

# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **Recreation, Amenities and War Memorials Committee** meeting held on Monday 17<sup>th</sup> October 2022 at 7.00pm, in the Library, Hungerford.

**Present:** Cllrs H Simpson, C Winsor, D Alford, A Fyfe, N Schlanker and J Keates

**In attendance:** Claire Barnes (Town Clerk), a representative from Chamber of Commerce, three representatives from Hungerford Allotment Holders Association (HAHA)

**RA20220060. Apologies for absence** – Cllrs Knight, Yakar-Wells, Lewis

**RA20220061. Declarations of Interest** – Cllr Schlanker (Item RA20220063)

**RA20220062. Agreement of minutes of meeting held on 19<sup>th</sup> July 2022 and update on actions:**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**Resolution: To accept the minutes of 19<sup>th</sup> July 2022 as a true record. Two abstentions.**

All actions are complete or on this agenda.

**RA20220063. Receive update from HAHA re Marsh Lane allotments** – Ted (HAHA) advised that following a meeting with the landowners, developers, and Town Council back in February, HAHA were confident a 10-year lease would be put in place. This is no longer accurate, and he will need to advise the plot holders. The 5-year lease ends 31<sup>st</sup> Dec 2022. This change of heart by the developers has come late in the year when plot holders are already preparing their allotments for next year. Also, the tenancy agreement with the plot holders expires 31<sup>st</sup> January 2023. HAHA runs the allotments on behalf of HTC. What do HTC advise? Can Town Council request a shorter lease?

The Mayor replied that Town Council are also concerned and has drafted a letter to be sent to the landowner and developer. This was read out. Ted added that HAHA needs to manage expectations and advise the plot holders by the end of the month what is to happen before they invest more money and time into tending their plots. He requested this point along with the numbers of families being affected be included in the letter. If we don't receive a reply, we will assume HAHA can continue on site for another year.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winsor

**ACTION: Resolution:** Clerk to send letter to landowner and developer as drafted but to include the extra points raised by HAHA mentioned above.

The Mayor advised tentative steps have been made to pursue a permanent site at the Triangle Field. HAHA advised that that site would be fine in terms of its size. Issues of security, access, and water would have to be explored.

**ACTION:** HAHA and Town Council representatives will visit Triangle Field to assess the site for allotment use.

**ACTION:** Clerk to write to Town & Manor to request use of any part of their land for allotments.

It was noted the lease offer withdrawal comes at a time of a cost-of-living crisis. Significant investment was put into Marsh Lane to make it usable as allotments.  
HABA left the meeting.

**RA20220064. Receive updated summary of maintenance list – This was noted.**

**ACTION:** Add to H&T agenda the state of the surface of the jubilee pedestrian bridge which is the responsibility of West Berks Council.

**RA20220065. Play Parks**

**Consider improvements to Bulpit Lane Play Park gate**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Schlanker

**ACTION:** **Resolution:** Instruct maintenance man to install a latch on Bulpit Play Park gate (in line with any ROSPA requirements).

**Consider replacement to Zip Wire slide chain – refer to attached report**

**Proposed:** Cllr Winser

**Seconded:** Cllr Fyfe

**ACTION:** **Resolution:** Instruct Vitaplay to instigate repairs to the zip wire as identified in the report at a cost of £445 plus vat.

**RA20220066. Youth Council - Update on DBS checks, terms of reference and risk assessments – Jon Shatford has stepped down as Councillor and will no longer be involved with the Youth Council. Another member is required.**

**ACTION:** Clerk to continue with DBS checks and risk assessments. Clerk to email all councillors to try and fill the vacancy.

**RA20220067. Triangle Field**

Consider quotes for improved security at Triangle Field car park – **refer to attached report**

**Proposed:** Cllr Schlanker

**Seconded:** Cllr Fyfe

**ACTION:** **Resolution:** Office to instruct Brennans of Wiltshire to proceed with installation of a double leaf height barrier, as detailed in option one of the report, at a cost of £3,900 plus vat. One abstention, one against (Cllr Fyfe). Rest in favour.

