



PANGBOURNE PARISH COUNCIL

GROUNDS COMMITTEE MINUTES

At a meeting of the Grounds Committee held in Pangbourne Village Hall on Wednesday 4th December 2019 at 7.40pm.

Present: C. Hartley (Chairman), P. Maclver, J. Higgs, J. Pearce, S. Ferguson, J. Power, N. Saunders
P. Hawkins,
R. Elkin (Clerk)

Apologies: G. Hurley, G. Child, M. Shakespeare

No MoP were in attendance

Section 1 - Procedural

GR/106 APOLOGIES FOR ABSENCE

G. Hurley, G. Child, M. Shakespeare were unable to attend and sent apologies which were noted by the committee

GR/107 DECLARATIONS OF INTEREST

J. Higgs is a member of the Bowls Club.
J. Power. C. Hartley are allotment holders

GR/108 MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 23rd October 2019 were approved and signed by the Chairman as an accurate record with no amendments.

GR/109 OUTSTANDING ACTIONS, MATTERS COMPLETED AND MATTERS ARISING ON THE MINUTES

- 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**
- No update as yet on the football goals at Chiltern Walk
- CH will ask NJ Vincent to look at the fencing at Chiltern walk with a view to progressing repairs if the quote is lower than £500 **MS**
- JPower raised the issue of faded road signs on Station Road at the previous meeting. To be followed up with WBC **CH**
- All other outstanding matters are agenda items

Section 2 - Decision Making

GR/110 TO DISCUSS THE RECENT VANDALISM AT THE PLAYGROUND, CONSIDER OPTIONS AND AGREE A COURSE OF ACTION TO BOTH ENABLE THE PLAYGROUND TO SAFELY PARTIALLY RE-OPEN AND TO INCREASE SECURITY IN THIS AREA. TO INCLUDE:

- **INSURANCE ASSESSMENT OF DAMAGE AND POTENTIAL CLAIM**
- **APPROVAL OF COST OF HIRE OF HERAS FENCING**
- **REPLACEMENT OF SURFACING (BOTH TEMPORARY AND PERMANENT)**
- **TIMESCALES AND PLANS FOR REPAIR**
- **APPROVAL OF COST OF CCTV INSTALLATION AND OF PROPOSED PLAN AND TIMESCALES**
- A short update was provided on the arson damage at the playground which affected the large climbing frame, nets and smaller net bridge as well as a large section of surfacing.
- The playground was initially closed entirely and then once a safety inspection had taken place, was mainly re-opened with the affected pieces of equipment taped off and notices put in place.
- The damage has been reported to police along with a second incident the following weekend which fortunately did not cause any further damage.
- Two quotations have been obtained for insurance purposes and will be forwarded to the council's insurers for approval. A meeting has been arranged to meet with a loss adjustor from the insurers to sign off the claim.
- Temporary Heras fencing needs to be erected until the repairs can be undertaken as the hazard tape has already been removed a number of times.
- CH has looked at initial costs for 10-12 panels for 12 weeks and provisional approval was given for an additional spend of up to £1k for hire of the panels which will be added to the insurance cost. PM to investigate if he can better the cost.
- The equipment will be ordered as soon as the loss adjustor approves the quote and then there is a lead time of 6-7 weeks (plus Christmas).
- It is estimated that the playground will not be fully repaired until at least February. It will also be dependent on the ground drying out sufficiently to repair the surfacing.

GR/111 TO CONSIDER TO AGREE A NUMBER OF ACTIONS AT THE ALLOTMENTS, TO INCLUDE:

- **THE ADOPTION OF THE NEW PANGBOURNE ALLOTMENT REGULATIONS TO COME INTO FORCE FROM APRIL 2020 (AS CIRCULATED PREVIOUSLY)**
- **THE ADOPTION OF A BEE KEEPING (AND LIVESTOCK) POLICY TO COME INTO FORCE FROM APRIL 2020 (AND BY CONSENT WITH IMMEDIATE EFFECT) AS CIRCULATED**
- **THE ACQUISITION AND INSTALLATION OF A NOTICE BOARD AT THE ALLOTMENTS AS PER ATTACHED QUOTES**
- **HEDGE PLANTING ALONG THE NEW FENCE LINE**
- **AGREE ACTIONS RELATING TO THE NEW FENCE INSTALLATION (DISCUSS GATE SAFETY - THIS IS A PROW). BONFIRE TO BE ARRANGED**
- Discussion took place regarding the draft Allotment Regulations which had previously been circulated to all councillors and which are based on the NSALG (National Association of Allotment Gardeners) model.
- Following discussion over a number of points, it was RESOLVED to adopt the regulations which will come into force for the new Allotments year in April 2020.
- A Bee Keeping Policy was also circulated previously to councillors. This too was RESOLVED to be adopted from April 2020.
- The Clerk will ensure that these are loaded onto the website and sent out with the annual invoices to allotment holders.
- It was RESOLVED that a new wooden noticeboard could be sourced to be placed at the

allotments to display both the regulations and other allotment notices. There is currently no notice board at the site. A spend of up to £1,400 was approved based on several quotations provided previously by the Asst Clerk.

- The exact siting of the board will be agreed once the order is due, but it is likely to go in front of the wooden compost heap where notices are placed currently.
- It was also agreed that notices would be placed here notifying allotment holders and members of the public to the keeping of bees on site.
- It was further agreed that a scheme for hedge re-planting along the line of the new fence would be agreed outside of the meeting for planting in the spring.
- Finally, it was agreed that a bonfire could take place to clear the wood and scrub that had been left as part of the new fence work.

GR/112 TO CONSIDER THE PROPOSAL TO REPLACE THE TWO GATES AT THE PLAYGROUND WITH HYDRAULIC CLOSING GATES OF A DIFFERENT DESIGN AS PER THE ATTACHED QUOTES AND AGREE ANY ASSOCIATED ACTIONS OR EXPENDITURE

- The Clerk shared the quotations she had obtained for new hydraulic gates at the playground to replace the existing gates which have resulted in a number of injuries. Although meeting safety standards, they are flagged as medium priority on the inspection reports for the playground and require attention.
- It was RESOLVED to replace these gates with new hydraulic gates and a short presentation from Easygates was shown.
- It was agreed to follow this up via a small working group outside of the committee and agree the final details so the order can be placed.
- The gates are to be installed alongside the other playground repairs.

GR/113 TO CONSIDER TO AGREE A NUMBER OF ACTIONS AT THE CEMETERY, TO INCLUDE:

- **THE ACQUISITION AND INSTALLATION OF A NOTICEBOARD FOR THE CEMETERY FOR DISPLAYING A PLAN OF THE CEMETERY**
- **THE ACQUISITION OF GRAVE ROW MARKERS FOR THE CEMETERY**
- **CEMETERY TREE AND GROUNDS MAINTENANCE WORK TO BE INSTRUCTED**
- **RE-COATING OF THE PERGOLA AT THE CEMETERY – APPROVAL TO SEEK QUOTES**
- **FRENCH DRAIN INSTALLATION FOR LOWER SECTION OF THE CEMETERY**
- **TO NOTE FOR INFORMATION ONLY AT THIS STAGE THAT THE CREMATED REMAINS SECTION IS GETTING FULL**
- A quotation has been received for grave markers from SPB stoneworks for £1500+vat plus £120 installation for approx. 160 markers (4 to each row marking the corners). The Asst Clerk has provided a plan for the stone mason with row numbers to be engraved. It was RESOLVED to approve this expenditure and instruct the order.
- It was RESOLVED to approve an order for a second matching lockable noticeboard for the Cemetery in order to be able to display a map/plan of the cemetery near the existing noticeboard which displays the regulations. The Clerk will instruct the order. A spend of up to £1,400 was approved based on quotations presented.
- Two quotations have been obtained to undertake trimming back of the trees at the cemetery where they overshadow rows of graves. Both quotations to date have been in the region of £1k. A third quotation will be sought and then this work can be brought back to committee for approval. It may be that this work can be done as part of /alongside any work highlighted in the tree survey which should have been received by the next meeting.
- Agreement was given to seek quotations for repainting the pergola and installation of a French drain for the lower end of the cemetery which suffers from drainage issues. CH will follow up on the French drain project.
- It was also noted that the cremated remains section continues to fill up and some thought will need to be given to the next available section to be used.

