

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Recreation, Amenities and War Memorials Committee** held on Tuesday 21<sup>st</sup> February 2017 at 7.00pm in the Corn Exchange Complex, Hungerford

**Present:** Cllrs Small, Farrell, Simpson, Benneyworth, Winser, Crane, Knight. Also present: Ted Angell (HAHA), Belinda Robinson (HAHA) and one member of the public.

- 1. Apologies for absence:** Cllrs Whiting, Wood, Brookman, Bumbieris,
- 2. Declarations of interest.** Cllr Simpson and Cllr Knight are part of Friends of Library Committee. Cllrs Small and Knight are on TFMC. Cllr Crane and Knight both have allotments.
- 3. Agreement of minutes of meeting held on 24<sup>h</sup> January 2017.** Cllr Crane proposed the minutes as a true record, seconded by Cllr Winser, 2 abstentions and rest in favour.

## Update on actions

- **Terms of Reference** – Committee felt that the current statement did not reflect all that the committee looked after and was very brief.
  - **Action:** Terms of reference to be re-drafted and sent to members. This is to include an example of one for the committee and a re-draft of that to be published on the web pages.
- **Up dated To Do List** – Quote for self-closing tap was considered for fitting at St Saviour's cemetery as the tap is to be placed on a water meter. The purchase of the tap for £66.70 from Graham –the Plumbers' Merchant was proposed by Cllr Simpson and seconded by Cllr Small, with all in favour.
  - **Action:** Arrange for tap to be purchased and fitted at St Saviour's cemetery.
- **Blue Bench on Kennet and Avon Canal** – The bench had been thrown in the canal, but had been recovered. Maintenance man is considering if it can be repaired.

## 4. St Lawrence's Church.

**Approval of the quote for the felling of the tree** - Permission has been received from the Archdeacon to carry out the tree felling. The quote for the removal of the tree was presented and Cllr Small proposed that the quote from Ben Howells for £580 was accepted. This was seconded by Cllr Benneyworth, with all in favour.

**Action:** Office to arrange for the work to be started.

A discussion was held about what happens if the tree had fallen down before permission to fell the tree had been received. The committee were re-assured by the church warden that emergency procedures were in place if there was a genuine emergency.

**St Lawrence's compost bin and meadow area** – The church is becoming more environmentally friendly and looking to recycle waste. A request to place a compost bin round the back of the church was made. All Cllrs were in favour of this idea and permission was granted.

**Action:** Confirm via email the granting of permission.

The committee were informed that the church was hoping to naturalise some of the green space by creating a meadow from the tree line of the back door to Parsonage Farm with 2 pathways formed. This was discussed considering who was in charge of the project, involvement of the contractor and grant from ANOB. Cllr Small was invited to the next meeting.

Bollard in church yard - this has not been installed, but a gate already in place has been adapted.

## 5. Hungerford Allotment Holders Association

**Report under the Heads of Agreement** – With the new agreement in place “in principle” HAHA are promoting plot availability. Rent collection has started in the Fairfield Site this month and there has been a working party to tidy the site. During this it was noted and comments were made by the neighbouring properties that the ash trees have grown significantly and now cover 25% of the site. In addition, there are a number of young ash trees around the site which have the potential to become larger if they are not managed. HAHA would like the trees reviewed and asked if HTC could write to Sovereign to request the cutting back of the trees.

**Action:** TA to send information to the office to allow a request to be sent off.

**Update on drafting of allotment lease and requested changes** – the revised lease has been sent out and all are happy with content, with just the dates to be finalised. Additional requests have been made. The pond will not be going ahead as it would generate issues for the land owners. Permission for electricity and a compost toilet has been sought, but the land owner is currently out of the country. Cllr Crane gave thanks to Cllr Small for all the work he had carried out on the lease agreement.

**6. Playgrounds** – The committee was informed that mole trapping had been carried out at the Smitham bridge playground. The committee reviewed quotes from three different companies and selected one of the pieces of playground equipment which is for toddlers from Proludic at a cost of £5950 and will be placed in Bulpit lane playground. Cllr Small proposed the purchase of the Tiboo which was seconded by Cllr Farrell and all in favour. The equipment will be paid for by a grant from WBC – parish plan grant (£5000), S106 money (£833) and £117 from CIL.

**Action:** Office to arrange purchase of equipment, management of finances and arrange installation.

A problem was reported to a councillor about a problem with the climbing frame at Smitham Bridge playground.

