

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
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Hungerford
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RG17 0BP
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Cllr.helen.simpson@hungerford-tc.gov.uk
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The Town Clerk
Mrs Claire Barnes
The Library
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www.hungerford-tc.gov.uk

DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Monday 17th July 2023 at 7.00pm, in the Library, Hungerford.

Present: Cllrs Simpson, Winsor, Knight, Alford, Keates, Fyfe, Cusack and Schlanker
Also in attendance: Deputy Town Clerk and a member of the public.

RA2023042 **Apologies for absence** – Cllr Lewis. Apologies were also received from District Cllrs Gaines and Vickers.

RA2023043 **Declarations of Interest** – none

RA2023044 **Agreements of minutes of meeting held on 22nd May and update on actions**

Proposed: Cllr Winsor

Seconded: Cllr Knight

Resolution: To accept the minutes of 22nd May 2023 as a true record.

Update on actions: Outstanding previous actions are as follows:

RA2023036 – Triangle Field.

Confirmation has been secured from Peninsula that the barrier by the extractor fan is compliant and there are no issue from a H&S perspective.

Cllr Winsor had shared the previous servicing documents from Clanville for the pump (into the changing room to the main sewer) with the office and following conversations with HRFC, it has been confirmed by Clanville that annual servicing is not required for the current set up.

With regards to the HRFC lease re-negotiation, a letter had been shared by HRFC from the RFU advising that a reasonable timeframe to renegotiate would be 5 years prior to expiry. Cllr Simpson has been speaking to the Town Clerk and while a letter to support could be provided to HRFC, as per previous years, the lease would not be re-negotiated until nearer the time.

ACTION Town Clerk to draft letter of support to HRFC.

Although the subject of CCTV falls within H&T, the Deputy Clerk updated the committee about the CCTV connection for the Triangle Field and she explained that although the duct was live in the car park, a broadband connection would still be required. Quotes are being sourced by the Town Clerk from Gigacore. Cllr Schlanker requested that a quote should also be sourced from BT if it was not being done already.

All other actions have either been concluded or are on the agenda.

RA2023045 **Receive updated summary of maintenance list**

A report prepared by the Town Clerk was circulated in advance (refer to appendix) which was reviewed by the councillors in the meeting. Cllr Simpson asked about the issues with the heating at Swimming Pool House and the Deputy Clerk explained that although there had been no consistency with the hot water for a couple of days, the heat source pump has now been re-set by the engineer and the issue resolved. She also advised that the annual service of the pump has taken place. It was also noted that there are issues with the seesaw denting the safety surface again and that this has been reported to the contractor of the surface, Vitaplay.

RA2023046

Receive update on ROSPA

A report prepared by the Town Clerk was circulated in advance (refer to appendix) which was reviewed by the councillors in the meeting. As the junior swings at Bulpit Lane playpark have been identified as high risk by ROSPA (the top links and shackles need replacing), Cllr Simpson asked for these to be closed off with immediate effect until they are fixed. It had been noticed by the Deputy Clerk that the seesaw at Bulpit Lane was again damaging the safety surface and the Town Clerk was speaking to Vitaplay to find a resolution.

ACTION

RA2023047

Office to instruct HTC's maintenance man to close off the swings with immediate effect.

Triangle Field

Receive update to proposed allotments:

The Town Clerk is working through a plan B for the proposed re-siting of the allotments but having to manage this alongside her other workload. She will be liaising with the HAAH. Further updates will be shared in due course.

Receive update to HRFC H&S:

The documents which have been received by HRFC are satisfactory as well as those which are being updated by HTC office. Cllr Winser queried why the H&S and Fire Risk Assessment showed an overdue date on the office document. The Deputy Clerk explained that along with Peninsula the office is currently speaking to other providers who offer this service as there are additional HTC properties which are due for Fire Risk Assessments. Cllr Fyfe was interested to know who the office are contacting. Cllrs Simpson and Winser pointed out that based on the conditions of the lease, HRFC should be coordinating the Fire Risk Assessment checks rather than the office. Cllr Simpson also enquired about the package we have with Peninsula and whether this includes Fire Risk Assessments.