**Formulise use of Accessible Toilet for Triangle Field bookings – refer to report**

*Note: HTC has the right when the tenant is not using the premises to hold community events on the premises (excluding pitch1) subject to prior agreement with the tenant which shall not be unreasonably withheld.*

**Proposed:** Cllr Fyfe

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Cleaning of the accessible toilet will be the responsibility of the hirer. Update the booking details to include a £30 deposit to be charged upfront which will be non-refundable if the room is left dirty.

**Consider HFRC's proposal to install another French Drain**

**Proposed:** Cllr Fyfe

**Seconded:** Cllr Simpson

**ACTION:** **Resolution:** Clerk to request plans showing the depth and location, where the spoil is going, the type of sub-base etc.

**Consider quote for roof and brickwork repairs – refer to attached report**

**Proposed:** Cllr Schlanker

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Instruct Paul Culley to proceed with roof and disability ramp repairs (as detailed in option 3 of report – noting amendments in green) revised quote TBC £2,580.

**Consider HFRC's positioning of extractor flue**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**ACTION:** **Resolution:** HTC to invite its H&S contractors to visit the site and obtain a written report on the positioning of the flue. Any cost should be recharged to RFC.  
Other concerns are the shoddy fitting of the flue and its appearance.

**Consider regular use of extra land at Triangle Field by RFC.**

The RFC advised they will be overspilling onto pitch 5 for approx.20 weeks of the winter season.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Schlanker

**ACTION:** **Resolution:** Office to invoice RFC for the use of the land as per the agreed hire charges. RFC should invoice us for the 2 grass cuts left this year. The use of pitch 5 must be noted on the shared calendar.

**Consider grass cutting arrangements for HTC areas**

**Proposed:** Cllr Winser

**Seconded:** Cllr Fyfe

**ACTION:** **Resolution:** Obtain a quote for mowing the HTC grass areas at Triangle Field starting in the spring/at the start of the growth season. RFC can supply a quote for consideration.

**Consider CCTV coverage of HTC part of building**

**Proposed:** Cllr Fyfe

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Express our thanks to the RFC for installing the CCTV and request a feed to the images. HTC to pay any cost incurred for this.

**ACTION:** Clerk to write to RFC about the various issues mentioned above and to include our support for the installation of the scoreboard for which we have received plans.

**RA20220068. Consider tree works - Refer to attached report**

**Proposed:** Cllr Winser

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Instruct Hungerford Tree Surgery to proceed with works identified in the report costing £1,275.

**RA20220069. Friendship Bench** – Simon from Hungerford Chamber of Commerce addressed the meeting explaining their desire to help with mental health well-being and awareness through the installation of a friendship bench in the town. It was suggested that this could be located outside Farewise travel or it may be more suitable to be in a quieter spot such as at the Canal Wharf. The bench would include a sign/plaque to identify its purpose and could be painted in yellow and blue (Hungerford colours).

**ACTION:** Seek to repurpose an existing bench (one that is not already dedicated). If a bench on the Canal Wharf is chosen, West Berks Council (landowners) should be contacted as a matter of courtesy particularly if the bench is to be painted.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Alford

**Resolution:** Support the efforts of the Chamber of Commerce to have a buddy bench in town.

**RA20220070. Croft Field Activity Centre - Receive update on project**

Carl from Kennet Design joined the meeting via zoom to answer any councillors' questions. He advised he hasn't approached structural engineers yet as there will be a cost to this, and he wished to wait until it was certain we are going ahead. Contractors should be able to produce some costs on steels based on the info provided.

**Proposed:** Cllr Keates

**Seconded:** Cllr Simpson

**ACTION:** **Resolution:** Kennet Design to obtain firm pricings from two contractors so that no items are missed off the costings and tender responses can be considered on a like for like basis.

