

**ASH PARISH COUNCIL****Minutes of the Meeting of the Amenities, Finance and Administration Committee  
held in the Ash Centre, Ash Hill Road, Ash  
on Monday 28 September 2020 which commenced at 7:00pm**

|                |                     |                       |
|----------------|---------------------|-----------------------|
| Chairman:      | Vacant              |                       |
| Vice Chairman: | Cllr Nigel Manning  | ✓                     |
|                | Cllr Martin Burgess | ✓                     |
|                | Cllr Andrew Gomm    | ✓                     |
|                | Cllr Tony Gorham    | ✓                     |
|                | Cllr Ed Schofield   | ✓                     |
| Substitutes:   |                     |                       |
|                | Cllr Helen Gorham   | Were in attendance    |
|                | Cllr Nigel Kears    | x                     |
|                | Cllr Marsha Moseley | x                     |
|                | Cllr Jo Randall     | Were in attendance    |
|                | Cllr John Tonks     | Were in attendance    |
|                | Cllr Bill Cole      | Were in attendance    |
| ✓ Present      | x Not Present       | A Apology for Absence |

**Part I – Public Session****1. To Elect a Chairman. (agenda item 1)**

It was proposed by Cllr Ed Schofield and seconded by Cllr Andrew Gomm that, Councillor Nigel Manning being the Vice Chairman would be elected chairman for this meeting. This proposition was carried.

Members agreed that once the AFA had a full complement of members a new Chairman would be elected at the next meeting.

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

There were no apologies for absence.

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

There were no declarations of interest for this meeting.

**4. Confirmation of the Minutes. (agenda item 4)**

Members agreed the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 24 February 2020. These minutes have been before the full Council at which they were duly considered, approved and adopted, and will be signed by the Chairman of the Committee, Cllr Nigel Manning when restrictions allow.

**5. Adjournment. (agenda item 5)**

This meeting was **not** held in public. Any members of the public wishing to join the meeting were advised to click the following link;

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZTRINGNmMDctMmIzNS00MGMwLTgwZDgtNzIyNjA2MGY4ZTg3%40thread.v2/0?context=%7b%22Tid%22%3a%22655dc6d2-cc35-4837-9012-8b3f621f8869%22%2c%22Oid%22%3a%2252a651d8-60cc-4ef0-b8b8-8585a26a9914%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTRINGNmMDctMmIzNS00MGMwLTgwZDgtNzIyNjA2MGY4ZTg3%40thread.v2/0?context=%7b%22Tid%22%3a%22655dc6d2-cc35-4837-9012-8b3f621f8869%22%2c%22Oid%22%3a%2252a651d8-60cc-4ef0-b8b8-8585a26a9914%22%7d)

Full details on how to access the meeting were available on the Parish Council website;

<https://www.ashpcsurrey.gov.uk/public-access-to-virtual-meetings-during-covid-19-pandemic/>

Members of the public that joined the meeting did not raise any questions.

**6. Monthly Accounts 2019/20. (agenda item 6)**

Members considered and agreed the Council's accounts 31 August 2020 (Month 5)

**7. Bank Reconciliation. (agenda item 7)**

Members considered and agreed the Council's bank reconciliations as at 31 August 2020 (Month 5)

**8. Ash Vale Station Access- Improvements. (agenda item 8)**

Members considered a virement of £20,000 from Rolling Capital Programme ear marked reserves (EMR) to a new Step-Free Access grant for Ash Vale Station EMR. This was approved at full council on the 14 November 2018 Minutes No 83 and it was:

***Recommended upon consideration that £20,000 from the Rolling Capital Programme ear marked reserve (EMR) to a new Step-Free Access grant for Ash Vale Station be agreed.***

**9. TOOB. (agenda item 9)**

Members considered an application By TOOB to install a Broadband Point of Presence unit in Carrington Recreation Ground and it was:

***Recommended upon consideration that more details be obtained and be considered further at a future meeting.***

**10. The Ash Centre Car Park Reconfiguration (agenda item 10)**

Members considered the reconfiguration of the Ash Centre Car Park to enable a better structured Car Parking for users of The Ash Centre and local residents and it was:

***Recommended upon consideration to seek a certificate of lawfulness from Guildford Borough Council to see if scheme was viable.***

**11. Events Working Group. (agenda item 11)**

To note the minutes of the Events Working Group of 4 June 2020 as at Agenda Appendix A, 16 July 2020 as it Agenda Appendix B and 3 September 2020 as at Appendix C.

