

HUNGERFORD TOWN COUNCIL

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MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 22nd May 2018 at 7.00pm in The Library, Hungerford

Present: Cllrs Simpson, Knight, Benneyworth, Cusack and Farrell
Also present: Geoff Greenland (GG) and Andy Downs (AD) from HAHA

1. **Election of Chair** – Cllr Farrell proposed Cllr Simpson as Chair, seconded by Cllr Knight, all in favour.
2. **Election of Deputy Chair** – Cllr Simpson proposed Cllr Farrell as Deputy, seconded by Cllr Knight, all in favour.
3. **Note apologies for absence** - Cllrs Winser, Brookman, and Whiting
4. **Note declarations of interest** – Cllr Farrell (Croft Field), Cllr Cusack (St Lawrence Churchyard)
5. **Agreement of minutes of meeting held on 20th March 2018 and 17th April 2018 and update on actions:**

Cllr Simpson proposed agreement of the minutes of 20th March as a true record, seconded by Cllr Knight, 2 abstentions and rest in favour.

Cllr Benneyworth proposed agreement of the minutes of 17th April as a true record, seconded by Cllr Farrell, all in favour.

- Updated To Do List (circulated) – This was read through. Any o/s FRA actions will be added to the To Do List.

Action: KK to speak to TFMC about maintaining the good work due to be done by the Community Payback going forward.

Action: Clerk to check if we have building regs for the future internal work at the Centre.

Action: Check to see if hanging wire in end toilet at Croft Field has been fixed – add to the list
Cllr Simpson proposed instructing Broadmead to repair the post(s) between Bulpit Park and the Football Club car park at a cost of £98.72 or £125.72, depending on requirement, seconded by Cllr Farrell, all in favour.

- Update on H&S walk rounds of HTC maintained sites and future walk rounds –

Action: Add Bulpit walk around report to next agenda

The Clerk read out a report on the trees following a walk around St Saviours with a contractor. (see attached). EMR has some funding for trees. **Action:** Obtain estimate of costs, and schedule of works prioritised, from Hungerford Tree Surgery to consider further.

- Update on any actions not included on agenda – no further discussion

6. Allotments

- Update on progress with allotment lease at Marsh Lane – HTC has paid Parker Bullen solicitors for the work on the lease, so we expect to receive the signed lease soon.

- Update on replacement of fence and tiles - The fence and tile work has been completed. HAHA were thanked for their help in taking down the old fence.

- AD provided the following financial report: -

I've finished preparing the draft set of accounts for y/e 31 Mar 2018 and Jeff Ford has asked me to submit them to HTC's auditor Kevin Rose for independent examination. I'm currently waiting to hear from Kevin as to when and how he wants to receive them.

We ended last year / started the current year with a bank balance of £3,700.25 (£1,632.02 of which comprises "community income" cumulatively built up from 01/04/2012 to 31/03/2018).

Excluding the three grant-funded projects, total income received during FY 2017/18 was £5,657.11 (N.B. This includes 9 months' rent collected in April 2017, a further 12 months' rent collected in Jan/Feb 2018, plus "community income" of £616.71).

Again, excluding the 3 grant-funded projects, our total expenditure for FY 2017/18 was £4,751.51

- **GG provided an update from HAHA (General): -**

All 2018/19 rental monies now received. Process was quickest it's ever been. Many thanks for HTC input. The letters worked!

We've advertised plot availability on Facebook, Instagram and general publicity – CHAIN and Penny Post.

We've embraced the requirements of the new Data Protection legislation and now have a Data Protection Policy.

As a knock-on effect of the new Data Protection Policy we've updated our Constitution. We'll send HTC a copy as there will need to be a few minor changes to the Heads of Agreement.

We've now sent two general reminders to all plot holders that if they are having difficulty preventing weed nuisance from their plots that they should ask for help. Should any plots continue to cause nuisance after late May bank holiday then we may turn to HTC to issue a letter as per late payment of plot rents.

We helped out at the Make a Difference Day at the Hungerford Primary School on 24th April.

