# Pangbourne Parish Council logo

PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held at Pangbourne Village Hall on Wednesday 21 February at 7.30pm.

Present: N. Goodwin, J. Higgs, M. Rimmer, C. Brewer, C. Ellis

L. Antonio (Asst Clerk)

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

Not present:

MoP: A. Heighway (Allotment Association) - part

# Section 1 – Procedural

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|  |  | **Action** |
| **GR/334** | APOLOGIES FOR ABSENCE |  |
|  | C. Roberts, G. Child |  |
| **GR/335** | DECLARATIONS OF INTEREST |  |
|  | JH is a member of the Bowls Club. |  |
| **GR/336** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 22 November 2023 were approved and signed by the Chairman as an accurate record. |  |
| **GR/337** | **OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES** |  |
|  | * **Clearance work behind changing rooms** – additional bins and locking stations have now been installed. Adult football has been supplied with a key for the locking stations. |  |
|  | * **Meetings with sports teams** – itemon agenda regarding pavilion |  |
|  | * **Fence at allotments** – on agenda |  |

# Section 2 - Decision Making

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|  |  | **Action** |
| **GR/338** | **TO AGREE NEXT STEPS FOR ALLOTMENT FENCE WORK** |  |
|  | Following discussion at previous meeting, Clerk met with Estates Manager from Sulham Estate. A number of issues had been discussed and agreed:   * Sulham Estates to flailbott scrub in front of the fence and install a stock fence before the cattle are reintroduced at the end of March. * The hedge and trees within the hedgeline behind the fence are the responsibility of the Parish Council. * The hedge and trees fall within the boundary or just outside the SSSI designated area, and so care will need to be taken when carrying out any work so as not to contravene any restrictions.   The trees have not been actively managed, are very ivy covered, and are leaning on the fence in some places. It was agreed that the Parish Council should in the first instance arrange for a survey of the trees in order to establish what remedial works might be required and to establish what work would be required to allow fence repairs to be possible. Ringrose have quoted £500 for a survey of the trees along the fence line and in the fenced off parcel of land to the side of the allotments which contains a significant number of trees. NG reminded the Committee that it was important to carry out the survey to establish whether any of the trees posed a risk to the public and to meet insurance requirements.  It could then be agreed what further remedial work was required for the fence and whether any of it could be repaired rather than replaced. |  |
|  | Asst Clerk to schedule survey of trees.  **RESOLVED to approve £500+VAT towards survey of trees at the allotments.** | Asst Clerk |
| **GR/339** | **TO RECEIVE UPDATE ON YOUTH FOOTBALL SHIPPING CONTAINER PROJECT, APPROVE LICENCE AGREEMENT AND AGREE NEXT STEPS** |  |
|  | Asst Clerk reported that since the last meeting, the Council has been awarded a grant from the Football Foundation towards the purchase of a shipping container to be used by Youth Football for equipment storage. A draft Licence to Occupy had been circulated for approval. CB expressed concerns that the wording in several places was more related to a lease rather than a licence and may therefore grant rights that would not be intended. The Committee agreed that it was advisable to take legal advice on the wording of the licence. Asst Clerk to seek advice on correct wording and present at next meeting if possible. There was also a discussion about who should be responsible for the ongoing maintenance costs, insurance and rates for the container. The general feeling was that where possible these costs should be the responsibility of Youth Football.  RESOLVED to defer decision to next Committee meeting. | Asst Clerk |
| **GR/340** | TO AGREE EXPENDITURE FOR LYCHGATE SIGNAGE |  |
|  | At a previous meeting the Committee has agreed that an oak ‘Pangbourne Hill Cemetery’ sign for the lychgate would be desirable. It had been agreed to postpone the decision until nearer the end of the financial year to ensure that sufficient funds were available. The Committee agreed to now progress the expenditure and to include a small ‘No Games, No Dogs’ sign for the lower gate. The middle quote from Oak Timber Structures offered the best option as it was substantial enough to be visible if placed along the top beam and should be long lasting.  **RESOLVED to approve expenditure of £545 + VAT on oak sign for front beam of lychgate and up to £25 on ‘No Games’ sign for gate.** |  |
| **GR/341** | **TO AGREE EXPENDITURE ON CONDITION SURVEY FOR SPORTS PAVILION** |  |
|  | NG reported that as first step in renegotiating licences with the Tennis and Bowls Clubs, it will be necessary to assess the current condition of the building. It was agreed at a meeting with Bowls and Tennis representatives that the first step in this process should be to appoint a surveyor to carry out a condition survey. Asst Clerk had approached 4 surveying firms to request quotes for the work. Only 2 quotes were received. The Committee agreed that the quote from Stockton Bradley be accepted due to their experience of dealing with non-domestic community buildings and offered the most insight into the work required. They suggested that a defects report may be more useful than a standard condition survey. Their price for a report of this nature is up to £1,500.  Asst Clerk also pointed out that as owners of the building, the Council is responsible for arranging an Electrical Installation Condition Report every 5 years and should also have documentation for fire safety risk assessments. A separate visit from a septic tank contractor will also be required.  Some minor repairs to the tiles on the roof are scheduled and the roofing contractor has been asked to carry out an inspection on the overall condition of the roof whilst they are on site.  **RESOLVED TO APPROVE expenditure of £1,500 + VAT on Defects Report for Pavilion.** |  |
| **GR/342** | **TO REVIEW LATEST PLAYGROUND INSPECTION REPORT** |  |
|  | The Committee reviewed the January playground inspection report from ARD and noted the items marked as medium (yellow) priority. CB queried the length of time recommended for action on these items as there appears to be a number missing from the key. Asst Clerk to clarify with ARD whether this is 1-6 months. There are currently no items listed as requiring immediate action. It was agreed that Asst Clerk should request quote from ARD for carrying out the medium risk items. It was noted that the annual ROSPA inspection is usually carried out in April and it would be worth cross checking which items are highlighted in their report before agreeing to repair works. | **Asst Clerk** |

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

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|  |  | **Action** |
| **GR/344** | TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS |  |
|  | None |  |
| **GR/345** | ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING |  |
|  | None. |  |

# Section 4 - Closure

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|  |  | **Action** |
| **GR/346** | **CLOSURE**  There being no further business the meeting closed at 8.29pm.  Next meeting to be held on Wednesday 20 March 2024. |  |

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