

ASH PARISH COUNCIL

Alison Watmore
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22 September 2026

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

Chair: Cllr Phil Bellamy
Vice Chair: Cllr Richard Lucas
Cllr Mohammad Faisal
Cllr Paul Golding
Cllr John Tonks
Cllr Fiona White

Substitutes: All councillors not committee members

Councillors are hereby summoned, and members of the public are invited and have a right to be present at the virtual meeting of the Amenities, Finance and Administration Committee **on Monday 28 September 2026** commencing at **19:00** or following the close of the Planning Committee if this is later.

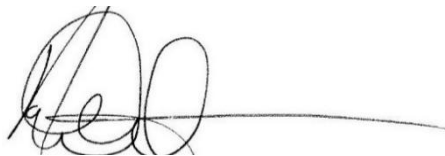
This meeting will **not** be held in public. Any members of the public wishing to access the meeting to make a comment or hear the proceedings should click the link below;

<https://teams.microsoft.com/meet/397501198092837?p=f1zAVFOEF4YwY0GFDj>

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

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

Provision will be made for Public Question Time.



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AGENDA**1. 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 27 July 2026.

4. Adjournment.

To consider 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.

Members to consider the monthly accounts ending 31 July and 31 August 2026.

6. Bank Reconciliation.

Members to consider the bank reconciliations ending 31 July and 31 August 2026.

7. Budget Report.

Members to consider the budget report ending 31 July and 31 August 2026.

8. Second Draft Budget and Precept 2027/28.

Members to consider the second draft of the 2027/2028 budget and to continue discussions on the percentage increase for the Parish precept.

9. APC Sponsorship.

Members to consider APC sponsorship.

10. Christmas Lights and Tree 2026.

Members to consider the installation and removal of the Christmas Lights and Christmas Tree 2026 at a cost of £2734.85 + £1794.00 + £905.77 VAT = £5434.62. The funds will be taken from 4255 Xmas Motif Install/Remove.

11. Community Grants Application.

Members to consider the application from Air Ambulance Charity Kent Surrey Sussex (KSS) and Ash Villages Food Parcels Project.

12. H&S Repairs Carrington Playground.

Members to note that due to a failing piece of playground equipment at Carrington an order for the emergency H&S repair has been placed at a cost of £1076.82 + VAT £215.37 VAT = £1292.19. The funds are allocated in the 4255 EMR Play Equip/Signage.

13. H&S Repairs Tractor Mower.

Members to note that following a service by Farol on the tractor mower it was unsafe to use. An order for the emergency H&S repair has been placed at a cost of £1601.85 + VAT £320.37 VAT = £1922.22. The funds are allocated in the 4054 Vehicle Maintenance.

14. APC Car Park Streetlight Cell Changes.

Members to consider changing the APC car park streetlight cells.

15. Events Working Group.

Members to note the minutes of the Events Working Group Meeting held on 15 July 2026 as at Agenda Appendix A.

16. Ash Flood Working Group.

Members to note the minutes of the Ash Flood Working Group Meeting held on 23 July 2026 as at Agenda Appendix B.

17. Street Lighting & CCTV Working Group.

Members to note the minutes of the Street Lighting & CCTV Working Group Meeting held on 19 August 2026 as at Agenda Appendix C.

18. Correspondence.**19. Date of Next Meeting.**

The date of the next meeting is **Monday 26 October 2026** (no meeting in August) at 19:00 or following the close of the Planning Committee meeting, if this is later.

Agenda Appendix A**ASH PARISH COUNCIL**

**Minutes of the Events Working Group
held in the Ash Centre, Ash Hill Road, Ash and via Microsoft Teams on 15 July 2026 which
commenced at 14:30**

Present:	Cllr John Tonks	✓
	Cllr Paul Golding	x
	Cllr Richard Lucas	x
	Cllr Michael Moriarty	✓
	Ali Watmore	✓
	Lowan Daley	✓
	Graham Bidwell (Guest)	✓
	Jo Packman (Guest)	✓
	Richard Tolley (Guest)	✓
	Len Scott (Guest)	✓
	Pauline Baxter (Guest)	x
	Paula Hunt (Guest)	✓
	Nassar Amauk (Guest)	x

1. Apologies for Absence. (agenda item 1)

There were no apologies for absence.

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 Wednesday 20th May 2026, copies of which have been circulated to members, were confirmed as a true record.

4. Fete. (agenda item 4)

Cllr John Tonks opened by saying a big thank you to everyone who helped support the event – very successful day and a thank you post was published online to thank the volunteers and anybody else involved. A formal shout-out to Maurice Randall, Sue Randall, Peter Kimber, Paula Hunt, David Shaw, Claire Shaw & the Ahmadiyya Muslim Community who collectively made the day a great success.

We had Surrey Dance Works which was very popular again, they brought in a significant number of people to the event, which was brilliant. We also had Ash Manor School do a presentation of some of their bands.

Lowan Daley mentioned that having Ash Manor School was a great addition as they were very versatile and had a wide range of talent to offer.

Cllr John Tonks agreed and said it was great as it gave us a collective mix of sound.

Cllr John Tonks also added that we also had Haaris Sings, who was a very cost-effective singer from Aldershot, who came and did a really good afternoon set as well. For the last hour slot, having live music entertains stall holders while still there, it does help end the event. Cllr Tonks

closed off by saying I'd be happy to have him again. But equally, if Ash Manor are going to do a longer performance, then perhaps it will be surplus to requirements.

Mackenzie Mayne attended the event and provided the rides; however, no inflatables were brought this year. It was agreed that the Events Team should contact Mackenzie Mayne to establish whether inflatables could be included again at future events.

Ali Watmore noted that Mackenzie Mayne had another event scheduled on the same day, which may have affected their ability to provide inflatables.

Cllr John Tonks suggested agreeing the date for next year's event as early as possible and expressed support for reinstating inflatables. He commented that the trampolines and merry-go-round were well received this year, and that inflatables, particularly a large slide, had been a successful attraction at previous events.

Cllr John Tonks reported that the event featured the highest number of stalls to date. He noted that several changes were made to the site layout, including the introduction of a new corridor of stalls on the right-hand side and a wider area on the left-hand side to allow stallholders to park directly behind their pitches. Feedback from stallholders indicated that this arrangement was particularly well received and appreciated.

Cllr Tonks further noted that many attendees had commented positively on how well organised and managed the event was. Particular praise was given for the presence of staff to guide and assist participants, as well as the clear marking out of stall spaces, which contributed to the smooth running of the event.

Lowan Daley also added that attendees particularly appreciated the availability of parking and the visible presence of event staff at key locations. It was commented that, at some events, visitors can be uncertain about where to go on arrival and may have difficulty finding assistance. In contrast, having staff on hand to guide vehicles and direct attendees helped create a welcoming atmosphere and contributed to the smooth and efficient operation of the event.

Graham Bidwell commented that the car parking system was effective and worked well throughout the event. He noted that the assistance provided by members of AMA Ash, who were identifiable in high-visibility jackets, contributed significantly to the smooth management of vehicle movements and was particularly effective.

Cllr John Tonks observed that visitor and vehicle flow appeared to be steadier this year. He suggested that this may have been partly due to stallholders being aware that dedicated parking was available directly behind their pitches. Knowing that parking arrangements were in place may have helped stallholders arrive and set up with greater confidence, contributing to a smoother and more consistent flow throughout the event.

Graham Bidwell commented that having both the alphabetical list and the stall number list was very helpful. He noted that many attendees were unsure of the name of the stall they were assigned to, and the inclusion of contact names on both lists made it easier for individuals to locate the correct stall and obtain the necessary information.

Jo Packman, speaking from the perspective of a stallholder, commented positively on the quality of the pre-event information provided. She noted that the information clearly explained where stallholders needed to go, provided it was read in advance. Jo expressed her appreciation and congratulated Lowan on the effective communication and organisation.

Cllr Tonks thanked Jo for raising the point and agreed that it was a valuable observation. He noted that this year's communications included a reminder email issued closer to the event, which confirmed bookings and advised stallholders when they could expect to receive details such as their stall number. He commented that this approach helped manage expectations by

providing a clear timeline for future communications. Cllr Tonks further noted that, in previous years, some stallholders had become anxious about the status of their bookings, whereas the additional reassurance and regular updates provided this year appeared to be effective.

Cllr Tonks suggested exploring the use of an online application form for future events and suggested that we could trial it with Fantasia, while retaining a paper-based option for those who prefer it. He noted that an online form, such as Microsoft Forms, would automatically capture responses in a spreadsheet format, reducing the need for manual data entry and administrative processing. Cllr Tonks commented that this could improve efficiency and save significant time currently spent transferring information from paper forms into electronic records.

Lowan Daley agreed with the suggestion and noted that an online form could be beneficial, as it would allow data to be exported directly into CSV format. This would further streamline data management and reduce the need for manual handling of information.

