



SUNNINGDALE PARISH COUNCIL

Meeting of the Parish Council Tuesday 20 February 2024 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.

129 / 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.

130 / 23 Declaration of interest for items on the agenda

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

131 / 23 Approval of Minutes of Council of 16 January 2024

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.

132 / 23 Announcements from the Chairman

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

133 / 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.

134 / 23 To receive an update from the Borough Councillors for Sunningdale

135 / 23 Councillors Questions and Business Motions

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.

135 / 23 / 1 DECISION: To agree the council's actions in relation to Moor End, Chobham Road

135 / 23 / 2 DECISION: To review costs associated with a Section 73 planning application to extend the permitted hours of use for the Tennis Court lights

135 / 23 / 3 DECISION: To review requests received to re-evaluate and consult on the re-instatement of the Adult Fitness equipment at Broomhall Park

- 136 / 23** To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.
- 136 / 23 / 1 DECISION: To review the proposed Business Engagement Working Group Strategy and agree actions to be taken
- 136 / 23 / 2 DECISION: To approve a budget facility for the proposed footpath extension on Whitmore Lane to aid safety and in line with the LCWIP
- 136 / 23 / 3 TO NOTE: To receive the proposed meeting dates for council year May 2024 to April 2025
- 136 / 23 / 4 DISCUSSION: To plan the date and format for the Annual Parish Meeting to be held between March and May 2024
- 137 / 23** To receive and approve the Council Risk Register
- DECISION: To approve for 2024 the proposed register of risk for the 8 areas of council as detailed
- 138 / 23** To receive the Finance Report from the RFO
- 138 / 23 / 1 DECISION: To receive for approval the receipts and payments to 31 January 2024
- 138 / 23 / 2 TO NOTE: To receive the council budget detail report
- 138 / 23 / 3 TO NOTE: To receive the RFO financial report.
- 139 / 23** Information Sharing.
- DISCUSSION: To bring forward any item at the Chairman's discretion which is relevant to council
- 140 / 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

- 141 / 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.
- 142 / 23** Approval of confidential minutes of PART II Council meeting 16 January 2024
- DECISION: The minutes are to be signed by the Chairman as an accurate record of the meeting.
- 143 / 23** To receive and review information relating to Council as an employer
- DECISION: To approve matters relating to appraisals
- DECISION: To approve matters relating to Officer provision whilst under interim Clerk provision
- 144 / 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



Minutes of the Parish Council Meeting Tuesday 16 January 2024

113 / 23

Attendance and Apologies for absence

Attendance:

Cllr Biggs (Chairman); Cllr Buxton; Cllr Coxon; Cllr Hilton; Cllr Morgan; Cllr Newman; and Cllr Pike Cllr Evans

Apologies for absence: Cllr Penney, Cllr Grover

Present: Ruth Davies (Clerk)

There were 4 members of the public present. Their details are retained in line with the GDPRs.

The Council agreed to re-order the agenda to allow members of the public to hear the update on Moor End prior to the public adjournment session.

114 / 23

Declaration of interest for items on the agenda

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

There were no declarations of interest.

115 / 23

Approval of Minutes of Council of 12 December 2023

RESOLVED: That the minutes of the council meeting 12 December are an accurate record of the meeting

116 / 23

Announcements from the Chairman

The Chairman confirmed that upcoming meetings of the Oversight and Strategy Committee had been cancelled. He confirmed that he had reviewed with Cllr Grover reviewed key items planned for 6 February and agreed that the 2 items, 1. Cllr Morgan re Community Engagement and 2. Risk Register under Scheme of Delegation would be brought to Council on the 20 February

The Novello Theatre in Sunninghill is proposed to be closed by RBWM and the building demolished. There is a pen public meeting hosted by supporters of the hall on 24 January at 8:15pm to gain information on the future of the hall, understand the public interest in retaining the property.

119 / 23

Councillors Questions and Business Motions

There were no questions or business motions notified prior to the council meeting. There were no questions submitted at the meeting.

119 / 23 / 1

The council received a verbal update on the council interest for Moor End, Chobham Road from Cllr Morgan who confirmed that the council had received 7 responses of which there were 3 objections to the proposal for the purchase of the property.

ACTION:

Cllr Morgan to provide an update on the council website for the results of the consultation and next steps and include why the process is being followed in terms of consultation. Explain the wording of the letter as it is the 2nd letter to residents.

117 / 23

Public Adjournment

The council received representation from a resident on the proposal for Moor End, requesting further information on the project.

The council received representation from a resident confirming the understanding that no response was deemed as consent as per the terms of the consultation letter for Moor End.

3 Residents left at this point.

118 / 23 To receive an update from the Borough Councillors for Sunningdale

Apologies were received from Cllr Gosling

120 / 23 To review the proposed Budget for 2024 2025 and resulting precept

Cllr Pike made the presentation on the proposed budget for 2024 2025, thanking Cllr Morgan and the RFO for the work done.

After consideration and discussion, the council:

RESOLVED: To approve the budget as presented

RESOLVED: Precept 234,032 which equates to £66.33 per band D equivalent

121 / 23 To receive the Interim Internal Audit Report

Cllr Pike presented the internal audit report and highlighted the investment strategy with action on the CCLA investment account and Hampshire Trust.

122 / 23 To receive the Finance Report from the RFO

122 / 23 / 1 **RESOLVED:** Receipts and Payments for November, December 2023

122 / 23 / 2 The council received the council detail report, there were no questions.

122 / 23 / 3 The council received the finance report, there were no questions.

123 / 23 Information Sharing.

Cllr Newman requested if it was possible to find out whether Sunningdale could have the electronic bus notifications for White Bus

ACTION: An officer will be requested to investigate the option of providing this

124 / 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 council excludes members of the public and press.

The remaining member of the public left at this point.

Part I of the meeting concluded at 9:15pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____

For transparency, the resolutions made in the PART II of the council meeting are recorded below:

Part II

125 / 23 Declaration of interest for items on the PART II agenda.

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

126 / 23 Approval of confidential minutes of PART II Council meeting 12 December 2023

RESOLVED: The minutes are approved as an accurate record of the meeting

127 / 23 To receive and review information relating to Council as an employer

The Chairman acknowledged the resignation and thanked the Clerk, on behalf of council, for the last nearly 8 years in role.

RESOLVED: To approve a proposal to employ a locum clerk from February 2024 to complete a handover with the Clerk / RFO prior to the last day of 1st March 2024 subject to the Chairman and/or the Vice-Chairman meeting with the proposed candidate to validate Clerks Recommendation

RESOLVED: To establish a recruitment group to recruit the new Clerk / RFO. Cllr Biggs requested councillors interested in participating should email for consideration to Cllr Grover, with specific recruitment experience.

PROPOSAL to COUNCIL

20 February 2024

AMENDMENT OF TENNIS COURT FLOODLIGHT TIMINGS

FOR COUNCIL TO APPROVE THE EXPENDITURE TO SUBMIT A PLANNING APPLICATION IN ORDER TO EXTEND THE TENNIS COURT FLOODLIGHT TIMINGS, TO BE FUNDED FROM THE TENNIS BUDGET

Background

The tennis court floodlights are currently permitted to operate “Monday-Saturday until 2000hrs October-March, 2100hrs April-September” (appendix 1, Notice of Decision 19th October 2012). This restricts play for Season Ticket Holders and the community on Sundays and on Winter evenings past 2000hrs.

The MUGA planning application permitted that “the proposed lighting would switch on and off automatically in line with the court bookings and would not operate beyond 9pm” (appendix 2, Officer Delegated Report 23/01183).

This therefore leads to a discrepancy between the planning permission for the tennis courts and MUGA.

Proposal

To obtain planning permission for an extension of the tennis court floodlight timings all year round, 7 days a week until 21:00hrs to align with the permission granted under the MUGA planning application.

This will consist of submitting a planning application under ‘section 73’ to vary condition 5 of (the tennis) planning permission 12/02841 (hours of illumination) to align with (the MUGA) planning application 23/01183.

The additional income to extend the tennis court floodlight timings would vary depending on who would use the courts (Season Ticket Holders would pay £2 per hour per court for floodlights only or Pay and Play would pay £9 per hour per court for floodlights and court fee) and what the usage would be. The additional income would range from £858 to £3,861 per year based on 50% usage of the courts.

Sunningdale Parish Council are currently charged an electricity rate of 40.91p per kWh.

Costings

A quote has been received (appendix 3, Proposal: Broomhall Recreation Ground) to submit the planning application on behalf of Sunningdale Parish Council at a cost of £450.00.

Covering letter to justify the development. £110.00

Sets out a justification as to why the application should be approved.

Submission of planning application. £340.00

Submission of planning application to Local Planning Authority acting as agent.

Subtotal: 450.00

Additional Information

Appendix 4 contains information relating to the Outdoor LED Tennis Lighting Design and lighting overspill calculations.



Ms Anne Martin - Sunningdale Parish Council
The Pavilion
Broomhall Lane
Sunningdale
Ascot
SL5 0QS

Notice of Decision

The Council of the Royal Borough of Windsor and Maidenhead GRANTS PERMISSION for the above development to be carried out in accordance with the application submitted by you on the above date, subject to the following conditions:

- 1 The development hereby permitted shall be commenced within three years from the date of this permission.
Reason: To accord with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended).
- 2 The materials to be used on the external surfaces of the development shall be in accordance with those specified in the application unless any different materials are first agreed in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.
Reason: In the interests of the visual amenities of the area. Relevant Policies - Local Plan DG1.
- 3 The lights shall not be operated until details of an automated system to ensure they are only illuminated when the courts are in use have been submitted to and approved in writing by the Local Planning Authority, and the approved system has been installed. It shall then be maintained and operated in accordance with the approved details.
Reason: To protect the amenities of local residents and the character of the Green Belt. Relevant Policies - Local Plan GB1, GB2 and NAP3.
- 4 The levels of luminance shall not exceed those shown in the Luminance Pro Lighting Systems Ltd document 'Broomhall Park Tennis Courts Outdoor Tennis Lighting Design' dated 14/09/2012 that was submitted with the application.
Reason: To protect the amenities of local residents and the character of the Green Belt. Relevant Policies - Local Plan GB1, GB2 and NAP3.

- 5 Unless otherwise approved in writing by the Local Planning Authority the artificial lights shall be illuminated only in accordance with the following details:

- (i) In the months of October to March they shall be illuminated no later than 2000 hours Monday to Saturday and at no time on Sundays and Bank Holidays; and
 - (ii) In the months of April to September they shall be illuminated no later than 2100 hours Monday to Saturday and at no time on Sundays and Bank Holidays.
- Reason: To protect the amenities of local residents and the character of the Green Belt. Relevant Policies - Local Plan GB1, GB2 and NAP3.

Approved Plan Reference Number(s):

LOCATION PLAN, version no.: N/A, received on 19 October 2012
SITE LAYOUT PLAN, version no.: N/A, received on 19 October 2012
1.1 TOP PROJECT OVERVIEW, version no.: N/A, received on 19 October 2012
4. LUMINAIRE DETAILS 8/8, version no.: N/A, received on 19 October 2012

Informatives

1. This decision has been made in accordance with the requirements of the National Planning Policy Framework. The Local Planning Authority has sought all reasonable measures to resolve issues and found solutions when coming to its decision. For further details please see the Officer's report and the Council's decision by following this link [R.B.W.M. | Planning - Public Access Module](#) and entering the application number, or contact the Council's Customer Service Centre on 01628 683800 and quoting the application number.
2. The attention of the applicant is drawn to the Berkshire Act 1986, Part II, Clause 9, which enables the Highway Authority to recover the costs of repairing damage to the footway or grass verge arising during building operations.
3. The attention of the applicant is drawn to Section 59 of the Highways Act 1980 which enables the Highway Authority to recover expenses due to extraordinary traffic.
4. No builders materials, plant or vehicles related to the implementation of the development should be parked/stored on the public highway so as to cause an obstruction at any time.

Justifications

1. The reason planning permission has been granted is that the development complies with the relevant provisions of the development plan. The relevant policies/proposals of the development plan are Local Plan GB1, GB2, DG1, NAP3, F1, N6 and CF2.

This permission does not relieve the applicant from responsibility for obtaining any necessary approval which may be required under building control legislation or Section 32 Berkshire Act 1986 (access for fire appliances). For advice on building control regulations, please contact the Authority's Building Control Service on 01628 796870.

The applicant is advised that all works to which this permission relates must be carried out strictly in accordance with the plans, drawing and other relevant supporting material submitted as part of this application and hereby approved as such and in full compliance with all conditions set out above. The Development Control Group must be immediately advised of any proposed variation from the approved documents and the prior approval of the Council obtained before any such works are carried out on site. Failure to comply with this advice may render the person carrying out and/or authorising the works liable to enforcement proceedings, which may involve alterations and/or demolition of any unauthorised building or structures and may also lead to the possibility of prosecution.

shall be

v to

The applicant's attention is also drawn to the requirements of the Party Wall Act 1996, which may affect your submitted proposals. The applicant must notify all affected neighbours if work, which you are intending to carry out, falls within the Act. This may include work on an existing wall shared with another property, building on the boundary or excavating near a neighbouring property. However, the applicant is advised that this is not a matter dealt with by this Authority and it is recommended that you seek suitable professional advice.

Signed

Dated: 14th December 2012

Simon Hurrell

Simon Hurrell

Head of Planning & Property Services

NOTES

The application number shown on the attached should be quoted in all correspondence.

2. If the applicant is aggrieved by the decision of the Local Planning Authority to refuse permission or approval for the proposed development or to grant permission subject to conditions, the applicant may appeal to the Office of the Deputy Prime Minister in accordance with Section 78 of the Town and Country Planning Act 1990 (as amended) within six months of receipt of this notice for applications for full, outline or reserved matters planning applications, listed building or conservation area consents, or within six months for all other applications. (Appeals must be made on a form which is obtainable from the Planning Inspectorate, Room 306(K), Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN. The telephone number is 0117 372 6027/6212. The Deputy Prime Minister has power to allow a longer period for the giving of a notice of appeal but he will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving notice of appeal. The Deputy Prime Minister is not required to entertain an appeal if it appears to him that the permission for the proposed development could not have been granted by the Local Planning Authority, or could not have been so granted otherwise than subject to the conditions imposed by them, having regard to the statutory requirements as set out in Section 78 of the Town and Country Planning Act 1990 (as amended), to the provisions of the Development Order, and to the directions given under the order. He does not in practice refuse to entertain appeals solely because the decision by the Local Planning Authority was based on a direction given by him.
3. If permission to develop land is granted subject to conditions, whether by the Local Planning Authority or by the Deputy Prime Minister, and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted, he may serve on the Council a purchase notice requiring that Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990 (as amended).
4. In certain circumstances, a claim may be made against the Local Planning Authority for compensation, where permission is refused or granted subject to conditions by the Deputy Prime Minister on appeal or on a reference of the application to him. The circumstances in which such compensation is payable are set out in Section 199 of the Town and Country Planning Act 1990 (as amended).
5. This permission covers only consent under the Town and Country Planning Act 1990 (as amended) and does not give permission to demolish a listed building, for which separate consent is required. Amongst other things the consent of the Council of the district in which land is situated may be required under the Building Regulations and if the proposals affect land within the limits of the highway (that is between the highway fences or hedges) the separate consent of the Highway Authority may also be required. Steps to obtain the necessary further consents should be taken before proceeding with the developments.

