

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Recreation, Amenities and War Memorials Committee** meeting held on Tuesday 17<sup>th</sup> November 2020 at 7.00pm, remotely.

**Present:** Cllrs Simpson, Winsler, Knight, Lewis (left at 9.00pm), Alford and Yakar-Wells  
Also, Cllr Fyfe, Sarah Hennessey (Deputy Town Clerk), representative from the Newbury Weekly News (left at 8.23pm) and Mike Salmon (member of the public who left at 7.55pm).  
District Councillor James Cole joined at 7.17pm and left at 8.09pm.

The meeting was being recorded.

- 1. Apologies for absence** – None.
- 2. Co-option of Councillors to the committee** – *Cllr Simpson proposed Cllr Fyfe be co-opted to join the committee, seconded by Cllr Winsler, all in favour.*
- 3. Declarations of Interest** – None.
- 4. Agreement of minutes of meeting held on 22<sup>nd</sup> September 2020 and update on actions:** The gas certificate for the Triangle Field has been received. The PAT testing is not due to be done yet, but it is on the maintenance list and will be carried out in due course. All other actions were completed.  
*Cllr Simpson proposed the minutes as a true record, seconded by Cllr Knight, two abstentions (Cllrs Winsler and Fyfe), rest in favour.*  
**Updated to-do list (circulated)** – Any outstanding items are in hand.  
**Maintenance list (circulated)** – The committee praised RB for all the work he has done in carrying out the actions on the maintenance list.
- 5. Play Parks – Update on progress of resurfacing work / ROSPA actions.** Areas under 2 items of equipment at Bulpit Lane have had the edges removed and the whole surface resurfaced and roll edged into the ground. These areas are looking very good. The committee will consider putting money aside in the budget for future resurfacing of all the other areas in the park on a rota basis.  
Outstanding ROSPA actions are being worked through by our maintenance man.
- 6. Croft Field Activity Centre – Update on progress of internal renovation project.** A private report had been circulated. The committee agreed that the main requirements for renovation should be to make the building DDA compliant, to service the needs of the building's main user and to enhance the facilities to make it more suitable for hire. A budget has been set aside with money secured from S106 funds. A quote has been obtained from an architect outlining the levels of service available to enable detailed plans to be drawn up to take this project further. The committee felt it would be helpful to go with the enhanced level of service which includes a "build support" element. *Cllr Simpson proposed to obtain two more quotes from architects for an enhanced level of service and for the quotes to be considered at Full Council, seconded by Cllr Knight, all in favour.* **ACTION:** Town Clerk to obtain quotes.  
Cllr Fyfe mentioned the site might be suitable for a MUGA (Multi-Use Games Area). Cllrs Simpson and Knight will be attending a meeting tomorrow to discuss WBC's Leisure Strategy which is aimed to improve physical activity and participation for local residents and will mention this idea. The MUGA could be sited in other areas within the town. Cllr Knight suggested it might be helpful to canvass residents for their views regarding this.

7. **Tree programme – Consider quotes for plane tree crown reduction – see report (attached).** *Cllr Winsler proposed delegating authority to the office to clarify what is included in the quotes received, to ascertain the most cost-effective option and appoint a contractor, seconded by Cllr Lewis, all in favour.*  
**ACTION:** Town Clerk to clarify quotes received.  
The updated tree programme had been circulated and the committee agreed this was a very useful and informative document.
8. **Triangle Field**  
a) **Consider quotes for proposed repair work at the car park at Triangle Field – see report (attached).** *Cllr Simpson proposed to obtain two more quotes for options 1 and 3 and for the quotes to be considered at Full Council, seconded by Cllr Knight, all in favour.* **ACTION:** Deputy Clerk to obtain quotes.  
b) **Consider quotes for improved security at the entrance to Triangle Field – see report (attached).** *Cllr Knight proposed to defer this project to the next financial year, seconded by Cllr Winsler, all in favour.*  
c) **Update on tree planting around perimeter of Triangle Field.** This item has been deferred.
9. **Bridge St War Memorial Gardens / Tragedy Gardens – Update on progress of initial refurbishment of both areas.** The initial refurbishment has been completed at both sites and there has been a vast improvement. Many positive comments have been received from members of the public. F&GP committee have proposed to pursue acquiring the freehold of the land at Bridge St War Memorial and once this is completed, other tasks might be considered e.g. resurfacing of the area.
10. **Health & Safety – Including any other concerns relating to Covid19** – We are still waiting for an update on the progress of our application for Covid Recovery Members Bids funding. The area outside Coffee#1 has been enhanced with pedestrian barriers and the cones outside the kebab shop have been removed as we requested.
11. **Review of committee Action & Strategy Plan and budget setting for financial year 2021-22.** The committee looked at the planned budget. Cllr Simpson asked committee to consider whether there were any additional items/new projects that could be included in the budget e.g the Croft Field renovations, play park resurfacing. Budgets will be discussed in more detail at a future extra council meeting.

Meeting closed at 8.28pm.

## 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.

### 12. **Update on Triangle Field management committee and progress of new lease**

*Cllr Simpson proposed the Town Clerk draft a letter to HRFC detailing the new proposal discussed at the working party meeting and to send to R&A committee for consideration, seconded by Cllr Fyfe, all in favour.*

Meeting closed at 9.03pm.

## REPORTS

### Public Report

Report to: R&A 17<sup>th</sup> Nov 2020

**Agenda Item No 7:** Tree Programme – Update on plane tree crown reduction

**Background** Concerns were raised about the damage the root system of this tree is causing to the surrounding area (private road and wall) and possibly underground also. This has been a concern over a period of years and previous work has taken place to trim the roots and repair the road surface. A recent site visit with the WBC tree officer led to a decision to reduce the tree canopy by 30% which in turn will stem the growth of the roots. It was agreed to obtain quotations for the work.

