

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Tuesday 19th May 2020 at 7.00pm, remotely.

Present: Cllrs Simpson, Winsor, Knight, Hawkins, Lewis, Gaines and Alford (joined at 7.22pm).
Also, Clerk and Deputy Town Clerk, two representatives from Hungerford Allotment Holders Association (HAHA) and representative from Newbury Weekly News.

- 1. Apologies for absence** – None. District Cllrs advised they were unable to join the meeting.
- 2. Declarations of interest** – Cllr Knight – Triangle Field Management Committee.
- 3. Agreement of minutes of meeting held on 21st January 2020 and update on actions:** (Note for the record: The R&A committee meeting of the 17th March 2020 did not take place due to lockdown).
Cllr Winsor proposed the minutes as a true record, seconded by Cllr Gaines, one abstention (Cllr Hawkins), rest in favour.

Cllr Simpson invited the representatives from HAHA to provide an update for the committee.

Andy Downs (Treasurer) advised there is currently 100% occupancy with no empty plots at either of the sites and 17 people on the waiting list. Total rent collected was £3,632 with head rent payable at Marsh Lane of £1,080.

Ted Angell (Chairman) reported on the actions the HAHA committee has taken at both sites to adhere to government guidance during the Coronavirus lockdown and these actions are working well. Cllr Simpson thanked HAHA on behalf of HTC for their efforts keeping the allotments open during the lockdown and congratulated them on the 100% occupancy.

Cllr Winsor asked if any ploholders would be willing to contribute any plants towards the planter that the Smarten Up Hungerford team will be installing opposite the Coop garage. TA will ask the ploholders.

ACTION: Office to post a request on social media asking for members of the public to donate any spare bedding/container plants.

TA advised that HAHA applied, in February, to WBC to register the Marsh Lane site as a Community Asset. The decision has been delayed due to the lockdown and other reasons, so TA has asked WBC to confirm when the decision is likely to be.

HAHA has a project logged on The Good Exchange for the water system at the Marsh Lane site as the storage tanks need repair and provision of water needs improvement.

The representatives from HAHA left the meeting at 7.21pm.

The updated To Do List and Maintenance List had been circulated. Cllr Simpson went through the outstanding items:

Triangle Field – Cllr Knight advised he is waiting for a quote regarding the remedial electrical works. A TFMC meeting is due to be held by Zoom on 10th June.

Croft Field – see later for comments relating to S106 money.

Allotments – check if any work needed to trees. **ACTION:** Office to find reports from the last H&S walkround at Marsh Lane and put item on next agenda.

St Saviour's – check to see if neighbour has felled tree.

Our maintenance man is now back at work and is working through the outstanding items on his maintenance list.

Actions from previous meeting:

TFMC Health and Safety – **ACTION**: Cllr Knight to confirm the H&S checks are being carried out at the Triangle Field.

Land adjacent to the War Memorial – Cllrs Hawkins, Winser, Simpson and Lewis volunteered to form a working party. **ACTION**: Office to set up a Zoom meeting for the working party to discuss a strategy for this area and the Tragedy Gardens.

Croft Field Centre car park – **ACTION**: Office to order a No Parking notice for the fire exit doors.

4. Play Parks

- a) **Consider HTC's responsibilities regarding actions arising from regular ROSPA reports** – see report attached. When ROSPA reports are circulated in future, Town Clerk will also circulate the maintenance man's list. *Cllr Gaines proposed adjusting the layout of the maintenance man's work list and to have a written process for managing/maintaining the play equipment, seconded by Cllr Simpson, all in favour.*
- b) **Consider regular cleaning schedule for surfaces at Bulpit Lane and Smitham Bridge play parks.** *Cllr Gaines proposed acceptance of the Vita Play quote for £850.00 + VAT for an annual wetpour surface cleansing of both areas to take place in December, seconded by Cllr Winser, all in favour.* Cllr Winser advised a line should be added to next year's R&A budget for this annual cost.
- c) **Agree quote for replacing the ropes on the multiplay junior bridge at Smitham Bridge play park.** *Cllr Winser proposed acceptance of the Lappset quote for £1,016.00 + VAT for purchase of the ropes, our maintenance man to fit, seconded by Cllr Lewis, all in favour.*

5. Triangle Field Management Committee

- a) **Update from Cllr Knight** – covered above.
- b) **Review Triangle Field management agreement.** *Cllr Gaines proposed setting up a working party to investigate the TFMC going forward, seconded by Cllr Simpson, all in favour.* Working party to consist of Cllrs Gaines, Simpson, Knight and Hawkins.

6. Croft Field Activity Centre

- a) **Consider implementing a keyless entry system to improve security** – see report attached. *Cllr Gaines proposed acceptance of option 2 to be installed and trialled while the site is closed, seconded by Cllr Winser, all in favour.* The office to purchase extra keys and fobs as appropriate.
- b) **Installation of CCTV** – Cllr Lewis will produce a report for the next meeting.

