

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Recreation, Amenities and War Memorials Committee** held on Tuesday 21st May 2019 at 7.00 pm in The Library, Hungerford

Present: Cllrs Simpson, Winser, Knight, Hawkins and Lewis.
Also Chair and Social Secretary of Hungerford Allotment Holders Association (HAHA)

- 1. Elect Chair**
Cllr Knight proposed Cllr Simpson as Chair, seconded by Cllr Winser, all in favour.
- 2. Elect Deputy Chair**
Cllr Knight proposed Cllr Winser as Deputy Chair, seconded by Cllr Hawkins, all in favour.
- 3. Apologies for absence** - Noted from Cllrs Cusack, Farrell and Alford. Also, from District Councillors.
- 4. Declarations of interest** – Cllr Knight - Triangle Field Management Committee.
Councillors were reminded they need to complete a new Register of Members' Interests form.

The following items were taken now to enable the HAHA representatives to leave afterwards.

- 6. Allotments**
 - **Report from HAHA** – Marsh Lane - 4 people on the waiting list with 1 plot available. Fairfields - 2 empty plots with 1 person interested.
 - Planned forthcoming events:
 - 8th June Plant sale on the Town Hall steps, 9am-1pm; 6th July Hungerford in Bloom judging, hopefully all plot holders will take part; 7th July 10 year celebration fete at Marsh Lane, open to everyone; August (date tba) British Legion Horticultural and Handicrafts Show; October (date tba) HAHA v. Twinning Association skittles match. They will also have a stall at the annual Hungerford Food Festival event.
 - Finances are under control with no major projects planned. A work party was recently held at Marsh Lane and items identified at the H&S walkround have been removed. A work party is planned at Fairfields this weekend.
 - **Hungerford in Bloom prizes** – HAHA Chair confirmed there will be 5 categories at Marsh Lane and 1 at Fairfields. Cllr Hawkins has been contacting local companies regarding sponsorship of prizes and will submit a report to the next FC meeting. HTC will support the rest of the prizes.
 - Update on lease** – The latest version has been agreed and we are waiting for the engrossment copy for execution. **Action:** Clerk to chase.
- 14. H&S Inspections**
 - **Update on HTC walkrounds and actions required** – The latest walkround at Fairfields had been circulated. **Action:** Update the To Do List with any actions arising from this and the Marsh Lane walkrounds and circulate final copies of the 2 walkrounds. The office will liaise with HAHA re: any outstanding actions. To go on the next agenda.

The representatives from HAHA left the meeting at this point.

- **Report following visit from H&S Consultant** – The report has been received with a list of 36 medium priority actions. A lot of the actions relate to the Triangle Field which have been passed on to TF Management Committee. The office will deal with the other actions and will liaise with TFMC regarding any outstanding actions which will be brought back to the committee if necessary.

5. Agreement of minutes of meeting held on 16th April 2019 and:

Cllr Simpson proposed agreement of minutes as an accurate record, seconded by Cllr Winser, with 2 abstentions, rest in favour

- **Updated To Do List and Maintenance List (circulated)** – This was read through and the following items noted:

Triangle Field - Emergency lighting checks are ongoing; annual legionella testing arranged for next month; evacuation plan has been finalized and will be displayed.

Quotes to repaint metal work at the Skate Park – to go on next agenda.

Quotes for safety surface at Smitham Bridge play park – to go on next agenda.

Perimeter wall/kerb area at St Lawrence's Churchyard – Suggest investigating whether Smarten Up Hungerford can help. Liaise with the Vicar regarding possible use of the gravel used by the working party on the canal towpath.

The committee agreed it was very useful for them to see the maintenance list and to see how much work is being done. Thanks extended to Roger Ballard.

7. Bridge Street War Memorial

- **Registering of land – update** – Email received from the Coop confirming HTC is the lessee owning the residue of the original term of 2,000 years granted in 1678. The ITCSL (International Stores) has no continuing interest. The council as charity trustee might wish to consider enlarging the leasehold interest into a freehold. The Clerk has contacted our solicitors asking for costs for this and will update at the next meeting.

One of the council's contractors has submitted a proposal to repaint the railings at BSWM. He would do this as he is a member of the Smarten Up Hungerford team. The committee is pleased that someone has volunteered to do this but before authorizing the work, they would like to contact the Chamber of Commerce and SUH to ascertain whether there is a risk assessment, public liability insurance, schedule of works and supervision of these works and any future works agreed by HTC.

Action: Office to contact COC, SUH.

