

## ASH PARISH COUNCIL

### **Minutes of the Meeting of the Amenities Committee Held in the Ash Centre, Ash Common Recreation Ground, Ash On Tuesday 18 April 2017 which commenced at 6.30pm.**

Chairman	Cllr Mrs Jayne Hewlett	✓
Vice Chairman	Cllr Nigel Manning	✓
	Cllr Bill Cole	✓
	Cllr Martin Burgess	X
	Cllr Andrew Gomm	✓
	Cllr Paul Spooner	X
Substitutes:	Cllr Mrs Marsha Moseley	X
	Cllr John Tonks	X

✓ Present

x Not Present

A Apology for Absence

### **Part I – Public Session**

#### **108. To accept Apologies for Absence (agenda item 1)**

Apologies for absence were received from Cllr Martin Burgess and Cllr Paul Spooner

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

There were no declarations of interest declared for this meeting.

#### **110. Confirmation of the Minutes (agenda item 3)**

The minutes of the Amenities Committee meeting held on Monday 20 March 2017 have been before the full Council and were duly approved and adopted and were signed by the Chairman of the Amenities Committee Cllr Mrs Jayne Hewlett

#### **111. Adjournment (agenda item 4)**

The Chairman moved and it was agreed to adjourn the meeting for a maximum period of ten minutes to enable members of the public to raise questions.

There were no members of the public present.

#### **112. Grants of Cemetery Rights (agenda item 5)**

Authorisation was given for the issue of Grants of Exclusive Rights in respect of Burials as at Appendix A

**113. Shawfield Allotments** (agenda item 6)

Members considered a request for the erection of one 8' x 6' glass greenhouse and one 8' x 6' timber shed on plot number 28 Shawfield Allotments and it was:

***Recommended upon consideration that permission be granted for the erection of the shed and greenhouse.***

***Allotment Tenancy Agreements are to be reviewed in the near future, which will clarify the requirements with regard to sheds and greenhouses. (minute 116 below).***

**114. Ash Tennis Club** (agenda item 7)

Members considered correspondence received from the Secretary of Ash Tennis with reference to the behaviour of youths using the skateboard park and it was:

***Recommended upon consideration that Ash Tennis Club be asked to ensure all incidents to the Police as they occur using the 999 number or the 101 number as relevant. Ash Community StreetTeam will be asked to forward their reports noting issues of vandalism and anti social behaviour in the area to Cllr Nigel Manning who will ensure the matter is raised at the Guildford JAG meeting.***

**115. Ash Recreation Ground Public Toilets** (agenda item 8)

Members considered a report regarding the damp evident in the disabled toilet at Ash Recreation Ground and the recommended remedial works at a cost of £2,770.00 + VAT and it was:

***Recommended upon consideration that a further quote be sought in respect of the necessary removal of the WC and cistern to enable any work to rectify the damp to commence. It was further recommended that an additional quote for the rectification of the damp be sought.***

**116. Allotment Working Group** (agenda item 9)

Members considered the formation of a working group to review the allotment rules and tenancy agreements and it was:

***Recommended upon consideration that a Working Group be formed to review the allotment rules and tenancy agreements. The Group should consist of three Councillors and the Clerk to the Council. The Clerk will email all councillors to ascertain who would be willing to join the Allotment Working Group.***

**117. Carrington Recreation Ground** (agenda item 10)

Members to consider a request for the use of Carrington Recreation ground for outdoor fitness classes and it was:

***Recommended upon consideration that the use of Carrington Recreation Ground for outdoor fitness classes be agreed at a charge of £10.00 per hour.***

**118. Guildford Design Awards** *(agenda item 11)*

Members considered correspondence received from Guildford Borough Council in respect of nominations for the Guildford Design Awards

Item noted

**119. Events Working Group** *(agenda item 12)*

Members noted the minutes of the Events Working Group meeting held on Wednesday 14 March 2017 as at Appendix B *(agenda item 13)*

Item noted

**120. Emergency Plan Working Group** *(agenda item 13)*

Members noted the minutes of the Emergency Plan Working Group meeting held on Wednesday 22 March 2017 as at Appendix C

Item noted

**121. Correspondence** *(agenda item 14)*

Correspondence had been received from Rt Hon John Bercow MP regarding UK Parliament Week taking place between 13 – 19 November 2017. The Clerk will forward copies of the letter to local schools and groups.

