



Stratfield Mortimer Parish Council Minutes
Minutes of the Estate Management Committee held on
Thursday 22 May 2025 at 19:30 at
Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

These minutes are subject to approval.

Present

Councillors

Cllrs S Hill (Chairman), G Bridgman, M Lock, A Richardson, and R Saunders.

Officers of the Council

Miss D Davis.

Public/Press

There were no members of the public and the press in attendance.

Part I

25/001 Public questions

None were received.

25/002 To receive any apologies for absence

Apologies were received from Cllr D Kilshaw, and Cllr H Geary. No Apologies were received from Cllr M Shaw.

25/003 To receive any declarations of interest

To receive from Members at this point or at any point during the meeting, in respect of any items included on the agenda, disclosure of any interests, and/or gifts and hospitality, in line with the Parish Council's Code of Conduct.

None were received.

25/004 Minutes of last meeting

The Minutes of the Fairground and Cemetery meeting held on Thursday 16 January 2025, and the minutes of the Roads, Footpaths, and Commons Committee held on 6 February were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting

25/005 Chairman's remarks

Cllr Hill:

- Welcomed all members to the Estate Management Committee. He explained that the Committee's remit now includes The Commons, in addition to its previous responsibilities for the Fairground and Cemetery, and emphasised the need for all members to contribute actively. He thanked everyone for joining the Committee.

25/006 Clerk's Report

The report was received; the Clerk also further updated the committee on:

- The water supply works at the Fairground have been completed; however, some issues remain that must be fully resolved before the project can be signed off as complete.
- There have been reports to the office of members of the public failing to comply with cemetery regulations. The office sought clarification on how to address these issues. Following discussion, it was agreed that the office would produce a template letter to inform individuals of non-compliance, advising that unauthorised items will be removed after a specified period. It was also agreed that Cllr Hill would visit the cemetery with the Custodian to provide guidance on which items may be removed and which should remain.

25/007 Items to be taken into private session

To determine which items, if any, of the Agenda should be taken with the public excluded.

Cllr Hill proposed items 25/009 2 Skate Roller, 25/009 6 MUGA resurfacing, 25/009 7 Fairground Fence, 25/009 8 Play equipment resurfacing be taken into private session.

Cllr Bridgman seconded.

Resolved unanimously.

25/008 Steering Group and Working Party reports

None received.

25/009 Items for consideration

1 Policies

- a To consider any Policies within the ambit of the Committee requiring consideration, amendment or proposal to full Council.**

None to consider.

2 Skate Roller

To consider the information received regarding the Skate Roller and resolve the scope of work to be undertaken and the appointment of a contractor to carry out the repairs/replacement.

Minuted at Part II.

3 Fairground Operational Inspection Report (quarterly)

To receive 'The Fairground Operational Inspection Report- January 2025'

4 Cemetery Extension

- a **To consider the need for additional maintenance contracts for the cemetery extension upon completion of the project and to agree the specification for the contract.**

Following discussion, it was agreed that the Clerk would invite the current contractor, along with additional contractors, to provide advice on a specification and submit quotes for the Cemetery Extension maintenance contract. The Clerk will report back to the Committee for a decision.

- b **To consider the gap in the boundary hedge at the cemetery extension and agree any actions to be taken.**

Following discussion, it was agreed that the Clerk would initially request a quote from the current contractors to plant hedging in the gap to reinstate the boundary and report back to the Committee.

- c **To review the transition between the existing cemetery and the new cemetery extension and agree any further actions required.**

The current burial plan was reviewed, and it was agreed to continue using the remaining burial and cremation plots in the existing cemetery. Where possible, cremation plots will be extended around the existing vegetation. This approach will allow the cemetery extension an appropriate settling period before it is brought into use.

- d **To review the cemetery fee structure, taking into account the new memorial wall, and to clarify the fees for residents and non-residents.**

Following an in-depth discussion, it was agreed to clarify the definitions of "resident" and "non-resident." All applicants with a right to be interred will be defined as residents. Those without such a right will be assessed on a case-by-case basis, in accordance with the Cemetery Regulations, and classed as non-residents. The Clerk will update the cemetery fees accordingly. Fees for memorial plaques will be determined at a future meeting of the Committee.

5 Fairground Information Boards

To consider the Fairground Information Boards and agree the content and any further actions required.