Update for HTC – Fairfields

Thanks for the fencing and the roof tile repairs. £160 now received OK? (Yes confirmed by HTC)

New water system holding up well in the current drought – (I'll check later today)

2 new plot holders but still 3 vacant plots; Occupancy level of 88%

Originally maximum of 1 plot per person; now relaxed to 2 plots (each of 1 pole) per person. Priority will still be given to new comers should we ever get a waiting list again for this site.

Update for Marsh Lane

Thanks to the new tenancy start date of February (previously it was May) the effort of clearing, strimming, spraying and covering vacant plots was much reduced. Thanks to HTC for your efforts on our behalf.

Similarly, the new 5-year lease has generated an enthusiasm not seen since the very earliest days.

But 10-year lease would be even better!

Many new plot holders, including young families, but we still have 8 vacant plots; Occupancy level of 91%.

Originally, when we had a long waiting list at ML, the maximum plot size per person was 4 poles.

We have relaxed this constraint over the years as plots have become vacant and we have felt confident that the extended plot holding will be well maintained. The maximum holding by one person is now 13 poles. Again, priority will still be given to new comers should we ever get a waiting list again for this site.

S&SE are hedge cutting, tree trimming, to keep vegetation away from their overhead power lines.

Bad news is an infestation of rats – which we have in hand as a matter of urgency.

Also, a major ingress of Horse's Tail (Mare's Tail) weed from the canal affecting 6 plots (totalling 22 poles or 7% of the total plots originally available). These plots are now covered to prevent further weed spread across the site. It seems unlikely that we will ever be able to let these plots again in the future. We may need to develop a more attractive, eco-friendly longer-term solution.

- **Upcoming Events**

- Plant sale on Town Hall steps on 9th June.
- HADCAF Open Afternoon On 8th July.
- HAHA to next attend R&A on Sept 18th

7. War Memorials

- **Update on registering the land at Bridge St – Action:** Add to next agenda

- **Consider proposal to remove deadwood from War Memorial Avenue trees -** (See report attached) – EMR has funds of £1262 for the avenue and further funds of £2419 for trees. **Action:** Check for grants for the work and obtain comparative quotes.

Cllr Farrell proposed spending up to £2475 on the work to remove deadwood, seconded by Cllr Simpson, all in favour.

8. **Triangle Field - Management Committee Report and update on storage of fuel** – A TFMC meeting has not taken place so there is no report. **Action:** Cllr Knight to speak to Cllr Winsor to check fuel has been removed.
9. **Skate Park**
- **Update on dates available to hold a SPA day** – DC is waiting to hear back on available dates
- **Consider proposal to install concrete table tennis table** – **Action:** Ask the DC to obtain a few quotes to install a table tennis table and bring to Full Council as they wish to action this ahead of summer
10. **Croft Field Centre**
- **Consider specification for floor and use of local contractor** – Cllr Farrell has obtained a quote from Reading Asphalt for flooring between £45 and £50 a square metre x 30m. The company would need to visit to provide a confirmed quote.
Cllr Farrell would like to see £500 obtained from the building contractor towards the seating and is not happy with the difference in cost between the drain system required in the plans and what was installed. A temporary threshold is needed for safety reasons between the inside of the building and outside exit from North Room. **Action:** *Cllr Simpson proposed, Cllrs Farrell and Knight continue with negotiations and obtaining prices and the item will be further discussed in Full Council Part 2, seconded by Cllr Cusack, all in favour.*
- **Consider proposal to provide free use of the Croft Field for picnic sessions over the summer holidays** – It was considered HTC advertise the free use of the Croft Field for certain dates and times over the holidays (when the premises is free) for picnics and water play. Considerations are access to toilets, the unlocking and locking of the premises, locking of the Main Hall, checking water is switched off and litter. It may be a councillor could be present to oversee and we trial 2 sessions. **Action:** Cllr Simpson to give this further consideration.
11. **St Lawrence Churchyard:**
Consider the options to make safe the ironwork/stonemasonry on 2 graves (report is attached) – The report was discussed. **Action:** Cllr Cusack will research legal responsibility for this work.
Action: For Grave 1 on the report – Obtain a quote to move section D as detailed in option 3
Cllr Simpson proposed for Grave 2, option e, should be actioned but not until Cllr Cusack has done his research, seconded by Cllr Knight, all in favour.

