

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Tuesday 22nd September 2020 at 7.00pm, remotely.

Present: Cllrs Simpson, Winser (left meeting at 7.45pm), Knight, Lewis, Alford and Yakar-Wells
Also, Sarah Hennessey (Deputy Town Clerk) and Sarah Chatters (Admin Assistant) (left meeting at 8.21pm).

The Clerk advised the meeting was being recorded.

1. **Apologies for absence** – District Councillors Cole, Benneyworth and Rowles.
2. **Co-option of Councillors to the committee** – *Cllr Simpson proposed Cllr Ellie Yakar-Wells be co-opted to join the committee, seconded by Cllr Winser, all in favour.*
3. **Declarations of Interest** – None.
4. **Agreement of minutes of meeting held on 21st July 2020 and update on actions:** Half of the slabs at Croft Field have been removed, the rest will be re-advertised for collection. CCTV quotations have been received and this will be discussed at the H&T meeting next week. All other actions were completed.
Cllr Knight proposed the minutes as a true record, seconded by Cllr Simpson, one abstention (Cllr Yakar-Wells), rest in favour.
Agreement of minutes of Extra Part 2 meeting held on 3rd August 2020: *Cllr Simpson proposed the minutes as a true record, seconded by Cllr Knight, two abstentions (Cllrs Lewis and Yakar-Wells), rest in favour.*
Updated to-do list (circulated) – Roger Ballard will clear the gutters at the Triangle Field on the HTC part of the building. Outstanding gas certificate and PAT test – **ACTION:** Office to write to secretary of TFMC asking for immediate response to these two actions. **ACTION:** Cllr Knight will forward all documentation relating to electrical work at the Triangle Field to the office and chase the gas certificate and PAT testing.
Maintenance list (circulated) – The committee praised RB for all the work he has done to complete the majority of the outstanding actions on the maintenance list.
5. **Play Parks**
 - a) **Consider quotes for replacement of safety surfaces outlined in ROSPA report at Bulpit Lane and Smitham Bridge play parks (refer to circulated report).** Shrinkage of the safety surfaces is an issue that keeps arising on the ROSPA reports. Following discussion, the committee decided the best option would be to remove all existing edgings and roll the wetpour surface into the ground. *Cllr Lewis proposed to appoint Vita Play to undertake the works for the sum of £11,389.84, seconded by Cllr Knight, all in favour.* Money from Ear marked reserves – play equipment budget. **ACTION:** Office to instruct contractor.
6. **Croft Field Activity Centre**
 - a) **Update on progress of internal renovation project** – There has been little progress on this. WBC has advised they are unable to offer financial help but there may be some grants available. Cllr Simpson suggested proceeding with a zoom meeting with members of the working party which would consist of Cllrs Simpson, Knight, Winser, Fyfe and to invite two members of the Town Band. Any other councillors are welcome to join if they wish. **ACTION:** Clerk to set up a zoom meeting.

b) Consider purchase and use of Zoono cleaning products at CFAC (refer to circulated report) – This product is currently being used in the Hub building and if used at the CFAC, the product will be applied by our cleaner who will do this in their usual working hours. One application of the product should last up to 30 days. *Cllr Lewis proposed purchase of 1no. 5 litre container at a cost of £105.00, seconded by Cllr Knight, all in favour.*

7. Tree programme (refer to circulated report)

a) Update on plane tree crown reduction – The tree surgeon will supply a quote for this work once WBC has informed him of any necessary signage and road closures to be undertaken during the work.

b) Consider tree planting around perimeter of Triangle Field – Hungerford Environmental Action Team (HEAT) has asked HTC to consider planting trees at the Triangle Field. Cllr Simpson and the Town Clerk will attend a site meeting and this matter will be deferred until after that meeting.

c) Feedback on checks at Bulpit War Memorial Avenue – The tree surgeon will review what work is required and provide a quote. *Cllr Simpson proposed delegating authority to the office to instruct the contractor to undertake the work, provided the cost is similar to that of previous years, seconded by Cllr Knight, all in favour.*

8. Installation of drinking water tap at Hungerford Football Club – Item deferred.

9. Bridge St War Memorial Gardens / Tragedy Gardens

a) Consider quotes for works at both areas (refer to private circulated report) – *Cllr Knight proposed instructing AES to undertake refurbishment of the Bridge Street Memorial Gardens at a cost of £4,480, seconded by Cllr Simpson, all in favour.* Member's Bid money of £2,240 which HTC will match fund from CIL funds.