SHOPS, OFFICES, FACTORIES, EDUCATIONAL BUILDINGS & BUILDINGS TO WHICH THE PUBLIC ARE TO BE ADMITTED; ACCESS AND PROVISION FOR THE DISABLED PERSONS.

1. The Local Planning Authority is required to bring to your attention the requirements of the Disabled Persons Act 1981, Building Regulations 1991 "Access and Facilities for Disabled People" document M and the Chronically Sick & Disabled Act 1970 (as amended 1976) (Sections 4.7.8 and 8A) requiring the provision of access facilities, car parking and toilets for the disabled and the provision of signing indicating what provision has been made for the disabled persons within the building. Your attention is also drawn to the Code of Practice BS 5619 "Design of Housing for the convenience of Disabled People", 1978 and Code of Practice, BS5810: 1979, "Access for the Disabled to Buildings" available from the British Standards Institution, 2 Park Street, London W1A 2BS. (Tel 071-629-9000) and (in so far as educational buildings are concerned), to Design Note 18 "Access for the Physically Disabled to Educational Buildings".
2. The buildings to which these requirements apply are:-
 - a) Buildings to which the public are to be admitted to which Section 4 of the Chronically Sick & Disabled Act 1970 (as amended 1976) applies; b) Offices, Shops & Railway Premises as defined in the Offices, Shops & Railway Premises Act 1963 or premises deemed to fall within the act; c) Factories as defined by Section 175 of the Factories Act 1961; d) Educational Buildings as defined by Section 29B of the Disabled Persons Act 1981.

BERKSHIRE ACT 1986 ACCESS FOR THE FIRE BRIGADE

S.32

- (1) Except as provided in subsection (2) below, where the plans for the erection or extension of a building are deposited with a district council in accordance with building regulations, the district council shall reject the plans unless, after consultation with the fire authority, they are satisfied that the plans show:
 - (a) that there will be adequate means of access for the fire brigade to the building or as the case may be, to the building as extended; and
 - (b) that the building, or as the case may be, the extension of the building will not render inadequate existing means of access for the fire brigade to a neighbouring building.
- (2) No requirement concerning means of access to a building or to a neighbouring building shall be made under this section in the case of a building to be erected or extended in pursuance of a planning permission granted upon an application made under the Act of 1990, unless notice of provisions of this section is endorsed on or accompanies the planning permission.
- (3) Section 16 (7) and (8) and section 36 (2) to (6) of the Building Act 1984 (notice of rejection or passing of plans and enforcement of requirements) shall apply as if this section were a section of the said Act of 1984.
- (4) Any person aggrieved by the action of the district council in rejecting plans under this section may appeal to a magistrates' court.
- (5) In this section references to the adequacy or inadequacy of means of access for the fire brigade shall be constructed as reference to a means of access adequate or, as the case may be, inadequate for use of fire fighting purposes by members of one or more fire brigades and their appliances.

OFFICER DELEGATED REPORT

Reference No.: 23/01183 **Full**
Proposal: New multi use games area with steel mesh enclosure, floodlights and new pathway following removal of existing equipment.
Location: Broomhall Recreation Ground Broomhall Lane Sunningdale Ascot SL5 0DG
Applicant: Ruth Davies - Sunningdale Parish Council
Agent: N Griffin
Date Received: 15 May 2023
Case Officer: Briony Franklin
Recommendation: Application Permitted
Parish/Ward: Sunningdale ParishSunningdale And Cheapside

1 INTRODUCTION

- 1.1 This application is one where the Council's Constitution delegates the authority to make the decision to the Head of Planning rather than it being determined by a Panel of Councillors.
- 1.3 In making the assessment set out in this report, the planning officer has taken into account the information submitted with the application, any previous relevant applications, observations during any site visit, any comments received in connection with the application and any other case specific considerations which are material to the decision.

2. THE SITE AND ITS SURROUNDINGS

- 2.1 Broomhall recreation ground lies to the south of Broomhall Lane in Sunningdale. The recreation ground comprises 3 floodlit tennis courts, a children's play area, fitness/play equipment, playing fields, a pavilion/office, café, toilets and associated car parking.
- 2.2 The application site lies adjacent to the tennis courts and children's play area and comprises grassland and existing fitness/play equipment, which has reached the end of its life. An unmade path runs diagonally across the site from Broomhall Lane to the public right of way, path 13 which leads to Sunningdale railway station.
- 2.3 The site is designated as 'Open Space' in the Ascot Sunninghill and Sunningdale Neighbourhood Plan and lies within a 'Gap between villages' (Map 7f - gap between Old Sunningdale to Sunningdale). The site lies within the designated Green Belt. Most of the application site lies within Flood Zone 2 (medium probability of flooding) and a small portion lies within Flood Zone 3 (high probability of flooding). The site lies within an amber impact zone for GCNs. There is a watercourse, the Chertsey Bourne, which flows along the south-eastern boundary of the recreation ground. A protected woodland lies to the south east of the site and the area is designated a 'Green Corridor' (Map 8b) in the Neighbourhood Plan. There are some individual trees along the site frontage and trees/woodland surround the perimeter of the recreation ground.

3. THE PROPOSAL

- 3.1 Planning permission is sought to erect a new multi-use games area (MUGA) with a steel mesh enclosure, floodlights and new pathway following the removal of the existing play equipment.
- 3.2 The MUGA would measure 35m in length by 17m in width and is to be sited alongside the existing tennis courts. The playing surface would be green sand filled carpet (Tiger Turf Multi-Use Evo Pro 18mm) with line markings for five a side football, netball, hockey and tennis. The height of the steel mesh enclosure would measure 3m and 2 x fenced goal areas measuring 3.66m in height are proposed at either end. The fence would be dark green in colour (RAL 6005 - Moss Green). The

operational hours for the MUGA would be between 08:00 and 21:00 every day in line with the existing tennis courts. A smart access entry system, operated by an entry code, would enable users to enter the MUGA within an allotted timeslot. The proposed 4no 8m high flood lights with LED lights would switch on and off automatically in line with court bookings.

- 3.3 The existing fitness equipment is proposed to be removed from its current location and replaced with new Junior/Teen play equipment sited alongside the existing children's play area to the south of the proposed MUGA. The playground surface would be rubber bonded mulch, coloured red, green and brown. Details of the equipment (maximum height of 3m) are set out on page 12 of the D & A Statement. This element of the works is 'permitted development' under Part 12, Schedule 2 of the GPDO and does not require express planning permission.
- 3.4 A new permeable pathway, 1.5m in width, is also shown to be provided and would run between the existing tennis court and the proposed MUGA and to the rear of the relocated play equipment. It has been redirected to follow the edge of the playing field rather than cutting across the playing field and would link up to the existing public right of way (pathway 13) leading to Sunningdale Railway Station. The pathway would be surfaced using recycled rubber granules (Enviro-pave) with concrete edging. Again, these works would be 'permitted development' under Part 12, Schedule 2 of the GPDO and do not require express planning permission. An informative can be added to remind the applicant of their duties in relation to the adjacent protected woodland.
- 3.5 The application following the withdrawal of a previous application and is now supported by additional information to assist in its assessment.

4. RELEVANT PLANNING HISTORY

Reference	Description	Decision
12/02841/FULL	Erect 12 x 8m lighting columns supporting 18 lamps	Permitted 14.12.12
22/03044/FULL	New multi-use sports pitch with steel mesh and four floodlights and new pathway	Withdrawn 27.1.23

5. DEVELOPMENT PLAN

- 5.1 The main relevant policies are:

Adopted Borough Local Plan

Issue	Policy
Character and Design of New Development	QP3
Green and Blue Infrastructure	QP2
Development in Rural Areas and Green Belt	QP5
Managing Flood Risk and Waterways	NR1
Nature Conservation and Biodiversity	NR2
Trees, Woodlands and Hedgerows	NR3
Artificial Light Pollution	EP3
Noise	EP4

Sustainable Transport	IF2
Open Space	IF4
Rights of Way and Access to the Countryside	IF5
Historic Environment	HE1

Adopted Ascot Sunninghill and Sunningdale Neighbourhood Plan

Issue	Policy
Gaps between villages	NP/EN1
Trees	NP/EN2
Biodiversity	NP/EN4
Green Corridors	NP/EN5
Parking and access	NP/T1
Good Quality Design	NP/DG3

6. MATERIAL PLANNING CONSIDERATIONS

National Planning Policy Framework Sections (NPPF) (2021)

Section 8 – Promoting healthy and safe communities.

Section 12- Achieving well-designed places.

Section 13- Protecting Green Belt land.

Section 14- Meeting the challenge of climate change, flooding and coastal change.

Section 15 Conserving and enhancing the natural environment.

Other Local Strategies or Publications

- RBWM Parking Strategy

7. CONSULTATIONS CARRIED OUT

Comments from interested parties

No occupiers were notified directly of the application.

The planning officer posted a general site notice advertising the application at the site on 24th May 2023.

No letters of support or objection have been received from residents.

Consultees

Consultee	Comment	Where in the report this is considered
Sports England	No objection and project supported.	Section 8i
Archaeology Officer	Potential archaeological implications – condition recommended	Section 8viii
Environmental Protection	No comment to make	Noted
Highway Section	No objection. Condition recommended	Section 8vii
LLFA	No potential for flood risk to be increased by proposal	Section 8iv
Ecology Officer	No objection. Conditions recommended	Section 8v
NatureSpace	No impact on great crested newts. Informative recommended	Section 8v

Others (e.g. Parish and Amenity Groups)

Group	Comment	Where in the report this is considered
Parish Council	The Parish Council are the applicants and therefore it is not appropriate to make any comment.	
SPAE	<p>Summary:</p> <p>In principle we support the proposal. However, the following concerns are raised:</p> <p>Parking – the existing car park is insufficient to cater for current demand and the MUGA will generate additional sporting activity. Council needs to ensure compliance with LP/IF2.</p> <p>Public Open Space – the MUGA will only be accessible to the public via a coded entry gate which could limit the use of the MUGA by the local community. Proposal results in the loss of free public open space. Council needs to be satisfied that proposal complies with LP/IF4</p> <p>Biodiversity – surprised that a net gain of nearly 20% is achieved. Council needs to be satisfied that proposal complies with LP/NR2.</p>	<p>Section 8vii</p> <p>Section 8i</p> <p>Section 8v</p>
Ascot Sunninghill & Sunningdale Neighbourhood Plan Delivery Group	<p>Summary:</p> <p>Policy IF5 Open Space - the proposed facility will require open space to be closed off and the applicant has not demonstrated there is demand for this new, chargeable, facility. Insufficient justification for the loss of open space.</p> <p>Parking – car park is used by people using the recreation ground, visitors and staff to the Parish Office and the</p>	Section 8i

and where possible enhance open space to increase capacity and make it more usable, attractive and accessible.

- 8.3 Broomhall Recreation Ground is included in the Council's Open Space Study (May 2019) and listed as a Public Park and Garden and described as 'a high quality open space with a range of amenities' and includes Locally Equipped Areas of Play (LEAPs) for children and young people.

Public Open Space is defined in the Neighbourhood Plan as '*Open space that is open to the public and is normally owned and managed by a public organisation....*'

- 8.4 The existing recreation ground includes tennis courts, a children's play area, fitness/play equipment, and open playing fields. It is understood that the proposed MUGA, junior/teen playground and proposed pathway is part of a wider project to replace and update the facilities at Broomhall Recreation Ground by the Parish Council. The proposal would not result in the loss of any sporting provisions on the site or prejudice the use of the remaining playing fields. The proposal involves the provision of better facilities to meet the needs of the local community and to replace worn out fitness/play equipment. The proposal is also supported by Sports England.
- 8.5 Broomfield Recreation Ground is understood to be held under a statutory trust. The Neighbourhood Plan Delivery Group has objected to the proposal on the grounds that it is unlawful given that free and unrestricted use of the MUGA by the public will be denied and that the profit generated will not be used for recreation. The proposal does not involve a change of use of the land and is simply providing recreational facilities which one would expect to find within public open spaces and recreation grounds. The application is providing additional recreational facilities in an area of open space. The land remains in the ownership/management of the Parish Council, and it would be for the Parish Council to establish the requirements placed on it under the law in terms of the statutory trust.
- 8.6 Overall, the principle of providing new and improved sporting facilities in this location is acceptable and accords with BLP policy IF4.

ii. Green Belt

- 8.7 The site lies within the designated Green Belt and the government attaches great importance to Green Belts. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence. Paragraph 138 of the NPPF sets out the purposes of the Green Belt which includes to assist in safeguarding the countryside from encroachment.
- 8.8 Paragraphs 147 and 148 of the NPPF states that inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances. Local Planning Authorities should ensure that substantial weight is given to any harm to the Green Belt. 'Very Special circumstances' will not exist unless the potential harm to the Green Belt by reason of inappropriateness, and any other harm resulting from the proposal, is clearly outweighed by other considerations.
- 8.9 Paragraph 149 states that new buildings should be regarded as inappropriate in the Green Belt with some exceptions. This includes:
b) the provision of appropriate facilities (in connection with the existing use of land or a change of use) for outdoor sport, outdoor recreation.....; as long as the facilities preserve the openness of the Green Belt and do not conflict with the purposes of including land within it;
- 8.10 Paragraph 150 states that certain other forms of development are also not inappropriate in the Green Belt provided they preserve its openness and do not conflict with the purposes of including land within it. These include *b) engineering operations*.

- 8.11 BLP policy QP5 reflects the guidance in the NPPF and also specifically refers to facilities for outdoor sport and recreation. The scale of the development will be expected to be no more than is genuinely required for the proper functioning of the enterprise or the use of the land to which it is associated, buildings should be unobtrusively located and designed so as not to introduce a prominent urban element into a countryside, including the impact of any new or improved access and car parking areas and the development (including lighting) should have no detrimental effect on landscape quality, biodiversity, residential amenity or highway safety.
- 8.12 The proposed MUGA provides outdoor sports and recreational facilities which constitutes appropriate development in the Green Belt. In addition, the proposed flood lights would enable play in the late afternoons and evenings during certain times of the year and would also constitute appropriate facilities for outdoor sport.