**Item noted**

**12. Correspondence.** (*agenda item 12*)

There was no correspondence.

**13. Date of Next Meeting.** (*agenda item 13*)

The date of the next meeting is **Monday 26 October** commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

*The meeting closed at 7.28 pm*

Chairman: \_\_\_\_\_

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

**AGENDA APPENDIX A****ASH PARISH COUNCIL****Minutes of the Events Working Group  
held on 4 June 2020 via Microsoft Teams  
commencing at 11am**

|          |                     |   |
|----------|---------------------|---|
| Present: | Cllr John Tonks     | ✓ |
|          | Cllr Nigel Manning  | ✓ |
|          | Cllr Marsha Moseley | A |
|          | Pat Scott           | ✓ |
|          | Graham Bidwell      | ✓ |
|          | Dennis Wheeler      | ✓ |
|          | Richard Tolley      | ✓ |
|          | Jo Packman          | ✓ |

Due to the COVID 19 Pandemic this meeting was conducted via Microsoft Teams

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

Apologies for absence were received from Marsha Moseley.

**2. 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 27<sup>th</sup> February 2020 were agreed and will be signed by the Chairman Cllr John Tonks.

**4. Rainbows over Ash (agenda item 4)**

It was generally agreed that this went well for a first attempt. There was a total of 11 entries. A total of 144 votes were received, although for one reason or another 29 votes were void. These being mainly duplicated votes.

If this format was to be carried forward to an Ash Virtually in Bloom then one rule should be no people in the picture.

It was agreed that John Tonks would purchase a £15 amazon voucher for the overall winner. All entrants would receive a letter and a Commemoration Tea Towel.

**5. Other Parish Council Events (agenda item 5)****i) Village fete 2020**

It was agreed that due to the COVID 19 pandemic that the Village Fete 2020 would be cancelled.

**ii) Ash in Bloom 2020**

It was agreed that due to the COVID 19 pandemic that Ash in Bloom would be replaced with a virtual competition entitled Ash Virtually in Bloom. (AViB)

Parish Residents would be asked to submit photos to the various classes and these would be placed onto the council Web Site. The final way of Judging is still to be decided. E.g. as to whether to have a public vote or ask a horticultural expert to judge the entries.

Possible classes to be:

- a) Best Disaster;
- b) Best Tub/container;
- c) Best Garden Border;
- d) Best Garden Illustration (possibly to be divided up into age groups);
- e) Best Vegetable patch; &
- f) Best Hanging Basket.

The competition to be advertised on the Parish web Site and posters throughout the parish.

The competition to run approximately from mid June until Mid to end of July with judging during August.

**iii) Remembrance Day 2020**

It was agreed that Remembrance Day 2020 would go ahead subject to any Pandemic conditions in place at the time.

There may have to be limits placed on the actual numbers attending from the different organisations that attend. The Uniformed groups are to be contacted to signal our intention to hold the event but that it may be on a reduced scale. All groups to be informed of any alternative arrangements as and when they are agreed.

A further suggestion was that we just have a Union Flag Bearer with a small representative from each group, with members of the public being asked to stand outside the memorial.

Technology may have to be utilised to cover the Service to allow online viewing.

The Band needs to be contacted to ascertain as to whether they would be willing to participate or whether a sole trumpeter should be utilised.

It was also suggested that schools/uniformed groups etc could hold a small service of their own. Churches Together to be asked for their input over this. Groups could be asked to send photos into the Parish Office so that they can be displayed on the Council Website.

