

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Monday 16th January 2023 at 7.00pm, in the Library, Hungerford.

Present: Cllrs Simpson, Winsor, Knight, Alford, Lewis, Keates and Fyfe.
Also in attendance: Lydia Cutland (Deputy Town Clerk)

RA2023001 Apologies for absence – Cllrs Yakar-Wells and Schlanker

RA2023002 Declarations of Interest – Cllrs Alford and Lewis, agenda item RA2023006

RA2023003 Agreement of minutes of meeting held on 21st November 2022 and update on actions:

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: To accept the minutes of 21st November 2022 as a true record. Two abstentions.

Update on actions:

- RA20220063 – Marsh Lane Allotments - refer to item RA2023007 for Town Clerk's update.
- RA20220063 – Marsh Lane Allotments – Cllr Simpson met with Town & Manor in November to enquire if any part of their land could be used for the allotments, but this would not be possible.

On the same subject, Cllr Alford mentioned that further break-ins to the allotments had occurred prior to Christmas.

ACTION: Cllr Simpson to contact HAHA for additional information

- RA20220066 - Youth Council – refer to item RA2023006
- RA20220067 - Consider HFRC's proposal to install another French Drain – refer to item RA2023009
- RA20220067 - CCTV camera link up from Triangle Field to HTC office – refer to item RA2023009.
- RA20220069 - Friendship Bench – The Chamber of Commerce (COC) are satisfied with the proposed location of a bench in Canal Walk and have shared an image of what the bench could look like once painted. The Councillors discussed how an acrylic/perspex plaque may be more suitable on the back of the bench though as this would avoid any issues around ongoing maintenance of the bench. Permission from WBC will then need to be sourced as the bench is on their land.

ACTION: Deputy Town Clerk to continue liaising with COC to determine bench decoration before permission is sought from WBC.

- RA20220070 - Croft Field Activity Centre - refer to item RA2023010
- RA20220071 - Skate Park – refer to item RA2023011
- RA2022080 – Triangle Field – Consider HFRC’s positioning of the extractor fan.

ACTION: Deputy Clerk will continue discussions with the Rugby Club regarding the recommendation of a ‘key clamp’ style barrier and will ensure it meets any regulations before installation.

- RA2022083 – Ownership of war memorial. Town Clerk has advised that the Charity Commission has rejected HTC’s application and are contacting the person dealing with the matter to discuss their objections. The issue was discussed at F&GP on 11th January 2023 under agenda item FGP2023001.

ACTION: Town Clerk has asked for a copy of the correspondence concerning the objections and is waiting to hear the outcome of the discussion.

All other actions from the previous meeting were completed.

RA2023004 **Receive updated summary of maintenance list**
Refer to report RA202304 from Town Clerk (see appendix).

ACTION: Town Clerk to share the full maintenance list on a regular, ongoing basis with Cllrs Simpson and Winsor.

RA2023005 **Receive update on ROSPA**
Refer to report RA202304 from Town Clerk (see appendix)

RA2023006 **Receive update on Youth Council and risk assessments**
Cllrs Alford and Lewis have reviewed the risk assessment which the Town Clerk drafted. Cllr Lewis will contact Aldbourne Parish and Marlborough Town Council for any additional considerations but barring any last tweaks, he will share the risk assessment with the Town Clerk. Cllr Alford mentioned that it could be advantageous to run the Youth Council on the same evenings as the Youth Club at the Youth & Community Centre to benefit from interested members.

ACTION: Cllr Alford will contact the Youth Club to enquire about running the Youth Council on the same evenings.

ACTION: Cllr Lewis to send final risk assessment to the Town Clerk after his final check

ACTION: Cllr Lewis to send round forthcoming dates to R&A Committee for the councillors to provide additional support for the Youth Council evenings.

Proposed: Cllr Simpson

Seconded: Cllr Winsor

Resolution: To agree that the risk assessment is adequate that the Town Clerk has drafted for Full Council ratification on the 6th February

RA2023007 **Update on Marsh Lane Allotments**
Refer to report RA202304 from Town Clerk (see appendix)

ACTION: Town Clerk to chase Mark Norgate again for a response

RA2023008

St Saviour's Cemetery

A tree planting plan had been received from SJ Stephens Associates and after discussion the Councillors felt it would be beneficial to meet on site to understand the proposal and feasibility fully. Cllrs Simpson, Fyfe, Lewis and Alford expressed an interest to attend.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: To set up a working party with Cllrs Simpson, Fyfe, Alford and Lewis

ACTION:

Deputy Town Clerk to set up meeting with the working party, a member from HTC office and SJ Stephens Associates at St Saviour's.

RA2023009

Triangle Field

- Consider HRFC's solar panels proposals: A letter dated 18 November was circulated to the committee outlining future aspirations of the Rugby Club's (RFC) interest to install solar panels and this was reviewed in the meeting. The Councillors were receptive to seeing more updates and a proposal in due course and were appreciative of receiving the letter from RFC.

Proposed: Cllr Simpson

Seconded: Cllr Lewis

Resolution: In support of any green initiative on the Clubhouse building.

- Consider HRFC's proposed actions to drainage issues: A letter dated 22 November from RFC was circulated to the committee outlining remedial solutions and this was reviewed in the meeting.

Proposed: Cllr Keates

Seconded: Cllr Alford

Resolution: For HTC's maintenance man to clear out the gully and for a regular check to be included on his maintenance list

ACTION:

Town Clerk to instruct maintenance man and to include on his regular check list

Proposed: Cllr Fyfe

Seconded: Cllr Winsor

Resolution: To have visibility of designs and drawings from RFC for the proposed 'verti-draining' systems

- CCTV link up between RFC and HTC office

Although not included on the meeting agenda as the information was only received prior to the meeting, the Councillors reviewed a quote and proposal from SMART to link up the CCTV at RFC back to the HTC office. In theory the councillors are supportive however further clarification was still required regarding ongoing costs. There were also questions on the smallprint (eg regarding commercial properties and the additional equipment required).

ACTION:

Town Clerk to include on the agenda for H&T Committee on 23 January and to clarify the quote.

- Receive update on start dates to entrance barriers and roof repairs

Deputy Clerk confirmed that the contractor has now ordered the entrance barrier with an estimated installation date of end January/ beginning of February. The roofing contractor is aiming for February.

RA2023010

Croft Field Activity Centre – receive update on project

Refer to report RA202304 from Town Clerk (see appendix)

RA2023011

Skate Park

Refer to report RA202304 from Town Clerk (see appendix)

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: For the Town Clerk to forward the example contracts from Maverick to Cllr Carlson for feedback

ACTION:

Town Clerk to send Cllr Carlson the example contracts

Town Clerk to provide clarity on the schedule of payments, particularly staged payments.

RA2023012

Local Risk System

- Review R&A Committee risk assessments and propose approval of documents with any amendments. This agenda item was deferred and taken after agenda item RA2023013.

RA2023013

War memorials

- Consider recommendations for war memorials from Cllr Keates – refer to report in appendix

With regards to the Bridge Street War memorial, the block paving would be monitored for further deterioration and the loose entrance bollard will be secured by HTC's maintenance man.

Cllr Keates' low lighting suggestion garnered positive feedback from the Committee and could be considered at a future time when the full paving area would need to be replaced.

ACTION:

Deputy Town Clerk to contact a local contractor for them to offer suggestions and options on what could be a future consideration to replace the paving area (such as a resin finish).

With regards to the Bulpit Lane War memorial, discussions were had around removing the lower hanging tree branches, opening up the canopy and moving the memorial. The Deputy Town Clerk added that 'no dog fouling' signs have been ordered for the area to encourage dog walkers to clear up any dog waste.

ACTION:

Town Clerk to instruct HTC's maintenance man to clean the memorial stone and commemorative plaque.

Proposed: Cllr Simpson

Seconded: Cllr Winsor

Resolution: Cllrs Fyfe and Keates to prepare a report with best recommendations for the war memorial area for review at R&A on 21 March

Cllr Fyfe left the meeting at 20.00 pm

RA2023012

Local Risk System

- Review R&A Committee risk assessments and propose approval of documents with any amendments

Proposed: Cllr Simpson

Seconded: Cllr Winsor

Resolution: Approve documents as submitted subject to the following amendments:

1. Risk report for Play Areas, paragraph #322 – to include 'Annual H&S walkarounds by HTC Councillors'
2. Risk report for Community Centres, paragraph #230 – change from Triangle Field Management to Rugby Football Club.

RA2023014 Health & Safety

- 2022 H&S walkabouts update

The H&S walkabouts are currently being completed by the Councillors and any issues noted will be flagged to the Deputy Clerk.

- Cllr Winsor enquired about the Health & Safety information held on file from RFC (eg for emergency lighting) and if the office has visibility of these documents.

ACTION: Deputy Clerk and HTC Admin Assistant to check records held on file in office

Cllr Winsor also enquired about a piece of unused floor cleaning equipment which is the property of HTC and stored at the Rugby Club. Efforts have been made in the past to sell the item but there had been no interest at that time.

ACTION: HTC's maintenance man to check if the equipment is still clean and in good working order

ACTION: Deputy Clerk and HTC Admin Assistant to re-advertise the equipment (suggestions to sell on social media and to local cleaning companies)

ACTION: Deputy Clerk and HTC Admin Assistant to take photos and send those to Cllr Lewis who may have a contact who could be interested

The meeting closed at 8.10 pm.

