

## Agenda for Finance Committee

### Tuesday 9th September 2025 – 4:00pm

This meeting will be held in  
The Community Room, Sunningdale Parish Council, Broomhall Lane SL5 0QS

**Summoned to Attend:** Cllr Pike, (Chair) Cllr Morgan and Cllr Newman

Anyone wishing to address the committee are requested to register this by 10am on the day prior to the meeting. Members of the public are welcome to attend.

**FC 20 / 25      Attendance and apologies.**  
Declarations of interest for items on the agenda.

**FC 21 / 25      Disclosable pecuniary interests and other registerable interests**  
To receive from members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Sunningdale members' Code of Conduct.

**FC 22 / 25      To review minutes of the meeting of 4 March and 15 July 2025.**  
**DECISION:** The minutes are to be signed by the Chair as an accurate record of the meeting.

**FC 23 / 25      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.

**FC 24 / 25      CIL Policy**  
**DISCUSSION:** To review the CIL Policy adopted in October 2024.

**FC 25 / 25      Business Plan 2026**  
**DISCUSSION:** To start the process of creating a revised business plan for 2026.

**FC 26 / 25      Information sharing**  
**TO NOTE:** To receive relevant updates from members of the committee.



Natalie Hayes, Clerk



## Minutes of the Finance Committee Meeting Tuesday 4 March 2025

The meeting started at 15:03

FC 41 / 24 Attendance and apologies.

Attendance: Cllr Coxon; Cllr Evans (Chairman); Cllr Newman; Cllr Pike

Present: Cllr R Morgan (Council Chairman), L Steele (Locum Clerk and RFO) & N Hayes (Clerk Designate)

There were no members of the public present.

FC 42 / 24 To review minutes of the meeting of 13 January 2025

**RESOLVED:** That the minutes of the meetings were signed by the Chair as an accurate record of the meeting.

FC 43 / 24 Public Adjournment.

There were no questions received from any members of the public before the meeting or at this point of the agenda.

FC 44 / 24 Council Budget 2025/26

An extensive discussion was held in relation to setting the council budget for 2025/26

The Locum Clerk advised that the way in which the budget is prepared is different to how it has been done last year.

**APPROVED:** The budget presented was agreed to be put to Full Council.

[Subsequent to the meeting, Full Council gave an action on the 18<sup>th</sup> March for the Finance Committee to review the budget setting process]

FC 45 / 24 To receive and approve the Council Risk Register

The Locum Clerk advised that the finance committee only see the risks associated with finance. All the other risks would go to Full Council for discussion.

**ACTION:** The Clerk would action the following amendments to the risk register:

Remove references to covid, F18 needs rewording, F19 to be removed, F7 – adjust the severity, F3 adjust likelihood score to 1

[Subsequent to the meeting, it was agreed that a working group be established to discuss the Council Risk Register in full and bring it back to Full Council in April]

## FC 46 / 24 Tennis Maintenance Costs

Cllr Evans asked if there were any interests to declare. Cllr Coxon and Cllr Morgan advised that they were both season ticket holders of Broomhall Park Tennis.

**APPROVED:** for these costs to go forward to Full Council. It was noted that Cllr Coxon will provide three quotes for the tractor mower and drag brush, as well as costs to hire the equipment to be included in her paper for council. It was asked that the proposal should be the full costs.

**TO NOTE:** costs for this equipment can be funded from the non-earmarked reserves for tennis. The Clerk can use delegated authority to approve any costs below £500.

## FC 47 / 24 Payment by Direct Debit for E-On and HMRC

**APPROVED:** the setting up of direct debits for E-On and HMRC.

The Locum Clerk left the meeting.

## FC 49 / 24 Receipts and payments

Cllr Evans advised the committee that if they had any questions regarding the receipts and payments up to the 31<sup>st</sup> January, they should email her, and she will forward to the Clerk for confirmation.

## FC 50 / 24 Bank reconciliation as at 31<sup>st</sup> January

**RECEIVED:** The councillors had no comments regarding the bank reconciliation.

The Locum Clerk rejoined the meeting.

## FC 51 / 24 To receive questions from committee members

Cllr Newman asked for clarification around the allotments budget.

**ACTION:** The Clerk to share the budget information and associated costs for allotments with Cllr Newman

**TO NOTE:** Cllr Coxon asked if clarification could be provided over the responsibilities of the council and the plot holders for the maintenance of the allotments.

The meeting closed at 17.00

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## Minutes of the Finance Committee Meeting Tuesday 15 July 2025

FC 1 / 25 Attendance and apologies.

Attendance: Cllr Pike (Chair), Cllr Morgan and Cllr Newman

Present: L Steele (Locum RFO) & N Hayes (Clerk)

There were 4 members of the public present at the meeting.

FC 2 / 25 To review minutes of the meeting of 1 April 2025

**RESOLVED:** That the minutes of the meetings were signed by the Chair as an accurate record of the meeting.

FC 3 / 25 Public Adjournment.

Representative from Charters School and Sunningdale Scouts each presented to the committee and answered questions from the councillors regarding their CIL applications.

FC 4 / 25 Application from Charters School for CIL funding for retractable seating unit for the school hall.

**TO NOTE:** that the Committee agreed to put forward the application to Full Council.

The Committee requested to see the three quotes received for the seating along with a copy of the school financial accounts.

FC 5 / 25 Application from Sunningdale Scouts for CIL funding for the significant refurbishment of the Scout Hut on Sandy Lane.

**TO NOTE:** that the Committee agreed to put forward the application to Full Council.

FC 6 / 25 Review of the additional information received from Sunningdale Bowling Club for their CIL application.

**TO NOTE:** that the Committee agreed to put forward the application to Full Council.

FC 7 / 25 Receipts and payments

**APPROVED:** The schedule of receipts and payments for February – March 2024/25 and April – June 2025/26 were approved.

FC 8 / 25 Bank reconciliation

**APPROVED:** that the bank reconciliation be approved and the committee had no comments. The committee requested it was noted that it had not been signed by the appointed councillor.