Len Scott said I got over there at 10 o'clock, and everything was buzzing. It was all under control.

Lowan added that, it was very much self-sufficient at that time.

Cllr Tonks thanked Len for his comments and noted that they were taken as positive feedback, indicating that the Events Team was operating effectively and that matters were under control.

Cllr John Tonks noted that the event benefited greatly from having returning volunteers, as their previous experience enabled tasks to be carried out efficiently. He cited Cllr Philip Bellamy and Cllr Mohammad Faisal, who were responsible for erecting the gazebos, as examples of volunteers whose familiarity with the role was particularly valuable.

It was noted that the application forms are now available as editable Word templates, allowing applicants to complete and return them electronically without the need to print and scan documents. Applicants also continue to have the option of printing the form and completing it manually if preferred.

The Events Team observed that a significant number of applicants had chosen to complete and submit the forms digitally, including via mobile devices, suggesting that the revised format has been well received and has improved accessibility. It was agreed that the existing form should be retained, as it caters for both digital and paper-based submissions. It was further noted that some applicants may still require assistance with the digital process, and support should continue to be available where needed.

It was agreed that the Events Team should explore options for providing both online and offline application methods, ensuring that the process remains accessible to all applicants. Members noted that a "one-size-fits-all" approach may not be suitable and that offering multiple submission options would be beneficial.

It was further noted that introducing an online form could streamline the application process and significantly reduce the administrative time required to process submissions, providing a more efficient system for both applicants and event organisers.

Jo Packman also added that collecting all required information through the application process would create a more efficient system overall. It was suggested that having applicants provide the necessary details at the point of application would enable the information to be used for subsequent administrative tasks, including invoicing, reducing duplication of work and improving efficiency.

Cllr John Tonks reported that the event accommodated just over 60 outdoor stalls and a further 10 indoor stalls, bringing the total to approximately 70. He noted that this represented a strong

level of participation and suggested that accepting significantly more stalls could increase the risk of duplication among traders.

He highlighted one instance where two stallholders selling crochet items were initially located next to one another. This arose because the summary information recorded from an application did not fully reflect the range of products being sold. As a result, the overlap was not identified during the allocation process. The matter was resolved on the day by relocating one of the stallholders, and both traders were satisfied with the outcome.

Cllr Tonks further observed that there is increasing interest from vendors selling similar craft-based products, including crochet items, sequin art, and other handmade goods. He noted that there is only limited scope to avoid overlaps where multiple applicants offer comparable products.

To help manage expectations, it was suggested that future communications to craft and artisan vendors should make clear that other traders may be selling similar items, and that stall allocations can only be based on the information provided in applications. The working group agreed that every effort should continue to be made to position traders appropriately and minimise direct competition between neighbouring stalls.

It was also suggested that, where applications indicate general categories such as arts and crafts, applicants may be asked to provide more specific details of the products they intend to sell. This would assist organisers in assessing potential duplication and allocating stalls more effectively.

Discussion took place regarding the provision of gazebos for future events. It was noted that APC already has access to a small number of outdoor gazebos; however, if weather conditions remain particularly warm, there may be a need for additional covered areas.

Cllr John Tonks reported that the 1st Ash Vale Scouts have several large gazebos, including those used at their recent Jamboree event. He suggested that the Events Team approach the Scouts to enquire about borrowing one or two gazebos for next year's event. It was considered likely that the Scouts would be willing to assist, particularly given their ongoing involvement and support of the event.

Cllr John Tonks suggested that the Events Team contact the 1st Ash Vale Scouts well in advance of next year's event to enquire about borrowing additional gazebos. He noted that having one or two extra gazebos available would enhance the event infrastructure and provide additional shaded areas for attendees.

Cllr Tonks also reflected on the positioning of the gazebos this year, commenting that they had been placed slightly too close to the stage. He suggested that, for future events, the gazebos should be positioned further back to create more space around the stage area and improve the overall layout of the site.

It was noted that the shaded areas provided by the gazebos were greatly appreciated by attendees, particularly given the warm weather conditions experienced during the event.

Lowan also added that the provision of water bowls for dogs attending the event. It was suggested that, if additional gazebos are available next year, dog water stations could be positioned beneath them to provide shaded areas for pets.

Cllr John Tonks agreed that additional dog welfare facilities should be considered and proposed that a greater number of dog water bowls be provided at next year's event. He noted that dogs had been actively welcomed at the event and that a number of attendees had brought their pets, highlighting the value of ensuring appropriate facilities are available.

