

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Recreation, Amenities and War Memorials Committee** held on Tuesday 18<sup>th</sup> June 2019 at 7.00 pm in The Library, Hungerford

**Present:** Cllrs Simpson, Winser, Knight, Hawkins, Alford and Lewis.

1. **Apologies for absence and Co-option of Cllr Gaines to the committee** - Noted from Cllrs Cusack, Brookman, Gaines and Farrell. *Cllr Simpson proposed Cllr Gaines be co-opted onto the R&A committee, seconded by Cllr Winser, all in favour.*
2. **Declarations of interest** – Cllr Knight - Triangle Field Management Committee. Cllr Simpson – items 7&8 (consider quotes for Triangle Field car park and Croft Field garden room floor). Cllr Simpson knows one of the contractors.
3. **Agreement of minutes of meeting held on 21<sup>st</sup> May 2019 and update on actions:**  
*Cllr Winser proposed agreement of minutes as an accurate record, seconded by Cllr Lewis, all in favour.*
  - **Updated To Do List and Maintenance List (circulated)** – This was read through and the following items noted:  
Triangle Field - Emergency lighting checks and smoke detector checks ongoing – a member of the rugby club will undertake these weekly; a date for the annual legionella testing will be arranged shortly; evacuation plan is with Cllr Cusack; a spreadsheet detailing the outstanding actions following the H&S audit was handed out.  
Perimeter wall/kerb area at St Lawrence's Churchyard – **Action:** investigate who is responsible for this area – WBC or the Church? Is this something our maintenance man could do? If so, add to To Do List.  
Allotments – the sheds at Fairfields are in a poor state of repair. Sovereign own the land the sheds are on. The lease states that HTC is responsible for maintaining the sheds in current state of repair and is responsible for any liability arising from use of the sheds. **Action:** Cllr Simpson to investigate further.
4. **Allotments**
  - **Update on HTC walkarounds and actions required** – ongoing.
  - **Update on lease** – a copy of the engrossed lease for Marsh Lane Allotment renewal was circulated and has been signed by Cllr Simpson and the Town Clerk.
5. **Bridge Street War Memorial**
  - **Registering of land – update** – Committee agree it is appropriate for HTC to apply to obtain the freehold of the land. Our solicitor has advised an application would cost between £500-£1000. There

is money available in professional fees budget. *Cllr Winser proposed instructing Macauley Solicitors to proceed with an application to the Land Registry, seconded by Cllr Knight, all in favour.*

## 6. Play Parks

- **Consider quotes for repair/maintenance of Carousel at Bulpit Park** – A report was circulated (and is attached). *Cllr Simpson proposed Option 1 – purchase of 3 new arms plus seats, plus top cap, plus fitting at a cost of £2,231.00 + VAT, seconded by Cllr Alford, all in favour.*

- **Consider quotes to repaint metal work at Skate Park** – The quote was for red paintwork as existing, but the committee would like the colour to be royal blue, provided this does not affect the price. *Cllr Winser proposed proceeding with the works at a cost of £732.00, seconded by Cllr Simpson, all in favour.*

- **Consider claim for reimbursement for damage to fence at Skate Park** – A report was circulated (and is attached). *Cllr Winser proposed not to proceed with a claim in case this increases the cost of our premiums, seconded by Cllr Lewis, all in favour.*

Option 2 was discussed – consider replacement of all the fencing around the skate park. There is no budget for this at the moment, but the committee feel this is worthy of future consideration. **Action:** Office to obtain quotes for replacing existing fencing with green palisade fencing.

- **Consider quotes for safety surface at Smith Bridge** – ongoing.

- **Update on adequacy of fencing at Smitham Bridge** – Our H&S consultant has emailed to advise the fence belonging to Network Rail appears to be in good condition but suggested we contact NR to draw their attention to the proximity of the play park and ask if they could add some warning signage. Network Rail replied by asking what HTC would like the signs to say and confirmed they plan to review the fence later this year. *Cllr Simpson proposed contacting Network Rail asking for guidance as to the signage they think is appropriate and asking them to put signs up, seconded by Cllr Alford, all in favour.*

## 7. TFMC

- **Update from Cllr Knight** – no update until after the next meeting on the 27<sup>th</sup> June.

- **Consider quotes for resurfacing and drainage improvements to car park** – A report was circulated (and is attached). Cllr Winser advised money available for this project as follows: £5000 EMR TF car park, £2000 2019/20 budget TF car park, £2736 EMR car parks.

