



SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council Tuesday 19 September 2023 at 7:30 pm

**This meeting will be held at
The Community Room, Broomhall Recreation Ground.**

Agenda Part I

Summoned to Attend:

Cllr Grover (Chairman); Cllr Biggs (Vice-Chairman); Cllr Buxton; Cllr Coxon; Cllr Evans; Cllr Hilton; Cllr Morgan; Cllr Newman; Cllr Penney and Cllr Pike

Members of the Public are welcome to attend the meeting.

56 / 23 Attendance and Apologies for absence

To receive for approval any apologies for absence and if appropriate any requests to defer receiving an acceptance of office to a later meeting.

57 / 23 Declaration of interest for items on the agenda

To receive any Declarations of Interest in accordance with the adopted Code of Conduct.

58 / 23 Approval of Minutes of Council of 22 August 2023

DECISION: The minutes are to be signed by the Chairman as an accurate record of the meeting
To receive matters arising as presented by the Chairman.

59 / 23 Announcements from the Chairman

Announcements which the Chairman wishes to bring to the attention of the council members.

60 / 23 Public Adjournment

The meeting will be adjourned for a maximum of 15 minutes, 5 minutes per speaker, to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Anyone wishing to address the council or ask questions is requested to inform the Clerk prior to attending the meeting, no later than 10am on the Monday proceeding the meeting.

61 / 23 To receive an update from the Borough Councillors for Sunningdale

62 / 23 Councillors Questions and Business Motions

DISCUSSION: To receive questions from councillors which relate to matters on the council agenda and business motions which have been previously notified to the Chairman and the Clerk in accordance with the Standing Orders.

62 / 23 / 1 To receive a motion from Cllr Morgan and Cllr Coxon to adopt a Community Engagement Strategy

63 / 23 Business from previous meetings

63 / 23 / 1 TO NOTE: To receive report on the bouncy castle events in the park summer 2023

- 63 / 23 / 3 TO NOTE: To receive a report regarding the operation of the chalet post September 23
- 63 / 23 / 1 TO NOTE: To receive a verbal update on the business plan project SF4:MUGA including the actions that are being undertaken and the next steps of the project with clear council decisions.
- 64 / 23 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.**
- 64 / 23 / 1 TO NOTE: To receive the Christmas Working Group minutes of 7 September
- 64 / 23 / 2 DECISION: To receive the proposal from the Christmas Working Group regarding the format and location of the Christmas Celebration 2023
- 65 / 23 To receive the Finance Report from the RFO**
- 65 / 23 / 1 DECISION: To receive for approval the receipts and payments to 31 August 2023
- 65 / 23 / 2 TO NOTE: To receive the council budget detail report
- 65 / 23 / 3 TO NOTE: To receive the RFO financial report
- 66 / 23 Information Sharing.**
- DISCUSSION: To bring forward any item at the Chairman's discretion which is relevant to council
- 67 / 23 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.**

Agenda - Part II

- 68 / 23 Declaration of interest for items on the PART II agenda.**

The Chairman will ask to receive any Declarations of Interest in accordance with the adopted Code of Conduct.

- 69 / 23 Approval of confidential minutes of PART II Council meeting 22 August 2023**

DECISION: The minutes are to be signed by the Chairman as an accurate record of the meeting.

- 70 / 23 To receive matters pertaining to the Managing Trust for Sunningdale Village Hall**

DECISION: To receive and approve a proposal on the way the Managing Trust will proceed

- 71 / 23 Information Sharing.**

DISCUSSION: To bring forward any item at the Chairman's discretion which is relevant to council and to be held as confidential by council

Ruth Davies, Clerk 

13 September 2023



Minutes of the Parish Council Meeting Tuesday 22 August 2023

40 / 23 Attendance and Apologies for absence

Attendance: Cllr Biggs (Chairman); Cllr Hilton; Cllr Morgan; Cllr Newman; Julie Coxon; Cllr Penney and Cllr Pike

Apologies for absence: Cllr Grover; Cllr Buxton; Cllr Evans

Present: Ruth Davies (Clerk)

There were 3 members of the public present. Their details are retained in line with the GDPRs.

41 / 23 Declaration of interest for items on the agenda

There were no declarations of interest in accordance with the adopted Code of Conduct.

42 / 23 Approval of Minutes of Council of 25 July 2023

RESOLVED: That the minutes of 25 July 2023 were approved and signed by the Chairman as an accurate record of the meeting.

MATTERS ARISING:

31/23/1 Nomination of a Working Group to Consult with residents on the Community Room Business Plan Project

Cllr Penney; Cllr Coxon; Cllr Morgan

32/23/3 Nomination of a Working Group to put a strategy together on how the residents would be engaged in an update to the existing business plan

Cllr Newman; Cllr Morgan; Cllr Pike; Cllr Coxon

43 / 23 Announcements from the Chairman

The Chairman was pleased to share the events put on by the council and the number of people enjoying these in the village. New events and activities such as the new Naan and Sizzle van at the recreation ground, bouncy castle days, cinema and others are communicated via the website and the notice boards. All these new events represent positive step forward and response from the council in communicating with the community.

44 / 23 Public Adjournment

A resident made representations to council regarding the Christmas event encouraging the council members to consider reinstating the celebration held on Chobham Road. And that 2023 would be the 20th anniversary of the first event.

Further representation to hold the celebration in the village was made by 2 local businesses.

RBWM Cllr Gosling highlighted the work taking place in the village by the ward councillors, with priorities identified for additional lighting on Broomhall Lane and the ongoing support of residents affected by the permitted development at Beverley Court.

2 members of the public left at this point

45 / 23 **Councillors Questions and Business Motions**

There were no questions submitted prior nor at the meeting and no business motions brought forward.

46 / 23 **Business from previous meetings**

The council received a verbal update on the bouncy castle days at the park with positive feedback received from all attendees. The Clerk also highlighted the cinema event and the party in the park as two upcoming events that council members are encouraged to attend.