8. Play Parks

- **Maintenance of Carousel at Bulpit Park** – Maintenance man has identified three of the arms on the carousel need replacing. **Action:** Office to obtain quotes for either replacing the arms or replacing the whole item.

- **Update on adequacy of fencing at Smitham Bridge** – Network Rail advised they have no immediate concerns but will not advise as to whether the play park should be kept open. The H&S consultant visited the site during the audit and confirmed the fencing is adequate. **Action:** Office to contact the H&S consultant to ask for these observations to be sent by email and kept on file.

9. TFMC

- **Update from Cllr Knight** – Cllr Winser has stepped down as Chair of the TFMC and Cllr Knight has taken over. The AGM was held on 18th April and the next meeting will be in June. The committee decided not to hold the car boot sales in June/July as these didn't generate enough revenue. The Santa's Grotto will still be held in December and money raised will go to improving the changing rooms. Accounts will be considered shortly at F&GP. The water tanks are due to be cleaned during the summer. The planning application for pitch fencing has been submitted to WBC and will be

discussed at the next E&P meeting. The rugby club had agreed to show the plans to HTC before they were submitted and Cllr Simpson queried why this had not been done. Cllr Knight to investigate.

- **Consider quotes for resurfacing and drainage improvements to car park** – a third contractor visited the site but has not submitted a quote. **Action:** Office to obtain a third quote and ask Brennans, who have already submitted a quote, to re-visit the site to discuss their quote.

Action: Office to investigate the cost of scalplings to provide a temporary fix for the pot holes to be done before the winter.

10. Croft Field Activity Centre

- **Consider quotes for levelling of the garden room floor** – A report was circulated (and is attached). *Cllr Simpson proposed acceptance of the quote from RBC Building and Groundworks Ltd in the sum of £1590 + VAT, seconded by Cllr Knight, all in favour.*

Action: Office to arrange a site visit with Cllr Simpson and RBC to discuss the works.

- **Consider quotes for repair or replacement of fire exit doors in main hall** – quotes for this and for improving the extraction system in the toilets and showers are in the process of being obtained.

- **Consider installation of a barrier to the car park** – the committee feel the best option would be for a drop down bollard to be installed in the driveway (past the entrance to the nursery school and before the car park opens out). **Action:** Office to obtain quotes.

11. Tree Maintenance Work

- **Receive Arboriculturist report**

- **Propose priority of actions for tree maintenance work** – A report was circulated (and is attached).

Cllr Simpson proposed acceptance of item 4 at St Saviour's – to proceed with reducing the height of fir trees in centre of cemetery, budget agreed last year and Hungerford Tree Surgery to complete project in September, seconded by Cllr Knight, all in favour.

Item 1 at St Saviour's – Neighbour's tree roots are undermining HTC's perimeter brick wall. **Action:** Office to write to the neighbour advising that HTC has sought legal advice and asking for cooperation in felling the tree.

All other items on the report were deferred due to lack of time. The committee agreed they had not had time to read the detailed reports which had only been sent out earlier that day.

- **Confirm specification of work required to Triangle Field perimeter** – item deferred.

Cllr Simpson will request that in future, all reports to be sent out with the agendas.

12. St Saviour's

Propose revised quotation for new noticeboard to display location of war graves – A report was circulated (and is attached). *Cllr Winser proposed purchase of a noticeboard with green frame at a cost of £441 ex VAT, seconded by Cllr Simpson, all in favour.*

Consider suggestions for improvements to car parking and access, and future grave space – A report was circulated (and is attached) – this item was deferred.

13. Armed Forces day

– This is on the 29th June with the new Constable, new High Sheriff of Berkshire and the Mayor on the dias, followed by wreath laying and a bbq at the British Legion. The Family Day will now take place in 2020, which will give more time for planning of the event.

Meeting closed 9.10pm

REPORTS

Public Report

Report to:

Recreation & Amenities Committee

Agenda Item No 10:

Quotes for levelling of the garden room floor

Background

When the garden room was built the level of the floor was below the level of the door of the North Room, making wheelchair access difficult. One quote was obtained for laying a screed on top of the existing floor (this would not be sufficient as it would be too thin and would crack) or digging out and replacing the concrete. **Action:** Approach bonded floor suppliers to dig out existing floor and put bonded floor on top to make it level with the door into the Croft Field building.

