



Bray Parish Council

Minutes of the meeting of Bray Parish Land Management Working Group, held at 10:30am on Friday 2nd February 2018 at the Parish Office, Holyport War Memorial Hall

Present: Cllr K Elvin, Cllr C Graham, Cllr S Kiely, Cllr D Wilson, Mrs S Cook – Clerk

LMWG 001/2018 Apologies for Absence

Apologies were received from; Cllr B Bou Sreih, Cllr L Kneen,

LMWG 002/2018 Declarations of Interest

No declarations of interest were received.

LMWG 003/2018 Approval of the minutes of the meeting on 8th November 2017

Cllr Kiely asked for an amendment to the minute number 039/2017, requesting that it reads as follows; Cllr Kiely advised that this is a national rather than local initiative, with a tree to be planted for every signature in a remote UK site. For this reason and because the closing date is the end of November, it was agreed that no further action on this would be taken. The Clerk will record the changes to the draft minutes for approval at the next meeting.

LMWG 004/2018 Update from previous meeting

Cllr Elvin is currently compiling condition details of lamp posts owned by the Parish Council prior to meeting with RBWM and their contractor. He will report on outcomes at the next meeting.

The quote to clear the Trenchard Road alleyway is for an amount of £135.00 the Clerk has asked the contractor to go ahead as this is an HSE issue. Since the last meeting the tree on the alleyway has split near the base and it is clear that the tree is rotten. The Clerk has requested a quote for the removal of the tree as it sways dangerously in high winds, the quote is much higher than expected and a request for the quote to be reviewed has been made before the works can be agreed.

The Clerk approached the Holyport Hall committee for details of their cleaners to get a quote for the Chapel Office and Paul Osborne to provide a quote to replace the front door, the meetings for these works will take place at 3:00pm on 2nd February.

The Clerk has received a letter from South East Water advising that they are withdrawing from the non-household retail market and that the provision of water to both Gays Lane and Bray allotments will from April be delivered by Water Choice.

The Clerk received an email from Hannah Robertson of Oxford Diocese advising that they are embarking on a programme to improve support and guidance to councils looking after closed graveyards and asking who looked after maintenance at St Michael's.

Following an email from a local resident with concerns about the brook at Manor Grove being a health hazard, the Clerk contacted Thames Water who confirmed that there were no leakages or any other indication of any sewerage, that the water looked as it should and there was no smell, the representative also confirmed that the old cesspit on the left hand side as you enter Manor Grove does not have any sewerage flowing into it and that it only contains mud. Apparently if there is sewage present the water turns grey. The resident is now demanding further tests take place, but Councillors have advised that if he is not satisfied with the report from Thames Water that he arranges further tests himself.

LMWG 005/2018 Review of task list

The task list which had been distributed prior to the meeting was reviewed and actions agreed. The Clerk will update the record.

LMWG 006/2018 Review of Playgrounds HSE medium risk items

The latest items on the list which had been distributed prior to the meeting were reviewed and actions agreed, the Clerk will update the list and request quotes as discussed.

LMWG 007/2018 Allotment tenancy update – proposal for rent free period

The Assistant Clerk has been busy ensuring the allotments are let and the Parish Council currently has only one allotment that remains without a tenant at Gays Lane. A number of the allotments that have attracted new tenants are extremely overgrown and Councillors were asked if a rent free period could be offered to 4 of the new tenants at Gays Lane due to the particularly poor state of the allotments being taken on. The cost for loss of allotment rent for the period 1 February 2018 to 30th September would be £49.68. The matter was discussed and it was agreed to reduce the rent by 50% for this allotment year.

The Clerk has received a request asking for approval for a non-permanent poly tunnel measuring no more than 2 metres high by 4.75 x 2.5 metres to be erected on plot 11C at Bray Allotments; it will be anchored using small metal stakes. Councillors were happy to give permission provided there is no impact on neighboring plots and fits within the plot.