FC 9 / 25 Budget monitoring statement

**RESOLVED:** A report was received by the committee for the period ending 30 June 2025., noting the bank balances and understanding that activity has taken place.

FC 10 / 25 Variable direct debit to HMRC

**APPROVED:** that a variable direct debit be set up to facilitate the payment of National Insurance and PAYE to HMRC. (As per Financial Regulations 7.9)

FC 11 / 25 CCLA Investment Strategy

**RESOLUTION:** the Finance Committee agreed to implement the resolution made at Full Council on the 18 June 2024 that 4 councillors should be added to the CCLA mandate.

*33/24 CCLA Mandate*

*That the RFO's recommendation concerning the mandate required for the Council to implement its decision to invest with the CCLA be accepted.*

**TO NOTE:** that the CCLA is being acquired by Jupiter Fund Management plc (Jupiter) CCLA will become part of Jupiter, retaining the CCLA branding, investment and client service approach. [subject to regulatory approval]

FC 12 / 25 Review the actions highlighted in the risk register

**RESOLUTION:** the committee received the update to the financial risk highlighted on the risk register.

It was agreed that the likelihood of risk F20 should be scored as a 2 and the severity should be reduced to 3. (F20 refers to RBWM declaring S114)

FC 13 / 25 Internal Audit report

**TO NOTE:** the committee agreed that the Standing Orders and Financial Regulations should be reviewed to accurately amend the formal tender level of £25, 000 plus VAT so that both documents are consistent.

FC 14 / 25 CIL report

**RESOLUTION:** the committee received a report from the RFO relating to CIL. It will now go on the website and a copy will be sent to the Royal Borough of Windsor and Maidenhead (RBWM)

FC 15 / 25 Office Equipment for Clerk and Officers

**RESOLUTION:** the committee made comments on a paper presented by the Clerk requesting the purchase of a company mobile phones and pre-paid debit card.

The request will go to full council in September for approval.

FC 16 / 25 Public Art funded project

**TO NOTE:** the committee discussed the options and ideas for spending of the public art funds. A proposal is to be taken to Full Council in November.

FC 17 / 25 Review costs of utilities for Sunningdale Parish Council

**TO NOTE:** the committee discussed the options supplied by Utility Aid and it was agreed that the paper could be taken to Full Council in September for approval.

The Clerk will liaise with Cllr Pike (Chair) to set parameters of the cost savings to be made.

At 9.30pm it was agreed to extend the meeting by 15 minutes.

## FC 18 / 25 Information Sharing

**TO NOTE:** The AGAR will introduce another assertion for 2026. (number 10) The Clerk and RFO will report back to the committee with further details and work required.

The Clerk will publish the process for budgeting in advance of the October Finance Committee.

## Part 2 – Confidential Session

Note that while the matters below were considered in Confidential Session the resulting minutes need not be considered confidential.

## FC 19 / 25 VAT and Tennis coaches' update

**RESOLUTION:** the committee received an oral report from the RFO regarding VAT and Tennis coaches. It was requested by HMRC that the matter be discussed with the Finance committee.

The finance committee will report the outcome to Full Council.

The meeting started promptly at 7.30pm

The meeting closed at 9.39pm

Signed as a true record of the meeting:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



# SUNNINGDALE PARISH COUNCIL

## CIL Report

Reporting Year 1 April 2024 to 31 March 2025

<b>A</b>	Total CIL income carried over from previous years	£ 1,471,753.34
<b>B</b>	Total CIL income received (receipts)	£ 312,170.39
<b>C</b>	Total CIL spent (expenditure)	£ 193,510.31
<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)	£ 1,590,413.42

### CIL Expenditure 1 April 2024 to 31 March 2025

Item / Purpose	Amount Spent
CAEB – Social Inclusion Outreach	£ 7,732.56
SF4 – Playground & Path	£ 124,762.20
Additional ANPR Camera (TVP)	£ 4,158.30
Upgrade Bridleway 1	£ 7,900.00
Whitmore Lane – new path	£ 42,443.94
Children's Book Exchange	£ 6,513.31

<b>Total Spent</b>	<b>£ 193,510.31</b>
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<b>Signed:</b>	
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**Dated:**

**Officer:**

Locum Responsible Financial Officer

## Sunningdale Parish Council CIL Tracker

[illegible]





## Community Infrastructure Levy (CIL) Policy & Procedures

### Contents

1. Introduction
  2. Policy Aims
  3. CIL Regulations
  4. The Parish Council's Policy
  5. Implementation
  6. Governance
  7. Revision History
- Appendix 1 Neighbourhood Plan Objectives
- Appendix 2 Request for CIL Funding for Business Plan/Neighbourhood Plan Projects
- Appendix 3 Stakeholder Grant: Guidance Notes & Application Form

#### 1. Introduction

The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area. The funds provide an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area.

The Royal Borough of Windsor & Maidenhead (RBWM) is responsible to collect the levy as part of the planning process which approves new development. As one of the Parishes of the Ascot, Sunninghill & Sunningdale Neighbourhood Plan (NP), 25% of the amount collected from developments in the Parish is passed to the Parish Council.

Further information and guidance is available at <https://www.gov.uk/guidance/community-infrastructure-levy>

As at 31 March 2024 the total CIL retained by the Parish Council was £1,471,753.34

The purpose of this document to describe the Parish Council's policy and procedures to allocate and manage its CIL

#### 2. Policy Aims

The **objective** of the Policy is to ensure that CIL funds are allocated:

- appropriately - in line with Government guidance
- in an open & transparent manner, including providing an opportunity for community stakeholders to apply for CIL Stakeholder Grants
- in line with the Council's Business Plan and the Ascot, Sunninghill and Sunningdale Neighbourhood Plan.

### **3. CIL Regulations<sup>1</sup>**

The Community Infrastructure Levy (CIL) is a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. CIL receipts can be used to fund a wide range of infrastructure including transport, schools, health and social care facilities, libraries, play areas, green spaces and sports facilities.

The Parish Council must use the CIL receipts passed to it to support new development by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that new development places on the area.