*Cllr Winser proposed acceptance of the revised quote of £8,700 + VAT from Brennans of Wiltshire, seconded by Cllr Lewis, one abstention (Cllr Simpson), rest in favour.*

## 8. Croft Field Activity Centre

- **Update on request to WBC for reduction in rent** – HTC needs to make an application under the devolution procedure which can be done online. **Action:** Office to start the process online.

- **Update on levelling of the garden room floor** – Following acceptance of a quote at the previous meeting, members of the committee met with the contractor on site to review what was included in the quote and asked for a revised quote using different flooring material. A new quote was received and quotes from 2 other contractors. Cllr Winser advised money available for this project as follows: £2300 Croft Field repairs, £1000 R&A budget Garden Room, £1000 EMR Croft Field Garden Room, £4000 EMR Croft Field.

*Cllr Winser proposed acceptance of the quote of £2600 + VAT for the concrete covered area and £1800 + VAT for the paving from Brennans of Wiltshire, seconded by Cllr Knight, one abstention (Cllr Simpson), rest in favour.*

- **Consider quotes for repair or replacement of fire exit doors in main hall** – one quote has been received with another on its way. *Cllr Simpson proposes the office chooses the best quote up to the sum of £600 and instructs the contractor to proceed, seconded by Cllr Lewis, all in favour.*

- **Consider quotes for installation of a barrier to the car park** – A report was circulated (and is attached). The Head of the Nursery School is concerned that the closure of the car park would cause parking problems for Nursery School parents in the mornings and afternoons. The committee noted these concerns but feel the site needs to be secure and wear and tear to the car park needs to be reduced. **Action:** Office to draft a letter to the Head of the Nursery School outlining the committee's comments. Committee agreed to defer the decision of installing a bollard to allow a discussion with the Nursery School.

## 9. Tree Maintenance Work

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

**Action:** Office to instruct tree surgeon to visit sites, advise and quote for all works highlighted yellow in the tree report and items highlighted red in the HTC tree programme.

**Action:** Confirm what budget is left in Tree Maintenance budget and inform committee.

- **Confirm specification of work required to Triangle Field perimeter** – **Action:** Office to instruct tree surgeon to visit the site to identify the trees and branches that require work, list the work in priority order and provide quotes. Cllrs Knight and Lewis willing to meet tree surgeon on site.

- **Trees at Recreation Ground and Allotments** – **Action:** Office to instruct tree surgeon to visit these sites, advise and quote on recommended work.

10. **Tragedy & War Memorial Garden maintenance** – item deferred to next meeting.

11. **Funding for drinking water tap at Hungerford Football Club** – Committee agreed it would be a good idea to provide free drinking water taps at the Football Club and Triangle Field similar to the tap recently fitted outside the library. **Action:** Cllr Lewis will speak to the Football Club and report back at next meeting.

## 12. Swimming Pool House

- **Consider request for fencing/gate at rear** – **Action:** Office to obtain quotes for replacement of the fence and gate – concrete posts and wooden fencing.

- **Consider tenant's request to use garage as another bedroom** – **Action:** Clerk to speak to Town & Manor who own the house to ascertain what the correct procedure is for carrying out this proposal.

## 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. **Cleaning quote** – *Cllr Winsor proposed instructing Lollipop to take on the contract as per their quote for 2 hours a week subject to a three months trial or with a break clause, seconded by Cllr Simpson, all in favour.*

Meeting closed 9.15pm

## REPORTS

## Public Report

**Report to:** R&A 18<sup>th</sup> June 2019

**Agenda Item No 6:** Play Parks – Consider quotes for repair/maintenance of carousel at Bulpit Park

**Background** Maintenance man has identified three of the arms on the carousel need replacing. This has not been identified in the latest ROSPA report. The fourth arm was replaced over a year ago. The ROSPA report did, however, advise that the top cap is loose and needs tightening/replacing

**Reference to Action Plan** Ensure public open spaces are well maintained to comply with H&S legislation  
**Options (including quotations)**

- |   |          |
|---|----------|
| 1) Purchase of 3 new arms plus seats, plus top cap, plus fitting  | £2231.00 |
| 2) Purchase of the above, minus fitting (it is possible our maintenance man could do the fitting with extra help) | £1581.00 |
| 3) Purchase of the top cap only   | £72.00   |
| 4) Purchase of a new carousel, plus installation and removal and disposal of old carousel                         | £4800.00 |
| 5) To purchase a new carousel without installation  | £3850.00 |

### Available budget (£s) including cost centre

4232 – Playground Repairs – available budget £2,000

There may be money available for playground equipment in EMR

### Consultation:

None

### Other information

If maintenance man to install, there are possible time constraints for maintenance man in his already busy schedule and we would need to pay for the extra help

### Recommendation(s)

The best option, based on the above information

**Signed:** Deputy Town Clerk 11.06.19

## Public Report

**Report to:** Recreation & Amenities Committee, Tuesday 18<sup>th</sup> June 2019

### Agenda Item No 6: Play Parks

**Background** The fence to the rear of the Skate Park, adjoining the Recreation Ground, was damaged by youths lifting a section to gain access to the park whilst it was closed for repairs (resurfacing of toe plates). The fence was subsequently secured by Roger Ballard (see photos 1 & 2).

