

ASH PARISH COUNCIL

Carole Olive
Clerk to the Council

Tel: 01252 328287
Fax: 01252 319338
E-mail: office@ashpcsurrey.gov.uk
Website: www.ashpcsurrey.gov.uk

Council Offices
Ash Hill Road
Ash, Surrey
GU12 5DP

18 July 2017

To: The Chairman and Members of the Amenities Finance and Administration Committee.

Chairman: Cllr Paul Spooner
Vice Chairman: Cllr Laurence Armes
Cllr Martin Burgess
Cllr Bill Cole
Cllr Andrew Gomm
Cllr Nigel Manning
Cllr Mrs Pat Scott

Substitutes: Cllr Mrs Jayne Hewlett
Cllr Nigel Kearse
Cllr Marsha Moseley
Cllr Jo Randall
Cllr John Tonks

Councillors are hereby summoned and members of the public are invited and have the right to attend the Amenities, Finance and Administration Committee meeting to be held at the Ash Centre, Ash Hill Road, Ash on Monday 24 July 2017 commencing at **7:00pm or following the close of the Planning Committee meeting, if this is later.**



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Clerk to the Council

Photographing, recording and broadcasting or transmitting by social media of any kind, is now 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.

AGENDA

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

To confirm the minutes of the Amenities, Finance and Administration Committee Meeting held on Monday 26 June 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. Monthly Accounts 2017/18

Members to consider and agree the Council's accounts and budgetary review as at 30 June 2017 (month 3)

6. Bank Reconciliation.

Members consider and agree bank reconciliations as at 30 June 2017 (month 3).

7. CCLA – Local Authorities Property Fund.

Members to note information received from CCLA Local Authorities Property Fund to 30 June 2017.

8. Guildford Borough Council Payments.

a) Members to consider a request from Guildford Borough Council regarding payment of sundry invoices by BACS or Direct Debit.

b) Members to consider the receipt of precept payment from Guildford Borough Council, currently paid direct to the Co-operative Bank in April and September by either cheque or monthly payment.

9. Guildford Borough Council Concurrent Function Grant Scheme

Members to consider project for Concurrent Function Grant Aid 2018/19 for submission to Guildford Borough Council by 12 September 2017. Members to note a total scheme limit of £50,000.00 for any individual parish council has been introduced.

10. Zurich Insurance

Members to note the 2017/2018 premium of £9,272.40 to include vehicle insurance, engineering cover (vatable) and terrorism cover. (Year 2 of 3 year Long Term Agreement – 2016/17 £8,834.97).

11. Harpers Recreation Ground – Height Barrier

Members to consider the responses to a consultation with residents living within the vicinity of Harpers Recreation Ground regarding the possible installation of a height barrier to the car park to improve security to the recreation ground.

12. Harpers Scout Hut

Members to consider a request from Sunflower Nursery School to extend their hours from 09:00 to 13:00 to 09:00 to 15:00 from September 2017, and to further consider the additional charges

13. Playground Inspections 2017/18

Members to consider the independent playground reports for 2017/2018 and note that all findings fall into the low risk or very low risk categories. Parish Ground staff to carry out all recommendations.

14. Coronation Gardens Car Park

Members to consider a request from a resident for line marking the car parking spaces at Coronation Gardens

15. Remembrance Sunday 2017

Members to consider the draft Order of Service for Sunday 12 November 2017 and agree any amendments to enable invitations and accompanying paperwork to be issued at the end of August 2017.

16. Queens Award for Voluntary Service

Members to note information received from Guildford Borough Council regarding the Queens Award for Voluntary Service 2017, and to consider any nominations for the 2018 award.

17. Grants of Cemetery Rights.

To authorise the issue of Grants of Exclusive Rights in respect of Burials as at Appendix A.

18. Emergency Plan Working Group.

Members to note the minutes of the Emergency Plan Working Group meetings held on 31 May 2017, 29 June 2017 and 12 July 2017 as at Appendix B.

19. Events Working Group.

Members to note the minutes of the Events Working Group meeting held on 19 June 2017 as at Appendix C.