**122. Date of next meeting** *(agenda item 15)*

The date of the next meeting is Monday 15 May 2017 commencing at 6:30pm

The meeting closed at 6:50pm

Signed .....

Date .....

**Agenda Appendix A****ASH PARISH COUNCIL**  
**GRANTS OF CEMETERY RIGHTS****Exclusive Rights in respect of Burials**

<b>Deed No.</b>	<b>Deed Applicant</b>	<b>Deed Applicant Address</b>	<b>Grave Space</b>
1585	Joanne Irwin	34 Kings Road Aldershot GU11 3PQ	P 22

**Agenda Appendix B****ASH PARISH COUNCIL**

**Minutes of the Events Working Group  
held on Tuesday 14 March 2017 at the Ash Centre  
commencing at 3.00pm**

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

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

In the absence of Cllr John Tonks, Cllr Nigel Manning chaired the meeting

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

Apologies for absence had been received from Cllr John Tonks, Cllr Mrs Marsha Moseley and Richard Tolley.

**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 14 February 2017 were confirmed and signed by Cllr Nigel Manning.

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

It was agreed;

Jo Packman and the Community Wardens would arrange the Central Arena displays.

The Community Wardens would contact the participants of their Let's Get Moving event to ascertain if they would be willing to provide a display for the Arena.

There are to be gaps between the different display to allow visitors to visit the stalls.

That the arena would be approximately 5 metres by 5 metres.

That the Children's races were difficult to manage.

The Ferret racing would be situated alongside the arena so that the various stalls could be placed around the edge of the Ferret Racing arena.

The usual Craft Fair would be held inside the Ash centre..

Richard Tolley had previously advised that the Rotary would be willing and able to man the Wine & Beer Tent.

That the proposed poster should incorporate more bolder colours for example yellow and black and that the Ash in Bloom presentation evening date should be added.

The posters following amendment should be distributed to all shop premises in the Parish, sent to Allotments Holders, Schools etc as soon as possible.

That the banners should be updated and the change of time emphasized.

#### **5. Fantasia 2017 (agenda item 5)**

It was agreed that letters should be sent to the local scout groups, schools etc asking for volunteers (who must be over 18 years of age) to assist with the event marshalling. Cllr Pat Scott to provide the contact details for the Scout Leaders. CW Jo Packman would contact Voluntary Action, the local schools and the schools PTA's re obtaining marshalls for the event.

Graham Bidwell advised that he had had a meeting with Session Music to discuss the requirements for an outdoor sound system.

Richard Tolley had previously advised that the Rotary Float was booked and that the Rotary would be able to provide Marshalls for the event.

There will be a Marshall's Briefing, to be held at 15:30, and this will be conducted by Cllr Pat Scott.

Road Closed Ahead signs will be placed just before the Canal Bridge on Vale Road and prior to the entrance into the Ash Centre on Ash Hill Road. These signs being placed to provide advance warning to vehicles of the event.

#### **6. Ash in Bloom 2017 (agenda item 6)**

The date was confirmed as Wednesday 20 September 2017, as this was a date that Cllr Nigel Manning would be able to attend.

Neil Bidwell to be asked to be official photographer for the evening.

Various changes were agreed to be made to the Poster that had been prepared in advance – Various wording changes/nominations close date to be amended to 16 from 1 and various other minor wording changes. The posters to be issued to the Parish Shops for display as soon as possible.

Entry forms to be sent to be sent to Allotment Holders and be available at the Parish Office and on the Parish Council website as soon as possible.