**ACTION:** Clerk to follow up on any outstanding reference responses and will forward these to Kennet Design.

**ACTION:** Carl to set up meetings with the contractors and Town Council once the costings have been finalised.

**Consider entrance A frame options for private events – refer to attached report**

**Proposed:** Cllr Fyfe

**Seconded:** Cllr Schlanker

**ACTION:** **Resolution:** Office to order a pavement sign (option 2 in the report) for use by hirers of the Croft Field Centre.

**RA20220071 Skate Park - Receive update on project – Refer to attached report**

**RA20220072 Health & Safety – 2022 H&S Walkabouts**

**ACTION:** Deputy Clerk to circulate walkabout list.

Meeting closed at 9.15 pm.

RA20220065 Zip Wire Slide report

**Hungerford Town Council**

**Public Report to:** R&A committee 17<sup>th</sup> October 2022

**Agenda Item No RA2022065:** Consider replacement coating to Zip Wire Slide at Bulpit Lane Playpark.

**Background**

Issues with the coating of the Zip Wire Slide at Bulpit Lane Playpark were highlighted by ROSPA in the June report.

The zip wire chain has had a knot in it for some time and despite the plastic sleeve over it, the chain has still been knotted. The chain needs to be shortened to the correct length to avoid this happening but HTC's maintenance man has been unable to correct this. The spring is also now broken at the end where it bounces back.

**Objectives** To shorten chain to avoid the need for users to knot it and to also replace/ refix spring.

**Reference to Action Plan** Aim - Ensure public open spaces are well maintained.

**Available budget (£s)**

Cost centre 4232 – Playground repairs remaining budget £995

**Options**

## **Vita Play**

Quote includes: Replacing Break Block and Finger Guards, greasing bearings in runner, full check of Runway Cable, Cable Grips and Adjust stop and start spring if required, retention cable, fit new stop spring and adjust seat chain and guard. Total £445.00 excl VAT

## **Recommendation(s)**

Proceed with Vita Play to ensure the Council's assets are maintained to the benefit of the public.

**Signed:** Deputy Town Clerk  
13<sup>th</sup> September 2022

**R&A20220067** Triangle Field Entrance report

## **Hungerford Town Council**

**Public Report to:** R & A committee 17/10/2022

**Agenda Item No RA20220067** Consider quotes for improved security at the entrance to the Triangle Field car park.

## **Background**

Recent incidences have brought to light the increased risk of easy access being made by vehicles through the car park into the adjacent fields, causing disruption and potential vandalism. Meetings have been held on site with Hungerford Rugby Club to gauge their feedback and although other options such as bollards have been discussed, these have not proved effective in acting as either a deterrent. It is therefore deemed more timely to appoint a contractor to install a suitable barrier to deter unwelcomed intruders into the car park

## **Objectives**

To approve a quote with the aim to then submit to October's Full Council meeting if over £5K.

## **Reference to Action Plan**

Aim – To improve health and safety at community facilities.

## **Available Budget (£s)**

EMR £12,388.71 (Triangle Field Changing Rooms and funds from TFMC)

## **Options**

Quotes were sourced as follows:

### **1. Brennans of Wiltshire**

To supply and install height barrier – double leaf, 8m span, 2.1 m restriction. Latch post to lock gate open. Galvanised. See images below @ £3,900 + VAT.

This figure takes into account the deduction of an invoice that Brennans have not yet paid to HTC (that amount is £2,400 so without this deduction the barrier costs £6,300 + VAT)

### **2. AG Automation Ltd**

To supply a pair of height restriction barriers to span 8 meters total width at 2.1 m high. Including main posts and catching posts for each barrier. Galvanised.

@ £5,375 + VAT.

This contractor is used frequently by Town & Manor and Hungerford Bowling Club.

