



Stratfield Mortimer Parish Council Minutes
Minutes of the Estate Management Committee held on
Thursday 24 July 2025 at 19:30 at
Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

These minutes are subject to approval.

Present

Councillors

Cllrs G Bridgman, H Geary, S Hill (Chairman), D Kilshaw, 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

25/016 Public questions

None were received.

25/017 To receive any apologies for absence

Apologies were received from Cllrs M Lock and M Shaw

25/018 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.

Cllr A Richardson declared an interest by stating he is a member of the Mortimer Tennis Club.

25/019 Minutes of last meeting

The Minutes of the Estate Management meeting held on Thursday 22 May 2025 were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting

25/020 Chairman's remarks

No remarks.

25/021 Clerk's Report

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

- A report of damage to the Tennis Court gate, it was advised that the Custodian and the Clerk had been to check this and the gate was fully functional with no obvious damage.
- A soil conditioner delivery scheme is being set up for the month of August by West Berkshire Council. It was advised that the Council would request a delivery for the West End Road Car Park border.

25/022 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 25/025 2 HERAS Matting, 4 Skate Roller, and 9 Office Contact Number and Notice Board be taken into private session.

Cllr Bridgman seconded.

Resolved unanimously.

25/023 Steering Group and Working Party reports

None received.

25/024 Action Tracker

To review the Action Tracker, receive an update outlining actions taken since the last meeting, and consider further actions.

The Action Tracker was reviewed and updated.

25/025 Items for consideration

1 Policies

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

Tennis Court Policy v2.2

Following a discussion Cllr Bridgman proposed the policy be recommended to full Council. Cllr Hill seconded.

Resolved unanimously.

2 HERAS Matting

To consider the quotes received for the HERAS matting remedial works and resolve the work to be undertaken and the contractor to carry out the repairs.

Minuted at Part II.

3 Community Centre Request

To review the proposal (*Report 25-025.3*) from the CIC and agree a response

Following discussion, it was agreed that the CIC were to pass their request onto the Stratfield Mortimer Fairground Charity for approval.

4 Skate Roller

To consider the latest correspondence regarding the Skate Roller remedial work and agree any further actions required.

Minuted at Part II.

5 Foot Tennis

To resolve the request to extend the use of the tennis courts to allow for the inclusion of Foot Tennis.

Following a detailed discussion, it was decided allowing the play of Foot Tennis on the Tennis courts poses a risk to damage of the court and reduces availability to tennis players whilst there are other facilities available to the community for Foot Tennis such as the MUGA or the Fairground Fields. Therefor it was unanimously resolved not to allow Foot Tennis to be played on the Tennis Courts at this time.

6 Fairground RoSPA

To receive the annual RoSPA report and agree any actions to be taken.

The reports were received, and the summary of information reviewed. It was agreed the Clerk should review the medium risk items with the Custodian and discuss a schedule of works. Any works not able to be performed by the Custodian will be reviewed at the next RoSPA inspection.

7 Fairground Operational Inspection Report (quarterly)

To receive 'The Fairground Operational Inspection Report- April 2025'.

The inspection report was received.

8 Cemetery extension

To consider the latest correspondence regarding the Cemetery Extension grass and agree a response- 25-025 8 Cemetery Extension.

It was agreed that, as the quoted herbicide treatment had not been applied, the Clerk would discuss the issue of weed treatment and re-seeding with the project manager and report back to the Committee.

Following a discussion regarding the purchase of an Amelanchier tree for the cemetery extension, it was decided to proceed with the purchase of a large single stemmed, bare rooted specimen and to research best planting techniques involving compost and staking prior to installation in the autumn.

9 Office Contact Number and Notice Board Signage Update

To consider the quotation received for updating the contact information on notice board signage around the Fairground and agree any further actions required.

Minuted at Part II.

25/026 Finance

Regular or previously authorised payments made - to note Clerk To receive and note a summary (Schedules Cii): Report 25/0256.1.

None received.

25/027 Items for information only

- Cllr D Kilshaw reported that the Custodian has cut the grass in the Utility square, it was agreed that the Clerk would arrange further cuts with the Custodian when needed.
- Cllr Hill reported that a fence strut was damaged at the Fairground, it was agreed to report this to the Custodian.
- Cllr Hill reported that the Hornbeam trees on the Fairground were being watered currently due to the dry weather, the Committee passed their thanks to Mr B Richer.

25/028 Minor Matters

- Cllr Saunders suggested to investigate the potential installation of a Flagpole at the Fairground, it was suggested to raise this as a future agenda item.

25/029 Communication

None.

25/030 Future agenda items

- The Clerk advised the Committee that they will be considering the Estate Management Budget for 2026/27 at the next meeting and agreeing amounts required for recommendation to the Finance and General Purposes Committee.
- The potential installation of a Flagpole at the Fairground.

Part II

25/031 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 HERAS Matting

To consider the quotes received for the HERAS matting remedial works and resolve the work to be undertaken and the contractor to carry out the repairs.

After a discussion, Cllr Hill proposed to proceed with the quotation for the installation of Wet pour for the replacement surfacing around the Titan, Gyro-spiral and Supernova by Infinity Playgrounds for £21,733.33 + VAT. Cllr Bridgman seconded.

Resolved with one abstention.

2 Skate Roller

To consider the latest correspondence regarding the Skate Roller remedial work and agree any further actions required.

Following discussion, it was agreed that replacing the wagons on the skate roller was not cost-effective. The Committee resolved to investigate options for removal and replacement, with the matter to be discussed again at the next meeting.

3 Office Contact Number and Notice Board Signage Update

To consider the quotation received for updating the contact information on notice board signage around the Fairground and agree any further actions required.

Following discussion, it was agreed that the Council would consider replacing the signage on the Fairground only after a discussion regarding the replacement of the logo had taken place. In the meantime, it was agreed to place white tape over the old phone number to ensure the contact details are up to date.

Close

The meeting closed at 21:09

Date of next meeting: **9 October 2025.**

Miss Danielle Davis

25/07/2025

DRAFT