

# HUNGERFORD TOWN COUNCIL

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**MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 19<sup>th</sup> September 2017 at 7.00pm in the Corn Exchange Complex, Hungerford**

**Present:** Cllrs, Small, Winser, Simpson, Farrell, Brookman and Bumbieris (arrived late).  
Also Geoff Greenland and Andy Downs (HAHA), David Clayton (Community of Hungerford Theatre Company), Rob Cox (Hungerford Rugby Club) and John Garvey (Newbury Weekly)

1. **Apologies for absence** – Cllrs Knight and Benneyworth
2. **Co-option of Cllr Shane Finlay onto the Committee** – Cllr not present.  
**Action:** Add to Full Council agenda, non-attendance of councillors.
3. **Declarations of interest** – Cllrs Small and Winser – Triangle Field Management Committee
4. **Agreement of minutes of meeting held on 18<sup>th</sup> July 2017** – Cllr Brookman proposed the minutes as a true record, seconded by Cllr Winser, 2 abstentions (Cllrs Small and Farrell), rest in favour.  
**Update on actions:** We are waiting a start date for the works at Croft Field. PCF to advise.  
**Updated To Do List (circulated)** – This was circulated and read out. Cllr Small advised the Floodlights are working at the Triangle Field but will not be used until the end of September. There are quite a few playground repairs that the office and maintenance man are dealing with.
5. **Allotments**
  - **The HAHA Annual Review of the Heads of Agreement – Propose acceptance** – Geoff introduced HAHA's new treasurer, Andy Downs. They have conducted an annual review. The change of termination date of the lease to 31/1 is important to the allotment holders as it falls at the end of the season. HAHA will save £700 a year on portaloos costs once they have a composting toilet. They have won a lottery grant for the new toilet and it will be in place this year. Congratulations to HAHA! They are duty bound to look into the option of a permanent site at Salisbury Road should the development happen. HAHA wish to speed up rent collection. Letters go out in January invoicing the plot holders and payment is due by 1<sup>st</sup> Feb. In the 3<sup>rd</sup> week of Feb they chase o/s rent. It was agreed that at the end of the 3<sup>rd</sup> week in Feb HAHA will send the Clerk a list of debtors with a copy of the invoices and HTC will write to plot holders requesting payment by 28<sup>th</sup> Feb and if not received the plot will be made available to others.
  - **Potential "aggressive" application by Donnington Homes for housing on HUN 001** – Soil testing has been happening at the site however no planning application has been received. Geoff reminded the committee that at a planning inspector's meeting a while back Marsh Lane was promised in perpetuity to HTC if permission for HUN001 was given.
  - **Water provision at Fairfields** – Sovereign are under no obligation to provide this and it could prove expensive. HAHA will have to improve the collection of water from the roof which needs repair. Cllr Small suggested they obtain a quote for installing a water supply.  
Cllr Bumbieris entered.
  - **Update on completion of new lease for Marsh Lane** – The Clerk is chasing this weekly and is now in touch with Mr Clothier's solicitor. **Action:** Clerk to check our record regards the position on cost and continue to chase.
  - **Update on required work on ash trees at Fairfield Allotments** – Sovereign have advised that they are waiting for permission from West Berkshire Council.

- 6. Triangle Field – Review amended proposals for the improvements for Triangle Field. Propose recommendation for Full Council** – A revised management paper from Cllr Winser has been circulated. Other proposals include Cllr Small's and the Rugby Club's. Cllr Winser's proposal includes a higher rent from the RFC and reducing the money that HTC put in. HTC don't contribute financially to other sports clubs in the same way. The RFC would have exclusive use of the 3 rugby pitches and one football pitch. If they used the rest of the field it would be chargeable. There would be a new booking system and income improved. RFC can raise sponsorship around the pitches by using advertising barriers. RFC would be responsible for looking after the whole of the field. TFMC will pay maintenance of the car park (up to £600) and building (up to £800), boundary tree/hedge care (up to £250), utilities, site management, cleaning and rates. NOTE: HTC will pay £3000 in total to TFMC so any direct payment to the cleaner or for the rates that HTC make will be reimbursed. A small allowance has been made for Insurance, annual audit and contingency. Rob Cox is happy to put Cllr Winser's proposal to the RFC. There is not a huge difference between the costs they had envisaged. RFC's official position is still to run the whole premises but once he has HTC's final position he can put this to the RFC. Cllr Winser clarified the TFMC would still need to exist and would still require money from HTC. HTC and RFC would jointly market the premises. The RFO would carry out an annual financial audit. RFC/users would be responsible for damage repairs. Cllr Simpson queried the cost to the tax payer. Cllr Winser advised the RFC will be paying £6k rent and paying for maintenance of the entire grounds at a total cost of £10k. Cllr Farrell questioned if we are able to market the other part of the field that RFC do not have exclusive use of. Cllr Winser confirmed yes and also we could market the whole field when the RFC are not using it. Everyone present supported Cllr Winser's proposal. It was agreed it could come into force at the earliest from April 2018 at the start of the next financial year. The TFMC constitution would need amending accordingly. *Cllr Brookman proposed R&A approve Cllr Winser's revised document providing it is agreed by RFC and then brought to Full Council for approval, seconded by Cllr Bumbieris, 2 abstentions (Cllrs Winser and Small), rest in favour.*
- 7. Terms of Reference for the committee – propose agreement of the circulated TORS** – It was thought the document is what is required however Smitham Bridge Play Park is missing off the document. **Action:** Cllr Small to amend.
- 8. Sports Award** – Cllr Wood not present. **Action:** Take this off future agendas.
- 9. Bridge Street War Memorial– suggestion of formal agreement with T&M regarding maintenance and use** – HTC has no paperwork to confirm ownership. T&M have claimed they own the land. The report completed by the RFO explains the information is required to be displayed on the web under the transparency code. HHA may have details. **Action:** Office to investigate.
- 10. Playgrounds**
- **Consider quotation to repair existing concrete wall at Bulpit Playground** – *Cllr Small proposed proceeding with the quotation from N Matthews at RH Systems for £720 plus vat to repair the concrete wall. It was requested that protection to the grass at the play park is put in place during the works and the state of the guttering on the HFC roof is checked. Seconded by Cllr Brookman, all in favour.*
  - **Propose quotation to replace net and parts to multi play unit at Smitham Bridge** – *Cllr Farrell proposed proceeding with the quote to purchase the playground parts as quoted(Ref: LAP1716)at a cost of £409 using our maintenance man to carry out the labour, seconded by Cllr Winser, all in favour.*
  - **Propose quotation for zip slide brake repair and carousel wood replacement** – *Cllr Simpson proposed purchasing a new boom for the Carousel and a new Cableway trolley (if it can't be fixed by replacing small parts). It was agreed that Ludus should fit the Cableway but our maintenance man should fit the part on the Carousel if possible to keep costs down. The other booms required rubbing down and clear staining. A maximum cost of £1497 including carriage and full labour costs was proposed in case required, seconded by Cllr Winser, all in favour.*
- 11. Skateboard Park – Proposal to purchase updated signage for the park** – *Cllr Small proposed 2 signs can be purchased at £40 each, seconded by Cllr Simpson, all in favour.*

**12. Car rally enquiry** – The Croft Field Activity Centre is provisionally booked on the date required. If the hirer wished to use the Triangle Field for the day the cost would be £200 and this would include use of the kitchen and toilets.

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

Date: