



Stratfield Mortimer Parish Council Minutes
Minutes of the Estate Management Committee held on
Thursday 8 October 2026 at
Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

These minutes are subject to approval.

Present

Members

Cllrs D Backhouse, G Bridgman (in the Chair in the absence of Cllr Hill), H Geary, 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 or the press in attendance.

Commencement

The meeting commenced at 19:44, following the conclusion of the preceding Planning and Highways Committee meeting.

Part I

26/016 To receive any apologies for absence

Apologies were received from Cllrs Hill and Saunders.

26/017 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.

26/018 Public Questions

None were received.

26/019 Minutes of last meeting

The Minutes of the Estate Management meeting held on Thursday 9 July 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.

26/020 Chairman's remarks

Cllr Bridgman advised that Cllr Hill had provided notes on the agenda items in advance of the meeting, which he would relay under each relevant item.

26/021 Clerk's Report

The Committee received the Clerk's Report. The Clerk verbally reported that:

- a grant of £7,500 had been received from the Fairground Trust towards the Fairground fence;
- a grant of £5,000 had been offered from the Englefield Charitable Trust, via the Greenham Trust, towards Phase C of the footpath and cycleway, and accepted by the Clerk.

Cllr Morsley thanked Cllrs Bridgman and Kilshaw for addressing parking obstructing the footway at Five Oaken. Thames Valley Police had spoken with the site operatives. Any further instances of parking obstructing the footway should be reported to Cllrs Bridgman and Kilshaw.

The Committee discussed cycleway signage and monitoring/control of the vegetation (in particular gorse) alongside Phase A, with the need for it to be kept cut back to maintain visibility, particularly for children using the route.

Cllr Bridgman reminded the members that the official opening of the footpath and cycleway would take place on the following Tuesday (13 October) at 10:30.

26/022 Items to be taken into private session

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

Cllr Bridgman decided that items 26/023.2 (Budget), 26/023.5 (Tree works following the tree surveys), 26/023.6 (Playground equipment repairs following the RoSPA inspection), and 26/023.7 (Christmas Tree quotations) should be taken into private session.

26/023 Items for consideration

1 Policies

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

There were no policies for consideration.

Cllr Bridgman advised that he and the Deputy Clerk needed to review the Cemetery Regulations. Once the review was complete, the cemetery fees could be finalised, and the Memorial Wall could be publicised.

Action: Cllr Bridgman and the Deputy Clerk to review the Cemetery Regulations.

2 Budget 2027/28 and Medium-Term Financial Planning

To consider the Committee's budget requirements for 2027/28, including indicative budget requirements for 2028/29 and 2029/30, and agree recommendations to the Finance and General Purposes Committee.

Minuted at Part II.

3 Action Plan 2027/28

To consider and identify priorities for inclusion in the Council's three-year Action Plan and make recommendations to Full Council.

The Committee noted that the Community Committee had considered ideas for the Council's three-year Action Plan. Members discussed identifying potential projects within the remit of the Estates Management Committee for inclusion in the Plan.

Cllr Bridgman had prepared a paper on a possible extension to the Fairground Hall and asked each Committee member to prepare a paper outlining their proposed projects for the next three years.

Action: Each Committee member to prepare a paper outlining potential projects for inclusion in the Council's three-year Action Plan.

4 Correspondence requests

To consider the following requests and agree any actions:

i Fairground outdoor gym - Request to add equipment, including a dip bar, exercise bench, pull-up bar or step box multi-gym.

The Committee considered the request for additional equipment, including a dip bar, exercise bench, pull-up bar or step box multi-gym. Cllr Bridgman read out Cllr Hill's comments.

Cllr Strong raised concerns that additional equipment might encourage more children to play on it and suggested assessing usage of the existing equipment. Members discussed the budget implications and the extent of the gym area, which is not currently enclosed by fencing.

Cllr Bridgman advised that, if the proposal were to be progressed, it should be considered as part of the 2027/28 budget. Further investigation was required.

Action: The Clerk to obtain costs for static gym equipment, including installation, and report back to the Committee.

ii Oak tree at Badgers Croft - Request to remove deadwood and consider pruning a lower branch overhanging the parking area.

The Committee considered the request to remove deadwood and prune a lower branch overhanging the parking area. Members reviewed the most recent tree survey, and Cllr Bridgman read out Cllr Hill's comments. It was noted that the tree was due to be reduced as part of the works already agreed following the survey.

Action: The Clerk to inform the manager of Badgers Croft of the planned works.

iii Footpath along Foudry Brook - Request for a dog waste bin in response to reported dog fouling.

This request was considered alongside the Summerlug request under item 26/023, 4.iii. Cllr Bridgman read out Cllr Hill's comments.

Members discussed the cost of providing and servicing dog waste bins, including the possibility of using a contractor to empty them. The Committee noted that the Council provided bins in areas under its control. Although signage to address dog fouling was discussed, it was not considered appropriate for SMPC to provide this on land outside its ownership.

Action: The Clerk to respond to the correspondents, explaining the costs and servicing considerations and the Council's position on providing bins and signage on land outside its ownership.