47 / 23 **Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.**

47 / 23 / 1 Cllr Biggs presented to council minutes of the Oversight and Strategy Committee 25 July 2023 and noted the following:

- The key points from the minutes were covered in the council meeting on the 25 July
- The actions carried in the minutes of O&S will be taken back to the next meeting on the 3 October

47 / 23 / 2 Cllr Pike presented to council minutes of the Finance Committee 3 August 2023 and noted the following:

- FC3/23 related to the Village Hall accounts as they are reported in the AGAR
- FC5/23 for the training which took place for the new members of the finance committee
- FC6/23 for the committee recommendations for the Bank Signatories
- FC8/23 for the CIL report due no later than December 2023

47 / 23 / 3 Cllr Biggs presented to council the letter sent from the Planning Committee to RBWM Cllr Gosling and attendees of the Planning Committee meeting on the 1 August in relation to the development at Cedar Court. Cllr Biggs confirmed that the document was comprehensive in the points covered at the meeting and informed council of the additional information received after from RBWM planning authority. This is detailed as:

A site visit has been made and contact made with the new owner of the leasehold, developer, and planning agent.

- *Concerns have been raised from RBWM that works will not be completed before the 27 November 2023 completion deadline.*
- *RBWM Planning advised that the best course of action going forward would be to go through the due planning process again, as prior approval cannot work retrospectively once development has commenced.*
- *The developer has agreed, and fresh applications will be submitted in the coming weeks.*
- *No works are planned in the immediate future and that the planning process will start again.*
- *Residents of Cedar Drive haven been updated via Cllr Gosling*
- *RBWM Planning has also emailed Adam Afriyie MP to communicate this information. Adam Afriyie has advised receipt and has communicated his support of the Council monitoring the development closely.*

Cllr Biggs confirmed anyone wishing to know more should attend the Planning Committee meeting on the 12 September.

47 / 23 / 4 The council received and reviewed the proposal for the format of the Christmas Event 2023 and after discussion on the merits of the previous events and points raised by the resident made the following resolution.

RESOLVED: That the Christmas Working Group (as detailed in the Terms of Reference May 2023) will be established.

Council members of the Working Group are noted as:

Cllr Coxon, Cllr Hilton, Cllr Newman, Cllr Morgan, and Cllr Pike

Cllr Pike nominated and was approved as the lead member and organise the working group.

48 / 23 To receive the Finance Report from the RFO

48 / 23 / 1 The council received for approval the receipts and payments to 31 July 2023

RESOLVED: That the council approved the receipts and payments to 31 July 2023

48 / 23 / 2 The council received the council budget detail report with the following questions or points to clarify on the report.

Cllr Pike queried re billing from citizens advice for the outreach service, with the answer given that this was not up to date due to changes within CAEB and had been raised with them.

Cllr Coxon queried re the use of the service and whether a heat map on the Library and Outreach Service was available. This was confirmed as not a question on the report, however noted and will be provided once received from the partnership organisations.

48 / 23 / 3 The council received the RFO financial report with no questions or points to clarify.

49 / 23 Information Sharing.

Cllr Morgan shared with council that he found engagement of the community and ensuring it was what they want were high on priorities whilst canvassing to be a councillor and therefore informed the council that he had been working with Cllr Coxon to look at what good community engagement strategy may look like. To that end he would be sending around a strategy document for comments from councillors to bring back to the next council meeting.

The Clerk confirmed this must come as a business motion to the next council meeting.

Cllr Pike asked where the funding request from the Scouts was within the council process. The Chairman requested the clerk brought an updated to the council meeting on the 19th September.

50 / 23 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

RESOLVED: That the members of the public leave the meeting at this point.

Part I of the meeting finished at 8:50pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____

Community Engagement Policy and Strategy

The Resolution before Council

1. To approve the adoption of the Community Engagement Policy and Strategy (which is set out below)
2. To commission Cllr Coxon & Cllr Morgan to design an action plan to implement the Policy and to present the plan to Council for approval at the earliest opportunity

The Policy

Introduction

The Parish Council is committed to enabling positive and direct engagement with all community members on matters of interest or concern.

Policy Aims

The aim is to make Council communications a two-way process, the intention being to provide timely information to allow the community to understand what we do, whilst enabling the Council to make informed decisions using accurate information and feedback received from residents, local businesses and other stakeholders.

The **objectives** of the community engagement policy are

- To improve, plan and shape the future of the parish through active engagement with the community to understand needs and priorities particularly in regard to the Council's Business Plan.
- To use the process of engagement to inform decision making and strengthen the relationship with the community.
- To actively promote diversity and inclusion

- To increase understanding and raise the profile of the work of the Parish Council.
- To use a variety of methods to provide information to the community and seek feedback.
- To engage with local and strategic partners on a range of matters of interest or concern to the community.

Who are we engaging with?

- The Sunningdale Community across all demographics.
- Users of our facilities whether they live in the parish or not.
- Societies and organisations with interests in the Parish.
- Local businesses.
- Local schools.
- Local churches.
- Local sports clubs.

More widely:

- The Royal Borough Of Windsor & Maidenhead, its Councillors and Officers.
- Neighbouring Parish Councils, in particular Ascot & Sunninghill.
- Our MP.
- Other public sector organisations as necessary including those concerned with health, education, the police and emergency services.

Engagement Strategy

The Council's activities broadly fall into two categories:

Day to day operations including, for example, the recreation ground, the allotments and the **Business Plan** which includes planned improvements some of which may involve a significant capital spend. Each category will require a different type of engagement.