The fence is in most places in reasonable condition. In some places the top of the fencing has been pushed over. This seems to be in areas where there is some structure (such as fence post) which would make climbing the fence easier (see photos 3, 4 & 5).

The newly resurfaced toe plates in the skate park were damaged, as the surfaces were still wet. The cost to the Council of resurfacing the damaged areas was £380.00.

**Objective** The council is considering claiming reimbursement for the criminal damage done to the fence and toe plate surfaces via our insurance policy.

**Reference to Action Plan** Ongoing upkeep of Skate Park

### Options (including quotations)

- 1) Claim for cost of replacement of section of fence where the damage was done, (which has been repaired by Roger Ballard – see photos 1 & 2) ie. the length from the Avenue to Swimming Pool House.
- 2) Consider replacement of all the fencing around the Skate Park.
- 3) Claim for cost of resurfacing work following damage.
- 4) Wait to see if court proceedings result in compensation being due from offenders

5) Do nothing.

**Available budget (£s) including cost centre**

**Health & Safety and Legal implications**                      None

**Other information**

The Police were informed about the damage, which was reported to HTC by the resident of Swimming Pool House. The CCTV footage was checked and the offenders were identified and will be prosecuted by the Police.

**Recommendation(s)**

To claim on insurance policy for cost of resurfacing following damage. The charge by the contractor was £380. There is a £250 excess on the insurance policy.

**Signed:**                      Admin Assistant    12 June 2019

**Public Report**

**Report to:** R&A Committee Meeting 19<sup>th</sup> February 2019 (updated for R&A on 18<sup>th</sup> June on receipt of further quotes)

**Agenda Item No:** 7 – TFMC – consider quotes for resurfacing and drainage improvements to car park

**Background:**

The Triangle Field is one of Hungerford's prime assets and the Car Park maintenance is the responsibility of HTC. The Car Park was improved about 3/4 years ago with scalping's being used to resurface the area and fill in the many pot holes.

The Car Park is well used by the Rugby Club, Theatre Group and others using the facilities and the previous short term repairs have now deteriorated to a state where the pot holes and drainage need to be addressed for safety reasons.

The Triangle Field Management Committee have sought a quote to identify what level of cost was required to improve the Car Park surface and drainage to an acceptable standard.

A quote has been received from Brennans of Wiltshire, identifying costs for the three areas most in need of attention;

Entrance drainage and soakaway – supply and install drainage channels and connect to existing drainage £1,800

Construct / build new soak-away if required £1,200

Tarmac patch entrance – cut and break out, concrete edgings, supply and lay bitmac and seal £2,600

Tarmac section and potholes – excavate existing surface to reduce level and compact, supply and lay bitmac and seal based on 8m x 11m £3,600

The total cost would be between £8,000 and £9,200 plus VAT.

Brennans revisited the site on 12<sup>th</sup> June – Cllr Simpson will obtain a revised quote from them to be presented at the meeting.

An alternative quote (or two) will need to be obtained as a comparison.

**Quote from RBC Building & Groundworks Ltd:**

Drainage works – removal of existing surface water drainage and replace with new drains with run off to a new soakaway £3,350

Tarmac entrance – cut and break out entrance, concrete curb edging, level and compact sub base and lay bitumen and seal £5,495

Patch tarmac area – allowance for 90m<sup>2</sup>, cut and break out existing, level and compact sub base and lay bitumen and seal £6,900

**TOTAL £15,745 + VAT**

**Quote from WB Groundworks:**

Drainage works – add a new soakaway using soakaway crates covered in porous membrane and covered in gravel. Adding an open concrete drain channel across entrance flowing to gully in centre, gully to be piped to soakaway and backfilled, dig out area to be reinstated with concrete £3,250

Repair potholes in several different areas of approx. 90m<sup>2</sup>, cut out sections, add porous weed control membrane, add type 1 aggregate compacted, add tarmac to level £3,583

**TOTAL £6,833 + VAT**

**Options:**

- 1) The TFMC have offered to put this on the Good Exchange with a donation from HTC to be match funded. The Rugby Club and Hungerford Theatre Club would possibly donate as well to make this possible. VAT of circa £1,840 would not be reclaimable.
- 2) HTC to fund part of the repairs within the budget available and claim back the VAT. Contributions from the Rugby Club and Hungerford Theatre Club could still be sought.
- 3) Seek a Tesco Grant to contribute towards the cost of the repairs.
- 4) Make further short term repairs to the pot holes. **Maintenance man to investigate the cost of purchasing scalplings from a local supplier.**
- 5) Do nothing.