Impact on openness and purposes of Green Belt

- 8.13 The proposed MUGA would be enclosed by mesh fencing which would enable views through it and a considerable proportion of the site would remain open. The 4no. flood light columns would not have a detrimental impact on the openness of the Green Belt. Although the proposal could result in an intensification in the overall use of the site it is not considered that the level of intensity would impact adversely on the openness of the Green Belt.
- 8.14 Overall, the proposal would preserve the openness of the Green Belt and does not conflict with the purposes of including land within it. Subject to the other aspects in BLP policy QP5 being acceptable including impact on landscape quality, biodiversity etc considered below the proposal accords with BLP policy QP5 and the guidance set out in Section 13 of the NPPF.

iii. Character and Appearance

- 8.15 The recreation ground currently comprises 3 floodlit tennis courts, a children's play area, fitness/play equipment, a pavilion/office, café, toilets and associated car parking. The site is visible from Broomhall Lane. The playing fields to the rear of the site are screened by woodland on 3 sides.
- 8.16 The proposed MUGA would be sited alongside the existing tennis court and would be set back from the road frontage by approximately 12m. The floodlight columns would be the same height as the columns installed on the tennis courts. The lights would be directional, and any light spillage would be minimal. The proposed MUGA would be coloured green and seen in conjunction with the existing tennis courts. A gap of approximately 30m would be retained between the MUGA and the adjacent woodland.
- 8.17 The proposal would not appear unduly prominent or obtrusive and would have an acceptable impact on the landscape quality of the recreation ground itself, the street scene and the locality in general. The proposed lighting would switch on and off automatically in line with the court bookings and would not operate beyond 9pm. A condition can be secured to restrict the hours of illuminance to safeguard the impact on this semi-rural location. Overall, the proposal would have no adverse impact on the rural character of the area and the proposal would have no adverse impact on the identified gap between Old Sunningdale and Sunningdale in accordance with BLP policies QP3 and EP3 and neighbourhood plan policies DG3 and EN1.

iv. Flood Risk

- 8.18 The recreation ground lies within Flood Zones 1, 2 and 3. The application site itself lies primarily within Flood Zone 2 (medium risk of flooding) with a small area of the site being located within Flood Zone 3 (high risk of flooding). The application has been accompanied by a flood risk assessment prepared by GeoSmart Information Ltd (Appendix 26) in accordance with BLP policy NR1.
- 8.19 Outdoor sports and recreation is classified in Annex 3: Flood risk vulnerability classification in NPPG (2022) as 'Water Compatible'. The proposal is a relatively open structure and does not involve the construction of any buildings. There is a risk of flooding from fluvial sources (the adjacent watercourse known as Chertsey Bourne) where flood depths could be up to 0.22m in the area proposed for the MUGA. The FRA recommends flood mitigation measures to include Weldmesh boundary fencing around the MUGA to minimize any restrictions to flood water flow across it during a flooding event and the use of permeable surfacing to replicate the natural runoff rates of the existing site.
- 8.20 The northern portion of the recreation site lies within Flood Zone 1 and has the lowest probability of flooding. The MUGA is proposed to be sited within Flood Zones 2 and 3 which has a medium to high risk of flooding. The MUGA is however to be sited alongside the existing tennis courts and would not encroach onto the existing playing field. This is the optimal location for this open structure and no sequential or exceptions test is required for this minor development.
- 8.21 The nearest dry evacuation area within Flood Zone 1 is in the adjacent car park, to the front of the site.

Drainage

- 8.22 A drainage plan for the MUGA (Appendix 19) has been provided and includes an excavated trench around the perimeter of the fence and the installation of a plastic land drain. A soakaway is also proposed. The MUGA will have a permeable surface and the LLFA has confirmed that there is no potential for flood risk to be increased as a result of the development.
- 8.23 Subject to securing appropriate conditions to ensure the development is carried out in accordance with the mitigation measures set out in the FRA and the drainage plan, the proposal would accord with BLP policy NR1.

v. Ecology & Biodiversity

- 8.24 The application site comprises grassland, ornamental shrubs and scattered trees. The application has been accompanied by a Preliminary Ecological Appraisal and Biodiversity Net Gain Assessment (prepared by Future Nature, dated May 2023).
- 8.25 During the survey no priority habitats were found on site, no protected or notable plant species were recorded, and no invasive species were recorded. It is understood that none of the trees or ornamental planting are to be removed as part of the proposal and the only area to be affected is the amenity grassland, which is of limited ecological value.
- 8.26 A biodiversity net gain calculation and report has been provided. The proposal would provide a gain of 0.29 habitats unit (19.79%) through the planting of 4 trees and wildflower planting along the perimeter of the grassland.
- 8.27 The site lies within an amber impact zone for GCNs. The habitats on site are not suitable to support amphibians and GCNs are unlikely to be impacted by the proposal. There is a pond within 200m of the proposed works and an informative is recommended to remind the applicant for their responsibilities under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981.

8.28 Details of Luminaires Saturation (Appendix 9) provides details of the lighting system which is specifically designed for outdoor sports and designed to be directional. Details of floodlight spillage is provided in Appendix 21 and demonstrates that this focusses on the immediate area of the MUGA. The lighting will be specifically limited to the use of the MUGA until 9pm. The lighting proposal includes features that will reduce the lighting impact on bats, particularly along the boundary with the adjacent woodland. This includes directional control of the floodlights and lamps which adhere to the Bat Conservation Trust recommended levels to ensure there will be no light spill onto the woodland edges.

8.29 Subject to securing appropriate conditions the proposal is acceptable on ecological grounds and accords with BLP policies NR2 and EP3 and neighbourhood plan policy EN4. The proposal would have no adverse impact on the adjacent 'Green Corridor' and accords with BLP policy QP2 and NP/EN5.

vi. Trees

8.30 A good separation distance would be maintained between the proposed MUGA, and the adjacent protected woodland and the proposal would have no adverse impact on the protected woodland. There are some individual trees along the site frontage and whilst sufficient distance would be maintained between the MUGA and these trees, details of tree protection measures during the construction phase of the development will need to be secured by condition.

8.31 Overall, the proposal would have an acceptable impact on the existing trees and accords with BLP policy NR3 and NP/EN2.

vii. Parking and Highways

8.32 The existing site is served via a vehicular access off Broomhall Lane, and this will remain unchanged. The existing car park provides approximately 40 spaces and there are no plans to alter the existing parking arrangements. The car park is available to users of the recreation ground, visitors and staff of the parish council office and the adjacent Women's Institute. There are currently 5 bicycle stands located close to the site entrance and these are proposed to be replaced with new cycle stands.

8.33 The surrounding roads including Broomhall Lane are subject to double yellow lines to prevent on-street parking. There is a bus stop opposite the recreation ground and the nearest alternative car parks are a 10-minute walk away at Sunningdale Railway Station (via public right of way Pathway 13) and a free car park off the A30 London Road. Walking and cycling are more sustainable patterns of movement and are to be encouraged. The proposed pathway will link up to the existing public right of way and should help improve accessibility to the park.

8.34 Paragraph 111 of the NPPF states that development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impact on the road network would be severe. The Highway section has raised no objection to the proposal on highway or parking grounds. Details of the cycle parking to encourage residents to cycle to the site are to be secured by condition.

8.35 Overall the proposal accords with BLP policies QP3, IF2 and IF5 and neighbourhood plan policy T1.

viii. Other Considerations

- 8.36 The proposed MUGA would be sited well away from any neighbouring residential properties and would have no adverse impact on the living conditions of any neighbouring occupiers in terms of noise, disturbance or light pollution.
- 8.37 The site falls within an area of archaeological significance and an appropriate condition to secure a programme of archaeological works are required in accordance with BLP policy IH1.

9 RECOMMENDATION

Grant planning permission with the following conditions

Conditions

- 1 The development hereby permitted shall be commenced within three years from the date of this permission.
Reason: To accord with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended).
- 2 The materials to be used on the external surfaces of the development shall be in accordance with those specified in the application unless any different materials are first agreed in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.
Reason: In the interests of the visual amenities of the area. Relevant Policies - Local Plan QP3
- 3 No development shall take place until a badger, bat and nesting bird mitigation strategy has been submitted to and approved in writing by the local planning authority. The strategy shall include the following elements: a) timings when works that could impact upon badgers, bats and nesting birds are to be undertaken; b) RAMS methods to be employed during relevant works; c) details of works that are to be supervised by a suitably qualified ECOW; d) contingency plans should protected species be unexpectedly found.
Works are to be undertaken in accordance with the strategy and a closing out report from a suitably qualified ecologist, confirming that works have been undertaken in accordance with the approved details shall be submitted to the local planning authority prior to completion of the development.
Reason: To ensure that badgers, bats and nesting birds, which are protected and priority species, are not adversely affected by the proposal. Relevant policy - NR2.
- 4 Prior to the installation of the lighting a report detailing the external lighting scheme and how this will not adversely impact upon wildlife shall be submitted to and approved in writing by the local planning authority. The report shall include the following figures and appendices:
A layout plan with beam orientation
A schedule of equipment
Measures to avoid glare
An isolux contour map showing light spillage to 1 lux both vertically and horizontally, areas identified as being of importance for commuting and foraging bats.
The approved lighting plan shall thereafter be implemented as agreed.
Reason: To limit the impact of light pollution from artificial light on nature conservation in accordance with paragraph 185 of the NPPF and BLP policy NR2.
- 5 No development shall take place until full details of a Biodiversity Gain Plan for onsite delivery and monitoring of Biodiversity Net Gain and a Habitat Management Plan has been submitted to and approved in writing by the local planning authority. The plans shall deliver a 0.29 increase in habitat

units. The plans shall be in accordance with the approved biodiversity net gain assessment and shall include (but not be limited to) the following:

- a) A habitat management plan
- b) Long term aims and objectives for habitats and species
- c) Detailed management prescriptions and operations for newly created habitats, locations, timing, frequency, durations, methods, specialists expertise (if required), specialist tools/machinery or equipment and personnel as required to meet the stated aims and objectives.
- d) A detailed prescription and specification for the management of the new habitats
- e) Details of any management requirements for species specific habitat enhancements
- f) Annual work schedule for at least a 30 year period
- g) Detailed monitoring strategy for habitats and species and methods of measuring progress towards and achievement of stated objectives
- h) Details of proposed reporting to the local planning authority and the Council's ecologist and proposed review and remediation mechanism
- i) Proposed costs and resourcing and legal responsibilities

The Biodiversity Gain and Habitat Management Plan shall be implemented in accordance with the agreed details and timetable and all habitats and measures shall be retained and maintained thereafter in accordance with the approved details.

Reason: To ensure the provision of biodiversity enhancement and a net gain for biodiversity, in accordance with the NPPF and BLP policy NR2.

- 6 No part of the development shall be occupied until covered and secure cycle parking facilities have been provided in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. These facilities shall thereafter be kept available for the parking of cycles in association with the development at all times.

Reason: To ensure that the development is provided with adequate parking facilities in order to encourage the use of alternative modes of transport. Relevant Policies - Local Plan QP3 and IF2.

- 7 No development shall commence until a programme of archaeological works including a Written Scheme of Investigation (WSI) has been submitted to and approved in writing by the local planning authority. The WSI shall include an assessment of significance and research questions, and:
1. The programme and methodology of site investigation and recording
 2. The programme for post investigation assessment
 3. Provisions to be made for analysis of the site investigation and recording
 4. Provision to be made for publication and dissemination of the analysis and records of the site investigation
 5. Provision to be made for archive deposition of the analysis and records of the site investigation
 6. Nomination of a competent person or persons/organisation to undertake the works set out within the WSI.

The development shall be undertaken in accordance with the approved WSI.

The development shall not be used until the site investigation and post investigation assessment has been completed in accordance with the programme set out in the approved WSI and the provision made for analysis, publication and dissemination of results and archive deposition has been secured.

Reason: The site lies in an area of archaeological potential, particularly for, but not limited to, prehistoric and roman remains. The potential impacts of the development can be mitigated through a programme of archaeological work in accordance with the NPPF and BLP policy HE1.

- 8 Prior to any equipment, machinery or materials being brought onto the site, details of the measures to protect, during construction, the trees shown to be retained on the approved plan, shall be submitted to and approved in writing by the Local Planning Authority. The approved measures shall be implemented in full prior to any equipment, machinery or materials being brought onto the site, and thereafter maintained until the completion of all construction work and all equipment, machinery and surplus materials have been permanently removed from the site. These measures shall include fencing in accordance with British Standard 5837. Nothing shall be stored or placed in any area

fenced in accordance with this condition and the ground levels within those areas shall not be altered, nor shall any excavation be made.

Reason: To protect trees which contribute to the visual amenities of the site and surrounding area.
Relevant Policies - Local Plan NR3.

- 9 The development shall be carried out in accordance with the mitigation measures set out in the Flood Risk Assessment (GeoSmart - Appendix 26) and the Proposed Muga Drainage Plan (Appendix 19) and thereafter maintained in accordance with these details.
Reason: To reduce the risk of flooding. Relevant policy - NR1.
- 10 The flood lights hereby permitted shall only be illuminated when the multi use games area is in use and shall be illuminated no later than 21:00 hours.
Reason: To safeguard the character of this Green Belt location. Relevant policies - BLP policies QP3 and QP5.
- 11 The development hereby permitted shall be carried out in accordance with the approved plans listed below.
Reason: To ensure that the development is carried out in accordance with the approved particulars and plans.

Informatives

- 1 The relocation of the play/fitness equipment and the provision of a new pathway are works which constitute 'permitted development' under Part 12, Schedule 2 of the General Permitted Development Order 2015 (as amended) and do not require express planning permission. The applicant is however reminded of the requirement to obtain separate consent under the Town and Country Planning Act 1990 should the proposed pathway affect any of the protected trees, including tree roots, within the adjacent protected woodland area.
- 2 The applicant is reminded that under the Conservation of Habitats and Species Regulations 2017 (as amended) and the Wildlife and Countryside Act 1981 (as amended), it is an offence to (amongst other things): deliberately capture, disturb, injure or kill great crested newts; damage or destroy a breeding or resting place; intentionally or recklessly obstruct access to a resting or sheltering place. Planning permission for a development does not provide a defence against prosecution under this legislation. Should great crested newts be found at any stage of the development works, then all works shall cease and a suitably qualified and experienced ecologist should be contacted for advice on any special precautions before continuing, including the need for a licence.
- 3 The applicant is reminded of the need to establish the requirements placed on them under law in terms of the Statutory Trust.

Appendix 3

Proposal: Broomhall Recreation Ground, Broomhall Lane, Sunningdale, SL5 0DG

Section 73 application to vary condition 5 of planning permission 12/02841 (hours of illumination) to align with planning permission 23/01183

Please find, set out below, the fees associated with the above proposal comprising the following elements:

Tasks

Covering letter to justify the development.

Sets out a justification as to why the application should be approved.

Submission of planning application.

Submission of planning application to Local Planning Authority acting as agent.

Subtotal: 450.00

Subtotal 450.00

VAT 90.00

Total 540.00

Broomhall Park Tennis Courts

Outdoor LED Tennis Lighting Design

Project code: 5392
Date: 13/08/2013
Client: Sunningdale Parish Council
Client Representative:

Lighting Consultant:
Project Consultant:
Planning Consultant:

Lighting Design Company: Luminance Pro Lighting Systems Ltd
Lighting Design Representative: Matthew Haskins
Lighting Design Software: CalcuLux Area 7.7.0.1

Design Criteria: To provide a lighting scheme suitable for Lawn Tennis Associations minimum standard, whilst minimising light spill and glare to neighbouring properties.
PPA = 400 Lux maintained at 0.7 uniformity
TPA = 300 Lux maintained at 0.6 uniformity

Columns: 12 No. Existing columns to be utilised

Luminaires: 14 No. (HiLux model: Match LED)

Notes: This lighting design is solely based on the use of the equipment detailed.
Any deviation from this equipment will produce differing results.

The superior optics of the HiLux Match LED luminaire have been specifically selected to minimise the effects of nuisance overspill to adjacent dwellings.

The nominal values shown in this report are the result of precision calculations, based upon precisely positioned luminaires in a fixed relationship to each other and to the area under examination. In practice the values may vary due to tolerances on luminaires, luminaire positioning, reflection properties and electrical supply.

