

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Recreation, Amenities and War Memorials Committee** meeting held on Tuesday 20<sup>th</sup> July 2021 at 7.00pm, in the Library, Hungerford.

**Present:** Cllrs Simpson, Winsor, Knight, Alford, Yakar-Wells, Shatford and Mills.  
Also, 2 representatives from HAHA and Sarah Hennessey (Deputy Town Clerk). One member of the public joined the meeting at 7.09pm.

**RA2021032 Propose election of**

- Chair  
**Proposed:** Cllr Knight  
**Seconded:** Cllr Winsor  
**Resolution:** To elect Cllr Simpson as Chair.
- Deputy Chair  
**Proposed:** Cllr Simpson  
**Seconded:** Cllr Knight  
**Resolution:** To elect Cllr Winsor as Deputy Chair.

**RA2021033 Apologies for absence** – Cllrs Lewis and Schlanker. District Councillors Benneyworth, Cole and Rowles.

**RA2021034 Declarations of Interest** – None.

**RA2021035 Agreement of minutes of meeting held on 20<sup>th</sup> April 2021 and update on actions:**

- Proposed:** Cllr Simpson  
**Seconded:** Cllr Knight  
**Resolution:** To accept the minutes of 20<sup>th</sup> April 2021 as a true record.

Update on actions: Suggestions for a memorial to Jack Williams – the family has been approached and are very happy with the suggestions of a memorial bench at Bridge Street War Memorial and possibly a trophy/dedication plaque at the Cricket Club.

**ACTION:** Office to speak with the Cricket Club.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Mills

**Resolution:** To purchase a memorial bench up to the value of £500 to replace the damaged bench at Bridge Street War Memorial with a plaque dedicated to Jack and Margaret.

**ACTION:** Office to order bench and speak with RBL to see if they wish to consider donating towards the cost of the bench.

All other actions were completed.

Maintenance list – Maintenance of the town's benches takes up a lot of hours. **ACTION:** Add consideration of extra hours to our maintenance man's contract to the FC agenda in September. Repair of outside water tap to be added to the maintenance list.

**RA2021036 Allotments**

- Report from HAHA. (Taken after Item RA2021034).

Ted Angell (Chair) advised that HAHA has voted to change its constitution with regard to holding an AGM. Where circumstances mean that an AGM cannot be held, it can be delayed until it is convenient to hold it. The AGM has not been held due to the lockdown, but they hope to hold it soon and an annual report, if agreed at the AGM, will be forwarded to HTC; this will be a 2-year report.

The Marsh Lane site is full and Fairfields is nearly full. HTC were thanked for their grant last year towards the project to renew water storage and provision at Marsh Lane. This has now been completed and is working well.

Andrew Downs (Treasurer) advised HAHA's finances are in a healthy state due to high occupancy levels. Last year's accounts have been sent to the auditor.

TA advised that the lease at Marsh Lane expires at the end of 2022. HAHA are keen to raise the issue of renewing the lease with the landowner as soon as possible, to try and alleviate uncertainty regarding what will happen at the site after this date and to reassure plot holders.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Knight

**Resolution:** HTC will assist HAHA with securing at least a 10-year lease.

Thanks were extended to HAHA for all the time and hard work they spend keeping the allotments running smoothly.

The 2 representatives from HAHA left the meeting at 7.27pm.

Cllr Simpson invited the member of the public, who was attending the meeting regarding Part 2 Item RA2021042, to speak. He expressed concern that he had not received a response to his letter to HTC dated the 25<sup>th</sup> May. The Clerk had acknowledged receipt of this letter, but Cllr Simpson advised there had been a delay in responding to the letter due to HTC waiting to hear from their solicitor. The committee apologised for the delay, and we hope to hear from our solicitor very soon. The member of the public left the meeting at 7.32pm.

**RA2021037 Croft Field Activity Centre**

– Review conditions of hire for CFAC following changes to Covid regulations from 19<sup>th</sup> July.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** To continue with our current processes and re-open the showers. **ACTION:** Add to September R&A agenda for review.

– Update on progress of planning application – The application has been submitted and there is no progress to report.

– Consider setting up a project on The Good Exchange to apply for funding for phase 2 and 3.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Yakar-Wells

**Resolution:** To apply for any available funding.

**RA2021038 Tree Inspection**

– Update following arboriculturist visit to inspect trees at War Memorial Avenue and Cemetery. The report from the arboriculturist stated that no action was required at present, with the recommendation of a reinspection within 18 months. The report mentioned that the rooting environment at the War Memorial Avenue could be improved and suggested two companies that would carry out this work. **ACTION:** Office to obtain quotes from these companies for future consideration.

**RA2021039 St Saviour's Cemetery**

– Consider adoption of Policy on Memorial Benches (draft policy circulated).

**Proposed:** Cllr Simpson

**Seconded:** Cllr Shatford

**Resolution:** To adopt the Policy on Memorial Benches.

– Consider quote for repairs to cemetery wall (private report circulated).

**Proposed:** Cllr Simpson

**Seconded:** Cllr Knight

**Resolution:** To accept the quote to fill in the gap in the wall and repair the wall in the corner and to instruct the contractor.

– Consider clearance and improvement to the border area adjacent to garden of remembrance (report circulated).

**Proposed:** Cllr Simpson

**Seconded:** Cllr Mills

**Resolution:** To investigate the option of laying wildflower matting. **ACTION:** Add to a future R&A agenda.

– Committee to note that Guidance Notes for Transfer of Exclusive Rights of Burial document is now available on the HTC website. Noted by Committee.

**RA2021040 Play Parks**

– Consider quote to replace surfaces under equipment at Bulpit Lane (private report circulated).

**Proposed:** Cllr Winsor

**Seconded:** Cllr Knight

**Resolution:** To accept the quote to replace the surface under the seated carousel.

**Proposed:** Cllr Shatford

**Seconded:** Cllr Alford

**Resolution:** To accept the quote to replace the surface under the roundabout.

**RA2021041 Health & Safety – Including any other concerns relating to Covid19**

– Agree dates and times for site walk rounds (schedule circulated). Councillors volunteered to undertake some of the walk rounds, some dates have yet to be agreed. The schedule will be updated and circulated to the committee.

Meeting finished at 8.18pm.

**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.

**RA2021042 Triangle Field** – Update on progress of new management agreement. It is hoped we will hear from our solicitor very soon, following which a letter and new Heads of Terms will be forwarded to HRFC.

Meeting closed at 8.27pm.