

HUNGERFORD TOWN COUNCIL

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MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 1st October 2019 at 7.00 pm in The Library, Hungerford

Present: Cllrs Simpson, Knight, Winsor, Hawkins, Alford, Gaines and Lewis. Also, 3 representatives from HAHA and 2 representatives from Hungerford Nursery School.

The following items were taken first to allow the speakers to leave the meeting afterwards.

4. Allotments

-Report from HAHA. Ted Angell (Chair of HAHA) introduced himself, Belinda Robinson (Assistant Secretary) and Andy Downs (Treasurer). He has produced an annual report for the association which will be lodged in the office. It has been a very good year with a growth in the number of tenancies. There is still no signed copy of the lease. **Action:** The office will chase progress of the lease with the solicitor. Copies of the annual accounts for year ended 31st March 2019 were available to view. These have been signed by HTC's auditor. Andy Downs reported there has been a good improvement in rental income with site development and maintenance costs less than the previous year. There has been an improvement in reserves.

Belinda Robinson advised a number of events have taken place during the year. There has been full tenancy at Marsh Lane for most of the year; there is currently 1 vacant plot with 4 on the waiting list. There are currently 2 empty plots at Fairfields with no waiting list. Working parties are planned for the coming year.

-Update following site visit to Fairfields on 22nd July 2019 – The remainder of the fencing at Fairfields needs replacing; the office has received a quote. HAHA has dealt with the trip hazard issues. Quotes are needed for the removal of the ivy on the rooves of the sheds. **Action:** Office will contact Hungerford Tree Surgery.

The representatives from HAHA left the meeting at this point.

-Update from Nursery School regarding use of the Croft Field car park at Nursery drop-off and pick up times. Daphne Angell (ex-Chair of Governors) introduced herself and Maureen Martin (new Chair of Governors). Maureen Martin advised that parking at the Croft Field has been monitored for the last 2 weeks at drop-off and pick up times. No more than 7 cars used the car park at morning drop-off between 8.45 and 9.10am and all had vacated the car park by 9.15am. In the afternoon, only 1 car used the car park and this left after 15 minutes. The Headteacher has brought forward the morning start time and this seems to have eased the pressure on the number of cars. The Headteacher has apologized for not being able to attend the meeting and is very keen to be a part of any discussions within the community. The Nursery is continuing to monitor the parking situation and has regular discussions with the parents to encourage them to park elsewhere and walk to school. They asked that if any events take place where the car park won't be available, to let the Nursery know in advance.

The representatives from the Nursery School left the meeting at this point.

1. **Apologies for absence** - Noted from Cllrs Cusack, Brookman, Farrell.
2. **Declarations of interest** – Cllr Knight - Triangle Field Management Committee.
3. **Agreement of minutes of meeting held on 16th July 2019 and update on actions:** *Cllr Simpson proposed the minutes as a true record, seconded by Cllr Gaines, one abstention, rest in favour.*
 - Updated To Do List and Maintenance List (circulated) – The lists were read through.
 - Cllr Knight advised actions that have been taken at the Triangle Field; the To Do List will be updated. HTC need to have written evidence of the weekly tests that are being carried out. The next TFMC meeting is on the 16th October.
 - The committee requested the Maintenance List be amended so it is clearer for the maintenance man to see which actions need to be dealt with as a priority.
 - Clerk to approach WBC to improve the kerb outside St Lawrence's – item deferred.
 - Clerk to check boundary of Marsh Lane – item deferred.
 - Consider quotes for repair/replacement of fencing and gate at Swimming Pool House – the contractor has been instructed to proceed with the works. **Action:** Office to chase for a date for the work.
 - Tenant's request to use garage as a bedroom at Swimming Pool House – item deferred.
5. **Tragedy & War Memorial Garden maintenance** – Consider strategy for improvement of these areas. Report was circulated and is attached.

The report outlined a number of options; one was to create a large permanent container/raised bed at the Bridge Street site; this could be included in budget discussions and the committee's action plan.