### 3. All Inc Property Services

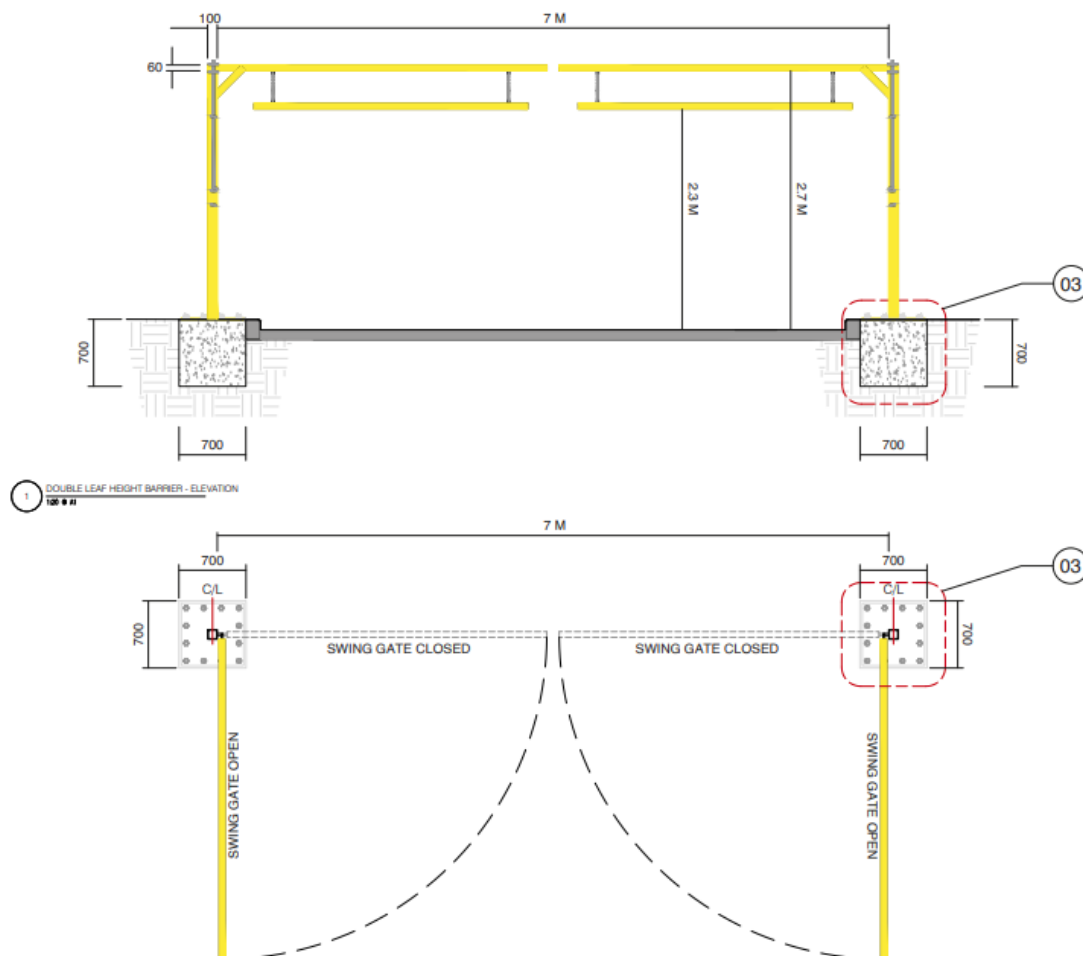
**Option 1** - To supply and fit double leaf opening height barriers to span 8 meters total width at 2.1 m high with lower gate. See images below @ £6,000