Jo Packman suggested contacting the RSPCA to enquire whether they may be able to provide or lend additional gazebos for future events.

Cllr John Tonks agreed with the suggestion and noted that it would be worthwhile making an enquiry as part of preparations for next year's event.

Cllr John Tonks reported that the bakery stalls performed particularly well at the event, with several vendors selling out of stock before the conclusion of the day. He noted that there had initially been some concern about accommodating four local bakeries, as there was a risk of competition between similar traders.

To help address this, the bakery stalls were positioned in different areas of the site rather than being grouped together. This approach appeared to be successful, with all vendors trading well and some having sold out by approximately 2.00 pm. The outcome demonstrated that demand was sufficient to support multiple bakery stalls when appropriately distributed across the event site.

Cllr John Tonks invited members to share any feedback from the event.

Paula Hunt suggested that limes be made available alongside Corona beer bottles in future. She also commented that there appeared to be an excess supply of wine and bottled water, noting that these items had not sold as strongly as anticipated.

In response, Cllr John Tonks noted that stock levels had been based on sales from the previous year, when similar quantities had largely sold out. He commented that demand can vary significantly from year to year, making it difficult to accurately predict sales for particular items.

It was noted that some refreshments remained unsold at the conclusion of the event, including multipacks of bottled drinks and wine. Members agreed that these items would not be wasted and would instead be used as prizes for the forthcoming Christmas Tombola, helping to make use of the remaining stock.

It was noted that a total of £[amount] was raised from the fete in support of the Council's chosen charity for the year.

Members discussed the timing of future Village Fete events. It was noted by Ali Watmore that summers are becoming increasingly warmer and, as a result, consideration should be given to retaining the event date towards the end of June, specifically around the third week of the month.

Cllr Tonks agreed with this suggestion and noted that retaining a June date helps to align the Village Fete with other local and neighbouring community events, whilst also reducing the likelihood of clashes with other events in the area.

Following discussion, Members agreed to retain the existing format and timings for the event and confirmed that the Village Fete 2027 will take place on Saturday, 19 June 2027.

5. Ash In Bloom 2026. (agenda item 5)

Cllr John Tonks opened up by saying that Ash in Bloom is open and will be running up until the end of August.

Lowan Daley confirmed we have had some showing interest; around 7 applications so far.

Richard Tolley added that the weather is definitely not helping and has a lot of dead plants.

Cllr Tonks mentioned that even the greenspaces are arid currently with the current weather.

6. **Update on Martyn's Law.** (*agenda item 6*)

Cllr Tonks mentioned that he has attended a seminar on Martyn's Law.

An update was provided on the potential implications of Martyn's Law for Parish Council events.

Attendance figures from the recent Village Fete were reviewed to assess whether the event would fall within the thresholds set out under the proposed legislation. Observations taken during the event indicated that peak attendance was approximately 700 to 750 people on site at any one time, including stallholders and visitors. This remained below the 800-person threshold at which additional requirements may apply.

Members were advised that Martyn's Law is essentially an enhanced risk assessment process focused on the risk of terrorism, in the same way that event organisers currently consider other risks such as trips, falls, or public health concerns. The level of assessment and mitigation required is intended to be proportionate to the scale and nature of an event.

While the Village Fete would not be expected to exceed the relevant threshold, it was noted that the annual Remembrance Sunday event could potentially approach this level of attendance. However, a review of previous event photographs, including estimates generated using AI-assisted crowd counting, suggested attendance is likely to remain just below the threshold.

It was reported that, notwithstanding this, planning for Remembrance Sunday will proceed on the assumption that attendance may exceed 800 people. This will ensure that the Council is prepared and able to demonstrate compliance should the legislation come into force.

Members noted that the current understanding of the legislation is that organisers will be required to undertake and publish a terrorism risk assessment, identify potential risks, and outline proportionate mitigation measures. Examples discussed included the possibility of a vehicle entering a pedestrian area and the use of parked vehicles or other suitable measures as a proportionate means of risk reduction for a village Remembrance Service.

It was further noted that the legislation does not appear to mandate specific security measures in all circumstances. Instead, event organisers are expected to make reasonable and proportionate judgements, record their rationale, and be publicly accountable for those decisions.

The meeting was informed that concerns previously held regarding the potential burden of compliance, particularly for the organisation of Remembrance Sunday, had lessened as the requirements have become clearer. It is now considered unlikely that extensive security arrangements, such as full cordons or bag searches, would be necessary for local community events of this nature.

