

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Tuesday 19th July 2022 at 7.00pm, in the Library, Hungerford.

Present: Cllrs H Simpson, C Winsor, D Alford, D Lewis, J Shatford, E Yakar-Wells and J Keates.
K Knight joined the meeting at 19.10 pm.

Also in attendance: Lydia Cutland (Deputy Town Clerk).

RA20220046 Apologies for absence – Cllrs N Schlanker, Fyfe and West Berkshire District Councillors Dennis Benneyworth, James Cole and Claire Rowles.

RA20220047 Declarations of Interest – none

RA20220048 Agreement of minutes of meeting held on 17th May 2022 and update on actions:
Proposed: Cllr H Simpson
Seconded: Cllr Winsor
Resolution: To accept the minutes of 17th May 2022 as a true record. Three abstentions.

Update on actions:

- Marsh Lane allotment site lease – Town Clerk sent letter on 28th July to chase draft lease. HAHA have been advised. This is following an email in May and letter and email in Feb. No response to date.
ACTION: Town Clerk to continue to chase
- Croft Field Activity Centre - see update agenda item **RA20220056**
- Trees – tree planting plan and inspection of trees – see update agenda item **RA20220055**
- Play Parks – Problems with seesaw and potential replacement– see update agenda item **RA2022051**
- Replacement of Safety matting that has shrunk and become separated at playparks – see update agenda item **RA2022051**.
- Zip slide quote to be secured to address issue with knots being tied in it
ACTION – ongoing, awaiting quote.
- Bridge Street War memorial paving improvements – after a meeting and discussions with Bewley and Cllr Simpson, it was deemed preferable to pass on to Bewley details of other organisations in Hungerford which may benefit from their support and involvement.

All other actions were completed.

RA20220049 Receive update summary of maintenance list

A recap report was circulated by the Town Clerk prior to the meeting and included main work completed. Some of which included: pressure washing and staining the benches, maintenance jobs in the Playparks eg the replacement of a wooden panel in an activity unit, fixing a finger entrapment on the zip wire steps, fixing the gate, removing a broken seesaw and setting up a key lock for access to the disabled toilet at the Triangle Field. It was noted that there was good public feedback regarding the 10 benches which had been cleaned.

RA20220050 Receive summary of June ROSPA report

A summary was circulated by the Town Clerk prior to the meeting.

The Skate Ramps had been highlighted that they were not conforming to standard and a quote had been sourced with 2 options.

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: To appoint CJM Services for the cost of option 2 at £190 to drill the ground fixings into the floor to reduce the gap.

The ROSPA report also highlighted cracking around the transition plate to the fixing of the skate ramp. The Councillors suggested that HTC's maintenance man screws it down to eliminate the issue and monitor further.

The Councillors were satisfied with the prioritisation of all other maintenance repairs required.

RA20220051 Play Parks

1) Consider quotes for replacement of safety surfaces

ROSPA has identified that some of the safety surfaces have separated and are producing trip hazards. A quote had therefore been sourced from Vitaplay by the Town Clerk to consider replacement options. Two options were discussed by the Councillors. Option one being the current wetpour surfacing and option two, a recycled product, with a sample circulated.

Proposed: Cllr Winser

Seconded: Cllr Knight

Resolution: To appoint Vitaplay to proceed with the wetpour option at the cost of £6,493.81.

ACTION: Town Clerk to reallocate CIL to playpark earmarked reserves as a sinking fund

2) Consider quotes for replacement seesaw at Bulpit Lane playpark (see appendix)

Due to recent damage, the seesaw at Bulpit Lane playpark was deemed irreparable and removed. As a result three quotes were sourced to purchase a new seesaw.

Proposed: Cllr Winser

Seconded: Cllr Lewis

Resolution: To purchase the Galvanised Type 3 seesaw from GB Sport & Leisure at the cost of £3,552 with the caveat that if there is an extra cost to finish the wetpour surfacing to avoid the shrinkage issue of edging, then the cost should be competitive with that supplied by Vita Play.

RA20220052 Youth Council – Update from Cllr Alford

Cllr Alford provided a brief overview of recent activities and that there was interest from the Youth Council group to meet with Town and Manor for a visit to the Marsh.

Discussions then followed regarding safeguarding issues and DBS considerations and how the Youth Council fits within HTC.

Proposed: Cllr Shatford

Seconded: Cllr Simpson

Resolution: To create a sub-committee of R&A to administer the Youth Council and that all members working with the youth will need a current, enhanced DBS check including updates.