**Financial and Legal implications:**

There is a sum of £5,000 in Ear Marked Reserves for the TF Cark Park and £2,000 in the 2019/2020 Budget which makes this project feasible.

**Recommendation:**

HTC to decide on what option to be taken to manage one of our Town's assets.

**Signed:** Cllr Claire Winser 18<sup>th</sup> February 2019

**Deputy Town Clerk 12/06/19**

**Public Report**

**Report to:** R&A 18<sup>th</sup> June 2019

**Agenda Item No 8:** Croft Field Activity Centre – Consider quotes for installation of a barrier to the car park

**Background** Originally discussed at R&A on 20<sup>th</sup> Feb 2018 and the following was agreed:

*Cllr Small proposed purchase of one KYP1 model drop down bollard at an installed cost of £230 plus VAT from Security Bollards Direct. This is subject to a 2ft high wall being extended across the entrance of the field with a gap left in the centre for vehicular access and placement of the bollard, seconded by Cllr Simpson, all in favour.*

No progress was made on this.

The committee has now proposed installation of a drop down bollard in the driveway (past the entrance to the nursery school and before the car park opens out).

**Reference to Action Plan** To provide adequate parking for each of the council's buildings and to ensure these areas are well maintained. The installation of a bollard will hopefully ensure the car park is only used by hirers of the building which will stop the wear and tear on the car park by multiple users during the week in the mornings and afternoons.

**Options (including quotations)**

- 1)    The KYP1 model as mentioned above from Security Bollards Direct remains at the same price: £80 ex VAT (free delivery). Installation £150 ex VAT but our maintenance man has confirmed he will install. Ground fixings aren't included in the £80 but can be purchased from the same company – prices range from £12-£38 (the higher price includes anti-theft fixings). Height 620mm, ground clearance lowered 100mm. Side lock supplied with keys.

- 2) Other options are:  Security Bollards Direct – collapsible/fold down parking post – height 730mm, ground clearance lowered 100mm. £100 ex VAT. Ground fixings can be purchased as above.



Barriers Direct – steel bollard fixed and removable – height 900mm. £66.48 ex VAT. Ground fixings and padlock £24 extra.

3) Decide to do nothing and leave access as it is at present.

#### **Available budget (£s) including cost centre**

4291 Croft Field – Repairs/Maint – available budget £2,114

#### **Consultation:**

None

#### **Recommendation(s)**

The best option, based on the above information

**Signed:** Deputy Town Clerk 12/06/19

#### **Public/ Private Report**

**Report to:** R&A 16<sup>th</sup> April 2019 (updated for R&A on 20<sup>th</sup> May) on receipt of the Arboriculturist report and advise from Peninsula (further updated for R&A on 18<sup>th</sup> June - refer to highlighted items only)

#### **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. Agreed to write to neighbour – ACTION o/s

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. Do we wish to prune roots? Site visit needed to identify which ones?
- 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. **Contractor has been instructed.**

### 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.**

**When do you wish to carry out this work? Shall I obtain quotations?**

**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.**

### Recreation Ground

We have last week received two complaints about the oak trees that are bordering houses in Park Way. The trees are large oaks situated on the Rec and are overhanging the back gardens of the properties and there is a concern that the branches may be damaging the sheds and if any branches fell they could cause damage.

**Options to consider:**

- **Obtain advise from a tree surgeon on any trimming of canopy or branches that would be recommended and obtain quotations for this work for consideration against budget.**

### Allotments

The H&S walkarounds questioned who was responsible for the trees at both Fairfields and Marsh Lane. The Marsh Lane lease refers to HTC preserving all timber like trees but not to lop or cut or injure so we would need permission to do any work. The Fairfield Lease does not mention trees but does refer to HTC keeping of hedges properly trimmed and cut and plot holders subsequently are responsible for trimming any hedges surrounding their plots.

**Options to consider**

- **Obtain advise from a tree surgeon on any recommended works to trees at either of the allotment sites and obtain quotations for this work for consideration against budget.**

### **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