Although Martyn's Law remains in consultation and is not expected to come into force until next year, it was agreed that the Council would work through the anticipated administrative requirements for this year's Remembrance Sunday event as a preparatory exercise. The cost of potential future mitigation measures, including anti-vehicle intrusion barriers, will also be investigated and considered as part of future budget planning.

Members noted that the cost of formal hostile vehicle mitigation equipment could be significant, potentially amounting to several thousand pounds. However, the ability to adopt proportionate and risk-based measures was welcomed, and it was considered that an appropriate balance between public safety and event viability should be achievable.

Action: Officers to continue monitoring the progress of Martyn's Law, undertake a draft terrorism risk assessment for Remembrance Sunday, and investigate potential mitigation measures and associated costs for future budgeting purposes.

7. Remembrance & Christmas Fantasia. (agenda item 7)

Members received an update on preparations for the Remembrance Sunday Service, which is due to take place on 8 November 2026.

It was noted that arrangements are already underway to convene a meeting during August with the various groups and individuals involved in the event. Members agreed that holding a planning meeting earlier in the year had proved beneficial previously and would help ensure that key details, including the order of service, are agreed in good time.

Members were advised that Reverend Neil is likely to lead this year's service, although this will be confirmed at the August planning meeting in consultation with the church and other participants.

The meeting will also consider musical arrangements for the service. Feedback received following previous events indicated a preference within the community for Jerusalem to be included, and this will form part of the discussions.

It was noted that the Remembrance Service is organised by the church, with the Parish Council providing support and facilitating the event. As such, decisions regarding the content and delivery of the service will be led by the church, with the Council providing feedback and assisting with arrangements where appropriate.

Action: August planning meeting to be arranged with all relevant groups and stakeholders to finalise the order of service, leadership arrangements and musical programme for the 2026 Remembrance Sunday Service.

It was noted that Lowan Daley is obtaining quotations for key event requirements, including first aid provision and traffic management. In addition, discussions will be held with relevant providers regarding potential hostile vehicle mitigation measures and the associated costs of implementing anti-vehicle protection arrangements on the highway.

Cllr Tonks explained that, while there is currently no formal requirement to consider terrorism-related risks for this year's event, it would be beneficial to begin exploring what measures may be necessary in the future. Lowan Daley added that undertaking this work as a trial exercise would provide valuable experience and assist with future planning.

Members were advised that the introduction of Martyn's Law will place greater responsibility on event organisers to assess and manage the risks associated with terrorism at certain events. Whereas such matters have traditionally been considered primarily a policing responsibility, event organisers will be expected to consider appropriate mitigation measures, emergency procedures, points of contact and public safety arrangements proportionate to the size and nature of their events.

It was agreed that obtaining indicative costs for hostile vehicle mitigation measures at this stage would be beneficial and would assist the Council when setting future budgets. Should any proposed measures prove affordable and practical, Members noted that there may be merit in trialling them at this year's event, although there is currently no formal requirement to do so.

Action: Lowan Daley to obtain quotations for first aid provision, traffic management and potential hostile vehicle mitigation measures, with the information to be used to inform future event planning and budget-setting discussions.

Christmas Fantasia

Cllr Tonks suggested introducing a web-based booking form, noting that this could improve the accuracy of information submitted by stallholders and reduce the amount of manual data entry

required. It was proposed that the fields contained within the existing spreadsheet be replicated within the online form, allowing information to be transferred directly into event records.

Whilst recognising the potential benefits, Members acknowledged that there may still be challenges associated with online submissions and that the anticipated time savings may not always be fully realised. It was therefore agreed that a combination of traditional application forms and online forms should be used initially, allowing the effectiveness of the system to be reviewed in practice.

Members noted that the administration of stallholder bookings for Fantasia is expected to be more manageable than for other events due to the lower number of participating organisations.

It was confirmed that opportunities for outdoor stallholders will continue to be offered at Fantasia. Members noted that a number of specialist food and refreshment vendors have proved popular at previous events and can contribute positively to the overall visitor experience.

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

The date of the next meeting was agreed as Wednesday 30th September 2026 at 14:30 via Microsoft Teams.

