



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S CIVIC AMENITIES & RECREATION COMMITTEE

Held on Tuesday 7th July 2020 at 8.00pm by Zoom videoconferencing

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Hartshorn	P	Hansen-Hjul	P
		Jennings-Evans	P		
		Halovsky-Yu	A		
		Galliford	P		

In the Chair: Councillor Hartshorn (as out-going Vice Chair)
Councillor Galliford (new Chair)

In attendance: Sarah Walker – Clerk to the Council
Councillor Malcaus Cooper as substitute for Councillor Halovsky-Yu

P - present A – apologies PA – part of meeting - no information

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CAR/20/01 To elect the Chairman and Vice-Chairman of the Committee for the ensuing year

Cllr Jennings-Evans nominated, Cllr Hansen-Hjul seconded and **all agreed to elect Cllr Galliford as Chairman of the Committee.**

Councillor Malcaus Cooper had nominated Councillor Halovsky-Yu as Chair, but as she is current Vice Chair of Full Council, standing orders prevents her taking the Chairmanship of another committee.

Cllr Galliford took the Chair

Cllr White nominated, Cllr Jennings-Evans seconded and **all agreed to elect Cllr Hartshorn as Vice-Chairman of the Committee.**

CAR/20/02 Apologies for absence

Apologies were received and accepted from Cllr Halovsky-Yu. Cllr Malcaus Cooper attended the meeting as substitute for Cllr Halovsky-Yu.

CAR/20/03 To review and agree the terms of reference for the Committee

The terms of reference circulated (as at Appendix A) were **noted and agreed.**

CAR/20/04 Declarations of Interest

Cllr Jennings-Evans declared a non-pecuniary interest in item 8 relating to the Council play areas as she is portfolio holder at SHBC for open spaces and as such has specific knowledge about play areas.

CAR/20/05 Public question time

No public questions were raised.

CAR/20/06 Exclusion of the press and public.

There were no matters to be dealt with after exclusion of the Press and Public.

CAR/20/07 To discuss Christmas trees and Christmas lights provision for 2020

The Clerk presented quotes for the purchase of Christmas trees for the villages and a quote for additional solar powered lighting for lamp posts in the villages which had been requested by the committee at their previous meeting.

In addition to the quote for solar lights (£12,060 for 50 lamp posts) the Clerk reminded Members that as part of the visioning exercise held in 2017, pricing had been obtained for lamp post Christmas lights, at an estimated first year cost of c. £30,000 (based on 50 lamp posts) and an annual ongoing cost of £150 per lamp post.

It was resolved:

- i) **To purchase the trees required from Oxenford Farm at a total cost of £905.85+ VAT which would include delivery.**
- ii) **Not to proceed with any additional lighting as the cost was substantial for potentially not a huge benefit.**

Members noted the erection and lighting costs for the trees were likely to remain the same as 2019 at around £1,250.00 + VAT.

CAR/20/08 To discuss the annual playground inspections reports and decide schedule of works required

Members were presented with the annual safety inspection reports for each of the Council's 5 play areas. 3 out of the 5 play areas were assessed as low risk with the remaining 2 assessed as medium risk – this is largely due to 2 older pieces of equipment that do not meet the current safety standards. This does not mean they are unsafe to use, but in the event that equipment is replaced, it would need to be replaced with equipment that does meet the current standards.

Members discussed each report and **it was resolved to obtain quotes to remedy all the necessary work highlighted in the reports. It was further resolved to ask SHBC greenspace to assist in an audit of the play areas in order to put in place a rolling maintenance program and that there should be substantial funds (amount to be agreed) transferred to the budget line for playgrounds.**

There being no further business, the meeting closed at 20.55.

Windlesham Parish Council

Civic, Amenities & Recreation Committee – Terms of Reference

The role of the Civic, Amenities & Recreation Committee is the effective provision of civic, amenity and recreational services to the Parish of Windlesham.

1. Membership of the committee will consist of a total of 6 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

FUNCTIONS:

The committee shall:

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Appoint sub-committees or working parties to undertake any specific project work as required.
- c) Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.
- d) Undertake project work as directed by Full Council, including the installation of annual Christmas Trees & Lighting, and summer Hanging Baskets.
- e) The committee shall have spending powers to a maximum of £500 per agenda item. The committee shall make recommendations to full Council on all expenditure in excess of this sum.
- f) Work with other authorities to maintain the public footpaths within the Parish.
- g) Represent the Council to other statutory authorities on matters relating to highways, street furniture, public transport, postal services, public utilities, street and footway lighting, public rights of way, preservation of trees, historic buildings, grounds maintenance issues, conservation areas, and land drainage.
- h) Manage and maintain the provision of bus shelters, seats, village signs, notice boards and other street furniture owned by the Council.
- i) Recommend the purchasing of all significant fixed assets necessary to support the maintenance of Parish owned premises and land.
- j) Liaise with sporting organisations with regard to the prioritising of sporting and recreational facilities within the parish.
- k) Represent the Council in matters relating to the police or delegate to the Proper Officer.
- l) The Terms of Reference shall be reviewed annually.

The Chairman shall:

- m) Agree the minutes of the Civic Amenities and Recreation Committee at Full Council meetings subject to approval.

