

The Poor's Allotments & Recreation Ground Charities

Registered charity no. 300138 Parish Office, Hermitage Road, Cold Ash RG18 9JH
T: 01635 860004 E: clerk@coldashparishcouncil.gov.uk

Minutes of an online/remote Trust meeting for The Poor's Allotments & Recreation Ground Charities on Tuesday 26.5.2026 at 7:15pm.

Present: Cold Ash Parish Councillors McArdle (IM), Murray (PM/Vice-Chair) (Riley (JR), Maini (VM), Silsby (DS), Adams (PA), Codling (HC) and Pemberton (JP)

In attendance: Rosie Jardine, Clerk/RFO

1 Apologies for Absence

NOTED apologies for absence from Councillor Hanks (RH).

2 Declarations of Interest

There were no declarations of interest.

3 Minutes

RESOLVED to APPROVE minutes of the 25.3.2026 meeting.

4 Hermitage Road

A – Tennis Courts & Club

- i) APPROVED the specification inviting quotes for routine maintenance of the courts – appendix 1. The Trust should work in partnership with Cold Ash Tennis Club to appoint a contractor in due course.
- ii) NOTED that the previously agreed tenancy agreement for the Club's Pavilion is with the Club for signing.

B – Play Area

RESOLVED to APPROVE repair of the multi-play tower by CJM Services for £1,164 plus VAT.

The project for wider refurbishment of this play area will be progressed to minimise further expenditure on the play tower and other equipment in the play area.

5 Allotments and Wildlife Allotment Gardens

A – Allotments

The Clerk reported that tenancy renewal invoices have recently been issued; 16 allotments have been paid for. 9 invoices are currently outstanding for a remaining 11 tenants. Working with IM, all parishioners on the waiting list will soon be offered recently surrendered plots.

IM reported a review of plots against a map supplied by the Clerk. One or two discrepancies will be reviewed.

ACTION: Clerk to prioritise water supply for Johnson's Lane, potentially a new supply through Thames Water or a supply drawn from an existing WAG source by Nick Perry. DS suggested a large towable bowser could be a good short-term solution.

6 Cold Ash Countryside Volunteers (CACV)

IM reported an update on work undertaken by CACV on Trust land including mowing, lay-by repairs, cleared watercourse, repaired boardwalk, improved team shelter and thistles cleared from the meadow. The team is very active elsewhere in the parish working on Public Rights of Way (PROWs) and work with St Finian's School and St Mark's Church.

ACTION: CACV would like to lay the hedge separating St Mark's Churchyard and Glebeland Cemetery with the hope of improving the hedge condition. Add to a future Council agenda.

ACTION: Clerk to liaise with WBC regarding payment for scalping for PROW maintenance.

ACTION: Request from Gladstone Lane tenants; can the site be gated? CACV will provide costings to a future meeting.

7 Finance

NOTED payments to date totalling £804.98, payments that have either been paid or will be paid, having been approved or pending approval at a CAPC meeting. All are within planned budgets. No budget info was reported

due to limited activity early in the financial year. The Clerk reported that new bank accounts are open and pending online registration and subsequent transfer of opening balances.

No	Date	Supplier	Description	Net	VAT	Total	Tender
22 -	21/04/2026	Castle Water	Allotment water	21.27	0	21.27	DIRDEBIT
23 -	21/04/2026	Castle Water	Allotment water	18.68	0	18.68	DIRDEBIT
39 -	13/05/2026	CAPC Cllr	WAG expenses	343.24	49.87	393.11	ONLINE
45 -	10/06/2026	CAPC Cllr	WAG expenses	416	81.6	497.6	ONLINE
46 -	11/05/2026	Castle Water	Allotment water	-69.92	0	-69.92	DIRDEBIT
47 -	11/05/2026	Castle Water	Allotment water	-21.27	0	-21.27	DIRDEBIT
48 -	11/05/2026	Castle Water	Allotment water	16.67	0	16.67	DIRDEBIT
49 -	11/05/2026	Castle Water	Allotment water	-51.79	0	-51.79	DIRDEBIT
50 -	11/05/2026	Castle Water	Allotment water	-18.68	0	-18.68	DIRDEBIT
51 -	11/05/2026	Castle Water	Allotment water	19.31	0	19.31	DIRDEBIT
				673.51	131.47	804.98	

