



PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held (socially distanced) at Pangbourne Village Hall on Tuesday 29th June 2021 at 7.30pm.

Present: S. Ferguson, N. Goodwin, J. Higgs, P. MacIver, J. Power, C. Roberts, I. Walker
R. Elkin (Clerk)

No Apologies received

No MoP were in attendance

Section 1 – Procedural

GR/167 ELECTION OF CHAIRMAN

This being the first meeting of the new Grounds Committee since the Annual Meeting of the Parish Council in May, the Chairman C. Hartley stood down from his role as Chairman of the Grounds Committee, also standing down from the Committee itself.

PM as Chairman of the Council led the first item on the agenda, the election of a new Chairman and asked for volunteers and nominations.

Cllr N. Goodwin was proposed and having accepted the nomination was duly elected unanimously as the Chairman of the Grounds Committee for the coming year.

PM thanked both the outgoing and incoming Chairmen for undertaking the role.

GR/168 ELECTION OF VICE-CHAIRMAN

Cllr I. Walker was proposed as the Vice Chairman, and having accepted the nomination, was duly elected to this position unanimously for the coming year. PM thanked IW for taking on the role.

GR/169 CO-OPTION OF AND RE-APPOINTMENT OF NON-COUNCIL COMMITTEE (CO-OPTED) MEMBERS

M. Sandham has stood down and has suggested a replacement for his seat.

J. Power agreed to continue for the coming year and was thanked for her valuable contribution as Allotment Manager.

GR/170 APOLOGIES FOR ABSENCE

None

GR/171 DECLARATIONS OF INTEREST

J. Higgs is a member of the Bowls Club.
JP is an Allotment holder.

GR/172 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 18th November 2020 were approved and signed by the Chairman as an accurate record.

GR/173 OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES

- Asst Clerk has approached the grave digging firm for a quote for Memorial Testing and is hopeful of progress on this matter as a good working relationship has been cultivated in recent months.
ONGOING

**Asst
Clerk**

- Football nets at Chiltern Walk were installed last year by MS. MS reported that he has nearly run out of pegs so it was agreed that an alternative will be researched. **OUTSTANDING** **ALL**
- CH offered to repair the fencing at Chiltern walk. This requires the purchase of clips at a cost of £15. **OUTSTANDING** **CH**
- Leases, Licenses and Charitable Trust matters at the recreation Ground. **ONGOING** **ALL**
- Legal Land matters at Allotments. **ONGOING**
- Clearance of items of rubbish which have previously been dumped and have now been exposed by the pruning of the laurel hedging at the Recreation Ground which backs onto Thames Avenue. **TO BE ARRANGED** **ALL**
- The small trial of spring bulb planting has gone well. JP proposed more to be done around the perimeter of the allotments and the Clerk suggested that more could be done at both the Cemetery and the Dolphin Centre car park verges. **ONGOING - TO BE DONE IN AUTUMN** **ALL**
- At the previous meeting, JS provided an update regarding accessing some funds from the Co-op garage to help fund new planting at the Chiltern Walk play area. The aim of this is to provide a sound barrier for residents against the footballs, help offset emissions from the garage and generally improve this area. Funding has so far not been obtained and it was agreed to continue with this worthwhile project anyway as it is a valuable one. JS will compose a letter to the local residents asking for their input and MS offered to distribute these. **ONGOING - letter to be sent to residents over summer** **JS**
- The new waste contract at the Cemetery is to be closely monitored after initial issues. **ONGOING** **Clerk**
- Marble grave markers are on order and the new noticeboard will be installed in the near future. **Various**
- Following the removal of various trees at the meadows/recreation ground, further work will be done to review whether and what type of fence may need to be installed to secure the area. **Various**
- It was agreed that notices will be made up and displayed to request no “plugged in” electrical items be left on charge or plugged in overnight going forward. **TO BE DONE** **Clerk**
- All other outstanding matters are agenda items

COMPLETED:

- Marble grave markers have been delivered and positioned at the cemetery. Further consideration needs to be given with the grounds maintenance contractors to ensure that they are not buried or lost whilst strimming.
- The new noticeboard has been installed at the Cemetery and an A3 Plan /Map needs to be drawn up.