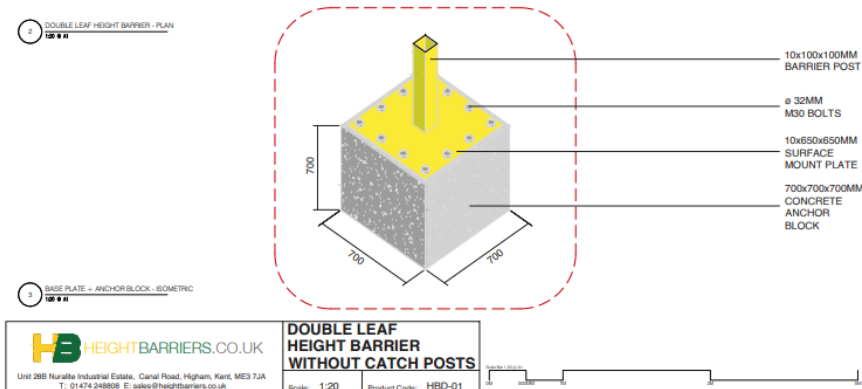
**Option 2** – To supply and fit double leaf opening height barriers to span 8 meters total width at 2.1 m high. See images below @£4,000

**Recommendations** The best option based on the above information.

**Signed** Deputy Town Clerk 13<sup>th</sup> September 2022

### QUOTE 1: BRENNANS OF WILTSHIRE – SUPPORTING IMAGES





## QUOTE 2: AG AUTOMATION – SUPPORTING IMAGES



## QUOTE 3: ALL INC PROPERTY SERVICES – SUPPORTING IMAGES

### **DOUBLE LEAF OPENING HEIGHT BARRIER WITH LOWER GATE**



### OPTION 1:

## **OPTION 2:**

# **DOUBLE LEAF OPENING HEIGHT BARRIER**



RA20220067 Triangle Club Roofing & Brickwork Repairs

## **Hungerford Town Council**

**Report to:** R&A committee 17<sup>th</sup> October 2022

**Agenda Item No RA2022067:** Consider quotes for Triangle Club Roofing & Brickwork Repairs.

### **Background**

During regular maintenance and checks by HTC's maintenance man at the Rugby Club, it has been highlighted that there are some areas of the roof and brickwork on the disabled ramp which need attending to.

**Objectives** To agree the preferred quote to appoint a contractor to repair the roof

**Reference to Action Plan** Aim - Ensure public buildings are well maintained.

### **Available budget (£s)**

EMR £12,388.71 (Triangle Field Changing Rooms and funds from TFMC)

### **Options**

Quotes have been sourced as follows:

#### **1. S&N Murphy with HTC's maintenance man as supporting labour**

- To repoint/rebed where necessary on the roof ridges and valleys, to remove and replace up to around 20 bricks on the rear wall of the disabled ramp. See images below.
- S&N Murphy labour @ £900.00 plus materials £150.20 (bags of sand and 3 bags of cement) and approx 20 bricks (£1.50 each).
- **TOTAL £1,050.20 + time for HTC maintenance man**



## 2. DBR Roofing

- Rake both valleys of old cement and Recement valleys both sides (picture 1& 2 below)
- @ £630.00
- Replace missing bricks, replace missing cement, remove any lose cement and broken bricks (picture 3 below) @ £320.00
- Strip loose ridges on the main roof, clean all old cement off ridges, replace with dry ridge system, fix and secure (picture 4 below) @ £1,450
- Strip & Redo hip line in dry ridge system (picture 5 below) @ £440.00
- Replace any broken joiners & gutter clips (picture 6 below) @ £110.00 *not required as an immediate repair*
- **TOTAL £2,950.00** includes material and labour

## 3. PB Culley Building Services

- Realign Guttering outlet to outlet on car park side @ £260.00
- Brickwork on disability ramp, replace soldier course where necessary and repoint wall @ £340.00
- Relay hip tiles on 1 elevation @ £630.00
- Relay approx. 30m of ridge tiles @ £850.00
- Relay 1 internal valley @ £250.00 (*would need 2 valleys so + £250*)
- Repair guttering to pitch side @ £80.00 (*not required, HTC maintenance to do*)
- Supply all scaffolding, materials and labour, removal of rubbish
- **TOTAL £2,410.00 + VAT**

