

Minutes of a meeting of the Parish Lands Committee held at 7.45 pm on Tuesday 14th November at Loddon Hall, RG10 9JA.

Present: Mr M Bray (Chairman), Mr J Bowley, Mrs J Jagger, Mrs L Jarvis & Mrs S Wisdom.

Clerk: Mrs L Moffatt.

1. **Public Questions.** No questions.
2. **Apologies.** None.
3. **Declaration of interest in items on the agenda.** None
4. **Minutes dated 12th September 2023.** Minutes approved as a true and accurate record. Proposed Mrs S Wisdom, seconded Mrs J Jagger. Motion carried nem con.
5. **Matters arising.** None.
6. **Budgets.**
 - 6.1 To agree % increase for rents and charges 2024/25
The committee reviewed rents and charges. It was noted that the pitch maintenance and line marking costs have risen due to the increased number of pitches and use. With this in mind the committee unanimously agreed a 6% increase for 2024/25 rents and charges and an increase to £7,500 for Twyford Comets (approximately 11%).
Allotment fees were unanimously agreed at £11 per pole for residents and £13 per pole for non residents.
 - 6.2 To agree % increase for burial fees 2024/25 - the committee unanimously agreed a 6% increase.
 - 6.3 To agree % increase for Parish Lands staff 2024/25 - the committee unanimously agreed a 6% increase.
 - 6.4 To review budgets and precept and consider budgeting for projects in the Strategic Action Plan – the figures were amended and noted. In addition, budgets for the following projects were unanimously agreed:
£5,000 hedge laying (KGVVR playground)
£3,000 burial ground lectern sign
£3,000 labyrinth lectern sign
£3,000 youth shelter roof works
7. **To review the Clerks report & Parish Lands report** (circulated with the agenda) – report noted. Councillors were also reminded of tree planting on 19th November and informed that the owl boxes have been cleaned out.
8. **To review the Risk Assessment document 2023**
To review the actions and in particular the Councillor section – the actions were reviewed. Mr J Bowley will remind the builder to carry out the repointing on the pillars.
Item carried forward to enable Councillors to read the report.
9. **Allotments.**
 - 9.1 To facilitate the need for additional allotments – agreed for the clerk to enquire as to the ownership of a piece of land and whether it could be purchased as allotment land.
 - 9.2 Allotment holder correspondence – London Road allotment sycamores – see one drive folder for correspondence and photos. Clerk to seek a quote for the Sycamores to be removed and hedgerow whips planted in their place. To be carried out under delegated authority.
 - 9.3 Allotment holder request regarding the inside hedge – wishing for it to be cut back severely (London Road allotments) Clerk to seek a quote and organise these works under delegated authority.
 - 9.4 To amend the allotment agreement to reflect that the plot prices will be notified on the website. (condition 17) “In practise this is done by posting charges on the website.” Revised wording was unanimously approved.
 - 9.5 To report incidences of non-allotment holders entering the allotment and to consider whether to impose a curfew at the allotment sites. It was unanimously agreed that allotments holders should be informed that there is no access to the allotments during hours of darkness. The committee requested metal signs for the gates

saying that they might be subject to being locked at any time. Clerk to obtain a CCTV sign for the second gate.

10. Millennium Garden, Jubilee Corner, Bell Corner, Burial Ground & War Memorial.

- 10.1 To consider the options for additional burials such as columbarium. Measurements and information can be found in the one drive folder. No actions agreed.
- 10.2 Digitalisation of the burial ground records and confirmation that this page should be added to the website. Unanimously agreed to upload the digitalised burial ground map and the preferred layout was agreed.
- 10.3 Updating historical information of grave ownership onto the digitalised records – agreed for the clerk to update these as and when.
- 10.4 Report of a high number of graves with grave markers and upright crosses which are not within the guidelines. The committee agreed, in the first instance, for the clerk to add markers asking grave owners to contact the Parish Council. Graves that are still not complying with the regulations will receive a letter.
- 10.5 To consider new signage to include a QR code to the website. The committee would like to have a lectern containing historical information and about wildlife. Agreed for a quote to be sought.

11. Playground Inspections

- 11.1 To note the report following the councillors inspection 18.09.23 – noted.
- 11.2 To consider quote for the remedial works £21,172.64 net. The committee **RECOMMEND to Full Council** approval of the quote £21,172.64 for playground remedial works. Motion carried unanimously.
[Note: on this occasion alternative quotes were not sought. The work is being carried out by a supplier previously used and the Council were extremely satisfied with their work.]
- 11.3 To consider wheelchair accessible play equipment – agreed to keep in mind for future.