1. Day to operations

- **Parish Council Meetings** are held regularly, normally on the 3rd Tuesday of every month. The agenda is published in advance on the noticeboards, parish website and Facebook page. Anyone is welcome to attend. Parish Council meetings must comply with the Council's Standing Orders ([here](#)) ensuring good practice is maintained
- The **Parish Office** is a pivotal point of contact for residents in fielding and answering queries which arise. The Clerk's contact details are widely publicised and contact can be made by email, social media, phone and in person. The Clerk will provide a regular update to Councillors of the topics, issues, concerns, compliments and complaints received at the Council Offices whether in person, by phone or email or social media.
- Each **Meeting of the Parish Council** (and its subcommittees) is open for the public either to observe or to speak during 'the public adjournment'. The adjournment is

usually limited to 15 minutes with members of the public able to address the Council for 5 minutes per person. The session can be extended at the Chair's discretion. The rules of participation are here (insert link).

- **Councillors** welcome direct contact with and feedback from parishioners on matters of interest and concern. Their contact details are [here](#)
- **Lead Councillors** are responsible for specific areas of activity. The list of responsibilities and contact details are [here](#). Each Parish Council Meeting will include a report from one lead Councillor on activities, issues and achievements in their area of responsibility.
- **The Council's Social Media platforms** will evolve over time but currently include:
 - The **Council's website** ([here](#)) contains extensive information about the parish, the Council and its activities. A regular report will be produced for the Council to monitor the most popular parts of the site.
 - The **Council's Facebook page** ([here](#)) provides an important method of immediate two way communication. A regular report will be provided for Councillor's to be aware of the issues being discussed.

2. The Business Plan or proposed changes to it will be subject to extensive consultation using either a Public Meeting and/or a Public Consultation. In either case the objective will be to better understand the needs of the parish. The costs of such consultation will be met by the Parish Council. A summary of the information collected and the action proposed will be widely distributed as soon as possible but no later than 3 months from the date of the meeting or consultation.

- A **Public Meeting** will normally take the form of a meeting where residents meet to discuss a specific topic. It may include presentations and display boards which illustrate the matter at hand and take place on more than one occasion to ensure as many can attend as possible.
- **Public Consultation** will usually take the form of a survey. Such surveys will be crafted & promoted in different ways to ensure maximum participation from as broad a cross-section of the community as possible. They will not use leading questions and the size of the survey will be checked against the target population to ensure the results are statistically valid. A separate Tool Box (link here) provides useful tips and advice for Councillors, Officers and Working Groups when creating surveys.

When a consultation programme needs to engage with the wider community a working party may be appointed to develop the survey, analyse results and report to the Council with outcomes and recommendations. Participation of parishioners and other stakeholders in this process will be encouraged.

The Council will ensure it balances the costs with the benefits before undertaking a consultation.

In all cases the **Parish Council will make the final decision** regarding what action to take following any consultation. The Council will take full account of feedback received while also considering viability, feasibility, finance, sustainability and any other constraints or priorities.

- The **Annual Parish Meeting** is an opportunity to bring the community together and allow residents to question and review how the elected members help shape the community. These meetings are widely advertised and carefully prepared to encourage and ensure two-way communication between the community and Councillors. The agenda will normally include:
 - Updates on the progress with delivering business plan projects.
 - A financial report.
 - Projects and improvements planned for the coming year as well as
 - Reports on the performance of the delivery of day to day services.

Measuring Success

It is important that the Council measures its progress towards its stated objectives to inform any future plan. Initially a benchmark of the current state will be required.

The following will be monitored:

- Awareness of the Parish Council and the services it provides.
- Satisfaction with Council Services.
- Participation and engagement of the community and other stakeholders with Council projects, initiatives and consultation processes.
- Attendance at public meetings and organised events.
- Media coverage of the Parish Council's communication coverage.
- Business Plan delivery including the success of new facilities and approval by parishioners

This will be done by:

- A major public consultation on, at least, a biennial basis.
- Parish questionnaires or Facebook polls on specific topics
- Assessment of website usage.
- Measurement of press coverage following press releases.
- Reviewing social media strategy & monthly activities, trends and insights.
- Public attendance at meetings.
- Summarised data about complaints, compliments and contacts.

Conclusion

The Council should aim to engage regularly with residents ranging from light touch opportunities such as the “Public Adjournment” session at each PC meeting through to formal consultation programmes where information must be widely disseminated and feedback obtained to shape the business plan and demonstrate democracy in action.

For large or complex consultation programmes it may be necessary to form working parties – ideally consisting of Councillors and members of the public to organise the consultation programme. Outcomes from surveys and other consultations should be made available to the public through village bulletins and the web site for transparency purposes.

This Community Engagement Policy and Strategy provides the framework for how the Parish Council will communicate and engage with parishioners and other organisations. It must be reviewed and updated, if necessary, annually.

Further guidance

A tool kit for Councillors and Officers which gives guidance on undertaking successful consultation can be found here (insert link). The tool kit will focus on how to ensure effective engagement

Acknowledgements

With grateful thanks to Carrington Parish Council whose policy provided us an excellent basis on which to compile our own Community Engagement Policy

End of Policy

Cllr feedback on initial draft follows on p6

Councillor Feedback

The following comments were provided by Cllrs on the version issued on 31st August