Meeting closed at 8.40pm

Report - St Saviours' trees 30/4/18

Tall Firs (in centre of St Saviours) – Having looked at these you can see they were cut back some time ago. To take them back to that size would mean taking 20ft or so off the height. Ben said the trees seem in good condition and are likely still to grow in height. We should address this as the boughs are very heavy and some weight should be removed. One tree in particular is suffering from Ivy and a limb is jutting out suggesting that it has damage to it.

Cutting back all 15 or so trees is a large job and to save on cost we could consider wood chippings to be left on site.

Trees dotted around new cemetery area. Some deadwood has blown from these and their roots have limited where graves can be dug. No complaints about these trees however some are sycamore and will grow very tall. We may wish to keep these under control now and start pollarding before they get too big.

Two conifers are located near the north wall and Ben suggested these are removed as they will cause problems with the wall and other trees close by. They are in the wrong place and not adding anything to the area. These are fairly small at present and if left will not be.

The part of the wall to the south which gives the appearance of collapsing (it is at an angle and some bricks are missing) if being affected by a tree owned by the neighbour. We need to contact the neighbour to see if they will pay to remove it.

The road side trees – The laurels and hazels could be cut back by a maintenance man and do not need a tree contractor. There is a lot of ivy growing up the trees along the road side and on quite a few trees in the

cemetery. This needs cutting off at the base being careful not to damage the tree. Note - the yew on the RHS as you enter needs ivy removing.

The beautiful large Redwood tree has a bracket fungus on its bark. This might not mean anything, but bracket fungus is not a good sign. We could bore into the trunk to check the health of the tree.

Hungerford Town Council

Public Report to:

R&A 22nd May 2018

Agenda Item No 7:

Consider proposal to remove deadwood from War Memorial Avenue trees

Background

The Action Plan identifies the need to construct a programme of maintenance and checks for all trees that HTC is responsible for. Having considered main locations Hungerford Tree Surgery advises this area would be priority.

Objective

Make safe the WM Avenue as used regularly by public and benches are placed under trees

Options

- 1) Consider suggestion and quote provided by Hungerford Tree Surgery to carry out work to remove dead wood
- 2) Appoint arboriculturist to provide a report
- 3) Obtain other quotes

Financial and Legal implications

HTS advise they would rather price on a day rate to avoid over or under pricing due to the amount of work involved.

Each tree would be climbed, and the climber has to work round the entire canopy of each tree and remove any dead wood found. This can be time consuming.

There are 25+ trees.

The best possible price could be quoted by not taking the chipper to the job every day but just on the third and last day. Wood can be stacked up under each individual tree all the chipping done on those days.

HTS estimate 5 trees done in a day so around six or seven days' work.

The cost for a climber and a groundsman for the day would be £325 and the chipper hire for two days would be £100 per day for the two days.

So, if the job took 7 days at £325 per day and we supplied the chipper for two days at £200 then the while job would be **£2475**

Reference to Council Strategy, where relevant - Action Plan

Consultation: Check with tree officer at WBC

Other information n/a

Recommendation(s) - Due to cost of work I would suggest we need to obtain alternative quotations if R&A intention is to proceed with the work

Signed: Town Clerk 16th May 2018

Hungerford Town Council

Public Report

Report to

R&A Committee 22nd May 2018

Agenda Item No 11

Background

Following a H&S inspection by Ellis and Whittam it was brought to our attention that two graves were in a bad state of repair and one had the potential to cause injury. One grave (Grave 1) is located just outside the church door and consists of a stone grave with a metal surround. The other grave (Grave 2) is located at the back of the church and has a broken metal surround. Meeting with the church warden and the diocese have taken place and the diocese building maintenance department are keen for both graves to be repaired.

Objective

To gain an estimate of costs involved in carrying out repairs. There are a number of options of the type of repairs that can be carried out and the committee are asked to determine the type of repairs they wish to fund.