The meeting closed at 15:35pm

Signed Date

Agenda Appendix B**ASH PARISH COUNCIL**

**Minutes of the Ash Flood Working Group
held via Microsoft Teams
on Thursday 23 July 2026 commencing at 10:00**

Chair:	Cllr Richard Lucas	✓
	Cllr Sue Wyeth-Price	✓
	Cllr Michael Moriarty	A
	David Shaw	A
	Ali Watmore	✓

Also Present:

Helen Barnsley Guildford Borough Council (GBC)
 Claire Upton-Brown (GBC)
 Andy Treasure Surrey County Council (SCC)
 George Allen (SCC)
 Ivan Parr (Environment Agency)
 Janice Longman (Environment Agency)

2. Apologies for Absence. (agenda item 1)

Apologies for absence were received from Cllr Michael Moriarty.

Note : David Shaw sent an apology email – he got unavoidably detained so couldn't join the meeting.

2. Declarations of Interest. (agenda item 2)

There were no declarations of interest.

3. Confirmation of Minutes. (agenda item 3)

The minutes of the previous meetings held on Monday 19 January 2026, copies of which had been circulated, were confirmed as a true record and will be signed by the Chair of the Committee, Councillor Richard Lucas.

4. Review/Update Outstanding Items From Public Meeting 5th March 2026. (agenda item 4)

- Culvert under Harpers Road not coping with flow///river.seabirds.fuels – No update from SCC.
- Culvert under disused railway track is blocked///otherwise.diverting.waddle – It was agreed that Richard Lucas should send an email to Helen Barnsley at GBC and she can then investigate as to who is responsible for this.

5. Update on Key Drains of Concern. (agenda item 5)**Chester Bridge to Blackwater**

- The drainage channel that runs from Chester Bridge under Guildford Rd at ///lungs.player.plan, along Chester Rd, Potters Crescent, Fairview Rd, under the railway at ///late.lower.happen, under Winchester Rd, Grange Farm Rd, Shawfield Rd to come out to

an open ditch at ///down.marked.roses before flowing into the canal toe ditch and then into the Blackwater. This would seem to be the main outflow from all of the new builds in Wildflower Meadows and Ash Green.

Cllr Sue Wyeth-Price confirmed she has received photographs from David Shaw but isn't sure who is the landowner as its private land.

Ivan Parr confirmed it depends on if the source is from a river. If not a river, then it would be SCC who can investigate ownership as they have powers to force the landowner to carry out work.

Cllr Sue Wyeth-Price confirmed it wasn't from a river and will forward all the information she has to Andy Treasure (SCC).

Ivan Parr screen shared a map of the drainage locations in Ash that Thames Water maintain.

George Allen (SCC) confirmed that Thames Water attend other Flood meetings like this and will forward a contact for Cllr Richard Lucas to invite.

Outflow of Avondale to Blackwater

- NR toe ditch from alongside Avondale to Core Wire. Culvert under railway to Blackwater.

Ivan Parr confirmed this still needs following up.

Andy Treasure (SCC) will provide contact details for Network Rail to Cllr Richard Lucas.

Flow of Blackwater south of North Camp station

- Can EA give us an update on this. BV path is gated off/razorwired. EA can get access to review state of flow?

Ivan Parr confirmed they do have powers to enforce clearing of this area. Will take this away and investigate.

Flow of Blackwater north of North Camp station

- Can EA give us a progress update on getting the river next to Carlsberg Marstons RDC cleared? Boswell garden maintenance filling in the river?

Janice Longman confirmed that since Cllr Richard Lucas reported this, it has now been cleared.

6. Mapping of Drains. (agenda item 6)

- How can we make progress on this? - All
- Funds available from S106 for this? - CUB, GBC

Ivan Parr confirmed the map he had screen shared is not for use in the public domain. It is an up-to-date map. Once Thames Water are participating in these meetings, they will confirm whether these maps can be shared.

Further mapping can be investigated along with inspections into how well drains have been maintained.

Ali Watmore raised the ongoing issue on Shawfield Road with Longacre and Youngs Drive. It is mentioned at every full council meeting following rain, the footpath in front of Rose Cottages becomes impassable. SCC have been made aware, but the issue hasn't been resolved.

Ivan Parr and George Allen asked for details to be forwarded.

Cllr Richard Lucas asked if the problems with the Blackwater River could be connected?

Ivan Parr and George Allen confirmed they could be connected. As Ash Parish Council are the landowners, they should make contact with neighbours to investigate. SCC can help with this.

7. AOB. (agenda item 7)

No other business discussed.

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

The date of the next meeting is **Monday 22 October 2026** commencing at 10:00 am via Microsoft Teams.

The meeting closed at 10:53.

