



SANDHURST TOWN COUNCIL

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

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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), Mrs J Alves De Sousa, P. Bettison, D Birch, G Birch (Vice Chairman), Mrs S. Davenport, M Forster, Mrs S Forster, Mrs H Hill, Mrs P Limbu, Mrs M. Mossom, R. Mossom, P. Panesar, P Widdowson.

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 20th July 2023 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 25th May 2023 (pages 1409-1413) as a true and correct record. (Decision item)

4. Large Events

- a) To receive an update on the Summer of Fun event (Decision item)
- b) To receive an update on the Armed Forces Flag Raising Day 2023. (Decision item)
- c) To receive an update on the Fireworks Event from the Working Group. (Decision item)

5. Drainage Issues

To consider quotes for improving the drainage in the area that is flooding on Brookside Meadow next to the electronic barrier (Annexe 1). (Decision item)

6. Help the Hunter

To consider a request for permission for scavenger hunts to take place in the Memorial Park (Annexe 2). (Decision item)

7. Music in the Park

To consider a request from the Sandhurst Community Brass Band to perform another concert in the park (Annexe 3). (Decision item)

8. Owlsmoor Park

a) To inform the Committee about the recent incidents of vandalism at Owlsmoor Park. (Information item)

b) To discuss the recent complaints from the public concerning Owlsmoor Park (Annexe 4). (Decision item)

9. Memorial Park Main Car Park

a) To receive an update on the recent vandalism in the car park. (Decision item)

b) To receive a request from the Sports Club asking STC to consider changing the opening hours of the main car park. (Decision item)

10. Cricket Square

To receive a request from the Sandhurst Cricket Club concerning repairs to the cricket square. (Decision item)

11. The Alt Prov

To receive a presentation from The Alt Prov and a proposal asking for permission to run their facility from an area on the Memorial Park. (Decision item)

12. 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)

13. Councillor Reports

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

14. Sports Club

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

15. Sandhurst Residents Association

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

16. Sporting Clubs and Societies

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

17. Next meeting

To date of the next meeting is confirmed as 21st September 2023. (Procedural item)

ANNEXE 1: Drainage Issues	
Meeting: Leisure Committee	Date: 20 th July 2023
Agenda item: 5	Author: EO

1. Purpose of report

To apprise the Committee of the quotes received for the improvement of the drainage in Brookside Meadow.

2. Background

Further to resolution 2835 the enclosed two quotes have been received for the work required to improve the drainage on Brookside Meadow by the Café Car Park.

Quote A - £19800

Quote B - £ 19370 – initial work
£ 3431- recommended French drain install

Both contractors have been used by STC in the past.

One of the contractors has conducted some work by putting a camera down the drains to ascertain the current structure and its condition.

3. Recommendation

Consider and discuss both proposals and to consider where the funding will be budgeted from.

Sandhurst town council

Sandhurst Morial Park

Sandhurst

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1. Dig a 4 1/2 m deep, hole by 10m² and remove all unwanted. Debris away from site.
2. Supply and install 4 concrete heavy duty soak away system with biscuit and new manhole cover and backfill with drainage gravel
3. Supply and install drainage channels on the mix concrete along the wall as agreed on a lean mix, concrete to line the levels as agreed and pipe in two new soak away systems agree
4. Make good of tarmac around soak away system.
5. Supply and lay a 50 mil layer of base course. Tarmac and, roll and compact to a tight finish.
6. Supply and lay a 30 mil layer of 10 mil DBM wearing caused a machine role and compact to a neat finish.
7. We will make sure site is left clean and tidy at all times. Harris fencing is secured so public are safe.

All for the total sum of £19,800.

Homework to be guaranteed for three years from the date of completion

All work to be paid on date of completion

QUOTATION B

Angela Carey
Sandhurst Town Council
Yorktown Road
Sandhurst
Berkshire
GU47 9BJ.

9th June 2023
Job No: 461

Ref: Drainage Alterations & Repairs in Sandhurst Park Café Car Park.