The committee is keen for the War Memorial areas to be looking their best for the Remembrance Day services. Cllr Hawkins has met with Hungerford Tree Surgery who provided a quote for cutting back the shrubs and work to the trees at the Bridge Street site.

Cllr Simpson proposed acceptance of the quote for £400 to cut back the shrubs and removal and disposal of waste, seconded by Cllr Gaines, all in favour. Money from Earmarked Reserves.

Action: Office to contact Hungerford Tree Surgery to proceed with the works and to set a date for the works.

Action: Cllr Hawkins to contact Smarten up Hungerford and the British Legion to organize a working party to tidy up the Bridge Street site once the shrubs have been cleared. This to take place before the Remembrance Day service.

Action: Cllr Hawkins to contact the Tree Officer at WBC to ask if minor pruning works to 2 trees at the Bridge Street site can be undertaken. This to take place after the Remembrance Day service. Thanks were given to Cllr Hawkins for her hard work on this matter.
6. **St Saviour's: -**
 - Consider paying half the cost to remove the ash tree at St Saviour's on neighbour's land.** This is at the request of the neighbour and the cost would be approx. £500. The committee were not keen to progress with this matter until it has been investigated further. **Action:** Office to contact WBC to check with the Tree Officer and to seek legal advice.
 - Consider improvements for access and parking at the cemetery and future burial space.** A quote in the sum of £7,800 has been obtained for extending the parking area. The committee agreed to defer this decision; it could possibly be included in next year's budget.
7. **Play parks**
 - Consider quotes for safety surface at Smitham Bridge and Bulpit Lane** – Report was circulated and is attached. *Cllr Gaines proposed acceptance of quote from Kompan in the sum of £3,500 + VAT, seconded by Cllr Simpson, all in favour. Money from Earmarked Reserves.*

8. Croft Field Activity Centre

-Consider actions following recent vandalism in the Garden Room – Maintenance man to repaint the wall; this is on his maintenance list. Concern was expressed regarding access to the electrical socket on the wall in the garden room. Committee felt the best solution would be to build a wooden box around the socket with a padlock; the key could be issued to any hirers along with the keys to the building. Cllr Simpson advised this (and other issues of vandalism in the town) have been reported to the police. It might be useful to install a CCTV camera using the power supply in the building. **Action:** Cllr Lewis to investigate the cost of a camera and report to the next meeting.

-Consider quotes for installation of lockable height restrictor at the car park entrance – Report was circulated and is attached. Brennans have confirmed that the barrier can be opened if necessary. *Cllr Simpson proposed acceptance of quote from Brennans in the sum of £1,800 + VAT, seconded by Cllr Knight, all in favour. Money from Contingency Budget.*

Action: Office to contact Brennans to ask whether a warning sign can be fitted to the barrier and for an additional sign to be fitted advising of the 10 minute maximum stay for non-hirers of the centre.

-Consider request from Hungerford Surgery to use the car park for staff parking – **Action:** Office to write to the surgery advising that the committee have discussed this and understand the surgery's concerns over lack of parking in the Croft, but they are unable to facilitate this request as it would impact on our ability to hire the centre during the day.

-Consider replacement of fire doors in North Room as per new doors in the Main Room – *Cllr Winser proposed acceptance of the quote from the contractor who replaced the doors in the main room in the sum of £480 + VAT, seconded by Cllr Gaines, all in favour.*

WBC recently visited the site regarding allocation of S106 monies. Hopefully this will be coming our way and will enable us to make improvements to the centre.

9. **Funding for drinking water tap at Hungerford Football Club** – Cllr Lewis reported he has spoken to the Football Club on this matter; discussions are needed about where to site the tap. He will report back.
10. **TFMC** - Cllr Knight advised the trim trail has been repainted. Cllr Winser queried the progress of improving the heating in the changing rooms. The profit from the Santa's Grotto event last year was to be used for this purpose. **Action:** Cllr Knight to report back to next R&A meeting.
Action: Cllr Knight to forward TFMC minutes to R&A committee.
Action: It was requested that spraying of the weeds on the bank around the saplings is carried out. Cllr Knight will take this to the next TFMC meeting.
11. **ADP Park Run** – Cllr Simpson advised she sent a letter of support for an annual Park Run to Town and Manor. The T&M trustees do not want the Park Run to go across the common.
12. **Budget Setting** – Consider committee budget for financial year 2020-2021 – Some items to be considered have already been discussed at this meeting. An informal meeting to discuss the budget will be held on Wednesday 30th Oct at 7pm in the Library.