Signed Date

Agenda Appendix C**ASH PARISH COUNCIL****Minutes of the Street Lighting & CCTV Working Group
held on Wednesday 19 August 2026 via Microsoft Teams
which commenced at 19:00**

Present:	Cllr John Tonks	✓
	Cllr Carl Cookson	x
	Cllr Paul Golding	✓
	Cllr Richard Lucas	✓
	Ali Watmore	✓
	Joel Baker (Guest)	✓
	Lowan Daley	✓
	Jeanette McKernan	✓

3. Apologies for Absence. (agenda item 1)

There were no apologies for absence.

2. Declarations of Interest. (agenda item 2)

Declarations of interest were received from Cllr Paul Golding and Joel Baker in relation to a quotation submitted for the CCTV project.

Cllr John Tonks advised that both individuals would leave the meeting during the discussion and consideration of quotations.

3. To review the Current Draft Plan – Phases 1 & 2. (agenda item 3)

Cllr John Tonks advised members that the project had been reviewed and that Phase 3 had been descoped, with the draft project plan updated accordingly.

Members noted that:

- A future decision would be required regarding external funding opportunities.
- Streetlighting considerations would be addressed separately at a later stage.
- The current priority is the delivery of Phases 1 and 2.
- Phase 3 could be implemented at a later date if required.
- The revised draft plan was reviewed and noted.
- Any further progression of the project remains subject to Council approval.

Jeanette McKernan requested comments from Cllr Paul Golding and Joel Baker regarding ongoing maintenance arrangements.

Cllr John Tonks stated that he considered it unlikely that the project would be rejected by Council and stressed the importance of progressing the CCTV project before turning attention to streetlighting improvements.

Cllr John Tonks noted that no other bidders were present for the discussion.

Cllr Paul Golding advised that ongoing maintenance costs would be approximately £25 per camera per annum.

Cllr Richard Lucas commented that these figures appeared broadly in line with industry standards and noted the importance of avoiding unnecessary maintenance expenditure wherever possible.

Lowan Daley queried whether the £25 annual figure applied equally across different camera models.

Jeanette McKernan asked whether the quoted maintenance cost included both labour and materials.

Cllr Michael Moriarty noted that warranty information was included within the submitted quotations but agreed that further clarification would be useful.

Cllr Paul Golding explained that licensed systems generally include support and updates for approximately three to four years. Following expiry of the licence period, system updates may no longer be available unless the system is renewed or replaced. However, camera licences themselves do not expire.

Cllr John Tonks stated that his understanding was that the Council would be provided with three years of support and suggested that future budgets should account for the possibility of system replacement or upgrades in two to three years' time.

Joel Baker advised that ongoing maintenance would include camera firmware updates, server maintenance, Windows updates, UniFi management and Hikvision system updates. He explained that a firewall was already in place within the Ash Centre network, although further segregation of the CCTV network was not currently practical without creating wider network issues.

Joel Baker further explained that some software updates had recently been delayed due to reported bugs and would only be implemented once considered stable and unlikely to cause operational issues.

Members discussed the distinction between camera maintenance and wider network maintenance requirements.

Lowan Daley raised concerns regarding the potential costs of access equipment, such as MEWPs or cherry pickers, should maintenance or repairs be required.

Cllr Paul Golding acknowledged that these costs could affect overall expenditure.

Cllr John Tonks considered that such costs would generally be classified as repair costs rather than routine maintenance costs, particularly where specialist access equipment was required following an initial inspection.

Jeanette McKernan asked whether Joel Baker's involvement would continue to be required throughout the life of the system.

Joel Baker advised that this would depend on the equipment selected and the final implementation of the project.

Cllr John Tonks acknowledged that some ongoing technical support may be required and could carry associated costs, but noted that savings could be achieved by utilising the Council's existing network infrastructure.

Cllr Richard Lucas noted that many software and firmware updates could be deployed remotely without the need for physical attendance on site.

Cllr Paul Golding suggested that parish staff could undertake routine cleaning of camera equipment, thereby helping to reduce maintenance costs where appropriate.

Jeanette McKernan stressed the importance of maintaining clear asset records from the outset, including asset numbers and maintenance histories, to support the Council's asset register requirements.

Having invited and received no further questions, Cllr John Tonks moved to the next agenda item.

4. To discuss & review New & Updated Quotes. (agenda item 4)

At this point, Cllr Paul Golding and Joel Baker left the meeting in accordance with their declared interests.

Members reviewed the quotations received.

Cllr John Tonks noted that the Oasis proposal was considerably more expensive than the alternative submissions.

Members noted that Oasis had quoted using an Avigilon system, following a request to provide a quote for a US or UK focused solution.

