

ASH PARISH COUNCIL

Carole Olive
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14 March 2017

To: The Chairman and Members of the Amenities Committee

Chairman	Cllr Mrs Jayne Hewlett
Vice Chairman	Cllr Nigel Manning
	Cllr Martin Burgess
	Cllr Bill Cole
	Cllr Andrew Gomm
	Cllr Paul Spooner

Substitutes:	Cllr Mrs Marsha Moseley
	Cllr John Tonks

Councillors are hereby summoned and members of the public are invited and have a right to attend the Amenities Committee meeting to be held at the Ash Centre, Ash Hill Road, Ash on Monday 20 March 2017 commencing at 6.30pm.



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AGENDA

Photographing, recording and broadcasting or transmitting by social media of any kind, is allowed during the proceedings of the public session of the Council meeting or its Committee's meetings, providing there is no disruption to Council meeting procedures in relation to this initiative. Any recording must cease if the Council resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. Recording equipment may not be left in the meeting room where the confidential session is being held.

- 1. To accept Apologies for Absence.**
- 2. To Receive Declarations of Interest.**
- 3. Confirmation of the Minutes.**

To confirm the minutes of the previous Amenities Committee Meeting held Monday 20 February 2017. These minutes have been before the full Council by which they were duly approved and adopted.

4. Adjournment

To give consideration to adjourning the meeting for a maximum period of ten minutes to enable members of the public to raise questions, in respect of the business on the agenda. (Standing Order 3e)

5. Secure Storage for Grounds Equipment

Item deferred from Amenities Committee meeting held 20 February 2017 minute number 91

Members to consider an update report in respect of secure storage for grounds equipment and agree, in retrospect, the measures taken to upgrade the secure storage of ground equipment.

6. Carrington Recreation Ground Public Toilets

Members to consider advice received from Grove Millican Chartered Surveyors regarding the reinstatement and upgrade of the public toilets at Carrington Recreation Ground.

7. Guildford Roll of Honour

Members to consider correspondence received from Guildford Borough Council in respect of the Guildford Roll of Honour. Members to suggest possible nominations. Closing date 31 March 2017.

8. Newsletter Working Group

Members to note the minutes of the Newsletter Working Group meeting held on Wednesday 22 February 2017.

9. Emergency Plan Working Group

Members to note the minutes of the Emergency Plan Working Group meeting held on Wednesday 8 March 2017

10. Charter for Trees Woods and People

Further to the Amenities Committee meeting held on 20 February 2017 when it was agreed that Councillors would complete the Charter for Trees Woods and People survey individually, members to consider further information received from NALC regarding local Councils becoming a Charter Branch.

11. Correspondence**12. Date of next meeting**

The date of the next meeting is **Tuesday** 18 April 2017 commencing at 6:30pm.



ASH PARISH COUNCIL

PARISH NEWSLETTER WORKING GROUP



Minutes of the Meeting of the Parish Newsletter Working Group
held at the Ash Centre, Ash Hill Road, Ash
on
Tuesday 22 February 2017 commencing at 3.30pm

Chairman	Cllr Marsha Moseley	✓
	Cllr Laurence Armes	A
	Carole Olive	✓
	Graham Bidwell	✓

✓	Present	A	Apologies for Absence	x	Not
Present					

1. **Apologies for Absence** (*agenda item 1*)

Apologies for Absence were received from Cllr Laurence Armes

2. **To receive Declarations of Interest** (*agenda item 2*)

There were no declarations of interest to report.

3. **To confirm the minutes of the previous meeting** (*agenda item 3*).

The minutes of the meeting held on Thursday 24 November 2016 were confirmed and signed by Cllr Mrs Marsha Moseley

4. **To confirm the distribution date for the second issue of Ash Matters 2017** (*agenda item 4*)

It was agreed that the distribution date for the second issue of Ash Matters for 2017 will start week commencing Monday 24th April 2017.

