



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
SANDHURST MEMORIAL PARK
YORKTOWN ROAD
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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, Dr 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 21st September 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 (Information item)
- b) To receive an update on the Fireworks Event. (Decision item)
- c) To receive an update on the Freedom March Event following the meeting of the Working Group (Decision item).
- d) To review and adopt the Large Events Plan (Annexe 1). (Decision item)

5. Drainage Issues

To receive an update on the drainage project further to resolution 2992. (Information item)

6. Use of the SB Stadium Bottom Meadow for external matches and events

- a) To receive a request from the SB Group for permission to allow a charity celebrity football event to take place at Bottom Meadow. (Decision item)

b) To consider how the SB Group will communicate future requests received from external parties to use their ground, to STC for their consideration (Annexe 2). (Decision item)

7. Outside Toilets

To consider the current provision available at the Memorial Park (Annexe 3). (Decision item)

8. Allotment Toilets

To receive a presentation from the Sandhurst and District Allotment Association requesting permission to erect a permanent toilet on the allotments site. (Decision item)

9. Speed of vehicles using Brookside Meadow Access Road

To receive a recent complaint from a member of the public about speeding vehicles and to consider actions to help prevent speeding (Annexe 4). (Decision item)

10. CRY Testing

To receive a request from Sandhurst Football Club concerning the continuation of support for the CRY Testing. (Decision item)

11. Vending Machine

To receive a request from a commercial company for permission to install a vending machine on the Memorial Park (Annexe 5). (Decision item)

12. Festive Fun Run

To receive a request from Sebastians Action Trust for permission to hold a festive fun run on the Memorial Park (Annexe 6). (Decision item)

13. The Alt Prov

To receive an update concerning resolution 2991 concerning The Alt Prov and a proposal asking for permission to run their facility from an area on the Memorial Park. (Information item)

14. Cricket Square

To receive an update on resolution 2997 - Sandhurst Cricket Clubs concerns about repairs to the cricket square. (Decision item)

15. Leisure Committee Budget Planning

To receive any suggestions from the Leisure Committee Members for new facilities or events that they would like to be considered in the budget plans for the next financial year.
(Decision item)

16. 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)

17. Councillor Reports

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

18. Sports Club

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

19. Sandhurst Residents Association

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

20. Sporting Clubs and Societies

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

21. Next meeting

To date of the next meeting is confirmed as 16 November 2023. (Procedural item)

SANDHURST TOWN COUNCIL	
Large Events Policy	

This policy supports the desire of Sandhurst Town Council for the public open space at Sandhurst Memorial Park to be used to host safe and entertaining public events. Supporting public events in Sandhurst is considered to be of significant benefit to promoting a happy, healthy and integrated community atmosphere, making the town a desirable place to live, work and play.

1. Definitions: A 'large event' is defined as 'any event at which the public will reasonably be expected to participate, by walking up and paying for any service. (Including, but not limited to: entrance fee, event programme, parking, drinks, food, charitable contributions, cake stalls, bouncy castle, fairground rides, animal rides etc.)'
2. The Large Event Policy will apply to all events matching the definition, whether the event is organised by those groups based on the Memorial Park or those based out of the area. Any events taking place at the SB Stadium Bottom Meadow will be managed by the SB Group and they will be responsible for obtaining all documentation from event organisers. The SB Group must obtain permission for the event to take place from Sandhurst Town Council before agreeing to any use of the stadium.
3. A Large Event organiser will be required to complete the most current form of the Bracknell Forest Council (BFC) Safety Advisory Group (SAG), and submit this to BFC with a copy sent to Sandhurst Town Council (STC) and will attend any meetings of the SAG if subsequently required, as condition of use of the Sandhurst Memorial Park. Any licenses that are required, as indicated on the SAG form will need to be obtained within the timescales set by BFC and a copy provided to STC.
4. The Large Event Organiser will demonstrate to SAG via the application form and meetings (if required) that arrangements are in place to ensure best practice for event organisation, particularly with reference to the BFC 'Guide for event organisers.
5. The Large Event organiser will supply to STC copies of public liability insurance with the appropriate levels of cover for the proposed event (Minimum £10 million public liability).
6. The Large Event organiser will supply to STC copies (electronic PDF format preferred) of any event organisation documentation that is reasonably requested, as a condition of use of Sandhurst Memorial Park.
(Including but not limited to: Risk assessments relating to food preparation and sale in a public area, traffic management plans, arrangements for exclusion of the public from areas using portable generator sets, or portable appliance tests for equipment plugged into mains.)
7. The Large Event organiser will confirm their understanding that STC accept no liability for any losses incurred as a result of the denial of permission to use the Memorial Park, following a failure to demonstrate appropriate safety and licensing arrangements to the satisfaction of BFC SAG and STC.
8. In no circumstances will the liability of STC exceed the value of the financial contribution made under item 11.