All other quotations were based on Hikvision equipment.

The SCS quotation was discussed and members noted:

- Estimated project costs of approximately £50,000 to £58,000.
- Annual maintenance costs had been clearly identified.
- Hourly rates had also been provided.
- The quotation was well documented and professionally presented.

Cllr John Tonks commented that the maintenance figures provided by SCS were broadly consistent with those previously discussed and appeared reasonable on a per-site basis.

Members agreed that the SCS submission provided the most detailed supporting documentation.

It was noted that the quotation submitted by Joel Baker represented the lowest overall cost. However, members expressed some concern that the quotation lacked a detailed breakdown, potentially leaving room for unforeseen costs.

Cllr Michael Moriarty stated that, whilst the Oasis bid was based around a premium system, it was significantly more expensive than the other options under consideration.

Discussion then focused on the Joel Baker quotation.

Members agreed that a clearer breakdown of installation costs and associated rates would improve transparency.

Ali Watmore confirmed that she had pursued the quotation with Joel Baker and could confirm that Cllr Paul Golding would be undertaking the installation work.

Lowan Daley confirmed that he had raised this point previously with Cllr John Tonks.

During the review of the spreadsheet, both Cllr Michael Moriarty and Lowan Daley noted additional information contained within the document tabs.

Cllr John Tonks stated that, had the Joel Baker quotation not been submitted, his preferred option would likely have been SCS. However, he believed the Joel Baker & Cllr Paul Golding

proposal was broadly comparable and considered that support arrangements could be transferred if either party were no longer involved in the future.

Cllr Michael Moriarty agreed that a more detailed breakdown would be beneficial but stated that he was generally comfortable with the proposal, subject to clarification of the outstanding points.

Jeanette McKernan highlighted that regardless of which contractor was chosen, as existing network infrastructure is being used, there will be additional integration costs. This will require the support of our existing IT support supplier.

All agreed and noted this point.

Cllr Richard Lucas thanked Cllr John Tonks for the extensive work undertaken in reviewing and analysing the quotations. He further stated that he believed there was no reason to progress either the Oasis or FTL submissions any further.

Cllr John Tonks agreed.

Cllr Richard Lucas noted that further information was still required in relation to installation costs and physical maintenance arrangements to clearly establish the services being offered.

Cllr John Tonks stated that, in his view, the Joel Baker & Cllr Paul Golding proposal represented the best value for the Council.

Members discussed inviting the bidder to a future meeting; however, Ali Watmore suggested obtaining the required clarification by email instead.

It was agreed that the requested information should be received by mid-week the following week.

Lowan Daley noted that this would provide adequate time to present the recommendations to Council.

Jeanette McKernan requested that a commitment to first-year maintenance arrangements be clearly identified.

Cllr John Tonks agreed and noted that any additional support requirements should be transferable in the future. He acknowledged Jeanette's comments regarding the importance of documenting first-year maintenance arrangements.

Cllr John Tonks proposed that the Working Group recommend Joel Baker's quotation to the Council, provided that the first year's maintenance costs are supplied and are comparable to the costs provided in the other quotations. Cllr Tonks also noted that the scope of the design would allow the Council to change its CCTV maintenance provider in the future, as there is no vendor lock-in. This means that, if an enhanced maintenance schedule is required, it can be procured at a later date.

All agreed to recommend Joel Baker as the Working Group's preferred bidder, provided that Joel provided details of the first year's maintenance costs.

Jeanette McKernan advised that she would provide an updated report on the current funding within the CCTV EMR. It was noted that, following the departure of the former CCTV supplier, there were unspent budgets from past financial years which now reside in general reserves. Jeanette recommended that consideration should be given at a future AF&A meeting to increasing the EMR from general reserves.

Cllr John Tonks proposed that, following Jeanette's updated EMR report, a recommendation should be made to AF&A to increase the current EMR to £50,000. This would ensure the

completion of the project and increase the EMR ahead of forecast licence renewals and replacements.

Cllr Richard Lucas also recommended increasing the EMR contributions.

Cllr John Tonks said that current contributions are £2000 per year. The Council would then be able to replace the CCTV system within the next 10 years.

All agreed that recommending an annual budget of between £4,000 and £5,000 would be pragmatic, allowing for inflation.

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

Cllr John Tonks advised that the Working Group had reached a stage where meetings would only be scheduled when required and, as such, no future meeting date would be agreed during this session.

Ali Watmore confirmed that any future meetings would be arranged via email.

The meeting closed at 20:15.

Signed Date