



# MINUTES OF PANGBOURNE PARISH COUNCIL

Minutes of the Meeting held at Pangbourne Village Hall on Tuesday 11th April 2023 at 7.30pm.

## PRESENT:

Cllrs: P. MacIver (Chairman), N. Goodwin, J. Higgs, A. Huddart, B. Kerr-Muir, C. Roberts, S. Taylor, I. Walker,  
Clerk: R. Elkin (Clerk, RFO)  
District Cllr: G. Hurley was not present  
Members of public: 1 MoP was in attendance for part of the meeting

APOLOGIES / ABSENCE: G. Child

Action

## **Section 1: Procedural**

### **1648 Apologies for Absence and Declarations of Interest relevant to Agenda Items**

G. Child sent apologies.

Cllr BKM declared an interest in the agenda item on granting as a supporter of APT

### **1649 Minutes of the Parish Council Meeting held on 14th March 2023**

It was **RESOLVED** unanimously that the Minutes of the Meeting of 14th March 2023, having been taken as read, were a true and accurate record and were duly signed by the Chairman

### **1650 Outstanding actions carried over from previous meetings**

Cemetery Car Park – ONGOING – meeting held with solicitors

Adventure Dolphin sub-lease – ONGOING

Tennis Club Lease – meeting to be arranged

Tennis Club Lighting Project/Electrical work – IW has met with the Tennis club – further action required

Bowls Club Application – NG has met with Bowls Club Committee – further discussion required

Traffic/Pavements working group – several interested residents. Clerk to pass on details to IW

Recreation Ground Vision group – no update and work not yet ready to be shared

APT – next steps to be agreed and actioned between PPC and APT

Commercial Exercise Hire at Rec – ongoing

Moors street light – resident to be contacted

CR  
PM  
Clerk  
IW  
NG  
IW  
NG IW  
ALL  
NG/Grd  
Clerk

## ACTIONS COMPLETED

- Pharmacy provision in Village – it was noted that the Pharmacy has advertised that it is changing ownership. No further action required from the parish council at this stage
- Second copse on meadows – Remaining stump grinding has been completed and logs cleared
- London Plane Tree – works booked in for late May

## **Section 2: Decision Making**

As the time was 8pm and one member of the public was in attendance who wished to speak, it was resolved to suspend standing orders to enter public forum.

A member of the tennis club wanted to speak in support of the club's grant request towards their court lighting project. He stated that there are over 300 members of which at least 150 are residents of Pangbourne. This has risen from just 50 a few years ago. In addition there are a number of children's classes and a waiting list. There are insufficient daylight hours to fit in all who wish to play and it is intended that the court lighting will address this by extending the length of playing time.

After the member of public spoke, normal session and standing orders were resumed.

The Member of the Public stayed to observe the next agenda item on granting and then left the meeting.

**1651 To CONSIDER and RESOLVE to approve, amend or decline grants applied for by groups for 2023/24 Year in accordance with the granting policy and previously circulated to councillors.**

Applications received to date are:

• <b>APT</b>	<b>£ 2,700.00</b>
• <b>Pangbourne Tennis Club</b>	<b>£ 5,000.00</b>
• <b>Pangbourne Library</b>	<b>£ 3,289.00</b>
• <b>PPG (Patient Participation Group)</b>	<b>£ 960.00</b>
• <b>Sue Ryder</b>	<b>£ TBC</b>
• <b>Carebus</b>	<b>£ TBC</b>
	<b>£ 11,949.00</b>

**In addition, to CONSIDER the annual donation towards the 143 bus service of £1,335.60 (approx.) from general funds**

It was noted by the Clerk that the level of grants requested by various groups already in the first round of funding was higher than the total budget allocated for grants for 2023-24.

Discussion took place regarding the merits and strengths of the individual applications as well as benefit to local residents specifically and how to proceed.

