

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Recreation, Amenities and War Memorials Committee** meeting held on Tuesday 17<sup>th</sup> May 2022 at 7.00pm, in the Library, Hungerford.

**Present:** Cllrs H Simpson, C Winser, D Alford, A Fyfe, J Shatford, N Schlanker and E Yakar-Wells.  
Also, two representatives from HAA (left meeting at 7.33pm)

In attendance: Claire Barnes (Town Clerk) and Lydia Cutland (Deputy Town Clerk).

**RA20220030 Propose election of Chair:**

- **Proposed:** Cllr C Winser
- **Seconded:** Cllr A Fyfe
- **Resolution:** Cllr H Simpson to remain as Chair. One abstention.

**Propose election of Deputy Chair:**

- **Proposed:** Cllr H Simpson
- **Seconded:** Cllr A Fyfe
- **Resolution:** Cllr C Winser to remain as Deputy Chair. One abstention.

**RA20220031 Apologies for absence** – Cllrs K Knight, D Lewis, J Keates and West Berkshire District Councillors Dennis Benneyworth and James Cole.

**RA20220032 Declarations of Interest** – Cllr N Schlanker (Item RA20220034), Cllr Shatford (item RA20220037 – Treasurer of PSA)

**RA20220033 Agreement of minutes of meeting held on 22<sup>nd</sup> March 2022 and update on actions:**

**Proposed:** Cllr H Simpson

**Seconded:** Cllr J Shatford

**Resolution:** To accept the minutes of 22<sup>nd</sup> March 2022 as a true record. One abstention.

**Update on actions:**

Marsh Lane allotment site lease – There is still confidence that matters regarding the lease will progress positively. There is a desired timeline that the lease can be agreed and legally verified by all parties by the end of Summer 2022 with a view to have completed by the end of the year.

**ACTION:** Town Clerk to continue to chase progress of a formal agreement.

With regards to the rent for the Fairfields lease and HAA paying for 5 years in advance, HTC's RFO is waiting for the invoice from Sovereign to reconcile the accounts.

Repair of fence at Smitham Bridge Playground – date of repair now received.

Replacement of fence panels at the Cemetery – see agenda point **RA20220045**

The to-do list and maintenance list had been circulated prior to the meeting. The committee acknowledged the large amount of work undertaken by our maintenance man. Future lists will only be sent to the Chair and Deputy.

**ACTION:** Town Clerk will instead provide a short summary of work in progress being carried out by the maintenance man which will be reviewed at future R&A Committee meetings. The committee prefer to receive a summary of ROSPA report too.

Triangle Field – HTC’s maintenance man will take on the extra external work (HFRC will be responsible for internal maintenance). The replacement of kitchen units by HRFC was queried as HTC own these. (The lease covers this issue under 5.5.1)

Play Parks – The expenditure was agreed at the Full Council meeting on the 3<sup>rd</sup> May.

All other actions were completed.

#### **RA20220034 Allotments**

Report from HAHA.

- It was reported that there were signs of the waiting list building up for available allotments. All plots at Fairfields and the Marsh are almost full and this renewed interest from residents is positive to see.
- At the Fairfield site issues were reported to Sovereign with regards to the old laundry building and broken bricks in the chimney with Sovereign accepting responsibility and the agreement to make good and keep safe. District Councillor, Dennis Benneyworth, is aware and being kept updated. HAHA also commented that Sovereign had provided a map of the site which was extremely useful and more detailed than others he has seen.

**ACTION** HAHA to provide a copy of the map to the Town Clerk.

- Cllr Simpson commented that the alleyway running along side the Fairfield site was very badly lit at night due to the trees obscuring the light and although this has been reported to WBC, it would be beneficial if HAHA could make the allotment holders aware from a Health and Safety perspective.
- It was reported that access to the Fairfield site was limited due to this being accessed on foot only and the biggest challenge to date has been waste removal. With this in mind they have been encouraging communal composting and individual composting and they were pleased to report a good uptake by allotment holders. One area of continued concern though has been a large pile of waste which had built up due to the plot closure during COVID-19 and now deemed as commercial waste, would be too expensive to remove. The preferred solution would therefore be to create a ‘dead hedging area’ to create a natural habitat for wildlife and thus concealing much of the waste. The level of interest and support from local schools and the Scouts has been extremely encouraging.
  - **Proposed:** Cllr Simpson
  - **Seconded:** Cllr Shatford
  - **Resolution:** to support this initiative of a natural habitat.

**ACTION** – Cllr Simpson requested a brief overview and ideally photos too of what was being proposed as a reference and for before and after comparisons.

It was noted that the ash tree has some die back and HAHA will obtain advice from an arboriculturist.