ACTION

HTC office to share with Cllr Fyfe the list of who they have contacted for a quote on Fire Risk Assessments.

ACTION

HTC office to contact HRFC regarding the overdue H&S and Fire Risk Assessment and pass on the details of a suggested company they could approach.

ACTION

HTC office to advise what the Peninsula package includes and whether there is a need to use an alternative company to carry out the checks.

Receive update to entrance barrier invoice reduction.

An invoice reduction of £500 has been negotiated from Brennans who installed the entrance barrier. This was accepted by the Town Clerk on the 22nd June 2023.

RA2023048

War memorials and Tragedy Gardens

Review quote for repairs to Tragedy Gardens paving

It had been noticed that some of the capping to the paving had been damaged at the Tragedy Gardens. HTC's maintenance man could temporarily fix the issue but it is likely to re-occur so a more robust repair and long term solution would be required. HTC office secured a quote for the repair which was reviewed by the committee (see appendix).

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Instruct AES to repair the capping to the Tragedy Gardens paving at the cost of £365.00. Budget 4264 Tragedy Gardens.

Cllr Simpson also asked the office to speak to the contractor of the gardens and check when he was next due to visit as she had observed at the weekend that the gardens were looking a little neglected with significant weeds.

ACTION

RA2023049

Playparks

Receive update to goalpost funding – refer to report (see appendix)

Cllr Simpson explained to the committee that she had met with the BMW garage in Hungerford earlier that day and as part of those discussions mentioned that the goalposts on the Recreation ground were in need of replacing. The BMW garage expressed a desire to support Hungerford and provide a new set, the aim being to sponsor these.

ACTION

HTC Office to contact BMW garage to progress further.

The councillors also discussed the options to install a second set of goalposts at Smitham Bridge Playpark especially as the Youth Council were very keen to make this happen.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: To proceed with the purchase of the MH 12 ft x 6 ft mini soccer 76 mm steel socketed goal posts + install costs at the total price of £1470.00. EMR Playground equipment.

ACTION

HTC office to place order.

Re-consider painting of play equipment at Bulpit Lane Playpark – refer to report (see appendix).

The councillors reviewed the quote from Vitaplay along with recommendations. All were in agreement that the playpark equipment should be enjoyed over the summer school holidays and that any painting should be done in stages to avoid closing off many pieces of play equipment. The slide has now been identified by ROSPA as needing attention and the councillors agreed this item should be painted first. If Vitaplay will charge slightly more for painting the 3 pieces of equipment in stages, the councillors agreed that this should be at the discretion of the HTC office.

Proposed: Cllr Keates

Seconded: Cllr Schlanker

Resolution: To proceed with the quote from Vitaplay for the painting of the slide, carousel and zip wire slide at Bulpit Lane playpark, prioritising the slide. The carousel and zipwire slide to then be painted in separate stages. All work to be completed by the end of September. EMR Playground equipment repairs

ACTION

HTC office to instruct Vitaplay.

Receive update to carousel bearing at Bulpit Lane Playpark

The Deputy Clerk confirmed that although this was now complete, the supplier had not replaced the caps on the bearing so will be returning.

Receive update to seesaw surface at Bulpit Lane Playpark – this was discussed earlier in the meeting under agenda item RA2023045.

Re-consider quote to safety surfacing at Smitham Bridge Playpark (see appendix)

The councillors reviewed the quote from Vitaplay. Although it had been recommended that 3 safety surfaces could be replaced, it was agreed that given limited budgets, the roundabout surface was more of a priority.

Proposed: Cllr Simpson

Seconded: Cllr Knight

Resolution: To proceed with the quote from Vitaplay to replace the roundabout safety surface at the cost of £4,477.78 + VAT. Budget line 4210 £2,520.00 with the balance coming from EMR Play equipment R&A budget.