Objective

To make the Croft Field building fully accessible from the garden room by bringing the level of the garden room floor up to the level of the door in to the Croft Field building

Options

Various solutions were suggested by contractors who have quoted as follows:

- 1) Quotes to cover whole existing surface (approx. 30m²):
 - a) **RBC Building & Groundworks Ltd** (Thatcham). To break out half of brick headers, relay to achieve new threshold levels, clean and prime existing concrete slabs, apply structural latex for level threshold detail. Cost £1,590.00 + VAT
 - b) **Soft Surfaces Ltd** (Wilmslow, Cheshire). To supply and lay soft surfaces Resin Bound Aggregate onto existing base. Cost: £1,800.00 + VAT (This company did not visit the site)
 - c) **UK Bonded Surfacing** (Bicester). To install bonded surface. Cost £1,992 + VAT (This company did not visit the site)

- 2) Quote to create ramp to door, with tarmac finish.
Brennans of Wiltshire (Burbage): to cut a key into existing concrete base to allow for new surface; apply tac-coat emulsion primer; to supply and lay 6mm dense surface course bitmac to form access ramp and compact. Cost £650 +VAT

Recommendation(s)

The best option to ensure the Council's assets are maintained to the benefit of the public.

Signed: Admin Assistant
17th May 2019

Public/ Private Report

Report to: R&A 16th April 2019 (updated for R&A on 20th May) on receipt of the [Arboriculturist report](#) and [advise from Peninsula](#)

Agenda Item No:7 Tree maintenance work

Background

HTC has started putting together a rolling programme of tree works for each of its sites. (refer to separate document attached). As part of this programme several areas have been high-lighted as requiring some work.

Objective

Decide course of action required for the following: -

St Saviours

1. Neighbour's tree roots are undermining HTC's perimeter brick wall. The tree is an Ash which is likely to die within the next 5 years of disease. Options: -

- Do nothing. Wait until tree dies and consider then.
- Take down branch that overhangs HTC cemetery in the meantime to lessen risk of tree falling on graves. Cost £250
- Request neighbour has tree felled and stump ground to kill the tree roots. Then obtain quote for repair wall. Cost £550 to fell. £400 to stump grind. Note: Neighbour is not wishing to fell tree possibly due to cost. He suggested the wall is removed from around the tree.

Arboriculturist advises the damage to the wall is almost certainly due to the expansion of the buttress roots to the tree and the tree is of no particular landscape or conservation value and is likely to succumb to ash dieback in 5-10 years. He recommends the tree is removed and stump ground before making repairs to wall.

Peninsula advise the costs involved belong to the neighbour however we would need to negotiate with them to obtain permission to access their land.

2. A complaint has been received from a grave owner that tree roots are undermining their grave.

- Do nothing. Tree roots continue to grow, and gravestone/fixing become damaged.
- Fell tree, kill stump and leave roots to rot (will take some years). Stump cannot be ground due to access problems and potential damage to gravestones. Cost £425 per day estimated. Each tree will be one and a half to two days' work. Needs to be completed before trees come into leaf to make job easier. Arboriculturist recommends root pruning where required instead of removal of major roots or trees.
- Consider felling all the maple trees in the area. The problem is not limited to the one grave. There are 4 similar maple trees all with roots encroaching on graves. This grave is not the worse affected and by taking one tree down we could receive requests to remove the others. Arboriculturist advises this is not necessary as the trees are providing good amenity value.

3. Large Redwood has bracket fungus which is a sign of poor health

- Do nothing. Safety Risk.
- Appoint fully qualified tree surgeon to bore into trunk to check health of tree and take any recommended action. Arboriculturist advised this type of fungus causes relatively slow decay of heartwood and given the reasonable vigour of the tree and it being far enough away from the road, further investigation is not essential at present.

4. Reducing of height of fir trees in centre of cemetery. This was budgeted for and Hungerford Tree Surgery can complete project in September

- Propose they proceed. Budget was agreed last year.

St Lawrence

OPTIONS to consider: - From inspecting all the trees at St Lawrence Arboriculturist advised there is no immediate action required but identified some recommended works.

- Due to the size/closeness of some of the trees to the church obtain a check/report from a fully qualified tree surgeon, possibly indemnifying HTC against liability once any recommended work is done. In particular, the Wellingtonia and Lime should be checked. The lime is showing some signs of rot and without boring into the trunk we do not know how deep this goes. Both are very tall trees (see photo below). Arboriculturist advised the lime is providing good amenity value. It shows some basal decay caused by a bonfire some years ago however there are no other signs of decline and he does not recommend further investigation or action at present.

Keep the yew tree close to the church trimmed so doesn't block out light. Speak to church to ask their opinion. The arboriculturist recommended reducing the crown of 3 of the mature yews.

