



Oversight and Strategy Committee Minutes Tuesday 6 December 2022

OS24 / 2022 Attendance and Apologies

Attendance: Cllr Jacklin (Chairman), Cllr Buxton, Cllr Booth

In Attendance: R Davies (Clerk and RFO), N Tomlinson (Deputy Clerk) & T Reader (Project Officer)

There was 1 member of the public present, their details are recorded in line with GDPRs.

There were no declarations of interest.

OS25 / 2022 To approve the minutes of the 2 August 2022.

RESOLUTION: The minutes of the 2 August 2022 were approved as an accurate record of the meeting.

Matters arising from the minutes were:

Under OS20/2022 the action carried by the Clerk to update the Stakeholder Application Form is carried forward to the next meeting.

OS26 / 2022 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

The member of the public confirmed he was present as an observer and did not wish to make representations to the committee nor ask questions. The chairman proceeded with the meeting.

OS27 / 2022 Business from previous meetings

The committee received an update from the Clerk on ICO/GDPR actions for council members in relation to IT equipment. Sunningdale.pc.gov.uk has been procured as new URL which will initially be used for the officers until a decision is taken for the provision of IT for Council Members. The project will initially be to migrate the council Officers to Office 365, this cost is in the current budget. For the members, a provision has been proposed in the 2023 2024 budget of £4000 capital and £4000 revenue.

OS28 / 2022 Sunningdale Parish Council Business Plan

28 / 22 / 1 The Project Officer confirmed an update on the Cycling & Walking Group has been sent to council members for review and feedback and will be brought to Council on the 13 December 2022.

28 / 22 / 2 The Project Officer gave an update on the Planning Application for the MUGA, confirming that the application was submitted on 14 November 2022 with an anticipated decision date of 9 January 2023. To date the application has passed environmental and green space checks.

The committee noted the submission on the 6 December from the Neighbourhood Development Group regarding the disability access for the MUGA and confirmed that pathways leading to the facility were 1.5m wide and access gates at least this width.

The anticipated timeline for the project MUGA installation is April/May 2023 and an 8-week programme of works. The Teen Playground is anticipated to be completed by the end of February 2023, with the refurbishment of the Tennis courts (subject to approval at the council meeting 13 December 2022) is likely to occur prior to the MUGA with a 3-week programme. The Footpath will be the last element of the overall project with an anticipated completion of the end of May.

ACTION: The Project Officer to confirm the Disability guidelines for sports facilities in England.

28 / 22 / 3 The Project Officer presented the paper for the COM2: Community Room and was thanked by Cllr Jacklin and the committee for the excellent document. The following amends were requested prior to being brought to council:

ACTIONS: Area Space mentioned in the document needs to be coherent – either 250 or 240.
Amendment to Cllr Jacklin’s name.
Planning constraints in the greenbelt need to be considered and ensure that the correct classification for temporary buildings is used.
Project Scope must include PV and positioning of the building and design to include PV with South Facing elevations to comply with the eco-friendly commitment made in the Business Plan.
Impact of providing additional community space on other venues in Sunningdale

RESOLUTION: To propose the project scope document Council Meeting on 17 January 2023 for review and resolution to commence the project.

28 / 22 / 4 The Project Officer gave an update on the Woodland Walk Project. There are 29 trees which are at risk to the public.

RESOLUTION: To propose to council at the meeting on 13 December 2022 to continue with the business plan CIL Project or to accept the cost for tree work required over the winter and the direct impact on Precept for 2023 2024 to cover the £29,500 cost of works.

28 / 22 / 5 The Deputy Clerk gave an update of Neighbourhood Plan research which expires 2023. As to what would be the impact should the Neighbourhood Plan expire, SLCC Advisor, Andrew Tollerton, confirmed expiry is a grey area. Overall the plan loses weight and can be seen as ‘outdated.’

RESOLUTION: The Deputy Clerk to arrange meeting with S & A Parish Council to start the project conversation on how this could and should proceed.

ACTION: The Deputy Clerk to confirm who / what is the constitution of the Neighbourhood Planning Group.

OS 29 / 2022 Council Communications

29 / 22 / 1 The Deputy Clerk gave an update on Council communications. She confirmed that the website is updated with latest news every 2 to 3 days and if appropriate this is mirrored on Facebook. Recent updates have been given on defibrillators and Christmas lights. The E-Newsletter has now had a template designed and now needs adding to the mail chimp account with the work still to take place on devising the frequency of and the communication plan.

29 / 22 / 2 The committee received a proposal to create a video presentation to replace the current PowerPoint presentation which is used at the Annual Parish Meeting. This is based on the success of the drone video for the website and the number of views and ‘reach’ of this.

ACTION: The Deputy Clerk to map out the script/story board for the video to clarify how it could be used.

RESOLUTION: That as an existing operation activity and within budget, the updated paper for approval did not need to be brought to council and would be sent to the committee as a Scheme of Delegation decision before the next meeting.

OS 30 / 2022 Civility and Respect Project

The Clerk gave an update on the Civility & Respect Project being run by NALC and SLCC in response to the work taking place in the government sectors to address the behaviour which has become prevalent in public life.

RESOLUTION: That the policies and Civility Respect to be proposed for adoption by Council at the meeting on 17 January 2023.

ACTION: The Clerk to review current policies and incorporate the Civility and Respect amendments where needed.

OS 31 / 2022 To review council actions of the Village Hall

The committee received an update on timings and potential conflicts of interest for the review and renewal / replacement of the lease for the Village Hall. To promote openness in the process it was agreed that the Village Hall Charity Management Committee could conduct meetings about the renewal as extraordinary meetings of the Charity and therefore open to the public.

ACTION: The Clerk to set an indicative timeline for the project to review the Lease and management of the Village Hall.

OS 32 / 2022 Information Sharing

There was no further information to be shared.

OS 33 / 2022 Date of the next meeting of the Committee

The date of the next meeting was set for 14 February 2023 @ 10:30am

With no further business to discuss the Chairman closed the meeting at 12:10pm.