ACTION: Town Clerk to provide guidance on safeguarding and DBS checks to the Councillors and include on August's Full Council agenda

ACTION: Town Clerk to include the recruitment of councillors for the 'Youth Council sub-committee' on August's Full Council agenda

RA20220053 St Saviour's Cemetery

On further inspection of the fence panels since May's R&A meeting, more comprehensive quotes have been sourced to replace the fencing (see appendix).

Proposed: Cllr Keates

Seconded: Cllr Knight

Resolution: To appoint Allinc Property Services to repair the damaged fencing at the cost of £4,000. This will come from the budget line 'earmarked reserves fencing'

RA20220054 Swimming Pool House

Problems had been highlighted with the bath enamel having worn off and Cllr Yakar-Wells had sourced three quotes for a replacement bath as this was deemed more effective long-term. Two of the contractors have concerns that the bath could not be replaced easily without causing significant damage to the surrounding tiles.

Proposed: Cllr Winsor

Seconded: Cllr Lewis

Resolution: To appoint the third contractor to replace the bath on the condition that the surrounding tiled area is made good within the quote.

(Since the meeting the quotation from the third contractor, Colin Matthews-Hewer, is being confirmed. The previous quote, dated 7th January 2022, was for the amount of £470)

ACTION – Cllr Yakar-Wells to coordinate

Cllr Fyfe joined the meeting at this point, 8.10 pm.

RA20220055 Trees – update on tree planting plan and inspection of trees

A tree report had been received for St Saviour's and 3 contractors approached to quote for the tree work identified. Only one quote had been received for the meeting.

The majority of work has recently been completed at St Lawrence's and the remaining jobs will be finished once access is available.

Checking of Ash Trees – A visual check has been carried out and the tree schedule will be updated. The ash tree in the Croft is satisfactory but the ash tree at the entrance to the Croft will be highlighted to the nursery as it is on their premises as it has signs of die back. Ownership of the ash trees at Marsh Lane by the tow path will be checked once the bridge repairs are completed.

Proposed: Cllr Simpson

Seconded: Cllr Shatford

Resolution: To delegate authority to Cllr Simpson, Winsor and the Town Clerk to the value of £5,800 to source two further quotes and then appoint a contractor

ACTION: Town Clerk to inform the Nursery about the Ash tree die back on their premises

ACTION: Town Clerk to secure two additional quotes for the tree works

- RA20220056 Croft Field Activity Centre** – receive update on project
The tender is now live on HTC's website and Contracts Finder and is being promoted to potential building contractors by HTC and Kennet Design. The deadline is the 25th August.
- RA20220057 Skate Park**
The working party are continuing their meetings with potential contractors which are going well. The aim for Full Council agreement in August. The Good Exchange funding application is now live and a request will be put into The Greenham Trust for £50k to match fund the project. Cllr Simpson added that the Town Clerk should be thanked for all her efforts thus far with registering the fundraising application.

ACTION: Town Clerk to include 'Funding Committee sub-group' as an F&GP agenda item at September's meeting.
- RA20220058 John O'Gaunt Artificial Turf Pitch**
No official update available
- RA20220059 Health & Safety**
A request had been received from the coordinator of the 'Welcoming the Ukrainians to Hungerford' group enquiring about the use of The Croft Field Activity Centre for language lessons to be held by volunteers from the community. This would be for a committed 6-week period at no cost. Due to health and safety and safeguarding requirements, other options would need to be considered. The Councillors therefore discussed whether a grant would be feasible as this could be used towards the hire cost of a HTC owned property.

ACTION: Town Clerk to recommend alternative venue options to the coordinator of the volunteer group
ACTION: Town Clerk to investigate the possibility of a grant to be given to be used towards venue hire, taking into account the Safe-guarding and health and safety constraints as this is group of volunteers.
- The meeting closed at 8.30 pm.

Appendix

RA20220051 Bulpit Lane Seesaw report

Hungerford Town Council

Agenda Item No RA2022051: Consider quotes to replace the seesaw at Bulpit Lane playpark.

Background

Due to recent damage, the seesaw at Bulpit Lane has been deemed irreparable and unsafe to use and now removed from the playpark. As a result, quotes have been sourced to replace the damaged seesaw with new.

Objectives To agree the preferred seesaw quote with the aim to then submit to August's Full Council meeting.

