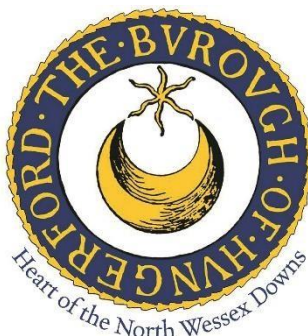


HUNGERFORD TOWN COUNCIL

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Draft MINUTES of the Recreation, Amenities and War Memorials Committee (R&A) meeting held on Monday 19th January 2026 at 7.00pm, in the Library, Hungerford

Present: Cllrs Simpson, Winsor, Alford, Keates, Reeves, Day & Brunning,

Also in attendance: Deputy Town Clerk (DTC) & Sue Terry, prospective Councillor

The minutes of the meeting are recorded in order they were discussed at committee meeting.

RA2026001 Apologies for absence – Cllr Fyfe, Armstrong

RA2026002 Declarations of Interest – Cllrs Winsor & Day re: RA2026012 Newton Garden

RA2026003 Agreement of minutes of meeting held on 17th November 2025 and update on actions

Update on Actions

Triangle Field - Quote for a chipper – this will still be actioned. However, the quote of £3,160 is being reviewed by the contractor as they miscalculated the length of area affected. It is anticipated a reduced quote will be offered.

Further Actions:

- Town Clerk to obtain a quote for the chipper and see if Broadmead would be able to help as an alternative
- Contractor providing a revised quote

Railings at Memorial Avenue

Defer painting until spring when the weather is warmer. Work to be carried out by either a working party or HTC maintenance

Hungerford Archers

Cllr Simpson & Keates to attend a meeting with The Archers and Rugby Club and the final draft of the lease, from HTC's solicitor, is pending

H&S Checklists - updates to checklists (bar Triangle Field) completed

Actions:

- HTC office to send the templates out to all Cllrs

- Cllr Simpson to update template for Triangle field and send to Office
- Cllrs to check ROSPA and note any concerns to Office (with photos)
- Maintenance to continue to check the playparks weekly
- Salt bins filled and salt distributed but physically very hard/demanding work. Cllr Keates to identify alternative ways to action this

Cllrs agreed the above actions to be carried out for H&S checklists

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Cllrs agreed the above actions for H&S Checklists

Cllrs concluded that the actions and minutes of the meeting held on 17th November 2025 were a true reflection and voted accordingly.

Proposed: Cllr Simpson

Seconded: Cllr Alford

Resolution: The minutes of the meeting held on 17th November 2025, and actions were agreed as a true representation

RA2026004 Receive updated summary of maintenance list

Cllr Simpson read through the list of work carried out and Cllrs agreed Maintenance are keeping up with list of work required.

RA2026005 Receive update on ROSPA

Cllrs agreed that HTC has a low exposure to risk due to the regular and timely actions/work taken by HTC maintenance and the annual Cllrs H&S Walkabouts.

RA2026006 Any Health & Safety concerns

Cllr Keates raised concerns regarding the slippery pavements in Hungerford and suggested trialling the use of 'sharp sand' to prevent/reduce further slippage. This should enable the slime to wash off when it rains. Suggested route from the Railway Bridge to The Funghi Club for one month. Cllrs expressed concern of not taking action.

Cllrs questioned the difficulty in removing slime – WBC does not have the machinery, and chemicals cannot be used so an alternative is required. Grit is currently used but due to it washing away after approx. 30 mins, Cllrs agreed further options should be explored. Cllr Day confirmed that there are pet / environmentally friendly products available and will provide costs. Cllr Reeves suggested that an alternative to York Stone could be explored and noted that there were composite options available. If appropriate, HTC will let WBC know. Cllrs agreed that this subject needs to go onto H&T agenda

Actions:

- Cllr Day to provide the office with details and costs of environmentally/pet friendly products
- Cllr Reeves to provide the office with details and cost of composite 'York Stone' and a 'sample' if possible
- Town Clerk to put subject onto H&T agenda

The Croft Field

Cllr Reeves will try to download the Dimplex App to allow radiators to be controlled remotely. If difficulties continue to occur, Office to contact Dimplex for support. Aim is to ensure radiators are turned off to reduce

heating costs. Hirers currently turn the heaters on and off but to ensure they are turned off, Office to produce posters reminding hirers to turn radiators off.

Actions:

- HTC Office to produce a sign reminding hirers to turn radiators off
- Office to contact Dimplex for support if required

RA2026007 Review St Saviours Regulation's and consider clarifying who can carry out required work

Cllrs agreed to the amendment to the regulations

Proposed: Cllr Simpson

Seconded: Cllr Day

Resolution: Cllrs agreed to St Saviour's Regulations being amended

RA2026008 Cllrs to consider the location for the donated garden urn

Cllrs noted this was a very generous gift from Garden Art Plus of Hungerford and are keen to display it in an appropriate place. Suggestions included the library, but the front memorial garden has a newly planted tree so would not be possible and not enough people would see it in the back garden. War Memorial Avenue was considered but concerns over cars parking, footballs and vandalism meant it was not considered appropriate.

