



The Courtyard (Ascot Racecourse)  
High Street, Ascot, Berkshire SL5 7JF

Tel: 01344 623480

Email: enquiries@s-a-pc.com

Website: www.sunninghillandascotparishcouncil.co.uk

**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 Thursday 3 January 2019 at 7.00pm.**

**Councillors present:** Councillors B Hilton (Vice-Chairman), P Deason, R Ellison, J Gripton, C Herring, D Hilton, B Humphreys, P Morris, C Lester, A Nehra,

**In attendance:** Ms C Estrada (Imperial/Silwood College), Ms C Paige (Wildlife in Ascot), E Yates (Clerk to the Council), P Williams (Committee Administrator)

MINUTE REF.	DISCUSSION / ACTION	WHO	WHEN
7251	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Cllrs A Sharpe, P Carter, S Humphrey and R Wood. Cllr B Story sent apologies immediately after the meeting for illness. Cllr S Jones also sent apologies following the meeting.</p> <p>Cllr B Hilton kindly agreed to chair the meeting in the absence of Cllr A Sharpe.</p> <p>Cllr B Hilton welcomed Catharine Paige (Wildlife in Ascot) and Catalina Estrada (Imperial / Silwood College) to the meeting.</p>		
7252	<p><b>DECLARATIONS OF INTEREST</b></p> <p>The Chairman asked to receive any Declarations of Interest in accordance with the adopted Code of Conduct. None were given.</p>		
7253	<p><b>PRESENTATION FROM WILDLIFE IN ASCOT AND SILWOOD COLLEGE</b></p> <p>Cllr B Hilton introduced Catharine Paige and Catalina Estrada and invited them to deliver their presentation on proposals for the use of Community Infrastructure Levy (CIL) Funds to survey green corridors.</p> <p><b>Action 1: Catalina Estrada (Silwood College) to email the Clerk her presentation, written proposals and map for onward circulation to Councillors.</b></p> <p>Ms Paige explained that green corridors had been defined within the Neighbourhood Plan as a habitat for wildlife. Unfortunately, this habitat was decreasing in size leading to increased competition from inhabitants and thereby decreasing diversity. She explained that Wildlife in Ascot (WiA) had recently worked on the Blackmoor stream project, clearing it up so that now kingfishers were nesting there once again. She said that WiA were enthusiastic amateurs and so they worked closely with experts with ecological and zoological skills, such as staff and students at Silwood College.</p> <p>Ms Paige showed the importance of green corridors stating that the Parish was in between Swinley Forest and Windsor Great Park, both extremely important sites nationally and internationally. WiA enjoyed a very good collaborative relationship with Silwood College and arranged various community events there e.g. bug days. The proposals involved a holistic, formal survey of the green corridors within the Parish. Prior to this, surveys had been piecemeal and were over 3 years old, with insufficient resource being available to conduct a more thorough and widespread survey. By paying students to do the surveys, this would enable WiA to understand what areas required improvement, so they could work with landowners to achieve this.</p> <p>Ms Estrada explained that she worked in Life Science at Silwood College, and was the link with WiA, with more than 150 Masters and PhD students skilled in this type</p>	<p><b>Catalina Estrada / EY</b></p>	<p><b>ASAP</b></p>

