



## Minutes of the Meeting of the Parish Council Tuesday 16 July 2024 at 7:30 pm

held at  
**The Community Room, Broomhall Recreation Ground.**

### **36 / 24 Attendance and Apologies for absence**

Attendance: Cllr Buxton; Cllr Coxon; Cllr Curtis; Cllr Grover; Cllr Hilton; Cllr Morgan  
(Chairman); Cllr Newman; and Cllr Pike

Apologies for absence: Cllr Evans and Cllr Penney,

Present: Louise Steele – (Locum Clerk), Nikki Tomlinson (Deputy Clerk), Alex Orchard  
(Admin Officer)

There were two members of the public present including an officer of the council.

### **37 / 24 Declaration of interest for items on the agenda**

Cllr Coxon declared a personal interest in her motion at Agenda Item 42 / 24 on the grounds that she is a tennis subscriber and regularly plays tennis on the courts, Similarly Cllr Morgan declared a personal interest in the motion at 42 / 24 on the grounds that he has been a subscriber in the past and he has played tennis regularly on the courts.

### **38/ 24 Approval of Minutes of Council 18 June 2024**

**RESOLVED:** That the council approved minutes of the council meeting held on 18 June 2024. The Chairman to sign the minutes as accurate records of the meetings.

### **39 / 24 Announcements from the Chairman**

The Chairman had three points to announce:

- It was good to note completion of the new play area and footpath in the Recreation Ground and he wished to place on record his thanks to officers (particularly the Facilities Officer) for their part in getting the project across the line;
- The Chairman had been pleased to represent the parish council at the recent opening, by the Lord Lieutenant of Berkshire, of the Audley Sunningdale Park – it was a lovely occasion and good to see the completion of facilities there; and
- That the Council has received an application for CIL grant funding from the supporters of the Ivor Novello Theatre – that application will be scrutinised by the Finance Committee before coming to Full Council.

### **40 / 24 Public Adjournment**

A member of the public made an announcement about the publication on that day by the Royal Borough of Windsor & Maidenhead (RBWM) of the Ascot Centre SPD as part of QP1c (Ascot Strategic Placemaking Area)

### **41 / 24 To receive an update from the Borough Councillors for Sunningdale**

There was no update from the Borough Councillors – one councillor had sent apologies because of the clash of this meeting with other meetings. The locum Clerk was asked to request written update reports if the Borough Councillors were unable to attend.

## **42 / 24 Councillors Questions and Business Motions**

Council considered a motion proposed by Cllr Coxon and seconded by Cllr Grover.

- RESOLVED:** To approve a task and finish working group to:
- investigate why income from tennis courts has not reached budget since refurbishment
  - consult with users and coaches to recommend changes which can increase court utilisation
  - To ensure the tennis courts are a safe place to play, ensuring our current maintenance Schedule is meeting the health and safety requirements.

## **43 / 24 To receive presentation of Committee Minutes, reports from Representatives and proposals from Working Groups**

### **43 / 24 / 1 Update from the Business Plan Engagement Working Group**

Council received a detailed presentation from the members of the Working Group about the initial analysis of the recent questionnaire. The Locum Clerk asked for copies of the slides accompanying the presentation in order to append them to these minutes

### **43 / 24 / 2 Update from the Walking & Cycling Working Group**

Cllr Hillton gave an update on the work of the Walking & Cycling Group; she had requested an update from Councillor Geoff Hill at RBWM on implementation of the 20mph work and the response indicated that nothing would proceed in the lead up to the General Election. Work on the Whitmore Lane path had started the previous day and Cllr Hilton has been working on establishing a positive relationship with the Bowls Club. Bridle path 1 has been laid with a hardcore base and topped.

### **43 / 24 / 3 Update from the Recruitment Working Group**

The Locum Clerk reported that so far there was no candidate that the working group felt should be brought forward for the Council's consideration. There has been one other expression of interest which the group will explore. In the meantime the group will also explore the scope of a further recruitment exercise and, if necessary, bring recommendations forward.

### **43 / 24 / 4 Clerk's Report**

The Locum Clerk gave a brief oral report updating the Council on the nature and volume of queries received by the parish office and on the progress of implementing the replacement of Rialtas Alpha accounting software with Rialtas Cloud Omega software.