ACTION

Office to instruct Vitaplay to proceed with roundabout safety surface

Town Clerk to verify if this is the most appropriate budget line

RA2023050

Tree programme

Quotes for consideration – refer to report (see appendix)

Cllr Simpson confirmed that the plane tree in discussion is that which is situated by the John O’Gaunt pub/ Bridge Street War memorial. The scheduled pollarding of the tree has taken place and based on the current tree schedule, it is not due yet for a tree check until next year at the earliest. The Councillors also reviewed the remaining tree checks identified in the report which are now due.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: Revisit and budget in April 2024 for the plane tree check. Until such point adhere to the current tree schedule.

Proposed: Cllr Winsor
Seconded: Cllr Fyfe
Resolution: Proceed with points 1,2 and 3 as outlined in the Town Clerk's tree report dated 17th July. Authority delegated to the Clerk.

ACTION Town Clerk to instruct tree surgeon and arboriculturist to proceed with the work as identified.
Town Clerk to clarify with the tree surgeon whether the 3 days' work to remove the deadwood at the Avenue would also include the work at the Rec.

RA2023051 Croft Field Activity Centre
Cllr Simpson had visited the Croft Field Activity Centre the week prior along with other members of the HTC team. The work was looking very good and vast improvements have taken place. The rooms will allow for example: adequate storage, acoustic soundproofing for the band, disabled access, a small meeting room and a kitchen area. Cllr Simpson explained that regrettably the North Room cannot be locked when not in use as it now has a fire door which must remain unlocked for fire evacuation. HTC Office will be putting up signs for users of the centre to not use the North room unless they have hired it out and that it will be monitored by CCTV. The T&Cs in the booking form will be updated to reflect this information.

HTC's maintenance man would be painting some of the outside area. The Councillors agreed that an 'official opening' of the building should be coordinated, and the beginning of August was suggested - potentially at the same time as the Food Market that month.

ACTION Cllr Simpson will liaise with the Town Clerk.

RA2023052 Skate Park
Despite the weather, the work is currently on schedule and photos are being shared. Cllrs Simpson, Schlanker and Keates make a regular site visit every Friday morning.

RA2023053 Health & Safety
No issues were reported.

The meeting closed at 20.30 pm.

APPENDIX

R&A 17th July 2023 – UPDATES from Town Clerk

RA20230045 – Receive updated summary of maintenance list.

Some of the main works completed by our maintenance man are as follows:

- Fixed damaged bench at Smitham Bridge Play Park with new wood on seat.
- Cleaned HTC noticeboards of bird muck.
- Secured loose paving stones on library garden steps.
- Painted apex at Triangle Field
- Sorted heating problem at Swimming Pool House
- Fixed problem with storeroom door at Triangle Field
- Stained bench outside front of the library
- Removed out of date large noticeboard from Station for updating.
- Removed damaged bench in avenue and replaced with a spare.
- Installed outside tap at Swimming Pool House with meter for use by Skate Park contractors.
- All new grit bins installed have been filled and have new stickers of instructions for use.
- Attended Croft Field site meeting and visited building works to sort electric for field.

RA20230046 – Receive update on ROSPA.

We have just received the latest ROSPA report, so I have updated the following section:

General updates on play equipment:

- Bulpit Play Park. Carousel Waltz Update— A new bearing has been fitted. Caps to cover the threads are awaited. This is an item that could do with painting/varnishing.
- Bulpit Play Park new seesaw. The seesaw height was reset and safety surface redone. This is currently being assessed by the contractor as a small patch of the surface is still wearing. ROSPA have picked up on this and say it has less than the required 230mm clearance. I will be reporting this to Vitaplay.

