# Pangbourne Parish Council logo

PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held at Pangbourne Village Hall on Wednesday 22 May 2024 at 7.30pm.

Present: N. Goodwin, I. Walker, J. Higgs

L. Antonio (Asst Clerk)

Apologies were noted from: C. Brewer

Not present: C. Roberts, C. Ellis, G. Child, M. Rimmer

MoP: None

# Section 1 – Procedural

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|  |  | **Action** |
| **GR/356** | TO APPOINT CHAIRMAN AND VICE CHAIRMAN |  |
|  | N. Goodwin proposed, seconded and elected as Chairman. John Higgs proposed, seconded and elected as Vice Chairman. |  |
| **GR/357** | APOLOGIES FOR ABSENCE |  |
|  | C. Brewer |  |
| **GR/358** | DECLARATIONS OF INTEREST |  |
|  | JH is a member of the Bowls Club. |  |
| **GR/359** | **MINUTES OF THE LAST MEETING** |  |
|  | The minutes of the last meeting held on 16 April 2024 were approved and signed by the Chairman as an accurate record. |  |
| **GR/360** | **OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES** |  |
|  | * **Trees at Allotments** – Second quote for the work has now been received. The figure quoted is significantly lower and Committee agreed to recommend to full council to approve. |  |
|  | * **Youth Football Storage Container** – PYF have requested amendments to the Licence to Occupy. The Committee discussed the requests and suggested possible resolutions. Costs of the project have increased slightly (mainly due to price of container). Final project costs were £6,555.95 and Parish Council contribution will need to be increased slightly. Asst Clerk to email details of the increase to NG and Clerk to consider and will be reported at next meeting. |  |

# Section 2 - Decision Making

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|  |  | **Action** |
| **GR/361** | **TO CONSIDER AND APPROVE EXPENDITURE ON PLAYGROUND REPAIRS** |  |
|  | The last large batch of playground repairs was in July 2022. The Committee therefore agreed to approve the list of recommended repairs marked as ‘medium risk’ in a recent ARD inspection.  Asst Clerk reported that a seat from one of the picnic tables has recently been damaged. Asst Clerk to ask ARD to re-bolt when they are doing their repairs, hopefully FOC. | **Asst Clerk** |
|  | ROSPA annual report has highlighted that the main swing equipment is no longer compliant with current standards. The main cross beam would now not be considered to be sufficiently substantial. As it is a new standard, we are not obliged to take action, but it would be possible to brace the cross beam to make it compliant. |  |
|  | Asst Clerk pointed out that the surfacing under the zip wire is regularly mentioned as requiring attention. Committee members agreed that we look into whether a cheaper solution is possible and what is done at other playgrounds. | **Asst Clerk** |
|  | **AGREED TO APPROVE expenditure of £1,692.50+VAT for playground repairs in medium risk category** |  |
| **GR/362** | **TO REVIEW PAVILION DEFECTS REPORT, FIRE RISK ASSESSMENT, EMERGENCY LIGHT INSPECTION REPORT AND ASBESTOS MANAGEMENT PLAN AND AGREE NEXT STEPS** |  |
|  | Fire Risk Assessment report.  NG expressed some concerns about the report: the structure of the building walls was incorrectly listed as ‘timber and block’ when just timber and no mention of open attic space, which he felt would increase the fire risk. Also concerned about the use of terms such as ‘staff’ and items such as ‘visitor book’ which are not applicable to the situation at the Pavilion. Agreed that many of the requirements in terms of ongoing fire safety responsibilities should be held by the occupiers of the building and that this needs to be built into new licences. Bowls Club has agreed to move the Assembly Point sign to the far end of the tennis courts.  Asst Clerk to draft Fire Policy and Fire Plan and create folder for Emergency Services. | **Asst Clerk** |
|  | Asbestos Plan – Inspection identified asbestos in the Artex covering of the ceiling in the hallway. JH queried this as the extension was built around 1990 after the date at which Artex was no longer used. Agreed that sports clubs should be made aware that no drilling/disturbance of the ceiling should be carried out. A more extensive inspection might be required on areas of the building that were not accessible to the surveyor prior to any refurbishment. |  |
|  | Defects Report  NG to speak to surveyor before any further discussions with regards refurbishment work. | **NG** |
|  | Lights  Emergency lights at Recreation Ground toilet block need to be added to the RES contract. | **Asst Clerk** |
| **GR/363** | **TO CONSIDER REQUEST TO PLACE A NON-STANDARD MEMORIAL AT CEMETERY** |  |
|  | Committee reviewed the request from a family to place a Thames Conservancy marker at the foot of their plot at the Cemetery.  The Committee had concerns about the marker not complying with Cemetery standards in terms of position and material. However, it was felt that given Mr Cruickshank’s long service and the special significance of the memorial to the River Thames (and therefore Pangbourne), it was agreed that a non-standard memorial could be allowed in this instance subject to:   * Confirmation that the marker will sit within the confines of the plot and not encroach into any pathways * Confirmation that it will not create any additional costs in terms of ground maintenance   **AGREED TO APPROVE request for Thames Conservancy Marker to be used as a Memorial at Pangbourne Hill Cemetery** |  |

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

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|  |  | **Action** |
| **GR/364** | TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS |  |
|  | Updates from Asst Clerk:   * Grant request from Pangbourne Bowls Club: Asst Clerk had met with green keeper who explained the various projects requiring funding. They would like to apply for funding from PPC but have asked for a steer in terms of which project is more suitable for Council support. Councillors agreed that it should be up to the club to put forward a proposal but NG pointed out that if amount requested is more than the remaining grant fund, the club will need to demonstrate that they can raise the shortfall from elsewhere before the PPC grant is released. | **Asst Clerk** |
|  | * Licences for Pavilion: Asst Clerk to obtain template from Hampshire Legal Services and then work on how it should be altered to suit. | **Asst Clerk** |
|  | * Cover for Outdoor Spaces Warden: Asst Clerk to arrange short-term contract to allow cover for Outdoor Spaces Warden holidays in July/August. |  |
| **GR/365** | 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/366** | **CLOSURE**  There being no further business, the meeting closed at 8.45pm.  Next meeting to be held on Wednesday 17 July 2024. |  |

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