

HUNGERFORD TOWN COUNCIL

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MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 16th April 2019 at 7.00 pm in The Library, Hungerford

Present: Cllrs Simpson, Farrell, Winser, Hawkins and Alford

1. **Apologies for absence:** Cllrs Brookman, Cusack and Benneyworth
2. **Declarations of interest** – Cllr Winser - Triangle Field Management Committee. Cllr Simpson – Item 8, St Saviour’s (2)
3. **Agreement of minutes of meeting held on 19th March 2019 and:**
Cllr Simpson proposed agreement of minutes as an accurate record, seconded by Cllr Hawkins, all in favour
-Updated To Do List (circulated) – This was read through and the following items noted regarding the Triangle Field:
Emergency Lighting checks are on the agenda for the next TFMC meeting; Annual Legionella testing to be agreed on Thursday; rubber strip on door will be removed by TFMC; Community Payback team will be discussed at next meeting; evacuation plan is being finalized and will be laminated and displayed; smoke detectors are being tested weekly by TFMC. Planning application for pitch barriers has been submitted and is a priority over additional floodlights.
A new maintenance list in order of priority has been created for our maintenance man.
Action: Circulate this with the to do list each month.
Action: Maintenance man to look at the carousel at Bulpit Lane play park to see if it can be fixed. To go on next month’s agenda.
Action: Contact Churchwarden re: trip hazard on paving to the east side of St Lawrence’s Church and put up safety tape.
Action: Contact Peninsula for advice regarding Donnington Homes and the Marsh Lane site lease.
-Update on actions – The committee will look at ideas of what to do at the skate park car park when they consider budgets. It could be used as a smooth area for roller skating.
The office has contacted Network Rail requesting secure fencing at Smitham Bridge Play Park. NR replied there were no immediate concerns following their recent site visit, but they were reviewing the fencing and hoping to get this planned for this year. **Action:** Office to reply and ask NR to confirm it is safe to keep the play park open.
4. **Bridge Street War Memorial -**
- Registering of land – update (Cllr Cusack) – There was no update on this issue. **Action:** Clerk to keep chasing.

- Review of risk assessment (Cllr Hawkins) – A draft risk assessment was circulated. The document refers to employees/volunteers and should also refer to contractors. Under the Health & Safety at Work Act, HTC has responsibilities as an employer and while contractors do have responsibility for themselves, HTC does have some responsibility for all their contractors as well as their employees. There is a meeting with Peninsula at the end of the month and it was suggested that Cllr Hawkins should attend this meeting. The risk assessment can then be taken to Full Council.

5. **TFMC – Report (Cllr Winsor)** – A second quote has been obtained for improvements to the car park. This quote was dearer and there is not enough budget for this so this option would require fundraising. **Action:** Office to obtain a third quote.

6. **Croft Field Activity Centre**

-Quotes for levelling of the garden room floor – One quote has been obtained for either 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. **Action:** Add ‘installation of a barrier to the car park’ on to agenda for next meeting.

-Quotes for fire exit doors in main hall – No quotes have been received. Cllrs Farrell and Simpson will do a site visit. **Action:** Obtain quotes to fix/repair doors and consider doors of different material.

-Quotes for installation of a timer to control the heating – Two companies have been approached, one quote has been received and the other is due. *Cllr Winsor proposed the Clerk goes ahead and gets the work done for a maximum of £600 or cheaper if possible, seconded by Cllr Farrell, all in favour.*

The Clerk advised that a leak detection team has inspected the Croft Field building and identified the ongoing damp problem in the toilets and showers as condensation. **Action:** Obtain quotes for improving the extraction system with overheads that suck and take water vapour outside.

7. **Update on repairs at Skate Park and any further action** – A quote of £380 has been received to repair the damage following recent vandalism at the Skate Park. The youths involved have been identified and the PCSO has visited the Youth Council. Cllr Simpson is working with the police and social workers and will speak to the Youth Council at their next meeting.

8. **Tree Maintenance Work** – A report was circulated (and is attached).

St Saviour’s – Item 1) **Action:** Approach Peninsula to find out where HTC stand legally about the neighbour’s tree roots undermining the cemetery wall.