Name	Comments	Action taken/comments
Cllr Biggs (verbal)	<ul style="list-style-type: none"> Fully supports the need for the policy Suggested the reference to 'all levels' was not helpful We should differentiate between the business plan and day to day activities Queried whether 'raise the profile of the village' was a valid objective of the policy Suggested that 'the media' should be removed from the list of those we are engaging with (although there clearly is the need to keep the media abreast of our activities) Suggested changing reference to 'Clerk' to reference to Parish Office Suggested policy should refer to the 'cost/benefit' of any particular policy 	<ul style="list-style-type: none"> Reference to 'all levels' removed from the introduction. Distinction made in policy between business plan and day to activities 'Raise profile of village' removed from policy objectives 'Media' removed from list of those we are engaging with Reference to 'Clerk' changed to 'Office' Reference to cost benefit added
Cllr Buxton	<ul style="list-style-type: none"> No comments received 	
Cllr Evans	<ul style="list-style-type: none"> No comments received 	
Cllr Grover (email)	<ul style="list-style-type: none"> It's a great template Which bits aren't we currently doing? How do we increase the actual engagement 	<ul style="list-style-type: none"> No changes to the text The effective implementation of the policy is a key follow on activity The first step is the 2 working groups already established on community engagement in the plan review and L2 review
Cllr Hilton (email)	<ul style="list-style-type: none"> Could we add 'to improve diversity & inclusion' to the objectives Change who we are engaging with to read 'The Sunningdale Community across all demographics' Broaden the website and facebook page to be 'The Council's Social Media platforms' Broaden the method of measuring success on Social Media 	<ul style="list-style-type: none"> 'Diversity and inclusion' added 'Sunningdale Community across all demographics' added 'Social Media platforms' added as a general descriptor. 'Review social media strategy & monthly, trends and insights' added to description how to measure progress
Cllr Newman (email)	<ul style="list-style-type: none"> Very supportive of overall approach Consider using a Facebook group (not just a page) Consider using Next Door as a platform to reach older parishioners 	<ul style="list-style-type: none"> No changes to text Suggestions should be carried into the review of social media strategy (see Cllr Hilton's comments)
Cllr Penny (verbal)	<ul style="list-style-type: none"> Supportive during initial conversations on concept No specific comments received 	
Cllr Pike (verbal)	<ul style="list-style-type: none"> Very supportive No further comments received 	

Bouncy Fun Days Summer 2023 Report

Dates	Friday 04/08/2023	Monday 14/08/2023	Friday 25/08/2023
Attendance	70 (R) + 156 (NR) = 324	50 (R) + 141 (NR) = 197	116 (R) + 283 (NR) = 411
Weather	Mild, mainly cloudy	Cooler, showers	Mild, sun and cloud

Free event – Funds from Coronation Celebration used.

Zoned area using barriers and festival net fencing.

Entry/exit through yellow gate from playground to zoned field area.

3m x 3m branded SPC gazebo.

1 x trestle table

2 x chairs

Signs various

1 x Bouncy Slide

1 x Bouncy Castle or Bouncy Fun Run

Soft play area for under 5s – sited under a tree for shade

The event ran from 10am to 5pm with half hour sessions on the hour/half hour. Closed for lunch from 1 - 1.30pm. Different coloured wrist bands issued for each session and age groups (5 and under/6- to 14-year-olds).

Staff - Event officer – 8.15am to 6pm – Additional hours = 11.25

2 x event assistants – 9.30am to 5.30pm

Facilities Manager for set up of zoned area.

Lunch covered by SPC officers.

Fieldhouse chalet offered special event cookies and drinks, etc.

Outcomes/Feedback

- Feedback from participants/responsible adults was very positive.
- Grandparents commented that it was a safe, well managed space for the grandchildren to play.
- Many asked who was hosting the event and were impressed that the event was free to enter.
- Residents asked about what other events SPC were hosting.
- Paper versions of the Park Survey were completed by some attendees. This resulted in having the opportunity to chat about other facilities and services the council offers.
- Comments received about how well the grounds were kept.
- Non-residents attended from Staines, Chobham, Ashford, Wraysbury, Bisley, Camberley, Windlesham, Virginia Water, Datchet, Old Windsor, Windsor, as well as Ascot and local villages.

To improve the event, consider providing seating suitable for adults and putting up a gazebo for shelter from sun/rain.

This event certainly raised the profile of SPC and was an excellent way to engage with residents. If these events were run again, they would be well received by residents.

Broomhall Park Refreshment Chalet

Background

The refreshment chalet at Broomhall Park has been managed by the current hirer since May 2022. The decision was made on 25th April 2023 that the current hirer would vacate the Chalet at the end of Summer 2023 and the 2-year lease would end 6 months early. The current hirer wished to only continue to operate and pay rent for the Chalet in the Summer months and to close in the Winter months. Sunningdale Parish Council requires the Chalet to be open all year round for the benefit of the community.

Committee Meetings and Internal Communications

1. Update provided to the Oversight and Strategy Committee on 2nd May 2022. The action was agreed for “The Deputy Clerk to bring forward a plan for operation of the Chalet after 1 October 2023”.
2. Meeting held with Chairman and Lead Member of Facilities, Cllr Grover, the Clerk and Deputy Clerk on 7th July to analyse the current management set up and discuss the options for the Chalet going forward. The options included:
 - a) Install vending machines inside the Chalet.
 - b) Run inhouse as a Council run refreshment Chalet.
 - c) Re tender the Chalet externally.

It was decided that the best option based on cost, risk, officer time, and experience was to re-tender the Chalet externally in a less formal process than previously used in 2021, to try to attract more applicants. Rent of £2,400 per year to remain due to lack of winter trading and affordability of electric.

Application Process

1. Deputy Clerk created an amended application form based on the ‘problem areas’ of the current Chalet management. These problem areas are as follows:
 - a) Staffing and sickness
 - b) Pricing
 - c) Winter trading
2. Deputy Clerk emailed the application form to a portfolio of interested parties on 13th July 2023.
3. Deputy Clerk posted the vacancy onto the parish council website on 13th July 2023.

Interview Process

1. Four completed application forms were received.
2. All four applicants were invited for interview on 5th September 2023 and accepted, however only 3 applicants arrived on the day. Lead Member of Facilities, Cllr Grover and the Clerk and Deputy Clerk were present in all interviews.
3. The preferred applicant was chosen based on their passion, ability to adapt to Broomhall Park’s needs and their profile within the community. Final details are being discussed with the preferred applicant before the contract is agreed and Chalet re-opens late October 2023.

Christmas Planning Working Party
7th September 2023 - 10:00 to 11:00
Community Room

Valerie Pike - VP, Rober Morgan – RM, Matt Newman – MN, Jacqueline Hilton – JH

John Rose – JR, Suzie Parker – SP

VP – Councillors on working party had previously met and agreed who would be responsible for looking at certain aspects of creating the Christmas Event.