## **44 / 24 Refurbishment of the Chobham Road Book Exchange**

A proposal for the external and internal refurbishment of the K6 telephone box used as a book exchange was considered

- RESOLVED:** To appoint Parkstone Decorating and Woodchip Carpentry Ltd to carry out the refurbishment of the telephone kiosk book exchange on Chobham Road at a total cost of £1,550.

## **45 / 24 Council Priorities**

The Chairman indicated that there had been little response following his request at the last meeting for feedback on the priorities he outlined then (minute 19 / 24 refers). The Chairman suggested the following priorities for the next 3-4 months:

1. Maintain and service Full Council and three committees
2. Continue to run the operations of the Council
3. Follow-up work arising from the recent questionnaire

4. Upgrade of Councillors' IT
5. Recruitment of a permanent Clerk
6. Renewal of Village Hall lease
7. Implementation of Rialtas Cloud software

A further priority was added by the meeting:

8. Welfare of officers in the meantime

#### **46 /24      Information Sharing**

- Cllr Pike shared that she and Cllr Newman had attended the Charters School event;
- Cllr Coxon reported that the deer fence at the allotments has opened up again;
- Clarity was sought about the proposal for the Council's other telephone box to be used at Broomhall recreation ground as a childrens' book exchange – reassurance was offered that a report on the matter was in progress; and
- The need for collaboration with Sunninghill & Ascot Parish Council on the issued of Footpath 13 was mentioned.

#### **47 / 24      Confidential Session**

No confidential sessions was necessary.

Signed:

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Dated:

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## Business Plan Engagement Working Group - Motion for approval

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<b>Date of Council Meeting</b>	20 August 2024
<b>Background</b>	<p>Following completion and analysis of the Residents Survey, this motion proposes several follow-on actions:</p> <ol style="list-style-type: none"> <li>1. Inform residents of the results of the survey</li> <li>2. Obtain indicative costs of potential priority projects, detailed below, identified by the survey. These will be brought back to Council for further decision making</li> <li>3. Undertake follow on work on other priorities identified by residents that do not require substantial expenditure</li> </ol> <p>NB. Council will be updated on all workstreams and, when cost information is available, an Options Consultation maybe necessary before updating the business plan.</p>
<b>Motion</b>	<p>To receive from the Business Plan Engagement Working Group the Survey Report and to approve:</p> <ul style="list-style-type: none"> <li>• The release of the report on the Council's website and by email to residents who asked to receive it.</li> <li>• The attached communication to residents.</li> </ul> <p>To approve the following:</p> <ul style="list-style-type: none"> <li>• Recreation Ground Working group to create a draft masterplan, (objectives detailed below)</li> <li>• A Working Group to summarise the key issues arising from the Survey and discuss with other statutory authorities, principally the Royal Borough of Windsor and Maidenhead, Network Rail, Sunninghill &amp; Ascot PC. (Objectives detailed below)</li> <li>• Cycling and Walking Working Group to consider the suggestions and concerns regarding footpaths and cycle paths and bring forward proposals to Council.</li> <li>• Events Working Group with a lead Cllr &amp; residents and interested business partners. An Events Policy and a Programme of Events for 2025 will be proposed to Council.</li> <li>• Planning Committee to review the output from Section 4, Housing of the survey and propose next steps to Council.</li> <li>• Lead Cllrs will consider comments on cemeteries &amp; allotments and will make proposals to Council.</li> <li>• Sunningdale Scouts will be invited to present a funding request to Council.</li> <li>• Focus Groups will be organised with older teenagers/youths to better understand their needs.</li> <li>• Undertake further work to gain feedback from local businesses.</li> <li>• Community Working Group, with resident involvement, to: <ul style="list-style-type: none"> <li>○ Establish business case for a community hub</li> <li>○ Determine how to communicate more effectively with residents &amp; stakeholders</li> <li>○ Consider how to better promote &amp; signpost community services (Objectives detailed below)</li> </ul> </li> <li>• Environment Working Group to explore opportunities to reduce impact on our environment.</li> <li>• Finance Committee and RFO to produce a summary, by project, of CIL funds spent to date, and authorised but not spent.</li> </ul>
<b>Proposer</b>	Cllr Morgan
<b>Seconder</b>	Cllrs Coxon, Newman & Pike