Following discussion, it was agreed to award grants as below:

• <b>APT</b>	<b>£ 2,700.00</b>	
• <b>Pangbourne Tennis Club</b>	<b>£ 3,000.00</b>	*
• <b>Pangbourne Library</b>	<b>£ 3,289.00</b>	
• <b>PPG (Patient Participation Group)</b>	<b>£ 450.00</b>	*
• <b>Sue Ryder</b>	<b>£ 0.00</b>	
• <b>Carebus</b>	<b>£ 0.00</b>	
	<b>£ 9,439.00</b>	

\*Partial grant amounts were awarded and subject to conditions:

**1. Pangbourne Tennis Club** – the grant was agreed in principle and would be paid via the Good Exchange to benefit from match funding, however it would not be released until it was clear that the remaining funds required for the project (approx. £50k) were able to be raised. It would be ring fenced until that time. It was agreed to keep in close contact with the club throughout the year and receive updates on their fund raising.

It was further conditional on the arrangements for the additional electrical supplies required being made to the satisfaction of the parish council as landowners. It was agreed for members of the grounds committee to meet with the club to discuss exact arrangements and to investigate the current supply capacity further. Only once the supply arrangements have been agreed can the project go ahead, however the club and PC will work together to achieve this. Access arrangements for the installation/vehicles was also discussed.

It was noted that the Tennis Club stated that the LTA (Lawn Tennis Association) required a 21 year lease to be in place for any loan (which would in any event be for a maximum term of 2-3 years). This was contrary to the advice the PC had received regarding lease renewals. Both sides to review.

**2. PPG group** – it was agreed in principle to grant approximately half of the funds requested and it was asked that the PPG approach Fanny Maria Kemp Trust for the remainder. This was, however, subject to having the correct statutory powers to do so as an NHS related charity, and this needed to be investigated further by the Clerk.

It was agreed that unfortunately there were insufficient funds at this stage to award grants to **Sue Ryder** and **Carebus** this year.

The **APT** grant will be paid during May via the Good Exchange to benefit from Match Funding as in previous years.

It was further **RESOLVED** to contribute approx. £1,335.60 towards the operation of the 143 bus service from general funds although the exact amount is to be confirmed by WBC.

**1652 To CONSIDER the request for commercial boot camp classes to take place at Pangbourne Recreation Ground and agree any actions necessary to take matters forward**

NG reported that he had met with a commercial exercise operator who wanted to start classes at the recreation ground. The Operator requested the following, and the Council has agreed to investigate this further on the following basis:

- Advertising Signage – YES but limited to 1 x banner (mesh) on wooden carpark fencing and NOT on CCTV or any other equipment. (confirm planning permission requirements)
- Storage of Equipment – YES (potentially) subject to satisfactory arrangements and insurance
- Subject to Payment Fee (to be negotiated)
- Subject to Contract and Public liability insurance arrangements
- Subject to agreement on the total number of classes to be held and the frequency/days
- Subject to the hours of operation – request was 6am and 6pm
- Subject to noise considerations – impact on neighbouring properties
- Use of Meadows – NO. Limited to Recreation Ground only
- Subject to identifying an area of use and ensuring there is no impact on any existing users or the general public and that the area remains available for everyone when classes not in operation
- Subject to damage guarantees
- Subject to parking arrangements

ANY AGREEMENT WOULD BE SUBJECT TO A 3 MONTH TRIAL PERIOD in the first instance and permitted for summer use only to assess the impact on the ground and neighbouring properties

It was agreed to investigate the possibility further in principle as these sorts of classes are very popular and match the charitable purposes in the governing documents for the recreation ground as well as providing potential income to support maintenance and improvements to the ground. It was discussed that the number of classes permitted should be proportional to other uses of the ground and not be allowed to “take over”. A commercial use policy was also required to ensure fair competition between operators if the Council does agree to permit this type of hire

NG  
Grounds  
Clerk

**1653 Planning:**

**i. To receive the list of planning applications since the last meeting**

Comment

None

**ii. To discuss and agree responses not already resolved by Planning Committee plus any other urgent applications received before the meeting:**