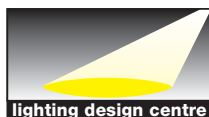
luminance pro
lighting systems

PO Box 1345, Woking, Surrey, GU24 9WL

Email: info@luminancepro.co.uk
Website: www.luminancepro.co.uk

Tel: 01276 855666

Fax: 01276 855999



HiLux

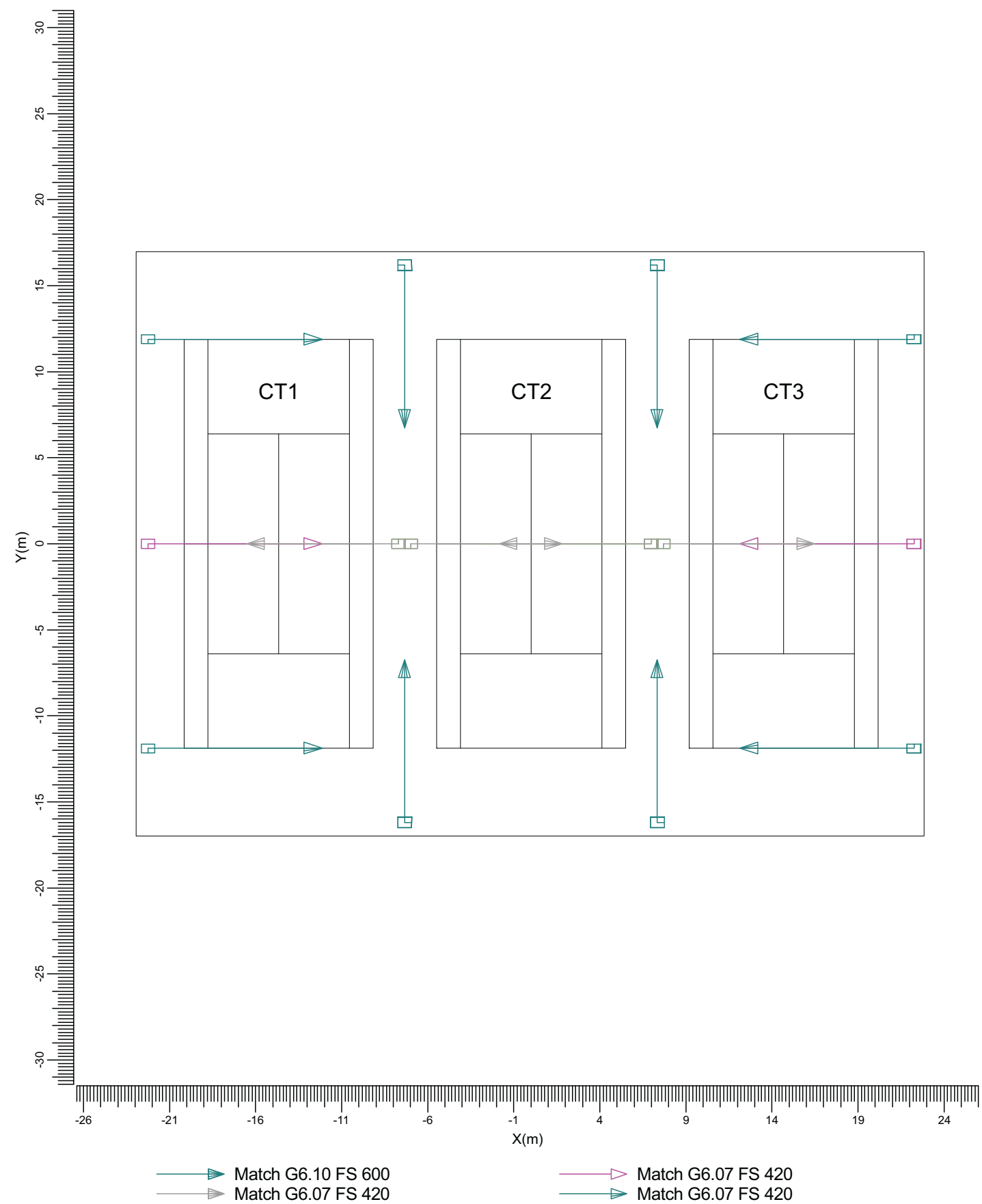


Table of Contents

1.	Project Description	3
1.1	Top Project Overview	3
2.	Summary	4
2.1	General Information	4
2.2	Project Luminaires	4
2.3	Calculation Results	4
3.	Calculation Results	5
3.1	Overspill: Iso Contour	5
4.	Luminaire Details	6
4.1	Project Luminaires	6

1. Project Description

1.1 Top Project Overview



Scale
1:300

2. Summary

2.1 General Information

The overall maintenance factor used for this project is 0.80.

2.2 Project Luminaires

Code	Qty	Luminaire Type	Lamp Type	Power (W)	Flux (lm)
T	4	Match G6.10 FS 600	1 * LED 07+3	580.0	1 * 89960
e	2	Match G6.07 FS 420	1 * LED 02+05	406.0	1 * 65060
f	4	Match G6.07 FS 420	1 * LED 05+02	406.0	1 * 60760
h	4	Match G6.07 FS 420	1 * LED 01+06	406.0	1 * 66320

The total installed power: 7.08 (kWatt)

Number of Luminaires Per Switching Mode:

Switching Mode	Luminaire Code				Power (kWatt)
	T	e	f	h	
CT1	2	1	1	2	2.96
CT2	4	0	2	0	3.48
CT3	2	1	1	2	2.96
All lights	4	2	4	4	6.38

Number of Luminaires Per Arrangement:

Arrangement	Luminaire Code				Power (kWatt)
	T	e	f	h	
CT1 P1	0	0	0	2	0.81
CT1 P2	0	1	0	0	0.41
CT1 P3	0	0	1	0	0.58
CT1,2 P1	2	0	0	0	1.16
CT2 P1	0	0	1	0	0.58
CT2 P2	0	0	1	0	0.58
CT2,3 P1	2	0	0	0	1.16
CT3 P1	0	0	1	0	0.58
CT3 P2	0	0	0	2	0.81
CT3 P3	0	1	0	0	0.41

2.3 Calculation Results

Switching Modes:

Code	Switching Mode
1	CT1
2	CT2
3	CT3
4	All lights

(II)luminance Calculations:

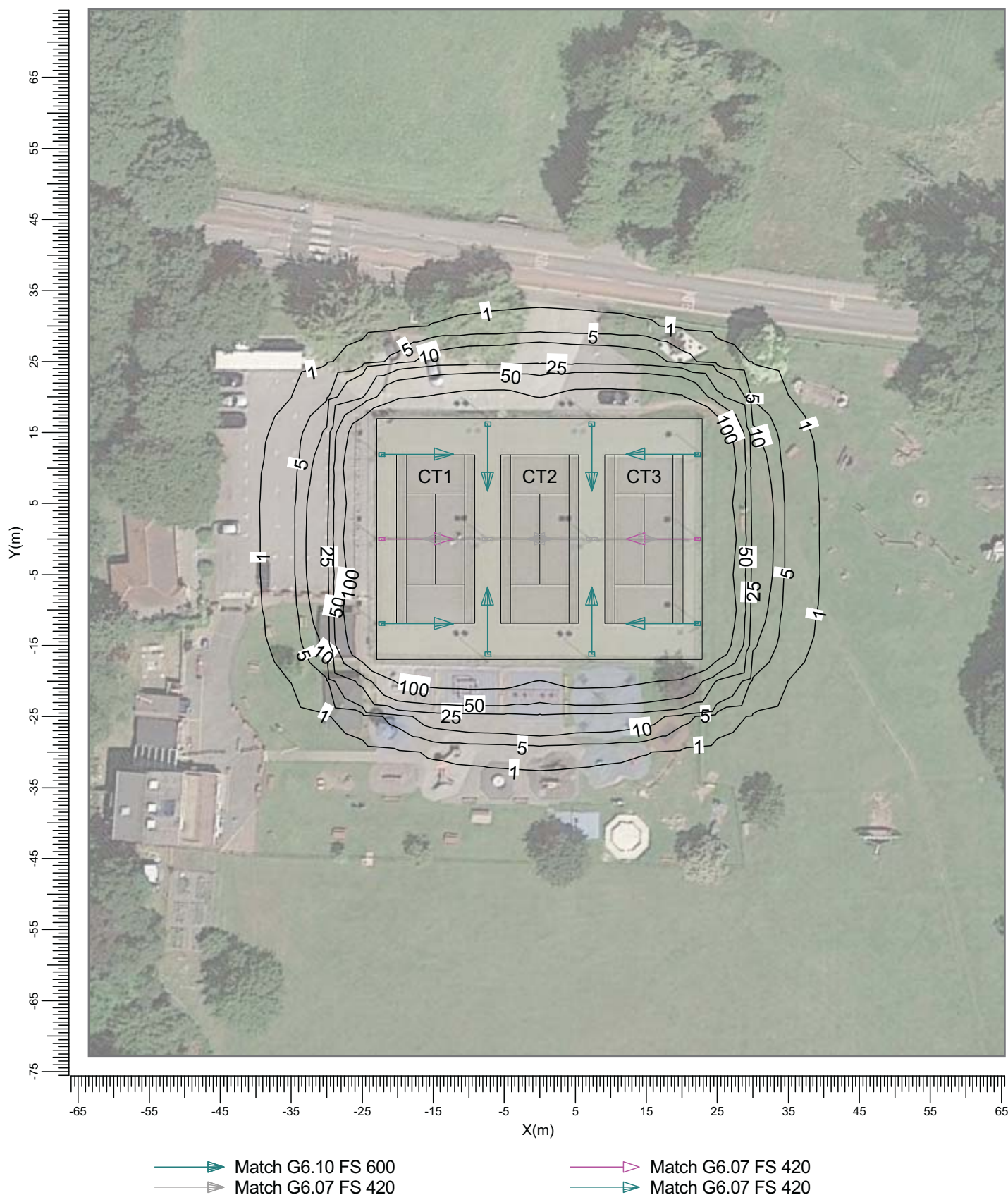
Calculation	Switching Mode	Type	Unit	Ave	Min/Ave
PPA1	1	Surface Illuminance	lux	433	0.89
PPA2	2	Surface Illuminance	lux	414	0.92
PPA3	3	Surface Illuminance	lux	433	0.89
TPA1	1	Surface Illuminance	lux	405	0.62
TPA2	2	Surface Illuminance	lux	395	0.77
TPA3	3	Surface Illuminance	lux	405	0.62
Overspill	4	Surface Illuminance	lux		

3. Calculation Results

3.1 Overspill: Iso Contour

All lights

Grid : Overspill at Z = -0.00 m
Calculation : Surface Illuminance (lux)



Project maintenance factor
0.80

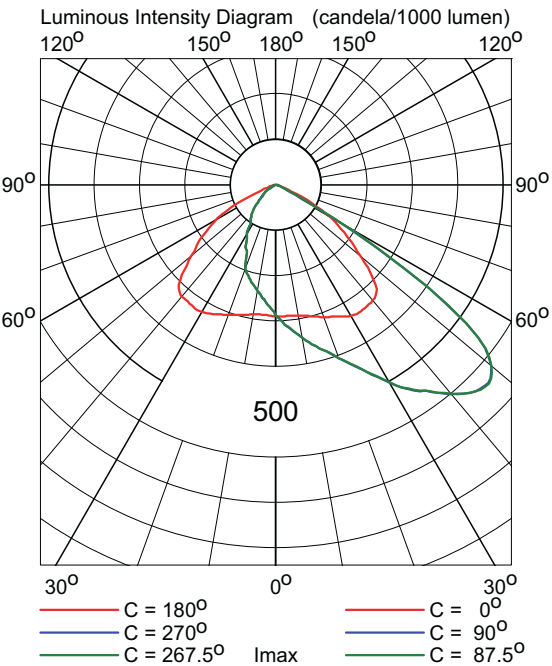
Scale
1:750

4. Luminaire Details

4.1 Project Luminaires

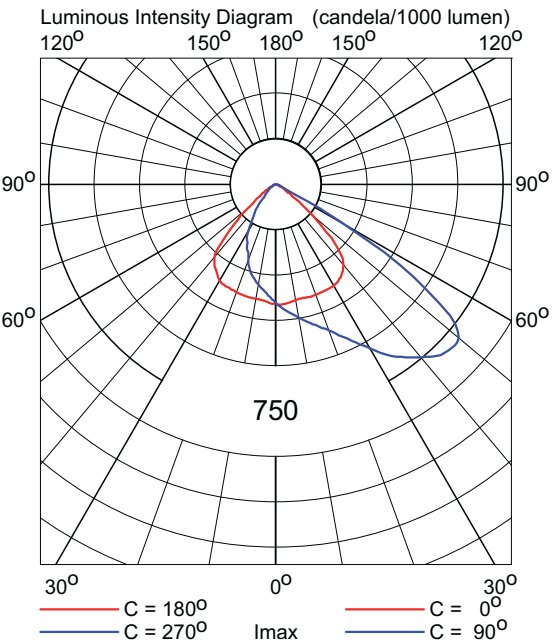
Match G6.10 FS 600

Light output ratios	
DLOR	: 1.00
ULOR	: 0.00
TLOR	: 1.00
Lamp flux	: 89960 lm
Luminaire wattage	: 580.0 W
Measurement code	: 321V1.5



Match G6.07 FS 420

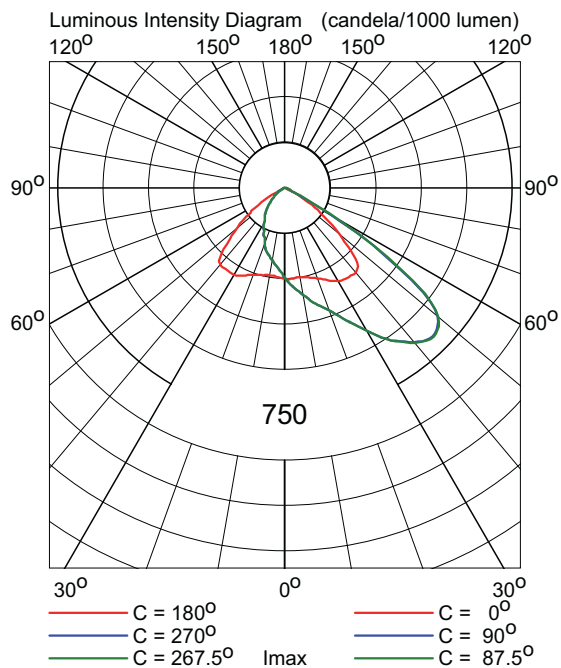
Light output ratios	
DLOR	: 1.00
ULOR	: 0.00
TLOR	: 1.00
Lamp flux	: 65060 lm
Luminaire wattage	: 406.0 W
Measurement code	: 341.07v1.6



Match G6.07 FS 420

Light output ratios

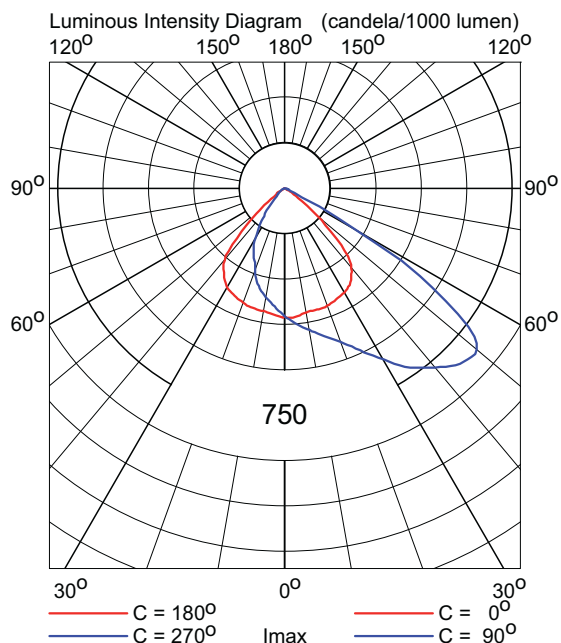
DLOR : 1.00
ULOR : 0.00
TLOR : 1.00
Lamp flux : 60760 lm
Luminaire wattage : 406.0 W
Measurement code : 341.07v1.6

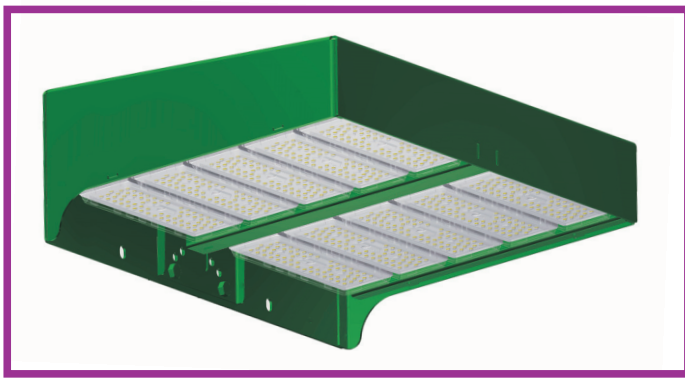


Match G6.07 FS 420

Light output ratios

DLOR : 1.00
ULOR : 0.00
TLOR : 1.00
Lamp flux : 66320 lm
Luminaire wattage : 406.0 W
Measurement code : 341.07v1.6





HiLux[®]

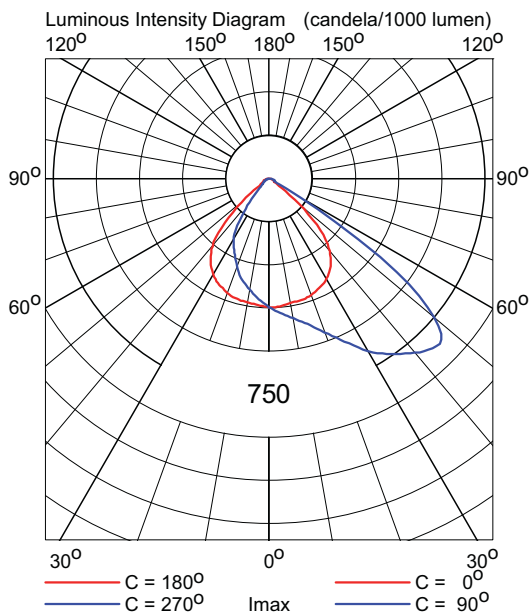
Match[®] LED

The Match LED is a new generation of HiLux high performance luminaires designed for use in sports lighting.