Smitham PP

- Gate to bridge has violent action – RB to do as most urgent. – IDENTIFIED AS MEDIUM RISK
- Junior (not baby) swing seat needs replacing – RB to let us know size/type and we can order.
- Both sets of swings paintwork is in poor condition.
- Both sets of swings and seesaw safety surfaces have shrinkage. (with Council for decision)
- Roundabout safety surface has worn and needs repair. (with Council for decision)

Bulpit PP

- Side gate bent with trip points underneath – RB to do
- Yellow climbing frame – RB to fill in gaps around safety surface with topsoil.
- Pod walk – Paintwork in poor condition. Repairs maybe necessary where corrosion is bad. (with Council for decision on whether to paint)
- Large multiplay – 4 caps missing and offensive graffiti on slide. Previous mention of splinters. (with Council for decision on whether to paint)
- Carousel – 7 caps missing. (Vitaplay are fitting these asap).
- Junior swings – Top links and shackle pins need replacing – RB to do as most urgent. – IDENTIFIED AS HIGH RISK
- Zip slide – 2nd tread up on left loose - RB to tighten middle bolt.
- Old cable ties still in place – RB to remove.
- Hole in ground near zip slide – RB to fill.



AGRICULTURAL & ESTATE SERVICES LIMITED

Unit 3 Field Barn Farm ~~Beenhams Hill~~ ~~Beenhams~~ Reading Berkshire RG7 5LT
admin@agri-estateservices.co.uk T: 0845 120 4911 T: 0118 971 4488 www.agri-estateservices.co.uk

TO: CLAIRE BARNES
CO: HUNGERFORD TOWN COUNCIL
FROM: MIKE SKINNER
DATE: 5th JUNE 2023
REF: QN04557/HTC/CB (please quote in all correspondence including purchase orders)

CONFIRMATION OF QUOTATION

1.	Repair concrete capping on wall at Bullpit lane garden (as identified on pictures)	£365
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- All prices are subject to VAT
- AES are a fully insured company
- AES are registered with the Environment Agency as waste carriers
- All staff are suitably trained and certified
- Risk assessments and method statements will be produced for these works
(Copies of the above are available upon request/receipt of order)

Terms

Our standard terms and conditions apply a copy of which is available on request.

Payment

Payment must be received within 30 days from the invoice date.

Delivery and Installation Dates

Delivery will coincide with the date of installation.

The date of installation will be arranged by agreement between us.

If I can be of any further assistance, please do not hesitate to contact me.

Yours Sincerely,

Mike Skinner

MIKE SKINNER

Hungerford Town Council

Public Report to: R&A on 17th July 2023

Agenda Item No: RA2023049 Receive update to goalpost funding

Background

In May's R&A Committee meeting it was agreed that 3 x goalposts and nets should be purchased on the proviso that a grant towards the costs could be obtained. The 3 x goalposts and nets would be sited on the Recreation ground (x 2 sets) and Smitham Bridge Road Playpark (x 1 set). Despite efforts made by HTC office to secure funding towards the costs, grants have been refused and most avenues exhausted.

Objectives:

To agree the preferred course of action based on the options below.

Reference to Action Plan

Aim - Ensure public open spaces are safe and well maintained.

Available budget (£s)

EMR Play equipment currently £15,608.96 (May 2023)

Options:

To only replace the existing goalposts and nets which are no longer useable on the Recreation Ground at the total cost of £2,181.50 + VAT. Breakdown as follows:

- To approve the quote below for Total Fencing & Property Services Ltd to remove the existing posts, to environmentally dispose of the old posts and to install the new posts (the contractor has a waste carrier licence) @ £500.00.
- To approve the quote below from Harrod Sport to supply replacement goal posts and nets @ £1,681.50 + VAT.

Recommendation(s)

Proceed with the quote as detailed above.

EMR Play equipment currently £15,608.96 (May 2023)

NB: Budget from this pot may also need to be considered for other items on the agenda.

