



# Bray Parish Council

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Draft Minutes of the meeting of Bray Parish Land Management Working Group, held at 5:30pm on Wednesday 8<sup>th</sup> November 2017 at the Parish Office, Holyport War Memorial Hall

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

## **LMWG 032/2017. Apologies for Absence**

Apologies were received from; Cllr L Kneen, Cllr L Walters,

## **LMWG 033/2017. Declarations of Interest**

No declarations of interest were received.

## **LMWG 034/2017. Election of Chair**

Cllr Elvin proposed Cllr Graham as Chair of the LMWG, as there were no other proposals, Cllr Graham accepted the post.

## **LMWG 035/2017. Approval of the minutes of 4<sup>th</sup> August 2017**

The minutes of the meeting held on 4<sup>th</sup> August were approved.

## **LMWG 036/2017. Update from previous meeting**

The Clerk advised that she had been due to attend training through SLCC about Quotes, Contracts and Tendering on 3<sup>rd</sup> October but due to a family funeral was unable to attend. Cllr Kiely had very kindly agreed to attend in her place and the Clerk very much hopes to start work on updating contracts so that a process to tender existing contracts can be agreed but advised Councillors that additional work for CiLCA may change priorities.

The Clerk has not had opportunity to continue working on the Standards document.

The Clerk had emailed Phil Jacob regarding the positioning of the SID by Hearne Drive and received a reply reassuring her that the SID is not positioned high enough not to be in any danger from either vandalism or hit by any lorry.

Following a report from the police back in November 2015 regarding the demolition of a bus stop in Moneyrow Green, the Clerk finally received a settlement from the insurance company of the driver involved and Externiture have now replaced the bus stop that had been demolished.

## **LMWG 037/2017. 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 038/2017. 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 required.

## **LMWG 039/2017. Update from Cllr Kiely in Tree Charter**

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. Cllr Graham mentioned that Bray Enhancement Committee has received 35 trees from RBWM which they have shared with a local school to grow on. Once the trees are big enough they will be planted on Bray Green to replace those that have died.

## **LMWG 040/2017. Allotment handbook**

A copy of a suggested handbook had been forwarded to Councillors for their review prior to the meeting and was thoroughly discussed. Cllr Graham offered to review the document and provide recommendations for changes for the next LMWG meeting. Cllr Graham asked if he and Marion Brocklesbury could be the judges for the allotment competition in 2018.

**Action: Cllr Graham to make changes for to the Allotment handbook in time for the next LMWG meeting.**

**LMWG 041/2017. Budgets for 2018/19 to 2020/21**

The Clerk had previously provided copies of the draft budgets along with a copy of the expenditure for the year to date. Expenditure for the year to date is lower than budgeted due to a number of projects not yet having been undertaken. The committee discussed whether it would be appropriate for any unspent budget to be 'accrued' into the new financial year but agreed this was not good practice. The budget was discussed and Councillors agreed that they were happy for this to be approved for inclusion by the FOWG as part of the proposed budget plans for the period 2018 to 2021.

**LMWG 042/2017. Parish Council Lamp Posts – Conversion to LED and updating**

The Clerk had been visited by Charles Gaudoin of RBWM and Michael Dougan of AA Lighting following the incorrect installation of modern lights in the Holyport Conservation area. It was agreed that these lights would be put back to the swan neck style and issues regarding the conversion to LED were discussed. The Clerk mentioned that a previous RBWM employee had suggested that it would be possible to 'retro fit' all the heritage lights within the two conservation areas, but now understands that the age of some lamp posts may preclude that. Councillors were asked if they wished the Clerk to ascertain the cost to the council to replace all the lamp posts currently on the Asset Register to find out if it would be in the best interests of the parish council to allow RBWM to take full responsibility for the lamp posts, subject to suitable conditions and this was agreed. It was also agreed that Cllr Elvin and the Clerk would meet with RBWM and their contractors to review the lamp posts owned by the Parish Council.

**Action: Cllr Elvin and the Clerk to meet with RBWM & AA lighting**

**LMWG 043/2017. Gays Lane Field; Allotment Hedges, clearance of alleyway and vandalism**

Parish Office staff have received a number of complaints from local residents which include; the allotment hedges not being cut back and hanging over the top of the fence onto the alleyway, the new bins have been vandalized even though set in concrete as motorbikes have been used to push them over and RBWM is refusing to empty the bins in the area.

The Clerk advised that the Taylors are to move the new bin to the hedge line so the bin cannot be pushed over again

**Action: The Clerk is to obtain a quote from the parish handyman to undertake the work of clearing alley pathway.**

**LMWG 044/2017. Cemetery; Chapel Repairs and Cleaning, Disposal of Waste**

The Clerk advised that despite a reminder statement being sent the rent for the Chapel is outstanding. There are also some broken windows the mending of which it is believed is the responsibility of the Drama Guild. The Lease will need to be reviewed and a letter sent clarifying the works that need to be undertaken.

**Action; Lease to be reviewed and the Drama Guild reminded of obligations under the lease.**

Although the parish staff cleaned the chapel office as thoroughly as possible the Chapel office floor needs professional cleaning and it was suggested that a one off clean is undertaken by a local reputable company.

**Action; Clerk to obtain a quote for a one off clean**

It was also noted that following a break in several years ago, the damaged front door was not replaced.

**Action; Clerk to obtain quote to replace the front door**

There are a couple of large piles of rubbish at the back of the cemetery, which included dead floral tributes and earth taken from newly dug graves. Hedge cuttings are also being added to the pile and the area is unsightly. If the weather stays dry the Taylors may be able to burn some of the rubbish, but if the area is not cleared it may encourage further dumping of rubbish.

**Action; Cllr Elvin to review and report to the next meeting**

**LMWG 045/2017. Councillors forum**

Cllr Elvin mentioned his concern that Bray Cricket club has a lease on Jubilee Field for £25.00 per year, which runs until 2043 and that as part of the lease agreement the parish council is responsible for maintaining the fencing. He felt that future leases should not be as long and that there should be a clause to annually review the rent. It is possible that the Cricket club is

subletting the lease and this will need to be investigated further to find out if this is correct and whether this is in breach of the existing lease.

**Action; Lease to be reviewed**

**LMWG 046/2017. Date of next meeting – Friday 8<sup>th</sup> December 2017 10:30**

The meeting closed at 7:10pm

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