



PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held at Pangbourne Village Hall on Tuesday 22 November 2022 at 7.30pm.

Present: N Goodwin, J Higgs, I Walker, G Child, J Power, C Roberts
R Elkin (Clerk), L Antonio (Asst Clerk)

Apologies were noted from: P MacIver, Z Moosa,
Not present:

MoP: None

Section 1 – Procedural

Action

GR/249 **APOLOGIES FOR ABSENCE**

P Mclver, Z Moosa

GR/250 **DECLARATIONS OF INTEREST**

J Higgs is a member of the Bowls Club

GR/251 **MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 7 September 2022 were approved and signed by the Chairman as an accurate record.

GR/252 **OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES**

- Fencing at Chiltern Walk still to be repaired. OUTSTANDING **Clerk**
- Cemetery car park – ONGOING **CR**
- Speed bump at entrance to Recreation Ground – ON AGENDA **Asst Clerk**
- Arrangements for holiday cover for Outdoor Spaces Warden – ONGOING **Clerk**
- Memorial safety and pricing – ON AGENDA
- Picnic bench installation – completed today
- Meadows issues
Signage - Members bid application for funding has been submitted and has already received some supportive comments from some WBC councillors
Trees at bin store – outcome of tree works application due in December and contractors are lined up to complete the crown lifting/clearance work once we have the go ahead.
Additional bin provision – Clerk still to follow up with providers as to the largest size of bin that can be offered at the Recreation Ground. **Clerk**
Flailbotting – Complete

Section 2 - Decision Making

GR/253 **TO REVIEW THE 2023/24 GROUNDS BUDGET (FOLLOWING DISCUSSION AT FULL COUNCIL)
TO ENABLE A FINAL SIGN OFF AT THE NEXT COUNCIL MEETING**

The Committee reviewed the 23/24 budget and agreed that the figure of £35,901 is reasonable given that day to day maintenance costs have increased and rises in energy costs will be pushing up contractor and supplier costs.

Agreed to recommend to full Council the Grounds budget as appended to these minutes.

GR/254 TO DISCUSS AND AGREE GROUNDS CAPITAL PROJECTS FOR 2023/24

The Clerk reported that there are a number of capital projects in progress or planned and that once they have been accounted for, the remaining CIL funds could be taken up by the playground re-surfacing. It was agreed that as this was an existing and well used asset, it should be a priority for this year. See item GR/255

The Clerk also reported the possibility of Parish Plan funding from WBC which could possibly be directed towards the work to improve bin provision and associated works at the Recreation Ground.

GR/255 TO RECEIVE AN UPDATE ON PLAYGROUND RESURFACING

Asst Clerk provided an update on the work carried out to date. Several playground contractors have been contacted and one quote and one estimate have been received so far which will be circulated. NG, Clerk and Asst Clerk have site visit with a further company tomorrow.

The projects costs are likely to be in the region of £90,000. The project will therefore need to be listed on the government's Contracts Finder service.

It was agreed that funding from other sources should be sought once figures are more clearly defined.

GR/256 TO DISCUSS AND APPROVE EXPENDITURE FOR SHRUB/FENCE CLEARANCE AT RECREATION GROUND TOILETS

The Asst Clerk provided an update on plans to clear the area behind the toilet block/changing rooms in order to allow space and access for additional bins and to create space for a storage shed for the Outdoor Spaces Warden. The work will include clearing vegetation, old tree stumps and self-seeded trees, removing two old metal fences and levelling the ground to allow better access for contractors to empty bins positioned at the rear of the block. Any bare earth would then be grass seeded. Depending on final approval from Thames Water, who maintain the sewage pumping building, the storage shed will be positioned in the gap between the toilets and the pumping station. The proposal is to enclose the shed with a palisade fence, with a gate to provide security and to deter vandalism.

There is a possibility of Local Plan funding from WBC for some of the work, as it will help with litter management issues on the Meadows – better bin storage.

Three quotes for the clearance work were reviewed. There was some disparity between the prices quoted, which could be explained by the level of clearance proposed by the different contractors. The Committee agreed that in light of the possible support from WBC, Officers should get costs for all elements of the proposal and that a recommendation should then be made to full Council for final approval of the project.