APPENDIX**R&A 16th Jan 2023 – UPDATES from Town Clerk****RA2023004 – Receive updated summary of maintenance list**

Some of the main works completed by our maintenance man are as follows: (Please note he took some leave over the Christmas period).

- Filled grit bins
- Fixed door handle at swimming pool house
- Fixed leak to roof at swimming pool house
- In process of fixing broken bench by Great Grooms (wood on order)
- Checked wobbly bollard at Bridge Street WM. It isn't unsafe but he will secure.
- He is halfway through installing a latch on Bulpit Play Park gate

RA2023005 – Receive update on ROSPA

A report was carried out on 19th Dec 2022. It is looking much better now that the safety surfaces have been replaced at Bulpit Play Park and are no longer on the report. There are three surfaces at Smitham Bridge which we could look at doing in due course. Other than items to monitor such as chain wear, some comments about caps missing and some parts that could do with painting there are few actions identified. Three medium risks which I have drawn to RB's attention are as follows:

- Smitham Bridge Play Park. Gate (the one to the bridge) – has a violent action
- Smitham Bridge Play Park. Slide – edge to be chamfered
- Bulpit Play Park. Carousel Waltz – Top cap needs tightening

These are specified on his maintenance list to be completed.

RA2023007 – Receive update on Marsh Lane allotments

The below was the situation at last R&A in Nov 2022. To date we have received no further update from Mark Norgate.

The allotment lease currently expires on 31st December 2022. The letter written to the landowner on 18th Oct stated, 'If we do not hear from you by the end of October, we will assume that it is acceptable for the allotment holders to tend their plots and prepare them for another year's cultivation.' In response to a follow up letter on 7th Nov MN replied he had spoken to Mr Clothier recently and said he'd reply on his behalf. MN said he is somewhat snowed under at the present time, so apologies that he hasn't got round to doing so yet, it is on his list.

Reference a possible future allotment site at Triangle Field, I have enquired with WBC about possible vehicle access from the end of the field directly onto Inkpen Road. I wait to hear back.

RA2023010 – Croft Field Activity Centre

Mark at Abacus says he is looking at an early-mid February start for the Croft Field building works. Carl (project manager) is chasing him for an exact date.

RA2023011 – Skate Park

We are awaiting tweaks to the final design incorporating better seating and addressing any valid comments received in the consultation. An example contract has been received. See attached.

Health and Safety reports for Hungerford War memorials (x2)

Cllr Jerry Keates 6th December 2022

Main town War memorial

Overall appearance - memorial area presents as being well cared.

Memorial- would benefit from cleaning of the steps and canopy above the name plates.

This would also keep the plate areas clean for longer.

Benches (x5) - are safe to use but a couple are looking tired especially the 2 on the northern edge as they appeared to have been painted and this is now coming off.

Flagpole - is in good order

Entrance Bollards – The 3 one from the left facing the memorial is loose and needs to be re secured

Block paving – Paving is uneven and lifting in three areas of the main site (listed below 7 pics) and sinking in one area. The slope leading down to the seating area next to the river has lifting blocks at the transition point. This has been previously noted but will only deteriorate if not addressed.

River seating area banking- the concrete buttress at the river confluence is coming apart. Whilst this does not present a H&S issue it would be better to address it at the same time the paving is sorted.

Suggestion – consider low impact lighting for the memorial when the paving is fixed one light should be sufficient (casting onto the memorial) Alternatively, tree up lighting.



Block paving faults (note blue book as indicator)





(blue book indicating loose bollard)

Bullpit Lane War memorial

Overall appearance – The memorial looks quite forlorn/ sad and forgotten. It is placed in such a way that it blocks access to the playing fields and gives the impression that a hole was made in a boundary hedge of the tree line walkway and is not an official access point.

The area directly surrounding the memorial -is largely uneven despite attempts to level it with pavers. Roots from surrounding trees are exposed and present a trip / slip hazard.

Memorial – it appears to be a stopping area for dogs to cock their legs prior to entering the playing field area and as such is disrespectful.

Trees – The trees either side of the memorial both shade it (promoting algae) and do not make best use of light for the walkway. I suggest that the site would benefit from removal of the lower branches to lift the canopy and allow light into the area.

Suggestions – The memorial could be moved to small garden area outside the LH gated entrance to the football club.

Alternatiely the path should be split to go around the memorial with the low level heging cut back 6ft either side directing people to go around it at a slight distance. (avoiding the opportunity for dogs!)

See pics below



Remove lower tree branches to promote fields as a destination



Possible alternative site for Memorial