

**COOKHAM PARISH COUNCIL**  
**Minutes of a Meeting of the GENERAL PURPOSES COMMITTEE**  
**Held in the Community Room on Tuesday 20<sup>th</sup> June 2023, commencing at 7.30pm**

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**PRESENT:** Cllr H. Fleming (Chairman)  
Cllrs C. Aisladie, L Austin, M. Brar, E. Bune, J. Edwards, M-L Kellaway,  
H. Fleming, A-L Regan and L Tull

**Also Present:** There was 1 of public were present.  
There were no members of the press present.

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Cllr J. Edwards, in her capacity as Vice-Chairman, chaired the meeting until item 3.

**OPEN FORUM:**

There were no representations.

Cllrs agreed to move item 5 up the agenda for the benefit of the attending member of public.

**1. APOLOGIES FOR ABSENCE:**

Apologies received from Cllrs M. Howard.  
Cllr T. Caen did not attend.

**2. DECLARATIONS OF INTEREST:**

Cllr A-L Regan                      Items 7, 8 and 9                      Pecuniary

**3. TO ELECT A CHAIRMAN FOR THE COMMITTEE:**

On the proposal of Cllr M. Brar, seconded by Cllr E. Bune, Cllr H. Fleming was unanimously elected as Chairman of the Committee.

Cllr H. Fleming chaired the remainder of the meeting.

**5. TO APPROVE THE DESIGNS FOR THE SKATE RAMP AND CONFIRM THE DATES FOR THE WORK TO TAKE PLACE:**

After considering the options, Cllrs confirmed they would like to go ahead with the wave and sea designs, numbered 1 and 2 on the plan (sunrise and under the sea) with a wave/palm tree design for the sides. This was also the preferred design of the students. They asked that there is as little open, graffitiable space as possible. Following approval from Furze Platt Senior school, the Clerk will advise the Maidenhead Advertiser of the project.

Cllrs thanked Mrs C. Doyle who had initiated the project with Furze Platt Senior School, for the hard work on this initiative over the course of the last year during her time as Cllr.

**4. TO CONSIDER THE TERMS OF REFERENCE FOR THE GENERAL PURPOSES CMTE AS APPROVED AT THE ANNUAL MEETING ON 16<sup>TH</sup> MAY:**

Cllrs reviewed and acknowledged the committees Terms of Reference in order to familiarise themselves with the remit of the General Purposes Cmte.

The Clerk advised that it would be good practice to revisit the terms of reference in advance of approval at the next annual meeting. This will be added to the February meeting.

**6. TO REVIEW THE ROSPA REPORT FOR THE PLAY EQUIPMENT ON THE ALFRED MAJOR RECREATION GROUND:**

Cllrs reviewed the annual RoSPA report. The Clerk updated Cllrs with information on the outstanding HAGS order for replacement parts on the outdoor gym, and the Sutcliffe Play items that needed review. She will continue to chase these.

The Clerk will follow up regarding painting of the skate surface.

Cllr A-L Regan left the meeting at 8pm

**7. TO PROVIDE AN UPDATE ON THE RECENT ALLOTMENT VISITS:**

Summary of First Site Visit to Allotments - Summer 2023

**Alfred Major**

Total area 100 poles available

8 x 2.5 pole plots + 16 x 5 pole plots in use by 17 Tenants

No plots vacant at time of visit – 5 names on waiting list

Site visit 1          8th June 2023 (Clerk and Assistant Clerk) 3 letters sent

**Sutton Road**

Total area 445 poles available + mowing field

89 x 5 pole plots in use by 37 Tenants

6 vacant at time of visit

Site visit 1          25<sup>th</sup> May 2023 (Clerk and Assistant Clerk) 3 Letters sent

**Alleyns Lane**

Total area 350 poles available + grazing field of 0.72H

70 x 5 pole plots in use by 41 Tenants

4 plots vacant at time of visit

Site visit 1          1<sup>st</sup> June 2023 (Clerk and Assistant Clerk) 6 letters sent

**Further Notes:**

- General emails reminding allotment holders to keep their plots and pathways trimmed were sent to each site after the inspection visits.
- Adverts for vacant plots have been put in the noticeboards and also via a piece in the Parish Newsletter by the Community Allotment Team. However more advertising is needed.
- Councillors were offered a guided tour of the allotment sites with the Clerk.
- The Clerk has reviewed the timelines and wording for the letters that go to tenants that have not cultivated their plots in line with the rules of the tenancy agreement. The first letter makes it clear of the rules that have been breached and gives one month to bring their plots into line or an option to give up. A second visit will take place and if the plot is still in the same situation a letter will be sent giving the tenant one months' notice of termination.

**8. TO DISCUSS RECENT BREAK INS ON THE ALFRED MAJOR ALLOTMENT SITE AND DECIDE WHETHER ANY FURTHER ACTION IS REQUIRED:**

Cllrs reviewed the history of the actions the council had previously taken. The boundary of the allotment site has much improved over the last couple of years and plants have grown up significantly, but tenants still feel there are a couple of vulnerable spots. After discussion Cllrs agreed that more spikey plants, such as bramble would be planted and/or trained to fill the gaps. Any new plants would be planted in the autumn.

**9. TO REVIEW THE ALLOTMENT ASSOCIATION, ITS TERMS OF REFERENCE AND CONSIDER NEXT STEPS TO REVITALISE THE MEETINGS:**

The Clerk took Cllrs through the history of the Allotment Association. Cllrs were generally keen to make it work as there are benefits to having this in place, importantly to increase communication between the council and its tenants. Cllrs will consider next steps at the General Purposes committee meeting in August.

The Community Allotment team from the Alfred Major allotment site, are holding a birthday celebration on 8<sup>th</sup> July.

Cllr A-L Regan returned to the meeting at 8.20pm

**10. TO ACKNOWLEDGE AN EVENT TO BE RUN BY COOKHAM DEAN FC ON SATURDAY 24<sup>TH</sup> JUNE 2023 TO BE HELD AT THEIR CLUBHOUSE ON THE ALFRED MAJOR RECREATION GROUND:**

Cllrs acknowledged the event.

11. **TO REVIEW AND PROVIDE UPDATES FOR THE GENERAL PURPOSES ACTIONS LIST, WITH PARTICULAR EMPHASIS ON THE FOLLOWING ACTIONS:**

The action list was reviewed. The Clerk gave an update on the following larger projects that should be addressed in the short term.

- a. Cemetery Memorial Checks: Suppliers to be sourced and quotes to be reviewed. Establish what communication is needed before and after the checks.
- b. War Memorial Checks: Suppliers to be sourced and quotes to be reviewed to provide annual checks and carry out any remedial tasks. To include a check of the Tarrystone seat.
- c. Parish Council signage around the Parish, in particular updating signage on the Alfred Major Recreation Ground
- d. Hillcrest Ave entrance: Quotes to sourced, further decision to be made at a later point.

Cllrs M. Brar and J. Edwards agreed to gather together a list of signage that needs to be renewed.

12. **TO START TO CONSIDER PROJECTS FOR INCLUSION IN THE OCTOBER BUDGETING PROCESS FOR THE NEXT FINANCIAL YEAR:**

Cllrs were encouraged to think of projects they would like the General Purposes Cmte to consider in advance of the budgeting process in October for the next financial year. This will be added to the August meeting for further review.

13. **CHAIRMAN'S SUBMISSIONS:**

None.

**The Meeting closed at 9.00pm**