Thank you for allowing us the opportunity to provide you with a quotation at the above address. Please find below our prices as discussed and what is included:

Price 1 – Drainage Alterations (Phase 1)

What's Included:

- Provide RAM'S and insurance for the proposed works.
- We have allowed to erect site fencing using barriers and signage to ensure the area is always safe while our works are undertaken.
- We require a site compound that is close to our working area where we can store materials and plant while works are carried out.
- We have also allowed to use heavy duty road plates to cover any open trenches to allow vehicles to cross over safely while works are carried out.
- CAT scan the proposed area for any live services that maybe located beneath the surface. If found report findings to the client for further investigation.
- Mark out proposed line of dig.
- Cut and break away existing tarmac surfacing. Dispose of offsite.
- Excavate trenches and dispose of unusable spoil off site using a grab lorry.
- Remove existing pipeline from G3 to G4 (refer to report 401) and remove 2 existing gullies. Dispose of offsite.
- Supply and fit 2 new road gullies similar size to existing. To be in cased in concrete for extra strength. We have assumed we can use existing gully grilles to cover new gullies.
- Supply and fit new 6" underground pipe connecting from G3 to G4 and connecting from existing holding soakaway to pipe joining G3 and G4. Pipe to be surrounded with pea shingle to protect.

- Backfill trench with new subbase and compact in layers to maximise compaction.
- Supply and fit new base course tarmac to trench to match existing.
- Supply and fit new wearing course tarmac to trench to match existing.
- Reinstate existing line markings that we have cut through. Yellow and white have been allowed for.
- Excavate new pit where new soakaway will be positioned. All spoil to be taken away.
- Supply and fit a concrete base at the bottom of the pit to hold new soakaway rings.
- Supply and fit new 3m diameter perforated concrete rings with concrete cover in pit. We have allowed for up to 1.5m deep. These are like existing chamber located in the car park but is not larger enough to manage the car park.
- Supply and fit a D400 cast iron manhole cover to new soakaway.
- Wrap geo-tec membrane around the outside of the rings. This will reduce any soil or silt entering the chamber and blocking it up in time.
- Infill around the concrete rings with washed 20mm gravel and cover with a geo -tec membrane to stop any soil contaminating the washed shingle.
- Backfill area with existing soil approx. 8" deep and compact and sprinkle general purpose grass seed over the area.
- Test our new pipeline, gullies, and chamber to ensure they work correctly.
- Tidy all working areas we have worked in and remove all signs, barriers and road plates from site.
- All labour, plant, muckaway and materials are included. based on the above works carried out.

What's not included:

- Emptying the new chamber or gullies. Please note. If price 2 is not carried out the chamber will fill up over time and again have nowhere to go. It is advisable to either install Price 2 or drain the holding water throughout the year.
 - Disposing of any contaminated ground or materials (if found an extra charge will be invoiced for).
 - Supplying or installing shuttering.
 - Moving any unforeseen obstacles.
 - Installing any drainage including ACO drains, soakaways or other drainage systems unless stated above.
 - Working in any other areas.
 - Excavating below the water table.
 - Excavating in running sand.
 - Any dewatering or soil stabilisation works.
 - Any liability to previously damaged existing services.
 - Working in and around existing underground services.
 - Breaking out obstructions in the ground and backfilling void with hardcore/concrete, except where noted.
 - Sulphate resisting concrete or other specialist materials.
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- Any setting out of the works by [REDACTED] to be checked and approved by others prior to any excavation works commencing.
- Moving/diverting any existing services.
- Any Utilities connection fees etc.
- Works in connection with any TPO's.
- Hand digging.
- We have not included for any cleaning of approach or site roads by road sweeper or other means.
- We have assumed that we will have free use of power and water supplies.
- We have not included for any work outside of the site boundaries.
- We have not included any sums for the disposal of water.
- We have not included for any traffic management.
- We have assumed that we will have unhindered access to the site.
- We have assumed that the work will be carried out in one visit.
- All works above ground level are excluded.
- All excavated material T/A clean inert with no groundwater.

Total price for the above works

£ 19,370.00 + VAT

Price 2 – French Drainage Install (Phase 2 – Optional)

What's included:

- Erect barriers where we plan to work to ensure the areas are always safe.
- Mark out proposed line of dig. We have allowed for up to 25m long.
- Excavate trench in the grass area from new soakaway approximately 25m along the field parallel with the raised bank.
- Core drill hole into new chamber to allow a new pipe to enter it.
- Line open trench with a geo-tec membrane.
- Supply and fit a 4" perforated pipe within the trench.
- Seal around pipe entering chamber.
- Backfill trench with 20mm washed shingle and wrap membrane over to seal shingle in place.
- Cover trench with approximately 6" of existing soil dug and leave slightly heaped up so it can settle naturally. Sprinkle grass seed over the trench line.
- Tidy all areas we have worked in and remove all barriers and signage.

