

MINUTES OF A MEETING OF WINCHCOMBE TOWN COUNCIL PARKS & CEMETERIES COMMITTEE HELD AT ABBEY FIELDS COMMUNITY CENTRE AT 6PM ON WEDNESDAY 28 JANUARY 2026.

Present:	Mr S Maughan	Ms S Sturgeon	
	Mr B Rose		
	Mr Robert Stone		The Clerk

1. TO ELECT A CHAIR AND VICE CHAIR. Cllr S Maughan agreed to act as interim chair.
2. TO NOTE APOLOGIES. Cllr J Mason. Non-attendance recorded for Cllrs M Lennard and R Parker.
3. DECLARATIONS OF INTEREST. Cllr R Stone declared on Item 6 due to an interest in St Peter's Church.
4. TO RECEIVE MATTERS ARISING FROM PREVIOUS MEETING.

Winchcombe Park	Contractors Proludic have commenced installation of the Toddler Play Area.
	Park Run storage container - photograph of suggested style provided, to be sited next to the electrical caged area.
Tree works	Recent tree survey identified further investigation needed to Sycamore in St Peter's churchyard. Investigation completed and risks low, no further recommendations for three years other than to monitor.
Greet Road Cemetery	Drainage issue – drainage pipe into cemetery not fit for purpose and regularly overflowing. Recently resulting in flooding into neighbouring gardens.

5. TO RECEIVE AN UPDATE ON MOUNTVIEW CEMETERY.

Action	Timescale	Owner
Ready hedge to be planted. Ian Humphreys to be instructed to supply and install	Completed	Clerk
Consult Federation of Burial & Cremation Authorities on zoning (ie burial/cremation/natural areas)	Prior to next committee meeting	Clerk
Hedges and grass to be cut and then maintained. Ditches to be cleared. Contractor M. Andrews to be instructed.	Hedges cut. Site meeting to be scheduled with RP/JM/MA to discuss next actions. Monday 17 March 10am. Cuts completed, maintenance ongoing.	Clerk
Landscaping contractor quotes to be obtained for pathways construction, tidying the car parking area and building	Prior to next committee meeting. In progress	Clerk

the memorial wall.		
Stone building to be assessed for storage suitability	Completed – recommendation is that the building is too far gone to be viably rebuilt/used. Potential to use the stone for memorial wall – committee to discuss. Members agreed a good idea. Planning conditions state that the building is to be retained due to bat roosts.	Clerk
Communicate with Allotments coordinators, materials to be relocated and users to be briefed on works and then a comms plan to be agreed for once open. Pathway to be widened to allow for vehicle access into allotments. Could they have a few allocated spaces in car park?	Meeting held with Amy/JM/Clerk. Committee to discuss outcomes. Water meter is in place but the allotments organisers need to set up account with Severn Trent. CAO have set up account. Severn Trent to be instructed to install proper supply split into two for both Allotments and Cemetery. To be reviewed during site visit on 17 March. Original agreement provides for 8 spaces, confirmed to CAO.	Clerk
Members agreed that plot allocation will be managed on the basis of the next available plot only		
Gather information on consecration for future consideration	Prior to next committee meeting Email sent to registrar 28/05/25 Chase up	Clerk
Once Mount View cemetery is open, Greet Road Cemetery to become a closed cemetery (except for plots already purchased)		Clerk
Maintenance contract to be drafted and tender process initiated. To be combined with grave preparation contract and apply to both Mount View and Greet Road	May 2026	Clerk

cemeteries.		
Public communications, via website, social media (final phase)	Once works are due to commence and throughout 2025/26.	Clerk
Hedge either side on main entrance gates to be laid.	Completed.	
Hedging whips from the Trees Team at GCC to be delivered and planting to be completed with support of local volunteers.	February 2026.	Clerk

6. TO CONSIDER THE MAINTENANCE AND GRAVE PREPARATION ARRANGEMENTS FOR MOUNTVIEW CEMETERY AND GREET ROAD CEMETERY, TO ENABLE TENDER DOCUMENTS TO BE DRAFTED AND THE TENDER PROCESS TO COMMENCE.

Following

discussion members agreed to take the following action:

- Combine the currently separate maintenance and grave preparation contracts
- Tender applicants can apply to both elements or just one part
- Extend the maintenance contract to end of June, to align with contract end date of current grave preparation contract
- Issue new tender in May 2026, ready for commencement in July.

Proposed Cllr B Rose, seconded Cllr R Stone, carried unanimously. Clerk to liaise with maintenance contractor and draft combined contract and tender documents.

7. TO CONSIDER A REQUEST FROM THE COMMUNITY ALLOTMENTS & ORCHARD FOR WTC

TO TAKE ON PAYING THE COSTS OF THE WATER SUPPLY. Following discussion members

agreed that the Community Orchard and Allotments group be encouraged to apply for a

WTC Community Grant. Clerk to share application pack with COA.

8. TO CONSIDER A REQUEST TO PLANT A MEMORIAL TREE IN WINCHCOMBE PARK.

Members agreed to permit a tree to be planted, a native fruit. Location to be agreed, request preferred location from resident. Clerk to action.

9. TO CONSIDER REPLACING A FENCE AT THE FINCHES PLAY PARK. Cllr S Maughan

proposed that the rotten fence posts of the neighbouring fence be replaced. Seconded Cllr B Rose, carried unanimously. Clerk to instruct contractor.

10. TO RECEIVE AN UPDATE ON THE PARKS AND CEMETERIES BUDGETS FOR 2025/2026. The Clerk shared a budget summary to date.

11. SEPARATE BUSINESS: THE CHAIR WILL MOVE THE ADOPTION OF THE FOLLOWING

RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960; TO EXCLUDE THE PUBLIC AND PRESS FOR THE DISCUSSION OF ITEM 12 ON THE AGENDA, AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST DUE TO THE CONFIDENTIAL NATURE

OF THE BUSINESS, SPECIFICALLY THE SENSITIVE NATURE OF CONTRACTOR QUOTATIONS.

12. TO CONSIDER QUOTATIONS FOR UPGRADING THE MUGA LIGHTS IN WINCHCOMBE

PARK. Deferred to next meeting as only one quote received. Clerk to contact Winchcombe Sports Hub and Bishops Cleeve.

Meeting closed 7.20pm.