The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area' (see regulation 59C inserted by the 2013 Regulations for details<sup>2</sup>). The wider definition means that the neighbourhood portion can be spent on things other than infrastructure provided it is concerned with addressing the demands that development places on the area. For example it could be used to support affordable housing.

If a Parish Council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of these funds to the charging authority (see regulation 59E for details)

### **4. The Parish Council's Policy**

- A. All CIL projects must conform with the relevant regulations - as updated from time to time.
- B. The Parish Council is required to take account of the Neighbourhood Plan objectives when determining projects to be funded by CIL (The NP objectives are shown at Appendix 1 for reference)
- C. The Council will work closely with the Borough, Sunninghill & Ascot Parish Council and other adjacent Parish Councils to ensure its projects fit into a coordinated whole.

#### **Business Plan Projects**

- D. At least 80% of the Neighbourhood CIL should be spent on projects identified in the Council's Business Plan and the Neighbourhood Plan. Such projects will:
  - 1. take account of the views of the communities in which the income was generated.
  - 2. demonstrate a long term and lasting benefit for its community
  - 3. consider the resulting infrastructure needs of long term housing growth (provided such infrastructure is within the remit of the Council)
- E. Any future revenue or support costs of the Council's CIL projects should be identified during the approval process so that the Council can determine how they will be budgeted in the future.
- F. The Council will carefully monitor the implementation of all its CIL projects to ensure they achieve the expected outcomes and represent good value for money.

#### **Stakeholder CIL Grants**

- G. Up to 20% of the Neighbourhood CIL will be placed in a 'Stakeholder Reserve Fund'. These funds will be available to local stakeholders to apply for grants for projects that will support the development of the area. The Council will evaluate any such requests using the criteria described below. The Council will normally assess any grant applications twice per year. The Council's decision on any grant will be final.

### **5. Implementation**

#### **Business Plan / Neighbourhood Plan Projects**

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<sup>1</sup> <https://www.gov.uk/guidance/community-infrastructure-levy>

<sup>2</sup> <http://www.legislation.gov.uk/ukxi/2013/982/regulation/8/made>

- A. New CIL projects will be identified during the annual update of the Business Plan and budget cycle. The form at Appendix 2 will be used for this purpose. The proposal will normally be sponsored by a Councillor.

### **Stakeholder Grants**

- B. Stakeholder applications (see Form at Appendix 3) for grants from the Stakeholder Reserve Fund will be assessed by the Council based on the following criteria:
  - 1. The proposed project conforms to the CIL spending regulations
  - 2. The project is in line with the Council's Business Plan
  - 3. The funds requested are usually only a part of the total project cost and other sources of funds can be demonstrated
  - 4. Any financial and legal risks associated with the project are identified and mitigated
  - 5. There is evidence of community support & benefits for the proposal
  - 6. Applications from membership organisations must be able to demonstrate a wider community benefit. New or improved facilities should be accessible to a wide range of people within the community
  - 7. Applicants may include statutory infrastructure providers including state schools, community groups and registered charities
  - 8. The facility/infrastructure will be available to Sunningdale residents
- A.
- B.
- C. Applications for grants of £5000 or less may, at the discretion of the Clerk, not be required to complete all off the boxes on the form at Appendix C.

### **6. Governance**

All CIL requests will be validated and subject to due diligence by the Finance Committee before referral to Full Council for approval.

A CIL report regarding receipts, forecasts and expenditure will be presented to Full Council in April and October. This is to ensure the Council does not over extend itself on projects

The Parish Council's CIL Business Plan projects will follow the Council's project management process and be subject to regular review

The Annual Parish Meeting will have a standing item reporting CIL projects

### **7. Revision History**

First Draft presented to CIL Working Group 10<sup>th</sup> September 2024

Amended version presented to Council 17 September 2024

Updated version presented to Council 15 October 2024: Approved with one amendment to confirm Finance Committees role is to validate & scrutinize.

## **Appendix 1**

### **Neighbourhood Plan Objectives**

- **Housing & the Environment**
  - To protect the green and leafy appearance of our surroundings and the distinct character of our villages.
  - To maintain the separation between our villages, avoiding the creep of urban sprawl.
  - To preserve and enhance the character of Sunninghill village centre.
  - To meet new housing demand in a way that is sympathetic to the area, that ensures that the right type of housing is built in the right locations, and that a mix of housing types is delivered, to especially include family homes that are affordable by a wide section of the population.
  - To minimise the impact of development on the natural and built environment.
  - To protect the biodiversity of our area, our local wildlife and its habitat and our trees.
- **The Economy**
  - To encourage and facilitate a redevelopment of the centre of Ascot and its High Street, to deliver a more viable, attractive shopping centre, a vibrant and successful evening economy and desired community facilities.
  - To sensitively develop the area around the retail centre of Sunningdale to improve its future economic viability and deliver additional parking capacity and community amenities.
  - To create through the planning system an environment that makes it attractive for micro, small and medium-sized businesses and shops to locate and flourish in the area,
  - To retain the current employment sites and provide sustainable employment opportunities for those who live within and outside it.
- **Community**
  - To ensure all residents have easy access to community facilities and community green, open spaces for leisure and recreation.
- **Transport & Infrastructure**
  - To seek ways of addressing the problems of traffic congestion on our roads and the lack of parking.
  - To ensure our roads and streets provide safer and more accessible routes, better balancing the needs of pedestrians, cyclists and drivers.

## Appendix 2

### Request for CIL Funding for Business Plan/NP Projects

Name of Proposer:	Date:
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#### Project Description

Project Title:	
Project Location:	
Description of the project:	

#### Project Justification

How does the project support business plan objectives?	
How does the project comply with CIL Regulations?	
What is the legal power under which we can implement this project?	
What are the main benefits of the project?	
Who will be the beneficiaries of the project?	
Are the benefits available to all?	
Please provide evidence of community support for the project?	

#### Project Status

Are there other preliminary tasks before the project can commence	
Please identify any constraints or risks?	

#### Project Funding

What is the total cost of the project?	
What is the spend to date on this project?	
Please provide a breakdown of the costs?	

