



## PANGBOURNE PARISH COUNCIL VILLAGE HALL COMMITTEE MINUTES

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At a meeting of the Village Hall Committee held at Pangbourne Village Hall on **Wednesday 21 January 2026** commencing at 6:30pm.

Present: I. Walker, J. Higgs, M. Rimmer, M. Male, C. Ellis, C. Williams

Also Present: S. Lomer (Asst Clerk), F. House (Booking Clerk), R. Elkin (Clerk)

Apologies: None

Absent Without Apologies: J. Palfrey

M.O.P.: None

### **Section 1 – Procedural**

Action

**VH/355 APOLOGIES FOR ABSENCE**

None

**VH/356 DECLARATION OF INTERESTS**

None

**VH/357 MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 5 November 2025 were approved and signed by the Chairman as an accurate record.

**VH/358 MATTERS COMPLETED**

- a. Fire safety
  - a. Reviews /checks
    - i. Fire Detection & Alarm System: 6 Monthly Service
    - ii. Emergency Lighting: 6 Monthly 1 Hour Duration Test
  - b. Works
    - i. Emergency spotlight (LHS front) in main hall replaced
    - ii. Bulkhead (exit sign above table store door) replaced in main hall
- b. Gutters cleared
- c. Roof Inspection
- d. Tables ordered and delivered

**VH/359 OUTSTANDING ACTIONS**

- a. Contractor to review damp in small hall I. Walker
- b. Replacement fire door (see officers update) F. House
- c. SWOT analysis review meeting to take place

## Section 2 – Decision Making

Action

VH/360 **FLAT ROOF WORK – To REVIEW the inspections and quote and AGREE on required work, to include ventilation system**

Two inspections have been carried out with very different results. One recommending a total roof replacement and the other estimating the lifespan of the roof to be between another 5 – 10 years. It was agreed that a third inspection and report is needed.

S. Lomer

During the inspections the two ventilation system outlets were noted as being obsolete, plus one is missing the cap. It was suggested that they should both be removed and tiled over.

**RESOLVED** to approve the spend of £900 to have the extractor units removed after the electrics have been disconnected.

S. Lomer

VH/361 **STORAGE FOR HALL HIRERS – To AGREE requirements and next actions**

The hall is used as storage for many of the hirers and other users of the hall. Further requests for storage have been received from hirers and groups. There is not enough storage to accommodate all the requests. Suggestions were to build extra storage in the main hall, possibly introducing a storage fee to support the costs.

S. Lomer and I. Walker to carry out an inspection.

S. Lomer & I. Walker

VH/362 **STORAGE CONTAINER RACKING – To AGREE on requirements and next actions**

**RESOLVED** to remove from future agenda. There currently isn't the space to add shelving, racking or nets without making it more difficult to remove items from the container.

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

Action

VH/363 **OFFICERS UPDATE**

- a. **Fire Doors** - Some local non-domestic buildings had been recently contacted to gain referrals for fire doors with no referrals received. An additional quote was obtained through a referral from WBC to replace the door from the main hall to the table store. During the November meeting it had been agreed to proceed with a previous quote. However it is now agreed to proceed with the latest quote.

**RESOLVED** to approve fire door replacement fire at a cost of £1,588.18 + VAT = £1905.82.

S. Lomer

- b. **Car park resurfacing** and line painting was due to take place w/c 16 February but the line painting can't take place in wet weather. The resurfacing is scheduled for Tuesday 17 February 8:30 – 2pm. Line painting will take place on a quiet weekend day in spring when there is drier weather. C. Williams offered to help set up barriers as it is half term.

Gigaclear have confirmed that no dig will be required for any installation they provide.

- c. **External Lights** – A light located on the north wall has filled with water and needs to be replaced and relocated being activated by movement sensors. An additional

S. Lomer

light has been requested to illuminate the car park at the corner of the building again on the north side. The light located outside the small hall porch should also be activated by movement. S. Lomer to obtain a quote for this work, to also include decommissioning the ventilation system in the main hall.

- d. **Small hall porch damp** was much improved after the work carried out recently although some damp still appears with heavy rain. S. Lomer to arrange with I. Walker for a contractor to take a look. S. Lomer & I. Walker
  
- e. **Heating** is mostly working but inefficient with only two thermostats which are in both halls and the frequent loss of heat due to open doors. A survey was carried out yesterday with suggestions including a smart solution and air/heat units. S. Lomer to obtain quotes. S. Lomer
  
- f. **Clock** is currently behind time by about 90 seconds and was only installed in June last year. The contractor has agreed to take a look when next in the area. S. Lomer
  
- g. **Gas works** in St James Close - supply affecting hall briefly w/c 26 Jan while they change over. The contractors will have support available during this time to ensure that any disruption is kept to a minimum.
  
- h. **Hall/car** park usage is often a challenge with double parking taking place. All 6 available permits are now allocated and it was suggested that signs are required to ensure they have priority. The line painting that is now delayed until Spring will help this but non-hall users parking needs to be tackled.
  
- i. **Water leak**  
Thames Water have notified us on a leak before out water meter and likely to be under the WBC car park. Questions were raised as to whether PPC are responsible for this area and further investigation is required. The pipes will be very old and if the leak is found, there is a concern that more will happen due to the age and state of the pipes. It was suggested that a change in the water supply could be reviewed and possibly come from St James Close, rather than Station Road under land not owned by PPC. This would require a dig under the hall car park, and it was decided to proceed with the resurfacing as it is unknown if this is required. B. Elkin to pursue. B. Elkin

**VH/364 UPDATE FROM COUNCILLORS AND ANY ACTIONS FOR NEXT MEETING**

- Fire safety should be reviewed again, including the need for detectors in the upstairs store room above the small hall. S. Lomer

**Section 4 - Closure**

- VH/365** The meeting closed at 8:00pm there being no other business. **Action**
  
- The next meeting is scheduled for **18 March 2026.**

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date