<b>Detail Proposal</b>	<p><b>Recreation Ground Working Group Objectives:</b></p> <ol style="list-style-type: none"> <li>1. Create a Master Plan for the Recreation ground which accommodates the following priorities identified in the survey, namely:             <ol style="list-style-type: none"> <li>a. Better drainage</li> <li>b. More parking</li> <li>c. Larger café</li> <li>d. Padel Tennis Court(s)</li> <li>e. Adult fitness facilities</li> <li>f. Splash Pad</li> <li>g. Permanent area for dog walkers (adjacent to Café)</li> </ol> </li> <li>2. Take account of other improvements suggested and consider which can be accommodated in the Master Plan</li> <li>3. For each of the proposed new facilities:             <ol style="list-style-type: none"> <li>a. Assess it is not available or planned to be available nearby</li> <li>b. Evaluate pricing on similar facilities and draft an initial income &amp; expenditure estimate</li> <li>c. Provide an indicative estimate of the capital cost of each facility</li> </ol> </li> </ol> <p><b>Source material: Survey Section 1.1</b></p> <p><b>Other Statutory Authorities</b></p> <ol style="list-style-type: none"> <li>1. Identify &amp; collate the key issues from the survey to be discussed with other authorities including the following topics:             <ol style="list-style-type: none"> <li>a. Highways</li> <li>b. Railway Station</li> </ol> </li> <li>2. Establish appropriate routes of communication with the other authorities</li> <li>3. Gain feedback from other authorities.</li> <li>4. Prepare joint feedback statement to residents</li> </ol> <p><b>Source Material: Survey Section 1.2, 2 &amp; 3</b></p> <p><b>Community Working Group</b></p> <ol style="list-style-type: none"> <li>1. Establish a business case for a Community Hub by scoping and assessing the need for:             <ol style="list-style-type: none"> <li>a. Community services that could be hosted</li> <li>b. Checking such services are not hosted elsewhere</li> <li>c. Identifying the size of facility required</li> <li>d. Establishing an initial income and expenditure statement</li> </ol> </li> <li>2. Investigate how other media, including a Sunningdale app, could be used to communicate more effectively with residents</li> <li>3. Identify how existing services could be more effectively 'signposted' to residents</li> </ol> <p><b>Source Material: Survey Section 1.2, 5a, 5b</b></p>
<b>Context for the motion (i.e. why is the motion being submitted – what is the proposer aiming to achieve)</b>	To take the next steps in the review of the Business Plan following receipt of the Survey Report
<p><b>Which Council Plan Priority does the Motion support? (select all that apply)</b></p> <p>The motion supports the review of the Council's Business Plan</p>	
<p><b>Does the motion have potential financial or resource implications for the Council – if yes advise what these might be – Please attach any financial request on Appendix 1</b></p> <p>Permission is sought to provide a budget of £5k each (from CIL) to support the feasibility studies of the Recreation Working Group and the Communities Working Group. This allocation is expected to cover any external expertise required to complete their work. This might include use of a drainage expert for the Recreation Ground or an app builder for the Community Working Group</p>	

**Does the motion have potential legal or constitutional implications for the Council – if yes advise what these might be.** No

**Are there any equalities impacts associated with the motion? If yes an equalities impact assessment will be required – Please complete Appendix 2**

No

**Does the motion require further background information to enable the Council to make a decision–**

No

**Are there any plans, maps, drawing to support the application? Please attach.**

No

**Is there any associated risk identified?**

**Please rag rate the risk**

**Green** –No current/ low impact

**Amber** – some /medium impact

**Red** – High impact

Has this been highlight as a potential risk that needs to go on the risk register?

Louise Steele  
Clerk  
Sunningdale Parish Council

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Our ref: GP05/RO01/31932.2928/PALUB

19 July 2024

When telephoning please ask for: Gabriel Palubiski

Dear Louise Steele

**Property: Moor End, Chobham Road, Sunningdale (former freehold title number BK301249)**  
**Company: Algeel Trading Limited (dissolved)**

We write further in this matter as our client has now decided on the most appropriate purchaser of the Property in the circumstances. This is Mr Smethurst, for the following reasons:

- (a) This decision best reflects The Crown Estate's statutory duties, specifically regarding an obligation to achieve best value in the circumstances of each property that may be deemed subject to escheat.
- (b) The Crown Estate felt that Mr Smethurst's interest in the Property would be the least disruptive proposal in the locality given both parties intended uses and the results of the consultation exercises.
- (c) Our client's policy is to return Escheat properties into beneficial use. In this case, Mr Smethurst is ready to proceed, whereas the Council's interest is contingent on further community consultation.

