



**Stratfield Mortimer Parish Council Minutes**  
**Minutes of the Estate Management Committee held on**  
**Thursday 9 July 2026 at 19:30 at**  
**Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB**

**Present**

**Members**

Cllrs D Backhouse, G Bridgman, S Hill (Chairman), D Kilshaw, D Morsley and K Strong.

**Other Councillors**

**Officers of the Council**

Miss D Davis.

**Public/Press**

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

**Commencement**

The meeting commenced at 19:30.

**Part I**

**26/001 To receive any apologies for absence**

Apologies were received from Cllrs Geary, and Saunders. The Clerk informed the Committee that Cllr M. Lock had resigned from the Committee.

**26/002 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.

**26/003 Public Questions**

None were received.

**26/004 Minutes of last meeting**

The Minutes of the Estate Management meeting held on Thursday 16 April 2026 were received and approved unanimously for signature by the Chairman as a true record of the meeting following some minor suggested edits at the meeting.

## **26/005 Chairman's remarks**

Cllr Hill:

- Reported on the positive progress made over recent months, highlighting the successful advancement of the Mortimer to Burghfield Footpath and Cycleway project, the completion of the memorial wall at the cemetery extension, and the completion of the new Fairground fencing.
- The Chairman thanked Cllr Kilshaw for his significant contribution to the successful delivery and project management of these schemes.

## **26/006 Clerk's Report**

The Committee received the Clerk's Report.

In addition The Clerk verbally advised Members that the large horse play equipment within the Under 8s Play Area had been damaged. It was agreed that the matter would be considered alongside the RoSPA inspection findings and the associated repair programme.

The Clerk requested approval to utilise the remaining budget allocated for the West End Road Car Park to undertake weed removal. The Committee agreed to this expenditure.

## **26/007 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 26-008.2 Memorial Wall Plaques, and 26-008.3 Electrical Cabinet Remedial Works be taken into private session.

Cllr Bridgman seconded.

**Resolved** unanimously.

## **26/008 Items for consideration**

### **1 Policies**

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

#### **a To resolve:**

##### **i SMPC Cemetery Regulations v1.1-**

Cllr Bridgman proposed to recommend the updated Cemetery Regulations v1.1 to Full Council for adoption, subject to the following amendments:

- references to the "leaflet" being changed to "pamphlet"; and
- the Cemetery webpage being amended to include both the full regulations and the pamphlet as separate documents. Cllr Hill seconded.

**Resolved** unanimously.

##### **ii Looked at memorial policy- was in old format, GB has updated into new format.**

The Committee considered the SMPC Memorial Policy. Members noted that the document had been updated to reflect the Council's current policy template. It

was recognised that these were initial drafting amendments only and that further revisions would be made before the policy is brought back to the Committee for further consideration.

**b To note:**

- i SMPC Fairground Hire – Agreement**
- ii SMPC Fairground Hire - email wording re advertising a circus, fair, etc**
- iii SMPC Fairground Hire - email wording re enquiry**
- iv SMPC Fairground Hire - Terms and Conditions**

Items 26-008 1.b.i to 26-008 1.b.iv were noted en bloc.

**2 Memorial Wall Plaques**

**To consider the report on the proposed memorial wall plaque supplier, ordering procedure and associated charges, and resolve:**

- a Whether to appoint Haven Memorials as the preferred supplier for memorial wall plaques.**
- b Whether to approve the proposed ordering procedure.**
- c The fee to be charged to applicants for memorial wall plaques.**
- d Whether to approve the inclusion of the memorial wall plaque fee within the Cemetery Fees and Charges Schedule.**

Minuted at Part II.

**3 Electrical Cabinet Remedial Works**

**To receive the updated quotation for the remedial works to the car park pole electrical cabinet, incorporating the Distribution Network Operator (DNO) alteration costs provided by Scottish and Southern Electricity Networks (SSEN), and to determine whether to accept the quotation and proceed with the works.**

Minuted at Part II.