Further details to be agreed at the next Working Group Meeting.

**iv) Fantasia 2020**

It was agreed that Fantasia 2020 would also proceed subject to any COVID 19 pandemic restrictions in place at the time of the event.

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

The date of the next meeting was agreed as Thursday 16 July at 11:00am. The type of meeting to be advised in due course.

The meeting closed at 12:15pm

Signed ..... Date .....

**AGENDA APPENDIX B****ASH PARISH COUNCIL****Minutes of the Events Working Group  
held on 16 July 2020 via Microsoft Teams  
commencing at 11am**

|          |                     |   |
|----------|---------------------|---|
| Present: | Cllr John Tonks     | ✓ |
|          | Cllr Nigel Manning  | ✓ |
|          | Cllr Marsha Moseley | A |
|          | Pat Scott           | ✓ |
|          | Graham Bidwell      | ✓ |
|          | Dennis Wheeler      | ✓ |
|          | Richard Tolley      | A |
|          | Jo Packman          | ✓ |

Due to the COVID 19 Pandemic this meeting was conducted vis Microsoft Teams.

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

Apologies for absence were received from Marsha Moseley and Richard Tolley

**2. 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 Thursday 4<sup>th</sup> June 2020 were agreed and will be signed by the Chairman Cllr John Tonks.

**4. Ash “Virtually” in Bloom (agenda item 4)**

The competition is up and running and will run until 5<sup>th</sup> August 2020.

An A3 copy of the Flyer to be prepared by Graham Bidwell and forwarded to Pat Scott.

Graham Bidwell will forward an electronic version of the flyer to the Community wellbeing Team for inclusion in their next newsletter.

**5. Remembrance Sunday 2020 (agenda item 5)**

Due to the ongoing easing of the COVID 19 guidance a final decision as to whether the Service and Parade will proceed and as to how to comply with the COVID 19 guidance will be taken at the next Working group meeting.

Pat Scott will contact David Moyles (1<sup>st</sup> Ash Vale Scouts) with a view to obtaining his opinion re the Service and Parade.

Father Keith Bristow to be contacted to discuss the possibility of a reduced service.

It was suggested that a reduced service be held following a small than normal procession up to the Monument from the Ash Centre. The Parade to possibly consist of just Councillors and representatives from the uniformed groups.

Session Music to be contacted to obtain their thoughts and suggestions as to broadcasting the service further afield and also by internet.

To ascertain as to whether a drummer rather than a lone piper should accompany the Parade, due to the use of a wind musical instrument.

The Friary Brass Band to be contacted to ascertain as to whether they would be able and willing to record the Last Post and Reveille.

St John Ambulance to be contacted with regard to First Aid cover.

**6. Fantasia 2020 (agenda item 6)**

It was agreed that Fantasia 2020 would be kept under review as at the present time an indoor Fayre is not allowed under current guidelines.

It was agreed that a Christmas Tree and the Christmas Motiefs would be installed as usual.

Nigel Manning will visit Oxenford Farm, as was agreed last year to physically choose this years Christmas Tree. Graham to contact Oxenford to arrange a date and time.

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

An informal meeting to be held on Thursday 13<sup>th</sup> August between John Tonks, Nigel Manning and Graham Bidwell to discuss the prizes for Ash "Virtually" in Bloom when the number of entries has been ascertained.

The date of the next meeting was agreed as Thursday 3<sup>rd</sup> September at 14:00. The type of meeting to be advised in due course.

The meeting closed at 11:45am

Signed ..... Date .....