We appreciate that this may be an unsatisfactory conclusion, but trust that you will understand that the events leading up to the current situation are not of The Crown Estate's making and its role in relation to the Property is limited. This is a complex and arcane area of our property and constitutional law, but we hope that our letter is helpful to explain the decision reached by The Crown Estate in this instance.

We will arrange for any unused funds on account to be returned to you, and would be grateful if you could provide us with your account details to do so.

Yours faithfully



BURGES SALMON LLP

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Classification: Confidential

## CIL Report

Reporting Year 1 April 2023 to 31 March 2024

<b>A</b>	Total CIL income carried over from previous years	£1,287,683.47
<b>B</b>	Total CIL income received (receipts)	£ 288,669.97
<b>C</b>	Total CIL spent (expenditure)	£ 104,600.10
<b>D</b>	Total CIL repaid following a repayment notice (Reg 59E and 59F)	£ 0
<b>E</b>	Total CIL retained at year end (A+B-C-D)	<b>£ 1,471,753.34</b>

CIL Expenditure 1 April 2023 to 31 March 2024	
Item / Purpose	Amount Spent
CAEB – Social Inclusion Outreach	£9,881.00
SF4 – Playground & Path	£3,458.10
Enhanced Playground Surface	£35,716.00
Enhancement of Tennis Courts	£55,545.00
	£
	£
	£



## Sunningdale Parish Council - Earmarked Reserves as at 31 March 2024

	Opening Balance	Net Transfers	Adj re CIL	Closing Balance
321 EMR Tennis	109,615.72	-105,607.00	46,358.63	50,367.35
323 EMR Village Hall	3,739.17			3,739.17
324 S106 - Open Space	1,723.85			1,723.85
325 S106 - Public Art	14,188.95			14,188.95
326 S106 - Community Facilities	137.84			137.84
328 EMR In Bloom	2,400.00	800.00		3,200.00
329 EMR Cemetery	48,891.65	9,830.00		58,721.65
330 EMR Van	450.00			450.00
331 EMR Property Maintenance	62,066.05	14,196.00		76,262.05
332 S106 - Allotments	20.78			20.78
333 CIL Reserve	1,287,683.47	260,237.57	-76,167.70	1,471,753.34
334 EMR Playground	73,161.72	-14,660.20	29,809.07	88,310.59
335 EMR Election Expenses	7,502.00	-7,502.00		0.00
337 EMR IT and Website	2,309.00	-2,309.00		0.00
338 EMR Training	40.00			40.00
	<u>1,613,930.20</u>	<u>154,985.37</u>	<u>0.00</u>	<u>1,768,915.57</u>

# Sunningdale Parish Council CIL Tracker

		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Repayment Date
CIL C/f from Previous Years	2018/19		£ 30,450.00	£ 30,450.00	£ 30,450.00	£ 25,500.00	£ -	£ -	18-Apr-23
	2019/20			£ 64,077.60	£ 64,077.60	£ 64,077.60	£ 19,690.84	£ -	02-Jul-24
	2020/21				£ 46,289.67	£ 46,289.67	£ 46,289.67		26-Oct-25
	2021/22					£ 567,409.64	£ 567,409.64	£ 528,790.05	05-Oct-26
	2022/23						£ 654,293.32	£ 654,293.32	06-Oct-27
	2023/24							£ 288,669.97	02-Oct-28
	2024/25								
CIL Income Received in year		£ 30,450.00	£ 64,077.60	£ 46,289.67	£ 567,409.64	£ 654,293.32	£ 288,669.97	£ 167,594.59	to date
CIL spent in year		£ -	£ -	£ -	£ 4,950.00	£ 69,886.76	£ 104,600.10		
CIL Retained at Year End		£ 30,450.00	£ 94,527.60	£ 140,817.27	£ 703,276.91	£ 1,287,683.47	£ 1,471,753.34	£ 1,639,347.93	to date