Please provide a forecast of any income and operating costs that derive from the project after completion	
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**Delivery Timescale**

Please show the key milestones for the project	
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## Appendix 3

### CIL Stakeholder Grant: Guidance Notes & Application Form

#### CIL STAKEHOLDER: A GUIDE FOR APPLICANTS

This guidance aims to provide assistance to those completing the Sunningdale Parish Council Stakeholder Grant Application Form. To discuss a potential project or for further guidance, please contact the Parish Clerk at [clerk@sunningdale-pc.gov.uk](mailto:clerk@sunningdale-pc.gov.uk)

#### WHO CAN APPLY?

- Not for profit organisations including state schools, community groups and registered charities.
- Applications must be received from the organisation, rather than an individual.
- Applications from membership organisations must be able to demonstrate a wider community benefit. Given that CIL is public money new or improved facilities should be accessible to a wide range of people within the community

#### WHAT IS NOT ELIGIBLE?

- Projects that have been completed prior to an application being submitted
- Ongoing operating costs for projects
- Annual maintenance and repair
- Projects promoting a political party
- Projects that conflict with Council priorities and objectives
- Any VAT that can be recovered

#### WHAT DOES A PROJECT NEED TO DEMONSTRATE?

In addition to meeting Government criteria for the spend the project should be able to show evidence of the following:

- addressing impacts created by new development
- wider community benefits beyond those just to the organisation submitting the application.
- deliverability: a clear delivery plan with robust governance
- additional resources (people or money) available from partners to complement funding

#### COMPLETING THE FORM

**NB, If your grant application is for £5000 or less it may not be necessary to complete all the boxes on this form. You should discuss your application with the Clerk and take advice.**

#### Questions 1-3 - Applicant organisation details

A named contact from all the organisation(s) involved will need to sign the declaration at the end of the form. All correspondence about the application will be sent to the main contact listed on the form.

**Questions 4-5 - Please provide information on the legal status of your organisation. The type of organisations that might be applying include:**

- Community or voluntary groups
- Community Interest Companies
- Charities or trusts
- Public sector organisations

If a registered charity, please provide the registration number. You must let us know if you are able to reclaim VAT as the Council will not cover the costs for VAT if they can be claimed back by the applicant. Failing to declare the ability to re-claim VAT will void the application at any stage.

**Question 6** - Please provide the address of the project, including postcode.

**Question 7** - Please give a description of the project, including why you are seeking the funding and details on how it would be used and the benefits it will bring.

**Questions 8 - 12** - Indicate the amount of money you are applying for. If there are multiple elements within an application, please prioritise these within your form. Let us know if there are any contributions from third parties - i.e. other organisations or grant schemes. Please show what contribution your organisation is putting into the project. You need to let us know if you are applying for funding from any other body and you must inform us if any applications are successful whilst this bid is being considered. Please let us know if the organisation has previously received CIL or other funding sources from either the Royal Borough of Windsor & Maidenhead Borough Council or Sunningdale Parish Council.

**Questions 13 - 14** - Please highlight the pressures that the project is addressing. Letters of support from within the local community are well received.

**Questions 15 - 16** - You must demonstrate that the project is deliverable and is able to be started within no longer than twenty-four months of the funding decision. You must also explain how long- term revenue commitments will be met in order to show that the project is sustainable in the long term.

**Questions 17-19** - If the organisation is not in the public sector, please provide a copy of the organisation's most recent audited accounts. This is to ensure that decision makers are aware of the level of unrestricted funds in the organisation's reserves. This information will be treated as confidential and will only be shared with Sunningdale Parish Councillors for decision making purposes. If planning permission is required for the scheme, please provide details on what stage of the process you have reached.

## **DECLARATION**

Please make sure you read the declaration carefully, sign the form and return it. Any other organisation that will be involved with delivery should also sign the declaration.

## **SUPPORTING INFORMATION**

Any funding will be conditional on the submission of 3 competitive quotes for the work that you are applying for. Where possible, please aim to have these arranged prior to submitting the application.

## **WHAT HAPPENS AFTER SUBMITTING AN APPLICATION?**

The Council will confirm receipt of your application and whether all required information has been received. If necessary you may be asked to provide further information. Following successful validation, applications will be considered at the Finance Committee and you will be able to attend to speak in support of your application. Applications approved by the Finance Committee will be forwarded to the Full Council where the final decision on whether the project is adopted for CIL funding and the level of funding to be disbursed will be approved.

## **PAYMENT OF CIL FUNDING**



Successful projects must be able to commence within the twenty-four months following the relevant Full Council meeting. Where relevant, the CIL funding will be conditional upon the applicant obtaining any building regulations and/or planning permission and any other consents or permissions as may be required.

After approval of an application by a Full Council meeting, the Responsible Finance Officer will notify the said organisation that the application has been approved and request written confirmation that should the said project not occur, that the funds granted will be reimbursed to the Council. No funds will be paid over until such written confirmation is received. The Council will seek confirmation that the project has been completed per the application and to its satisfaction. You must have a bank account in the name of your organisation into which the Council will pay the funding.

A claim for payment must be made in writing with evidence that the work has been completed or partially completed for a part claim. Evidence requested may include invoices from contractors/suppliers and/or a surveyor's valuation. Payments, including stage payments, will be made as percentage of the overall costs up to the total grant awarded. If the final project costs is less the amount awarded may be adjusted accordingly.

The CIL funding is a payment for capital expenditure and will not result in any future revenue commitment by Sunningdale Parish Council. Any maintenance responsibility, revenue liability or ongoing future funding related to the application lies with the Applicant.

#### **PUBLICITY**

The applicant will need to agree to publicise the support of Sunningdale Parish Council and the Council reserves the right to use images of the project resulting from the award of the CIL funding as part of any publicity material that it may wish.

The assessment process is competitive and not all applications will be funded. There is no right of appeal against the decision.