Cllr Hill presented the Committee with the previous information boards. A discussion followed regarding the content of future boards. It was agreed that Cllr Saunders, with the support of Cllr Shaw, would develop draft designs and explore potential suppliers, reporting back to the Committee at a future meeting.

6 MUGA resurfacing

To consider the advice received for the MUGA resurfacing remedial works and to resolve the scope of work to be undertaken, if any.

Minuted at Part II.

7 Fairground Fence

To consider the need to replace the Fairground fence and to decide whether to seek quotations and agree the specification.

Minuted at Part II.

8 Play equipment resurfacing

To consider the need to resurface the HERAS matting beneath the play equipment and to agree the specification for obtaining quotations. A budget is currently in place to resurface the areas around the Gyro-Spiral, Titan Swing, and Supernova.

Minuted at Part II.

25/010 Finance

Regular or previously authorised payments made - to note Clerk To receive and note a summary (Schedules Cii): Report 25/010.

None received.

25/011 Items for information only

None received.

25/012 Minor Matters

- Cllr Hill reported snagging issues with the utility square, including rust and welding concerns, and confirmed he had recently shared photos with the Clerk. It was agreed that he would email a snagging list to the Clerk for forwarding to the contractor for resolution.
- Cllr Bridgman advised that he had spoken with Cllr D. Kilshaw regarding the electricity supply to the utility square.
- A discussion was held regarding the three electrical cabinets at the Fairground. The Clerk has yet to receive the revised quotes for the remedial works and upgrade. Concerns were raised about the difficulty of meter readings due to accessibility issues. Possible resolution methods were discussed. It was agreed that the Clerk would follow up on the outstanding quotes and, if not received, approach additional suppliers. It was also noted that the budget line for these works had not been carried over into the new financial year; however, the works were still considered necessary.
- Cllr Lock requested and was granted permission to approach Mortimer Relief in Need to seek a grant for the Committee to invest in additional disability-accessible play equipment.

25/013 Communication

It was agreed that the recent vandalism of the Fairground Fence will be reported to the public via social media.

25/014 Future agenda items

To identify specific future agenda items.

- To set the fees for the memorial plaques.
- To review the draft conservation boards.
- To review the tree surveys previously carried out on The Commons
- Cllr Bridgman suggested for the Clerk to create an action tracker for the Committee.

Part II

25/015 Exclusion of Press and Public

To pass a resolution under s.1(2), Public Bodies (Admission to Meetings) Act 1960, to exclude members of the press and public from the meeting due to the confidential nature of the business to be transacted.

Cllr Hill proposed to proceed into Part II,

Cllr Bridgman seconded.

Resolved unanimously.

1 Skate Roller

To consider the information received regarding the Skate Roller and resolve the scope of work to be undertaken and the appointment of a contractor to carry out the repairs/replacement.

After a discussion, Cllr Hill proposed to proceed with the quotation for replacement of both skate wagons provided by Infinity Playgrounds for £5,400.

Cllr Bridgman seconded.

Resolved unanimously.

2 MUGA resurfacing

To consider the advice received for the MUGA resurfacing remedial works and to resolve the scope of work to be undertaken, if any.

After a discussion, Cllr Hill proposed to not proceed with any remedial works for the MUGA at this time and to keep the surface under a close review.

Cllr Bridgman seconded.

Resolved unanimously.

3 Fairground Fence

To consider the need to replace the Fairground fence and to decide whether to seek quotations and agree the specification.

Cllr Hill informed the Committee that the fence along the Street side of the Fairground has been subject to repeated vandalism. After reviewing the current quotations for its replacement and holding a discussion, it was agreed that Cllr Hill and Cllr Saunders would visit the site over the weekend to take precise measurements and develop an accurate specification for quotations. Cllr Saunders will assist the office in obtaining the quotations, with a report to be brought back to the Committee for resolution.

4 Play equipment resurfacing

To consider the need to resurface the HERAS matting beneath the play equipment and to agree the specification for obtaining quotations. A budget is currently in place to resurface the areas around the Gyro-Spiral, Titan Swing, and Supernova.

Following discussion, it was agreed that Cllr Hill and Cllr Saunders would visit the site over the weekend to create a detailed specification and take measurements of the areas of play equipment requiring resurfacing. The office will then obtain quotations based on this specification and report back to the Committee for resolution.

Close

The meeting closed at 21:27.

Date of next meeting: **24 July 2025.**

Miss Danielle Davis

23/05/2025

DRAFT