Cllrs agreed that the most suitable and visible location was Bridge Street War Memorial, behind the railings and near the raised bed. Options were explored to ensure it is secure, and it was agreed that the urn would be filled with gravel / soil and then potentially plant a pencil pine, railing ivy or a Canadian Pine (as an example). The decision re planting can be agreed at a later date.

Proposed: Cllr Day

Seconded: Cllr Brunning

Resolution: AIF for the urn to be positioned behind the railings at Bridge Street War Memorial and near the raised beds.

RA2026009 LCRS Risk Assessments – Cllrs to discuss and agree

Cllrs agreed LCRS risk assessments for approval with no further comments

Proposed: Cllr Simpson

Seconded: Cllr Winsor

Resolution: LCRS Risk Assessments agreed. AIF with 1 abstention

RA2026010 Cllrs to agree actions on Swimming Pool House potholes

Cllrs discussed options and it was agreed that scalping's should be used as an interim and then review the option to tarmac in the spring when the weather improved.

Cllrs noted that the gate has coming off the lower hinge on one of the black gates and this needs to be repaired and it was noted that there is an increase in the amount of traffic using this car park.

Action: Gate to be repaired and put on maintenance list

Proposed: Cllr Simpson

Seconded: Cllr Reeves

Resolution: Use scalping's as an interim and budget for tarmacking / review later in the year

RA2026011 Update on Tree Programme

2 trees were identified by the arboriculturist as requiring felling/removal. Cllr Keates volunteered to remove T770 and will review T768 if Town Clerk agrees this is appropriate. It was agreed that TC should obtain a quote for the rest of the work which was mainly removing deadwood and debris that has fallen or is likely to fall into the roads. The hedge line needs to be cleared, and Cllrs wondered if Broadmead would help. Cllr Winsor has a contact with a machine that could do this work and will provide details to the office.

Actions:

- Town Clerk to obtain a quote for work to be carried out to remove deadwood and debris as outlined in the arboriculturists report and for clearing the hedge line.
- Cllr Keates offered to fell T770 and review T768 if Town Clerk agrees appropriate
- HAHA will receive the chippings if necessary and it was noted that Cllr Fyfe (absent) has a trailer HTC could borrow. Cllrs Keates to liaise with him.

Proposed: Cllr Reeves

Seconded: Cllr Alford

Resolution: Cllr Keates to fell the Ash tree T770 and review T768 if TC gives permission. Town Clerk to obtain a quote for the removal of the deadwood and debris and for work on the hedge line to be carried out.

RA2026012 Update on plans for Newton Garden

Cllr Simpson confirmed she had discussed this matter at F, G&P and that it was a significant project that would take time to implement.

A new lease / Heads of Terms will need to be produced in line with the other allotment leases/terms. HAHA will produce the plan and HTC will support. When the allotment opens, it is understood that HAHA have agreed to offer a plot to the nursery school.

It was agreed that a community orchard would be difficult to open due to the need to preserve the integrity of the walls and Cllrs agreed the gates should be locked. Cllrs agreed that there will be days when it is open, but the area will be monitored.

Cllr Day confirmed that the project is a huge undertaking and they are currently producing the Project Initiation Document (PID) and feasibility study, this will then be followed by the Project Plan to produce the pricing etc. Timely communication between stakeholders will be paramount and the project will go on 'The Good Exchange' for match funding.

Cllrs agreed to a triple PR event to celebrate the gift from Mrs Newton (HTC, HAHA & Mrs Newton & family) and for the Heads of Terms to be agreed and handed to HAHA. Cllrs agreed contractors may need to be used to remove soil etc. It was agreed that as a stake holder, HTC will pay for the Heads of Terms.

Still outstanding – confirmation of water source – and Town Clerk is contacting the Dentist and Thames Water regarding a Sub-meter. It was noted that the garages will need to be protected and nothing can be put by the garages e.g. scalping's / soil for the path etc.

Land Registry lists the entry as straight, but the current pathway does not match this so will need investigating as it may belong partly to the neighbours.

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Town Clerk to arrange for Heads of Terms to be agreed and agree finance / budget for FG&P

PART TWO

‘The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960’.

RA2026005 Hungerford Leisure Centre update – Cllr Reeve

Cllr Reeves provided an update

Proposed: Cllr Reeves

Seconded: Cllr Simpson

Resolution: Discussions remain ongoing as legal matters remain unresolved.