**23/00034/FUL**  
(additional documents)

Woodland Manor, Pangbourne Road, Pangbourne

No  
Further  
Comment  
No  
Objection

**LA2003 NEWPREM05**  
Application Ref: 21482 (licensing application)

Nino's Italian Deli Ltd, 10 Reading Road, Pangbourne RG8 7LY

**23/00772/HOUSE**

87 Horseshoe Road, Pangbourne, RG8 7JL

Objection

**23/00803/FUL**

Pages Gardens, Reading Road, Pangbourne, Reading RG8 7JE

Objection

**1654 Finance:**

**i. To RESOLVE to APPROVE Accounts reconciliation as at 31st March 2023 (year end)**

**ii. TO RESOLVE to APPROVE the payment schedule as appended to the agenda for April 2023**

- The accounts reconciliation for 31st March 2023 (year end) was approved as appended to these minutes

- The payments due in April 2023 of £16,493.73 as appended to these minutes were unanimously approved by the Council

**1655 Policies and Procedures**

**To consider to RESOLVE to approve the Policies previously circulated and taken as read.**

**Risk Assessment**

Having previously been circulated and taken as read, the Council Full Risk Assessment was re-adopted for 2023-24 year with no amendments

**Section 3: Updates and Progress Reports**

**1656 Reports from Committees, Working Parties and individual Councillors**

Village Hall

- New Hall hire charges now effective since 1st April
- Rear door repairs booked in
- Rear car park barrier has been damaged and also the entry bollards – investigate
- Utility Aid contacted re energy renewal quotes – Clerk

Grounds Committee

- Update on Tennis Club lighting project
- Update on Playground resurfacing
- Update on meetings with the sports clubs
- Update on planning application for playground resurfacing and flood risk report
- Bowls Club have an issue with the concrete perimeter of the bowling green which is degrading. They do not have the funds to repair and have been asked to apply for grants to help raise funds and the PC will also investigate ways in which it may be able to assist.
- HALC has been contacted to make progress on the leases and licences

**1657 To receive a brief report from the Chairman**

- PM reported that he had been looking at the CCTV operation again in light of its use in relation to the recent spate of vandalism at the recreation ground toilets. Another Camera was recommended but as PM is standing down from the Council at next month's elections, he stated that this was for the remainder of the Council to follow up and decide upon.
- He also stated that we had been able to provide the police with good footage of the group who had caused damage to the toilets
- PM also stated that he had been meeting with Richard Turner from WBC regarding the signing of the ADC sublease as a representative of both ADC (as a trustee) and the Parish Council. He stated that once he left the Council, he would continue to report back as a Trustee of ADC. He hoped that all parties were now at a stage where real progress could finally be made.
- He also stated that this would be his last meeting as Chairman, although he would start the meeting in May. He was thanked by the remaining members of the council for his 4 year tenure as Chairman

**1658 Clerk's Report:**

- The Clerk confirmed that the Statements of Persons nominated had now been published with 7 Councillors continuing into the new session of the Council and declared "elected unopposed" at the upcoming May Local Elections. Those Councillors not re-standing would remain until 4 days after the election on 4th May. 4 Vacancies were left unfilled and the Clerk would endeavour to advertise and recruit.

- The Statement of persons nominated has also been published for the District Council elections with 4 candidates up for election on 4th May. Gareth Hurley would be standing down as Member for Pangbourne and was not seeking re-election.
- Reminder litter pick on Sunday 23rd April 2023
- Reminder Parish Meeting 18th May 2023
- Update on Police Reports regarding Vandalism – CCTV footage has been obtained and passed to the local police team. All incidences have been reported and logged and the investigation is ongoing. In line with Police requests, social media appeals for information have been published.
- OSARA meetings have been put in place to discuss arrangements for the summer season at the meadows and recreation ground.
- Update on Internal Audit – the interim audit has taken place
- Update on Fibre works in village – these have now commenced and will be widespread across the village over the next two months with the aim of installing all the main junctions using existing and new ducting and also installing some connections to property boundaries in some locations.
- The Clerk highlighted the upcoming major SGN gas renewal and upgrade works at Streatley which will be in place for the next 6 weeks with Wallingford Road closed for the duration

**1659 To receive a report from the District Councillor**

The District Councillor did not attend the meeting and did not send a report.

**1660 To answer questions from Councillors, request items for next meeting or receive any items for information only**

- F&C to be arranged

**1661 Correspondence:**

None not already previously circulated or discussed.