**AGENDA APPENDIX C****ASH PARISH COUNCIL****Minutes of the Events Working Group  
held on 3 September 2020 via Microsoft Teams  
commencing at 15:00**

|          |                     |   |
|----------|---------------------|---|
| Present: | Cllr John Tonks     | ✓ |
|          | Cllr Nigel Manning  | ✓ |
|          | Cllr Marsha Moseley | A |
|          | Pat Scott           | ✓ |
|          | Graham Bidwell      | ✓ |
|          | Dennis Wheeler      | ✓ |
|          | Richard Tolley      | ✓ |
|          | Jo Packman          | A |
|          | Ali Watmore         | ✓ |

Due to the COVID 19 Pandemic this meeting was conducted vis Microsoft Teams

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

Apologies for absence were received from Marsha Moseley and Jo Packman.

**2. 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 16<sup>th</sup> July 2020 were agreed and will be signed by the Chairman Cllr John Tonks.

**4. Ash “Virtually” in Bloom** (*agenda item 4*)

It was decided that the event was successful but the number of entrees at 24 was lower than anticipated.

John Tonks has visited various businesses in the parish and obtained a number of discount vouchers.

Certificates and prizes will be distributed in due course.

It is anticipated that 2021 Ash in Bloom will hopefully (depending on COVID 19) go back to normal.

**5. Remembrance Day 2020** (*agenda item 5*)

It was agreed that Remembrance Day 2020 would go ahead subject to any Pandemic conditions in place at the time.

The Scouts and the Guides have been contacted and are happy to participate with the restriction due to COVID 19.

Parade Marshal Tim Edwards has agreed to marshal the parade as usual.

It was agreed that the parade that the parade will consist of :

Union flag bearer and escort  
Councillors and Council officials  
Veterans

Before the service, the clergy will be asked to remind all in attendance to social distance or to thank them for doing so.

Following the service, the precession will return to the car park as normal.

The uniformed organisations will be represented by a flag bearer and two escorts. The flag bearer and escorts will assemble at the war memorial for training.

The clergy will be asked to conduct a reduced service. A meeting involving all members of churches together will be arranged to discuss the creation of the order of service and to consider any guidance on how to mark the event at home rather than attending the public event and or to visit the memorial after the service and place a poppy to show their respect.

The Friary Guildford Brass Band have agreed to provide a recording of the Last Post, Two minute silence and the Reveille for play back over the sound system. The band have also agreed to investigate the possibility of providing a drummer.

It was agreed that the Friary will be asked if they can also provide a recording of the national anthem.

Social distancing must be maintained around the war memorial at all times which includes wearing face masks.

The Parish Office will review what plastic cones they have in stock and investigate the use of such cones to indicate where attendees need to stand. More cones may be required if stock is insufficient and it was agreed that The Parish Office will purchase these if necessary.

Pat Scott will attend the site on the Saturday before to establish markings and to put the plastic cones in place on the Sunday morning.

First Aid cover will be provided.

A scaled drawn map will be produced to show the positions of the participants around the war memorial. Pat Scott will send to the Parish Office any existing maps that she has on file.

A road closure order for Ash Hill Road will be sort.

Barriers will be placed too close of the sub roads along Ash Hill Road.

It was agreed banners will not be displayed this year to advertise the event.

No orders of service will be printed however the service will be placed on the APC website for residents to print or view on their smart phone.

Wreaths will be procured and laid as usual.

No refreshments provided at the end of the parade due to COVID 19.

The Royal British Legion website will be monitored prior to the event.

Kate Foxton at GBC to be contacted regarding the potential filming of the event to later be uploaded to the APC website rather than be streamed live.

Details of the revised proceedings will be published on the APC website in due course.

**6. Fantasia 2020 (agenda item 6)**

It was agreed that there will not be any indoor fayre this year.

It was agreed it will just be the light switch on only.

It was agreed that no sweets will be distributed this year. This will be highlighted on the APC website.

It was agreed Banners will not be displayed this year to advertise the event.

It was confirmed that the event will be held on Saturday 28<sup>th</sup> November.

Further details will be discussed at the next events working group.

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

The date of the next meeting was agreed as Thursday 8<sup>th</sup> October at 15:00. The type of meeting to be advised in due course.

The meeting closed at 16:15pm

Signed ..... Date .....