MINUTE REF.	DISCUSSION / ACTION	WHO	WHEN
7253 cont'd	<p>of work. The College was keen to work with the community and improve the local environs.</p> <p>She outlined the 2-year project. The aims were: to understand what lives in the green corridors; how well maintained these areas are; to design a way to monitor the health of the green corridor and improve it where necessary. The methods to achieve this were explained along with the timeline and costs involved (most of which was for student time, which would be matched with free volunteer time from College Park Staff and WiA). The total cost would be £26,472. The outputs would include: detailed map of green corridors; baseline of plant and animal life; community information for publication and to raise interest; report on invasive life and what needs to be monitored; create management protocols to keep the corridors in good health.</p> <p>Questions were invited from Councillors.</p> <p>Q. What would happen after the final reports were delivered? A. The reports would recommend how best to manage each area so that WiA, other bodies and landowners could action these.</p> <p>Q. Would local schools be involved? A. Not to undertake the expert studies but the outputs could be used to engage students. Charters School and the Marist School abutted the corridors so could be particularly engaged with their local environs.</p> <p>Q. If the surveys form part of the student's thesis should they be paid for this work? A. The surveys would not form part of a Masters or PhD but just give useful experience to these students.</p> <p>Q. Does a contingency budget need to be set aside in case more or less hours are required? A. The cost estimate is based on the hours of work envisaged but at this stage the exact hours could not be accurately calculated. An overhead allocation had been identified which could act as a contingency.</p> <p>Q. What will be the benefit for the Parish? A. The reports would show the Parish Council and local landowners the biodiversity of the area such that any future proposed developments could be accurately assessed for the negative impact on the environment and, therefore, what the developer would need to mitigate if the development went ahead. The project would also increase community engagement and involvement with the wildlife environment.</p> <p>Q. How much volunteer time would be required? A. The hours would be logged and there were usually 30 WiA volunteers who regularly did these projects.</p> <p>Q. How could the continuity of students be ensured – what if they complete their studies and leave the project half way through? A. One set of students could produce the basic data and then either continue or pass the information to other students to write the reports. There are always students who want to be paid for such work.</p> <p>Q. Who would manage the project at the College? A. Ms Estrada herself plus the Dean, Tim Barraclough</p> <p>Q. Has/will this project receive funding elsewhere? A. Funding might be sought for the adjoining area of Sunningdale to similarly survey their Parish green corridors, but this would be separate.</p> <p>Q. When ideally would the project start? A. Spring 2019 and must contain a year of continuous survey data to include all the seasons.</p> <p>Councillors thanked Ms Paige and Ms Estrada and agreed to include these proposals on the next Full Council agenda. <i>Ms Paige and Ms Estrada left the meeting 7.35pm.</i></p>		

MINUTE REF.	DISCUSSION / ACTION	WHO	WHEN
7253 cont'd	<b>Action 2: Committee Administrator to include Green Corridor survey on Full Council agenda 12th Feb 2019.</b>	PW	12/2/19
7254	<b>MINUTES</b>  Prior to the meeting, the Full Council minutes 11 December 2018 were circulated. Councillors agreed that these were a correct record of the meeting and the Vice Chairman signed them.		
7255	<b>ACTIONS ARISING</b>  All actions from the previous meeting had been completed.		
7256	<b>FORMAL ANNOUNCEMENTS</b>  Cllr A Sharpe had requested that the Annual Assembly be discussed – see item 7261 below.		
7257	<b>PUBLIC ADJOURNMENT</b>  The meeting was not adjourned for a maximum of 15 minutes to allow Members of the Public, if present, to address the Council about matters of local concern as no members of the public were present.		
7258	<b>PRESENTATION OF COMMITTEE MINUTES</b>  Prior to the meeting the Planning Committee minutes 18 December 2018 were circulated to all Councillors. These were presented by Councillor B Hilton.		
7259	<b>PRECEPT 2019 – 2020</b>  Prior to the meeting, the Clerk had completed the Precept form 2019 – 2020 with the information previously agreed by Councillors in their consideration of the budget 2019 – 2020 which was approved at the previous Full Council meeting.  Councillors unanimously approved the Precept request for the next financial year, 2019-2020 by a show of hands. Therefore, it was resolved that the Precept would be set at £171,507.00 based upon a Tax Base (Band D equivalents) of 6,528.63, which equated to a Precept per Band D property of £26.27, with an additional compensating grant from the Royal Borough of Windsor & Maidenhead (RBWM) of £5,763.00. This represented a zero increase in the Band D Precept Charge from the last financial year.		
7260	<b>INTERNAL AUDIT – INTERIM REPORT</b>  The Clerk informed Councillors that the Auditor had visited on 18 December 2019 but, as yet, no interim report had been received.  <b>Action 3: Committee Administrator to include Internal Audit- Interim Report on next Full Council agenda.</b>	PW	12/2/19
7261	<b>THE PARISH COUNCIL ANNUAL ASSEMBLY</b>  Councillors considered the arrangements for the Annual Assembly to be held on 20 March 2019. Last year, Ascot Racecourse had kindly hosted the event, so it was felt that another venue should be used in 2019 to encourage attendance from residents in different parts of the Parish. Ascot United Football Club was available on that date and could provide refreshments. Councillors suggested that the Cordes Hall, Sunninghill be explored and/or All Saints Church Hall. No external catering provision existed at these venues, so the Parish Council staff would be required to facilitate the event along with Councillors.  Councillors agreed that they wanted to encourage as many residents to attend the Annual Assembly as possible and suggested that residents were asked for suggestions as to what topics they would like to be addressed at the Assembly. They agreed to promote the event on the Parish website and social media sites, and other local sites such as Ascot Gossip Girls and suggested printing flyers to be put in businesses/shop windows. The event had to be entitled the Annual Assembly, but a more explanatory subtitle could be used to engage interest. It was agreed that Councillors would		