**Section 4: Confidential Session**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the items detailed below.

**1662** None this month

**1663 Section 5: Closure**

There being no further business the Chairman closed the meeting at 9.31pm  
The next scheduled meeting will be held on Tues 16th May 2023 at 7.30pm.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

**PLANNING APPLICATIONS TO BE REVIEWED AT OR BEFORE PARISH COUNCIL MEETING ON  
11<sup>th</sup> April 2023**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>
<b>23/00034/FUL</b> <b>(additional documents)</b>	Installation of a ground mounted solar PV array to provide electricity to be used in the home. <b>Woodland Manor, Pangbourne Road, Pangbourne, Reading</b>	<b>No further comment</b>
<b>LA2003</b> <b>NEWPREM05</b> <b>Application Ref: 21482</b> <b>(licensing application)</b>	New Premises Licence Application – Recorded Music 07:00 – 24:00 Supply of Alcohol 07:00 – 24:00 Late Night Refreshment 23:00 – 24:00 <b>Nino's Italian Deli Ltd, 10 Reading Road, Pangbourne Berkshire RG8 7LY</b>	<b>No objection</b>
<b>23/00528/COND</b>	Application for Approval of Details Reserved by Conditions 3 (Electric Charging Point), 4 (CMS), 5 (Surfacing of access), 10 (Lighting strategy (AONB/Ecology)), 11 (Sample of materials) and 16 (SUDS) of planning permission 21/02273/FULD - Detached replacement residential dwelling <b>Gulberg, Pangbourne Hill, Pangbourne, Reading RG8 7AS</b>	<b>Not consulted</b>
<b>23/00772/HOUSE</b>	Proposed loft conversion with flat roof dormer, and proposed single storey rear extension to replace existing single storey extension. <b>87 Horseshoe Road, Pangbourne, Reading RG8 7JL</b>	<b>Objection</b>
<b>23/00803/FUL</b>	First floor rear extension to existing HMO <b>Pages Gardens, Reading Road, Pangbourne, Reading RG8 7JE</b>	<b>Objection</b>

**PLANNING APPLICATIONS REVIEWED SINCE COUNCIL MEETING ON 14th March 2023**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>Recommendation</b>

**WBC DECISIONS SINCE 14th March 2023**

<b>APPLICATION NUMBER</b>	<b>PROPOSAL</b>	<b>WBC Decision</b>
<b>23/00023/FUL</b>	Carefully designed Lighting system to three existing tennis courts <b>Recreation Ground Thames Avenue Pangbourne Reading</b>	<b>Approval</b>
<b>23/00008/LBC</b>	Alterations to Existing Coach House/ Garage building to provide new Boiler Room for Bere Court, Gardener's Room and Ancillary Accommodation on First Floor. <b>Bere Court Bere Court Pangbourne Reading West Berkshire RG8 8HT</b>	<b>Withdrawn</b>
<b>23/00007/FUL</b>	Alterations to Existing Coach House/ Garage building to provide new Boiler Room for Bere Court, Gardener's Room and Ancillary Accommodation on First Floor. <b>Bere Court Bere Court Pangbourne Reading West Berkshire RG8 8HT</b>	<b>Approval</b>
<b>23/00193/FUL</b>	Conversion of B1 premises to B1 office and A1 retail use and to two flats at first floor with alterations to rear and addition of fire escape stair <b>St James House, 4 Church Road, Pangbourne, Reading, West Berkshire RG8 7AR</b>	<b>Withdrawn</b>

<b>23/00262/HOUSE</b>	Two storey side and rear extension with single storey rear extension beyond. Rear dormer window in loft space <b>43 Horseshoe Road, Pangbourne, Reading, RG8 7JH</b>	<b><i>Approval</i></b>
<b>23/00335/COND (not consulted)</b>	Approval of details reserved by Condition No. 5 (Balustrade (Prior Approval)) of Approved Application 22/02743/FUL : Existing canvas roof - detached pergola - replaced with timber structure pergola with polycarbonate roof <b>Cross Keys, Church Road, Pangbourne, Reading, West Berkshire</b>	<b><i>Approval</i></b>