(Application form follows on next page)

## CIL STAKEHOLDER GRANT - APPLICATION FORM

1. Applicant organisation	
2. Name & position of main contact	
3. Applicant contact details (phone no, email & address)	
4. Type of organisation  If a charity, please provide registration number	
5. Is the organisation able to reclaim VAT?	
6. Location of project	
7. Summary of the project proposal	
8. Estimated project cost	

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought		
Any other Local Authority Contribution		
Third party contribution		
Total Cost		

10. Details of additional sources of funding available	
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	
12. Please indicate whether the organisation has previously received CIL or other funding sources from RBWM or Sunningdale Parish Council. If yes please, provide amounts and timings	
13. How does the project help address the demands of development in the area. What evidence is there to support this?	

14. What evidence is there of support from the community?	
15. Proposed timelines for the project	
16. Is there a related operating cost associated with the project? How will this be addressed?	
17. If the organisation is not in the public sector please provide details of the organisation's finances. Please include a copy of the most recently audited accounts, including unrestricted reserves.	
18. Do you need planning permission to carry out the works?	
19. If planning permission is required is it in place to carry out the works?  If so please provide the application number.	

## Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Sunningdale parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event I agree to inform Sunningdale Parish Council via the parish Clerk of any material changes to the proposals set out above. When requested I agree to provide Sunningdale parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise Sunningdale Parish Council's statutory rights as the designated provider of these CIL funds, which include provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Sunningdale parish Council checking all supplied information for the purpose of decision making. The information on the form will be stored in Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Sunningdale Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see:

[Privacy Policy](#)

Signed: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_



SUNNINGDALE  
PARISH COUNCIL

## Business Plan

2021-2026

Approved version, May 2022 Update 1

Approved 27 July 2022; Item 3/22/2

For: Cllr Jacklin, Cllr Burn, Cllr Booth, Cllr Evans, Cllr Bains Against: Cllr Penney Abstained: Cllr Pike

Version for approval – May 2023 Update 2



## Purpose of the Business plan

- Identifies our key priorities for the next 1-5 years
- A Framework for decision making
- Updated every year – and presented at the annual parish and council meetings
- Drives projects and activities



## **Vision**

The Parish Council's vision is that Sunningdale is a desirable and attractive village to live, work, study and visit with a strong sense of community and local involvement.

## **Mission statement**

The Parish Council works to preserve and improve the quality of life for all Sunningdale's residents.

The Parish Council provides a democratic and representational voice for the community.

Its focus is on enhancing Sunningdale's facilities and infrastructure and on protecting and improving our village centre and character.

It monitors the delivery of appropriate high-quality, efficient and sustainable services from the Royal Borough and other service providers.



# Strategic Plan



## These seven areas set our strategic focus



Financial Management	<ul style="list-style-type: none"><li>• Prudent management of our Assets including optimising income sources</li><li>• Continuous improvement (eg Powers of Competence, NALC Local Council Award scheme , Training and Development)</li><li>• Ensuring the village benefits from substantial CIL and S106 funds.</li></ul>
Lifelong Learning	<ul style="list-style-type: none"><li>• Encourage learning</li></ul>
Environment	<ul style="list-style-type: none"><li>• Visual enhancement of the village</li><li>• Cleanliness and maintenance</li><li>• Climate Change initiatives</li></ul>
A Safe Place	<ul style="list-style-type: none"><li>• Keeping people safe</li><li>• Protecting the vulnerable</li><li>• Promote Good Health</li></ul>
Communications	<ul style="list-style-type: none"><li>• Actively engage with residents</li><li>• Encourage the use of technology</li></ul>
Housing	<ul style="list-style-type: none"><li>• Work to ensure that new housing complies with the Neighbourhood Plan</li><li>• Revise the Neighbourhood Plan to meet the needs of the residents</li><li>• Consider our needs for affordable housing</li></ul>
Community	<ul style="list-style-type: none"><li>• Maintain Sunningdale as an attractive village</li><li>• Support the Traders</li></ul>

# Business Plan Objectives

From these seven strategic areas we have defined a set of Objectives and Projects/Activities which span the period of this Plan.

These are explained in the pages below and reflect our objectives and include an indication of cost, denoted by £ symbols as follows:-

£ = up to £10,000

££ = £10,000 – £50,000

£££ = £50,000 - £100,000

££££= over £100,000

# Objectives, Projects and Activities



Red Text = Actioned

Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
L1: Encourage and Empower the community to innovate, take initiative and make positive suggestions	Within our interaction with our stakeholders, to make the concept of volunteering ideas and taking initiatives compelling and encourage engagement. [£]	<p>Stakeholder portion of CIL adopted.</p> <ul style="list-style-type: none"> <li>CIL Policy and Process approved at Council meeting, 20/4/2021, Item 127/20.</li> <li>Stakeholder CIL portion set at 10% or £50,000 whichever is less at Council Meeting 4/5/21, Item 11/21</li> </ul>	Stakeholder CIL portion set at 10% or £50,000 whichever is less at Council Meeting 16/5/22, Item 7/22	<p>Precept</p> <p>CIL</p>	<p>Charters School – Stakeholder Grant Award Council 18/1/2022, item 122/21/3 £12,600 For: Cllr Burn; Cllr Penney; Cllr Pike; Cllr Biggs; Cllr Grover; Cllr Booth and Cllr Buxton Against: None Abstain: None</p> <p>Holy Trinity PTA – Stakeholder Grant Award (Conditional) Council 4/10/2022, item 44/22/2</p> <p>For: Cllr Buxton, Cllr Booth, Cllr Bains, Cllr Penney Against: Cllr Pike</p>
L2: Encourage learning and support library services in Sunningdale	Provide a static library service at the recreation ground in a new multi purpose building. [££££]	<p>Review library provision now that the mobile library is closing and provide library services in the Community Room.</p> <ul style="list-style-type: none"> <li>‘Pop up’ library provision in the community Room approved at Council meeting, 22/6/2021, Item 25/21</li> </ul>	Produce feasibility study for further development of the Recreation Ground to include a separate library facility and community space. Consult residents on proposal. Go out to tender, if approved	Precept/ CIL	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E2: Visually Enhance key focal points in the village	<ul style="list-style-type: none"> <li>Carry out a study to identify areas in the village which need managing and improving eg corner of Station Road and Rise Road, High Street/Bedford Lane. [£]</li> <li>Work with RBWM in a positive way to introduce wild flower initiatives.</li> <li>Review the funding for flowers and other “attracting” furnishings.[£]</li> <li>Review the maintenance provision for roadside barriers. [£]</li> <li>To work with South Western Railway to improve the appearance of the station and its surroundings. [£££]</li> </ul>	<p>Take over maintenance of the surrounding area of the new parking area in Chobham Road – to include new planters, bike racks and grass cutting.</p> <ul style="list-style-type: none"> <li>[Budget for 2021-22 approved at Council meeting, 19/1/2021, Item 75/20 – which included this element of maintenance]</li> </ul>	To work with South Western Railway to improve the appearance of the station and its surroundings	Precept/ CIL	
E4: Achieve online access to TPO information	<ul style="list-style-type: none"> <li>Work with RBWM to create a map layer that shows all TPO trees. [££]</li> </ul>				

