

# HUNGERFORD TOWN COUNCIL

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**MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 23<sup>rd</sup> January 2018 at 7.00pm in The Library, Hungerford**

**Present:** Cllrs Small, Winser, Simpson, Benneyworth, Brookman, Cusack and Knight.

Also attending were members of HAAA (Jeff Greenland and Andrew Davies) and Nigel Pateman (Hungerford Rugby Club).

- 1. Apologies for absence:** Cllrs Farrell & Whiting.
- 2. Co-option of Cllr Mark Cusack onto the Committee** – Cllr Simpson proposed Cllr Cusack to join the committee, which was seconded by Cllr Knight. All in favour. Cllr Cusack was welcomed to the committee.
- 3. Declarations of interest** – Cllrs Knight, Small and Winser (TFMC); Cllr Benneyworth (Western Area Planning).
- 4. Agreement of minutes of meeting held on 21<sup>st</sup> November 2017 and update on actions:** Cllr Benneyworth proposed minutes of 19<sup>th</sup> September as a true record, seconded by Cllr Winser, all in favour, with one abstentions (Cllr Brookman).  
**Updated to Do List (circulated) and ROSPA report-** this was reviewed and new insertion following the walk round in November were discussed.

**Croft Field Centre** - Cllr Small informed the committee that the hedge had been cut back at the Croft Field Centre allowing the builders to progress. Cllr Brookman raised concerns about maintenance man setting mouse traps in the North room. He had observed the pest control company struggling to gain access and felt a professional pest controller carry out the task.

**Action:** Cllr Winser to forward contact details of pest control company to office.

**Action:** Office to arrange for professional pest control.

Cllr Brookman queried about the delay in repairing the broken piping at the Croft Field Centre as he had reported it prior to Christmas.

**Action:** Office to inform maintenance man that this repair was high priority.

The replace of the gate between the tow path and the field was also highlighted and the committee asked that quotes be sought for a new gate.

**Action:** Office to seek quotes for a new 5-bar gate.

**Skateboard Park** - The repairs were noted and asked to be carried out.

**Action:** Office to seek quotes for the repairs to the Youth shelter, and Roll-In section where metal welds are cracked.

**Bulpit Lane** –Repairs to equipment had been identified in the ROPSA report and the Office were asked to seek quotes.

**Action:** Office to seek quotes for repairs to damaged picnic table, replacement of missing chains for the basket swings.

**St Lawrence's Churchyard** – The moles in the churchyard had been treated. A meeting took place between diocese, church warden and HTC to discuss the broken grave surrounds. Office is now investigating conservation firms who specialise in ironwork and stonemasonry to carry out the work.

**Action:** Office to update at next meeting.

**Recent walk round inspections** – This was discussed, and it was agreed to be a good initiative and should be carried out quarterly. Cllr Winser said that she would liaise with deputy clerk to arrange the next walk round, and it would be advertised to committee to see who wished to attend.

**Action:** Cllr Winser and Deputy Clerk to liaise on dates of next walk round.

**Alterations to signage at St Lawrence's Church** – Cllr Small had viewed a design for a new sign, and he would circulate to the Committee. Discussion followed about the number of signs as there are three entrances to the church. In addition, there is CCTV signage in the churchyard which needs to be updated.

**Action:** Office to contact Church Administrator to discuss dog signs and CCTV signage.

## 5. Allotments

**Update on progress with allotment lease at Marsh Lane; Update on Donnington Home's interest** –Town Clerk was still trying to contact owners for a response to the lease and the interest in Donnington Homes.

**Action:** Town Clerk to continue to contact owners.

**Update on agreement of installation of water harvesting equipment at Fairfield Allotments** – the agreement has been completed and the equipment is nearly installed.

**Fence repairs at Fairfields Site** – Eleven fence panels fell down in a storm before Christmas. The agreement between WBC and HTC and HTC and HAHA is not clear on who should pay for repairs. The fence acts as a boundary for Sovereign land. HAHA do not have the funds to carry out these repairs. Suggestions of replacing with 6-foot panels, 3-foot panels, wire mesh and single wire were made and discussed.

**Action:** Office to seek quotes to repair the fence using posts (possibly reclaimed from original posts), with either wire mesh or single wire.

HAHA representatives left.

## 6. Triangle Field

**Update on purchase of steam cleaner** – this has been purchased

**Update on late payment of fees** – instalment payments have been made

**Additional floodlighting request** – Nigel Pateman presented the documentation prepared by Rob Cox to request additional flood lighting at the TF. The additional lights would allow the practice sessions to be played on a different pitch rather than matches and training to take place on the same pitch and the grass was not allowed recovery during bad weather. The TFMC were happy to support this and HTC permission was requested. This was discussed by the committee. The installation would require planning permission from WBC.

**Action:** Nigel Pateman to make an informal inquiry about planning permission to WBC and Cllr Farrell would be copied in on the email.

**Action:** Item for Full Council agenda when a response is received

Nigel Pateman left meeting.

Cllr Winser informed the committee that an event planner had given a presentation to the TFMC and she was going to return to the next TFMC meeting with a marketing plan.

## 7. Bridge Street War Memorial

**Feedback from T&M on ownership and maintenance (including consideration of the re-instatement of the Hungerford War Memorial Charity)** – The information received from T&M was discussed. The land appears to be unregistered, and Cllr Knight asked if we could register land for HTC. At a meeting of T&M with Mayor and deputy help was offered with the paperwork.