Match LED

Box quantity	1
Net Weight	10.5 - 19.3kg
Body colour (standard)	RAL6005
Optic	Standard**
IP rating	IP68
Windage	0.12m ²
Mounting method	4 x M10 factory fitted

Lamp type	LED
Luminaire power	360W - 600W
Lamp colour	5000 K
Supply voltage	230v



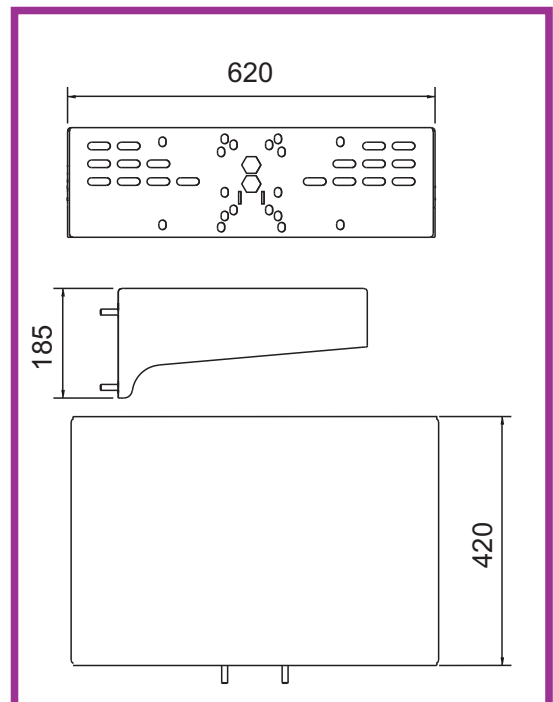
- ✓ LED low energy lighting
- ✓ Exceptional light control
- ✓ Designed for outdoor sports lighting
- ✓ Lightweight aluminium body
- ✓ Stainless steel components
- ✓ Computer designed optics
- ✓ Heavy duty mounting
- ✓ IP68 ingress protection for main elements
- ✓ Powder coat finish (RAL 6005) Green
- ✓ 5 year limited warranty via direct install*
- ✓ 5 & 10 year onsite extended warranty available*

Product code:

MATCH-SLIM/LED/NS

Options

/C - Alternative colour finish



* Conditions apply
** Various optics available

luminance pro
lighting systems

Tel: +44 (0)1276 855 666
Fax: +44 (0)1276 855 999

info@luminancepro.co.uk
www.luminancepro.co.uk

PROPOSAL to COUNCIL

20 February 2024

REPLACEMENT OF ADULT FITNESS EQUIPMENT

Background

The adult fitness equipment was recently taken away from Broomhall Recreation Ground due to it being end of life.

The survey the parish council conducted on the adult fitness equipment (as part of the larger MUGA / Teen Scene consultation) in February 2022 had the following results.

“The adult fitness area returned >65% answer that this was not used currently. Slightly better response on whether new equipment would be used at 48% and interestingly a higher response – 33%- if there were pay per hour coaching available.

The resolution following the consultation results was made in Council on 26 April 2022.

“To proceed to phase 2 of the project ... apart from the Adult Fitness equipment”

Since the end of life adult fitness equipment has been cleared from site, people have commented that they didn't realise it was going to be taken away. As some residents have brought this up, I feel it's something that the parish council need to at least ask the residents again on before a final decision a is made.

Comments Received (November 2023 – January 2024 via email and Facebook)

Type	Number of comments received
Personal use	11
No mention of personal use	8
	19

Please see Appendix 1 for detailed comments received regarding the adult fitness equipment from the community (not necessarily Sunningdale residents).

Conclusion and Next Steps

I am proposing releasing a 5 question survey on whether or not residents of Sunningdale want the adult fitness equipment back at the park. These questions could be:

- 1) Where do you/members of your household live?
 - Sunningdale
 - Sunninghill and Ascot
 - Chobham
 - Virginia Water
 - Windlesham
 - Other (please specify)

- 2) How often did you/members of your household use the old Adult Fitness Equipment at Broomhall Recreation ground?
- Never
 - Daily
 - 2-3 times a week
 - Once a week
 - 2-3 times a month
 - Monthly
 - Less than monthly
- 3) Due to updated safeguarding regulations, the potential new Adult Fitness Equipment at Broomhall Recreation Ground would need to be located away from the teen scene playground, in a different area of the field. How often do you think you/members of your household would use new Adult Fitness Equipment located away from the playgrounds?
- Never
 - Daily
 - 2-3 times a week
 - Once a week
 - 2-3 times a month
 - Monthly
 - Less than monthly
- 4) What type of Adult Fitness Equipment would you/members of your household use?
- I wouldn't use it
 - Bike
 - Rower
 - Cross Trainer
 - Arm and pedal bike
 - Table tennis
 - Leg press
 - Pull up bar
 - Pull down and chest press
 - I don't know
 - Other (please specify)
- 5) Would pay as you go Coach Led Sessions based around the Adult Fitness Equipment be of interest to you/members of your household, if so, what times would be best?
- This wouldn't be of interest to me
 - Weekdays
 - Weekends
 - Weeknights

There is currently a working group working on a new Business Plan survey but the questions we need to ask for the adult fitness equipment are very specific and not suitable for the Business Plan survey. Possibly the topic would be overlooked.

Appendix 1

1) I had understood that the adult gym equipment was to be moved from its existing position to near the toilet facilities/the Women's Institute building.

However, I have subsequently learned that the plan has since changed, and this is currently no longer happening. I am writing to ask, as a resident, who uses the park and has used the equipment before, that adult gym equipment is replaced in the park. Being aware that tennis courts have been resurfaced at, no doubt, huge expense, but not everyone plays tennis; having equipment for adults to use, for free, and away from the child / teen play area, would be a big benefit to many.

Therefore, I am writing a letter of support for the adult gym equipment to remain a feature of the recreation ground to cater for the population interested in using it."

2) "in these times that seems to be quite shortsighted and excludes adult possibilities to exercise and enjoy the recreation ground along with children and indeed their parents.

I cannot say that prior to works commencing that any plans or notification of these works were evidenced for comment.

Could you please reconsider the decision to exclude adult equipment and advise your reasons for excluding initially."

3) "please reconsider this decision.

My teenage boys use the equipment multiple times every week. It's a fantastic way to encourage teenagers to be outdoors & active instead of stuck indoors on screens.

My husband & I also use multiple times weekly. We have met friends there also & build a community spirit on having something for all ages to do there. If this is no longer available, I think many families would not return & lose the community connection."

4) "I'd certainly like to see the adult gym equipment returned because I use it with my special needs son while my wife is without 4-year-old in the children's section. Also, I see of other parents using it with their older kids who are too big for the children's play area. It would be a shame to deprive us parent of the limited outdoor, quality time without children that this equipment provides".

5) "Very Disappointed to see the Gym equipment removed ... No seating outside the playground so parents of older children have nowhere to sit while the kids do play and dog walkers can't use the facilities workers who want a lunch break."

6) "I understand that the Parish Council has recently decided not to renew the adult gym equipment, due to a lack of support for this facility during the park refurbishment consultation.

As not many residents seem to have been aware of the consultation, I would urge the PC to reconsider this decision and to renew the adult gym equipment, as it's a very valuable asset for our community; particularly for residents mental and physical health and wellbeing."

7) "I am really disappointed to see that you have taken down the adult equipment in the park. Although I understand the need to add a teen zone in the park, I do not understand why this has been removed when I see people using it every single day I drive past. I use the equipment with my son every other weekend when we go out on our bike rides and finish at the park for an ice cream and coffee. I think that most of that equipment is not end of life and would still last for years to come."

8) "Please ensure that the park is kept up to date. Other parks in the area have adult exercise equipment to remain up to date. In an era where adult and obesity is increasing it would be a foolish move to imbalance government resources by removing this and overloading the NHS"

9) "Should there still be the scope, I would just like to voice my support for the adult fitness equipment to be replaced at the Broomhall Park.

The development looks great so far and appreciate the consideration given to the update."

10) "I would love to see new gym equipment re installed at Broomhall park!

Now, more than ever I feel we need to encourage good health and fitness and having this at our local park would be so beneficial to the local community."

11) "I would like the adult fitness equipment as planned previously to be added as I know that myself and my family - 4 adults would benefit from this area."

12) "I hope I'm not too late to ask for the adult fitness equipment at Broomhall Lane park to be added back in? I was really surprised to see the comment that it's not used - it was the only thing my kids used for years as they outgrew the infant play park equipment, and I also used it myself occasionally when the kids weren't on it, too. It would be a loss to remove this free public facility for teen and adult health and fitness, when gyms are so expensive."

13) "Please accept this email as a request to replace the adult gym equipment in the Sunningdale/Broomhall Park. It used to be used regularly by the older members of our community, who probably don't have the ability or awareness to request it to be replaced."

14) "I saw your update regarding the adult gym equipment at Broomhall Park. I would very much be in favour of some of the equipment being replaced, even if it's just 3 options. My teen son has special needs so a regular gym is not possible for him and opportunities and options for him are severely lacking in the borough. Happy to discuss what items may be of most benefit if this helps? I also think it would benefit the older residents to encourage movement who can't go on walks."

15) "I 100% think the adult equipment needs to go back into the park. Mental health is on the up and exercise it's free and proven to help, to get rid of it would be extremely sad and unjust."

16) "I feel the decision to remove and not replace the adult fitness equipment will impact many local residents, myself included. Not everyone has the money to go to a gym, but that's equipment was very useful for many. I would like the decision to be reconsidered please."

17) "I'm writing regarding the adult fitness equipment at the park. The one thing we would very much like to see is a proper pull up bar please."

18) "I would very much like to see the adult exercise equipment reinstated at Broomhall Park - it is an important asset for the health and wellbeing of many local people, including myself and my older teen children."

19) "I saw the notes and would enjoy the adult equipment. I used to use it when I took the children to the park. But I understand if it is not possible, in which case I will do different things in the park. A huge thank you to you and the team for the incredible grounds and the new upgrades for the children's."

Business Plan Engagement Working Group - Strategy

Contents

	page
1. Introduction	1
2. The Resolution	1
3. Objective of the Strategy.	1
4. Strategic Approach	1
1. Step 1. A wide ranging survey of all households and stakeholders	1
2. Step 2. Analysis and presentation of results	2
3. Step 3. Identification of key themes and options from the survey	2
4. Step 4. Consultation on preferred options	3
5. Step 5. Adoption of specific proposals for inclusion into the Business Plan.	3
6. Step 6. Communication of outcomes to residents.	3
7. Version Control	3
8. Comments Received	4

1. Introduction

Council has resolved to engage residents in the update of its Business Plan. This is a requirement of the Community Engagement Policy and Strategy adopted on 19 September 2023

This paper gives an overview of the strategy proposed by the Working Group and the rationale for it.

2. The Resolution

1. To approve the objectives and strategic approach in para's 3 & 4 below.
2. Require the Working Group to undertake the detailed work for Steps 1 & 2 (Para's 4.1 & 4.2), To be presented to Council for approval.

3. Objective of the Strategy.

'To actively engage residents and other stakeholders to understand their views and priorities for the Parish and for them to feel a valued member of the Community. The output will inform the the Parish Council's review and update of it's Business Plan and priorities'

4. Strategic Approach

The approach will comprise six steps:

1. Step 1. A wide ranging survey of all households and stakeholders

A survey will be developed by the working group, and delivered by hand, by Councillors¹, to all households, users of our services and all stakeholders such as traders, schools, community groups, clubs and societies

¹ Hand delivery is cost effective and provides an opportunity for Cllrs to introduce themselves and encourage completion of the survey.

so that we have an informed view. The consultation period will be a minimum of 4 weeks. We will monitor responses to ensure hard to reach groups² are not left out.

All respondents will be able to respond on line or by post. If more than one individual in each household chooses to respond this will be welcomed. The objective of this personal contact is to encourage residents to return their responses thereby engaging with the Parish Council.

NB. It is not intended, in any way, to influence what residents say.

A further objective of the engagement is to identify residents who may wish to help take specific projects forward.

The survey and detailed plan for Step 1 will be developed using a 'what, who, how' approach which is described in detail in the draft Consultation Toolkit. The toolkit is a requirement of the Community Engagement Policy & Strategy and will be presented separately for approval.

Residents will be invited to answer questions under the 7 focus areas identified in the Business Plan

- Housing
- Environment
- Community
- A Safer Place
- Learning
- Financial Management
- Communication

The questions asked invite responses which describe improvements in facilities, services or infrastructure which are important to them

Each topic will be accompanied by a short description which provides background information to assist.

The questionnaire will be piloted to ensure it is clear, unambiguous, does not lead the respondent and the time taken to answer is realistic and manageable

Before the consultation begins the Working Group will present to the Council for approval:

- The questionnaire
- List of consultees
- Budget for Step 1
- Plan and timelines for step 1

For the survey to be valid at an industry standard confidence level of 95% and a margin of error of 5%, then a target population of 2800 households will require 338 responses³

2. Step 2. Analysis and presentation of results

Presented to the Council at the earliest opportunity after the survey has closed and then to residents at the Annual Parish Meeting

3. Step 3. Identification of key themes and options from the survey

The initial survey should identify a list of options in each focus area⁴ that require further consultation and ranking by residents. This will be presented to the Council for approval.

² Hard to reach groups such as the elderly & young people

³ Source: Survey Monkey

⁴ These are the strategic focus areas in the business plan

NB - Until the initial results are known it is not possible to specify exactly what these will be.

4. Step 4. Consultation on preferred options

Residents will be asked in a preferred options consultation to rank the options in order of preference. This consultation will be a minimum of 4 weeks

5. Step 5. Adoption of specific proposals for inclusion into the Business Plan.

Council will decide which proposals will be taken forward into the Business Plan. Further work may be required to define and provide indicative costs to enable Council to make decisions. Council will determine how the proposal will be funded.

An updated Business Plan will be adopted by Council.

6. Step 6. Communication of outcomes to residents.

The decisions made and the updated business plan will be communicated to all residents and stakeholders

End of Paper

7. Version Control

Version No	Status	Date	Comment
v1.0	Draft	10 Jan 2024	Issued to Cllrs for comment
v1.01	Draft		Updated following receipt of comments & issued for approval

8. Comments Received

The paper was issued to Cllrs on 10 January 2024 for comment. The following comments were received

Date	From	Comments	Response Given
3 Feb 2024	Cllr Grover (verbal)	Concerned about Cllrs influencing outcomes	Cllrs should not influence outcomes but Cllrs engagement with residents should increase the response
4 Feb 2024	Cllr Buxton	I would like the strategy and the operation detail separated out more clearly. I will be voting on the strategy first, then the rest will follow. Operational detail and budget will come together once the objectives have been agreed.	The paper gives an overview of a 6-step strategic approach to a wide-ranging engagement. More detail will follow once the strategy is agreed. I have split the resolution into two parts. Resolution 1: approve the objective and strategic approach. Resolution 2: commission the detailed work on the survey.
	Cllr Buxton	it is a very large questionnaire covering an wide variety of areas so maybe pull out the "most pressing" areas first and then follow up questionnaires may be more manageable. The experience from the website is that regular short questionnaires had a good uptake.	<p>The questionnaire issued in December for review by O&S is being revised ... as it included some questions that could be seen as leading the respondent. An updated version twill be brought forward once the strategy is approved.</p> <p>As regards 'pressing areas' we are trying to discover residents views on a range of topics which relate to our business plan rather than discuss on what we view as pressing. The strategy does, however, propose a pilot survey to ensure it is clear, unambiguous and manageable., i.e. not too long</p>
	Cllr Buxton	It would be useful to know your thoughts on the outcomes you are looking are for - what reply numbers are required for decisions to be made, what happens if the Council cannot undertake the work the residents wish to see, etc	The strategy does define the number of responses required for it to be valid but we cannot predict what they will say or what the outcomes may be. In the event residents require more work than Council can undertake the purpose of Steps 3 and 4 of the strategy is to identify options and the n consult on residents preferences
	Cllr Buxton	Councillors can have agendas which could have influence on the outcomes - this is why officers need to be the ones working on the operational detail. This comes back to splitting the policy more clearly so that the Councillors can make good decisions while the operational detail is with the Officers to prevent any possible conflict of interest at a later date	Neither Cllrs or Officers should be influencing the outcomes of any survey conducted by the Parish Council. It is however vital that Cllrs are visible in the process and are actively encouraging residents to give their views.
5 Feb	Cllr Newman	Nothing further to add	None

Proposal for work to take place on Whitmore Lane

Background:

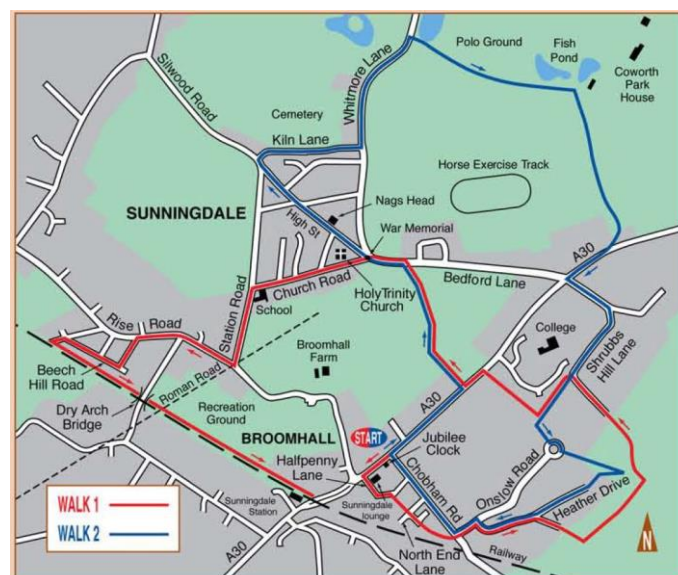
Sunningdale PC has set out a Cycling and Walking Vision which was prepared in conjunction with Sunninghill and Ascot PC.

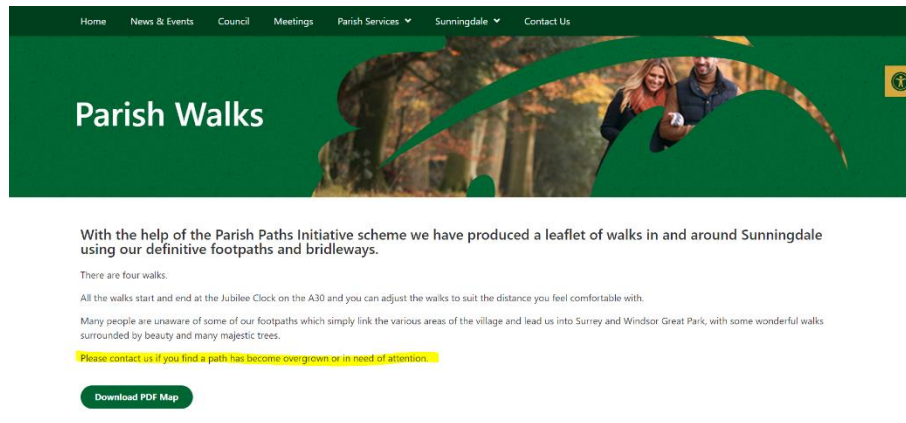
This Vision has been shared with RBWM, Borough Ward councillors and the community at various public events including Annual Parish meetings in both parishes.

The Vision document set out the proposed Network of cycling and walking routes, which wherever possible used existing infrastructure. The aim is to support active travel and leisure cycling and walking. The Working Groups also set out the aim of implementing the Vision step by step to fulfil the Vision as quickly and efficiently as possible.

An integral part of the Network is Whitmore Lane as this links the various areas of the village and forms a significant part of the Parish's Public Rights of Way network as published in our 'Walk | Discovery | Enjoy' brochure. Whitmore Lane however is a major safety danger zone, and this has been highlighted by residents over many years. The road is narrow and there is no designated footpath protecting pedestrians from motor vehicles. It is therefore proposed to create a safe footpath.

These works would link in and harmonise the works approved for Bridleway No. 1 at Council 13 December 2022 (70 / 22 / 1).

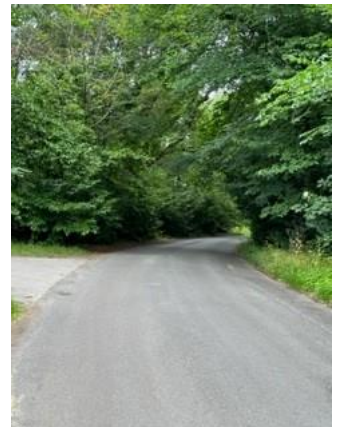
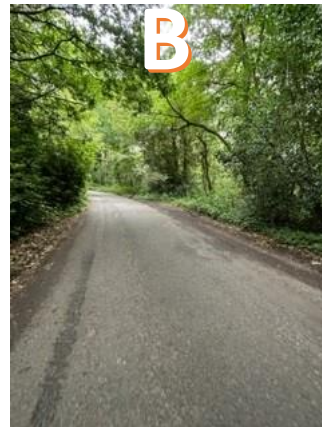




Proposal:

To provide budget facility of £42,500 from CIL funds for the Whitmore Lane as shown on attached map from point 1 through to 6.

Costings at this point are indicative, 3 quotations are being sought by RBWM for the work as outlined and the removal of the spoil generated from the footway excavation. Council will be updated once quotations are received and prior to work being commissioned.





- 1 Footpath requires edging and eco surface, with road drainage where required. 170m x 1.5m Ground clear but uneven at present.
- 2 Brambles, fern, and wild growth to cut back, edging and eco surface required. 30m x 1.5m Overgrown verge now.
- 3 Brambles, fern, and wild growth to cut back, edging and eco surface required. 90m x 1.5m Overgrown verge now.
- 4 Bramble, fern, and wild growth to cut back, edging and eco surface, drainage required. Anti parking area 60m x 1.5m. Overgrown verge and mud banks from cars parking on the verge.
- 5 Anti parking area, wooden posts or similar 10m. Churned up mud now due to cars parking on the verge.
- 6 We will require an additional 22m of pathway from Dale Lodge Road to the bowling club car park.

- 7 On area 1 on the map, we will require 11 x 3m lengths of drainage pipe with end caps to allow water to drain from the road into ditch.
- 8 The ditch in area 1 will require clearing where overgrown and/or blocked, thus allowing free flow to soak away.

**The whole area marked up requires the trees inspected for dead wood and hanging branches etc. for Public safety.*

Sunningdale Parish Council Risk Register

Version 4 - January 2022

Contents

- 1 [Financial Risks](#)
- 2 [Property and Assets Risks](#)
- 3 [Reputational Risks](#)
- 4 [Council Management Risks](#)
- 5 [Project Management Risks](#)
- 6 [Legal and Statutory Risks](#)
- 7 [Staff Management Risks](#)
- 8 [IT Risks](#)

Risk Matrix

		Severity				
		Insignificant	Minor	Moderate	Major	Severe
		1	2	3	4	5
Likelihood	Almost Certain (3)	3	6	9	12	15
	Likely (2)	2	4	6	8	10
	Possible (1)	1	2	3	4	5

Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
F1	Financial Regulations out of date	1	2	2	Financial Regulations updated annually	Approved by Council, 23 November 2021, item 90/21 Approved May 2023						
F2	Failure of bankers	1	2	2	Credit rating assessed annually: Feb 2020: AA/F1+ (stable) – January NOTE: Central Banks very unlikely to allow a failure	Investment Strategy – approved by Council 22 June 2021, item 25/21						
F3	Funds invested inappropriately or improperly	1	5	5	Clerk reports to Council monthly	Ongoing	Checking of balances quarterly	Chair Finance Committee	1	2		
F4	Fraud or error	1	2	2	Bank account reconciliations signed off member Finance Committee monthly	Ongoing						
					All Receipts and Payments reported to Council monthly	Monthly						
					6 monthly Internal Audit (May/Oct)	Approved 20 June 2023, 17 / 23 / 4						
					Annual External Audit - February	Signed report received 31/8/23						
F5	Unauthorised payments made	1	2	2	All cheque payments require two or three signatures, BACS payments two signatures.	ongoing						
					Travel Expenses Policy adopted	Approved 19.01.2016 item 05/15						
F6	No financial control	1	2	2	RFO reports to every Council meeting	Ongoing						
					Annual Budget agreed by Council - January	Approved by Council, 17 Jan 2023, item 87/22/1						
					Progress against Budget reviewed at least quarterly by Finance Committee							
					Capital Expenditure requires completion Capex Authorisation	Ongoing						
F7	Council has inadequate cash to meet its obligations	2	4	8	Annual Budget set to maintain Minimum Reserves of 4 months revenue expenditure plus Earmarked Reserves	Approved by Council, 17 Jan 2023, item 87/22/1	Continue to increase Earmarked Reserves	Chair Finance Committee	2	3	6	Ongoing
						Approved council 22 November 2022 item 55/22/3	Approved at start of budget process	Chair Finance Committee	2	3	6	Start of Budget Process

Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
					Investment Strategy / Statement for Reserve holdings	Investment Strategy – approved by Council 22	Investment Strategy to council 9 March 2021	Chair Finance Committee	2	3	6	Updated Annually
F8	Precept not received	1	4	4	RBWM require details and responsible for payment	Details provided annually on Form 2223 last submitted 19 January 2023	None required - Form is part of papers for council prior to budget resolution					
F9	Inadequate Management Accounts prepared	2	3	6	Progress against Budget reviewed at least quarterly by Chairman of Finance Committee	Ongoing						
					Internal Audit twice a year	April 2023 End of year						
					Accounts prepared by budget heading and cost centre	Standard Practice as shown in Budget						
F10	Incorrect Annual Accounts prepared	1	3	3	Scrutiny by Finance Committee.	Approved FC 2 May 2023, 71/22/2						
					Annual External Audit and Report	April 2023 End of year						
F11	Bank Transactions not monitored	1	4	4	Monthly Bank Reconciliation signed off by member of Finance Committee	Ongoing	Currently Cllr Evans		1	1	1	
					Monthly schedules of Receipts and Payments presented to Council	Ongoing	Approved at each council meeting after scrutiny by council.		1	1	1	
F12	Cheques or cash not banked	1	2	2	All cheques or cash entered in paying-in book on receipt.	Cashbook updated at least monthly with end of month bank reconciliations.						
F13	VAT Returns incorrectly completed and VAT over/underpaid	2	2	4	System generated figures reviewed by Clerk. VAT return prepared by the RFO	Quarterly						
					VAT Consultancy	Last deminimis calculation 2018.						
F14	Routine payments not made on time	1	1	1	Standing Orders available/updated	SPC Standing Orders approved May 2023, 15b(xiii)						
F15	Theft of Money by Staff	1	1	1	Employee Fidelity Insurance Cover: £150,000 Aviva	Renewed for 12 Months 1 October 2021 via Came and Company	Aviva Policy 100723637BDN/LCO02752					
F16	COVID - Risk to council finances for loss of income and additional costs during the pandemic	2	3	6	Active monitoring of loss of income	Ongoing						
					Claim against council insurance for loss of income with Hiscox	£3,100 received 18 October 2021	None Required					

Financial Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
F17	Spending CIL money inappropriately or illegally	2	4	8	CIL Policy and Process issued	Approved by Council, 20 April 2021, item 127/20	Put in place arrangements for legal advice	Proper Officer	1	4	4	CIL Working group to monitor legality
					Stakeholder Portion of CIL approved annually	Approved by Council, 4 May 2021, item 11/21						Approved expenditure through council
F18	Failure to spend CIL monies within 5 years of receipt	1	4		Business Plan to identify infrastructure needs and priorities - annually	Approved under scheme of delegation, see Council meeting 28 October 2021, item 74/21 May 2023	Set-up and maintain Project Infrastructure Schedule	Project Officer	1	2	2	CIL Working group to monitor legality
F19	RBWM declare S114	4	5	20	RBWM Cabinet 27 Sept 2023 issuing prewarning for S114 - 2nd warning by RBWM in 3 years	https://rbwm.moderngov.co.uk/ieListDocuments.aspx?Cid=132&Mid=9471	Monitor and start to formulate the costs that would be levied if non statutory services were to be delivered by the parish	Clerk and Finance Committee				
F20	Significant increase in Precept required to cover non statutory services dropped by RBWM	4	5	20	Increase could be at least 50% to cover pathways, verges, green spaces, non domestic litter, street lighting (not highways)							

Property and Asset Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P1	Loss of / damage to Council Land, Buildings: Pavilion	2	3	6	Insured Value: Pavilion Building £374,573.84 (AVIVA)	Renewed Sept 2022	Survey completed and received 28 Jan 2022	Proper Officer				
P2	Loss of /damage to Council Land, Buildings: Village Hall	2	3	6	Lease requires Trustees to insure Village Hall		Asset Register updated by Deputy Clerk	Finance Committee	1	2	2	
					Annual confirmation sought from Trustees	Insurance policy received Oct 2023						
					Insured Value £990,043	Insurance policy received Oct 2023						
					Copy Insurance policy received May 2023							
P3	Theft of Council Property: IT Equipment, Office Furniture etc	1	2	2	Office Property Insured Value: £4,335 (AVIVA 100723637BDN/LCO02752)	Sept 203	Review Asset Register	Proper Officer				
P4	Council Assets misappropriated	1	2	2	Asset Register kept.	Updated as new assets are purchased, at least quarterly.						
					Insurance cover in place	Reviewed in July / August prior to renewal		Proper Officer				
					Physical check against Asset Register	Completed as ongoing action		Deputy Clerk				
P5	High repair costs due to lack of property maintenance	2	3	6	Regular inspections	Carried out by Park Team	Annual Preventative Maintenance Plan in place linked to the Asset Register	Deputy Clerk	1	2		
P6	Injury to Public	2	3	6	Public Liability Cover: £10 million (AVIVA 100723637BDN/LCO02752)	1 October 2023 renewed						
P7	Injury to public using Playground Equipment or Recreation Facilities	2	3	6	Safety Inspections (see below)							
					Public and Product Liability Cover: £10 million (AVIVA 100723637BDN/LCO02752)	1 October 2023 renewed						
					Safety Inspections (see below)							
P8	Injury to Hirers using Recreation Facilities	1	2	2	Planned Maintenance							
					Liability Cover: £2 million (AVIVA 100723637BDN/LCO02752)							
P9	Theft from or damage to Vehicles belonging to users of Recreation Facilities	1	2	2	Disclaimer notice posted		Review improvements to lighting for parking area	Lead member for Property and Operations Team	1	1	1	
P10	Failure to carry out safety checks - Fire	1	2	2	Annual inspection by Paragon	Feb-23	Completed with no actions					
P11	Failure to carry out safety checks - Electrical	1	2	2	PAT test done	12.1.2023	Completed by T Gardiner Electrical and all failures removed from site.					

Property and Asset Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P12	Failure to carry out safety checks – DDA and Asbestos report	1	2	2	One-off reports commissioned – every 10 years	Mar-18						
P13	Informal Inspection of Playground	1	2	2	Internal inspection Inspections by Play Inspectors - cost £175 (Quarterly)	Ongoing	Training course 4 October 2023 with certification for F&OS Officer					
P14	Inspection of Playground by qualified Inspector: ROSPA	1	2	2	ROSPA inspection and recommendations acted upon.	May-23						

Reputational Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
R1	Publications or website give offence to third party	2	2	4	Communications Protocol / Media Policy	Approved council 11 June 2019, 23/19						
					Clerk and Deputy controls. No one else has authority to use.							
R2	Council's reputation damaged by ventures with third parties	1	2	2	Council Standing Orders and Financial Regulations specify terms and conditions	SPC Standing Orders approved April 2021						
R3	Adverse publicity attracted	2	2	4	Communications Protocol / Media Policy approved	Approved council 11 June 2019, 23/19 May 2023	Reviewed annually by Oversight Committee					
		2	4	8	Controversial issues brought to Council	Approved council 14 December 2021, PART 2,	Contract with Hampshire legal services	Proper Officer	2	3	6	
R4	Inappropriate material posted on social media	3	3	9	Communications Protocol / Media Policy	Approved council 11 June 2019, 23/19 May 2023	Twitter account managed by Operations team.	Proper Officer	2	3	6	
					Regular Review by Deputy Clerk		Offensive comments removed					
					Covered under Council Code of Conduct		Code of conduct complaint process used if no other option available					
R5	Council recording meetings attracts adverse response	1	1		Public notices placed in Council chamber for meetings	Information on conduct and legalities per Openness act placed on public seating at each meeting.						

Council Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
CM1	Council lacks relevant skills to carry out its functions	2	3	6	Good Councillor Guide placed on internal website	Dec-20						
					Training arranged annually	Training dates confirmed as 10.3.21 and 24.10.21	Ongoing					
CM2	Chairman undertakes too much work to the exclusion of others.	2	2	4	Committee Terms of Reference amended to prohibit a Councillor from serving on all Committees and exercising undue influence	Feb-21						
CM3	Chairman unavailable through illness or any other reason, leaving	2	3	6	Ensure that Vice-Chairman is capable / trained and well-informed. Key passwords	Feb-21						
CM4	Council dominated by small number of individuals causing non-engagement by other Councillors	2	3	6	All Councillors to accept responsibility.		Look at increasing the number of councillors with a community governance review					
					Chairman to ensure full and fair debate							
					Councillors encouraged to serve on committees							
CM5	Council unready for major change of leadership	1	3	3	Identify a successor to the Chairman as soon as possible, so that the risk of loss, through illness or any other reason, is minimised.							
					Clerk provides continuity and support							
CM6	Clerk unavailable through illness or resignation, or other reason	2	3	6	Recruit Deputy Clerk	Deputy Clerk joined Sept 2022						
CM7	Council Members' Conflicts of Interest in decision making	2	3	6	Register of interests completed on appointment and updated when required							
					Code of Conduct adopted and reviewed annually	Adopted 27 July 2021						
					Declarations of Interests invited and minuted at all meetings and annually							
CM8	Council Members influenced by gifts/hospitality	1	2	2	Registers of Gifts and Hospitality maintained - annual declarations required							
CM9	Council members benefit from Council contracts	1	2	2	Declarations of Interests invited and minuted at all meetings							
						Ongoing						

Council Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
CM10	Decisions of Council not implemented	1	2	2	Minutes numbered sequentially and approved and reviewed at the next Council meeting							
CM11	Council Members not fulfilling obligations to Council as per Good Councillor Guide	2	2	4	Ensure all Councillors provided with Good Councillor Guide							
CM12	Effective working of Council undermined by Council Member	2	3	6	Collective responsibility Seek professional advice to mitigate the risk							
CM13	Effective working of Council employees undermined by Council Member	2	3	6	Chairman and Clerk work together to ensure this does not happen Utilise external professional advice							
CM14	Failure to take adequate Insurance cover	1	2	2	Annual Review by Clerk and Finance Committee	Sep-23						
					New equipment added to Policy schedule	Sep-23						
CM15	Council has no disaster recovery plan	2	3	6	RBWM emergency plan in place for village wide disaster	Feb-21						
					Reviewed by Oversight Committee	Apr-22						
					Insurances up to date							
					Clerk's Manual kept updated							
CM16	Long Term Illness, Injury to or Death of Member of Staff or Councillor on Council business	1	2	2	Personal Accident Insurance Cover: £50,000 Key Person Insurance: Clerk / Assistant to Clerk or other key personnel for 26 weeks@ £400 (AVIVA 100723637BDN/LCO02752)							
					Physical work now outsourced							

Project Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
P1	Council commits resources and funds to unsound or badly managed projects	2	3	6	Detailed business proposal produced for each project by the Clerk							
					Council approval required		Lead Member assigned to each significant project.					
					Budgets monitored by Finance Committee and Council							
P2	Projects overrun or exceed their budget	2	3	6	Project management methodology adopted							NEW
					Reporting on progress to Council using this methodology		CIL Working Group					NEW
P3	Lack of project management skills and expertise	2	4	8	Build up project management experience in house		Recruit Project Officer to enhance project management capability	Proper Officer	2	3	6	NEW

Legal and Statutory Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
L1	Council undertakes activities outside its powers	2	2	4	Powers written in minutes for all significant items of expenditure (greater than £5,000) Powers set out in Payment Authorities List as of 2009 (to be added to Annual Policies Booklet)	RD to action on minutes						
L2	Failure to comply with Equality legislation (including Gender, Race and Disability Discrimination)	2	4	8	Equal opportunities policy approved Croner HR Contract annually reviews the council HR policies	May-23 01/04/20223	Put in place arrangements for legal advice	Proper Officer	2	3	6	
L3	Failure to comply with Health and Safety legislation	1	2	2	Oct-23	To review October 2023						
L4	Failure to comply with Lone Worker policy	1	2	2	Policy approved	June 2019 (Minute 23/19)						
L5	Failure to comply with Employment legislation	2	3	6	Dignity at work policy adopted Employment Contracts based on NALC model Capability Policy adopted IT Safety/Security/Process & Policy Croner advice	May-19 May-19 May-19 May-19 May-19						
L6	Failure to comply with GDPR	1	2	2	6 monthly reviews. ICO Audit carried out 6 monthly and reported to Operations Cttee GDPR councillor waivers GDPR Compliance review	Nov-20 May-23 May-23						
L7	Transparency Code 2015	2	3	6	Code implemented and audited	Last update 2015						
L8	COVID - Failure to comply with government legislation on opening / closing council run facilities	2	3	-6	Risk assessments carried out for Tennis, Playgrounds and Facilities Closures in line with government legislation and opening only under COVID Secure guidelines with advisory signs on display for the park users and hirers of council facilities.	March 202, Nov 2020, January 2021 March 202, Nov 2020, January 2021						

Legal and Statutory Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
L9	Risk to council statutory obligations failing to be met due to inability to hold meetings which are open to the public	2	3	6	Purchase of Zoom professional package to facilities virtual meetings allowing access by the public.	Jul-23						
L10	Vaxitious activity by third parties interferes with council's ability to meet its legal and statutory obligations	1	3	3	Legal support contract with Hampshire Legal Services for advice	Apr-22						NEW

Staff Management Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
S1	Injury to Staff	1	2	2	Employer's Liability Cover: £10 million (AVIVA 100723637BDN/LCO02752)	Sep-20						
					Training (see Safety below)							
S2	Staff not being managed correctly	1	2	2	Experienced Clerk							
					Annual contract with Croner							
S3	Staff not performing to job description and objectives	2	2	4	Annual Appraisals (Clerk - Chairman, Councillor) (Staff - Clerk)							
S4	Staff under-skilled, unsafe	1	2	2	Training budget; Recruitment against detailed Job Specifications	Ongoing						
S5	Staff over or under rewarded for their job role	1	3	3	Review Staff salaries annually against market place	Ongoing	HR Sub Committee	Clerk / Chairman				NEW
S6	COVID - Failure to provide adequate protection for employees during the pandemic	2	3	6	Risk assessments carried out for office and home working for Health and Safety.	June 2020 and Jan 2021						
					Alterations made to the office environment with seperation of work space and COVID secure measures implemented	June and July 2020						

IT Risks

Ref	Risk	Likelihood	Severity	Risk Rating	ACTIONS TO CONTAIN/ LIMIT RISK	Last Review/Action	Further ACTIONS REQUIRED TO MITIGATE RISK	Who	Likelihood	Severity	Risk Rating	Last Review/ Action
IT1	IT systems failure causes loss of financial records	1	2	2	Migration to 365 for Business		Proposal to complete October 2023					
IT2	Local IT failure	1	2	2	IT contingency in place for council operations		Further contingency through external IT contract.					

Sunningdale Parish Council Meetings and Committees for 2024 2025.

May	June	July	August	September	October	November	December	January	February	March	April
2024						2025					
14 th @ 7:30pm	18 th @ 7:30pm	16 th @ 7:30pm	20 th @ 7:30pm	17 th @ 7:30pm	15 th @ 7:30pm	19 th @ 7:30pm	17 th @ 7:30pm	14 th @ 7:30pm	18 th @ 7:30pm	18 th @ 7:30pm	22 nd @ 7:30pm
Annual Council	Parish Council	Parish Council	Parish Council	Parish Council	Parish Council	Parish Council	Parish Council	Parish Council	Parish Council	Parish Council	Parish Council
7 th @ 7:30pm	4 th @ 7:30pm	9 th @ 7:30pm	6 th @ 7:30pm	10 th @ 7:30pm	8 th @ 7:30pm	5 th @ 7:30pm	3 rd @ 7:30pm	7 th @ 7:30pm	4 th @ 7:30pm	4 th @ 7:30pm	8 th @ 7:30pm
Planning Committee	Planning Committee	Planning Committee	Planning Committee	Planning Committee	Planning Committee	Planning Committee	Planning Committee	Planning Committee	Planning Committee	Planning Committee	Planning Committee
	Oversight & Strategy Committee		Oversight & Strategy Committee		Oversight & Strategy Committee		Oversight & Strategy Committee		Oversight & Strategy Committee		Oversight & Strategy Committee
7 th @ 1:30pm		9 th @ 1:30pm		10 th @ 1:30pm	8 th @ 1:30pm	12 th @ 1:30pm	10 th @ 1:30pm	7 th @ 1:30pm		4 th @ 1:30pm	8 th @ 1:30pm
Finance Committee		Finance Committee		Finance Committee	Finance Committee	Finance Committee	Finance Committee	Finance Committee		Finance Committee	Finance Committee
YEAR END					BUDGET EXTRA		BUDGET EXTRA	To be confirmed			

MEETING DATES MAY BE SUBJECT TO CHANGE, PLEASE CHECK COUNCIL NOTICE BOARDS AND WEBSITE FOR AGENDAS TO CONFIRM TIME AND DATE OF MEETINGS.

