

PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held at Pangbourne Village Hall on Wednesday 15 March at 7.30pm.

Present: N. Goodwin, P. MacIver, J. Higgs, I. Walker, J. Power  
B. Elkin (Clerk), L. Antonio (Asst Clerk)

Apologies were noted from: G. Child, C. Roberts

Not present:

MoP: None

# Section 1 – Procedural

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|  |  | **Action** |
| **GR/279** | APOLOGIES FOR ABSENCE |  |
|  | G. Child, C. Roberts |  |
| **GR/280** | DECLARATIONS OF INTEREST |  |
|  | JH is a member of the Bowls Club.  JP is a member of the Allotment Association. |  |
| **GR/281** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 15 February 2023 were approved and signed by the Chairman as an accurate record. |  |
| **GR/282** | **OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES** |  |
|  | * Fencing at **Chiltern Walk** still to be repaired. OUTSTANDING | **ALL** |
|  | * **Cemetery Car park** – ONGOING. Clerk reported conversation with FSP to establish the current status. Agreed that need to treat easement and car park as two issues and ask FSP to progress the easement and consider writing to WBC with regards to the car park. | **Clerk** |
|  | * **Holiday cover for Outdoor Spaces Warden** – F&C meeting to be arranged to agree on details of the post and advert to be placed in Pangbourne magazine. | **Clerk** |
|  | * Meadows   **Signage** – signage still to be ordered and installed  **Clearance work behind changing rooms** – date for work to be confirmed with contractor but likely to be in next month. Work will be managed so as not to leave access to the Meadows from car park too open for extended period. The chosen contractor to install a length of wooden fence to run from the existing fence to the corner of the changing rooms. Noted that it might be better to leave the work until after the Easter holidays. Asst Clerk to meet on site with Thames Water with regards to impact on their compound and to establish the location of any major pipes running from their compound. | **Clerk**  **Asst Clerk** |
|  | * **Tree survey** – two further quotes to be obtained. | **Clerk** |

# Section 2 – Decision Making

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|  |  | **Action** |
| **GR/283** | **TO RECEIVE UPDATE ON FIRE SAFETY AT SPORTS PAVILION** |  |
|  | Asst Clerk reported that the annual fire extinguisher inspection/service took place last week at the Pavilion. RES, who now provide fire safety inspections at the Village Hall, will incorporate a check on the two fire exit signs at the Pavilion during their annual VH emergency lights inspection. It was noted that consideration should be given to a requirement for regular checks/maintenance of the smoke alarms in any new lease agreements for the building. |  |
| **GR/284** | **TO RECEIVE UPDATE ON PLAYGROUND RE-SURFACING AND RESISTOGRAPH TESTING AND TO APPROVE EXPENDITURE ON FLOOD RISK ASSESSMENT** |  |
|  | The Committee noted the results of the ROSPA resistograph test which has highlighted 10 upright timbers that they consider require replacement due to decay. Asst Clerk reported that discussions with Playdale, the manufacturers of the equipment, have indicated that the timbers are still under warranty and so the cost of replacement might be covered by them. They require an inspection by their own engineer – date to be agreed but provisionally week starting 27 March.  ARD has confirmed that they only offer one design for the metal shoes that can be retro-fitted onto posts. Any new posts that Playdale install come with metal shoes already fitted.  The Committee reviewed the quotes from consultants for producing the Flood Risk Assessment (required for planning application). It was agreed that this expenditure was required but that the decision for selecting the consultant should be delegated to NG to allow for final checks on their suitability.  Regarding funding for the re-surfacing project, Asst Clerk reported that options for grants are being explored. Awards for All and Greenham Trust will require evidence of community involvement and consultation. Asst Clerk has drawn up a short questionnaire to seek input from playground users (completed by speaking to users at the playground). An initial trial of the questionnaire was carried out but further sessions will be required. PM agreed to help and it was suggested that Easter holidays might offer a good opportunity to carry out the survey.  RESOLVED to approve expenditure on Flood Risk Assessment subject to NG approving choice of company. |  |
| **GR/285** | **TO RECEIVE UPDATE ON POSSIBLE PATH PROJECT, REVIEW COSTS OF PIPE LOCATION SURVEY AND AGREE NEXT STEPS** |  |
|  | It was agreed at the last meeting that a proposal for laying a path between the car park and the sports pavilion should be included with the playground planning application, so that the consent would be in place if needed. A certain amount of detail is required in order to include it in the flood risk assessment and planning application. The Committee reviewed guidelines and agreed that a path width of 1500mm was reasonable. It was felt that further consideration needed to be given as to the edging material - timber or concrete. Asst Clerk to investigate any implications for grass cutting.  SSE are to visit site on 23 March to establish the exact location of the electric cable to the pavilion. Thames Water have no records of the water pipe from the car park and do not offer a service for locating the pipe. Asst Clerk has received one quote for locating the pipe - the cost will depend on whether the pipe is metal or poly. The Committee agreed that given the costs of the survey, it should not be carried out at this stage. |  |
| **GR/286** | **TO RECEIVE UPDATE ON MEETINGS WITH SPORTS TEAMS** |  |
|  | NG met with adult football team representatives and has a better understanding of the current situation regarding the adult teams. A meeting with the Bowls Club is scheduled for next week and a date is to be arranged for meeting with the Tennis Club. |  |
| **GR/287** | **TO RECEIVE UPDATE ON VISION PROJECT** |  |
|  | Final graphics are almost complete. NG to speak directly to sports clubs to give an overview and ask for their input. With regard to sharing the ideas with the wider community, it was agreed that (subject to availability) an open session (3-4hrs) should be held at the Village Hall on Sat 3 June to explain the options and seek input from local residents, with options for post-it notes on boards etc. A short introduction could be offered at regular intervals throughout the session and a display could possibly be left in the foyer during the following week. An advert for the event to be placed in the next magazine and on social media. This would be followed up by a stand at the Fete on 10 June in order to reach as wide an audience as possible – IW agreed to manage. It was agreed that the main message to the public should be that this is an information gathering exercise to inform future projects rather than a statement of intent.  IW queried whether a QR code could be used to link the visual graphics to an online survey in order to collect as many opinions from younger residents as possible. |  |

# Section 3 – Updates from working groups, councillors and committee members

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| **GR/288** | TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS |  |
|  | PM reported that the Outdoor Spaces Warden has now been shown how to review CCTV footage and will hopefully carry out this task going forward. Given recent vandalism at the toilet block, this should help to ensure that any images captured are conveyed to the police. Clerk reported that the Police are due to visit next week to review recent footage.  JP reported that although the project to install water pumps at the allotments proved not to be feasible, an option is still being explored for placing smaller pumps on the existing pipe wells. A working party is also exploring options for installing additional water butts on sheds. |  |
| **GR/289** | ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING |  |
|  | None |  |

# Section 4 – Closure

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| **GR/291** | **CLOSURE**  There being no further business the meeting closed at 8.45 pm  Next meeting to be held on Wednesday 7 June 2023  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |  |