Options

Grave 1

	Suggestion	Cost
1	Create a new mould of the metal work and insert into the missing part in Section A and Section D. This would also require a new corner piece. The original holes could be used to embed the new metal work, and the old lead welding would have to be melted out and replaced. The new metal can be aged (with yoghurt) allowing it to blend in with the original metal work. The stone surround would have to be reset.	£2000 minimum
2	Place a ball on the end of section C, which has no end fitting.	(approximately £300)
3	Remove section D and place this piece of metal work in the missing part of Section A. The original holes could be used to embed the new metal work, and the old lead welding would have to be melted out and replaced. The foot of the grave would be open. The stone surround would have to be reset	To be advised
4	Erect a new railing around the old one to protect the original iron work.	 £14.99 Coopers of Stortford (Amazon price)

Grave 2

	Suggestion	Cost
1	Replace two sections of the kerb set which have severe frost damage and unable to repair. This	£1500

	price includes materials, remaking kerb set, fixing and making good, all ground.	
	Plus, one of these:	
a	<i>Search Reclamation yards for replacement metal surrounds.</i>	£? And time
b	<i>Create a new corner metal feature and reset in new stone surround</i>	£1000
c	<i>Cut off metal at point 1.</i>	£?
d	<i>Cut off metal at point 2 and curve to re-set in new stone</i>	£?
	OR:	
e	Remove all existing kerb sets, infill with hard core and fill with earth and turf over leaving the head and footer stones.	£450

Financial and Legal implications

The current amount in the budget for St Lawrence's church is for maintenance, and this work would have to be funded from ear-marked reserves which stands at £1000. The diocese has indicated that we may be able to apply for grants.

Recommendation(s)

When the committee has decided it approach, then a formal estimate of the metal work can be given.

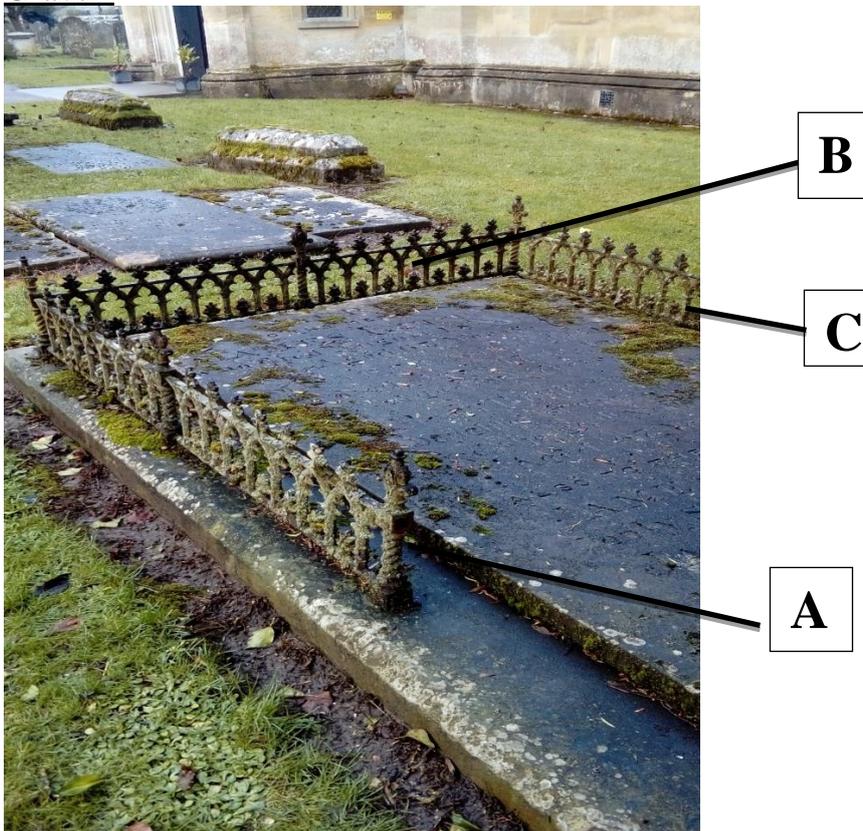
It is suggested that for Grave 1 that option 3 is investigated further.

It is recommended that Grave 2 has the stone and metal removed and is turfed over which would blend in with similar graves in front of it and to the side.