The arboriculturist also recommends crown reduction on 2 white poplars within the next 5 years. Ivy should be removed from the base.

Triangle Field (perimeter bordering the road)

WBC moved some branches which previously fell into the road and some are left on the verge. The ivy is preventing the wind blowing through and this coupled with the trees leaning towards the light (towards the road) is resulting in branches and trees falling.

OPTIONS to consider:

- Cut down branches that are leaning towards the road. Remove ivy where possible. This can't be done until after the nesting season. – **Agree extent of work and which areas are required in order to obtain accurate quote.**
- One tree is falling into the road and needs removing immediately (this will be a low cost) – **falling tree was removed by WBC.**
- Ideally Hazels should be coppiced down to ground level – **Agree extent of work required in order to obtain quote.**
- Do nothing and expect other branches or trees to fall into the road.

Reference to Council Strategy, where relevant

Tree policy. Action Plan.

Consultation:

Walkaround took place with Hungerford Tree Surgery who can carry out works but can not provide a report for insurance purposes.

Other information

Check situation with insurers.

Recommendation(s)

The best options, based on the above information

Signed: Town Clerk 4/4/19

Report to: R&A Committee Meeting 21st May 2019

Agenda Item No: 12 Reconsider quote for new noticeboard at the Cemetery

Background:

At the last R&A meeting, the committee proposed the purchase of a new noticeboard at a cost of £358 ex VAT with a green frame and blue background.

When going to order this item, it appears that the price of £358 quoted on the original report was for an aluminium frame. A noticeboard with a green frame would cost £441 ex VAT. There is also no choice of a background colour so this would be white.

Options:

- 1) To purchase the above noticeboard at an increased cost of £441
- 2) To go for one of the other options from the last report (e.g. the wood effect noticeboard at a cost of £485)

Financial and Legal implications:

There is a sum of £2285 in Ear Marked Reserves for the noticeboard budget with £1645 already allocated for the noticeboard outside the Library leaving £640 in the budget.

There is also money available in Ear Marked Reserves in the St Saviour's budget.

Recommendation:

The best option to ensure the council's assets are maintained to the benefit of the public.

Signed: Deputy Town Clerk 17th May 2019

Report to: R&A Committee Meeting 21st May 2019

Agenda Item No: 12 Reconsider quote for new noticeboard at the Cemetery (UPDATE) – Please read in conjunction with report dated 17th May 2019.

Background:

The money available in the EMR for the noticeboard budget is more than quoted on the earlier report as the cost of the noticeboards at the bus shelter and outside the library only amounted to £460. This leaves the sum of £1825 in the budget.

Options:

To purchase a more expensive noticeboard of better quality which will hopefully last longer and require less maintenance.



<https://www.parishnoticeboards.co.uk/>

The cost for this board (without the header) will be £835 (in green with grey aluminium posts) plus £50 delivery. It can display approx. 12 A4 sheets of paper.

Recommendation:

The best option to ensure the council's assets are maintained to the benefit of the public.

Signed: Deputy Town Clerk 20th May 2019

Report to: R&A Committee Meeting 21st May 2019

Agenda Item No: 12 St Saviour's – Consider suggestions for improvements to car parking and access, and future grave space

Background:

HTC has had a complaint regarding the current car parking at St Saviours with the complainant saying it is grossly inadequate on the occasions when funerals are held. There have been various suggestions as to how to improve the situation, but there is currently no budget for any project.

Options:

- 1) To create a one way route for cars using existing pathways with cars parking along the route. This could undermine tree roots and weaken old graves and would be a large budget for something that is only used occasionally.
- 2) Using the field on the left of the entrance as a designated car park is not possible as the owner of the field has previously said they are not interested in selling.
- 3) Creation of a new car park with hard surfacing – this would take up future burial space.

Regarding future burial space, the following has been estimated:

These figures are very approximate and based on the map of the cemetery provided by the software programme. It does not allow for the possibility of not being able to use a plot because, for example, of tree roots.

There are approximately 338 grave spaces left and 160 plots in the Garden of Remembrance. Assuming average burial numbers are the same as in the last 2 years, there are enough grave spaces for approximately 45 years and GR plots for approximately 30 years. Burial numbers may increase over the next few years due to the increasing elderly population in Hungerford. There is potential space for more GR plots – see attached map.

More car parking space could be created in the area near the skip – see map (although this is currently a reversing space). This would also be a large budget for something that is only used occasionally.

Recommendation:

The best option to ensure the council's assets are available to the benefit of the public.

Signed: Deputy Town Clerk 20th May 2019