# 

Dated**: 9th July 2024**

Meeting of the Coombes Woodland Committee  
To be held on **17th July 2024**   
at the Parish Office, Arborfield Green Community Centre

Commencing at **6.30pm**

**A G E N D A**

1. **To receive and accept any apologies for absence** Local Government Act 1972 Sch12
2. **To receive any declarations of interest on items on the agenda** (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
3. **Minutes of the Coombes Woodlands Committee Meeting** LGA 1972 Sch 12 para 41(1)  
     
   There were no minutes recorded from the meeting scheduled for the 12th June. This was due to an insufficient number of members attending.
4. **Questions from members of the public in respect of the business on this agenda (allotted time 15 minutes)** Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100  
     
   Adjournment of the Meeting will be called if any members of the public wish to address the Committee on any matters or concerns relating to The Coombes Woodlands. If you would like to ask a specific question to be answered at the meeting, please submit the question at least 24 hours in advance.  
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5. **Update on actions arising from minutes of the Coombes Woodlands Committee on the 15th May.**  
     
   - The Deputy Clerk has created a plan of what is required to get volunteers up and running before start any work. This has been shared and is in progress. More details will be covered within point 8 of the agenda.
6. **Measures to protect the coombes from Motor vehicles**  
   A response from the Public Rights of Way team at Wokingham Borough Council was shared with members of the committee for consideration.   
     
   The committee is to decide which route they wish to proceed with so that actions can be taken to move this forward with the support of Wokingham Borough Council and the PROW team.
7. **To share and agree on a Coombes Woodland Committee Logo**  
   These have already been circulated amongst the members of the committee.  
     
   At the meeting the committee is to agree on a logo design. Once approved it can be used on the new website, Facebook page and other relevant communications.
8. **Volunteer and priority update**  
   Since the last meeting the priorities and plan for volunteers has been combined into a cohesive document alongside the list of priority jobs that will need to be undertaken.  
     
   During the meeting an overview will be provided, and the committee is to decide upon the priority order of the jobs on the list.
9. **BMX area update**  
      
   The quotes and details for each contactor were shared with the committee in advance of the meeting.  
   At the meeting the committee is to agree and approve a contactor so that the work can be booked and paid for. A member of the committee is to be appointed as a point of contact for the day of the works being carried out.
10. **First Aid course**  
    Due to timings and managing dates a decision was made outside of the meeting which supplier to use for the course. The course has now been booked for July and the chosen supplier was 4 minutes Training.  
      
    The details of the costs are:  
      
    Course £750 (Covers a maximum of 12 attendees)  
    Hall hire £160 (based upon 8 hours hire)  
      
    Refreshments:  
    The Deputy Clerk requests allowance up to £30 for refreshments for the course. The exact costs will be reported on the minutes of the next meeting.
11. **Facebook page name**  
    The name of the Facebook page requires to be approved at the meeting. The reserved names were shared with the members of the committee before the meeting.   
      
    During the meeting a name needs to be chosen from those reserved so that a Facebook page can be set up and communication can start.
12. **Website creation and progress update**  
      
    Due to timings a decision was made outside of the meeting to progress with the creation of the website. The chosen option was Word Press Plus. Due to a special offer with the hosting company, the first 6 months are FREE of charge and then £8 per month for a 12-month contract.   
      
    During the meeting visuals of the website will be shared with the committee. The Committee is to agree to the priority areas for launching the website in July. A priority list for other areas is also to be agreed during the meeting so that the Deputy Clerk has a schedule of works.
13. **Volunteer Policy**  
    A draft volunteer policy was shared with the committee for review before the meeting.   
      
    The committee is required to discuss and feedback on the policy. It can then be updated and passed to the Clerk for approval at the Parish Council meeting in September.
14. **Grants for Woodlands and Rhododendron control**  
    Information regarding the grants available for managing rhododendrons and maintaining woodlands has been shared with the committee in advance of the meeting.  
      
    During the meeting the committee is to decide which grant if any, they wish to look into obtaining.
15. **A1 printed and laminated maps**  
    These have been printed and delivered to the office for use as required.   
    The revised cost for these was £90 plus VAT.

**Items for the next agenda**:

* State of the Barkham and Coombes PROW footpaths
* Bio-diversity plan to be shared for review by committee
* Risk assessments for work to be carried out within The Coombes

1. **To set the date of the next meeting**



N. Hayes, Deputy Clerk to Barkham Parish Council