**4 Tree Surveys 2026**

**To receive the 2026 Tree Condition and Hazard Survey reports and resolve:**

- a Fairground**
  - i The tree works to be undertaken.**
  - ii The associated budget.**
  - iii That the Clerk, in consultation with the Chairman of the Estate Management Committee, obtains quotations and places an order for the approved works.**
- b Cemetery**
  - iv The tree works to be undertaken.**
  - v The associated budget.**
  - vi That the Clerk, in consultation with the Chairman of the Estate Management Committee, obtains quotations and places an order for the approved works.**

**c Windmill Common**

- i The tree works to be undertaken.**
- ii The associated budget.**
- iii That the Clerk, in consultation with the Chairman of the Estate Management Committee, obtains quotations, submits any necessary Tree Preservation Order applications to West Berkshire Council, and places an order for the approved works once any required consent has been obtained.**

The Committee received the 2026 Tree Condition and Hazard Survey reports for the Fairground, Cemetery and Windmill Common.

Members discussed the recommendation to remove the monoliths (Trees T2848 and T2849) at the Fairground, noting that this recommendation had also appeared in previous surveys. It was agreed that this recommendation should be reviewed further once quotations had been obtained.

Resolved:

- a. That the Clerk obtains quotations for all moderate and low priority tree works identified within the survey reports for the Fairground, Cemetery and Windmill Common.
- b. That, once quotations have been received, a report be brought back to the Committee to determine:
  - which works should be undertaken;
  - the associated budget; and
  - the appointment of a contractor.
- c. That any necessary Tree Preservation Order applications relating to Windmill Common be submitted to West Berkshire Council once the scope of works has been agreed following receipt of quotations.

The Committee indicated that its initial expectation was that the moderate priority works would be progressed first, with the quotations for the low priority works providing an indication of future budget requirements.

**5 Fairground RoSPA**

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

The Committee received the 2026 RoSPA Inspection Report and considered the recommendations.

The Committee resolved:

- a That quotations be obtained for the repair of the large horse play equipment within the Under 8s Play Area.
- b That quotations be obtained for the replacement of the worn chains on the Swing Dome and the Titan multi-play unit.
- c That the squeaking chains on the two-bay swing within the Under 8s Play Area be inspected and rectified as part of the maintenance programme.

Members also discussed the absence of a fence between the play area and the Fitness equipment. It was noted that the older children's play equipment had intentionally not been enclosed to encourage adventurous play and formed part of the original funding proposal. The Committee therefore agreed that no additional fencing should be installed at this time.

#### **6 Community Defibrillator – Mortimer St Mary's School**

**To consider a request from The Mortimer Federation of St John's and St Mary's Schools for the Parish Council to fund, own and maintain an externally accessible community defibrillator at Mortimer St Mary's School, and to determine whether to support the proposal.**

The Committee considered a request from The Mortimer Federation of St John's and St Mary's Schools for the Parish Council to fund, own and maintain an externally accessible community defibrillator at Mortimer St Mary's School.

Cllr Bridgman proposed that the Parish Council supports the principle of providing a community defibrillator at the school by working with the school to apply for a free defibrillator through the British Heart Foundation scheme. Should the application be successful, the Parish Council would work with the school to facilitate its installation. The school would be expected to undertake routine visual inspections of the defibrillator, with arrangements for future maintenance and the replacement of consumable items, such as pads and batteries, to be reviewed at a later date. The school would also be advised that an externally accessible community defibrillator requires access to be provided via the emergency services, meaning there may be a slight delay in accessing the unit compared with the school's existing internally located defibrillators. Seconded by Cllr Hill.

**Resolved** unanimously.

#### **7 Grazing area – Dog Control Signage Chairman**

**To consider a request from a resident for additional signage on the Fairground to clarify that the area is a public open space for all users and to remind dog owners of their responsibility to keep dogs under control, including using a lead where appropriate, and to determine whether to install additional signage.**

The Committee considered a request from a resident for additional signage on the Fairground to clarify that the area is a public open space for all users and to remind dog owners of their responsibility to keep dogs under control, including using a lead where appropriate.

Members agreed that additional signage was not required at this time. Instead, it was resolved that the Parish Council would reinforce the existing message through its communication channels, including the Parish newsletter, noticeboards and social media, reminding residents that the Fairground is a public open space for everyone to enjoy and that dog owners are responsible for keeping their dogs under control, using a lead where appropriate.

#### **8 Fairground to Windmill Road Footpath**

**To review the condition of the footpath between the Fairground and Windmill Road, consider options for improving the surface due to seasonal waterlogging, and determine whether any improvement works should be undertaken.**

The Committee considered options for improving the surface of the footpath between the Fairground and Windmill Road.

Resolved that the Clerk obtain quotations for the supply of 20 tonnes of golden gravel, together with the weekend hire of a mini digger and dumper truck. If approved, the works would be undertaken by a volunteer working party.