8 Questions & Reports

JR and PA: to liaise regarding Cold Ash Boys & Girls FC use of Hermitage Road Recreation Ground

VM: Has there been any news on use of the refurbished wicket by Cold Ash Cricket Club? There is recreational use but no news of organised matches.

ACTION: Clerk to check with contractor about training net ground sockets (were they covered during refurb?) and share with VM.

There being no further business, the meeting closed at 8.12pm

Chair Date

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Quotes invited for maintenance of Cold Ash Tennis Courts

The Poor's Allotments & Recreation Ground Charities invites interested parties to submit quotes for the routine maintenance of Cold Ash Tennis Courts. Quotes should be from qualified and experienced contractors.

The deadline for submissions is midday on 16th September 2025. Late submissions will not be accepted. No time extensions will be given.

Objectives and Scope of Work

The main purpose of the arrangement between The Poor's Allotments & Recreation Ground Charities and the successful quoting company is to provide, safe, fair and clean and courts for all participants.



Painted pervious macadam

34.75m x 31.10m

Hermitage Road Recreation Ground, Cold Ash RG18 9JH ///lush.lashed.clipboard

Spring and autumn

1. Thorough check-up on condition of whole court. Blow/wash off any leaves, twigs, or other detritus from the court prior to applying chemicals.
2. Treat the whole court surface with a moss and algicide spray application as a preventative treatment as required.
3. Spot kill with a systematic weed killer, any visible weeds on the court area, and apply an effective, long-lasting preventative weed killer to the whole of the perimeter edgings, haunching and 250mm wide margin around the court.

Main annual maintenance

4. All chain link line wires to be tightened as necessary to maintain proper support of the chain link fencing and any broken line wires repaired.
5. Net posts to be washed down and checked that they can be removed from their sockets and greased inside the sockets to ensure easy removal in the future. The brass winding gear of the post to be greased and checked that it works correctly.
6. Tennis net and centre guide assembly to be inspected to ensure that they are in good working order. The white headline tape and centre guide tape to be cleaned to leave as white as possible
7. Prior to any work commencing, a thorough inspection of the court to be made in order that any additional work not covered by the standard maintenance fee can be discussed and agreed before implementing a full written report on the current state of the court to be provided to the Charity, indicating when any major repairs or treatments or replacement work should be carried out, giving estimates or firm quotations as required. This report to be updated each year.

Interested contractors must demonstrate the following:

- Relevant experience.
- Adequate insurance coverage including public liability insurance.
- Compliance with applicable health and safety regulations.
- Two relevant references from previous or existing clients.
- A local connection is preferred.

Finance and contract period terms

- Applications are encouraged from SMEs including sole traders.
- Payment will be made by bank transfer within one month of invoicing.
- This contract will be for a 3-year term commencing 1st September 2026.
- Quotes are to be priced on an annual basis. There will be no provision to alter the rates quoted during the 3-year term.
- If service is unsatisfactory, the Charity will advise the contractor allowing the opportunity for the service to be improved. However, if there is no change, the Charity reserves the right to cancel a contract, without prior notice.

Submission Requirements

Interested contractors should submit the following documents:

- A detailed pricing schedule, including any VAT.
- A description of the proposed approach to delivering services.
- Evidence of relevant qualifications, licenses and insurance.
- References from two similar projects

Submission Format

- Quotes must be submitted to clerk@coldashparishcouncil.gov.uk
- Submissions should be received by midday on 14th July 2026. Late submissions may not be accepted.