20. Newsletter Working Group.

Members to note the minutes of the Newsletter Working Group meeting held on 27 June 2017 as at Appendix D

21. Emergency Numbers

Members to consider a request from Cllr Laurence Armes for a list of emergency numbers to be compiled for Councillor use.

22. Correspondence.**23. Date of Next Meeting.**

The date of the next meeting is Monday 25 September 2017 commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

Agenda Appendix A

ASH PARISH COUNCIL
GRANTS OF CEMETERY RIGHTS

Exclusive Rights in respect of Burials

Deed No.	Deed Applicant	Deed Applicant Address	Grave Space
1586	Caroline Turner	8 Queen Elizabeth Way Woking Surrey GU22 9AQ	L 114

ASH PARISH COUNCIL**EMERGENCY PLAN WORKING GROUP**

Minutes of the meeting held Wednesday 31 May 2017
at the Ash Centre Ash Hill Road Ash Surrey
commencing at 10:00am

Present:

Chairman: Cllr Andrew Gomm ✓
Cllr Nigel Manning ✓
Cllr Mrs Pat Scott ✓
Carole Olive ✓

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

There were no apologies for absence.

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

There were no Declarations of Interest to report.

3. To approve the minutes of the Emergency Plan Working Group Meeting held 26 April 2017 (*agenda item 3*)

The minutes of the meeting held on 26 April 2017 were agreed.

4. To consider the first draft of the Emergency Plan and amend as necessary
(*agenda item 4*)

Members considered the second draft of the plan. Councillor's names and contact details to be incorporated into the plan. There were no further amendments suggested at this time.

5. To consider:

a) The second draft letter regarding the use of facilities (*agenda item 5a*)

Members considered the second draft of the letter and suggested amendments. The Clerk will produce a further draft, incorporating the amendments.

The Clerk will also produce a further draft of the venue questionnaire incorporating suggestions made by the Emergency Plan Working group

b) The second draft of a newsletter article (*agenda item 5b*)

Members considered the second draft of the article and suggested amendments. The Clerk will produce a further draft, incorporating the amendments for circulation to members of the Emergency Plan Working Group. This article to be included in Ash Matters edition for delivery at the end of July 2017.

6. Storage and Accessibility of the Emergency Plan and Essential Items
(agenda item 6)

Members considered details of lockable cases, torches and radios as researched by the Clerk, and made suggestions for further research. A key case to enable easy identification of keys that may be held by the Council will be researched.

Cllr Nigel Manning suggested that the amended Plan be included on the agenda for the Council meeting to be held on 10 July 2017 to enable Councillors to make any further suggestions.

The Clerk advised that she had received a response from an officer at ATC Pirbright, who had confirmed their willingness to assist in any emergency, other than flooding. Any response would be dependent on the number of trainees at that time. Direct contact details will be included in the Emergency Plan.

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

The date of the next meeting was agreed as Wednesday 12 July 2017 commencing at 10am.

The meeting closed at 10:45am

Signed

Date

ASH PARISH COUNCIL**EMERGENCY PLAN WORKING GROUP**

Minutes of the meeting held Thursday 29 June 2017
at the Ash Centre Ash Hill Road Ash Surrey
commencing at 11:00am

Present:

Chairman:	Cllr Andrew Gomm	✓
	Cllr Nigel Manning	A
	Cllr Mrs Pat Scott	✓
	Carole Olive	✓

Members noted that this additional meeting had been called in following the Grenfell Tower fire and the reported uncoordinated and ineffective response of the local authority to the needs of residents following the fire and subsequently those in the immediate vicinity who were evacuated from their homes.

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

Apologies for Absence were received from Cllr Nigel Manning..

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

There were no Declarations of Interest to report.

3. To approve the minutes of the Emergency Plan Working Group Meeting held 31 May 2017 (*agenda item 3*)

The minutes of the meeting held on 31 May 2017 were agreed.

4. To consider the third draft of the Emergency Plan and amend as necessary (*agenda item 4*)

Members considered the third draft of the plan. No further amendments were suggested at this time however it was agreed that further information should be sourced and incorporated into the plan.

Cllr Gomm had printed a copy of a letter from a resident to Guildford Borough Council enquiring about the safety of flats/rented housing within the area.

Cllr Scott had printed comments from Nextdoor, a local community website, raising concerns and queries about the safety of local housing.