MINUTE REF.	DISCUSSION / ACTION	WHO	WHEN
7261 (cont'd)	<p>present, as per the last Assembly, on what had been achieved during the past year and how public money had been spent. It was also agreed that the presentation should include what projects the Parish Council was considering for 2019-2020, including CIL (Community Infrastructure Levy) projects. It was agreed the discussion of CIL monies might encourage public interest, as well as possible candidates for the Parish Council (the deadline for nominations being the following day). Cllr B Hilton acknowledged that CIL funds would increase Council workload but would also enable exciting development projects to take place.</p> <p><b>Action 4: Clerk to explore the availability of Cordes Hall or All Saints Church Hall for the Annual Assembly.</b></p> <p><b>Action 5: Clerk, Committee Administrator and Administrative Assistant to plan the Annual Assembly event and assist in updating reports/ presentations on areas of Parish Council responsibility and future projects.</b></p>	EY  EY / PW / JS Councillors	12/2/19  12/2 19
7262	<p><b>BOROUGH COUNCIL MATTERS</b></p> <p>Cllr D Hilton reported that the Borough had received significant planning applications for the centre of Maidenhead. In addition, the Parish Council had been consulted on taxi ranks outside Bar 1 and the Nightclub on Course Road / Ascot High Street. Car parking problems in Course Road had resulted in a proposal to erect a permanent barrier to enable better access. Cllr D Hilton was keen to erect flower baskets on top of the barrier to improve the appearance and requested that the Parish Council would consider providing these.</p>		
7263	<p><b>ANY OTHER BUSINESS</b></p> <p>Cllr P Morris reported that graffiti had been found on the fence in Victory Field. The Clerk confirmed that Parish Council noticeboards had also been defaced.</p> <p><b>Action 7: Clerk to contact the Borough to remove graffiti in Victory Field and on Parish Council noticeboards.</b></p> <p>The Electoral Team at RBWM had sent out election information via the Clerk which had been forwarded to Councillors.</p>	Clerk	12/2/19

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

**MEETING END: 7.50pm**

**ACTIONS LIST**

MINUTE REF.	ACTION	WHO	WHEN
7253	<b>Action 1: Catalina Estrada (Silwood College) to email the Clerk her presentation, written proposals and map for onward circulation to Councillors.</b>	Catalina Estrada / EY	ASAP
7253	<b>Action 2: Committee Administrator to include Green Corridor survey on Full Council agenda 11 Feb 2019.</b>	PW	12/2/19
7260	<b>Action 3: Committee Administrator to include Internal Audit- Interim Report on next Full Council agenda.</b>	PW	12/2/19
7261	<b>Action 4: Clerk to explore the availability of Cordes Hall or All Saints Church Hall for the Annual Assembly.</b>	EY	12/2/19
7261	<b>Action 5: Action 5: Clerk, Committee Administrator and Administrative Assistant to plan the Annual Assembly event and assist in updating reports/ presentations on areas of Parish Council responsibility and future projects.</b>	EY / PW / JS/ Councillors	12/2/19
7263	<b>Action 6: Clerk to contact the Borough to remove graffiti in Victory Field and on Parish Council noticeboards.</b>	Clerk	12/2/19