



PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held in Pangbourne Village Hall on Wednesday 23rd October 2019 at 7.37pm.

Present: P. Maclver, J. Higgs, J. Pearce, S. Ferguson, J. Power,
R. Elkin (Clerk)

Apologies: C. Hartley (Chairman), G. Hurley, G. Child, M. Shakespeare, P. Hawkins,

In the absence of the Chairman and Vice Chairman of the committee it was agreed that PC Chairman P. Maclver would chair the meeting

No MoP were in attendance

Section 1- Procedural

GR/93 APOLOGIES FOR ABSENCE

C. Hartley (Chairman), G. Hurley, G. Child, M. Shakespeare, P. Hawkins were unable to attend and sent apologies which were noted by the committee

GR/94 DECLARATIONS OF INTEREST

J. Higgs is a member of the Bowls Club.
J. Power is an allotment holder

GR/95 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 25th September 2019 were approved and signed by the Chairman as an accurate record with no amendments.

GR/96 OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES

- GR 83 Clerk to progress with arrangements for Memorial Testing and speak to PCC regarding their involvement in the cemetery **Clerk**
- PM will continue to progress the re-surfacing of the playground project **PM**
- JPearce no further progress has been made on sourcing land for a cemetery extension **JPearce**
- GR84 The review and update of the Allotment Regulations has been started by the Assistant Clerk and it is hoped to bring a draft back to the next committee meeting for approval. Signage will be created to advise on the presence of beehives. Following a recent site visit by JPower, PM and the Clerk who met with the beekeeper, a number of actions have been agreed which will be implemented as soon as possible and which should mitigate any nuisance or disruption to other plot holders based on best practice from NSALG. The PC can confirm that the beekeeper has the necessary memberships and takes positive actions to regulate the temperament of his bee colonies. Fine mesh will be erected around the plot to encourage the bees to fly up and over the allotment site and to assist control of the direction of their flight path. **Asst Clerk
JPower
Clerk
G/Comm**

- GR85 A further meeting has been held with the owners of Meadow Farm and this matter is ongoing **PM**
- Other ongoing matters include the allotment fence project and tree survey which are progressing and there should be updates at the next meeting **CH**
- GR88 an update meeting has been held with a member of the tennis club to discuss progress at the recreation ground (PM and Clerk)
- GR90 SPB have been contacted regarding making up row markers for the cemetery and will arrange to meet with the Asst Clerk at the cemetery to discuss progressing this project **Asst Clerk**

Section 2- Decision Making

GR/97

TO CONSIDER AND AGREE GROUNDS PROJECTS TO BE INCLUDED IN THE BUDGET FOR THE REMAINDER OF THIS YEAR (19/20) AND FOR INCLUSION NEXT YEAR (2021), IDENTIFY SPENDS AND FUNDING (Capex Opex and CIL)

- Projects outstanding or planned for the remainder of the 19/20 financial year are:

19/20 Year

- Allotment fence (final section)
- Tree Survey (Meadows and Recreation Ground)
- Waste Management Project
- Picnic Benches and Shade Project for the Recreation Ground
- CCTV installation
- Playground re-surface (possibly this year or next).

It was agreed that there should be a separate working group meeting to schedule, plan and phase (ie critical path) this work to ensure it completes on target for the end of the financial year

- Possible projects identified for investigation for 20/21 year:

20/21 Year

- Recreation Ground Toilets refurbishment (and legals)
- Pavilion – refurbishment and repair works
- Adult Gym Equipment (Trim Trail)
- MUGA (Multi Use Gym Area) or “4th court” project or 5 aside Football court
- Cemetery Landscaping Works
- Cemetery Extension
- Chiltern Walk improvements
- Highways and Pavements improvements (partnership working WBC)

GR/98

FINANCE AND BUDGET SETTING 2020/21

- **TO REVIEW GROUNDS EXPENDITURE YTD (2019/20)**
- **TO CONSIDER AND AGREE THE GROUNDS INITIAL BUDGET FOR 2020/21 TO FEED INTO THE PRECEPT PROCESS**
- The Clerk presented the year to date expenditure for the Grounds committee and the forecasted year end.
- The Clerk also presented a first draft budget for the Grounds Committee. It was RESOLVED to recommend this budget to the full council in the November meeting.

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

GR/99 TO RECEIVE AN UPDATE ON THE PROGRESS OF THE NEW FOOTBALL GOALS AT CHILTERN WALK (AND POTENTIALLY RECREATION GROUND) AND AGREE ACTIONS

- As MS was not in attendance, there was no progress on the acquisition of replacement football goals for Chiltern Walk. PM has, however made a site visit to take a preliminary look at the fencing which needs repair. PM and J. Pearce will repair the fence. MS will provide an update at the next meeting.

**MS
PM
JP**

GR/100 TO RECEIVE AN UPDATE ON THE WASTE PROVISION PROJECT AT THE RECREATION GROUND AND MEADOWS AND AGREE ANY ACTIONS NECESSARY

- A working meeting has been held to progress this project and as a result SF has emailed out the specification to several contractors including Continental and invited them to quote for the new contract.
- PAWS (Pangbourne and Whitchurch Sustainability Group) has also been sent a copy of the specification
- Clerk to circulate a copy of the spec to all.

GR/101 TO RECEIVE AN UPDATE ON RECENT MEETINGS WITH SPORTS CLUB REPRESENTATIVES AND AGREE ANY ACTIONS NECESSARY

- Now that the Recreation Ground Charity trustee matters have been resolved, the Management Committee needs to be established. MS and SF have both offered to form part of this committee as representatives of the Council.
- MS to be asked to Chair this group with SF as Vice Chair and to get this up and running.

GR/102 TO RECEIVE AN UPDATE ON RECREATION GROUND TOILETS

- The Clerk has written to WBC regarding the transfer of ownership of the toilets at the Recreation Ground and is awaiting a response from their legal department.
- Quotations have been received for refurbishment works at the toilets, however this can only be progressed once the legal matters have been resolved.
- A new cleaner is now in place through Healthmatic and standards are being closely monitored.
- The radar lock on the disabled loo has now been changed to make this toilet more accessible.

GR/103 TO RECEIVE AN UPDATE ON THE CCTV PROJECT/ WORKING GROUP

- There has been no progress on this project and the group is yet to meet

GR/104 ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING

- The damaged and dangerous benches at the cemetery still need to be removed and the memorial plaques retained. Removal notices have now been in place since July. It is hoped that these can be removed in time for the wood to be donated to the primary school event on bonfire night. Several councillors volunteered to assist with the clearance.
- JMP noted that the speed signs on Station Road by the Bentley Garage (exiting village direction) are faded and the speed is difficult to read properly in some lights.

Section 4-Closure

GR/105 **CLOSURE**

There being no further business the meeting closed at 8.57pm

Next meeting to be scheduled.

_____Chairman

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