site. (Possible to use spillings elsewhere on park)		£14,640.00		£26,840.00
	NET TOTAL	£46,360.00		£41,480.00
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Requirement of payment to be made after first footpath if both being done.				
All work to be guaranteed for 5 years from date of completion.				
	NET TOTAL	£93,933.00		£84,027.00
	VAT	£18,786.60		£16,805.40
	GROSS TOTAL	£112,719.60		£100,832.40

Reference Completion of Pyes Acre Car Park path September 2021

ANNEXE 2: Fencing & ANPR Solutions	
Meeting: Leisure Committee	Date: 19 th May 2022
Agenda item: 4b	Author: Jo Luckett

1. Purpose of report

To apprise the Committee of the associated costs of installing a fence at the front of the park, the installation of an ANPR vehicle recognition system along with electrical fixings and an infrared light to support clear CCTV imagery.

2. Background

Further to Resolution 2573 costs have been obtained for extra measures following repeated criminal damage from people that are locked in the car park.

Fencing

Company A

Supply and install 43m of 1m green powder coated bow top panels - £5290.75 + VAT

Company B

Supply and install 43m of heavy-duty green hoop-top fencing of 1m - £6674.45 + VAT

Company C

Supply only 20 x packs 2m (40m) bow top fencing - £3331.54 + VAT

ANPR Camera with infrared and overview camera at car park entrance - £3875.90 + VAT

Associated power supply for installation - £5399.17 + VAT

Infrared light installation to improve existing camera on gate - £868.33 + VAT

3. Recommendation

To discuss and consider the options. The cost of replacing the damaged posts is circa £150 per post.

ANNEXE 3: Armed Forces Flag Raising Event	
Meeting: Leisure Committee	Date: 19 th May 2022
Agenda item: 5d	Author: Angela Carey

1. Purpose of report

To apprise the Committee of the suggestions for the STC Armed Flag Raising Event 2022.

2. Background

For the last two years STC have hosted the Armed Forces Flag Raising Event on behalf of BFC.

This year BFC have decided not to hold an event but asked STC to consider if they would be holding their own event to mark the occasion. A decision was needed urgently from BFC due to them holding other military events and the impact this would have on the availability of RMAS personnel. Therefore a delegated decision was made to hold the event on Monday 20th June 2022.

The format in previous years has been slightly tweaked and the suggested plan is –

Short speech – Cllr P Bettison in his role as BFC Armed Forces Champion

Short speech -Cllr M Sanderson Mayor of STC

Short Speech - RMAS Personnel (Usually the CO but yet to be confirmed)

Followed by the raising of the flag and then tea and cake.

Invitations will be issued to dignitary's in BFC, all STC Councillors and local schools as well as military personnel.

3. Recommendation

To discuss and consider the format.

ANNEXE 4: Queens Jubilee Trail

Meeting: Leisure Committee

Date: 19th May 2022

Agenda item: 6

Author: Jo Luckett

1. Purpose of report

To apprise the Committee of the associated costs of producing decorative tiles to celebrate the Queens Jubilee.

2. Background

Further to Resolution 2577 costs have been obtained for decorative tiles to be printed in commemoration of the Queens Platinum Jubilee. The tiles would be placed around the outside of the Gardening Club's flower border outside the Council Offices and the local schools would be asked to provide the artwork which would then be printed on the tiles.

3. Recommendation

To discuss and consider the suggestion and to confirm the nature of the decoration that will be asked for from the local schools.

The costs are as follows:

70 tiles 15x15 @ £8.78 = £614.60 - 10% = £553.14 inc. Vat and Delivery.



ANNEXE 5: Outdoor Cinema request	
Meeting: Leisure Committee	Date: 19 th May 2022
Agenda item: 8	Author: Jo Lockett

1. Purpose of report

To apprise the Committee of a request from The Indian Association of Bracknell to hold an outdoor movie night on the Memorial Park.

2. Background

The below request has been received from the Indian Association of Bracknell.

ICAB or Indian Association of Bracknell is a growing Indian community keeping the culture and traditions intact and passing it on to the younger generations.

We also run an elderly group known as Milan group for which I am a volunteer and arrange activities and trips for the members of that group.

This time I am planning to do a Movie night for the group and may extend it to the other community members including families.

The provisional date and time is..

Date: Saturday 25TH JUNE

Time: Evening around 7:00pm for 2 to 3 hours.

Movie; Bollywood Movie.

Insurance: ICAB has its own Public liability Insurance.

I would like to request everyone to give us permission to have a set up for the Movie Night that evening at the Sandhurst memorial grounds .

I am a resident of Sandhurst and have had the opportunity to enjoy many events at the Sandhurst grounds in the past from Gigs to fireworks and I feel this will be a perfect place to have an open movie event for families .

Happy to answer any queries you may have with any forms needed to be filled up with.

The idea is to have a Non-commercial event and give an experience of an open-air Movie experience. Parallely I am having a chat with the cinema organizing company who is also ready to give the movie license.

STC have raised the following questions with the organiser –

What toilet provisions will they have?

How will they charge the minimal fee when the area will be open to any member of the public. Have they considered fencing?

I am awaiting their reply.

3. Recommendation

To discuss and consider.

Annexe 6: Contractors on the Park	
Meeting: Leisure Committee	Date: 19 th May 2022
Agenda item: 10	Author: Executive Officer

Purpose of report

To apprise the committee of a suggested policy for contractors on the park that are not arranged via STC.

Background

The need for STC adopting a policy for contractors working on the park that have been engaged by leaseholders has been highlighted recently when damage was done to the park by a contractor that was undertaking work for a leaseholder.

In the past any damage was billed to the tenant, and it was their responsibility to collect the payment from the contractor. This was due to the fact that the contractor would not have been on the park if they had not entered into the agreement, and this should not cause extra work for STC. This has always been adhered to until a recent incident. This has resulted in the need to formalise the procedures of allowing contractors to undertake work on the park.

SANDHURST TOWN COUNCIL
Policy for Leaseholders engaging Contractors

This policy sets out the guidelines and conditions for leaseholders engaging contractors to undertake work on any property owned by Sandhurst Town Council.

Sandhurst Town Council would like to inform all leaseholders on the park of the following requirements when engaging outside contractors to complete work on their behalf on property belonging to Sandhurst Town Council.

- Permission must be obtained from Sandhurst Town Council prior to work commencing.
- It is the leaseholders responsibility to ensure that the contractors hold current Public Liability Insurance.
- It is the leaseholders responsibility to ensure that the area being worked on by the contractors is kept safe for members of the public.
- It is the leaseholders responsibility to ensure that the contractors have their access requirements met.
- Should any damage occur to the property of Sandhurst Town Council this must be reported immediately. STC will undertake any necessary repairs and the associated costs will be invoiced to the leaseholder. It will be their responsibility to settle any associated costs with their contractor.
- Any such invoices will be subject to the Bad Debts Policy if not settled in full.

Recommendation

To review and consider recommending the policy to the Strategy & Policy Committee.