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Minutes of the Full Council meeting of Sunninghill & Ascot Parish Council held at the Parish Council Office, The Courtyard, High Street, Ascot, SL5 7JF, on Tuesday 23 October 2018 at 7.00pm.

Councillors present: Councillors A Sharpe (Chairman), B Hilton (Vice-Chairman), P Carter, P Deason, R Ellison, J Gripton, D Hilton, B Humphreys, P Morris, C Lester, B Story.

In attendance: P Williams (Committee Administrator), E Yates (Clerk to the Council)

AGENDA REF.	DISCUSSION / ACTION	WHO	WHEN
7183	APOLOGIES FOR ABSENCE Apologies were received from Councillors C Herring, S Humphrey, S Jones, A Nehra and R Wood.		
7184	DECLARATIONS OF INTEREST The Chairman asked to receive any Declarations of Interest in accordance with the adopted Code of Conduct. There were none.		
7185	MINUTES Prior to the meeting, the minutes of the meeting held on 11 September 2018 were circulated. These were agreed to be a correct record and were signed by the Chairman.		
7186	ACTIONS ARISING All actions from the previous meeting had been completed, or were on the agenda, except for the following: Cllr A Sharpe and the Clerk had approached Sunningdale Parish Council to discuss their approach to CIL (Community Infrastructure Levy) usage but they thought it to be premature to liaise at this stage. Cllr D Hilton had checked on progress with the Borough infrastructure requirements list and this had not changed at this stage. He notified Councillors that the Borough Local Plan would be released in February 2019. Action 1: Cllr D Hilton to continue to check on progress with the Borough's CIL infrastructure list. Cllr P Deason had received no response from the RBWM Traffic Department regarding his request for a full traffic survey for Sunninghill, which he thought was necessary before reviewing parking and congestion in the village. He was extremely disappointed with this, particularly since this was an action that the Borough Officer stated could be considered, following the community engagement meeting on parking held on 20 June 2018. Cllr P Deason had spoken with Cllr J Sharpe, the lead Borough Councillor, and the slow progress in forming a resident's group to look at the Borough's proposals, who informed him that his focus was on congestion. Cllr P Deason contended that it was the lack of parking and congestion in Sunninghill which were of concern to residents. Cllr A Sharpe was aware that Cllr J Sharpe had spoken with retail shops in Sunninghill regarding reducing the size of their delivery lorries, setting up a loading bay to serve more than one shop, asking for volunteers for a Working Group to progress actions and conducted a doorstep survey with local residents regarding	Cllr D Hilton	27/11/18