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E5: Monitor Air Quality and Pollution to advise other strategies	<ul style="list-style-type: none"> <li>Evaluate whether anyone is monitoring air quality and how we can work with them to establish the current situation. [£]</li> <li>Look at mitigation measures for areas which are recording high levels. [££]</li> </ul>	<ul style="list-style-type: none"> <li>Add signage to the London Road near the station to ask car drivers to turn their engines off when waiting for the train barriers to lift. [£]</li> </ul>	Add signage to the London Road near the station to ask car drivers to turn their engines off when waiting for the train barriers to lift. [£]	S106	
E3: Review the quality and frequency of street cleaning, pavement and verge cleaning and associated areas	<ul style="list-style-type: none"> <li>Review feasibility of employing a street cleaner for the whole village. [£]</li> <li>Publicise services provided by the Borough and notify residents of road sweeping schedule. [£]</li> </ul>	<ul style="list-style-type: none"> <li>Consult on quality and frequency of street cleaning, pavement and verge cleaning to establish scope of services needed for budget 2022-23. [£]</li> </ul>	Consult on quality and frequency of street cleaning, pavement and verge cleaning to establish scope of services needed for budget 2022-23. [£]	Precept	
E7: Aim to achieve a litter free village <ul style="list-style-type: none"> <li>Encourage more residents to collect litter. [£]</li> </ul>	<ul style="list-style-type: none"> <li>Fund more “Litter kits” such as the one purchased last year for Fiona Barker. [£]</li> </ul>	<ul style="list-style-type: none"> <li>Put on the website details of the Litter Picking kits that the council can provide and the terms for applying for them. [£]</li> </ul>		Precept	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
<p>E10: Actively promote walking and cycling</p> <ul style="list-style-type: none"> <li>Better promotion of our walking and cycling routes</li> <li>Ensure that there continues to be access through Sunningdale Park for cycling and walking.</li> <li>Consider giving priority to pedestrians/ cyclists on some roads.</li> </ul>	<ul style="list-style-type: none"> <li>Create a network of cycling routes to increase active travel and leisure activities. [£££]</li> <li>Publish off road cycling routes- what to see/ explore. A trip for say 30 mins, 1 hour, a day etc. [£]</li> <li>Consult on cycling network scheme, in conjunction with S&amp;APC [£]</li> <li>Walking signage as seen in Europe – x mins to x by foot, x mins to x by bike etc [£] S106</li> <li>Expand safe cycle rack provision in main destinations, eg in Chobham Road near the shops, REC Ground</li> </ul>	<p>Expand safe cycle rack provision in main destinations, eg in Chobham Road near the shops, REC Ground</p> <ul style="list-style-type: none"> <li>[Budget for 2021-22 approved additional cycle racks in Chobham Road at Council meeting, 19/1/2021, Item 75/20 – which included this element of maintenance]</li> </ul>	<p>Implement 20 mph speed limits, where possible.</p> <p>Develop new signage to encourage walking and cycling, and publicise</p>	<p>S106/ Precept/ CIL</p>	<p>Council 13/12/2022, item 79/22/1</p> <p>Approves the proposal from the Cycling and Walking Group as a result of the 20mph consultation for a budget of £3,800.72 to be funded from CIL. For: Cllr Penney, Cllr Pike, Cllr Grover, Cllr Evans, Cllr Biggs, Cllr Jacklin, Cllr Booth, Cllr Buxton</p> <p>Approves the proposal from the Cycling and Walking Group as a result of the 20mph consultation for a budget of £117,785.02 to be funded from CIL. For: Cllr Pike, Cllr Grover, Cllr Evans, Cllr Jacklin, Cllr Booth, Cllr Biggs, Cllr Buxton Against: Cllr Penney</p> <p>Budget approved of £121,585.74</p>

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E11: Review Public Rights Of Way and consider plans for improvement (see also Cycling and Walking)	<ul style="list-style-type: none"> <li>Look at feasibility of creating a Woodland trail and improving the walkway from Broomhall Lane to the station to include development a walking, running, fitness, nature trail. [£] S016/CIL</li> <li>Carry out a safety review of the bridge and identify any rectification requirements [£]</li> </ul>		<p>Carry out Woodland Survey to assess feasibility and current status of the area.</p> <p>If viable, draw up outline plans and consult with residents.</p> <p>Create tender pack and go out to tender for the work.</p>	CIL	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E12: Promote the use of local public transport	<ul style="list-style-type: none"> <li>Provide a Shopper Hopper service – jointly with S&amp;A PC – not free but subsidised - to loop the 3 villages and pass the medical centres, shops, libraries, post offices, stations [££ pa]</li> </ul>	Set up a joint working group to assess feasibility [£]	Set up a joint working group to assess feasibility [£]	Precept	
E13: Review provision for electric car charging points in Sunningdale <ul style="list-style-type: none"> <li>Work with RBWM and electric charging point suppliers to ensure Sunningdale has sufficient charge points.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and provide information on existing local car charging points [£]</li> </ul>				



# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
E14: Make recommendations on Traffic Management	<ul style="list-style-type: none"> <li>Get latest data on traffic speeds, traffic density and safety data for our streets to support planning. [£]</li> <li>Identify blackspots and areas needing additional safety measures[£]</li> <li>Assess the need for additional mobile speed cameras or speed indicators [£]</li> </ul>	<ul style="list-style-type: none"> <li>Identify hotspot areas for parking issues and advise Traffic Wardens [£]</li> <li>Work with RBWM to review effectiveness of camera on Chobham Road bridge in reducing flow of HGV vehicles, and make recommendations [£]</li> </ul>	Work with RBWM to review effectiveness of camera on Chobham Road bridge in reducing flow of HGV vehicles, and make recommendations [£]	<p>Precept</p> <p>Precept</p>	
SF1: Identify the needs of our vulnerable residents <ul style="list-style-type: none"> <li>Working with partnership organisations to see how we can help in a meaningful way</li> </ul>	<ul style="list-style-type: none"> <li>Revisit the proposal brought to Council in 2018 to provide an outreach information, advice and guidance service in Sunningdale [£] pa.</li> </ul>				

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
<p>SF2: Review crime levels and measures for improved safety</p> <ul style="list-style-type: none"> <li>Work with the police and support crime prevention organisations and initiatives</li> <li>Continue to work with the Neighbourhood Action Group</li> </ul>	<p>Review the feasibility of funding a community policeman or warden [£]</p> <p>Review street lighting and work with RBWM to address any recommendations [£]</p>	<ul style="list-style-type: none"> <li>Regularly communicate crime statistics and details for Sunningdale</li> <li>Contribute to the funding for an ANPR camera to record vehicle movements                             <ul style="list-style-type: none"> <li>[Approved at Council meeting, 20/4/2021, Item 126/20]</li> </ul> </li> </ul>		<p>Precept</p> <p>CIL</p>	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
<p>SF4: Develop additional Multi-Use Games Area (MUGA)</p> <ul style="list-style-type: none"> <li>Multi-sports facility to promote health and fitness for teenagers and adults.</li> </ul>	Implementation of a full MUGA facility at the Recreation Ground [£££]	<p>Feasibility Study for the introduction of a MUGA facility at the Recreation Ground, followed by Supplier selection and the implementation of the project, with completion in 2022-2023.</p>	<p>Tender for MUGA.</p> <p>Get Planning approval for MUGA</p> <p>Create MUGA and complete project</p>	CIL	<p>27/7/2021; Item 40/21 Approval for the funding of a Feasibility study to create a MUGA, a new teens play area and a new adult fitness area within the Recreation Ground Voting: Cllr Pike – Against; All other councillors – For.</p> <p>23/11/2021; Item 89/21 Approval in principle of the MUGA project</p> <ul style="list-style-type: none"> <li>Based in indicative pricing</li> <li>That the council will commission illustrations</li> <li>That the council will organise a Residents open evening/consultation on the proposal.</li> </ul> <p>Voting: Cllr Pike – Against All other councillors – For</p> <p>26/4/2022; Item 137/21/1 Approval of moving to phase 2 of the project - Procurement For: Cllr Jacklin; Cllr Bains; Cllr Evans; Cllr Burns; Cllr Buxton Against: Cllr Pike</p> <p>26/4/2022; Item 137/21/1 Approval of a budget of £4,500 for public procurement consultants</p> <p>For: Cllr Jacklin; Cllr Bains; Cllr Evans; Cllr Burns; Cllr Buxton Against: Cllr Pike</p>

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
SF4: Develop additional Multi-Use Games Area (MUGA) <ul style="list-style-type: none"> <li>Multi-sports facility to promote health and fitness for teenagers and adults.</li> </ul>	Implementation of a full MUGA facility at the Recreation Ground [£££]	<b>Feasibility Study for the introduction of a MUGA facility at the Recreation Ground, followed by Supplier selection and the implementation of the project, with completion in 2022-2023.</b>	Tender for MUGA.  Get Planning approval for MUGA  Create MUGA and complete project	CIL	<b>Contd</b>  <b>26/7/2022; Item 3/22/1</b> Approved that the council submits a planning application for the MUGA For: Cllr Jacklin (Chairman); Cllr Burn; Cllr Booth; Cllr Bains and Cllr Pike Cllr Penney; Cllr Evans Against: None  <b>22/11/2022: Item 54/22</b> Approved the award of lots 1,2,3,4 subject to planning permission. Budget £250,575.12. For: Cllr Booth, Cllr Evans, Cllr Penney, Cllr Grover, Cllr Buxton Against: Cllr Pike  <b>Scheme of Delegation –7/9/2022 – 14/9/2022</b> Approve a budget of £2,250 for planning drawings to be produced. For: Cllr Buxton Cllr Jacklin Cllr Booth Cllr Bains Cllr Biggs Cllr Burn Cllr Grover Abstain: Cllr Pike  <b>Scheme of Delegation – 3/2/2023 – 10/2/2023</b> Approve a budget facility of £6,300 to complete and submit planning application. For: Cllr Buxton Cllr Booth Cllr Bains Cllr Biggs Cllr Burn Cllr Grover

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
SF5: Encourage outdoor exercise	<ul style="list-style-type: none"> <li>Look at potential uses of our green spaces to encourage additional sports and enjoyment of the environment[£]</li> <li>Engage third parties to provide exercise and adult fitness at the Recreation Ground [£]</li> </ul>	<ul style="list-style-type: none"> <li>Engage third parties to provide exercise and adult fitness at the Recreation Ground. [ Being Military Fit starts in September 2021]</li> </ul>		Income	

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
COM2: Achieve Green Flag status for Recreation ground	<ul style="list-style-type: none"> <li>Update the plan for the Recreation Ground to achieve Green Flag status [£]</li> </ul>		Create Master Plan to achieve Green Flag status, including new MUGA, Woodland Trail and any other enhancements.	Precept	
COM2: Support the Traders	<ul style="list-style-type: none"> <li>Have regular meetings with the traders – listen to their ideas and follow up where applicable.</li> </ul>		Work more actively with Traders	Precept	
COM4: Provide support to residents wanting to set-up Community Businesses	<ul style="list-style-type: none"> <li>Provide support to residents who might wish to set up and run a Community Business in accordance with the NALC 'Good Councillors Guide to Community Business'</li> </ul>				

