

# HUNGERFORD TOWN COUNCIL

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**MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 19<sup>th</sup> February 2019 at 7.00 pm in The Library, Hungerford**

**Present:** Cllrs Simpson, Cusack, Winser and Hawkins. Also Chair and Treasurer of Hungerford Allotment Holders Association (HAHA)

1. **Apologies for absence:** Cllrs Brookman, Benneyworth, Farrell and Alford
2. **Declarations of interest** – Cllrs Cusack and Winser - Triangle Field Management Committee

Cllr Simpson invited the representatives from HAHA to present a report to the meeting and to discuss Item 8 (inspection of allotments) at this stage of the meeting.

Ted Angell introduced himself as the new Chair of HAHA, he has taken over from Geoff Greenland. HAHA plan to report to the R&A committee every quarter. This year is the 10<sup>th</sup> anniversary of HAHA, currently there are over 100 tenants which is a remarkable achievement, most of which is due to GG's hard work. The committee hopes to carry on his good work. Andy Downs, Treasurer, reported the new tenancy year starts on 1<sup>st</sup> February which is when rents are collected. They expect to collect around £3,400 in rent this year which is more than last year due to a higher occupancy level. Invoices were sent out in January with only 3 not yet paid. If required, HAHA will send a list of non-payers to HTC who will send out a letter requesting payment – this procedure worked well last year.

HAHA plan to run several events this year including a plant sale and work party and have plans to celebrate the 10<sup>th</sup> anniversary. Cllr Simpson requested the council is kept informed of any upcoming dates so council can be represented at these events. HAHA will be present at the Town Meeting and will be part of the R&A committee table.

The inspection of allotments document was discussed, and the following was noted:

Work is needed on the trees on the east and west side of the Marsh Lane site, but this is beyond the capabilities of HAHA. Cllr Simpson suggested it might be a good idea to add this to the council's Tree Maintenance Programme.

HAHA will undertake the following:

- A notice on the tap indicating the water is not suitable for drinking.
  - A notice at the entrance saying who to contact in case of emergency.
  - A reminder to plot holders not to leave tools lying around on site.
- TA and AD left the meeting at this point.

3. **Agreement of minutes of meeting held on 22<sup>nd</sup> January 2019 and update on actions:** *Cllr Winser proposed agreement of the minutes as a true record, seconded by Cllr Simpson, one abstention, rest in favour.*

- **Updated To Do List** – The list was read through and updated. Checklists for weekly and monthly H&S tests at the Triangle Field are being provided, ownership of this is still being

considered and will be confirmed. Cllr Cusack will be producing an evacuation plan to be presented at the next TFMC meeting in March.

Maintenance man confirmed to the office that fire alarms and emergency lights have been checked at the Croft Field Centre. **Action:** H&S checks at the Croft Field Centre need to be recorded properly and shown to the Clerk on a regular basis.

Maintenance man advised the office he would deal with the pot holes in the car park at a later date when the ground has dried out. **Action:** The committee feel this should be made a priority due to health and safety reasons. The pot holes should be managed immediately until a longer term solution is found.

Maintenance man has identified arms on the carousel at Bulpit Lane playground need replacing but this has not yet been identified on a ROSPA report. **Action:** If money is available, these should be replaced now rather than waiting for ROSPA. To be placed on next agenda.

- **Actions from previous minutes** – The Clerk will contact the council's usual contractor to obtain a quote for tree maintenance work around the perimeter of the Triangle Field.

The tree undermining the wall at St Saviour's has been removed and a new fencing panel has been put up. Various vegetation is growing all around the boundary wall of the cemetery making it look untidy. **Action:** This vegetation to be removed by the contractor or maintenance man.

Councillors visited the Skate Park car park and feel it will be difficult to use this space for anything other than a car park due to access required to Swimming Pool House and the Football Club who use this as an overflow car park on match days. There are other places to put a concrete table tennis table. The committee agreed the whole area of the car park and Skate Park needs longer term management and no action to be taken in the short term. Cllr Simpson has recently met with youth workers in the town. **Action:** She will produce a report for the next meeting.