Signed: Lydia Cutland, Deputy Town Clerk 11th July 2023

Long Court Farm
Brocks Green
RG20 4UP
tfpsltd@gmail.com
www.tfpsltd.co.uk
07841 023103
Companies House 14203335



Estimate No: 358
Date: 28/04/2023

Description	Quantity	Rate	Amount
Goal post	1	£500.00	£500.00
Remove 2 sets of goal posts and replace with new ones that will be concreted into the ground.			
Materials and labour			
Customer to supply the goal posts			

Total	£500.00
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Bank Details 04-06-05 19222840

Goals – **FBL-058** @ £1240.00 per set
Nets – **FBL-006** @ £100.83 per pair
Net supports – **FBL-053** @ £173.34 per set
Pegs – **FBL-116** @ £12.33 per pack
Carriage @ £155.00
+ VAT
Lead time 3-4 weeks from payment.



Harrod UK registered office: 1-3 Pinbush Road, Lowestoft, Suffolk, England. NR33 7NL. Registered in England no. 875029, VAT registered no. 104 8573 75.

Directors: Chris Harrod, Stephanie Harrod, Duncan Harrod, Kevin Utton, Alex Rocke, Jonathan Couch.

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Harrod Sport - Setting the standards, with a new one at that!

As the UK's leading goal post manufacturer, Harrod Sport are proud to have been at the forefront of improving goal post safety standards in the UK for over 25 years by being part of key European and British safety organisations. Safety is always of paramount importance, Harrod Sport have been significant in helping create the new **BS EN 16579** football goal post standard.

What impact will it have on you?

During the summer of 2018, the European Standards Committee (CEN Committee) introduced a newly developed standard for football goals. **BS EN 16579** specifies the safety requirements, test methods and functional requirements for all types of portable and permanent socketed goals, representing the most significant changes in goal post safety in recent times.

Replacing BS 8462:2012 and BS 8461:2012, the new European standard applies to playing field goals used for competition, training and recreational play for indoors or outdoors, including educational establishments and public recreational areas. For the first time ever, the new **BS EN 16579** standard includes safety requirements to regulate rugby posts.

What products does the standard relate to?

- The standard will relate to all football goals, weighing more than 10kg (excluding full size goals over 42KG and 5m x 2m goals, as these are covered by BS EN 748 standard).
- Safety standards for rugby posts and Gaelic posts are included, the first standard to provide regulations.

Among the changes are:

- Introducing new categories of goals with an overall weight less than 42kg, which includes a full size football goal that meets this requirement.
- Reducing the risk of finger entrapment on the goal.
- Reducing the maximum net mesh size for football nets to 100mm from 120mm to reduce the risk of head entrapment.

What is covered in BS EN 16579:2018?

- Strength and stability requirements and test methods.
- Test methods for head and neck entrapment.
- Installation of sockets in permanent fixed foundations.

- Guidelines for providing safe assembly, installation, maintenance, transportation and storage instructions.

What needs to happen now as an operator of a sports facility?

Nothing. All Harrod Sport goals in the market place are safe and conform to the old standard. The FA's take on previous purchased goals is, there is no reason to replace old standard with new. There will be a transitional period for manufacturers to make the necessary changes for the new standard.

While as an industry, Harrod Sport have made great strides in improving standards and codes of practice, it is vital that those who purchase and maintain goal posts understand their ongoing responsibility. If any further assistance is required on goal post safety and maintenance procedures, please contact us at sales@harrod.uk.com.

RA2023049 Re-consider painting of play equipment at Bulpit Lane Playpark

Hungerford Town Council

Public Report to: R&A on 17th July 2023

Agenda Item No: RA2023049 Re-consider painting of play equipment at Bulpit Lane Playpark

Background

To prevent further deterioration and to prolong the use of expensive playground equipment, quotes had been sourced to re-paint ALL of the pieces of equipment at Bulpit Lane playpark. These were reviewed at R&A in May and then at Full Council in July 2023.

As budgets are limited though, it was agreed at FC to review again at R&A in July and consider other options.