5. **To finalise articles and layout for the second of Ash Matters 2017** (*agenda item 5*)

The following articles were agreed for the second issue for 2017:

- Chairman's Bit – Marsha Moseley.
- Ash in Bloom 2017 – including an application form.
- Guildford in Bloom
- Ash Village Fete.
- The usual back page
- **Ash Music Festival.**
- **Small add for Lion Brewery Tea Room.**
- **Ash Museum – Sally Jenkinson to be approached with a view to providing an article**
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- **Victoria Hall quiz details – Jane Morgan to be approached requesting details.**

6. **Correspondence** (*agenda item 6*)

Correspondence has been received from a resident querying the costs of producing and distributing the newsletter in the current climate of Council cutbacks.

It was agreed that the resident would be advised that production of the newsletter would continue as this was the most efficient way of advising Parish residents of Parish news and events.

7. **Date of Next Meeting** (*agenda item 7*)

The date of the next meeting of the Newsletter Working Group will be Wednesday 10 May 2017 commencing at 3:30pm

The meeting closed at 3:45pm

Signed

Date

ASH PARISH COUNCIL
EMERGENCY PLAN WORKING GROUP

Minutes of the meeting held Wednesday 8 March 2017
at the Ash Centre Ash Hill Road Ash Surrey

Present: Cllr Andrew Gomm
Cllr Nigel Manning
Cllr Pat Scott
Carole Olive

1. To elect a Chairman of the Working Group (*agenda item 1*)

Cllr Nigel Manning proposed Cllr Andrew Gomm be elected as the Chairman of the Emergency Plan Working Group, this was seconded by Cllr Pat Scott.

2. Apologies for Absence (*agenda item 2*)

There were no apologies for absence to report.

3. To receive Declarations of Interest (*agenda item 3*)

There were no Declarations of Interest to report.

4. To consider the format of the Emergency Plan and the contents thereof
(*agenda item 4*)

- Carole Olive had researched a number of Emergency Plans on line and examples were circulated to members, together with a general overview of emergency planning and a draft of emergency telephone numbers for inclusion. Additional numbers for Eagle Radio and BBC Surrey Radio are to be included.
- It was agreed that the plan should be as concise as possible, highlighting the procedures and emergency co-ordination in the event of an emergency. However, due to the geographical location of the Parish and the borders with Hampshire the scope of the plan would need to be extended to include possible emergencies arising from both the military presence in Aldershot and proximity of Farnborough Airport
- Research will be made into available halls/venues for use in the event of an evacuation of an area being necessary. This will include the contact details of key holders. Those venues to be contacted include Victoria Hall, church halls, scout facilities, the youth centre, the Chapel, Primrose Hall, schools and Ash Football Club.
- The research will extend to halls outside of the Parish boundary for cross border access, such as Normandy, Mytchett, Tongham and Aldershot. The venues will be recorded in the format used in Guildford Borough Council's Emergency Plan.
- Consideration will be given to producing the Plan showing the response details identified for individual Parish wards, including venues for evacuation.

- The plan should have a contents list/index for ease of reference.
- When completed the Plan will be distributed to all Councillors in paper format for use in the loss of IT communication.
- The plan will include telephone contact details for Councillors and those members of staff that hold keys to the Ash Centre. Home addresses for staff members/keyholders will not be included.
- Cllr Pat Scott will contact the 4 Wheel Drive Club to ask whether their contact details can be included.

It was agreed that members would read through the example plans provided and note suggestions for the Ash Parish Council Emergency Plan for consideration at the next Working Group Meeting.

Carole Olive advised that there were a large number of Emergency Plans available on the internet for further research. Cllr Scott undertook to read the Cranleigh Parish Council Emergency Plan as a further example.

Carole Olive will ascertain whether there is a requirement to lodge a copy of the completed Parish Emergency Plan with the Borough and/or County Council.

5. Date of Next Meeting (*agenda item 5*)

The date of the next meeting was agreed as Wednesday 22 March commencing at 3pm.

The meeting closed at 3:35pm

Signed

Date