

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **F&GP Meeting** held on Wednesday 15<sup>th</sup> September 2021 at 7.00pm in The Library, Hungerford.

**Present:** Cllrs Winser, Simpson, Shatford, Fyfe  
Also, Clerk, RFO, Deputy Clerk (DC), Admin Assistant (AA) and Cllrs Downe, Mills and Schlanker  
Representatives of Town Band and Kennet Design.

**FGP20210087 Apologies for absence** – Cllr Knight

**FGP20210088 Declarations of interest** - None

**FGP20210089 Minutes - To approve and sign the minutes of the F & GP meeting on 14<sup>th</sup> July 2021**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Minutes agreed.

**FGP20210090 Receive an update on actions** – The action to open an account with Nationwide is underway. Poppy badges are not being pursued, as not supported by RBL. All other actions are complete.

**FGP20210091 Croft Field Centre – (Kennet Design to be present) – *This agenda item was discussed first.***  
Kennet Design provided a printed copy of the latest plans and advised these can continue to be tweaked. A larger storeroom door has now been incorporated as requested. Ecofont do the insulation shown and they also do a lighting system. The spec is yet to be agreed and the electrical contractor will have some thoughts on this.

The Band advised the particular sound absorption they provided details of was recommended following a site visit and testing of frequencies. The size required was given.

To prevent a step down from the entrance hall to the kitchen the floor level could be raised. A floating floor was suggested which can be insulated and is cost effective. There would be a ramp into the kitchen/dining area and into the hall so the whole area will be accessible for wheelchairs.

- **Discuss points raised by the architect** Carl confirmed the issues he raised (noted in the attached report) were musings and he is taking responsibility for these. The issue of insulation is best discussed on site with building control and a preferred contractor, and the loft needs to be accessed to view the roof. It was agreed we wish to retain an outside tap and that the electrical power will need to be rerouted.
- **Consider ‘changing places’ criteria** – Potential funding is available for fitting out a disabled toilet and installing a hoist, if the design fits the criteria. This may require size changes to the plans.

**ACTION 1:** Kennet Design will look at what is required and the funding available for ‘changing places’.

- **Raise any other issues connected with the building regulation plans**

The drawings do not need officially signing off and are 98% done. Kennet Design will act as the principal designer and will obtain building control approval. Further input from contractors for consideration is welcome. Problems are not anticipated, as most of the building can be seen, but

are not ruled out due to the age of the building. A JCT contract would not be necessary as staged payments are fairly low risk.

WBC planning are asking for any info about Parsonage Farm buildings. The committee advised HTC has no knowledge of this and WBC hold the freehold.

The Band mentioned that the floor in the music room should ideally be carpet, for the acoustics.

- **Agree details to be submitted to contractors**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**ACTION 2:** **Resolution:** Kennet Design to engage with contractors and submit plans.

- **Consider timetabling of project and closing of centre/halting of bookings** The current disruption in building supplies was noted along with the inflation in building material costs. 12 weeks to complete phase 1 is thought to be ambitious. The building project could be delayed starting next autumn during low season so minimum hire income is lost.

*Representatives of the Band and non-committee members left the meeting.*

**FGP20210092 Christmas Lights Installation/Removal tender invitation –**

- **Discuss options (part 2)** – Tenders were thoroughly analysed considering cost, company set up, experience, similar contracts etc.

- **Propose acceptance of contract, supplier and price**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winsor

**Resolution:** Recommend to Full Council, appointing of Shield Electrical for a 3-year contract at a total cost of £91,137.00. One abstention.

**ACTION 3:** Add to an Extra Full Council agenda for ratification.

**ACTION 4:** Request better standard of main tree from Christmas tree supplier this year.

**FGP20210093 Propose acceptance of bank reconciliation (circulated)**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Shatford

**Resolution:** Agree bank reconciliation of £455,570.21

**FGP20210094 Close Brothers – Note annual statement of interest for tax year 2020-21 (re audit note)**

This was noted.

**FGP20210095 Bridge St War Memorial – Receive update on acquiring freehold –**

The Clerk advised more information has been requested by the Charity Commission (CC) and has since been supplied.

This included all past costs incurred, relating to the site, including staff time. Also, likely future costs, and any benefit to HTC of owning the site. It was noted the cost to obtain a valuation would likely exceed the value of the site, which our solicitor is advising CC on our behalf.

**FGP20210096 Councillor attendance records –** Noted, there was a higher attendance at Zoom meetings.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Shatford

**ACTION 5:** **Resolution:** Display Cllr attendance records on our website.

**FGP20210097 Office master key holders –** HTC hold 2 keys which have been returned from the Hub.

**FGP20210098 Welcome pack for new residents –** Cllr Downe to deliver any more packs required for Bewley residents.

**ACTION 6:** Find out if estate agents issue packs to new residents.

**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.

**FGP20210099 Triangle Field Management – Progression report on new lease**

**ACTION 7:** Request copy of letter, map and HTOs sent by our solicitor.

**FGP202100100 Receive staff TOIL hours and holidays – Hours were noted Employee 1 (13.25), 2 (3), 12 (3.5), 13 (0.25), 14 (7).**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**ACTION 8: Resolution:** Pay RFO toil of 7 hours and meeting attendance of 4.5 hours.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Pay RFO hours incurred at future F&GP meetings.