#### **9 West End Road EV Charging Proposal**

**To consider further correspondence from District Councillor Carter regarding the proposed EV charging bays at West End Road Car Park and resolve:**

- a Whether the Committee supports, objects to, or makes no comment on the proposal.**
- b Whether, if not supported, West Berkshire Council should explore a reduced scheme.**

The Committee considered the latest correspondence regarding the proposed EV charging bays at West End Road Car Park.

Members noted the recent installation of 21kW EV chargers at Mortimer Methodist Church and agreed it would be sensible to assess their level of use before supporting additional charging infrastructure nearby. The Committee also expressed concern over the loss of limited parking spaces and did not consider 7kW charging points to constitute fast charging, particularly given that faster 21kW chargers are already available nearby.

Cllr Bridgman proposed that the Committee does not support the proposal at this time, but remains open to reviewing the position in the future should there be evidence of demand for additional charging facilities. Seconded by Cllr Hill.

**Resolved** unanimously.

The Committee also requested that the white parking bay markings at West End Road Car Park be repainted.

#### **26/009 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.

#### **26/010 Finance**

##### **1 Regular or previously authorised payments made – to note**

**To receive and note a summary (Schedules Cii)**

Not needed.

##### **2 Quarterly Budget monitoring – to review**

**To receive and review the Committee Budget Tracker for Quarter 1.**

The quarterly budget tracker was reviewed and noted.

#### **26/011 Items for information only**

The following items were noted:

- Cllr Kilshaw advised that, following the Transport Through the Ages event, he had been approached by a representative of the Community Broadband Scheme regarding the provision of public Wi-Fi across the Fairground. Members agreed that the Parish Council would not pursue this proposal.
- The wording of the Section 30 Agreement for the Wokefield Common section of the Mortimer to Burghfield Cycleway has now been agreed.
- The roadworks at Three Firs have been completed.
- Cllr Hill agreed to investigate the feasibility of introducing a Tetrapak recycling facility within the parish.
- Members noted that further incidents of fly-tipping had occurred adjacent to the electrical recycling bins.

## **26/012 Minor Matters**

None.

## **26/013 Communications**

The Committee agreed that communications should be prepared reminding residents that the Grazing area is a public open space for everyone to enjoy and is not solely for dog walking.

## **26/014 Future Agenda Items.**

- Cllr Strong suggested procuring a St George's flag as part of the Flag procurement process. It was agreed that he obtain a quote.

## **Part II**

### **26/015 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 Memorial Wall Plaques**

**To consider the report on the proposed memorial wall plaque supplier, ordering procedure and associated charges, and resolve:**

- Whether to appoint Haven Memorials as the preferred supplier for memorial wall plaques.**
- Whether to approve the proposed ordering procedure.**
- The fee to be charged to applicants for memorial wall plaques.**
- Whether to approve the inclusion of the memorial wall plaque fee within the Cemetery Fees and Charges Schedule.**

The Committee considered the report regarding the proposed supplier, ordering procedure and associated charges for memorial wall plaques.

Members agreed that, prior to appointing a preferred supplier, a sample plaque should be obtained from Haven Memorials and a site visit arranged to review the proposed installation method to ensure there is no risk of damage to the memorial wall.

**Resolved**, subject to the Chairman of the Committee and the Clerk being satisfied with the quality of the sample plaque, the proposed sizing, installation method and the supplier's approach:

- a To appoint Haven Memorials as the preferred supplier for memorial wall plaques.
- b To approve the proposed ordering procedure.
- c To approve a memorial wall plaque fee to remain consistent with the current charges for cremation tablets.
- d To approve the inclusion of the memorial wall plaque fee within the Cemetery Fees and Charges Schedule, with the relevant fee description amended from "Cremation Tablet" to "Cremation and Memorial Tablet".

Proposed by Cllr Bridgman, seconded by Cllr Backhouse.

**Resolved** unanimously.

## **2 Electrical Cabinet Remedial Works**

**To receive the updated quotation for the remedial works to the car park pole electrical cabinet, incorporating the Distribution Network Operator (DNO) alteration costs provided by Scottish and Southern Electricity Networks (SSEN), and to determine whether to accept the quotation and proceed with the works.**

Cllr Hill proposed to proceed with the quote, Cllr Kilshaw seconded.

**Resolved** unanimously.

## **Close**

The meeting closed at 21:15

Date of next meeting: **8 October 2026.**

**Miss Danielle Davis**

**10/07/2026**