**Action:** office to pass onto the maintenance man.

**Goal post update** – Playground services have been instructed and office is waiting to hear when the work will start.

**7. Triangle Field** – Cllr Farrell informed the committee that she had resigned from the TFMC and Cllr Small expressed sadness at her leaving. A meeting had been held of the TFMC, with only one person from the rugby club present. The meeting was positive and there had been a suggestion of a Town Open Day.

**Update on actions – outcome of consideration of installing hot air driers:** Rob Cox has spoken to Mr Skipworth.

**Consider contribution towards replacing mixing valve in CR1:** This was discussed and it was felt that it was part of the fixtures and should be repaired. The quote for £937 including VAT from Les Evans was considered. R&A recommended that this was paid for by HTC. However due to declared interests the matter was referred to the next full council meeting.

**Action:** place on the agenda for the next full council meeting.

Cllr Winser raised the possibility of the circus coming back again this year.

**Action:** Cllr Winser to discuss with Cllr Farrell outside of the meeting.

A changing table has been installed in the rugby club, but the installation of the second table has been paused due to the number of wipes placed down the toilet which causes the sewage pump to become blocked. Fencing quotes are being gathered to create a screen around the recycling, rubbish and bottles. This is on-going. Cllr Small informed the committee the next meeting of TFMC is 16<sup>th</sup> March and this will be fed back to R&A. Additional contacts for screening were suggested from Cllr Simpson and Deputy Clerk.

**Action:** forward information to Cllr Farrell.

Trees along the road of Triangle field towards the Inkpen gate were reported by Cllr Benneyworth to be overhanging with some large branches. He asked if an audit of the trees could be carried out. Cllr Small suggested that a tree surgeon looked at the area and make suggestions. Cllr Knight reminded the committee that the trees may be needed for shielding for the flood lights.

**Action:** Office to arrange review of trees in that area.

Heating in the changing rooms was discussed, due to an incident in the changing rooms. The rooms lack heating and there is no insulation. Quotes are being sought to install heating.

**Action:** Cllr Small to raise the issue at the next Triangle Field Management Committee meeting and feedback to R&A at the next meeting.

## **8. Croft Field Centre.**

**Report on faulty shower and damp in the toilets** – a damp specialist has looked at both. There is damp in the wall on the first shower room, which is not helped by the floor sloping to the corner allowing water to go into the wall. The toilet has a damp wall, probably caused by the shower next door. It was recommended that a refurb would be more worthwhile than fixing it. Discussion took place about fixing vs refurb and the possible installation of an accessible toilet. Cllr Small suggested that a working group was set up and Cllr Farrell suggested the Centre required building management. It was agreed that plans should be drawn up to be considered which would be led by Cllr Farrell. Cllr Small reminded everyone that the landlords consent was required for any internal changes.

Consideration was given to the state of the current facilities whilst the long-term approach was in preparation. It was felt that a temporary make good was necessary.

**Action:** Office to arrange for plumbers to quote to carry out temporary improvements for this seasons' users.

## **9. Library – Updates.**

A meeting is to be held in early March with two people from West Berkshire Council, two people from HTC and two people from friends of Hungerford library. Cllr Knight is producing a project plan. It is intended to advertise for trustees from within the community and also advertise for volunteers who have specific skills. They were due to visit a community library in Chalfont St Giles. Cllr Simpson suggested that a WB representative could be invited as well.

**Updates on the re-siting of Hungerford Post Office** – Talks are under way on a possible re-location of the post office with trained staff. A room in the library has been suggested as a temporary measure and The Post office has said that they require a dedicated phone line in the library. Other leads are being pursued. The cost of re-furbishing a post office is high, but the PO can fund half of it. The new Hungerford Post Office will be a main branch with longer opening times on Saturdays.

## **10. Review of burial cost at St Saviour's**

– A review of the costs of burials in the surrounding area was presented. The price of Hungerford's was considerably lower than others, and it was noted that there were a number of maintenance costs associated with the cemetery which were due to rise again this year. The committee recommended that in-line with other councils we introduce a charge for the Exclusive Rights of burial for a coffin (£200) and ashes (£100). Increases were also made to the cost of memorials with the first inscription to £100 and the second inscription to £40. These increases were proposed by Cllr Crane and seconded by Cllr Knight, with all in favour.

**Action:** Place on the agenda for the next Full Council Meeting for ratification.

Discussion took place about charging for investigation of the burial records for those people researching family trees. A suggestion was made of £20.

**Action:** to be discussed at the next Full Council Meeting.

## **11. Britain in Bloom – in conjunction with Littlecote Hotel.**

Discussions deferred until more information is available. HTC would like to work with Littlecote Hotel on this project.

**Meeting closed at 8.45pm**