Any decisions reached with have to be passed to the diocese for approval.

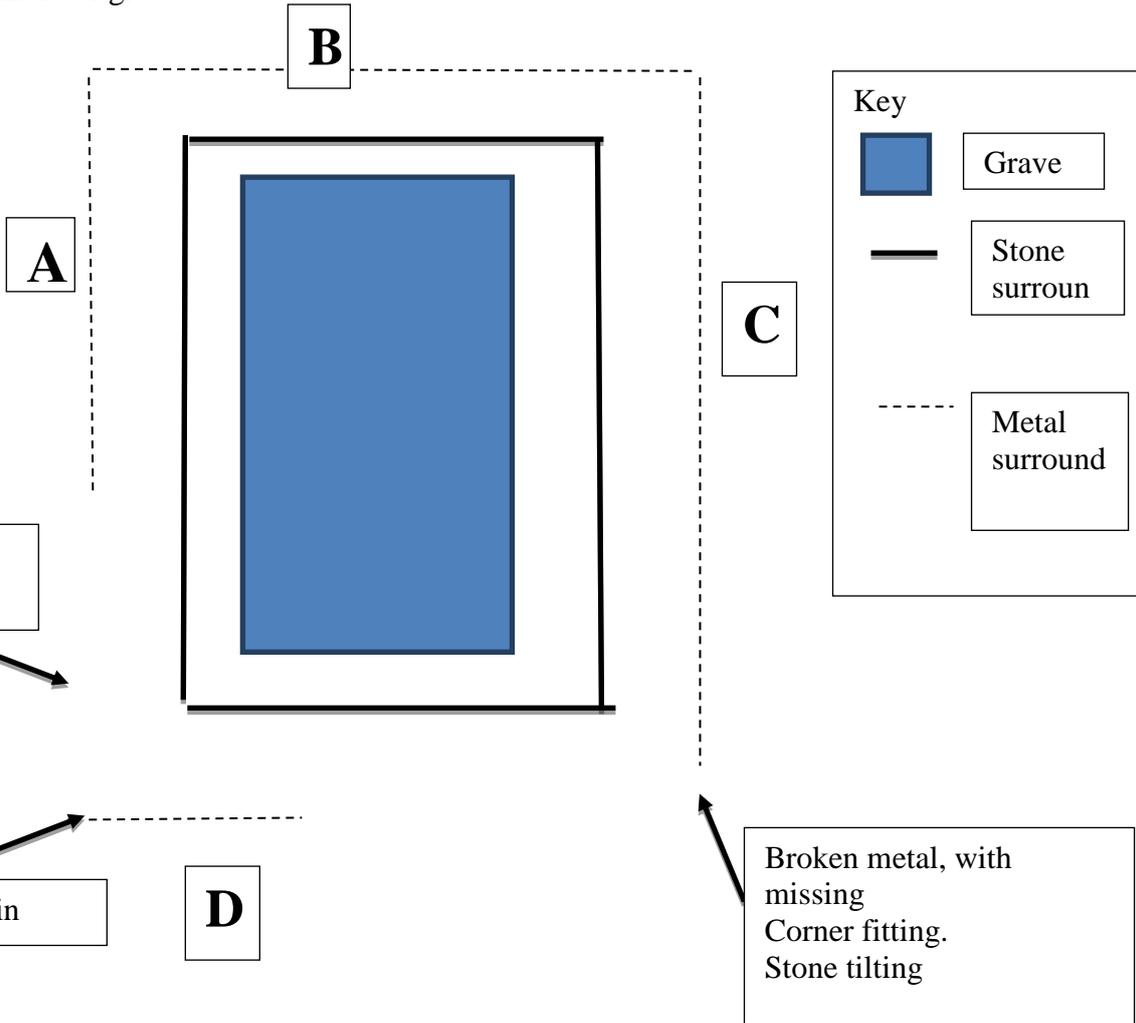
Further background information on the different types of repairs in St Lawrence's Church yard

Grave 1





Schematic of grave



The metal surrounds are indicated by the letters A, B, C and D.