Reference to Action Plan Aim - Ensure public open spaces are well maintained.

Available budget (£s)

Currently Earmarked Reserves for playgrounds stands at £23,128.77 however £8940.15 of this amount has recently been allocated leaving a balance of £14,188.62 available.

Please note any expenditure for replacement of other safety surfaces which have been agreed to gradually replace will need to come out of this balance.

Options

Quotes were sourced from 3 suppliers who have quoted as follows:

1. Wicksteed Playgrounds

This would be for the same model seesaw as the one in Smitham Bridge Playpark which is being delivered in September (see image below). To supply and install a new non bump see saw at Bulpit Lane (including laying of wet pour surface, waste removal, portaloos and fencing hire). This company DID NOT visit the site. Lead time approx. 18 weeks on receipt of order. An 8% second purchase discount has been negotiated.

Cost £8,018.16 + VAT.

2. GB Sport & Leisure

Supply and install the Seesaw Tulip (see image below). To remove below ground fixings from previous seesaw, install new seesaw into existing wet pour and make good surface. Includes waste removal, barrier fencing while work is conducted. Approx 2 days work. Lead time 7 weeks upon receipt of order. This company DID NOT visit the site but have confirmed on email that the existing safety surface will be sufficient.

Cost: £3,552 + VAT

3. Sutcliffe Play

To supply and install the Small Metal Seesaw (see image below). Site setup, security fencing and welfare facilities for the duration of the works, in compliance with current health and safety practices. Base prep & groundworks to include Chase cut edging in preparation to lay new surfacing. Supply and install black wetpour to the following depths/CFH's 40mm depth, CFH 1.3m. Cart away spoil and general re-instatement of site after completion. Sutcliffe Play DID visit the site themselves prior to quoting (but did not meet with anyone from HTC at the time). A 22.5% discount has been included. Lead time 8-10 weeks upon receipt of order.

Cost £7,458.81 + VAT

Recommendation(s)

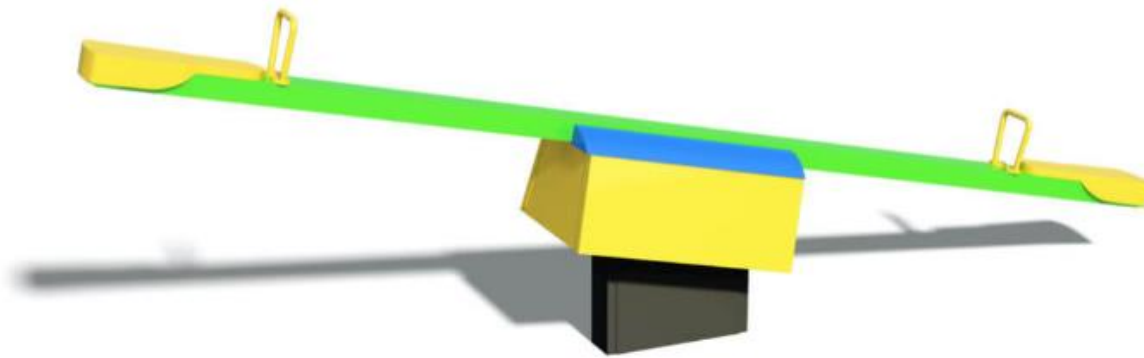
The best option to ensure the Council's assets are maintained to the benefit of the public.

Signed: Deputy Town Clerk

13th July 2022

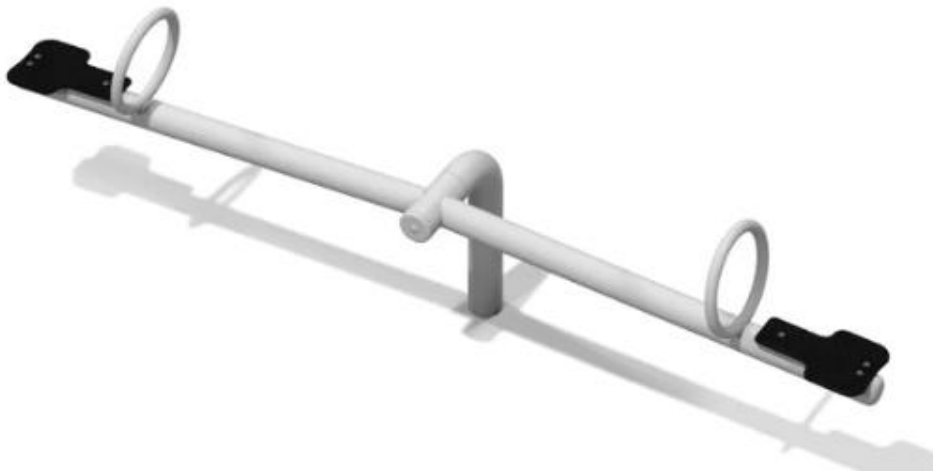
PRODUCT IMAGES

Wicksteed Playgrounds – non bump seesaw (code 6060-002)