Meeting closed 9.04pm

REPORTS

Committee code/date of minutes/topic

e.g. RA01/10/19gdns

Public Report

Public

Report to: Recreation, War Memorial and Amenities (R&A) Committee Meeting 1st October 2019

Agenda Item No 5: Tragedy & War Memorial Garden maintenance

Background

Further to the Tuesday 18th June 2019 R&A meeting where I explained that having done some work at Bulpit Lane Tragedy and War Memorial Gardens and Bridge Street War Memorial Gardens for one year I am able to make the following observations:

- A contractor is engaged for maintenance of areas under discussion by HTC for two hours per fortnight
- A significant amount of ongoing maintenance is required in all areas
- Maintenance is seasonal in all areas
- The maintenance required and the time it takes exceeds the time allocated by HTC for the current contractor. This point is to note only. Any discussions
- All areas have an existing framework of planting
- There is scope in all areas for enhanced planting in spring, summer and autumn
- The soil has not been improved in either area for sometime and is of very poor quality. This is a particular problem in the few areas available for planting at The Bridge Street War Memorial.
- Infrastructure is limited at the Tragedy Gardens where access to water is a particular problem and a limiting issue.
- Infrastructure is particularly poor at The Bridge Street War Memorial Site. Access for vehicles is difficult and potentially hazardous. It also holds up the traffic however diligently it is done. All waste has to be removed by those working at the site. Despite being so close to two rivers there is no safely accessible water. River water should not be used for our purposes. I would need to clarify but I am pretty certain we would need permission to extract the water.
- A strategy would mean that the success or otherwise of these areas would not rely on ad hoc help.

I was authorised to make further enquiries as to how to take the issue forward. Consultation has taken place as described before.

A significant point of note from my meeting with the Chief Executive of The Town and Manor is that the shade cast on the river by the overhanging trees is valuable from a river ecology perspective because it provides much needed shaded areas for young fish. These trees will only need maintenance rather than anything more radical. If the growth becomes too much it is likely that the River Bailiffs would deal with it anyway.

Objective

Develop a short-term and medium/long-term strategy for ongoing maintenance of areas under discussion.

Ensure War Memorial Areas look their best for Armistice Day services.

Reference to Action Plan

As far as I can ascertain there is nothing relating to this particular topic on either the Action Plan or the R&A To Do List.

Options (including quotations) Including what happens if we do nothing

- Doing nothing would result, with current arrangements, a bare minimum of maintenance being carried out at the two Bulpit Lane gardens and continued deterioration at Bridge Street.
- Arrange a Working Party at the Bridge Street War Memorial to clear and tidy prior to 2019 Armistice Day services. Contact for support "Smarten Up Hungerford" and The Royal British Legion? Use temporary plant displays.

- At Bulpit Lane use this winter to clear and source and add soil improver (muck!)
- Draft a costed plan for spring planting including cost and time
- Draft a costed plan for long-term approach at Bridge Street War Memorial.
- Consider creating a large permanent container/raised bed on the south end kerb side of the Bridge Street site.
- Include in costed plans a review of the best use of contractor time, for example concentrating on one area rather than across both areas.

Available budget (£s) including cost centre

R&A budget this year for contractors, grass and hedge cutting and annual hire of a wheelie bin is £3,300.

The H&T budget includes £4,500 for Hanging Baskets and £400 for Hungerford in Bloom. This does not include anything for the gardens that are the focus of these discussions.

Health & Safety and Legal implications

Correct contract arrangements will be needed. Health and safety risk assessments are required.

Working in the areas has identified hazards in each area, for example access to Bridge Street War Memorial is complex and difficult for vehicles.