SP – Stated purpose of meeting was to set a date, location and gave details of the budget set for the event. SP – Shared details of known costs – lights – and indicated where additional costs may occur.

LOGISTICS/SET UP/CLEAR UP

JR – Explained the logistics of setting up/clearing away.

Will need to hire 2 x Luton vans. Approx. hire cost £140 per van for a day's hire. Need to be collected and returned on the same day.

SPC van (Named driver(s) need to be added to SPC van insurance).

3 x 3-man teams (fit and able to lift/move heavy loads).

Initial Set Up

Start at 07:00 – Chancellors' car park to be closed to public.

80 x Barriers

Stage (4 people needed to set up)

4 x Gazebos (6m x 3m requires 4 people to erect)

Tables

Chairs

Santa's grotto kit and other decorations

Fairy lights

Other lighting and extension leads

Crossing lollipops

All other equipment, litter pickers, rubbish bags, etc

Set up stage and gazebos. Put up lights. Liaise with delivery/install of sound system, etc.

Barriers put in place along both side of Chobham Road and partially along A30.

Takes approx. 2-3 hours.

Secondary Set Up

Start at 13:00 – Additional manpower required.

Dress Santa's grotto and stage.

Set-up SPC tent, etc

Event runs 17:00 – 19:00

Clear-up

Starts at 19:10

Clear entire site and return all equipment to Recreation Ground and store away.

Clear all rubbish and return to Recreation Ground large rubbish bins.

VP – Asked if bins could be taken from Recreation Ground. JR – Advised most are fixed in place. RBWM bins can be emptied easily.

Undress and dismantle stage.

Undress Santa's Grotto (pack kit away carefully in boxes for next year)

Take down all gazebos, lights, etc.

Barriers removed.

All equipment loaded and transported back to Recreation Ground

Return hire vehicle.

PLEASE NOTE – LIMITED AVAILABILITY OF OFFICERS – JR available 9am to 3pm

JR – Invited RB to see how the stage & gazebo is set up for Party in the Park

STREETLIGHTS

MN – To co-ordinate

SP – Advised Blachere's quote does not include switching on of the lights at the event. This would be an additional cost – Previously cost £684.00.

JR – Advised motif light cannot be put on lamppost near camera at level crossing, therefore only 26 motif lights to be used.

Cherry tree lights – Needs investigation to understand how to get working.

Tree by Chancellors – Lights not working properly. Only bottom half working.

MN – Suggested meeting Blachere on site to access issues. **There will be a cost attached to this.**

PARKING

RM – Has made initial enquires regarding parking suspension. Believes cost is reduced if a community event. £171 is the figure quoted by RBWM. Needs further clarification.

Parking spaces to be suspended - area in front of Costa Coffee and on street spaces outside of shops (Fego, Greens, etc.).

JR – Advised that barriers should be moved into place approx. an hour before the event, once parked cars are moved.

RM – Has made enquiries about the use of the Chancellors' car park. He has been in touch with a relative of Anthony Edwards (one of 4 x owners) who has kindly said he would ask the other owners for their permission.

CROSSINGS

RM – Suggested 3 x crossings. JR – Advised only two required. Due to equipment available and suggested manpower required.

NEW CHRISTMAS TREE

Following a discussion, it was suggested that a 10' tree should be placed on the grass verge next to Chancellors' car park.

SP – Advised that the Pack family donated the tree next to Chancellors in commemoration of their late father.

Councillors stated that the tree is looking very "scrawny" and there are weeds growing around the base.

SP – Asked how much a new tree would be. JH – suggested a 10' tree would cost around £150. VP – advised that RBWM previously put in an electrical supply at a previous event. This needs further investigation.

JH – Will try to find a sponsor for the tree. She will contact Nigel Long at Longacres.

VP – Arranged meeting with John, Packs, Monday 11th September at 10.30am.

ARTWORK/MARKETING

JH – Asked to have any existing artwork be forwarded to her. She is willing to either create a new design or work with the existing artwork. SP – Advised that she will find out who owns the artwork.

JH – Asked why SPC doesn't have Instagram. SP – Didn't know why. JH – to liaise with Deputy Clerk re. marketing etc and is happy to create pages to pass on the Deputy Clerk to post.

SOUND SYSTEM

RM – Has been in touch with Neville at Proscreen. Will call again once event details know.

RISK ASSESSMENT

RM – Requested a copy of a previous risk assessment to familiarise himself with the H&S aspects of the event. He will not act upon anything until proposal approved by council. SP – Advised she will ask the Clerk for a copy.

DATE OF THE EVENT – FRIDAY 1ST DECEMBER 2023 FROM 5PM TO 7PM

LOCATION – CHOBHAM ROAD

NEXT MEETING – SUGGESTED IN A MONTH'S TIME FOLLOWING PARISH COUNCIL MEETING.

Proposal to hold the Christmas Celebration on Friday, 1st December from 5pm to 7pm on Chobham Road

Council is invited to approve this event with budget provision of £9520 as detailed in this report.

Background

A resolution was brought to Council on 22 August 2023 to hold the Christmas event at Broomhall Recreation Ground in a format which would expand on the successful event held last year.