7. St Saviour's Cemetery

- a) **Consider amendment to cemetery regulations** – *Cllr Simpson proposed amendment to regulations as outlined in private report, seconded by Cllr Gaines, all in favour.*

8. Installation of drinking water tap at Hungerford Football Club

– Cllr Lewis will produce a report for the next meeting.

Before the meeting closed Cllr Simpson advised she would like the matter of the allocation of S106 money for the Croft Field project to be discussed at the next R&A meeting. She feels the best option is to form a working party to consider how to take this project forward and the council's aspirations for the site. **ACTION**: Item to go on next agenda.

Meeting closed 8.47pm.

REPORTS

Play Parks

Public Report

Report to:

R&A 19 May 2020

Agenda Item No 4(a):

Play Parks

Background

When the September ROSPA reports were circulated I noted that at both Smitham Bridge Road and Bullpit Road sites the inspection (as usual) revealed risks and recommendations for action of varying significance. For example the Multiplay Junior at Smitham Bridge Road had three actions associated with it. The actions are not always clear (in my opinion) and so my question at the time was how HTC resolves and manages the actions in the reports. Some of the issues highlighted (e.g. rope fastenings) seem significant but the recommendation is simply to monitor. Also when the actions are put on the maintenance list how are they prioritised according to the risk allocation in the ROSPA report. I am not clear of the HTC process. It was decided that a discussion at R&A was most appropriate. Clarification of the situation also means fewer questions for the office each time a report comes in.

The objective of this paper is to establish the HTC process in response to the ROSPA reports.

Objective

- 1) Understand the HTC process in response to the ROSPA reports.
- 2) Publish the process with the next set of reports.
- 3) Draft a process if necessary

Options

- 1) Discuss and clarify the process
- 2) Draft a process if necessary.

Financial and Legal implications

If there is a process clarifying it would assist in a better understanding of the response required to the ROSPA reports.

If a process does not exist drafting one would aid compliance with the HTC health and safety duties associated with the play parks.

Reference to Council Strategy, where relevant

R&A risk report may be relevant.

Consultation:

Other information

Cllr Hawkins has discussed with HTC office colleague responsible for circulating the ROSPA reports.

Recommendation(s)

Agree Proposals.

Signed: Sally Hawkins 11 March 2020.

Croft Field Activity Centre

Public Report

Report to: Recreation, War Memorial and Amenities (R&A) Committee Meeting 19th May 2020

Agenda Item No 6: To increase security at the Croft Field Centre

Background

Investigation of the possibility of implementing a keyless entry system at the Croft Field Centre.

Objective

To increase the security of the Croft Field Centre.

Reference to Action Plan

N/A

Options (including quotations)

1. **Install a mains operated system: Paxton Switch2 Standalone Access System**

~ A mains operated system incorporating a door controller (installed on the inside of the door) and a

reader unit (installed on the outside of the door).

~ It can be activated with a card, fob or code.

~ The system is supplied with 1 x pack of 10 cards which are programmed on the reader.

~ Each card has a shadow card which can be used to cancel its counterpart if lost or missing.

~ The unit is fitted with back up batteries. If, in the event of a prolonged power cut, the batteries die, the lock will fail and the door will open. It would therefore be necessary to retain the current lock and users will still have to be issued with keys. However, they will not be able to access the building without a card, which can be cancelled should it not be returned.

~ Quote includes a charge for annual maintenance and 24-hour service.

As per quote attached, from Security Systems UK Ltd, Newbury:

Supply, installation and 1 pack of 10 proximity cards: £908.00 + VAT

(not including builders works ie chasing out walls and making good)

Annual maintenance and 24-hour service charges: £ 90.00 + VAT

Additional packs of 10 cards: £60.00 per pack + VAT

2. Install a battery operated system: Yale Keyless Connected Smart Door Lock

~ A battery operated standalone system (which connects to suitable nightlatch) with keypad which can be operated with card, fob or PIN code (or a mixture of all 3 so regular users could have a code but one-off hirers could be issued with a card or fob).

~ 24-hour codes can be set but this must be done on the unit and the time starts counting down as soon as the code is set.

~ Up to 20 users.

~ Keys and fobs are programmed and numbered and can be cancelled on the unit.

~ Operates with 4 x AA batteries for a reported 10,000 operations with low battery warning and has a 9v battery override facility in the event of battery failure.

~ Only suitable for nightlatches with a 60mm backset on timber and composite doors (current lock may need to be replaced).

~ Can be bought online.

Price: from £90.80 for the lock, including one fob and one key. Extra keys and fobs can be purchased for around £5.00 for 2.

3. Continue with current key system

Available budget (£s) including cost centre

Contingency budget (available funds £5,864)

Health & Safety and Legal implications

N/A

Consultation: Secure Systems UK Ltd were asked to visit the site and recommend a suitable system (Option 1). Further online research by the office identified Option 2 as a similar, but less expensive, option.

Other information: Option 1 is more expensive, but would be professionally fitted, serviced and maintained. Option 2 seems to offer similar benefits but would need to be fitted by HTC and would not be professionally maintained, although Yale have a fitting instructions video on their website and offer product support by email.

Recommendation(s) The best option based on the above information.

Signed: Sarah Chatters 26/02/2020