Cllr Knight proposed appointing AES for a 6-month contract to undertake ongoing maintenance at Bridge Street Memorial Gardens and an initial one-off visit with ongoing maintenance at the Tragedy Gardens, seconded by Cllr Simpson, all in favour.

ACTION: Clerk to instruct contractor following confirmation that a 6-month contract is acceptable.

10. Cemeteries

a) Outcome of safety test to memorial stone at St Lawrence's – RB has investigated and will secure the stone.

b) Consider whether to continue to allow dogs at St Saviour's (refer to circulated report) – Committee felt that if dogs were banned at the cemetery it would not be possible to monitor this. It was agreed to amend our current regulations to add a request for dog owners to clean up after their dog and to purchase 3 signs to be put up around the cemetery. *Cllr Simpson proposed amending current regulations and purchase of 3 signs, seconded by Cllr Lewis, all in favour.* **ACTION:** Office to purchase signs and to put a request on social media asking dog owners to cooperate.

c) Request from member of the public to remove branches from trees above a grave – *Cllr Simpson proposed instructing the tree surgeon to remove the branches, seconded by Cllr Knight, all in favour.*

11. Discuss ideas for applications to the Covid Recovery Members Bids funding – Each ward member has £1,000 available for their wards which can be pooled meaning £3,000 could be available for Hungerford. The committee made various suggestions including: purchase of more hand sanitisers for the office, public toilets and Croft Field Centre; purchase of the Zoono cleaning product; safety screens for the office; reimbursement for the cost of the laptop enabling a member of staff to work from home effectively.

12. Health & Safety – Including any other concerns relating to Covid19 – Cllr Simpson requested further discussions regarding if it was feasible for the Freedom of the Town Awards Ceremony to go ahead in October.

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. Update on Triangle Field management committee and progress of new lease (Taken after Item 3)

Cllr Simpson proposed that, following discussion by the committee, the views of the committee be accepted, seconded by Cllr Knight, all in favour.

Meeting closed at 8.53pm

REPORTS

Public Report to: R&A 22/09/2020

Agenda Item No 5(a): Consider quotations for replacement of safety surfaces outlined in ROSPA report at Bulpit Lane and Smitham Bridge play parks

Background Shrinkage to edges of existing playground safety surfaces as identified in latest ROSPA report – see table.

	Total no. of wetpour areas		No. of areas that need repair
Bulpit Lane	12	2 timber edging	8 (2 timber edged, 6 brick edged)
		10 brick edging	
Smitham Bridge	3	3 timber edging	3
		0 brick edging	

This is an ongoing issue and appears regularly on the ROSPA reports.

In October 2019, edge repairs were done to 3 areas at Bulpit Lane and 3 areas at Smitham Bridge. The total cost of this was £3,500. The areas at Smitham Bridge have been noted on the latest ROSPA report as needing repair again. The company who carried out the repairs has been contacted regarding a guarantee for the works but state that: "Repairs do not have the same warranty as a complete new surface, the reason being the surfacing is renowned for shrinkage. 12 month defect period, we wouldn't normally give a warranty against pulling away from timber edgings."

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 HTC and our H&S Consultant.

Priority – High.

Options (including quotations)

See table Option 1 To decide whether to undergo just the repairs identified in the latest ROSPA report with the expectation that this may need to be done again over the next couple of years.

Option 2 to remove all existing edgings under all equipment and roll the wetpour into the ground to try and prevent shrinkage, which will hopefully last for more than a couple of years (although this is not guaranteed).

	<u>Option 1</u> – to remove existing timber edging & roll wetpour into ground & repair to existing brick edgings			<u>Option 2</u> – to remove all timber and brick edgings under all equipment & roll wetpour into ground (as per cableway at Bulpit Lane)		
	Kompan	Vita Play	Redlynch	Kompan	Vita Play	Redlynch
Bulpit Lane	3984.33	3765.54	Contractor did not visit either site	9294.12	9129.84	Contractor did not visit either site
Smitham Bridge	2086.61	2260.00		2086.61	2260.00	
TOTAL	£ 6070.94	6025.54	3510.00	11380.73	11389.84	11744.00

Available budget (£s) including cost centre – Ear marked reserves – play equipment. Current available budget £30,930.87

Health & Safety and Legal implications – Requirement by ROSPA

Recommendation(s)

