



## Oversight and Strategy Committee Minutes Tuesday 14 February 2023

### OS 34 / 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 who confirmed they were audio recording the meeting. Their details are recorded in line with GDPRs.

There were no declarations of interest.

### OS 35 / 2022 To approve the minutes of the meeting 6 December 2022.

**RESOLUTION:** The minutes of the 6 December 2022 were approved as an accurate record of the meeting with a requested amendment for clarity of 28/22/3 'coherent' should read 'consistent'.

### OS 36 / 2022 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

No members of the public present wished to address the meeting. Cllr Jacklin as Chairman of the committee brought forward questions submitted prior to the meeting by email from a resident and confirmed these would be addressed as the agenda points they related to were discussed.

Cllr Jacklin brought forward questions she had submitted via email after the council meeting of 13 December 22. These were discussed and operational actions were agreed to be included in ongoing papers to council.

These are to include the project management process phase; to show a budget drawn down for the phase against the originally approved budget; and for non-revenue generating projects, the cost of maintaining these should be shown in the project scope including from where the funds to maintain the project will be drawn from.

### OS 37 / 2022 Sunningdale Parish Council Business plan

**OS 37 / 22/ 1** The committee received a verbal update from the Project Officer on the business plan project SF4: Multi use games area, playground and pathways confirming that quotations were being sought and collated from professional planning consultants to submit a revised planning application. The quotes will be reviewed for value for money, experience with green belt applications and availability for completing the work.

Cllr Booth mentioned his visit to the MUGA in West End and was informed it was well used, although it was believed to be provided free of charge.

**OS 37 / 22/ 2** The committee received the Disability Guidelines checklist for sports facilities in England and it was confirmed that this would become a part of the project process for all applicable future projects.

**OS 37 / 22/ 3** The committee received and reviewed the responses from council member in response to the project scope document for L2: Community Space.

Cllr Jacklin brought forward the question from a resident:

*Please can the council explain why the Scout facility has not been considered as a structure that could be remodernised to create a multi-functional space. This will maximum usage of an excessing but fairly limited facility, that already has a footprint in the village.*

The council has discussed the project with the Sunningdale Scouts, and it was concluded that neither building would provide for both required activities. The Scouts own their building and therefore the council has no say over what it could be used for.

**RESOLUTION:** That Cllr Jacklin and the Project Officer would work on consolidating the responses and any actions and prepare a paper for council 21 March 2023.

**OS 37 / 22/ 4** The committee received a verbal update from the Project Officer on COM 2: Woodland Walk with the quotations being sought for the at risk trees with a view to obtaining permission under a TPO:5 day notice of permission.

**OS 37 / 22/ 5** The committee received a verbal update from the Deputy Clerk on H1: Update of Neighbourhood plan, confirming that contact had been made with Sunninghill and Ascot Parish Council to gain their understanding of the impact of the BLP on the existing plan. Advice received from SLCC planning advisor confirmed that the NP was managed by the parish councils.

**ACTION:** Deputy Clerk to convene a meeting with Sunninghill and Ascot Parish Council to discuss further. This would become an action of the planning committee meeting.

## **OS 38 / 2022 Council Communications**

**OS 38 / 22/ 1** The committee received an update on the website, e-newsletters and ongoing council communications with the Deputy Clerk confirming that work was still taking place to ensure the e-newsletter would gain and keep interest when it launched.

Cllr Jacklin brought forward the question from the resident:

*Would the council agree that having a fix agenda item in their newsletter that highlight progress against key strategic priorities such as the projects. SF4: Multi use games area, playground and pathways; L2: Community Space; COM 2: Woodland Walk; H1: Update of Neighbourhood plan. Which will make the newsletter more Informative?*

It was discussed and agreed that this information is available on the website and the newsletter will include 'update' and 'don't forget' links that can include this information. It was not deemed to be appropriate for the printed newsletter as it would create a lengthy article.

**OS 38 / 22/ 2** The committee received the paper with the plan for a council communication video, however Cllr Buxton updated that the plan for the next parish meeting would be to hold a meeting to discuss the Safer Streets project as this affected the whole parish. The committee thanked the Deputy Clerk for the work to date and agreed this was a good idea for subsequent years.

Cllr Buxton took the action to confirm the date of the Parish Meeting, with Tuesday 28 March 2023 being proposed.

## **OS 39 / 2022 Civility and Respect Pledge**

The committee received the list of training provisions for council in relation to the Civility and Respect pledge and actioned the Clerk with getting more information on two courses: Civility and respect — Uncovering the issues for the public sector and Respectful Social Media.

## **OS 40 / 2022 To review council actions regarding the Village Hall**

The committee received an indicative time frame and the work involved to review the Lease which expires in 2024, with a commitment to provide the hirers with information between September and December 2023.

**RESOLUTION:** That a working group would be convened with terms of reference approved by council.

**ACTION:** The Clerk to gain confirmation on the potential conflicts of interest for herself as charity manager and Cllr Booth

## **OS 41 / 2022 To receive a Project Management Documentation**

The committee received and reviewed the draft consultation policy in line with the project management process.

**RESOLUTION:** That the policy as provided is finalised by Cllr Jacklin and the Project Officer and brought to council 21 March 2023.

**Cllr Pike joined the meeting at 11:41am**

### **OS 42 / 2022 To review the meetings schedule for 2023 2024**

The committee received and reviewed the proposed schedule of meetings for the council year 2023 2024 and noted the 12 council meetings which were proposed by the Clerk were due to the increase in project decisions which would need to be able to be taken in a convened meeting rather than by use of the Scheme of Delegation.

**RESOLUTION:** That committee members feed back availability on dates for chairing meetings and meeting dates to be brought to council 21 March 2023.

### **OS 43 / 2022 Information Sharing**

Cllr Jacklin brought forward the remaining question from the resident:

*Is there any consideration to record all Parish Council meetings and have a facility to record them via Teams. This is the most up to date way of communicating rather than by video link. Having this approach will demonstrate that the council are trying their up most to fully engage the parish allowing them to have a voice and be kept up to date with the development of the strategic plan / key priorities*

The committee confirmed there was no change to the council policy of not recording meetings. This question has been addressed in previous council meetings with the decision not to record remaining in place.

### **OS 44 / 2022 Date of the next meeting of the Committee**

Cllr Jacklin informed the committee that she would not be available on the 11 April 2023, therefore a request was made for her to confirm dates to the Clerk to re-schedule.

### **OS 45 / 2022 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.**

**RESOLUTION:** That members of the public are excluded from the meeting at this point.

The member of the public, Deputy Clerk and Project Officer left the meeting at this point.

Part I of the meeting closed at 11:50am