



## PANGBOURNE PARISH COUNCIL

### GROUNDS COMMITTEE MINUTES

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At a meeting of the Grounds Committee held at Pangbourne Village Hall on Wednesday 29 June 2022 at 7.30pm.

Present: N. Goodwin, P. MacIver, J. Higgs, J. Power, C. Roberts (part)  
R. Elkin (Clerk), J. Griffin (Asst Clerk) until after Item GR226, L. Antonio (Asst Clerk)

Apologies were noted from I. Walker, Z. Moosa  
Not present: Graham Child

MoP: None

#### **Section 1 – Procedural**

**Action**

**GR/222 APOLOGIES FOR ABSENCE**

I. Walker, Z. Moosa

**GR/223 DECLARATIONS OF INTEREST**

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

**GR/224 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 18 May 2022 were approved and signed by the Chairman as an accurate record

**GR/225 OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES**

- Fencing at Chiltern Walk still to be repaired. **OUTSTANDING** **Clerk**
- Chiltern Walk Open Space – solution still be reached with WBC with regards possible hedging - **ONGOING** **Clerk/ ALL**
- Cemetery Car park – **ONGOING** **CR**
- Speed bump at entrance to Recreation Ground – still researching solution that will not impact on height of bump – **ONGOING** **Asst Clerk**
- Additional/larger dog bins have now been installed at various locations. Second bin at allotments is still to be put in place. It is at the Village Hall but needs to be cleaned and attached to the post. Clerk to chase up **Clerk Asst Clerk**
- Arrangements for holiday cover for Outdoor Spaces Warden – **ONGOING** **Clerk**

#### **Section 2 - Decision Making**

**GR/226 CONSIDER PROPOSALS TO MANAGE MEMORIAL SAFETY AT CEMETERY AND DISCUSS DRAFT DOCUMENTS**

Asst Clerk (JG) is now qualified to assess the safety of existing memorials in the cemetery. Committee Members were asked to consider proposals for monitoring and recording the condition of memorials going forward (relevant draft documents had been circulated) and to agree actions for any memorials that are considered to be unsafe. It was noted that a large number of graves have no living owner or known relative able to meet the costs of any remedial work

Agreed that:

- If a grave owner cannot be traced, the Council has a duty to make the memorial safe. Therefore, if a memorial is judged by the Asst Clerk to be unsafe a suitably qualified contractor (such as SPB Stoneworks) should be instructed to make it safe. If appropriate, the memorial will be laid flat. If not, the minimum work to address the issue should be carried out. The number of memorials requiring this level of intervention and the resulting costs will be monitored and the policy will be revisited if necessary.
- Details of the cost of the work will be suitably recorded to allow for reimbursements, should a grave owner or relative come forward in the future
- Clerk/Asst Clerk to finalise wording of the relevant policies and documents and circulate by email for final approval

Clerk/  
Asst  
Clerk

**GR/227 REVIEW QUOTE FOR FLAILBOTTING AT RECREATION GROUND**

Quote received from C&D Grounds for flailbotting work at the recreation ground was reviewed and accepted as reasonable. NG reported that the work could push vegetation back by as much as 15 metres along the railway line boundary. A section adjacent to the zipwire will also be cleared. NG reported that this work is an important first step in the recreation ground vision project as it will give a clearer picture of what land is available when considering future uses. Clearing the area completely of stumps will be a more costly project. Councillors noted that some residents may be unhappy with the work from a wildlife perspective but it was agreed that as the primary purpose of this section of land is recreation, controlling the vegetation was a legitimate exercise. The work would be scheduled for the Autumn.

Clerk

**RESOLVED to approve £1960.00+VAT on flailbotting work**

**GR/228 RECEIVE UPDATE ON WATER RESCUE CABINET AND APPROVE COST FOR INSTALLATION**

Asst Clerk reported that cabinet was due to be delivered the next day

**RESOLVED to approve expenditure of £330+VAT on installation of the cabinet, to include appropriate concrete base (based on quote from C&D Grounds)**

**GR/229 RECEIVE AN UPDATE ON WATER PROJECT AT THE ALLOTMENTS**

JP reported that work is ongoing on pulling together the costs of the project. John Perry has figures for the installation cost of the pump. Alan Heighway and Mick Howard (Allotment Holders) are obtaining figures for the brick housing and PM is to get quote from SSE for installing the electricity supply

PM

JP expressed some concern that if the proposal is not considered at a Council meeting until September (as no Council meeting in August), this will delay efforts to carry out fundraising from other sources. However, Committee members noted that it was important to have a fully formed business case in place, including costs, before the proposal is put to Councillors

JP expressed an interest in seeing the allotment water bills for this month as there has been a high demand on water due to the dry weather

**GR/230 REVIEW PLAYGROUND INSPECTION REPORT AND AGREE NEXT STEPS FOR REMEDIAL WORK**

The Committee noted that there are again a considerable number of medium risk items in the monthly playground report and that some investment in the playground was required. It was reported that the weeds in the playground have now been treated.

Agreed that Clerk should obtain costs for the most urgent remedial works

Clerk

**RESOLVED TO APPROVE** expenditure of up to £5,000+VAT to address some of the more pressing maintenance requirements

**GR/231 DISCUSS RECREATION GROUND VISION AND AGREE NEXT STEPS PRIOR TO CONSULATATION**

- NG reported that he is currently revisiting the content of the 'vision' document and hopes to work with the graphic designer to have it ready for discussion/consultation in the Autumn.

NG

- The copy deadlines for the Pangbourne magazine were noted (5 Aug for Sept/Oct edition and 7 Oct for Nov/Dec edition) and the need to avoid the Christmas period for any consultation work.
- The Clerk suggested that a working group meeting be held to carefully plan the format for public consultation meeting and the content of material for the magazine.

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

**GR/232 TO RECEIVE AN UPDATE FROM COUNCILLORS ON ANY WORKING GROUPS OR OUTSTANDING ACTIONS**

- PM reported that he is working with CR on drafting a letter to WBC asking for support given the demands on resources in the village and this would convey the continuing challenges being faced at the River Meadows in the summer months
- Mooring posts – Clerk reported that these are now being monitored by the Warden

**PM**

**GR/233 ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING**

None

### **Section 4 - Closure**

**GR/234 CLOSURE**

There being no further business the meeting closed at 8.57pm

Next meeting to be held on Wednesday 7 September 2022

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date