The Royal British Legion has confirmed they will remove the wreaths and poppies from the War Memorial on a certain date each year. Cllr Winsor will remove the wooden poppy crosses from the Triangle Field.

4. **Bridge Street War Memorial registering of land – update** – Cllr Cusack advised letters were sent to the Charities Commission and The Cooperative Group requesting information. The Charities Commission replied they do not hold any information and the Coop are continuing their investigations as to the legal status of the land. Cllr Cusack will chase.

#### 5. **TFMC**

- Cllr Winsor has resigned as Chair of the TFMC with effect from the AGM in April. Another representative from the council is needed on the committee but so far, no one from the council has come forward. **Action:** To go on the next FC agenda to ask for a volunteer.

- Quote for car park - A report had been circulated and is attached. The quote already obtained is for repairs to parts of the car park, not for the whole car park. **Action:** The office to obtain 2 more quotes to match the quote already received and to ask Brennans of Wiltshire for a quote to repair the whole car park.

6. **Dog signage at Triangle Field** – The committee would like a sign saying no dogs allowed to be placed on the wall of the building facing the entrance. *Cllr Simpson proposed the office obtain quotes for a large, wall mounted rigid sign to say: Hungerford Town Council, Triangle Field, Strictly No Dogs, seconded by Cllr Hawkins, two abstentions, rest in favour.*

#### 7. **Croft Field Activity Centre**

- One quote has been received for levelling the garden room floor. **Action:** office to obtain 2 more quotes for consideration at next meeting.

- Maintenance man advised he could possibly repair the fire exit doors but this would be unsatisfactory and not permanent. **Action:** office to obtain quotes for replacement.

- The office has had a request from a regular user to reconsider the fee increase for their bookings at the Croft Field Centre. The committee are sympathetic but do not feel they can make any

concessions for this user as other regular users will also have a fee increase. **Action:** office to write a letter advising the fee increase will still take effect from April.

## 8. H&S Inspections

- Inspection of allotments – dealt with above.

- Walkround of Triangle Field – inspection document had been circulated. Cllr Simpson advised there has been an incredible improvement in the cleanliness of the kitchen. However, the inspection revealed the cleaning of the changing rooms is not acceptable, there are concerns that the building is not getting the 8 hours cleaning a week that is part of the Triangle Field contract.

**Action:** Cllr Winser to draw up a cleaning schedule.

**Action:** office to obtain quotes for brickwork repair on the ramp handrail.

## 9. Agree Contractor's temporary additional costs

The council employee who maintains the Bulpit Play Park and War Memorial Avenue is on sick leave and one of the council's contractors has submitted a quote to cover this work on a temporary basis. *Cllr Winser proposed acceptance of James & Co's quote for covering this work, seconded by Cllr Hawkins, all in favour.*

## 10. Members's Bids – District Councillors have asked for ideas for funding, the committee suggested:

- i) Croft Field Centre internal refiguration
- ii) Croft Field Centre car park pot holes
- iii) Triangle Field car park resurfacing
- iv) Triangle Field boundary hedging

## 11. Update on S106 funds – Available funds amount to just over £26k. The committee asked for clarification as to what the funds can be spent on but would suggest the same items as above.

**Action:** to be discussed at next meeting.

## 12. Town Meeting – Cllr Hawkins volunteered to man the R&A committee table which will include a display by HAHA. R&A topics on display will include Hungerford in Bloom, Tragedy Gardens, Tree Maintenance Schedule and pictures of the Croft Field garden room, War Memorial clean and new bench, Skate Park activity day etc.

Meeting closed 9.10pm

## Report to: R&A Committee Meeting 19<sup>th</sup> February 2019

### Agenda Item No: 5, TFMC quote for 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; £1,800 to £3,000 (dependent upon the state of the

soakaway) for the entrance drainage & soakaway, £2,600 for the mid-section at the North end of the Changing Rooms and £3,600 for the area nearest the Club House. The total cost would be between £8,000 and £9,200 excluding VAT.

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

**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.
- 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