

Minutes of the Works Committee Meeting held on
Wednesday 12th August 2026 at 6.00 p.m. at the Parish Centre, Gerald's Way
in accordance with notice given

In the Chair: Cllr Samaroo

Present: Cllrs Gardiner, Golding, , D Taylor, L Taylor, Woodfine

In attendance: Deputy Clerk, Chris Attwood

W.01.08.26 Apologies – Cllrs Humberstone and Oakley, Clerk. **Absent:** Cllr. Wilson

Cllr Samaroo welcomed everyone to the meeting.

W.02.08.26 Declarations of interest – None

W.03.08.26 Public participation –three residents attended for agenda item 9.

W.04.08.26 Minutes of last meeting – Cllr Golding proposed “**acceptance of the minutes of 17th June 2026**” This was seconded by Cllr Gardiner and unanimously agreed.

W.05.08.26 Clerk's Report –

Fire at Middle Hill Allotments – a resident made us aware that an allotment tenant at the site had a fire within a wires bin. Unfortunately, this got out of control and spread quite rapidly. The resident called the emergency services who attended, they spent 30 minutes dousing the area and spoke with the tenant. The Assistant Clerk sent a further communication to all tenants about fires on the allotments.

France Lynch Allotment Site – The removal of the greenwaste pile was carried out. The Nature and Climate Group are considering its future management. Once a proposal has been agreed, this will be brought to the Committee for consideration.

W.06.08.26 Correspondence – None.

W.07.08.26 Works Budget – There were no questions.

W.08.08.26 To consider introducing a Delegated Management and Agency Agreement for Allotments and Charity Land – The Parish Council has historically provided administrative, financial operational and maintenance support to the Charity. It is proposed that the Works Committee recommend introducing a Delegated Management and Agency Agreement between the Parish Council and the Charity to provide a clear and consistent framework for how the two work together. It would also distinguish between the Council acting in its normal local authority capacity and its separate role as corporate trustee. Routine operational matters could be dealt with efficiently, while significant decisions would remain with the Trustee. The agreement would provide greater transparency around Charity income, expenditure and the use of Council resources, including a clear basis for the Charity contributing toward reasonable management and maintenance costs. It is intended to improve accountability and efficiency while ensuring that the Charity's assets and funds are properly accounted for. Cllr Woodfine in conjunction with the Assistant Clerk and the Clerk, put together this very comprehensive document and Cllr Samaroo thanked them. There were no questions from the members, therefore, Cllr Golding proposed “**we accept the Delegated Management and Agency Agreement for Allotments and Charity Land.**” This was seconded by Cllr Gardiner and unanimously agreed.

W.9.08.26 France Lynch Pleasure Ground

a) **To consider a request to install basketball nets on the MUGA** – Three young residents addressed the Committee in support of their request asking for basketball nets to be installed. They explained that not having these nets causes three main issues for them. From a distance or certain angles it can be difficult to tell if a ball has actually gone through the hoop. There is no audible feedback when the ball goes through, so if a player isn't looking they can't confirm someone has actually got it through the hoop. Finally, without a net mesh, the ball isn't slowed down when it goes through the hoop and could bounce unpredictably and hit players in the face. Cllr Samaroo thanked the residents for their contribution and explained that the previous nets had been removed due to vandalism. Chris Attwood reiterated the vandalism but was more than happy to install new nets and assured that residents that the MUGA is inspected on a weekly basis for any vandalism and wear and tear. Members were then invited to comment and agreed that it was positive that residents wished to use the MUGA. The RFO had identified heavy-duty nets available from Online Playgrounds at £16.50 each. Cllr D Taylor proposed **“that two basketball nets be purchased.”** This was seconded by Cllr Woodfine and unanimously agreed. **Action: RFO**

b) **To consider a request from a resident to carry out work to a Parish Council-owned tree** – A resident of France Lynch had requested permission to undertake work to a large, mature tree overhanging their boundary which belongs to the Parish Council. As per the Tree Management Policy, the Clerk arranged for Sam Kelly, Tree Surgeon, to meet with Chris Attwood to discuss the proposed work. Sam confirmed that the work is necessary and will not adversely affect the future health or stability of the tree. A quotation has been received for the resident and should the Committee approve the work, the resident can arrange for the work to be carried out. Cllr Golding proposed **“that the quotation for the tree work be accepted and that approval be given for the resident to arrange for the work to be carried out.”** This was seconded by Cllr Woodfine and unanimously agreed. **Action: Clerk**

W.10.06.26 Frith Wood Fire Risk – a resident had raised concerns regarding the increased fire risk at Frith Wood during prolonged periods of dry weather. The resident had requested access to the padlock code for the gate, to enable access for the Fire Brigade in the event of an emergency and had offered to act as a Fire Warden. Members discussed the concerns raised and agreed that the Emergency Plan and Adverse Weather Plan should be updated to include fire risk across all areas of the parish. Cllr D Taylor, a former firefighter, advised the Committee that the Fire Brigade would not take an engine into the wood for safety reasons, that they are aware of the locations of fire hydrants in the area, they would cut the chain or padlock and that they would assess the most appropriate access point according to the location of any fire. Cllrs were also concerned with the risk assessment of residents going into the wood during a fire. Cllr Gardiner proposed for “to respond to the resident, thanking him for his communication and offer and advising that the Parish Council will not be taking up the offer.” This was seconded by Cllr Woodfine and unanimously agreed. **Action: Clerk**

W.11.08.26 Footpath Working Group – A report was included with meeting papers.

- a) Cllrs. were pleased to see the repairs to a wall along Franch Lynch Pleasure Ground had been repaired and the completion of the widening of the gap by the allotments and removal of fallen tree on Coppice Hill
- b) **To Consider a proposal to improve access at the Middle Hill Allotment Site** – There was a long discussion on the proposal and the reasoning behind it for accessibility for all. However, concerns were raised that if the gates were removed, this could allow for e.bikes, electric scooters, motor bikes etc to use this. Cllrs. thanked the Footpath Working Group for a well considered proposal. Cllr Gardiner proposed “To remove and store gate 2, monitor this as a three month trial and feedback to Works.” This was seconded by Cllr Golding with one abstention. **ACTION: Clerk**

W.12.08.26 Chris Attwood's report – A copy of Chris Attwood's report was circulated to the Committee prior to the meeting. There were no questions.

W.13.06.26 Ward Matters –

Cllr Golding raised concern regarding a bin at Alder Way, that has been filled with used car parts from the residents who have a 'pop and bang' car business around that area and also using Alder Way as a test run. To discuss with the Community Officer and PCSO. **Action: Clerk**

Cllrs mentioned the posters advertising Eastcombe Picnic in the Park. Cllrs were happy that this could be advertised on our noticeboards but not happy to have posted on bins, fences at the park and on bus shelters. To remove those that are not in the right place. **ACTION: Groundsman**

Cllr Samaroo mentioned an overhanging tree on the path on Eagle Close. To contact Highways to cut back. **Action: Clerk**

W.14.08.26 Any Other Matters –

Cllr Samaroo thanked everyone for their contribution. There being no further business, the Chair closed the meeting at 7:00pm.