## PROPOSAL TO COUNCIL FOR A CHILDREN'S BOOK EXCHANGE TO BE LOCATED AT BROOMHALL RECREATION GROUND

Under objective E2 from the approved Business Plan the resolution before council is:

**FOR COUNCIL TO APPROVE THE PLAN TO PROVIDE A NEW CHILDREN'S BOOK EXCHANGE WITHIN A REFURBISHED TELEPHONE BOX AT BROOMHALL RECREATION GROUND. TO APPROVE EXPENDITURE OF £6,500.00 FROM CIL FUNDS TO RELOCATE AND REFURBISH THE TELEPHONE BOX ON THE CORNER OF BLACKNEST GATE ROAD TO BROOMHALL RECREATION GROUND.**

### Background:

Due to historical reasons, Sunningdale Parish Council owns the unused K6 telephone kiosk on the corner of Blacknest Gate Road, located in the Parish of Sunninghill and Ascot.

Action needs to be taken because:

- The telephone box is an asset of Sunningdale Parish Council but is located outside of the Parish.
- The telephone box is a K6 model and can be seen as a 'British Icon' but is in a bad state of repair.
- The telephone box currently has no use.
- There have been stakeholder complaints about its condition and its future (please see email from Bluebells Restaurant).



### Proposed Method:

Various haulier and restoration companies have been approached to provide logistics, proposals and costings.

**New Location** - It is proposed that the telephone box / children's book exchange would sit in the corner of the children's playground inside the black bow-top fence close to the Community Room double doors. This would ensure good visibility and therefore management from the council office.

**Security** - The telephone box would be locked overnight by Parish Council officers.

**Stock** - Sunningdale Parish Council would ask for donations from residents/parents for the children's books. The library could also be approached to ask if they want to be involved / could donate any old books.

**Management of books** - Volunteers, lead member or officer could manage the books and ensure damaged books are removed / replaced with new donations. Officers could gather books that have been left in the park and return to telephone box.

Alternative uses for the telephone box need to be proposed in case the children's book exchange becomes too difficult to manage (see point above – management of books). Alternative uses could include:

- Cultural Centre – a communication hub (leaflets, local information)
- Exhibit local art (from children at Holy Trinity primary school)
- Drop off for library books outside of library opening times
- Flower planter / display
- Dirty dog washing station / runners' water station

Officer management of the children's book exchange (collecting books scattered around the park on a daily basis; locking/unlocking the telephone box) would take approx. 30 minutes per week.

### Selecting our key Elements:

#### Restoration Companies

##### 1) Remember When UK

The quoted figure includes renovation to museum specification; a standard interior with one piece marine grade black MDF backboard, LED bulkhead lighting with battery back-up, 6.4 mm laminated safety glass & many other features - £5,995.

Haulage to site and return to Broomhall Recreation Ground - £1,590.

**Total - £7,585.00 (excl. repairs to pavement and groundworks at the Recreation Ground) – quote obtained June 2024.**

##### 2) MS Services Design Ltd.

The quoted figure includes lifting and transporting the box to their workshop and then delivery back to Broomhall Recreation Ground, full restoration including new door, repairing any metalwork, preparing surfaces, prime and re-paint surfaces and clean glass windows. Making repairs to the original pavement at Blacknest Gate.

**Total - £5,600.00 – quote obtained July 2024**

##### 3) Woodchip Carpentry Ltd.

Woodchip Carpentry fitted the bespoke bookshelves in the Book Exchange on Chobham Road and could provide the same for the Children's Book Exchange at a cost of **£550.00 – quote obtained July 2024.**

##### 4) S R Landscaping

To build a 1m x 1m x 30cm depth concrete base behind the bench within the children's playground upon which the renovated telephone kiosk will be situated at a cost of **£350.00 – quote obtained August 2024.**

### Alternative Method:

To dispose of the Telephone Box at a cost of £175.00 - collection and disposal by Shorts Waste Services Ltd.

### Recommendation:

From the above analysis the Administration Officer recommends appointing MS Services Design Ltd., Woodchip Carpentry Ltd. and S R Landscaping to carry out the necessary works at a total cost of **£6,500.00** to come from CIL funds.