Items 2, 3 and 4, and **St Lawrence**) *Cllr Farrell proposed contacting an arboriculturalist to check all the trees that need attention and to prioritise the work, seconded by Cllr Alford, all in favour.* **Action:** Email the cost of the arboriculturalist to the committee.

Triangle Field – Bring back to the committee once quotes received for the hedging and hazel coppicing.

Cllr Simpson proposed removal of the tree falling into the road, seconded by Cllr Hawkins, all in favour.

9. **St Saviour’s – Consider quotation for new noticeboard to display location of war graves** – A report was circulated (and is attached).

Cllr Winsor proposed purchase of a noticeboard at a cost of £358 ex VAT with a green frame and blue background, seconded by Cllr Simpson, all in favour.

10. **Armed Forces & Family day** – The Clerk has spoken to Hungerford Football Club who can offer their bar and food for the afternoon of the 29th June. The pitch is not available but other possibilities could be the primary school field or the recreation ground. A representative from the Football Club will attend the HTC/REME meeting next week. The can also offer REME changing facilities where they can leave their kit.
11. **Hungerford in Bloom** – John Willmott has offered prizes for one of the categories in the competition. Haha has asked whether HTC will offer prizes for the allotments as last year. Cllr Hawkins will look at getting other prizes from local companies and will feed back to H&T.
12. **H&S Inspections** – this item was deferred.

PART 2

Confidential

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.

13. **Consider options following employee number 6's resignation** – *Cllr Simpson proposed the current contractor is awarded the contract to continue employee number 6's work, seconded by Cllr Winsler, all in favour.*

Meeting closed 9.10pm

REPORTS:

Hungerford Town Council

Public/ Private Report

Report to: R&A 16th April 2019

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.

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.
- 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.

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.

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: -

- 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).
- Keep the yew tree close to the church trimmed so doesn't block out light. Speak to church to ask their opinion.
- Do nothing and be responsible for any damage should a tree fall.

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 – quote to follow. However, one tree is falling into the road and needs removing immediately (this will be a low cost)
- Ideally Hazels should be coppiced down to ground level – quote being obtained
- 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

Hungerford Town Council

Report to: R&A Committee Meeting 16th April 2019

Agenda Item No: 8 – St Saviour’s – Consider quotation for new noticeboard to display location of ward graves

Background:



There is currently a wooden noticeboard at the cemetery in which the regulations and fee schedule are displayed. The noticeboard is in a bad state of repair, is difficult to open to replace documents and suffers from condensation on the inside making the documents difficult to read.

There are 13 CWGC War Graves in the cemetery and a plaque has recently been erected at the entrance to the cemetery so the public are aware these graves are in the cemetery. We have had a request from John Parry, Chairman of the Hungerford Royal British Legion, to display in the noticeboard a plan of the cemetery showing the location of the War Graves to enable any member of the public to find the graves. There is clearly no room in the existing noticeboard.

Options:

- 1) To try and repair/renovate the existing noticeboard.
- 2) To purchase a new, bigger, more durable noticeboard – see below.
- 3) Do nothing.

Shield Wood Effect Exterior Showcases with Sunken Posts

Capacity 9 x A4 sheets

£485 ex VAT

https://www.officefurnitureonline.co.uk/display-presentation-furniture/shield-coordinated-display/shield-design-wood-effect-noticeboards/shield-wood-effect-exterior-showcases-with-sunken-posts.html?qclid=EAlaIQobChMI5uK8v6LK4QIVLpPtCh1ZAAY9EAQYAiABEql9s_D_BwE

Shield Exterior Post Mounted Showcases - Cemented

Capacity 9 x A4 sheets

£473 ex VAT

<https://www.officefurnitureonline.co.uk/display-presentation-furniture/noticeboards/external-outside-noticeboards/shield-exterior-post-mounted-showcases-cemented.html>

Tradition Magnetic Lockable Exterior Noticeboard

Capacity 9 x A4 sheets

<https://www.creative-solutions-direct.co.uk/shop/details/tradition-magnetic-exterior-lockable-notice-board-inc-post-kit>

£358 ex VAT

The last 2 products have a choice of frame colour.

All products would need to be cemented in to place – maintenance man to undertake.

Real wood noticeboards have not been considered as they are too costly.

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 10th April 2019