Objective Prolong the use of playground equipment at Bulpit Lane Play Park and maintain public spaces.

Options:

Consider staged maintenance of the equipment with the priority pieces of equipment re-painted first. These 3 items are:

- **Carousel** – this is a high value item and the lapset bearing has just been replaced. Cost to re-paint by Vitaplay is £490.00 + VAT
- **Zip Wire** – given the size and structure of the equipment, HTC's maintenance man is unable to maintain this equipment and it is very worn in parts. Cost to re-paint by Vitaplay is £1,650.00 + VAT
- **Slide** – this was highlighted in ROSPA's report (May 2023). The slide is splintering in parts. Cost to re-paint by Vitaplay is £490.00 + VAT

Recommendation(s)

Proceed with the quote from Vitaplay to paint 3 x pieces of equipment (Carousel, Zipwire and slide) at the total cost of **£2,630 + VAT**.

Budget EMR Playground equipment repairs (currently £2,925) and/ or cost centre 4232 Playground repairs.

Budget from these pots may also need to be considered for a replacement set of goal posts for the recreation ground.

Signed: Lydia Cutland, Deputy Town Clerk 10th July 2023

Claire Barnes
Hungerford Town Council
Church Street
Hungerford
RG17 0JG

14th April 2023



Our Ref: 004839 - IG

Dear Claire,

Thank you for the opportunity to quote on surfacing works at Smitham Bridge, please find associated costs as follows:

Contact: Claire Barnes claire.barnes@hungerford-tc.gov.uk 07831 369378 Working hours Mon-Thurs 9 to 4.30pm

Marsh Lane Play Area: Marsh Ln, Hungerford RG17 0NT

Access: Side of road within 10m (not ideal)

Flat Swings: 21m²

Remove and dispose of 21m ² of existing BLACK EPDM at 50mm
Remove and dispose of existing timber edging
Re-instate groundworks
Supply and install 21m ² of Black EPDM at 50mm with the edges rolled into the ground
Provisions including HERAS fencing and spoil removal

Subtotal: £2,813.32 + VAT



Vita Play Limited
Woodhams Farm New Barn, Springvale Road
Kings Worthy
Winchester, SO23 7LB

Mob: 07917 350349
Office/Fax: 01962 620874
Email: info@vitaplay.co.uk
Web: www.vitaplay.co.uk

Cradle Swings: 17m²

Remove and dispose of 17m ² of existing BLACK EPDM at 50mm
Remove and dispose of existing timber edging
Re-instate groundworks with compacted type one stone covered in weed suppressant membrane
Supply and install 17m ² of Black EPDM at 50mm with the edges rolled into the ground
Provisions including HERAS fencing and spoil removal

Subtotal: £2,353.64 + VAT

**Roundabout: 23m²**

Remove and dispose of approximately 20m ² of Grass mat surfacing
Excavate 23m ² grounds to a minimum of 140mm. Supply and install 100mm of compacted type one stone covered in weed suppressant membrane
Supply and install 23m ² of Black EPDM at 40mm with the edges rolled into the ground
Provisions including removal and reinstall roundabout to allow for surfacing underneath, HERAS fencing and spoil removal

Subtotal: £4,477.78 + VAT



Subtotal for all above works:	£9,644.74 + VAT
Discount if completing all above works at the same time:	-£725.00
Total after discount:	£8,919.74 + VAT

General Notes:

- All prices shown are Pounds Sterling and fully inclusive of delivery of materials and labour
- All safety surfacing is installed to BSEN:1177
- Quotation is valid for 14 days from date of issue
- Unless otherwise shown, all prices are **exclusive** of VAT at the prevailing rate
- Payment terms are 14 days from date of invoice
- Full T&Cs available upon request

We trust that this meets with your acceptance and please get in touch if we can be of any further assistance.

Yours faithfully

Vita Play Limited



Ian Gower
Business Manager