The best option, based on the above information

Signed Deputy Town Clerk September 2020

Public Report to: Recreation, War Memorial and Amenities (R&A) Committee Meeting 22nd September 2020

Agenda Item No 6b: Consider purchase of Zoono cleaning products at CFAC

Background

As a Covid-19 Secure venue it is necessary to quarantine inside areas of the Croft Field Activity Centre for 72 hours after use. Otherwise deep cleaning of shared areas is required which is prohibitively expensive. Such quarantining results in the availability of the Centre for bookings being greatly restricted, at a time when we are receiving more enquiries than we can accept. It also presents challenges with regular users wanting to resume sessions inside the Centre.

Objective

To increase availability of space at the Croft Field Centre by reducing the risk of Covid-19 contamination.

Reference to Action Plan

N/A

Options (including quotations)

1. Use of an anti-microbial surface sanitiser and residual protectant. Zoono Z-71 Microbial Shield works by bonding to surfaces to create a protective antimicrobial layer which kills microorganisms and remains active for up to 30 days, even after routine cleaning.

Zoono has been independently tested and found to be effective against known pathogens. Two separate tests have been completed to EN Standard 14476:2013=A2:2019. EN 14476 is the European Standard that applies to products within the medical area including (amongst other applications) surface disinfection by wiping, spraying, flooding or other means. The product was confirmed as having a greater than 99.99% efficacy against Vaccinia (sometimes referred to as the 'mother ship' of double enveloped viruses - that are particularly hard to inactivate) and greater than 99.99% efficacy against feline coronavirus, which is the nominated (and globally accepted) surrogate for COVID-19. (See attached Test Summary and 14476 Report).

It is used locally by Hungerford Hub, in the library and by local schools. It is supplied by Glenn Group who are the cleaning company contracted to WBC. It is used and/or has been successfully tested by NHS and London Underground (see attached Prevent C19 Brochure for fuller details including a case study carried out by Transport for London).

It is a liquid applied as a fine mist with a spray bottle. It can be used on all hard and soft surfaces. Treated areas are safe to use within 15 minutes. It is available in 5 litre containers at a cost of £105.00 (see attached C19 Protect Pricing: last item under Touchpoint Control).

To continue to quarantine the halls for 72 hours after use.

Available budget (£s) including cost centre

Health & Safety and Legal implications

No allergy related concerns have been identified through testing. It is water-based and is approved as "food safe".

Consultation: Attached documents provided by Glenn Group.

Other information:

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

Signed: Sarah Chatters 18/09/2020

Public Report to: R&A 21st July 2020 (updates in red for 14th Sept R&A)

Agenda Item No 6: Tree programme – Consider suggested actions

Background The tree programme has been updated and should be referred to alongside this report.

Reference to Action Plan Aim – Ensure public open spaces are well maintained (Medium to High Priority)

Objective Make safe trees that HTC is responsible for, particularly where adjacent to the roadside, in public open spaces and where damage is being caused to third party property.

Agree the following works which have been identified as the most urgent.

Options (including quotations)

St Lawrence's –

- Remove deadwood from very large Sycamore on the path between the clapper gate and the church. Ivy was cut a couple of years ago which has now revealed some deadwood within the canopy. This is an awkward job.
- Remove snapped branch from one of the Poplars around the back of the church.
The cost for the above is £425 (Scheduled for 23rd Sept 2020)
- Trimming back yews are previously advised by arboriculturist to take place in Sept.
The cost quoted was £1200 (3 days work at £400 a day) (Scheduled for 20th/21st Oct)

St Saviour's –

- Reduce the height of 2 yew trees by the entrance to reduce the weight of branches at the top which are flopping sideways and keep them more compact thereafter. They could be wired in if required afterwards. Remove Ivy from one of the Yew Trees.
- Remove and poison self-seeded Sycamore growing up through the Laurel hedge further up past the Yews.
- Cut back to the boundary an overhanging branch from a neighbouring Ash tree at the south of the churchyard.
The cost for the above is £425 (Scheduled for 22nd Sept 2020) Ben will also include cutting of branches over a grave at the same time.

