

**Minutes of the Meeting of Sunninghill & Ascot Parish Council to be held on Tuesday 2<sup>nd</sup> September 2025 at 7.03pm in the King Edward VII Meeting Room, Ascot Racecourse, SL5 7JX**

**Members of the Public:** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Members Present:** Cllr A Sharpe (Chairman), Cllr B Hilton (Vice-Chairman), Cllr M Beckett, Cllr L Davison West, Cllr R Gregory, Cllr J Gripton, Cllr C Richardson, Cllr B Story, Cllr M Turton, Cllr S Verma, Cllr R Wood.

**In attendance:** RBWM Cllr J Sharpe, Mrs R Bovill, Mr P Olzewski, one member of the public and Miss E Cope (Clerk/RFO).

**9119. CHAIRMANS WELCOME**

The Chairman welcomed those present to the meeting, reminding them that all mobile devices are switched to silent for the duration of the meeting

A reminder to all in attendance of the fire safety regulations for the venue of the meeting

**9120. TO NOTE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Herring and Cllr Revilla and Cllr Morrison

**9121. DECLARATIONS OF INTEREST AND DISPENSATIONS**

All Members were reminded that they must disclose any disclosable pecuniary interests, registerable interests and any non-registerable interests they have in items of business on the meeting's agenda either at this point or during the agenda item. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.

The Clerk requested councillors to review and update their declaration of interests' form

**9122. MINUTES FROM PREVIOUS MEETINGS**

The minutes of the meeting held Tuesday 8<sup>th</sup> July 2025 were approved as a true and accurate record

Proposed: Cllr Sharpe

Vote: All

**9123. PUBLIC FORUM**

The Chairman moved to allow maximum of 15 Minutes (5 mins per speaker) for the public to address the Council (extended on approval of the Chairman).

There were no questions, so the meeting continued without adjournment.

**9124. CO-OPTION**

The Chairman invited both Mrs Bovill and Mr Olzewski to make a short statement, of no longer than three Minutes each, outlining why they wished to become a Parish Councillor and how they felt they could contribute to the benefit of Sunninghill & Ascot Parish and its residents.

Both candidates were considered suitable for the role. However, Council felt unable to make a decision at this stage. The Chairman noted that Cllr P Carter had been absent from Council meetings for nearly six months due to ill health. It was unanimously agreed that the Clerk would contact Cllr Carter to establish whether he wished to continue in his role or resign his position, thus potentially creating a second vacant seat.

The Chairman then called a motion to continue the discussion in Part II (confidential session), which was seconded by Cllr Davison West and approved by all.

The applicants were invited to return to the meeting. The Chairman gave thanks for their interest and presentations, and advised that the council would continue discussion in confidential session. The Clerk would be in touch with a decision in due course.

#### **9125. CHAIRMAN'S REPORT**

The Chairman provided a report, noting August had been a quiet period.

Council was advised that the Chairman would be presenting a statement on behalf of the Parish Council at the Windsor and Ascot Development Management Committee meeting on Thursday 4th September 2025.

A statement from the Council regarding planning application 25/01050/FULL – Land bounded by Ascot Fire Station, Station Hill, and west of Hermitage Parade and south of High Street, Ascot, to which the council strongly object – will be presented by Cllr Sharpe. A press release has previously been issued to residents, the local press and published via social media and the Parish Council website.

#### **9126. CLERK'S REPORT**

The Clerk provided a report summarising her first eight weeks in post.

Key organisational foundations have been established, including the introduction of weekly staff and Chairman meetings, as well as quarterly contractor site visits. Operational improvements were initiated through updates to cemetery records, staffing policies, contracts, and internal processes.

It is hoped that community engagement has been strengthened through meetings with residents and the launch of a quarterly mailing list. The Clerk also attended a burial, provided staff training, updated internal systems, and supported meetings of Full Council and all standing committees.

Partnership working was advanced through meetings with Thames Valley Police and Sunningdale Parish Council.

The Clerk advised a review of employment policies, which would be presented for approval prior to year-end 30th April 2026 includes, but are not limited to:

- Annual Leave and TOIL
- Dignity at Work
- Flexible and Remote Working
- Lone Working
- Sickness Absence
- Whistleblowing

The Clerk advised supplier invoices for payment, which were to be signed after the meeting.