Both documents highlighted the necessity to bring the response to emergency situations to the fore.

At Cllr Manning's suggestion, the Clerk Carole Olive had contacted Guildford Borough Council and ascertained which housing associations operated within the Parish. Carole Olive will contact each association to establish the location of their properties and ascertain what safety measures are in place in these properties and whether an Emergency Plan has been put in place.

It was also suggested that the location of traveller sites within the parish be included in the plan.

Cllr Scott will investigate where a supply of airbeds could be sourced from in the event of evacuation of residents to a temporary shelter.

Cllr Scott suggested that a supply of Hi Viz tabards should be kept with the Emergency Plan to enable residents to recognise co-ordinators.

Cllr Scott will investigate venues for receipt of any donated food/clothing in the event of these being required.

Contact details for Simply Play to be included in the vulnerable groups list.

Contact details for provision of bottled water should be included in the contacts list.

5. To consider:

a) The third draft of letter and questionnaire forms regarding the use of facilities (agenda item 5a)

Members considered the third draft of the letter and questionnaire form for issue to identified venues for temporary shelters. No amendments were suggested at this time.

Members noted the article regarding the Emergency Plan had been included in Ash Matters (distribution date w/c 24 July 2017)

Consideration to be given to copies of the article could be forwarded to the local press for inclusion.

Consideration to be given to contacting local radio stations to promote the plan further.

The draft Emergency Plan has been included on the agenda for the Meeting of the Council on 10 July 2017.

6. Date of Next Meeting (agenda item 7)

It was agreed that the date of the next meeting would be Wednesday 12 July 2017 commencing at 10am.

The meeting closed at 11:45am

Signed

Date

ASH PARISH COUNCIL

EMERGENCY PLAN WORKING GROUP

Minutes of the meeting held Wednesday 12 July 2017
at the Ash Centre Ash Hill Road Ash Surrey
commencing at 10:00am

Present:

Chairman:	Cllr Andrew Gomm	✓
	Cllr Nigel Manning	A
	Cllr Mrs Pat Scott	✓
	Carole Olive	✓

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

Apologies for Absence were received from Cllr Nigel Manning.

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

There were no Declarations of Interest to report.

3. To approve the minutes of the Emergency Plan Working Group Meeting held 29 June 2017 (*agenda item 3*)

The minutes of the meeting held on 29 June 2017 were agreed.

Cllr Pat Scott confirmed she was still looking into the possible supply of sleeping mats or air beds and the possible venues available for donations of food and/or clothing.

4. To consider the third draft of the Emergency Plan and amend as necessary
(*agenda item 4*)

Following the consideration of the draft plan at the Council Meeting held on 10 July 2017, Carole Olive had received a suggestion from Cllr Bill Cole that the plan should contain example scenarios and expected responses.

The Working Group discussed this matter and agreed that it would be difficult to incorporate example scenarios. The plan, when complete, would identify venues to be used for each area and the response to individual emergencies would vary considerably.

There were no amendments to The Emergency Plan at this stage, and it is hoped that any responses to the Ash Matters article will enable the Plan to be updated for the next meeting.

Cllr Pat Scott suggested the article be sent to the editors of the two Church magazines for inclusion. Cllr Scott will supply the details for the St Peters magazine enable Carole Olive to forward the article. The details for the editor of the St Mary's magazine, the Parishioner, are known.

5. To consider:

a) The third draft of letter and questionnaire forms regarding the use of facilities (agenda item 5)

There were no amendments to the letter or form.

It was recommended that the letters to the identified venues be issued at the end of August/early September 2017, as this would avoid the holiday period. It would also ensure that the edition of Ash Matters announcing the Emergency Plan would have been received and there would be an awareness of the reasons for contact.

Carole Olive will update the members of the Working Group, by email, as any responses to the Ash Matters article are received.

6. Date of Next Meeting (agenda item 7)

It was agreed that the date of the next meeting would be Wednesday 6 September 2017, subject to availability of members, commencing at 10am.