Representations were made at the meeting by members of the public to move the event back to Chobham Road. During discussion a number of Councillors supported this view and a Working Group was formed to explore this option with particular reference to:

- understanding the preferences of traders and members of the public
- ensuring that safety concerns associated with running the event in close proximity to a busy road were understood and manageable
- checking that private car parking next to Chancellors would be available to stage the event
- establishing resource and budget requirements

The Working Group comprises:

Cllr Pike (lead), Cllr Coxon, Cllr Hilton, Cllr Morgan, Cllr Newman
Admin & Events Officer
Clerk to the Council (oversight)

and had its first formal meeting on 7 September

Action Taken

The group has:

- Visited and sought the views of traders in the Chobham Road area
- Consulted, where possible, with residents
- Contacted potential entertainers
- Identified potential celebrities
- Considered facilities for disabled persons
- Considered design of marketing materials (leaflets/posters)
- Checked the ownership of the parking outside Chancellors and consulted interested parties
- Gathered information for the budget
- Discussed the format of the event
- Checked and made a list of Council assets available for the event
- Made initial enquiries of potential suppliers
- Been unable to contact local schools as the contact information has not yet been supplied by officers
- Considered the possibility of using an amateur photographer (e.g. from a photography class or society) rather than a professional
- Established a site plan (Figure 1)
- Explored budget impacts (Table 1)

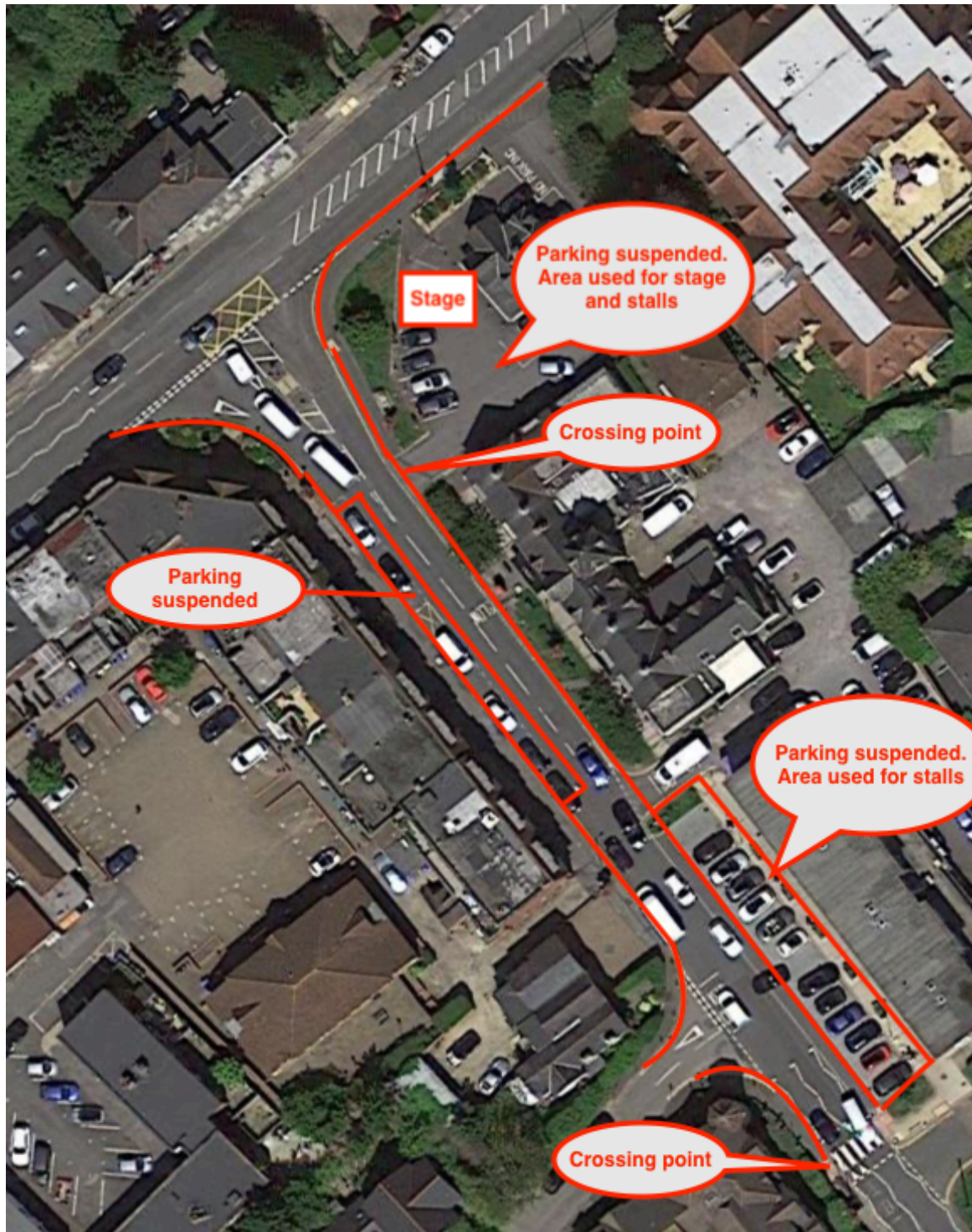


Figure 1 Site Plan

Conclusions

1. Traders consulted are very supportive and are looking at activities they can offer on the day.
2. Traders and residents prefer the option of Chobham Road.
3. The owners of the parking outside Chobham Road are supportive - subject to confirmation of Councils' public liability insurance.
4. The closure of Chobham Road for the event is not practical - there are no readily available, diversion routes.
5. Heath and safety can be managed by the erection of barriers, some suspension of parking, manned crossing points and the involvement of the police, RBWM, Community Wardens & St. Johns ambulance (see Figure 1).
6. Work needs to be done to ensure the switch on goes smoothly. There are known problems from last year which need to be managed by careful testing.
7. The event can be successfully managed within the allocated budget. (see Table 1 below).
8. The event requires a significant amount of manpower on the day for set-up, run the event and take down and clear up afterwards.