## Recommendation(s)

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

**Signed:** Deputy Town Clerk  
13<sup>th</sup> September 2022

## QUOTE 1 S&N MURPHY: SUPPORTING IMAGES

### Roof







## Disabled ramp



## QUOTE 2 DBR ROOFING: SUPPORTING IMAGES



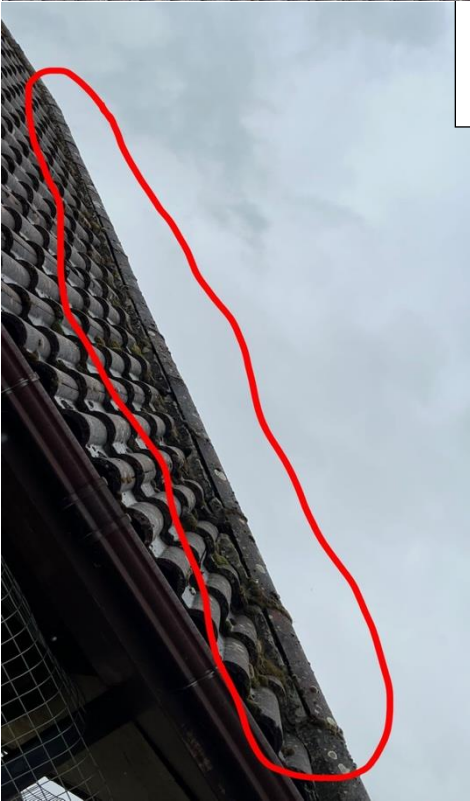
**Picture 1 & 2** – Rake both valleys of old cement and re cement valleys both sides.



**Picture 3** – Replace missing bricks, remove broken bricks and re cement.



**Picture 4** – Strip loose ridges on main roof. Clean all old cement off ridges & Replace with dry ridge system.



**Picture 5** – Strip and redo hip line with dry ridge system.



**Picture 6** – Replace any broken joiners and gutter clips.

RA20220068 Tree Works

### **Hungerford Town Council**

**Public Report to:** R&A 17th October 2022

**Agenda Item No RA20220068:** Consider tree works – Refer to report

**Background** The tree programme has been updated and should be referred to alongside this report.

**Reference to Action Plan** Aim – Ensure public open spaces are well maintained (Medium to High Priority)

**Objectives** Make safe trees that HTC is responsible for, particularly where adjacent to the roadside, in public open spaces and where damage is being caused to third party property. Retain a clear line of sight between our CCTV poles to maximise the signal.

**Options:**

**1. Tree work previously recommended by the arboriculturist in St Lawrences churchyard is now due:**

Trees G14/15 Lime trees along path, re pollard as we do every few years and shorten back branch on Box Elder -£850 with rubbish removed and disposed of. **(Due Winter 2022-23)**  
**This quote/work from Hungerford Tree Surgery was noted in a previous R&A meeting (Nov 2021) as required and was budgeted for this year. Permission has now been received from the tree officer.**

**2. Recommendations from tree surgeon for further work at St Lawrences.**

There is considerable deadwood in the beech tree along the far west perimeter that needs removing. There is also deadwood in the two walnut trees at the rear of the church.  
**Hungerford Tree Surgery have quoted £425 to remove deadwood.**

**Update on other work**

The first felling of ash containing dieback at St Saviours is scheduled to take place in the last week of October 2022. A tree planting plan will follow. Overgrown vegetation has been cut back by Network Rail in the High St. A self-seeded holly sapling has been removed from a grave. We have flagged up to the Nursery about the poor state of the ash tree on their premises which overhangs the entrance to the Croft Field. They have contacted a tree surgeon for advice.

**Available budget (£s) including cost centre** Ear-marked reserves £8701.27

**Health & Safety and Legal implications** Liable for third party property damage and injury to members of public from falling branches/trees.

**Consultation:** Permission required from Tree officer at West Berks for work within a conservation area other than work to remove dead wood

**Recommendation(s)**

Proceed with both options 1 and 2.