- iv **Summerlug - Request for an additional dog waste bin near Summerlug; to consider whether a suitable location and servicing arrangements can be identified.**

The request for an additional dog waste bin near Summerlug was considered alongside the Foudry Brook request above.

- v **Mortimer Park memorial plaque - Request to install a memorial plaque on an existing bench.**

The Committee considered the request to install a memorial plaque on an existing bench. Cllr Bridgman read out Cllr Hill's comments.

Members discussed the precedent that permitting plaques on existing Council benches could set. It was suggested that the applicant could instead apply to provide a new memorial bench or consider a plaque on the memorial wall.

Action: The Clerk to respond to the requester, outlining the alternatives discussed by the Committee

- vi **Mortimer 2012 WI tree and Fairground Hall lighting - To advise on a suitable replacement for the WI anniversary tree and consider the request for improved lighting outside the hall, in consultation with the relevant site organisations.**

Cllr Bridgman read out Cllr Hill's comments. Cllr Hill would consult former councillor Michael Shaw about a suitable replacement tree.

The Council would discuss the request for improved external lighting with the Fairground Hall representatives. The applicants could also contact Mr Doug Overett or Mr Adrian Smith directly.

Actions: Cllr Hill to consult Michael Shaw regarding the replacement tree. The Clerk to raise the lighting request with the Fairground Hall representatives and respond to the requester.

5 Tree works following the tree surveys

To consider the quotations received for the works identified in the Council's tree surveys and resolve which to accept, subject to the available budget.

Minuted at Part II.

6 Playground equipment repairs following the RoSPA inspection

To consider the quotations received for the repairs and replacement parts identified in the RoSPA inspection report and resolve which to accept, subject to the available budget.

Minuted at Part II.

7 Christmas Tree quotation

To review quotations for the Fairground Christmas Tree, resolve which supplier to purchase from, and agree any further actions required.

Minuted at Part II.

26/024 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. The following actions were identified for inclusion (see Part II regarding some items):

- Fairground lease review and negotiations;
- Audit of fixed assets;
- Cycleway signage;
- Review of the Cemetery Regulations;
- Obtaining costs for static outdoor gym equipment, including installation;
- Research into engaging a lengthsman.

Action: The Clerk to update the Action Tracker with the above and all other actions agreed during the meeting.

26/025 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 2.

The quarterly budget tracker was reviewed and noted.

26/026 Items for information only

None

26/027 Minor Matters

None.

26/028 Communications

The Committee agreed to publicise the substantial increase in the costs of providing and servicing dog waste bins and the opening of the Mortimer to Burghfield cycleway.

Action: The Clerk to prepare and publish the communications.

26/029 Future Agenda Items.

To review the papers for the three year action plan.

Part II

26/030 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 Bridgman proposed to proceed into Part II,

Cllr Morsley seconded.

Resolved unanimously.

1 Budget 2027/28 and Medium-Term Financial Planning

To consider the Committee's budget requirements for 2027/28, including indicative budget requirements for 2028/29 and 2029/30, and agree recommendations to the Finance and General Purposes Committee.

The Committee reviewed and updated its budget requirements for 2027/28.

Cllr Kilshaw proposed that the Parish Council consider engaging a lengthsman.

Action: The Clerk to investigate the proposal, including the requirements of the Council's Financial Regulations.

2 Tree works following the tree surveys

To consider the quotations received for the works identified in the Council's tree surveys and resolve which to accept, subject to the available budget.

The Committee considered the quotations received for the works identified in the Council's tree surveys.

Cllr Bridgman proposed to accept Oakey Tree Services' quotation and proceed with all tree works included within it. Seconded by Cllr Kilshaw.

Resolved unanimously.

The Clerk advised that reserves could be used to fund the works and recommended establishing a sinking fund for future tree works. It was agreed that provision for a sinking fund would be incorporated into the 2027/28 budget.

Action: The Clerk to arrange the works with Oakey Tree Services.

3 Playground equipment repairs following the RoSPA inspection

To consider the quotations received for the repairs and replacement parts identified in the RoSPA inspection report and resolve which to accept, subject to the available budget.

The Committee considered the quotations received for the repairs and replacement parts identified in the RoSPA inspection report. Cllr Bridgman proposed to proceed with Infinity's quotation, subject to Cllr Kilshaw first assessing whether the works could be carried out in-house. Seconded by Cllr Morsley.

Resolved unanimously.

Action: Cllr Kilshaw to assess whether the works could be undertaken in-house. The Clerk to arrange any works requiring an external contractor with Infinity.

4 Christmas Tree quotation

To review quotations for the Fairground Christmas Tree, resolve which supplier to purchase from, and agree any further actions required.

The Committee considered the quotations received for the Fairground Christmas Tree. Cllr Bridgman proposed purchasing a 20ft Norway spruce from Real Christmas Trees. Seconded by Cllr Kilshaw.

Resolved unanimously.

Close

The meeting closed at 20:53

Date of next meeting: **28 January 2027**

Miss Danielle Davis

09/10/2026

DRAFT