Table 1 - Budget

Item	Estimate	Note
Lighting - Blachere	£3284.50	Includes Chobham Rd, A30 & Broomhall Tree
Switch-on event. Blachere	£684	
Van Hire	£280.00	Estimate
First Aiders * 2	£105.00	St John's Ambulance
PA system	£750	Estimate
Parking Suspension	£171	RBWM community event
Printing	£500	Estimate
Grotto	£150	Estimate
Photographer	£300	Estimate
Entertainer	£250	Estimate
Christmas Tree	£150	Estimate
Casual Labour	£1680	Budget
Contingency	£500.00	
Total	£8804.50	

Budgeted amount: £9520, comprising:

Casual Labour: £1680

Printing, Stationery & Ref Bks: £560

Christmas Event: £7280

Next Steps

With Council's approval the Working Group will move to detailed planning which will include:

- A detailed plan for the day.
- A resource plan (paid and volunteer).
- A schedule of traders involved.
- Booking of suppliers as required.
- Confirmation of volunteers involved.
- Booking of a celebrity and entertainer.
- Preparation of marketing plan and supporting materials.
- Schedule light testing with Blachere.
- Completion of risk assessments and health & safety plan and input to RBWM SAG.
- Application for parking suspensions.

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1176 Precept	114,481	228,962	114,481			50.0%
1190 Interest Received	19,802	28,000	8,198			70.7%
Subtotal	134,283	256,962	122,679	0	0	52.3%
202 Recreation Ground						
1011 Rent Received Field	964	1,500	536			64.3%
Subtotal	964	1,500	536	0	0	64.3%
203 Cemetery						
1031 Cemetery Income	10,025	12,000	1,975			83.5%
1032 Headstones	420	1,200	780			35.0%
1033 Grant of Rights	7,800	12,000	4,200			65.0%
Subtotal	18,245	25,200	6,955	0	0	72.4%
204 Allotments						
1010 Rent Received	38	2,000	1,962			1.9%
Subtotal	38	2,000	1,962	0	0	1.9%
205 Tennis						
1012 Electricity income	16	600	584			2.7%
1021 Tennis Court Membership	620	13,000	12,380			4.8%
1022 Tennis Court P&P	1,586	3,000	1,414			52.9%
1023 Tennis Court Coaching	4,305	12,000	7,695			35.9%
1024 Tennis Box League	0	120	120			0.0%
Subtotal	6,527	28,720	22,193	0	0	22.7%
207 Facilities						
1010 Rent Received	4,876	11,000	6,124			44.3%
1012 Electricity income	1,364	1,800	436			75.8%
1013 Rent Received Chalet	998	2,400	1,402			41.6%
1014 Rent Received Flat	7,650	15,300	7,650			50.0%
1016 Waste Income	132	400	268			33.0%
1017 Rent Concessionary Stand	350	0	(350)			0.0%
Subtotal	15,370	30,900	15,530	0	0	49.7%
301 Village Hall						
1005 Service Income from Village Ha	5,285	21,138	15,853			25.0%
Subtotal	5,285	21,138	15,853	0	0	25.0%
303 Borough in Bloom						
1040 Sponsorship Income	2,644	3,558	914			74.3%
Subtotal	2,644	3,558	914	0	0	74.3%
307 MUGA						
1012 Electricity income	0	800	800			0.0%
1015 MUGA Rental Income	0	18,000	18,000			0.0%
Subtotal	0	18,800	18,800	0	0	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901 Parish Projects						
1174 CIL Grant	144,094	500,000	355,906			28.8%
Subtotal	144,094	500,000	355,906	0	0	28.8%
TOTAL INCOME	327,450	888,778	561,328	0	0	36.8%
EXPENDITURE						
101 Administration						
4001 Salaries and Wages	27,644	70,848	43,204		43,204	39.0%
4008 Training	98	1,200	1,102		1,102	8.2%
4009 Travel	12	200	188		188	6.0%
4010 Misc Staff Costs	0	100	100		100	0.0%
4020 Miscellaneous Expenses	52	300	248		248	17.2%
4021 Telephone VOIP and Broadband	1,355	3,200	1,845		1,845	42.3%
4022 Postage	21	100	79		79	21.2%
4023 Printing, Stationery & Ref Bks	507	1,200	693		693	42.2%
4024 IT Costs & Support	1,927	8,000	6,073		6,073	24.1%
4025 Insurance	112	2,000	1,888		1,888	5.6%
4026 Subscriptions	2,032	3,500	1,468		1,468	58.0%
4031 Advertising	0	100	100		100	0.0%
4050 Bank Charges	186	700	514		514	26.6%
4061 Audit Fees (External)	0	1,680	1,680		1,680	0.0%
4062 Audit Fees (Internal)	300	750	450		450	40.0%
4063 Accountancy Support	0	600	600		600	0.0%
4064 Legal and Professional Fees	0	2,086	2,086		2,086	0.0%
4701 Grants	0	50,000	50,000		50,000	0.0%
Subtotal	34,246	146,564	112,318	0	112,318	23.4%
102 Democratic Process						
4033 Parish Newsletter	345	1,300	955		955	26.5%
4034 Parish Website	720	500	(220)		(220)	144.0%
4064 Legal and Professional Fees	0	1,000	1,000		1,000	0.0%
4201 Chairmans Activities	0	500	500		500	0.0%
4202 Annual Parish Meeting	0	250	250		250	0.0%
4211 Election Expenses	0	2,200	2,200		2,200	0.0%
4231 Community Action	42	1,200	1,158		1,158	3.5%
Subtotal	1,107	6,950	5,843	0	5,843	15.9%
202 Recreation Ground						
4001 Salaries and Wages	7,061	18,953	11,892		11,892	37.3%
4007 Health & Safety	78	1,040	962		962	7.5%
4012 Water Rates	0	3,000	3,000		3,000	0.0%
4038 Tree maintenance	0	1,000	1,000		1,000	0.0%