9. The Large Event organiser will prove as a condition of park use, that they have engaged positively with the existing on-site service providers, such as Sandhurst Sports Club, SB Group, Sandhurst Football Club., Sandhurst Cricket Club, Sandhurst Gardening Club and Sandhurst Park Cafe in order to ensure the uninterrupted right to trade of STC leaseholders and to support those businesses and clubs which have already been determined by Sandhurst Town Council to be beneficial to the Sandhurst Memorial Park and the wider town.
Engaging positively is considered, as an absolute minimum, to comprise an email to the principal organisations listed above, outlining the proposed event and inviting a discussion regarding participation and contribution.
10. The Large Event organiser will attend meetings with STC Councillors and / or STC Officers to discuss the Large Event arrangements where reasonable notice of a meeting is given (10 working days in normal circumstances.) Large Event organisers are requested to invite a representative of STC to attend their own organising committees, to support good communication between the land owner and event organisers.
11. The Large Event organiser will propose and agree, in advance, a financial contribution to STC in return for the use of the Memorial Park, which is proportionate to the nature of the event. The proposed fee will be presented to and agreed by Leisure Committee where time allows or will be agreed following the Urgent Matters Procedure.
(It is considered reasonable that commercial events should pay a significantly higher fee than charitable events and events organised by local Sandhurst based clubs, whose contribution will be smaller or waived.)
12. The Large Event organiser is afforded no rights to affix any form of signage or other advertising, on land at the Memorial Park in the build up to an event, without the express written consent of Sandhurst Town Council.
13. The Large Event organiser is afforded no exclusive rights to the land at Sandhurst Memorial Park, and is prohibited from denying the public access to or through their event, other than where areas of the park must be excluded for reasons of public safety.
(For instance fencing an area around a portable generator set and a motorised fan for a bouncy castle is acceptable, to keep the passing public away from moving parts.)
14. Failure of a Large Event organiser to meet any of the terms of the Policy will result in landowner consent being withdrawn and access to the site will be denied.
15. All promotional material issued by the Large Event organiser must make clear who the event is being organised by.
16. The Large Event organiser must ensure appropriate security is provided for all aspect of the event.
17. The policy will be reviewed on a regular basis to ensure it remains a valid and effective tool for organising large events.
18. A checklist detailing the copies of documentation required by STC is included. This is to be completed by the organiser and sent to STC, 2 weeks prior to the event.

Sign and date:
Organisation:
For proposed event (Date / Title):

**LARGE EVENTS POLICY
CHECK LIST FOR EVENT ORGANISERS**
To be completed and returned to Sandhurst
Town Council weeks before the event date.
(stc@sandhurst.gov.uk)

ACTION REQUIRED	ACTION TAKEN	COPY RECEIVED BY STC
Complete SAG form and submit to BFC		
Apply for relevant licenses via BFC		
Supply copy of valid event insurance cover		
Return signed copy of the large events policy		
Contact Sandhurst Sports Club		
Contact S B Group		
Contact Sandhurst Football Club		
Contact Sandhurst Cricket Club		
Contact Sandhurst Park Cafe		
Contact Allotment Society –		
Contact Scout Group		
Contact Gardening Club		
Arrange meeting with STC to discuss site plan		
Propose fee for agreement by Leisure Committee or delegates		
Confirm the SAG feedback and any action taken to address the feedback received		

ANNEXE 2: SB Group – External matches & Events	
Meeting: Leisure Committee	Date: 21 th September 2023
Agenda item: 6b	Author: EO

1. Purpose of report

To apprise the Committee of a request received for arrangements on how the SB Group can seek permission for external matches and events at Bottom Meadow.