Skate Park -

- Small sycamores which are self-seeding at the skatepark need cutting out and poisoning with SBK stump killer. Some are growing in-between the fences and will cause damage if not removed.
Cost-£85 (Scheduled for 26th/27th Sept)

Marsh Lane Allotments -

- Remove smaller Ash in the allotment hedge line roadside as one is showing signs of die back. (Check first it is our responsibility). (WBC responsibility. They will carry out when required)
- Consider reducing back a willow branch which overhangs one of the plots. (yet to book in)
Estimated a day's work for the above £425

Ash die-back

Our tree surgeon has pointed out predictions are that we may well lose 95% of the Ash trees in the country at an estimated cost £15 billion. Notably there are many Ash trees at St Saviours, some large mature and some smaller self-seeded ones along the roadside. There is a large Ash at the Croft Field and at Fairfield allotments. There are some large Ash trees with some overhanging branches on the canal boundary at Marsh lane allotments and I am checking to see if these are the responsibility of Canal & River Trust.

- Assess how many Ash trees come under HTC's responsibility, keep a close eye on their condition and consider potential budget implications of having to remove affected trees. Consider plan for their replacement. I have spoken with Town and Manor. They are felling their trees as they see evidence of the disease and are replacing the felled trees with species native to the area such as disease resistant Elm. I have requested any official guidance from West Berks Council.

Plane tree reduction: B Howells (Hungerford Tree Surgery) is in consultation with WBC about any signage and possible road closure required to carry out the work. Once he knows of this, he will be able to provide a quotation. He will update us as soon as possible. It is ideal to carry out the reduction when the tree has lost its leaves, in the autumn.

Planting of trees: HEAT has requested HTC consider planting trees on the Triangle Field. They have supplied details of the trees they have on order from the Woodland Trust which are due to arrive in November. These consist of the following species: rowan, silver birch, wild cherry, common oak, field

maple, grey willow. I am currently in conversation with Town & Manor contacts who are also carrying out a large tree planting programme and the Woodland Trust directly to consider what would be suitable and will report back in due course.

Available budget (£s) including cost centre £10,300 in Ear-marked reserves

Health & Safety and Legal implications Liable for third party property damage and injury to members of public

Consultation:

Permission required from Tree officer at West Berks for work within a conservation area other than work to remove dead wood

Other information

Any removal of deadwood should be carried out whilst trees are in leaf.

Recommendation(s)

Best options from the above.

Signed: Town Clerk 20/7/2020

Public Report to: R&A 22/09/2020

Agenda Item No 10(b): Consider whether to continue to allow dogs at St Saviour's.

Background Our contractor who does a very good job of maintaining the cemetery has mentioned on a number of occasions that members of the public visiting the cemetery let their dogs run free. There have also been instances when he has come across dog fouling while he has been strimming. This is not pleasant for him or for family members visiting graves.

Our cemetery regulations that are on display in the cemetery noticeboard state:

"No person shall allow any dog belonging to him or in his charge to enter or remain in the Cemetery unless held under proper control on a lead."

There is no signage relating to dogs in the cemetery.

Objective To consider whether to continue to allow dogs at the cemetery.

I have investigated how other local councils deal with this:

Thatcham Town Council – regulations state dogs are not allowed in the cemetery with the exception of guide dogs. However they don't have signage to this effect and find it difficult to prevent dogs as the cemetery is just off the main A4 and pedestrians use the cemetery to walk through to a housing estate.

Newbury Town Council – regulations state dogs must be kept on leads when within the cemetery and any cleaning up required is the responsibility of the handler.

Marlborough Town Council – regulations state dogs must be kept on a lead at all times and owners must ensure any fouling is cleaned up immediately. They have signage on the cemetery gates stating dogs must be kept on a lead at all times.

Reference to Action Plan

Aim – Ensure public open spaces are well maintained.

Options (including quotations)

- 1) To not allow dogs in the cemetery
Amend our regulations to state "Dogs will not be allowed in the cemetery, except guide dogs".
To put up signage to this effect – would suggest a sign on the gate and a sign by the noticeboard e.g. 300mm x 200mm rigid plastic sign from Amazon for £3.99
- 2) To amend our existing regulations to state ""No person shall allow any dog belonging to him or in his charge to enter or remain in the Cemetery unless held under proper control on a lead. Dog owners/handlers must ensure any fouling is cleaned up immediately".
To put up signage to this effect – would suggest a sign on the gate and a sign by the noticeboard e.g. 300mm x 200mm rigid plastic sign from Amazon for £4.99
- 3) To continue with the current situation.

Recommendation(s)

The best option, based on the above information

Signed Deputy Town Clerk September 2020