	parking. Cllr D Hilton stated that he had recently received a report from the Borough regarding traffic surveys for Ascot and would review this and then report back to the		
AGENDA REF.	DISCUSSION / ACTION	WHO	WHEN
7186 (cont'd)	<p>Parish Council. Cllr P Deason considered that the Sunninghill traffic survey should include all the main streets and also major roads. Councillors discussed the feasibility of commissioning their own traffic survey for Sunninghill, paid for out of CIL funds. It was agreed that these were very complex, involving statistical modelling of traffic flows at different times of day and would be expensive, so it would be prudent to review the RBWM report and position in the first instance.</p> <p>Action 2: Cllr D Hilton to review the RBWM traffic survey report for Ascot and feedback to the next Parish Council meeting.</p> <p>Action 3: (carried forward from 11/9/2018) Cllr D Hilton to provide the Clerk with site security companies used at the Borough.</p>	<p>Cllr D Hilton</p> <p>Cllr D Hilton</p>	<p>11/12/18</p> <p>11/12/18</p>
7187	<p>FORMAL ANNOUNCEMENTS</p> <p>The Chairman notified Councillors that the Ministry of Justice had written to report that the churchyard at All Soul's Church was being closed and the Borough would now take over its maintenance. There were no other announcements.</p>		
7188	<p>PUBLIC ADJOURNMENT</p> <p>There were no members of the public present and, therefore, the meeting was not adjourned.</p>		
7189	<p>PRESENTATION OF COMMITTEE MINUTES</p> <p>Planning Committee meetings of 18 September and 9 October 2018: The minutes were presented by Cllrs B Hilton and P Deason. Cllr B Hilton reported that she had attended a recent meeting of the Windsor Rural Development Management Panel and they had unanimously refused planning permission for 4/5 Claver Drive and Mile Stones. She said that the Panel had requested the attendance of the Highways Department at their next meeting to comment on plans where major roads were affected by development. Cllr P Deason reported that 80-82 Upper Village Road had now withdrawn their planning application.</p> <p>Cllr A Sharpe reported that she had tried to attend the public consultation for the proposed Beechgrove development, which had advertised a close time of 7.30pm. She had arrived at 5.30pm and informed Councillors that the meeting room had closed.</p> <p>Action 4: Cllr B Hilton to write to the Borough to inform them of the premature closure of the public consultation for the proposed Beechgrove development.</p> <p>Leisure Committee meeting of 25 September 2018: the minutes were presented by Cllr R Ellison.</p> <p>Sunninghill Victorian Street Fayre meetings of 25 September and 15 October 2018: the minutes were presented by Cllr B Hilton who reported that arrangements were progressing well and the take up of stalls was now very good, so the event should be vibrant. She stated that Mr Duncan Rayner would be managing the stewards and was very experienced at doing so. The programmes had been printed and each Councillor was given several to distribute, having discussed the best places to ensure a wide distribution across the local area and beyond.</p>	Cllr B Hilton	11/12/18
7190	<p>Oriental Road footpath and associated works</p> <p>Prior to the meeting the Clerk had circulated the specification and tender return report regarding works to the Oriental Road footpath and steps within Victory Field. The Clerk reported on the background to this item, the nature of the work required, and the tender returns received. The 3 separate projects had been investigated by herself, members of the Parish Council's Leisure and Cultural Committee. The need for the works had partly arisen from the Parish Council's RoSPA (Royal Society for the Prevention of Accidents) report and were based upon the specifications drawn up by an external surveyor. Two projects required immediate attention. These were to</p>		

	ensure the broken steps and footpath at Oriental Road and the existing steps that led from the top car park to the pitch met current safety standards. The Clerk		
AGENDA REF.	DISCUSSION / ACTION	WHO	WHEN
7190 (cont'd)	<p>recommended these projects for approval. The works to the Oriental Road footpath were included within this year's capital works programme and the works to the pitch steps would be funded from the general property and grounds maintenance budget. The Clerk asked Councillors to approve this expenditure.</p> <p>Cllr A Sharpe thanked the Clerk for the helpful paperwork and proposed that these 2 projects were approved. The third project proposed was the creation of new steps that would lead from the Oriental Road entrance to the pitch. The Chairman proposed that this could be a project for the future. The Clerk noted that this project had not been included within this year's budget. Other Councillors agreed with this phased approach. Cllr B Humphreys suggested that the Clerk investigate if there were any financial benefit in conducting all 3 projects concurrently. Cllr P Deason replied that this third project could be undertaken as a stand-alone project. Therefore, approval was given to undertake the recommended works for the 2 priority projects. The Clerk confirmed that a closure and diversion sign would be required at the site while the work was being conducted.</p> <p>Action 5: Clerk to proceed accordingly with the works to the Oriental footpath and existing steps.</p>	Clerk	ASAP
7191	<p>Budget 2019-2020</p> <p>Prior to the meeting the Leisure Committee budget paper was circulated. Cllr R Ellison summarised the paper and four projects were proposed for inclusion within next year's capital works budget:</p> <p>Cheapside Play Park Renewal: To replace the multi-play unit, trim trail, 'rock and cross' play frames and seating.</p> <p>Football Goals and nets: four goals have rusted beneath the surface and are unlikely to be sturdy enough for the football season 2019-20. The goals could be replaced with steel, aluminium or plastic frames, which would be socketed into the ground.</p> <p>Tom Green's Field and Blythewood Nature Reserve enhancements</p> <p>South Ascot Play Ground: play equipment replacement.</p> <p>Councillors examined each project and considered whether there were any other projects required for the short-term. They also discussed whether CIL funds could be appropriately used for some projects and how funding should be budgeted correctly. Councillors unanimously approved that the four projects would be included in next year's budget at a total cost of £76,000.</p> <p>The Clerk then updated Councillors on the completion of the new Pavilion at Victory Field. The external cladding was now being completed but the building was already in use by the footballers who were pleased with the new facility. A grand opening was planned for January 2019 and the pitch would be re-dedicated at the Summer Party 2019.</p>		
7192	<p>Half-Year Budget Report</p> <p>Prior to the meeting the half-year budget report was circulated. The Clerk presented this on behalf of Cllr R Wood (Proper Financial Officer). She summarised that expenditure had been slightly higher on GDPR (General Data Protection Regulation) compliance than budgeted and for Christmas lights but lower on insurance, with all other items being as expected. In his report Cllr R Wood had broken down the Reserve level. He stated that the Parish Council would also receive CIL monies but there were many demands to be made on these monies and so the Parish Council needed to consider the use of its reserves for the long-term. There were concerns over the poor rate of interest received in the bank account and Councillors discussed how best to ensure a greater return. Councillors examined the report but concluded that it</p>		