2. Background

The lease that is held between STC and SB Group states that the Landlords prior consent needs to be obtained for any matches or events being held at Bottom Meadow that are not Sandhurst Town FC or Bracknell Town FC.

A suggestion concerning how this could operate has been received from the SB Group as below-

Our lease currently restricts third-party use of our ground without written consent from the council. With leisure meetings taking place quarterly, this is going to prove difficult when we get daily/weekly/monthly requests for the use of our pitch. Therefore we propose the following.

A blanket amount of pre-approved use for the community, whether this be a local community or from within the leagues our clubs play in. There are many reasons clubs look for alternative venues and we would like to support clubs in our area and host their games where we can. We would share all dates and times of these fixtures with the council as and when they arise and would not exceed the number of games approved by the committee. These games would not have any detrimental effect on the residents or parking in the area.

We also have yearly requests to host charity games and Sunday league cup finals. These do draw larger crowds. These games would be sought permissions separately and we would work together to ensure the correct parking plans are in place to host.

We are a community club and would like to help third parties host their games where we can.

3. Recommendation

To consider the request and any associated concerns.

ANNEXE 3: Outside Toilets at the Memorial Park	
Meeting: Leisure Committee	Date: 21 th September 2023
Agenda item: 7	Author: EO

1. Purpose of report

To apprise the Committee of the current situation with the outside toilets and to consider alternative arrangements.

2. Background

Currently the outside toilets at the Memorial Park are only open when staff are on site. This means that if there are no functions in the hall at the weekends the toilets remain closed.

The toilets are not cleaned when there are no staff working and they are regularly vandalised. Property has been damaged which has resulted in extra cost to the Council. They are often left with excrement on the walls and floor which is extremely unpleasant for anyone trying to use the facility. Especially in the absence of cleaning being done at the weekend.

I have consulted with some of my peers locally to understand how they operate their outside toilets.

One local council have installed timer locks on the doors which operate between 8am – 5pm. They have a contract with an outside company that do other cleaning for them and they incorporate an hours cleaning of the toilets on a Saturday and Sunday into the contract.

Another local council that have had similar issues to us closed their toilets at the weekends for many months. They have recently reopened them and have a contract with an outside company who open, clean and lock the facility. This costs around £100 per weekend. The toilet facility is only open until 4pm at weekends.

3. Recommendation

To consider the use of an external contractor to enable the toilets to be opened at weekends on an adhoc basis when there are no staff working at the facility.

ANNEXE 4: Vehicles speeding on Brookside Meadow Access Road

Meeting: Leisure Committee

Date: 21th September 2023

Agenda item: 9

Author: EO

1. Purpose of report

To apprise the Committee of a complaint received by a resident concerning speeding vehicles on the Memorial Park.

2. Background

Following several occasions of speeding cars being reported by a local resident who walk their dog regularly in the park, the following suggestions have been made –

“I would appreciate it if you sort this matter out very seriously to stop drivers going too fast to Bracknell Town Football Club, by putting a road sign along the side of the road to alert all drivers and have the CCTV to monitor drivers' behaviour where there are walkers with their dogs, seniors, children and families enjoying their activity at Sandhurst Memorial Park”.

The SB Group have been contacted about the speeding cars and have spoken to their staff and players to remind them of the need to be cautious and maintain a slow speed when accessing the park via the road on Brookside Meadow.

3. Recommendation

To consider the suggestions.

ANNEXE 5: Vending Machine on Memorial Park

Meeting: Leisure Committee

Date: 21th September 2023

Agenda item: 11

Author: EO

1. Purpose of report

To apprise the Committee of a request that has been received from a commercial company to install a vending machine on the Memorial Park.

2. Background

The below request has been received-

I hope this email finds you well. I am reaching out to introduce an exciting business proposition that could greatly benefit your establishment's and the community around it.