What's not included:

- Reinstating turf along trench line. This can be done if required but will incur additional charges.
- No allowance for watering or maintain the grass.
- Trench is based on 600mm deep and no more. If trench is deeper extra charges could apply.
- Disposing of any contaminated ground or materials (if found an extra charge will be invoiced for).
- Supplying or installing shuttering.
- Moving any unforeseen obstacles.
- Installing any drainage including ACO drains, soakaways or other drainage systems.
- Working in any other areas.
- Excavating below the water table.
- Excavating in running sand.
- Any dewatering or soil stabilisation works.
- Any liability to previously damaged existing services.
- Working in and around existing underground services.
- Any setting out of the works by [REDACTED] is to be checked and approved by others prior to any excavation works commencing.
- Moving/diverting any existing services.
- Any Utilities connection fees etc.
- Works in connection with any TPO's.
- Hand digging.
- We have not included for any cleaning of approach or site roads by road sweeper or other means.

- We have assumed that we will have free use of power and water supplies.
- We have not allowed for forming any temporary access roads, fencing or barriers.
- We have not included any sums for the disposal of water.
- We have not included for any traffic management.
- We have assumed that we will have unhindered access to the site.
- We have assumed that the work will be carried out in one visit.
- All works above ground level are excluded.

Total Price for the above works

£ 3,431.25 + VAT

If prices 1 & 2 were to be carried out together at the same time, I can offer a 15% discount to Price 2.

Price 3 – Drainage Maintenance to Sandhurst Park Café (planned Visits)

What's included:

- Works to be pre planned and booked in in advance.
- Erect road barriers, cones, and signage to the working areas to ensure the areas are safe at all times.
- Clear all gullies, chamber from silt and debris build up.
- Clear pipes using a high-pressure jetting equipment to clear any silt build up.
- Jet wash gullies and grills to remove any moss, blockages or silt build up.
- Works are based on 1 engineer carrying out the above works and taking no more than 4 hours.

What's not included:

- Any repair works.
- Any CCTV surveys or reports unless requested by client. this would incur additional charges.
- Removing of any waste from site.
- Working in any other areas.
- We have only allowed to service the storm drains in this area. Any other drains including foul is excluded.
- If the works are not carried out in allocated time the engineer onsite will contact the client to inform the situation and the client has the choice to pay for the remaining time required at an hourly rate or leave the remaining works until the next visit.
- If a vehicle or other obstructions occur when we visit and we are unable to safely carryout the works we reserve the right to leave that gully, chamber, pipes or cancel the job if too many car obstructions occur.
- We have not included for any cleaning of approach or site roads by road sweeper or other means.
- We have assumed that we will have free use of power and water supplies.
- We have assumed that we will have unhindered access to the site.
- We have assumed that the work will be carried out in one visit.

Total Price for the above works	Every 3 Months 2 hour visit	£250.00 + vat
	Every 6 Months 3 hour visit	£330.00 + vat
	Every 12 Months 4 hour visit	£430.00 + vat

If you require other areas maintained like the main car park, we can carry this out at the same time. we can offer discount on large areas.

All works Guaranteed for 12 months.

Qualifications.

Our quotation is fixed and to remain firm for 30 days from this quotation date and is exclusive of V.A.T

Payment Terms.

All Payments to be made in full within 7 days from invoice date. If these terms do not meet your requirements, please contact us to discuss a payment plan that suit both parties. Please read below acceptance of works to confirm and secure works.

Payment Schedule.

1. All payments to be made in full 7 days from invoice date.
2. If price 3 is carried out either with 3, 6, 12 months, this is charged monthly and is a fixed contract for 12 months. After this period the works continue on a rolling plan. If you wish to cancel you must give us one months' written notice.

Acceptance of Works

The terms and conditions attached are incorporated within this quote. Please read and ensure you understand this quote and the terms and conditions set out below before proceeding. When you wish to proceed, please signify your acceptance of this quote and our terms and conditions by filling out the acceptance form below and which options you wish to proceed with and return-by email or post.

Feedback

Once work is completed you will be given a reputation report. Here you will be able to provide feedback for the work which we have undertaken. We would appreciate it very much if you could spend five minutes letting us know how we got on. This will help us make improvements in the future.

Terms and Conditions.

Please refer to our Company's full terms and conditions attached (file attached).