Consultation:

Chief Executive of Hungerford Town and Manor on Wednesday 11th September 2019 re: Bridge Street War Memorial garden with particular reference to large trees and impact on river ecology of the shading of the river by the larger trees.

Window flowers by telephone on the 2nd September 2019 to enquire whether there is scope for planting at Bulpit Lane areas. There is not as Window Flowers only provide container plants.

Hungerford Tree Surgery on Tuesday 24th September 2019 re: Bridge Street War Memorial Garden to seek advice on correct approach, help he can offer and quotation.

Other information

Gardens in all of the areas under discussion are part of the public face of HTC. The Bridge Street War Memorial area in particular has come in for some criticism as it "looks untidy".

Recommendation(s)

The best option, based on the above information

Signed: Sally Hawkins 24th September 2019

Committee code/date of minutes/topic

RA01102019 safetysurface

Public Report to: R&A 01/10/2019

Agenda Item No 7: Consider quotations for replacement of safety surfaces

Background Shrinkage to existing playground safety surfaces identified by ROSPA. Some of these were repaired before but the bonding together of the surface has not been done properly and has come apart. Unfortunately the company that did this has gone into liquidation.

Objective Agree process for repair or replacement

Reference to Action Plan

Aim – Ensure public open spaces are well maintained

Ensure contractors are completing all required tasks to a high standard as identified in quarterly ROSPA reports and inspections by Town Council and our Health & Safety Consultant

Priority - High

Options (including quotations) Including what happens if we do nothing

- **Playsource**

Bulpit Black wet-pour edge repairs for existing: Basket swing, seesaw and toddler swings £2,928.58, Rubber waste skip £552.00 Total £3,480.58 plus vat

Smitham Black wetpour edge repairs for existing: Basket swing, seesaw, toddler swings £2,771.50 plus vat (would do on same day as Bulpit and use skip)

Will not give an official guarantee on any repair work.

TOTAL £6252.08 + VAT

- **AES**

Bulpit Play Park Carry out approx. 49 linear meters of black wetpour edging repair x 150mm wide on the following equipment: • Swing basket • Seesaw • Toddler swings £1,868 plus vat

Smitham Bridge Play Park Carry out approx. 57 linear meters of black wetpour edging repair x 150mm wide on the following equipment: • Swings • See saw • Toddler swings £2,089 plus vat

Surface repairs and cut & chase work is not covered under guarantee.

TOTAL £3957.00 + VAT

- **Kompan**

Bulpit Play Park and Smitham Bridge Play Park Carry out approx. 106 linear meters of edge repairs

Guarantee of 12 months

TOTAL £3500.00 + VAT

Available budget (£s) including cost centre – Ear marked reserves – play equipment

Health & Safety and Legal implications – Requirement by ROSPA

Recommendation(s)

The best option, based on the above information

Signed Deputy Town Clerk August 2019

Committee code/date of minutes/topic

RA01102019 height barrier

Public Report to: R&A 01/10/2019

Agenda Item No 8: Office to seek quote for a lockable height restrictor

Background Following discussions with Hungerford Nursery who were not keen on the idea of installing a drop-down bollard to prevent access to the Croft Field car park, it was suggested that instead, a lockable height restrictor could be placed at the car park entrance.

Objective This would be for reasons of security and would hopefully prevent travellers accessing the field.

Reference to Action Plan

To provide adequate parking for each of the council's buildings and to ensure these areas are well maintained. To promote and encourage use of, and improve health and safety of, community facilities.

Options (including quotations)

- Brennans of Wiltshire – To supply and install height restriction barrier 2.7 x 2.1m surface fix galvanised only with retaining post £1,800 + VAT
Colour powder coating available at extra cost
- Barriers Direct – To supply and install height restriction barrier 3 x 2.1m bolt in galvanised only £1,521 + VAT
- Broxap – To supply and install height restriction barrier 3m long based on a soft dig £2,380 + VAT

Available budget (£s) including cost centre – Ear marked reserves?

Recommendation(s)

The best option, based on the above information

Signed Deputy Town Clerk August 2019