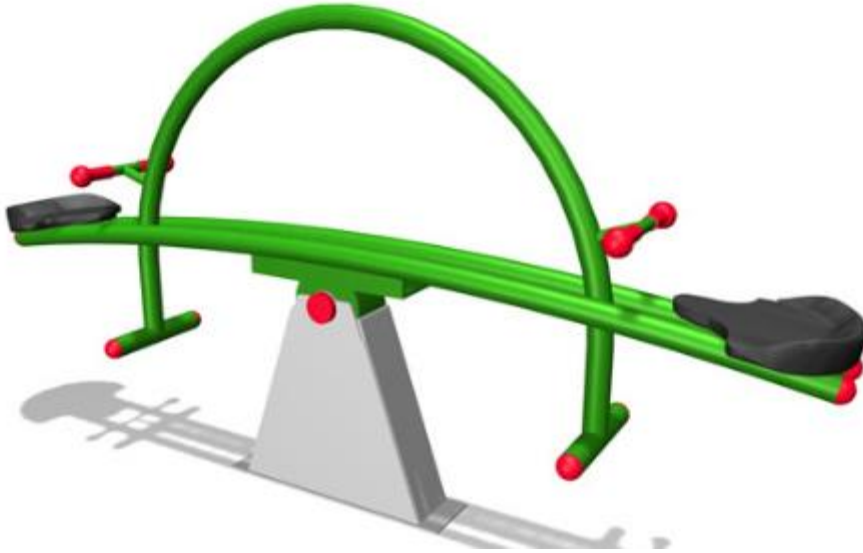


GB Sport &

Leisure – Galvanised Seesaw Type 3



Sutcliffe Play – Small metal seesaw (TNB030)



RA20220053 St Saviour's Fencing report

Hungerford Town Council

Report to: R&A committee 19th July 2022

Agenda Item No RA2022053: Consider quotes to replace fencing panels at St Saviours Cemetery.

Background

Due to storm damage earlier in the year, two of the fence panels with the adjoining property, Church House, were damaged at St Saviour's and it is Hungerford Town Council's responsibility for the maintenance and repair of the bordering fencing. A quote was submitted from R.J Cripps at that time to replace the damaged fence panels.

To renew and fit eleven sections of 1.8 high close board fencing to existing concrete posts and four sections of 2.3 high close board fencing to existing concrete posts. Cost includes taking down and removal of old fencing from site. **£3950.00.**

This was based on the specification provided by the owner of the neighbouring property so may differ from more recent quotes supplied in June.

Since April, on further inspection, several issues have been highlighted with some of the remaining fence panels, thus requiring more recent quotes to replace and/ or repair some of these at the expense of HTC.

Objectives To agree the preferred fencing quote with the aim to then submit to August's Full Council meeting.

Reference to Action Plan Aim - Ensure public open spaces are well maintained.

Available budget (£s)

Ear Marked Reserves for Fencing £3401.23. Balance could be taken from Contingency budget £7500

Options

Quotes were sourced from 2 suppliers who have quoted as follows:

1. AllInc Property Services

To remove and replace existing fencing, using existing concrete boards and close board fencing. Including supply of materials, labour, shrub/ branch clearance and waste removal. A 50% deposit would be required. Final quote may vary slightly due to fluctuating cost of materials and validity term of quote.
Cost £4,000 + VAT.

2. ARJ Contracting

Dismantle and dispose of existing fencing including labour, supply and install closeboard fencing on existing posts and supply 2 new posts to support fencing by roadside + digger hire. This company *would not* be cutting back any overhanging branches or clearing shrubs/ weeds obscuring the panels prior to the work so HTC would need to budget for this additional cost. Final quote may vary slightly due to fluctuating cost of materials and validity term of quote.
Cost: £4,230 + VAT

Recommendation(s)

The best option to ensure the Council's assets are maintained to the benefit of the public.

Signed: Deputy Town Clerk
13th July 2022