Cllr Small proposed that the Town Clerk approaches Jed Ramsey to accept offer of help with Bridge Street Memorial, with a view to registering the land for HTC. This was seconded by Cllr Simpson and all in favour.

**Action:** Town Clerk asked to approach Jed Ramsey to accept offer of help with Bridge Street Memorial.

## 8. **Playground equipment –**

**Consideration of new play equipment to replace the spinner at Bulpit Lane –** the committee considered the three quotes and a proposal was made by Cllr Simpson to purchase the “The Spica 3” from Kompan at a cost of £774.60. This was seconded by Cllr Winsor and all in favour.

**Action:** Office to arrange for purchase and installation of equipment.

**Consideration of holding a Skatepark Awareness Days 2018 –** this was discussed by the committee and it was felt that this was a positive event to hold at the Skatepark. The Youth and Community Centre could also be involved.

**Action:** Office to find out more information, including cost.

Cllr Benneyworth enquired when the skatepark was last re-painted as this increases the grip on the surface. It was suggested that if an event took place the surfaces should be repainted.

**Action:** Office to find out when the skatepark surfaces were re-painted and if required a quote should be sought.

Cllr Cusack raised that he had been informed by a number of people that needles had been found at the Skateboard park and asked who was responsible for picking them up. Cllr Small informed him that contractors employed by HTC maintained the area.

**Action:** Office to follow up with contractor and employee about how needles are disposed of when found in grass and to ask for their procedures.

**Action:** Office to contact Newbury Town Council and Thatcham Town Council to ask how they deal with these problems

**Action:** Office to contact Hungerford surgery to see there is a needle exchange programme operating in the area.

**Action:** Office to contact Police to inform them of the situation.

## 9. **Croft Field Centre**

**Update on alarms and signage (security & fire), fire risk assessment and gate –**

**Fire signage has been sourced and maintenance man is awaiting advice from Cllr Whiting.** Fire risk assessment needs to be carried out, and it was suggested that if Cllr Whiting is unable to carry this out that an alternative company is found.

**Action:** Email reminder to Cllr Whiting.

**Security and fire alarms in the North room –** Cllr Brookman informed the committee that the fire doors in the wet weather have swelled making them hard to open and close. It was hoped with the new gazebo area that the damp in that area is reduced. The committee were happy to upgrade the alarm system. A proposal was made by Cllr Knight to upgrade the system at a cost of £278 +VAT. This was seconded by Cllr Brookman and all in favour.

**Action:** Office to instruct the contractor to carry out the work.

Access into the Croft Field Centre was discussed. There are a number of non-users who use the car park to drop-off and collect children from the nursery, but this is only 15 minutes twice a day. Restricted access was discussed including installing a gate, height restriction and bollards. When the gazebo room has been built at the back a wall will be constructed between the car park and field and it was decided that a drop-post bollard could be installed.

**Action:** Office to investigate cost and installation of a drop-post bollard.

The state of the car park was also discussed, and it was suggested that it was tarmacked.

**Consideration of three quotations for the roof repairs –** the three quotes were compared, and it was proposed by Cllr Knight that the quotation from M E J Martin for £285 was accepted. This was seconded by Cllr Simpson and all in favour.

**Action:** Office to inform the contractor and initiate work.

## 10. **St Lawrence’s Church**

**Consider request for pollarding of trees in the church yard** – The quotation by Ben Howells of £785 to pollard the lime trees in St Lawrence's was discussed. Cllr Benneyworth proposed that the quote was accepted, and this was seconded by Cllr Simpson. All were in favour.

**Action:** Office to inform contractor and to inform the church warden, George Ham, of the work.

11. **Memorial Avenue**

**Consideration for a plaque in the Avenue** – A member of the public has raised that the Tragedy plaque has been mounted on the Memorial Avenue. This plaque is inscribed with names; however, the war memorial does not name those that lost their lives. The resident would like an inscribed memorial for all the fallen soldiers in WW2. This was discussed and covered topics of who would pay for the memorial, who would maintain it, how many names would be listed and how others who lost their lives in more recent conflicts should be commemorated.

**Action:** Cllr Simpson to speak to member of public and British Legion to determine what they would like and would feed back to the committee at the next meeting.

**Consider the removal of dead wood from the trees in the Avenue** – not discussed.

12. **Footbridge at Smitham Bridge**

**Consideration of sharing cost of repairs of the footbridge due to no ownership in Land Registry Records** – the footbridge at Smitham Bridge requires repair, but it is not registered with WBC. In these circumstances the cost of repair is shared between WBC and HTC. A quote was received from WBC detailing the quote for repairs and it was considered. Cllr Small proposed that we accept payment of £1815.50 for half of the quote to carry out repairs. This was seconded by Cllr Brookman and all in favour. Cllr Benneyworth added that this should be recorded in our assets and that RFO should be informed of the situation. The committee left that a letter should be sent to WBC to indicate that there is joint responsibility for the bridge.

**Action:** contact WBC to inform them that HTC is happy to pay half of the costs

**Action:** Inform RFO of the situation and update the assets list

**Action:** Office to send a letter confirming the joint ownership of the bridge.

13. **Review of the Action Plan/strategy associated with Committee**

Committee had been forwarded a draft action plan of all those items associated with the committee. The committee were asked to review and send comments back to the office by 6<sup>th</sup> February.

**Action:** Office to send out a reminder email to all committee members.

The meeting closed at 9.10 pm

**Signed** as a true record of the meeting

Date.