# Objectives, Projects and Activities



Objective	Project	Project Activity 2021-2022	Project Activity 2022-2023	Funding	Key Decisions of Council
H1: Update Neighbourhood Plan following issue of RBWM Local plan	<ul style="list-style-type: none"> <li>Update the Neighbourhood plan to include green building initiatives in once RBWM Local Plan adopted.[££]</li> </ul>	<ul style="list-style-type: none"> <li>Start initial discussions with A&amp;SPC on updating the NP</li> </ul>	Monitor effect on Planning Decisions on NP.	Precept	
H2: Promote social and affordable housing	<ul style="list-style-type: none"> <li>Understand what our needs are for affordable housing [£]</li> <li>Identify opportunities to construct/fund social and affordable housing [£ - ££££]</li> </ul>				



## Actions assigned to Committees

Committee	Project Areas	Activities
Finance	F2: Prudent Financial management and leveraging our assets	<ul style="list-style-type: none"><li>• Evaluate all our assets for their revenue generating potential and classify them accordingly</li><li>• Review all income earning assets to ensure minimum contribution levels of replacement costs in lifetime.</li><li>• Making sure there is a correct level of staffing so that such opportunities can be not only explored but follow through professionally.</li><li>• Further investigate how to obtain the best return on reserve funds commensurate with the Parish Council's investment policy</li></ul>
Village Hall	F3: Making the Village Hall Sustainable	<ul style="list-style-type: none"><li>• Build up an EMR for the Village Hall to ensure that we can maintain and improve that community facility over time.</li><li>• Village Hall Project to ensure it is viewed as a valuable local asset attracting multiple users and is placed on a sustainable commercial footing including provisions for dilapidations and renovation.</li><li>• Encourage extension of Village Hall events to meet life learning needs of all age groups, eg financial management, digital skills.</li></ul>





## Actions assigned to Committees

Committee	Project Areas	Activities
Oversight and Strategy	F5: Aim to achieve Powers of Competence	<ul style="list-style-type: none"><li>• Make sure the Clerk has the time available for continuing personal development</li><li>• Make sure the Parish Council has the correct staffing levels and appropriately trained staff</li><li>• Identify what needs to be done to achieve this.</li><li>• Communicate rationale and benefit of Powers of Competence to our residents.</li></ul>
	F6: Look at achieving NALC Quality Accreditation	<ul style="list-style-type: none"><li>• Assess and Implement appropriate staffing levels.</li><li>• Conduct training on the Awards system.</li><li>• Perform a gap analysis to determine which areas need improvement</li><li>• Put plan in place to fill the gaps (aim to complete in 1 -3 years)</li><li>• Communicate rationale and benefit of Accreditation to our residents.</li></ul>
Planning	H3: Affordable Housing provision for Sunningdale	<ul style="list-style-type: none"><li>• Monitor and track developments which should be providing affordable housing for their compliance with planning legislation.</li></ul>

# Operational Activities and Key Decisions - 1





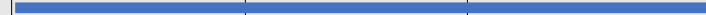



Objective	Project Activity 2021-2022	Funding	Key Decisions of Council
Financial Management			
Lifelong Learning	<ul style="list-style-type: none"> <li>Retaining the library in Sunningdale with the Parish Council taking it over from RBWM</li> </ul>	Precept	<p>22/6/2021, Item 25/21 It was resolved that</p> <ul style="list-style-type: none"> <li>SPC retain the library provision in conjunction with RBWM, running a 'pop up' library provision in the community.</li> <li>That the level of funding for this provision is no higher than £16,000 per annum and to gain confirmation of this when discussion has taken place with RBWM on the available hours for the library provision.</li> <li>That SPC accept the cost implication for the remaining period of the budget year 2021 22 from October to March of £8,000 and to task the finance committee with determining how these funds will be allocated.</li> <li>That SPC request RBWM place a separate line charge on the 2022 23 Council Tax Demand detailing the agreed library precept uplift.</li> </ul> <p>18/1/2022; Item 123 / 21 / 1 Approval for the cost of the staffing for the library provision to be met from the precept. This cost is included in the final budget and approved as part of the 2022-23 budget Voting: Cllr Pike – Against; All other councillors – For.</p>

# Operational Activities and Key Decisions - 2



Objective	Project Activity 2021-2022	Funding	Key Decisions of Council
Environment			
A Safe Place	<ul style="list-style-type: none"> <li>Setting up an Outreach facility</li> </ul>	CIL	<p>18/1/2022; Item 120 / 21 / 1</p> <p>Approval to provide an outreach information, advice and guidance service in Sunningdale in partnership with Bracknell CAB.</p> <p>For: Cllr Burn; Cllr Penney; Cllr Biggs; Cllr Grover; Cllr Booth; Cllr Buxton</p> <p>Abstain: Cllr Pike.</p>
Communications	<ul style="list-style-type: none"> <li>Upgrade of the Website</li> <li>Communications Project – a Support Service from our web designer to assist with surveys and engaging with residents</li> </ul>	<p>Precept</p> <p>EMR</p>	<p>23/11/2021; Item 90/21</p> <p>Approval to redevelop the website</p> <p>Voting: Unanimously in Favour</p> <p>14/12/2021; Item 106/21</p> <p>Approval to proceed with this service</p> <p>Voting: Unanimously in Favour</p>
Housing			
Community	<ul style="list-style-type: none"> <li>Jubilee in the Park event</li> </ul>		<p>23/11/2021; Item 88/21</p> <p>Approval to hold a Jubilee event in the Recreation Ground in 2022</p> <p>Voting: Unanimously in Favour</p>

## Timeline for Key Projects

Key Projects	2021-22	2022-23	2023-24	2024-25	2025-26
Provide a static library service at the recreation ground in a new multi purpose building					
To work with South Western Railway to improve the appearance of the station and its surroundings					
Provide a Shopper Hopper service – jointly with S&A PC					
Create a network of cycling routes to increase active travel and leisure activities. [£££]					
Implementation of a full MUGA facility at the Recreation Ground					
Achieve Green Flag status for Recreation ground					
Update Neighbourhood Plan		