I have started a children's vending machine business in Sandhurst and surrounding areas, and I believe that your locations would be an ideal setting to host one of our machines. These manual, £1-operated vending machines require no power source and offer a delightful variety of tubs of sweets, toys, or a combination of both.

Here are some reasons why hosting our vending machine at your premises would be mutually advantageous:

1. **Increase Foot Traffic:** The presence of our colourful and engaging vending machine will undoubtedly attract families with children to your location. This can result in increased foot traffic and potential customers for your establishment.
2. **Additional Revenue Stream:** As a gesture of appreciation for hosting our machine, we offer a generous 20% commission on sales made through the vending machine. This serves as an additional revenue stream for your business, requiring minimal effort on your part.
3. **Support a Charitable Cause:** Alternatively, if you prefer not to receive a commission, we can donate the entire 20% to a local charity of your choice. This allows you to contribute to the well-being of the community and showcase your commitment to social responsibility.
4. **Easy and Convenient Maintenance:** We take care of all machine maintenance, stocking, and restocking, ensuring a hassle-free experience for you. You can focus on your core operations while providing an exciting and enjoyable service to your customers.

Thank you for considering this opportunity. I truly believe that our children's vending machine would be a fantastic addition to your location, creating a memorable experience for children and their families.

I have attached our flyer for your perusal.

3. Recommendation

To consider the request..

Tubz Sweet Vending Tower



The Tubz Tower is our most popular dispenser with over 10 million sold each year! It is an attractive chrome coloured vending machine which vends small TUBZ pots filled with many different confectionary products including brand names such as HARIBO, NESTLE, SKITTLES, ROLO, TOBLERONE just to name a few! Whether you are at a Children's play centre, retail outlet, shopping centre or family bar: simply twist and choose the delicious tubz of your choice!

Dimensions

Height 81 cm - Width 30 cm
Depth 30 cm - Weight 8 Kg



TMH Vending
For All Your Vending
Needs
helpdesk@tmhcorp.co.uk
0203 3020 227
079 2574 3450



TUBZ TOWER



PRINGLES TOWER



TOY TOWER



FACE MASK TOWER



HEALTH TOWER

TMH Vending
For All Your Vending Needs
helpdesk@tmhcorp.co.uk
0203 3020 227
079 2574 3450

What we do:

- We supply the machine free of charge.
- We fully stock the machine and restock as required.
- We regularly clean and service the machine.
- We give you (or the Starlight Children's Foundation if you choose) 10% of the gross profits.

What you do:

- You provide the location, **Nothing else.**

ANNEXE 6: Festive Fun Run	
Meeting: Leisure Committee	Date: 21 th September 2023
Agenda item: 12	Author: EO

1. Purpose of report

To apprise the Committee of a request that has been received from a charity wishing to hold a festive fun run on the Memorial Park.

2. Background

The below request has been received-

I am the Event Fundraiser for Sebastian's Action Trust. At Sebastian's Action Trust. We provide emotional, social and practical care for life-limited and life-threatened children and their families. We offer family respite care at our flagship facility, The Bluebells in Basingstoke together with outreach and specialist support at our second centre, The Woodlands in Crowthorne, that is aimed at reducing isolation, providing meaningful support and building resilience to help our beneficiaries face the uncertainties of the future.

At Sebastian's Action Trust, we passionately believe seriously-ill children should be able to have quality time together with their families, never having to face life alone. Our vision is to ensure lives, however short, are lived to the full.

The reason for my email, we are looking at holding a fundraising event to raise the much needed funds to support our families and was hoping we would be able to use the Sandhurst memorial park run route to hold a festive Fun run/Walk sometime in December. I was the Event Fundraiser that organised the first 10 years of the Santa Dash in Swinley Forest

I have spoken to the potential organiser of the event and I have been informed that they would ideally like to hold the event on Sunday 3rd December 2023 but are flexible should that date be a problem.

They would like to have a gazebo for the registration and be able to play festive music. The run would take place around the Park Run route.

3. Recommendation

To consider the request..