Section 2 – Decision Making

GR/174 TO DISCUSS AND AGREE GROUNDS PRIORITIES FOR 2021/22 YEAR

It was proposed and agreed by the Committee to recommend to full council that further tree work be carried out on Pangbourne Meadows up to a value of 10k. CH to continue to follow up on this for the Council as he has been responsible for this project. It was **RESOLVED** to recommend this to full council. **ALL**

GR/175 TO DISCUSS AND AGREE HOW TO ACHIEVE THESE PRIORITIES AND WHETHER SMALLER WORKING GROUPS (WITH SPECIFIC OBJECTIVES, LIFESPANS AND TERMS OF REFERENCE (TOR)) ARE BENEFICIAL

SUGGESTED WORKING GROUPS OR AREAS OF RESPONSIBILITY FOR SPECIFIC COUNCILLORS MIGHT BE:

- **Cemetery WG**
- **Playground WG**
- **Recreation Ground Picnic Bench WG**

- **Leases and Licences WG /Sports club liaison**
- **Recreation Ground WG (Capital Projects)**
- **Trees (maintenance and planting) WG**
- **Waste collections, dog bins new arrangements WG**
- **Public Conveniences (Capital expenditure) WG**

Plus any others required

It was agreed to look into forming areas of special responsibility/working groups for areas within Grounds and this will need to be looked into further.

In the short term, Councillors agreed the following additional responsibilities:

Cemetery – C. Roberts agreed to take this on (in addition to G. Child if he wishes to continue)

Playground – C. Roberts

Recreation Ground – P. Maclver

Leases and Licences – N. Goodwin (plus Clerk)

Public Conveniences – N. Goodwin (plus Clerk)

Trees – C. Hartley

Waste Bins/Dog Bins – S. Ferguson

GR/176 TO DISCUSS AND REVIEW THE REQUEST FOR A BENCH AT THE ALLOTMENTS FROM JP AND A REQUEST FROM A MEMBER OF THE PUBLIC FOR A MEMORIAL BENCH AT THE MEADOWS AND AGREE ANY ACTIONS AS NECESSARY

JP presented a request for a new bench at Pangbourne Allotments.

Concerns were raised as to whether this is an appropriate location and the Clerk stated that there would need to be a consultation with both allotment holders and nearby residents before anything was agreed. It would be worth seeking the thoughts of the Neighbourhood Police Team regarding anti-social behaviour as well.

It was noted that there is a bench at the Recreation Ground which could possibly be used, or an alternative sourced. The costs of installation would then need to be ascertained.

JP to seek initial views of allotment holders and residents in the first instance.

JP

The request from a member of the public to have a memorial bench placed on the meadows was considered and it was agreed to put this on hold while a bench policy was produced. ALL to contribute

ALL

GR/177 TO DISCUSS THE CHARGING OF UTILITIES TO THE SPORTS CLUBS AND AGREE ANY ACTIONS NECESSARY

A request was raised by CH to consider charging the clubs for the utilities at the pavilion. It was agreed that this should form part of the revised Leases when they are signed and should be rolled in with this process. No further action to take at this stage

GR/178 TO AGREE TO PROGRESS THE CHILTERN WALK PLANTING PROJECT OUT OF PARISH COUNCIL FUNDS IF A GRANT IS NOT FORTHCOMING WITH A VIEW TO AUTUMN 2021 PLANTING

After a short discussion, it was agreed to press on with this worthwhile project even if funding is not available. The Clerk/Asst Clerk will circulate the plan and proposal as well as a consultation letter to residents as the next stage.

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

GR/179 TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS

None

GR/180 ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING

None

Section 4 – Closure

GR/181

CLOSURE

There being no further business the meeting closed at 9.15 pm

Next meeting to be scheduled

_____ Chairman

_____ Date