

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Monday 15th July 2024 at 7.00pm, in the Library, Hungerford

Present: Cllrs, Simpson, Knight, Fyfe, Reeves, Cusack, Coulthurst, Schlanker, Keates and Montgomery
In attendance: Claire Barnes (Town Clerk), a representative from Newbury News. 2 members of Hungerford Rugby Club.

RA20240038. Apologies for absence – Cllrs Alford and Winser
Also, from DC Gaines

RA20240039. Declaration of interest – None

RA20240040. Agreement of minutes of meeting held on 20th May 2024 and update on actions

Proposed: Cllr Simpson

Seconded: Cllr Coulthurst

Resolution: Agree minutes of 20th May 2024 as a true record.

Update on actions:

It was agreed there is no need for Cherry Picker use at this stage. In depth Working at Height training is being arranged for staff and volunteers so ladders can continue to be used safely. Cllr Coulthurst donated 5 bike racks which will be installed at the Croft Field on the gravel area. Our maintenance man has two items of equipment to paint at Bulpit Playpark which have been added to his work list: the Pod Walk and Gym unit.

A contractor has fitted rubber bumpers to the seesaw at Bulpit Lane.

The maintenance list is already colour coded for priority, including a date of instruction. The colour coding indicates a time period for work due, which is weather permitting.

Any other outstanding items identified under the H&S section of the last minutes have been added to the work list.

ACTION: Office to arrange date for training for up to 9 delegates. Cllrs Keates, Schlanker and Knight volunteered to attend along with a staff member and helpers.

ACTION: Office to continue to pursue grants and quotes for cleaning of Bridge St war memorial.

RA20240041. Receive updated summary of maintenance list (Refer to report attached)
This was read through at the meeting.

RA20240042. Receive update following June ROSPA inspection (Refer to report attached)

Proposed: Cllr Keates

Seconded: Cllr Schlanker

ACTION: **Resolution:** Appoint Infinity Playgrounds to replace the broken matting under the roundabout in Smitham Play Park at a cost of £280 plus vat.

RA20240043. Receive any update on Ramsbury Playpark. A new slide has been installed by WBC. Cllr Fyfe queried why as previously they had stated it wasn't required. He was advised the order was made by a different person who had some funding become available.

RA20240044. Receive update on recent tree inspection – (Refer to report)

Proposed: Cllr Simpson

Seconded: Cllr Knight

ACTION: Resolution: Appoint Hungerford Tree Surgery to remove deadwood from branches over graves at St Saviours at a cost of £450.

ACTION: Office to obtain quotes for: the removing of dead wood from the trees on the Recreation ground, clearing back of vegetation and overhanging trees at the Triangle Field, and recommended work at St Lawrences following receipt of the arboriculturist report. Bring back to next R&A meeting for consideration against the budget available.

RA20240045. Discuss arrangements for the Plane Tree crown reduction. It was noted any contractors carrying out work need to be mindful of the neighbouring gardens.

ACTION: First obtain an arboriculturist report as recommended by WBC.

RA20240046. Consider quotations for topsoil. To fill holes in the Recreation Ground and Skate Park

Proposed: Cllr Knight

Seconded: Cllr Keates

ACTION: Resolution: Appoint Scarlett Garden Building & Maintenance to fill holes, landscape and grass seed at a cost of £950.

RA20240047. Outcome of Triangle Field inspections and any outstanding actions. (This item was discussed first whilst members of the Rugby Club were present). Cllrs Fyfe and Simpson carried out a Health & Safety check of the Triangle Field recently. A spreadsheet of outstanding items was compiled, some which have since been addressed. A volunteer working party of the Rugby Club will be carrying out further work this Saturday and an electrician will be there on Thursday. The 5-year fixed wiring check has been emailed to the Deputy Clerk.

ACTION: HTC to re-inspect the Triangle Field once the above works are complete.

ACTION: It is HTC's responsibility to sort improvement of external décor including gutters and doors.

ACTION: Office to obtain contractors' quotes to tidy up the perimeter of the Triangle Field, including scraping back the overgrown scrub that is encroaching on the car park by several feet and cutting back the overhanging hedges and trees.

A few questions were put to the Rugby Club members whilst they were present to inform the Part 2 discussion. They confirmed they would guarantee funding of at least £10k toward the proposed car park improvement project which they would look to get matched by Greenham Trust and also hope to attract other grants.

They advised the option of a coach park is not a deal breaker and this would be for use by all as they have little need. It was included as it had been asked for by the Council in the past. The drawings include drainage. They would not be looking to use grass matting/mesh as an option as it is not ideal long term. They want to get more ground equipment and would like extra storage to put it in, such as a container. Planning permission is required for the current containers and layout would need to be considered. Any spoil would be used to build up the living bank.

ACTION: The Mayor advised that the project would need to be considered in line with the existing action plan and budget setting which takes place in November.

The Rugby Club members advised although the need is now, they could plan for next summer which would give them time to raise grants.

Congratulations were expressed to Ollie Allan, a former HRFC Junior now playing for England under 20s.

RA20240048. Consider donations towards shield and plaque

Proposed: Cllr Fyfe

Seconded: Cllr Keates

ACTION: Resolution: Donate £50 to R Doncaster for the shield commemorating the Queen's reign.

Proposed: Cllr Fyfe

Seconded: Cllr Coulthurst

ACTION: Resolution: Grant the Twinning Association £180 for repair of the plaque in Ligueil Close.