**7. Other 2017 Events** (agenda item 7)

**Brass Band Concert**

Graham Bidwell was to contact the Friary Guildford Brass Band to ascertain if they would be willing to perform a concert towards the end of 2017 and also to ascertain the cost.

The Rotary Club to be approached with a view to obtaining sponsorship for the concert.

**Car Boot Sale/Table Top Sale**

Working Group members were asked to consider having a regular (twice yearly in possibly April/October) a Car Boot Sale/Table Top Sale as a fund raising event.

**8. Date of Next Meeting** (agenda item 8)

The date of the next meeting is Tuesday 11 April 2017 at 3:00pm.

The meeting closed at 4:00pm

Signed .....

Date .....

**Agenda Appendix C****ASH PARISH COUNCIL****EMERGENCY PLAN WORKING GROUP**

Minutes of the meeting held Wednesday 22 March 2017  
at the Ash Centre Ash Hill Road Ash Surrey

Present: 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 to report.

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

There were no Declarations of Interest to report.

**3. To approve the minutes of the Events Working Group Meeting held 8 March 2017** (*agenda item 3*)

The minutes of the meeting held on 8 March 2017 were agreed.

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

Members had considered the example plans provided and had noted suggestions for discussion by the Working Group.

Cllr Mrs Pat Scott had read the Cranleigh Parish Council Emergency Plan and advised that this Plan was somewhat unwieldy for Ash Parish Councils purposes.

It was proposed that the Ash Parish Council Emergency Plan would follow the format laid out in the Plumtree Parish Council's Emergency Plan and would consist of:

a) An index

b) A list of designated roles and responsibilities in the event of an emergency, to include: an Emergency Co-ordinator, a Deputy Co-ordinator and an Initial Response Team with all relevant contact details.

The Emergency Co-ordinator would be responsible for calling together the Deputy, Responders and helpers to cascade information regarding the safest venue in the event of evacuation, and updates of any ongoing emergencies. The Co-ordinator would also liaise with the Emergency Services.



Cllr Nigel Manning suggested that an article be placed in the Parish Newsletter, Ash Matters, asking for residents to volunteer their services in the event of an emergency

It would be stressed that all contact details of any person volunteering would be confidential and used only in the event of an emergency. Residents could also volunteer to become messengers, liaising between response teams and emergency shelters in the event of telephones and email contact being lost. Cllr Mrs Pat Scott had provided the contact details for the 4 x 4 Club.

c) A list of vulnerable groups, together with contact details, would be drawn up.

d) While identifying a safe meeting point, after assessing any potential emergency, would be a moveable feast a list of available meeting points for different areas of the Parish should be drawn up, together with the contact details of the relevant keyholders. Consideration could also be given to keys for the venues being held, in safe keeping, at the Parish office.

Suggested meetings points in each area were:

Ash Vale – Holly Lodge School, Carrington Recreation Ground

Ash Vale – Wood Street Scout Hut, St Mary’s Church

Ash Wharf – Ash Centre, Victoria Hall, SCC Youth Centre

Guildford Road, Ash – Harpers Scout Hut, Lion Brewery.

Other meeting points within the vicinity of residential areas are to be investigated, including those outside the Parish boundary

e) A designated responder at each venue would be required to keep a written log of all actions taken, to include any requests and responses.

It was further suggested that:

A battery operated digital radio, preset to all local radio stations, would be purchased to enable up to date information on any local emergency to be gathered.

Contact be made with both ATC Pirbright and Keogh Barracks regarding a Community Contact who could mobilise personnel for assistance as required.

Carole Olive will draw up a basic plan for the Working Group to consider.

Once agreed the plan would be presented to the full Council at their monthly meeting for their consideration, suggestions and volunteers.

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

The date of the next meeting was agreed as Wednesday 26 April 2017 commencing at 3pm.

The meeting closed at 3:50pm

Signed .....

Date .....