**Signed:** Town Clerk 05/09/2022

RA20220070 Croft Field

**Hungerford Town Council**

**Report to:** R&A committee 17<sup>th</sup> October 2022

**Agenda Item No RA20220070:** Consider entrance A frame options for private events

**Background**

The Croft Field Activity (whole complex) was recently hired for a family gathering. The hirers sent feedback that while they were there a couple came to walk their dog on the field and another couple drove in enquire about vaccinations. As the entrance to the Centre is always open it is not possible to prevent casual visitors from entering. It is proposed to purchase an



A frame display board to be positioned in the entrance advising that a private function is taking place.

**Objectives** To help ensure hirers have undisturbed enjoyment of the facilities.

### Options

Three options are suggested. These are all budget options.

- 1) A traditional A frame chalk board for use with either chalk pens or traditional chalks.
  - 2) A flexible chalkboard panel for use with either chalk pens or chalks.
  - 3) An A frame display board in which posters can be inserted. This is also available with posters printed to our own design. Prices for the board with and without posters are quoted.
- Full details on all options attached.

**Recommendation(s)** Whichever option is considered best

**Signed:** Admin Assistant  
14<sup>th</sup> October 2022

## Option 1: Economy Curved Top Outdoor Chalkboard £52.50 plus delivery £15.85



### Key Features:

- Curved top economy A-frame chalkboard
- Folds flat for easy storage
- Suitable for use with chalk or liquid chalk pens
- Moisture resistant melamine chalk panels
- Eco-friendly - manufactured with Sustainable European Redwood
- Easy Clean surface
- Made in Britain

<b>Size</b>	Small
<b>Overall Size</b>	500(w) x 805mm (h)
<b>Weight</b>	5.3kg

<https://www.discountdisplays.co.uk/html/economy-curved-top-chalkboard.html>

## Option 2: Standard Size Flexible Chalkboard Panel Pavement Sign

**£42.00 + £15.85 delivery charge**



This product comes with a recycled rubber base which is eco friendly and durable but it does have a rough-looking finish. The double-sided HPL chalk panel can be used with soft chalk or liquid chalk pens to display your message.

The standard product priced here comes with a plain black chalkboard panel. This flexible chalkboard sign is a modern twist on the traditional chalk A-board you often see on pavements.

A clever design that only uses two basic components means we can offer this product at such a good price. Double-sided so potential customers can see you from both directions the design incorporates rounded corners for pedestrian safety. No tools are necessary for assembly there are no loose parts to lose and the recycled base can take plenty of knocks and still look good.

Dimensions: 465 (w) x 867 (h) x 540mm (d)

<https://www.discountdisplays.co.uk/html/eco-flex-chalkboard.html>

Reviews: only 1 review – 5 stars – included comment that the base could be heavier.

## Option 3: ECO-LITE Folding A-Frame Sign Board A1

**Board only: currently £39.00 (full price £52.95)**

**Board plus 2 poster prints: Currently £59.00 (full price £78.00)**

**Delivery charge: 12.00**

The ECO-LITE Folding A-Frame Sign Board is a double-sided pavement sign in a silver finish.

The folding aluminium frame features a snap frame poster change system that means posters can be quickly and easily changed hassle-free.

Our A1 pavement sign is supplied with two anti-glare, protective poster covers that are UV and water-resistant making sure your promotional display stays in good condition.

Delivered pre-assembled and ready for immediate use, the A-Frame Sign can be folded flat when not in use for easy storage.

- A1 A Frame Poster Display Sign
- Double sided outdoor pavement sign



- Folds flat when not in use
- Delivered fully assembled
- Anodised silver finish
- Stay open hinges for stability when in use
- Snap open poster frame for hassle-free poster changes
- Optional poster printing – save up to 30% on posters when bought with signage
- Can be used indoors or outdoors
- Water-resistant poster covers included
- Graphic design service available for posters
- [Laminated printed posters](#) available

Quote: [XL Displays - Your Interactive Quote](#)

60 product reviews, 56 x 5 star.