Handelsbanken

Payments made between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/01/2024	Shire Leasing	EXP 244	145.61		24.27	4021	101	121.34	VOIP
02/01/2024	Shorts	EXP 245	396.74		66.12	4015	207	15.62	Waste Service
						4040	202	315.00	Dog Bins
02/01/2024	4 COM	EXP 246	200.51		33.42	4021	101	167.09	VOIP Broadband
03/01/2024	CIA Fire and Security	EXP 247	337.68		56.28	4043	207	281.40	Maint Tennis Gate
05/01/2024	Village Life	EXP 248	126.00		21.00	4033	102	105.00	January parish news
05/01/2024	All Seasons	EXP 249	48.00		8.00	4042	208	40.00	Bus Shelter Cleans
12/01/2024	Matthew Lane	EXP 250	820.00			4037	203	820.00	F D 1 and D X 1
12/01/2024	Survey Monkey	EXP 251	320.00			4026	101	320.00	Annual Subscription
15/01/2024	Handelsbanken	EXP 252	37.10			4050	101	37.10	Bank Charges
15/01/2024	The Sign Shed	EXP 253	71.75		11.96	4023	205	59.79	Tennis court sign
16/01/2024	M&B Services	EXP 254	90.00		15.00	4041	207	75.00	Plumbing issues Pavilion
17/01/2024	N Tomlinson	EXP 255	45.00			4020	101	45.00	Meeting Expenses
17/01/2024	Longacres Garden Centre	EXP 256	37.98		6.33	4042	202	31.65	Grounds Maint
17/01/2024	John Rose	EXP 257	40.00		6.67	4048	202	33.33	Vehicle Fuel
17/01/2024	E-ON Gas	EXP 258	239.16		11.39	4014	207	227.77	Pavilion Gas
17/01/2024	The Timber Group	EXP 259	31.20		5.20	4042	204	26.00	Stakes Allot Deer Fence
17/01/2024	Paragon Fire and Safety	EXP 260	80.52		13.42	4007	207	67.10	Annual Fire Check
17/01/2024	Chapmans the Ironmongers	EXP 261	73.28		12.21	4041	207	61.07	Prop maint equip
19/01/2024	Creative Living	EXP 262	980.00		163.33	4041	207	816.67	Chalet door replacement
19/01/2024	Community Heartbeat	EXP 263	371.94		61.99	4007	207	309.95	Defibrillator pads & Battery
19/01/2024	Blachere	EXP 264	4,494.00		749.00	4301	304	3,745.00	Christmas Lights
22/01/2024	Eco Tricity	EXP 265	209.82		9.99	4014	207	199.83	Tennis Electricity
22/01/2024	Eco Tricity	EXP 266	493.00		23.48	4014	207	469.52	Pavilion Electricity
30/01/2024	RTC	EXP 267	42,859.44		7,143.24	4043	202	35,716.20	Playground Surface
						334		-35,716.20	Playground Surface
						6000	202	35,716.20	Playground Surface
30/01/2024	Castle Water	EXP 268	132.87		10.70	4012	207	122.17	Water Rates RG
30/01/2024	T Gardiner	EXP 269	162.00		27.00	4007	207	135.00	PAT Testing Annual
31/01/2024	Croner HR	EXP 270	118.36		19.73	4026	101	98.63	Annual Sub
31/01/2024	Aviva	EXP 271	436.55			4047	202	436.55	Van insurance 24 25
31/01/2024	Various	EXP 272	22,075.50			4001	101	9,082.17	Council Admin
						4001	202	2,293.69	Park Keeping
						4001	203	1,372.67	Cemetery Admin
						4001	204	697.43	Allotment Admin
						4001	205	1,418.68	Tennis Admin
						4001	206	546.12	Toilet Maint
						4001	207	2,160.84	Facilities Admin
						4001	208	163.83	Heritage Assets

Subtotal Carried Forward:

75,474.01

0.00

8,499.73

62,634.21

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4001	301	3,039.72	VH Service
						4001	901	1,300.35	Project Management
							333	-1,300.35	Project Management
						6000	901	1,300.35	Project Management
31/01/2024	Various	EXP 272	-0.35			4001	101	-0.35	Keying error
Total Payments:			75,473.66	0.00	8,499.73			66,973.93	

Handelsbanken

Receipts received between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INC 173	Banked 02/01/2024	1,275.00						
INC 173	John Rose	1,275.00			1014	207	1,275.00	Flat Rent Jan 24
INC 174	Banked 03/01/2024	26.00						
INC 174	Pulse Healthcare	26.00			1010	207	26.00	Room Rental
INC 175	Banked 04/01/2024	90.00						
INC 175	Naan and Sizzle	90.00			1017	207	90.00	Concessionary Nov
INC 176	Banked 08/01/2024	875.50						
INC 176	SERCA	875.50			1010	207	875.50	Room Rental Cadets
INC 177	Banked 12/01/2024	120.00						
INC 177	Fitzmaurice	120.00			1032	203	120.00	Headstone
INC 178	Banked 12/01/2024	120.00						
INC 178	Lodge Brothers - Matthews	120.00			1032	203	120.00	Headstone
INC 179	Banked 18/01/2024	120.00						
INC 179	End	120.00			1032	203	120.00	Headstone
INC 180	Banked 18/01/2024	120.00						
INC 180	Tuck - End	120.00			1032	203	120.00	Headstone
INC 181	Banked 18/01/2024	271.00						
INC 181	Clive Asprey	243.00		40.50	1023	205	202.50	Adhoc Coach December
INC 181	Clive Asprey	28.00			1012	205	28.00	Tennis Electricity
INC 182	Banked 23/01/2024	328.80						
INC 182	Match Point Tennis	267.80		44.63	1023	205	223.17	Adhoc coach
INC 182	Match Point Tennis	61.00			1012	205	61.00	Lights
INC 183	Banked 26/01/2024	61.00						
INC 183	King	61.00			1010	204	61.00	Plot 19 & 22
INC 184	Banked 26/01/2024	58.00						
INC 184	Knox	58.00			1010	204	58.00	Plots 23 & 25
INC 185	Banked 26/01/2024	15.00						
INC 185	Lane	15.00			1010	204	15.00	Plot 28a
INC 186	Banked 29/01/2024	30.00						
INC 186	Welch	30.00			1010	204	30.00	Plot 17
INC 187	Banked 29/01/2024	15.00						
INC 187	O'Kill	15.00			1010	204	15.00	Plot 28
INC 188	Banked 29/01/2024	20.00						
INC 188	Lewington	20.00			1010	204	20.00	Plot 36b
INC 189	Banked 29/01/2024	32.00						
INC 189	Korycka	32.00			1010	204	32.00	Plot 38a

Subtotal Carried Forward:

3,577.30

0.00

85.13

3,492.17

Handelsbanken

Receipts received between 01/01/2024 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
INC 190	Banked 29/01/2024	21.00						
INC 190	Balfour	21.00			1010	204	21.00	Plot 33a
INC 191	Banked 29/01/2024	128.00						
INC 191	Orange Grove	128.00			1010	207	128.00	Room Rental
INC 192	Banked 29/01/2024	20.00						
INC 192	Argrave	20.00			1010	204	20.00	Plot 36a
INC 193	Banked 29/01/2024	16.00						
INC 193	Korkmaz	16.00			1010	204	16.00	Plot 41
INC 194	Banked 29/01/2024	21.00						
INC 194	Williamson	21.00			1010	204	21.00	Plot 33d
INC 195	Banked 30/01/2024	18.00						
INC 195	Rae	18.00			1010	204	18.00	Plot 44
INC 196	Banked 30/01/2024	17.00						
INC 196	Lawrence	17.00			1010	204	17.00	Plot 41a
INC 197	Banked 31/01/2024	21.00						
INC 197	Van der Zijl	21.00			1010	204	21.00	Plot 33c
INC 198	Banked 31/01/2024	487.40						
INC 198	Stripe online for Clubspark	487.40			1021	205	138.89	3 x Adult Season ticket
					1021	205	79.12	2 x Senior Season Ticket
					1021	205	46.10	2 x Junior Season Ticket
					1022	205	195.56	Pay and Play January
					1012	205	27.73	Court Lights
INC 199	Banked 31/01/2024	5,641.38						
INC 199	Handelsbanken	5,641.38			1190	101	5,641.38	Interest
Total Receipts:		9,968.08	0.00	85.13			9,882.95	

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1176 Precept	228,962	228,962	0			100.0%
1190 Interest Received	47,531	28,000	(19,531)			169.8%
Subtotal	276,493	256,962	(19,531)	0	0	107.6%
202 Recreation Ground						
1011 Rent Received Field	1,276	1,500	224			85.1%
Subtotal	1,276	1,500	224	0	0	85.1%
203 Cemetery						
1031 Cemetery Income	16,150	12,000	(4,150)			134.6%
1032 Headstones	1,160	1,200	40			96.7%
1033 Grant of Rights	14,175	12,000	(2,175)			118.1%
Subtotal	31,485	25,200	(6,285)	0	0	124.9%
204 Allotments						
1010 Rent Received	504	2,000	1,496			25.2%
Subtotal	504	2,000	1,496	0	0	25.2%
205 Tennis						
1012 Electricity income	156	600	444			25.9%
1021 Tennis Court Season Ticket	6,562	13,000	6,438			50.5%
1022 Tennis Court P&P	2,296	3,000	704			76.5%
1023 Tennis Court Coaching	7,893	12,000	4,107			65.8%
1024 Tennis Box League	0	120	120			0.0%
Subtotal	16,906	28,720	11,814	0	0	58.9%
207 Facilities						
1010 Rent Received	9,667	11,000	1,334			87.9%
1012 Electricity income	1,979	1,800	(179)			110.0%
1013 Rent Received Chalet	1,598	2,400	802			66.6%
1014 Rent Received Flat	12,750	15,300	2,550			83.3%
1016 Waste Income	408	400	(8)			102.0%
1017 Rent Concessionary Stand	1,040	0	(1,040)			0.0%
Subtotal	27,442	30,900	3,458	0	0	88.8%
301 Village Hall						
1005 Service Income from Village Ha	15,854	21,138	5,284			75.0%
Subtotal	15,854	21,138	5,284	0	0	75.0%
303 Borough in Bloom						
1040 Sponsorship Income	4,684	3,558	(1,126)			131.6%
Subtotal	4,684	3,558	(1,126)	0	0	131.6%
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	288,670	500,000	211,330			57.7%
Subtotal	288,670	500,000	211,330	0	0	57.7%
TOTAL INCOME	663,314	888,778	225,464	0	0	74.6%
EXPENDITURE						
101 Administration						
4001 Salaries and Wages	59,847	70,848	11,001		11,001	84.5%
4008 Training	1,538	1,200	(338)		(338)	128.2%
4009 Travel	181	200	19		19	90.6%
4010 Misc Staff Costs	0	100	100		100	0.0%
4020 Miscellaneous Expenses	226	300	75		75	75.2%
4021 Telephone VOIP and Broadband	2,121	3,200	1,079		1,079	66.3%
4022 Postage	21	100	79		79	21.2%
4023 Printing, Stationery & Ref Bks	955	1,200	245		245	79.6%
4024 IT Costs & Support	4,809	8,000	3,191		3,191	60.1%
4025 Insurance	2,435	2,000	(435)		(435)	121.8%
4026 Subscriptions	3,141	3,500	359		359	89.7%
4031 Advertising	0	100	100		100	0.0%
4050 Bank Charges	380	700	320		320	54.2%
4061 Audit Fees (External)	1,680	1,680	0		0	100.0%
4062 Audit Fees (Internal)	670	750	80		80	89.3%
4063 Accountancy Support	25	600	575		575	4.2%
4064 Legal and Professional Fees	2,818	2,086	(732)		(732)	135.1%
4701 Grants	200	50,000	49,800		49,800	0.4%
Subtotal	81,047	146,564	65,517	0	65,517	55.3%
102 Democratic Process						
4033 Parish Newsletter	1,185	1,300	115		115	91.2%
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	15,183	2,200	(12,983)		(12,983)	690.1%
4231 Community Action	42	1,200	1,158		1,158	3.5%
Subtotal	17,129	6,950	(10,179)	0	(10,179)	246.5%
202 Recreation Ground						
4001 Salaries and Wages	15,507	18,953	3,446		3,446	81.8%
4007 Health & Safety	453	1,040	587		587	43.6%
4012 Water Rates	472	3,000	2,529		2,529	15.7%
4038 Tree maintenance	0	1,000	1,000		1,000	0.0%
4040 Dog Bin Emptying	2,709	3,239	530		530	83.6%
4042 Grounds Maintenance	1,470	3,360	1,890		1,890	43.8%
4043 Equipment Maintenance	37,349	6,160	(31,189)		(31,189)	606.3%
4044 Equipment Hire	56	560	504		504	10.0%
4045 Equipment & Small Tools	188	672	484		484	27.9%
4046 Vehicle Repairs/Mtce	423	336	(87)		(87)	125.9%
4047 Vehicle Tax/Insurance	605	800	195		195	75.6%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4048 Vehicle Fuel & Oil	1,210	900	(310)		(310)	134.5%
Subtotal	60,442	40,020	(20,422)	0	(20,422)	151.0%
203 Cemetery						
4001 Salaries and Wages	9,366	11,058	1,692		1,692	84.7%
4012 Water Rates	15	200	185		185	7.4%
4037 Grave Services	6,145	4,480	(1,665)		(1,665)	137.2%
4038 Tree maintenance	0	336	336		336	0.0%
4042 Grounds Maintenance	6,643	7,840	1,197		1,197	84.7%
4064 Legal and Professional Fees	0	250	250		250	0.0%
Subtotal	22,168	24,164	1,996	0	1,996	91.7%
204 Allotments						
4001 Salaries and Wages	4,612	5,524	912		912	83.5%
4012 Water Rates	97	600	503		503	16.2%
4020 Miscellaneous Expenses	166	150	(16)		(16)	110.8%
4038 Tree maintenance	0	336	336		336	0.0%
4042 Grounds Maintenance	414	0	(414)		(414)	0.0%
Subtotal	5,289	6,610	1,321	0	1,321	80.0%
205 Tennis						
4001 Salaries and Wages	9,590	11,058	1,468		1,468	86.7%
4014 Electricity & Gas	347	800	453		453	43.3%
4022 Postage	161	100	(61)		(61)	160.7%
4023 Printing, Stationery & Ref Bks	169	400	231		231	42.2%
4026 Subscriptions	405	350	(55)		(55)	115.7%
4043 Equipment Maintenance	0	1,160	1,160		1,160	0.0%
Subtotal	10,671	13,868	3,197	0	3,197	76.9%
206 Pavilion Toilets						
4001 Salaries and Wages	3,692	4,513	821		821	81.8%
4016 Cleaning Costs	360	1,344	984		984	26.8%
4017 Cleaning Supplies	942	1,200	258		258	78.5%
Subtotal	4,994	7,057	2,063	0	2,063	70.8%
207 Facilities						
4001 Salaries and Wages	15,402	16,588	1,186		1,186	92.9%
4007 Health & Safety	512	448	(64)		(64)	114.3%
4012 Water Rates	122	0	(122)		(122)	0.0%
4014 Electricity & Gas	6,355	4,000	(2,355)		(2,355)	158.9%
4015 Waste Services	490	349	(141)		(141)	140.5%
4041 Property Maintenance	4,137	1,360	(2,777)		(2,777)	304.2%
4043 Equipment Maintenance	281	0	(281)		(281)	0.0%
Subtotal	27,300	22,745	(4,555)	0	(4,555)	120.0%
208 Heritage Assets						
4001 Salaries and Wages	1,326	451	(875)		(875)	293.9%
4042 Grounds Maintenance	6,104	9,520	3,416		3,416	64.1%
4043 Equipment Maintenance	109	336	227		227	32.4%
4221 Village Clocks	231	291	60		60	79.4%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Subtotal	7,770	10,598	2,828	0	2,828	73.3%
301 Village Hall						
4001 Salaries and Wages	20,869	21,139	270		270	98.7%
Subtotal	20,869	21,139	270	0	270	98.7%
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	10,648	9,994	(654)		(654)	106.5%
Subtotal	10,648	9,994	(654)	0	(654)	106.5%
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	6,720	7,280	561		561	92.3%
Subtotal	6,720	9,520	2,801	0	2,801	70.6%
307 MUGA						
4001 Salaries and Wages	0	8,529	8,529		8,529	0.0%
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	124	0	(124)		(124)	0.0%
Subtotal	124	11,429	11,305	0	11,305	1.1%
308 CA Outreach Project						
4071 Service Charge CA Outreach	7,763	8,000	237		237	97.0%
Subtotal	7,763	8,000	237	0	237	97.0%
309 Woodland						
4001 Salaries and Wages	0	9,025	9,025		9,025	0.0%
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	88	13,625	13,538	0	13,538	0.6%
901 Parish Projects						
4001 Salaries and Wages	19,487	49,255	29,768		29,768	39.6%
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	750	5,076	4,326		4,326	14.8%
4909 Royal Celebrations	9,749	12,000	2,251		2,251	81.2%
4911 Woodland Walk Project	2,974	100,000	97,027		97,027	3.0%
4912 Tennis Capital Works	111,090	109,650	(1,440)		(1,440)	101.3%
Subtotal	144,899	332,981	188,082	0	188,082	43.5%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
TOTAL EXPENDITURE	439,420	696,764	257,344	0	257,344	63.1%
Total Income	663,314	888,778	225,464			74.6%
Total Expenditure	439,420	696,764	257,344	0	257,344	63.1%
Net Income over Expenditure	223,894	192,014	(31,880)			
plus Transfer from EMR	188,024					
less Transfer to EMR	343,009					
Movement to/(from) Gen Reserve	68,909	192,014	123,105			