	would be helpful to have the financial allocations explained by Cllr R Wood at the next meeting.		
AGENDA REF.	DISCUSSION / ACTION	WHO	WHEN
7192 (cont'd)	Action 6: Cllr R Wood to present the budget at the next meeting. Councillors requested an explanation for the reason for the increased cost of the Christmas lights and Cllr R Ellison explained that the Borough were no longer able to subsidise the lights in Sunninghill High Street (although they would do so for Ascot High Street) and that the cost of erection had increased significantly by RBWM contractors. It was agreed that the use of an alternative contractor could be looked into for 2019. Cllr D Hilton suggested that the Parish Council examine what funds would be required from the precept to fund all necessary works without relying on reserve funding. It was agreed that this would be a prudent exercise. Action 7: Clerk and Cllr R Wood to discuss the level of funds (precept) required each year to fund all necessary Parish Council works without including reserves.	Cllr R Wood Cllr R Wood / Clerk	11/12/18 31/1/19
7193	BOROUGH COUNCIL MATTERS Cllr D Hilton informed Councillors that the Local Government ward boundaries had changed, affecting the election of candidates for this area. He said that there were approximately 3000 electorate per Councillor at RBWM. Action 8: Cllr D Hilton to report on the proposed Ascot Community Centre at the next meeting. Cllr D Hilton then reported on a confidential matter which is recorded in separate Part II minutes.	Cllr D Hilton	11/12/18
7194	ANY OTHER BUSINESS Councillors discussed major planning proposals and Cllr B Story updated Councillors on the Cordes Hall Management Committee meeting she had attended. She learned that Cordes Hall had run a very successful outdoor film screening in the summer and were planning to do so again next year at the same venue, the field next to St Michael's Church in Sunninghill. Action 9: Committee Administrator to include the possibility of offering Victory Field to the Cordes Hall for their film screening 2019 on the next Leisure Committee agenda.		

There being no further business, the Chairman closed the meeting.

MEETING END: 8.38pm

ACTIONS LIST

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7186	Action 1: Cllr D Hilton to continue to check on progress with the Borough's CIL infrastructure list.	Cllr D Hilton	27/11/18
7186	Action 2: Cllr D Hilton to review the RBWM traffic survey report for Ascot and feedback to the next Parish Council meeting. Action 3: (carried forward from 11/9/2018) Cllr D Hilton to provide the Clerk with site security companies used at the Borough.	Cllr D Hilton Cllr D Hilton	11/12/18 11/12/18
7189	Action 4: Cllr B Hilton to write to the Borough to inform them of the premature closure of the public consultation for the proposed Beechgrove development.	Cllr B Hilton	11/12/18

7190	Action 5: Clerk to proceed accordingly with the works to the Oriental footpath and existing steps.	Clerk	ASAP
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7192	Action 6: Action 6: Cllr R Wood to present the budget at the next meeting.	Cllr R Wood	11/12/18
7192	Action 7: Clerk and Cllr R Wood to discuss the level of funds (precept) required each year to fund all necessary Parish Council works without including Reserves.	Cllr R Wood / Clerk	31/1/19
7193	Action 8: Cllr D Hilton to report on the proposed Ascot Community Centre at the next meeting.	Cllr D Hilton	11/12/18
7194	Action 9: Committee Administrator to include the possibility of offering Victory Field to the Cordes Hall for their film screening 2019 on the next Leisure Committee agenda.	Committee Admin.	27/11/18