**Objective** Agree works as recommended by the tree officer

**Reference to Action Plan Aim** – Ensure public open spaces are well maintained

**Options (including quotations)**

Three contractors were approached:

1. Hungerford Tree Surgery – Declined to quote

2. Butlers - £900 plus vat

3. Foxes Tree Services –

London Plane Bridge Street/The Forge, Hungerford Crown reduce and shape by 30% - approx. 2.5m as per council spec £1650.00 + Vat

Install and supply full traffic management –

2-way traffic lights to complete the work in a safe manner

Licence included in price

£980.00 + Vat

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

**Health & Safety and Legal implications** The tree is situated adjacent to the Forge private road and Bridge St. WBC highways are aware of the work close to a busy A road and contractors may well need to put traffic safety measures in place whilst the work is taking place, such as traffic lights and barriers. Sight of the contractor's liability insurance, H&S Risk Assessment/Method of working will be requested.

**Consultation:**

As the tree is in a conservation area permission from the Tree officer was required and has been obtained. (note: the tree does not have a TPO)

**Other information**

The tree is in a prominent location and any work to cut this back could attract negative press. The tree is healthy and fine specimen. It would be recommended to advertise our reasons for carrying out the work.

**Recommendation(s)** The best option based on the above information – to appoint Butlers.

**Signed:** Town Clerk 10/11/2020

**Public Report to:** R & A committee 17/11/20

**Agenda Item No 8(a):** Consider quotes for proposed repair work at the car park at Triangle Field

**Background** The Triangle Field is one of Hungerford's prime assets and the car park maintenance is the responsibility of HTC. Work was done in 2019 to improve the drainage at the entrance to the car park and an area around the entrance was resurfaced with a number of existing potholes throughout the car park filled in.

The car park is well used by the Rugby Club, Theatre Group and others using the facilities and there are now several new potholes which need attention and need to be addressed for safety reasons.

There is also an area by the side entrance door to the club house where there is insufficient drainage and water is collecting.

**Options**

1) Resurfacing whole surface area as shown on attached photo 1 between the yellow lines up to the end of the club house

2) Patching only by filling existing holes shown on attached photos 2 and 3

3) To improve drainage by the side entrance door shown on attached photo 4

4) Kerbing the length of the hedge side opposite the club house shown on attached photo 5

Details and costings for options above:

1) To grade and level existing base, to supply and install kerbs across full width of area in line with end of club house, all set in and haunched up with concrete, apply primer emulsion, supply and lay binder course bitmac and compact with roller, bind with bitumen sealing grit

**Total: £7,500 + VAT**

2) Patching only – to supply and lay binder course bitmac to fill existing holes and compact, to supply and lay recycled planings to grade turn area and fill holes

**Total: £1,400 + VAT**

- 3) To supply and install drainage channel with cast steel grating to front of side door footpath and connect to existing drain down pipe

**Total: £300 + VAT**

- 4) To supply and install 6" x 5" kerbs to length of hedge side opposite club house, all set in and haunched up with concrete

**Total: £1,800 + VAT**

#### Reference to Action Plan

Aim – To ensure the provision of adequate parking at HTC sites and to improve health and safety at community facilities.

**Available budget (£s) including cost centre** RFO has advised:

- Currently there is £7k in Triangle Field Changing Room budget in Earmark reserves, this could be reclassified to use for this project and replace in 21/22 budget if needed.
- As next budgets are currently being set, could take from next year's allocation now (needs to be agreed by Full Council).
- Could ask Full Council to use some/all of Contingency budget (£7.5k)
- Further use of underspend from Leisure Centre closure (total estimate around £13-14k although CCTV project using some of this).

#### Recommendation(s)

The best option, based on the above information

**Signed** Deputy Town Clerk November 2020

Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



**Public Report to:** R&A committee 17/11/20

**Agenda Item No 8(b):** Consider quotes for improved security at entrance to Triangle Field

**Background** At the entrance to the Triangle Field there is an existing double gate with a padlock. There have been recent concerns that the entrance is not secure enough to prevent vehicles illegally entering the site. We received reports that the padlock had been cut but fortunately, no one had actually entered the site. Quotes have been received for a variety of options to make the site more secure.

#### Options

- 1) To retain existing gates and supply and install height barrier – double leaf, 8m span, 2.1m restriction, latch posts to lock gate open, galvanised and PPC green

**Total: £4,400 + VAT**

- 2) To retain existing gates and supply and install 3no. drop bollards to be installed on the car park side of the gates. Options for bollards:

- a) 3no. Manchester PU bollards complete with sub-surface coffin box. These will lay completely flat at ground level when down.

**Total: £3,800 + VAT**

- b) Telescopic bollards to retract into the ground and can be manually raised and lowered.

**Total: 2,700 + VAT**

- c) 3no. Mole posts also designed to retract into the ground and can be manually raised and lowered and secured by a padlock at the base.

**Total: £1,800 + VAT**

#### Reference to Action Plan

Aim – To improve health and safety at community facilities.

**Available budget (£s) including cost centre** RFO has advised:

- Currently there is £7k in Triangle Field Changing Room budget in Earmark reserves, this could be reclassified to use for this project and replace in 21/22 budget if needed.
- As next budgets are currently being set, could take from next year's allocation now (needs to be agreed by Full Council).
- Could ask Full Council to use some/all of Contingency budget (£7.5k)
- Further use of underspend from Leisure Centre closure (total estimate around £13-14k although CCTV project using some of this).

**Recommendation(s)**

The best option, based on the above information

**Signed** Deputy Town Clerk November 2020