4040 Dog Bin Emptying	1,323	3,239	1,916		1,916	40.8%
4042 Grounds Maintenance	888	3,360	2,472		2,472	26.4%
4043 Equipment Maintenance	1,245	6,160	4,915		4,915	20.2%
4044 Equipment Hire	0	560	560		560	0.0%
4045 Equipment & Small Tools	157	672	515		515	23.4%
4046 Vehicle Repairs/Mtce	423	336	(87)		(87)	125.9%
4047 Vehicle Tax/Insurance	0	800	800		800	0.0%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4048 Vehicle Fuel & Oil	880	900	20		20	97.8%
Subtotal	12,055	40,020	27,965	0	27,965	30.1%
203 Cemetery						
4001 Salaries and Wages	4,388	11,058	6,670		6,670	39.7%
4012 Water Rates	5	200	195		195	2.4%
4037 Grave Services	2,685	4,480	1,795		1,795	59.9%
4038 Tree maintenance	0	336	336		336	0.0%
4042 Grounds Maintenance	5,770	7,840	2,070		2,070	73.6%
4064 Legal and Professional Fees	0	250	250		250	0.0%
Subtotal	12,848	24,164	11,316	0	11,316	53.2%
204 Allotments						
4001 Salaries and Wages	2,141	5,524	3,383		3,383	38.8%
4012 Water Rates	97	600	503		503	16.2%
4020 Miscellaneous Expenses	0	150	150		150	0.0%
4038 Tree maintenance	0	336	336		336	0.0%
4042 Grounds Maintenance	252	0	(252)		(252)	0.0%
Subtotal	2,490	6,610	4,120	0	4,120	37.7%
205 Tennis						
4001 Salaries and Wages	4,548	11,058	6,510		6,510	41.1%
4014 Electricity & Gas	300	800	500		500	37.5%
4022 Postage	0	100	100		100	0.0%
4023 Printing, Stationery & Ref Bks	0	400	400		400	0.0%
4026 Subscriptions	0	350	350		350	0.0%
4043 Equipment Maintenance	0	1,160	1,160		1,160	0.0%
Subtotal	4,848	13,868	9,020	0	9,020	35.0%
206 Pavilion Toilets						
4001 Salaries and Wages	1,681	4,513	2,832		2,832	37.3%
4016 Cleaning Costs	240	1,344	1,104		1,104	17.9%
4017 Cleaning Supplies	667	1,200	533		533	55.6%
Subtotal	2,588	7,057	4,469	0	4,469	36.7%
207 Facilities						
4001 Salaries and Wages	6,452	16,588	10,136		10,136	38.9%
4007 Health & Safety	0	448	448		448	0.0%
4014 Electricity & Gas	3,309	4,000	691		691	82.7%
4015 Waste Services	243	349	106		106	69.7%
4041 Property Maintenance	1,844	1,360	(484)		(484)	135.6%
Subtotal	11,847	22,745	10,898	0	10,898	52.1%
208 Heritage Assets						
4001 Salaries and Wages	728	451	(277)		(277)	161.5%
4042 Grounds Maintenance	4,480	9,520	5,040		5,040	47.1%
4043 Equipment Maintenance	0	336	336		336	0.0%
4221 Village Clocks	0	291	291		291	0.0%
Subtotal	5,208	10,598	5,390	0	5,390	49.1%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301 Village Hall						
4001 Salaries and Wages	9,432	21,139	11,708		11,708	44.6%
Subtotal	9,432	21,139	11,708	0	11,708	44.6%
302 Library						
4070 Service Charge RBWM Library	11,500	11,500	0		0	100.0%
Subtotal	11,500	11,500	0	0	0	100.0%
303 Borough in Bloom						
4039 In Bloom Expenses	6,752	9,994	3,242		3,242	67.6%
Subtotal	6,752	9,994	3,242	0	3,242	67.6%
304 Christmas						
4003 Casual Labour	0	1,680	1,680		1,680	0.0%
4023 Printing, Stationery & Ref Bks	0	560	560		560	0.0%
4301 Christmas Event	0	7,280	7,280		7,280	0.0%
Subtotal	0	9,520	9,520	0	9,520	0.0%
307 MUGA						
4001 Salaries and Wages	643	8,529	7,886		7,886	7.5%
4014 Electricity & Gas	0	800	800		800	0.0%
4043 Equipment Maintenance	0	2,100	2,100		2,100	0.0%
4064 Legal and Professional Fees	14	0	(14)		(14)	0.0%
Subtotal	657	11,429	10,772	0	10,772	5.7%
308 CA Outreach Project						
4071 Service Charge CA Outreach	0	8,000	8,000		8,000	0.0%
Subtotal	0	8,000	8,000	0	8,000	0.0%
309 Woodland						
4001 Salaries and Wages	450	9,025	8,575		8,575	5.0%
4015 Waste Services	0	600	600		600	0.0%
4042 Grounds Maintenance	0	2,000	2,000		2,000	0.0%
4043 Equipment Maintenance	0	2,000	2,000		2,000	0.0%
4064 Legal and Professional Fees	88	0	(88)		(88)	0.0%
Subtotal	538	13,625	13,087	0	13,087	3.9%
901 Parish Projects						
4001 Salaries and Wages	12,542	49,255	36,713		36,713	25.5%
4901 TPO Project	0	0	(0)		(0)	0.0%
4903 LCWIP Project	255	12,000	11,745		11,745	2.1%
4904 Capital Works Recreation G	0	40,000	40,000		40,000	0.0%
4905 CP	594	5,000	4,406		4,406	11.9%
4908 Revenue Projects	0	5,076	5,076		5,076	0.0%
4909 Royal Celebrations	7,922	12,000	4,078		4,078	66.0%
4911 Woodland Walk Project	842	100,000	99,159		99,159	0.8%
4912 Tennis Capital Works	0	109,650	109,650		109,650	0.0%
Subtotal	22,156	332,981	310,825	0	310,825	6.7%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
TOTAL EXPENDITURE	138,270	696,764	558,494	0	558,494	19.8%
Total Income	327,450	888,778	561,328			36.8%
Total Expenditure	138,270	696,764	558,494	0	558,494	19.8%
Net Income over Expenditure	189,180	192,014	2,834			
plus Transfer from EMR	22,088					
less Transfer to EMR	144,094					
Movement to/(from) Gen Reserve	67,174	192,014	124,840			