Clerk

GR/257 TO AGREE PROPOSAL FOR MUSLIM BURIAL AREA AT CEMETERY

The Council recently received a request from a family to reserve a grave for a Muslim burial. The grave needs to be orientated in a particular direction, which is not in line with the current graves. In light of postponement of last month's Ground Committee meeting, Clerks agreed a suitable position in section H with the family as marked in yellow on the circulated map,

The Committee RESOLVED retrospectively to approve the position of the plot as marked on the circulated map

The Committee then discussed the proposal to set aside a correctly orientated area in the area next to section J (as marked on circulated plan) for any future similar requests, in order to prevent any delay in responding to families. The Committee queried whether further graves could be positioned in section H alongside the already approved plot and why the plots could not be positioned more towards the corner of the section but were otherwise satisfied that the Asst Clerk had fully researched the most suitable location taking all factors into account.

RESOLVED to set aside a section (as marked in blue on the appended plan) for future Muslim burials.

GR/258 TO CONSIDER AND AGREE PROPOSAL TO RESTRUCTURE MEMORIAL FEES AT CEMETERY

The Committee reviewed a proposal to reduce the fees charged to those out-of-parish for placing memorials on an existing grave, on the grounds that they are unnecessarily punitive in some instances. The Committee felt that the higher costs for out of parish fees were justified in light of the demand for space in the cemetery and were reluctant to drop the head and kerbstone fee to £1,050 as proposed.

It was RESOLVED that the out of parish fee for a headstone & kerb set or flat tablet should be £1,250 but that the proposed structure should otherwise be adopted as appended.

GR/259 TO RECEIVE UPDATE ON CEMETERY LYCHGATE PROJECT AND AGREE NEXT STEPS

The Council received Members Bid funding from WBC in June to put towards the installation of a lychgate at the pedestrian entrance to the cemetery. The Asst Clerk provided a brief update on the work to date on delivering the project. Quotes have been received for build and installation of a structure and also for installation of a 'lychgate kit'. Councillors were concerned that the costs of installation are proving to be higher than were originally anticipated and the project will therefore require more of a contribution from CIL funding. It was agreed that the scale of the structure should be revisited to reduce the costs. CR and IW to meet with Clerks to review the options for reducing the costs.

IW also stated that the public path up to the Cemetery is not sufficiently signed. Officers to raise with WBC highways

**Asst
Clerk,
CR**

GR/260 TO APPROVE EXPENDITURE ON FURTHER REMEDIAL WORK TO SPEED BUMP AND BOLLARD AT RECREATION GROUND

Asst Clerk reported that work to remove the excess concrete at the speed bump has now resulted in reports of cars scraping the top of the bollard cover. Contractors have provided a quote for replacing the existing bollard with a shorter bollard that can sit flush with the ground.

RESOLVED to approve expenditure of up to £680+VAT to carry out remedial work. Final authority to approve the scope of the works delegated to the chairman and Clerk.

GR/261 TO CONSIDER REQUEST FOR RUNNING CLUB AT RECREATION GROUND

The Committee considered a request to run a weekly, hour-long beginners running club session on the Recreation Ground.

The Committee agreed to the session running on a Wednesday 6.30-7.30pm, for an initial 6-month trial period subject to receipt of a copy of the instructor's public liability insurance and on the basis that activities will be restricted to the area adjacent to the car-park and around the perimeter of the field.

GR/262 TO RECEIVE AN UPDATE ON VISION PROJECT AND AGREE NEXT STEPS

In light of the likely costs associated with the playground re-surfacing project and the reduction in levels of CIL funding, the Committee discussed the benefits of the Vision Working Group developing a 5-10 year project plan with sectional milestones to run alongside and feed into any public consultation. It was agreed that this might help if/when future rounds of funding from WBC are announced and will help focus fundraising efforts. Work to update the content and graphic of the vision document is ongoing. It was agreed to aim for publishing consultation information in the March/April edition of the Pangbourne magazine.

NG

IW then left the meeting after this item.

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

GR/263 TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS

- Clerk reported request from MoP/IW to look into the water quality at the river meadows with a view to possibly applying for bathing water status. The charity Thames 21 have worked with other communities to investigate water quality on other stretches of the Thames. The committee agreed that this would need to be put to full council.

- JP reported that rabbit control work at the Allotments is provisionally booked in for some time in Jan/Feb. The work will take place at dusk and is being done in liaison with the farm manager from Sulham Estates. The costs are likely to be in the region of £450.

GR/264 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING**

None

Section 4 - Closure

GR/265 **CLOSURE**

There being no further business the meeting closed at 9.18 pm.

Next meeting to be held on Wednesday 15 February 2023.

_____ Chairman

_____ Date