**FGP202100101 Receive Clerk's H2036 hours for agreement**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Shatford

**ACTION 9: Resolution:** Pay Clerk 3.5 hours for H2036 work.

**FGP202100102 Progress with induction plan for RFO - Induction plan has been completed and signed off by RFO and Clerk. This formed part of the 6-month review and ends the probation period.****FGP202100103 Propose increase in contracted hours for Employee 14**

**ACTION 10:** Review hours at November F&GP. Add to agenda.

**FGP202100104 Update on debtors**

**ACTION 11:** RFO to continue to pursue o/s debtors.

**FGP202100105 Succession planning**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**ACTION 12: Resolution:** Calculate annual cost to Council for additional 16 hours a week.

**FGP202100106 Swimming Pool House**

- **Property inspection reports** – None received recently.
- **Outstanding Rent repayment schedule** – Not received despite chasers.
- **Tenancy anniversary**- Rolling agreement with no increase in rent since start.

**ACTION 13:** Clerk to write to letting agent chasing up property inspection report and rent repayment schedule. Debts to be cleared by end of year.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Shatford

**Resolution:** Increase rent from 1<sup>st</sup> Jan 2022 by £50 a month.

Meeting closed 9.10pm

## Hungerford Town Council

### Public Report

**Report to:** 6<sup>th</sup> Sept Full Council 2021 (and to FGP 15<sup>th</sup> Sept 2021)

**Agenda Item FC202100150:** (also FGP20210091) Receive update on progress with Croft Field improvement project

**Background** Kennet Design were appointed to draw up plans and building regs.

**Update:** We are now in receipt of detailed drawings on which building contractors could base their quotations which will help get as accurate a quote as possible.

WBC planning department has everything they need to consider our application. The target deadline for a decision on planning is 22<sup>nd</sup> October. Kennet Design do not anticipate any problems and hope to get a verbal indication in advance of this date. If a site meeting is required, it is likely only to be an outside visit.

Kennet Design are unable to attend FC tonight but are free for F&GP on 15<sup>th</sup> Sept and have noted their diary. They will be happy to answer any questions then.

The first two points of issues raised (see below) he advised are straight forward regarding the insulation and the need to remove the tarmac is an observation that will need to happen. He has introduced an internal step into reception room 2 which if an issue he can rethink.

### Options recommended:

1. Instruct architect to pursue his list of recommended building contractors for quotations whilst we await the planning permission.
2. Respond to issues raised below (suggest run through at F&GP)
  - On the infill, the plans show a cavity wall construction but, in the section, we're suggesting an alternative infill construction that might be the better option although I dislike solid wall construction - this suggestion involves insulating internally to achieve u-value so some floor area would be lost; if we only insulate the new bits, we'll create temperature deviations that may cause condensation issues. We can discuss this further with the preferred contractor.
  - Assuming we want to insulate along the pitch of the roof, eaves/ridge ventilation will be needed, unless we want to replace the existing roof membrane with a breathable one which might sound mad but when you think of the work needed to retro-fit eaves/ridge ventilation to the cavity above the insulation, it might be the better option.
  - There are 2 no high level wall vents to the external gable which will need to be investigated; I can't see them registering on the inside.
  - We've assumed the tarmac finish is to be removed and replaced with a proper insulated ground bearing slab.
  - Now we've scrutinised this more technically, the planning drawings didn't really show the lower floor area to Reception 2 so there's quite a bit of building up to do to achieve the new floor levels - see hatched area on 1:50 plans - for this reason we've included a long section to explain to the Contractor what's occurring - it's not as simple as 2 no corridor ramps and note the step into the kitchen.
  - There's also a change in the eaves detail (ventilated to not ventilated between the entrance and Reception 2) that wasn't picked up which I have addressed as it relates to the rainwater outlets/staggered gutters. One to work out on site in many ways.
  - Larch cladding shown 150mm minimum above higher ground level.
  - Do you want to keep the external tap and drain?
  - Previously, there were 2wc/2 showers/2whb discharging to the drain but this has doubled under the proposal (5wc/3 showers/2whb). We've indicated it all running into existing but it might not be able to take it. This will have to be further assessed on site by the contractor.

**Timetable:** Kennet Design advised most builders are booked up to the end of 2021. Availability is likely to be 3 to 6 months. Indication for the length of phase 1 is 12 weeks however this will vary per contractor.

**Impact on bookings:** This may lead to a spring start which would impact bookings whilst the centre is busiest. We will need to consider when to stop taking bookings.

**Available budget (£s) including cost centre –** Kennet Design will be obtaining quotes for the 3 different phases.

Phase 1 – showers/ramps/accessibility/store room and alterations to main hall.

Phase 2 – Kitchen/north room

Phase 3 – External cladding

Price of materials is around 15% higher than before Covid and is unlikely to reduce.

**Consultation:**

Our main user has been provided with a copy of the detailed drawings which includes measurements of the store and access door, and main room.

**Recommendation(s)**

**Signed:** Town Clerk 6/9/21