GR/114 **FINANCE AND BUDGET SETTING 2020/21**

- **TO REVIEW GROUNDS EXPENDITURE YTD (2019/20)**
- **TO CONSIDER AND APPROVE FOR RECOMMENDATION TO FULL COUNCIL THE GROUNDS INITIAL BUDGET AND PRECEPT FOR 2020/21**
- The latest forecast to year end was reviewed.
- The latest view of the Draft Budget and Precept for Grounds committee for 2020/21 was presented and after discussion it was agreed to RESOLVE to approve to recommend it to full council.

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

GR/115 **TO RECEIVE AN UPDATE ON THE PROGRESS OF THE NEW FOOTBALL GOALS AT CHILTERN WALK (AND POTENTIALLY RECREATION GROUND) AND AGREE ACTIONS** MS

- As MS had not yet arrived, there was no update on this matter

At 9.27pm NS left the meeting due to a personal matter

GR/116 **TO RECEIVE AN UPDATE ON THE WASTE PROVISION PROJECT AT THE RECREATION GROUND, CEMETERY AND MEADOWS AND AGREE ANY ACTIONS NECESSARY** SF

- Triangle Waste have now provided a costed quote based on the specification sent out and the site visit. This comes out at £760 p month + vat.
- CH and RE are meeting with Suez waste tomorrow on site.
- The specification is out with six other contractors who have yet to return quotations.
- SF to follow up and report back with an update at the next meeting

GR/117 **TO RECEIVE AN UPDATE ON RECENT MEETINGS WITH SPORTS CLUB REPRESENTATIVES AND AGREE ANY ACTIONS NECESSARY. PLUS THE CREATION OF THE MANAGEMENT COMMITTEE** PM

- A meeting was held with representatives of the Bowls and Tennis clubs recently. It has become apparent that the Bowls Club have significant issues to resolve to get the green to competition standard for the new league next April. It was also clear that this is a significant cost for the club which may not continue to be financially viable without drastic action. The proposals for re-signing leases may need to be delayed or re-considered.
- The matter of potential tree root damage/ ingress to the green and tennis courts was also discussed. These trees are included in the upcoming survey so that expert advice can be sought on root damage at the tennis courts and alleged root damage to the bowls green.

GR/118 **TO RECEIVE AN UPDATE ON RECREATION GROUND TOILETS** CH

- WBC has now confirmed via email that they have no further interest in the Recreation Ground Toilets and are happy for the Parish to take on ownership of the building which the PC has been maintaining for the previous few years. They advised that a particular certificate be sought as part of the registration of title for the recreation ground more generally and that this will give the Council legal title to the building as well now that the lease to WBC has expired.
- The Clerk, CH and PM will pursue this with the parish council's legal team to formalise this.

GR/119 **TO RECEIVE AN UPDATE ON TREE PLANTING IN BOURNE ROAD**

- The agreed tree planting was due to start imminently, however there have been delays getting approved costings for the trees at WBC and so there is no estimated date as yet. The Clerk will continue to work with WBC and the residents to deliver this project.

GR/120 **TO RECEIVE AN UPDATE ON WORKS IN HAND; THE ALLOTMENT FENCING PROJECT AND TREE SURVEY**

CH

- The allotment fence work on the final section starts on Monday
- The tree survey started today. CH is due to meet with the specialist in the next few days to discuss initial findings. This will be brought back to the next meeting for review

GR/117 **ITEMS FOR INFORMATION ONLY OR RAISED BY COUNCILLORS FOR THE AGENDA OF THE NEXT MEETING**

- CH and PM suggested that a critical path/schedule is created for works in the new year as there are a number of major projects planned for spring summer 2020 which will involve both a large amount of work and careful timing and advance planning. They requested that all councillors on Grounds could contribute to delivering at least one of the projects.

Section 4 - Closure

GR/118 **CLOSURE**

There being no further business the meeting closed at 9.50pm

Next meeting to be scheduled

_____ Chairman

_____ Date