Colin Metcalf from BKI came out for a site visit on Tuesday 1st May to review the metal work on the grave. These are the different options that he has suggested:

1. Create a new mould of the metal work and insert into the missing part in Section **A** and Section **D**. This would also require a new corner piece. The original holes could be used to embed the new metal work, and the old lead welding would have to be melted out and replaced. The new metal can be aged (with yoghurt) allowing it to blend in with the original metal work. The stone surround would have to be reset. (£2000 minimum)
2. Place a ball on the end of section **C**, which has no end fitting. (approximately £300)
3. Remove section **D** and place this piece of metal work in the missing part of Section **A**. The original holes could be used to embed the new metal work, and the old lead welding would

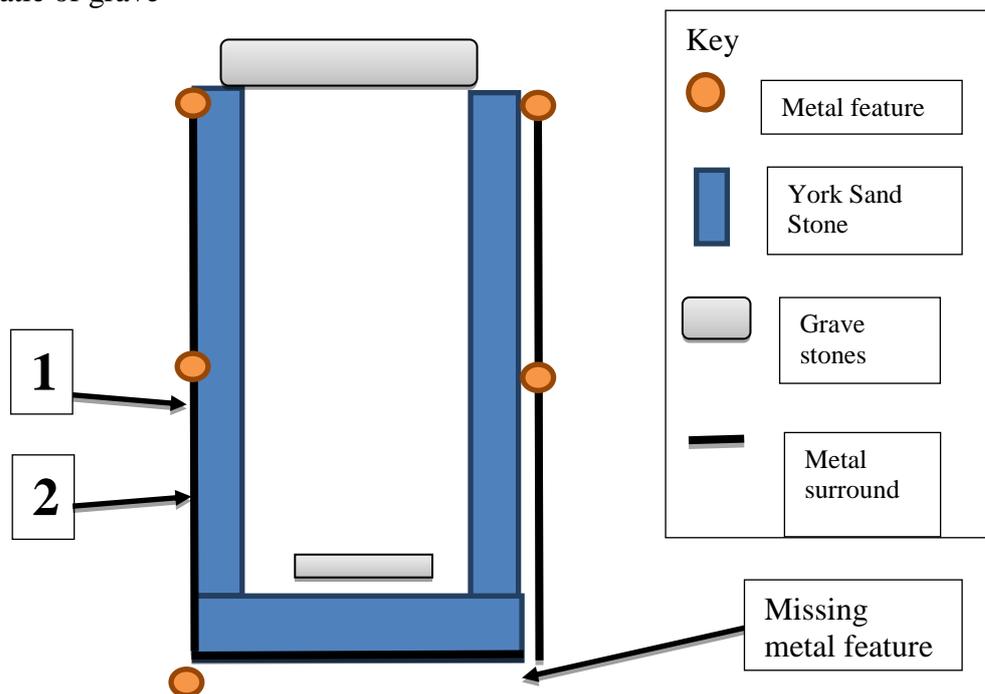
have to be melted out and replaced. The foot of the grave would be open. The stone surround would have to be reset.

- Erect a new railing around the old one to protect the original iron work.

Grave 2



Schematic of grave



On this grave the metal surround has fallen down due to blow out from the stone surround. A stone mason has been out to assess the stone and I have been told that the stone can not be repaired, due to the blow out. New York Sand Stone would be required, and this would have to be worked by two men to form the correct shape.

The metal work could be reused but as there is one missing metal feature, a complex shape, which would have to be re-created. This requires specialist moulding for a one-off piece (approximately £1000).

These are the different options that the two contractors have suggested:

Stone mason:

1. Replace two sections of the kerb set which have severe frost damage and unable to repair. This price includes materials, remaking kerb set, fixing and making good, all ground at a cost of £1500
2. Remove all existing kerb sets, infill with hard core and fill with earth and turf over leaving the head and footer stones. (Cost £450)

This has been done on some graves near this grave, see picture below:



Metal work specialist:

1. Search Reclamation yards for replacement metal surrounds.
2. Create a new corner metal feature and reset in new stone surround
3. Cut off metal at point **1**.
4. Cut off metal at point **2** and curve to re-set in new stone