

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Keith Knight  
3 Wessex Close  
Hungerford  
Berkshire  
RG17 0NT  
Tel: 01488 644671  
cllrknight@gmail.com



The Town Clerk  
Mrs Claire Barnes  
The Library  
Church Street  
Hungerford  
Berkshire RG17 0JG  
Tel: 01488 686195  
townclerk@hungerford-tc.gov.uk  
www.hungerford-tc.gov.uk

---

**MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 18<sup>th</sup> July 2017 at 7.00pm in the Corn Exchange Complex, Hungerford**

**Present:** Cllrs, Winser, Simpson, Benneyworth, Bumbieris, Knight and Brookman.  
One member of the public (Gareth Heaps)

- 1. Apologies for absence:** Cllrs Small, Farrell, Wood & Whiting. In the absence of the chair and deputy chair of the committee, Cllr Knight was proposed by Cllr Winser to chair the meeting and was seconded by Cllr Simpson. All in favour.
- 2. Co-option of Cllr Shane Finlay onto the Committee** – Deferred as not present
- 3. Declarations of interest** – Cllrs Knight and Winser (TFMC), Cllr Knight (allotments).
- 4. Agreement of minutes of meeting held on 20<sup>th</sup> June 2017 and update on actions:** Cllr Winser proposed minutes of 20<sup>th</sup> June as a true record, seconded by Cllr Brookman, all in favour, with three abstentions.  
**Updated to Do List (circulated)** - this was reviewed and progress noted.  
**Croft Field Centre garden room** – Cllr Knight reported that F&GP had approved to fund £12, 200 towards the project. The office was preparing a grant application for the remaining amount. The committee was reminded that the Garden Room Project was currently in the community funding scheme run by Tesco. Tokens can be placed in the relevant box in Tesco.  
**Croft Field Centre re-structure** - this is on hold until the next financial year.  
**New lease for Marsh Lane Allotment** – Lease is still waiting for signature and there has been no response from Mark Norgate.  
**Ash Trees at Fairfield Allotment** – Sovereign is still waiting for quotes to carry out the work. They have apologised for the delay.
- 5. Allotments**  
**2017 Annual review of Agreement** – The document was reviewed by the committee. Cllr Benneyworth proposed to accept the agreement, which was seconded by Cllr Winser. All in favour.
- 6. Triangle Field – Report from Triangle Field Management Committee meeting** – the committee had all received the minutes of the meeting on 28<sup>th</sup> June 2017.  
**Proposals for the improvement for Triangle Field** - Committee had all received documentation for their consideration about the management of the Triangle Field Facility. It was suggested that the members take these away to review and it was proposed that a special meeting to discuss this topic should take place on either 1<sup>st</sup> or 2<sup>nd</sup> August. Availability of members was determined.  
**Action:** Deputy Clerk to take information to Clerk and determine the best date.  
**Review of H&S (to cover policy, risk assessments, fire precautions)** – it was determined at the meeting that the Rugby club employs one person and therefore does not require a H&S policy. There were no representatives from the rugby club, and it was not possible to determine if the club has risk assessments for different areas and their fire precautions. This is deferred to the next meeting. **Action:** Place on the next agenda.

7. **Terms of Reference for the committee** – the committee reviewed the amended TORS and made the following suggestions. The playgrounds should be separated out, as there was no mention of Smitham Bridge Playground. Benches should have a separate listing. The document should be dated and a review date set. Cllr Benneyworth suggested that the TORS were reviewed annually at the same time as the Risk Reports.  
**Action:** Amend the TORS and present at the next meeting for sign off. **Action:** Deputy Clerk to inform Clerk of the review.
8. **Sports Award** – Cllr Wood not present so item deferred
9. **Bridge Street War Memorial** – Deputy Clerk confirmed that HTC owned the war memorial but it is placed on the land owned by T&M. There is currently no formal agreement with T&M. This was discussed. **Action:** Cllr Knight to speak to RFO. **Action:** Cllr Knight and Simpson will raise with T&M at their meeting in August. Cllr Benneyworth asked about the wreaths at the war memorial, as it had been agreed in a previous R&A meeting that after the Christmas lights had been taken down that the wreaths should be removed only leaving those from HTC, T&M and the Forces. **Action:** Office to contact British Legion.
10. **St Saviour Cemetery – consideration of a request for a memorial plaque in the cemetery.** This request, to place a memorial plaque in between two trees, was considered by the committee. It was felt that the plaque should be part of the Garden of Remembrance and not in a different location. A proposal was made by Cllr Brookman that the memorial could be placed in the cemetery but should be included in the Garden of Remembrance. This was seconded by Cllr Winsler, with all in favour. **Action:** Office to inform family.
11. **Bulpit Lane Playground – Annual review of state of concrete wall** - Deputy Clerk showed photos of the wall as dated today and it was compared to the pictures dated last year. There appeared to be little change in the wall. The committee discussed their approach and it was decided that the wall would be reviewed in six months given the amount of building work taking place in the Football grounds.  
**Consideration of the quote for repair of the wet pour edges** – one quote was presented to the Committee. It was felt that additional quotes should be gained before a contractor was awarded. **Action:** Deputy Clerk to seek further quotes. **Action:** Place on the Extra-ordinary Full Council Meeting.
12. **Skateboard Park** – Issues around the skate board park were discussed with contributions from member of public (GK). Cllr Knight spoke about the meeting he had chaired the previous night with residents/parents/police about the skateboard park. GK informed the committee that the Youth Club was not open during the holidays, and children needed somewhere to go. Cllr Knight added that HTC were keen to help the town. GK thought that new facilities were not needed. HTC were investigating CCTV to be installed and were contacting Hungerford Football Club. GK suggested that people could walk round areas that were not covered by CCTV and communicate by walkie talkies. Cllr Knight added that people should contact police if they see issues. The shelter in the skateboard park has been highlighted as a source of concern as users were obscured from view. Cllr Benneyworth asked if the shelter could be altered to make the occupants more visible. GK thought the shelter should remain. He suggested that the Youth Club should be asked to paint signage.  
**Consideration of the signage in the park** – GK raised that if CCTV is installed signage should be displayed. Deputy clerk circulated alternative signage for the park, which included clarification over liability, safety equipment and emergency contacts  
**Proposal to purchase updated signage for the park** - Cllr Simpson proposed that appropriate signage to be purchased for the Skateboard Park, which was seconded by Cllr Benneyworth, with all in favour.

The meeting closed at 8.30pm

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

Date.