LMWG 008/2018 Battle's Over – A Nation's Tribute – Taking part in the tribute

The Clerk had distributed the Guide to taking part prior to the meeting; Councillors raised their concerns that an event would not be supported by local residents. It was agreed to discuss with Geoff Hayes what the British Legion are planning to do locally.

LMWG 009/2018 Holyport Green – proposal for annual temporary Christmas Tree

Although Councillors are happy to make a proposal for provision of a tree further information regarding costs are needed before a proposal can be made. The cost for a 20 foot tree, proper installation and cost of fencing to be confirmed for the next meeting.

LMWG 010/2018 Health and Safety regarding Trees on Parish land

At a recent CiLCA mentoring session the mentor advised that Councils should be paying for a Health and Safety Inspection of trees on Parish Land, the major reason for this recommendation is that it is unlikely that the Parish Council employs or has Councillors who are arboricultural specialists and there is a duty of care which needs to be filled through regular inspection and planned maintenance. Employing a specialist to undertake regular inspection would provide a regularly updated audit of trees along with details of their condition and allow the Council to put together a replacement strategy for any trees that may be lost. It would also ensure that the Council is able to comply with any insurance requirements in the event of any claims. A three yearly review would give the Council the time to undertake any urgent Health and Safety works and also to put a programme of works in place to deal with high risk and medium risk items.

The issue was discussed and Cllr Graham put his concerns to the meeting about additional professional costs for the council. The Clerk is to take more advice from both NALC and the Parish Insurance Company, regarding the legal position and report back at the next meeting.

LMWG 011/2018 Report on Footpath Works

Cllr Graham mentioned that the parish council has a responsibility to respond to consultations from RBWM. The current Milestones Service shows that Bray has the biggest network of footpaths in RBWM. Councillors are impressed with the potential new projects for the area, the works that have been undertaken and also that enforcement works.

In response to the consultation the following specific comments will be included; Footpaths are well looked after in Bray, we have no specific suggestions for the consultation but we welcome being asked and where new paths are developed in or around Bray, Parish Councillors would welcome being involved in the development discussions.

LMWG 012/2018 SID Location review

Councillors are happy with the existing locations for the SID.

The new style SID will be reviewed further when Councillors have information on who is responsible for looking after the existing SID at RBWM, Cllr Wilson to report back at the next meeting.

LMWG 013/2018 Terms of Reference review

Councillors are happy for this to be proposed at the Annual Meeting as it stands.

LMWG 014/2018 Councillors forum

Cllr Elvin discussed a local resident with ongoing complaints against neighbours.

LMWG 015/2018 Date of next meeting – Friday 6th April 2018 10:30

The meeting closed at 12:10pm

Action List

Minute Number	Action	Responsibility
004/2018	Finalise Lamp post review and condition for reporting to committee	KE
004/2018	Advise councillors of ongoing discussions regarding quote to cut down dangerous tree on Trenchard Road	Clerk
004/2018	Reply to email re brook at Manor Grove	Clerk
005/2018	Actions from work list	All
006/2018	Quotes for works as discussed	Clerk
007/2018	New allotments tenants to be advised of fee discount for remainder of allotment year	Assistant Clerk
007/2018	Allotment tenant to be advised on conditions for poly tunnel	Clerk
008/2018	Geoff Hayes to be asked for details of British Legion events to celebrate end of WW1	Clerk
009/2018	Quotes for cost of tree, installation and safety fencing to be obtained	Clerk
010/2018	Further advice to be sought from NALC and the insurance provider regarding the legal position of the Parish Council.	Clerk
011/2018	Respond to Consultation as set out in the minutes	Clerk
012/2018	Officer/Department responsible for looking after existing SID	Cllr Wilson
013/2018	Inclusion of Terms of Reference on the agenda for the Annual Council Meeting in May	Clerk

This page is intentionally left blank