Confidential PART 2

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.

RA20240049. Consider Rugby Football Club Proposal – A discussion took place.

Proposed: Cllr Simpson

Seconded: Cllr Knight

ACTION: Resolution: All voted in favour of the proposal in principle.

Clerk to inform the Theatre Company who could be affected by the plans.

Proposed: Cllr Simpson

Seconded: Cllr Coulthurst

ACTION: Resolution: Advise the Rugby Club that HTC will clear back the perimeter of the Triangle Field where it is encroaching on car parking.

Meeting closed at 8.20pm

R&A 15th July 2024 – UPDATES from Town Clerk

RA2024041 – Receive updated summary of maintenance list.

Some of the main works completed by our maintenance man are show below. Please note these are in addition to his routine checks of our assets and H&S checks. D-Day and ROSPA training took up quite a few of Roger's hours recently.

- Brought in updated paperwork for PAT test
- Arranged for fixing of tiles on Croft Field Roof
- Weed-killed around Croft Building
- Put up and took down all Union flags for D-Day 6/6, Kings B-day and D-Day weekend
- Removed 5xbike racks for fitting at Croft Field
- Attended on D-Day weekend helped with parking at JOG, loading/unloading, setting up/dismantling, on hand for croft field camping, putting up posters, managing litter/supplies
- Bolted support on zip wire to prevent trip factor
- Fixed secondary chain on bird's nest swing Bulpit PP
- Removed any redundant signs from Skate Park
- Attended ROSPA training (11hrs) over 2 days
- Removed graffiti from skate park
- Spotted and fixed loose bolts on bird's next swing
- Painted metal roundabout at Smitham PP
- Finished painting wooden equipment at Smitham PP

RA2024042 – Receive update on ROSPA. The JUNE ROSPA report has been received. RB is working on items identified. Main points are below.

Smitham PP

- Gate to bridge has violent action – *RB has learnt on his training course what is required by ROSPA to put this right.*
- Roundabout safety surface has worn and needs repair (low risk) and is not of recommended size (very low risk) – *PLEASE SEE ATTACHED QUOTE FOR CONSIDERATION.*
- Mini goal posts concrete fixings are protruding. *This may be due to the ground flooding. RB will look to see if he can fix or we can appoint AES who sorted the same problem on the larger goal posts.*
- Rocker – Paintwork is poor. *This is the smallest piece of equipment and the only one left for Roger to paint at Smitham PP.*
- Junior swings – *Roger to tighten eye bolt and monitor chain wear.*

Bulpit PP

- Bulpit Play Park new seesaw. The seesaw height was reset and safety surface redone. This is a small patch of the surface still wearing. ROSPA have picked up on this and say it has less than the required 230mm clearance and there is no damping. This has been reported to GB Sport who received the following response from the manufacturer. ***The product is certainly safe for use, otherwise it would not have passed the tests and obtained the certificate. The Tulip is a regular seesaw. This model does not have a rubber shock absorber inside. Some installers install a rubber bumper or tire under the seat, but mainly to prevent damage to the surface. CONTRACTORS INSTRUCTED TO INSTALL RUBBER BUFFERS.***
- *Swing Basket secondary chain needs securing – RB has fixed.*
- *Tighten Slide guard and crutch strap on baby swing – RB to do.*
- *Zip wire treads to tighten – RB to do.*
- Various caps missing, small trip points in grass and some bolts to tighten – *RB to do.*
- Side gate bent with trip points underneath – *RB to do.*
- Pod walk – Paintwork in poor condition. Repairs maybe necessary where corrosion is bad – *RB to do.*
- Fitness station – Paintwork in poor condition. *RB to do.*
- Metal exposed on Carousel – RB advised it is not a safety concern. *Sourcing quote for new hand grip.*
- Gate to entrance requires buffer and is missing a catch - *RB to assess.*
- Bench is missing a slat – *RB is ordering wood to replace.*

Skate Park

- Gates crushing points – *Now rectified by contractors*
- Fencing – *Now complete*
- Cracks to concrete - *As expected. No action.*
- Grass matting raised is a trip hazard and hard to mow around – *DECIDE IF ANY ACTION IS REQUIRED.*
- Erosion to ground – *DECIDE IF ANY ACTION IS REQUIRED*

Update on trees – July 2024

Our tree surgeon has visually checked the following this month:

Croft Field perimeter trees – The ash looks okay but need to continue to monitor. There is a hawthorn in the corner that is overwhelmed with Ivy. *Suggest we ask the grounds contractor to cut the ivy at the base.*

St Saviour trees - He has identified quite a lot of dead wood in the sycamore and ash trees amongst the gravestones. There is ivy on the trees at the entrance to the cemetery. ***He would recommend a day's work (£450) to get rid of the larger branches to avoid them falling on graves. Suggest we ask the grounds contractor to cut the ivy at the base.***

Recreation field (Bulpit Lane)- There is deadwood to be removed from the trees here too on the recreation ground. These are the same trees that recently had branches cut back that were overhanging neighbouring properties. *Consider budget and priorities.*

St Lawrence - An arboriculturist has been appointed to inspect the trees at St Laurences. We appoint him regularly as some of these trees are very tall and in close proximity to the church and benches. *We await his report.*

War memorial avenue - The work to the war memorial avenue which was recommended following a check by the arboriculturist has mostly been completed. There is still work to be done on Tree 1 and Tree 5. *Hungerford Tree Surgery have been appointed to carry out this work.*