- RA20220035 Croft Field Activity Centre**  
The report had been received from Kennet Design for the proposed alterations to the internal layout of the building. It was noted that the proposed paint colour of light grey would be a good choice and the feasibility of Gigaclear to add a termination point nearby as part of their Fibre broadband rollout would be beneficial. With regards to phase 2, the feasibility was discussed for external sockets to be installed given the high likelihood of use and ongoing demand. It was also discussed whether an electrical report would be required for the full scope of work and agreed that this should be provided by Kennet Design with their recommendations as a result.  
**ACTION** – Town Clerk to liaise with Kennet Design and HTC maintenance man to coordinate.  
**ACTION** – Town Clerk to draft tender document which would ultimately be presented to Full Council when ready
- RA20220036 Skate Park**  
The tender document has been posted on the government site (in line with HTC’s financial regulations), on the HTC website and sent directly to 6 skate park providers. The closing date for tenders is the 14<sup>th</sup> June 2022.  
  
Due to the pressing deadline, it was suggested that a Skate Park working party meeting should take place within a short time after this date, followed by an extraordinary R&A Committee meeting before being presented at Full Council on the 4<sup>th</sup> July. All in favour  
  
**ACTION** – Town Clerk to coordinate meeting dates.
- RA20220037 John O’Gaunt Artificial Turf Pitch**  
Since the previous R&A Committee meeting, West Berkshire Council has shown an increased level of interest. They propose offering a licence direct to the school rather than a lease to HTC for the access land. Cllr Simpson mentioned that FA funding is being applied for so timings should be adhered to by all parties. HTC is keen to ensure WBC will offer the required funding and support to the school and football club.
- RA20220038 Triangle Field**  
The proposed booking form and layout of pitches were reviewed. It was suggested that the following amendments should be included: explicitly listing out the areas that could be booked via HTC vs those through HFRC as well as a contact for HFRC for those enquiries. Additionally that dogs would not be permitted at all, all rubbish should be removed, BBQs would need prior agreement and any accidents would need to be reported to HTC office.  
  
**Proposed:** Cllr Winsler  
**Seconded:** Cllr Yakar-Wells  
**Resolution:** The hire fees were agreed as £26 for the car park only and £26 for pitch 5 only and to share the revised booking form with HFRC and verify what contact details they would prefer to include  
**ACTION:** Town Clerk to update form to reflect and work with Cllr Simpson and HFRC to progress.
- RA20220039 Trees – update on tree planting plan and inspection of trees**  
When the ash trees are in full leaf at St Saviour’s, an inspection will be carried out by the arboriculturist. Our tree surgeon will be carrying out inspections of all other locations containing ash trees and will shortly be commencing work at St Lawrence’s churchyard on the storm damaged tree.  
**ACTION:** Town Clerk to confirm date
- RA20220040 St Saviour’s Cemetery**  
The contractor’s quote to replace the damaged fence panels was reviewed and discussions ensued whether it would be necessary to secure a further quote (from DGM Landscape).

**Proposed:** Cllr Winser

**Seconded:** Cllr Shatford

**Resolution:** HTC to approach the neighbour to enquire if they would like to secure their own independent quote or whether HTC should go ahead. In either scenario HTC would be willing to pay £200 (+ labour) towards the cost. HTC is responsible for the boundary so any works should be instructed by them.

**RA20220041 Play Parks**

The latest ROSPA report was reviewed. HTC's maintenance man will be asked to look at the seesaw but it was mentioned this would need to be replaced sooner rather than later.

**ACTION:** Town Clerk to include as an item on the agenda at June's Full Council meeting.

With regards to the zip slide, it was also discussed whether a quote could be obtained to secure a plastic covering on the rope to prevent knots being tied in it. Quotes were requested for replacement of the safety matting that has shrunk and become separated.

**ACTION:** Town Clerk to provide viable options at next R&A Committee meeting

**RA20220042 Benches**

- Update on Jubilee bench – the preferred option would be to situate the bench on the pavement outside Fare Wise Travel.

**ACTION:** Town Clerk to include as an item on the agenda at June's Full Council meeting.

- Companion bench – discussions were had regarding the appetite to purchase a companion/ friendship bench. The desired use would be for those feeling lonely, isolated or in need of company to sit on the bench with the hope that anyone passing by would join them and engage in conversation.

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Transfer £300 from the meeting room budget to ear marked reserves for bench expenditure (leaving a contingency of £500 for potential meeting space hire). All in favour.

**RA20220043 Hungerford Youth Working Party**

Cllr Alford provided an extremely positive update and that the next meeting would be taking place on the 18<sup>th</sup> May with 6 members from the Youth Council currently confirming their attendance.

**RA20220044 Bridge Street War memorial paving improvements**

There was no further update to report

**ACTION:** Town Clerk to set up a site visit with Bewley to progress.

**RA20220045 Health & Safety – Including any other concerns relating to Covid-19**

- The faded zebra crossing at the leisure centre was due to be repainted at Easter time but this has been delayed.

Meeting closed at 8.40 pm.