12. King George V Recreation Ground.

- 12.1 Labyrinth / grass maze – to consider quote for picket fencing, lavender and information board having visited the site. The committee agreed no action at present.
- 12.2 Labyrinth Information Board – to consider this as a project. Agreed to budget £3,000 for a board. Mrs J Jagger will co-ordinate with the Twyford in Bloom committee to progress this.
- 12.3 EV charging point £4,485 contribution for installation (not within budget)
[Note: Charges for use will be cost (determined by Loddon Hall SSE contract) plus 30%]
To consider responses to the questions raised [one drive folder].
Mr J Bowley expressed concern as to the parking space sizes, location and level of kw charging output. There was concern as to whether the chargers would be used and also about losing two spaces of the Loddon Hall car park. Following discussion Mr M Bray proposed not pursuing the EV charging point at Loddon Hall. The proposal was seconded by Mrs J Jagger. Mr J Bowley requested a recorded vote. Motion carried with Mr M Bray, Mrs J Jagger and Mrs S Wisdom in favour, Mr J Bowley and Mrs J Jarvis against.
- 12.4 Tennis Club lease – to consider funding the additional solicitor costs due to ongoing negotiations with the tennis club – unanimously approved from Lands Contingency.
- 12.5 Tennis Club Invoice – this remains unpaid. The tennis club have asked if a part refund be made once the new lease is signed and in place? The committee suggested the tennis club apply at the time.
- 12.6 Tennis Club – clean of courts £1,100 **RECOMMEND to Full Council** £1,100 for a tennis court clean. Motion carried unanimously.
- 12.7 To consider the quote to repair a further section of ball court fencing £1,000 – unanimously approved from the playground budget.

13. Stanlake Meadow.

- 13.1 To consider a quote for a larger fabricated stopping plate on the existing gate £250 – unanimously approved from the playground budget.

14. To review staff job descriptions [Ranger & Park Warden] The committee agreed to expand the Park Wardens role. Clerk to draft revised job descriptions.

15. Strategic Action Plan 2023-2027 – to review committee actions and agree on main focus. Which actions should not be included in the plan? Which councillor will be responsible for the action? Can any information / timescales be added?
The committee reviewed and updated the action plan. They will update the councillor responsibility at the next meeting.

16. Correspondence – all noted

16.1 TVERC August News Item 2023

16.2 Resident correspondence – KGVR bins full and not emptied in a timely manner - 11.09.23

16.3 Resident – complaint about debris from hedge cutting KGVR on path parallel to Kibblewhite crescent.

17. Date of next meeting – 16th January 2024.

Tuesday 14th November 2023

Allotments.
Outstanding allotment rent renewals – 7
The termination process will commence 14.11.23 if payment has not been received.
To note £720 funds from WBC for the compost toilet maintenance / repair.
Hurst Rd.
Hurst Road plot availability – 7
Waiting list – 8 plus 7 existing plot holders wanting an additional plot.
Reports of inappropriate activity in the car park – police are investigating.
London Rd.
London Road plot availability – 0
Waiting list – 6 plus 1 existing plot holder wanting an additional plot
Burial Ground
Burials:
<ul style="list-style-type: none">• Audrey Francis Spencer
Memorials approved
<ul style="list-style-type: none">• Judith Ann Ashley
King George V Recreation Ground.
Liaise with TRIP to explore ideas to encourage recycling of waste - ongoing
Entrance brick pillars – need to find an alternative brick layer
Installers to revisit the Zip wire to retention it. Also sent email request to replace bolts with security fixings (works completed).
Wildflower Information Board – wording and draft sent to Rebecca Howard (illustrator) – 31.10.23
Round Table – reported tyre marks over the Youth Centre pitch. Contractors consulted and no action is required at present.
Stanlake Pavilion.
Quote to paint changing racks and work to replace wood on racks – carried forward
Stanlake Meadow.
Working parties Tree volunteers & Friends of Stanlake Copse meeting on 17.09.23, 15.10.23 & 19.11.23. Work has been taking place on clearing brambles and working on the dead hedge.
Tree plaque approval – John Blundell
Tree plaque approval – A K Weavers (née Symmonds)
Climate Change
Last meeting 07.07.22. Meeting scheduled for 13.09.23 - cancelled.

Items to be carried forward:
Agreed for the clerk to try and make contact with the burial plot owners that have infringed the rules and to display notices at the burial ground.
King George V Recreation Ground.
To consider additional lighting

No bookings approved since the last meeting:
King George V Recreation Ground
Stanlake Pavilion / Meadow

Expenditure approved under Financial Regulation 4 since the last meeting:			
Description	Budget	Amount	Approval
NW Property Services – Stanlake Meadow step style entrance	Lands Contingency	£200	Lands Chairman
Meon – spray paint cerise	Ranger Materials	£126.34	Clerk
Replacement gate latch – entrance by tennis court	Lands Contingency	£60	Clerk
Mulching of Jubilee Corner, Polehampton Corner & Burial ground long flowerbed	Polehampton	£679	Clerk
KGVR gate padlock and keys	Ranger Materials	76.67	Clerk
Trees – replacements for those lost & new trees being purchased by residents	Copse	246.07	Clerk
Stanlake Meadow dead oak by cricket container	Lands contingency	350.00	Lands Chairman

Meeting closed at 21:46