The meeting closed at 10:44am

Signed

Date

Appendix C

ASH PARISH COUNCIL

**Minutes of the Events Working Group
held on Monday 19 June 2017 at the Ash Centre
commencing at 3.00pm**

Present:	Cllr John Tonks	✓
	Cllr Nigel Manning	✓
	Cllr Mrs Marsha Moseley	A
	Cllr Mrs Pat Scott	A
	Carole Olive	A
	Graham Bidwell	✓
	Richard Tolley	✓

Jo Packman, Community Warden (CW), also attended the meeting.

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

Apologies for absence had been received from Cllr Mrs Marsha Moseley, Cllr Mrs Pat Scott and Carole Olive.

2. Receive Declarations of Interest (*agenda item 2*)

There were no declarations of interest to report.

3. Confirmation of Minutes (*agenda item 3*)

The minutes of the Events Working Group Meeting held on Tuesday 25 April 2017 were confirmed and signed by Cllr John Tonks.

4. Village Fete 2017 (*agenda item 4*)

The Working Group were updated on the following;

- i) Stall take up has been good with only a couple of empty pitches now available;
- ii) The China Smashing stall will be present and assistance with running the stall will be given by the scouts.
- iii) A representative from Eagle Radio has visited the site and cannot see any problems logistically apart from being able to connect to the Councils internet.
Graham Bidwell has already contacted our IT Consultant to ascertain how this can be done.
- iv) Ash Parish Council will be running three games with a 4th being held in reserve if there are any empty stall spaces.
- v) The Outside Broadcast unit of Frimley Park Hospital will on available to play music and MC the event.

It was agreed that;

- i) Graham Bidwell will contact all councillors with a view to obtaining assistance during the afternoon to help run the Councils games and also assist the Dover Garage in selling its raffle tickets.

- ii) Graham Bidwell will contact the Hogs Back Brewery to ascertain what beer are available and the current price. If no response is forthcoming Richard Tolley agreed to visit the brewery.
- iii) Cllr John Tonks agreed to approach the Co-op with a view to obtaining bottles of Lager possibly on a sale or return basis.
- iv) That the current supply of sweets would be look at and a further supply of "Haribo" type sweets is to be obtained.

5. Fantasia 2017 (agenda item 5)

Graham Bidwell advised that the outdoor sound system had been ordered and delivery was awaited.

It was agreed that Graham Bidwell would look into the possible purchase of further Road Closed Signs and safety barriers. The purchase of the extra barriers would allow a barrier to be placed across the whole width of the the Wharf at the closure point.

6. Ash in Bloom 2017 (agenda item 6)

Graham Bidwell advised that there were a number of new entries this year.

7. Brass Band Concert (agenda item 7)

Graham Bidwell advised that he had contacted the Friary Guildford Brass Band but they had other commitments during October and November 2017.

It was agreed that the possibility of the Friary Guildford Brass Band performing in November 2018, to commemorate the end of World War I be discussed at the next Working Group Meeting.

8. Other 2017 Events (agenda item 8)

Film Showing

It was agreed that Graham Bidwell would approach the team from the Chapel, Wharf Road, with a view to obtaining information as to how they use to show feature films.

9. Date of Next Meeting (agenda item 9)

The date of the next meeting is on Thursday 20 July 2017 at 3:00pm.

The meeting closed at 3:45pm

Signed

Date

Appendix D



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 27 June 2017 commencing at 3.30pm

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

✓	Present	A	Apologies for Absence	x	Not Present
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1. Apologies for Absence (*agenda item 1*)

There were No Apologies for Absence.

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 Wednesday 19 May 2017 were confirmed and signed by Cllr Mrs Marsha Moseley

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

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

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

Graham Bidwell handed a draft copy of the proposed newsletter to all working group members and requested any comments should be made to him re the proposed layout and content by Monday 3 July.

The possibility of inserting a late article into this issue of the newsletter concerning the marking of potential vulnerable properties by chalk was discussed. It was agreed to ask Cllr Jo Randall to put together a small article that could still be included in this issue with the article relating to emergency telephone numbers being slightly shortened. Once the article was inserted into the newsletter a draft copy would be sent to all members for approval.

6. Date of Next Meeting (*agenda item 6*)

The date of the next meeting of the Newsletter Working Group will be Tuesday 22 August 2017 commencing at 3:30pm

The meeting closed at 3:45pm

Signed

Date