ANNEXE 2: Help the Hunter	
Meeting: Leisure Committee	Date: 20 th July 2023
Agenda item: 6	Author: EO

1. Purpose of report

To apprise the Committee of a request received to arrange scavenger hunts on the Memorial Park.

2. Background

A request has been received as below-

I am writing today to seek permissions to be able to host Scavenger Hunts in the Sandhurst Memorial Park and in the future other surrounding Parks that would be covered by Sandhurst Town Council.

The Scavenger Hunt is a slightly different concept to the norm and in its early planning stages. The hunt would require us positioning a 2-inch by 2-inch laminated paper containing a QR code (with a small animal image for the younger hunters to find) in varying locations across the park (10 locations) where the hunters would scan the QR code and be able to see a Video where we ask them a question. If they get the question right we provide a location using What3Words for them to go onto to search for the next QR Code.

The Scavenger Hunters would be taken around the park by finding each QR code and answering the questions and eventually end in the same area they started and when they complete the Scavenger Hunt they will win a sweet cone.

The Sweet Cone is free for taking part in the Scavenger Hunt and will be delivered later in the day by myself. My hope is that with feedback this could become a permanent attraction for people to come to the park where the questions and sometimes locations will be updated and eventually if permitted, we could upgrade from a Laminate paper to metal plaque display.

The first Scavenger Hunt would be free of charge to all, with plans to charge a small fee to access any future ones in different parks. The ultimate dream is to have these Scavenger Hunts across the country in local and National Trust Parks where they receive a reward at the end of the Hunt that gives them enough joy that they want to do it again and again.

I was also planning on suggesting people visit the parks cafe at the half way point for refreshments, in hopes of bringing additional revenue to the area.

I have been looking at potential locations for the QR codes when walking our dog and would try to make them hard to find at the locations so they are not that noticeable to people just enjoying the park, but if people do find the QR codes then they will be able to see from scanning what they are for and where they can join in.

Having grown up in Sandhurst and now living here with my wife and 4 children, I could not think of a better place to start the Scavenger Hunts and I hope to eventually expand them to be able to have question sets for all ages and prizes that fit the age group as well.

I would really appreciate it if you would consider allowing me the opportunity to entertain people with this scavenger hunt and let me know if you are happy for me to put this together what you would need me to ensure I have done to align with any health and safety concerns.

3. Recommendation

To consider the request and any associated H&S concerns. The fee will also need to be considered as it is business use however the usual business fee for use of the park will not be appropriate as this will not be an activity for a set time or at a set place.

ANNEXE 3: Sandhurst Community Brass Concert	
Meeting: Leisure Committee	Date: 20 th July 2023
Agenda item: 7	Author: EO

1. Purpose of report

To apprise the Committee of a recent request from the Sandhurst Community Brass Band

2. Background

Following the recent success of the concert held in the park, the Sandhurst Community Brass Band would like permission to put on another informal performance in the Memorial Park on 9/9/23.

3. Recommendation

To discuss and consider the request.

ANNEXE 4: Owlsmoor Park	
Meeting: Leisure Committee	Date: 20 th July 2023
Agenda item: 8	Author: EO

1. Purpose of report

To apprise the Committee of recent vandalism and complaints from members of the public concerning Owlsmoor Park.

2. Background

Over the last three months Owlsmoor Park has had numerous incidents of vandalism. These include-

Vandalism of the frog bin on three separate occasions. Firstly it was ripped out along with a metal bin and placed on top of the hedge, then at a later date it was ripped out and put on the basket swing. Last week the back was ripped off and litter thrown all over the park.

Play equipment has been vandalised and we are awaiting parts to repair this. Whilst the apparatus is out of use the signs and tape that are displayed are constantly being ripped down.

Broken glass is a frequent occurrence at the park.

The incidents have been reported to TVP.

Recent complaints from members of the public have included grass not being cut frequently enough & weeds in the park. There is a common feeling being expressed that the park is not cared for in the way that the Memorial Park is.

Owlsmoor Park is maintained by STC ground staff. They attend the park twice a week as a minimum to inspect the area and to empty the bins. The grass cutting is scheduled into their work plan and is usually done every 3-4 weeks. This is subject to change according to workload and staff availability.

3. Recommendation

To discuss and consider the current timetable for Owlsmoor whilst considering the restraints as the Memorial Park takes preference due to its size and facilities.