#### 9127. PLANNING COMMITTEE

Cllr Wood (Planning Chairman) provided a report of the meeting held, Wednesday 16<sup>th</sup> July 2025 and Cllr Gregory (Planning Vice-Chairman) provided a report of the meeting held, Wednesday 20<sup>th</sup> August 2025, detailing the council's formal response to the London Square development, revised application.

#### 9128. FINANCE AND PERSONNEL COMMITTEE

Cllr Sharpe provided a report from Part I of the meeting held Tuesday 29<sup>th</sup> July 2025

##### I. **Appointment of internal auditor for FY 2026/27**

Council resolved to approve the appointment of Auditing Solutions as the council's internal auditor for the financial year 2026/27.

##### II. **Budgeting requirements for FY 2026/27**

The Chairman advised Council to consider the council's budgeting requirements for the financial year 2026/27 and to submit recommendations for expenditure at the next appropriate committee meeting.

##### III. **NALC recommended statutory policies and procedures**

Council approved to adopt the NALC recommended statutory policies and procedures as recommended by the Finance and Personnel committee.

- Data Protection and Confidentiality Policy (HR)
- Disciplinary Policy and Procedure
- Equality, Diversity and Inclusion Policy
- Grievance Policy and Procedure
- Health and Safety Policy

#### 9129. POLICIES AND PROCEDURES REVIEW

Council was advised that the Standing Orders were originally presented at the May meeting, however they were deferred to allow a full review by the incoming Clerk.

The revised Standing Orders were approved with amendments.

**Proposed:** Cllr Sharpe

**Vote:** All

#### 9130. CULTURAL AND LEISURE COMMITTEE

To receive a report from the extraordinary Leisure and Cultural Committee meeting held Tuesday 2<sup>nd</sup> September 2025

##### I. **SOUTH ASCOT PLAYPARK UPGRADE – CONTRACTOR APPOINTMENT**

Cllr Richardson provided a report of the Leisure and Cultural Committee extraordinary meeting held on Tuesday 2nd September 2025, noting that, from an original total of thirteen tenders received, the working group had shortlisted two final contractors - HAGS and Kompan.

This selection was made following a series of working group and committee meetings.

Considerations during the evaluation process included:

- Quality and durability of proposed equipment
- Design suitability for the site and community needs
- Accessibility and inclusivity features

- Value for money and cost-effectiveness
- Contractor reputation and experience
- Installation timelines and aftercare support

These factors were carefully weighed to ensure the chosen contractor would deliver a high- quality and sustainable outcome for the parish. To enable a balanced decision, the committee had reviewed correspondence and feedback received from parish residents, the findings from the Sunninghill and Ascot Community Research Project, along with policies and priorities outlined in the Ascot, Sunninghill and Sunningdale Neighbourhood Plan (2011-2026, adopted 29th April 2014 (currently being refreshed).

Following detailed discussion and deliberation, the committee resolved to approve the itemised quotation from HAGS (Revision 2, dated 30th June 2025), at a cost of £149,000 + VAT. The approved design incorporates themes from the classic Lewis Carroll children's story Alice in Wonderland, aligning with the Council's aim to create a distinctive and imaginative play environment.

## II. **APPROVAL OF EXPENDITURE – SOUTH ASCOT PLAY PARK UPGRADE**

Cllr Richardson presented the recommendation from the Leisure and Cultural Committee for approval by Council.

Councillors approved the use of Community Infrastructure Levy (CIL) funds to fund the project to a value of £150,000. In addition to which, a contingency for the project of 15% of the overall cost, to be drawn from existing reserves was agreed.

**Proposed:** Cllr Sharpe

**Vote:** 10 For

1 Abstain

### 9131. **UPDATE ON OUTSIDE MEETINGS ATTENDED AND BOROUGH MATTERS**

Cllr J Sharpe, RBWM Ward Councillor provided an update from the recent consultation within Sunninghill village, noting that the parish council have included information within the next edition of the parish magazine, along with circulating via the residents mailing list, community groups and social media.

### 9132. **DATE OF NEXT MEETING**

Tuesday 28<sup>th</sup> October 2025 at 7:00pm

There being no further business the meeting adjourned.

Members of the public were asked to leave to allow council to enter confidential session.

Signed ..... Chairman