

HUNGERFORD TOWN COUNCIL

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MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 17th October 2017 at 7.00pm in the Corn Exchange Complex, Hungerford

Present: Cllrs Farrell, Winsor, Simpson, Benneyworth, Bumbieris, Whiting and Knight.
Two member of the press were present (J Garvey and B Quinn)

- 1. Apologies for absence:** Cllrs Small & Brookman. In the absence of the chair, the deputy chaired the meeting.
- 2. Co-option of Cllr Shane Finlay onto the Committee** – Cllr Finlay was not present and this will be removed from the agenda for the next meeting.
- 3. Declarations of interest** – Cllrs Knight and Winsor (TFMC), Cllr Knight (allotments). Cllr Farrell (Croft Field Centre). (Cllr Bumbieris arrived and J Garvey).
- 4. Agreement of minutes of meeting held on 19th September 2017 and update on actions:** Cllr Winsor proposed minutes of 19th September as a true record, seconded by Cllr Simpson, all in favour, with three abstentions (Cllr Knight, Bennyworth and Whiting).
Updated to Do List (circulated) - this was reviewed and progress noted.
Update on amended TORS – placed on agenda for next meeting
- 5. Allotments**
 - Update on completion of new lease for Marsh Lane – Still waiting for completion
 - Update on required work on ash trees at Fairfield Allotments – Work on the ash trees will be carried out on 9th and 10th November by GA Bulter. Haha have been informed and are in contact with Sovereign about access to the site
 - Update on repairs to roof on shed at Fairfield Allotments – the roof repairs are currently being discussed with Sovereign, Haha and HTC. Update to be provided at next meeting.
- 6. Budget – setting of budget for financial year 2018-2019.** The budget outline for the committee was provided by the RFO was talked through by Cllr Bumbieris. The budget for R&A covers the maintenance of many of HTC facilities. It was noted that £3K had been allocated to pay for the rent for the Croft Field Centre in this period. Cllr Bumbieris felt the RFO should be commended on the budget.
Action – Thanks to be passed to RFO.
Cllr Winsor added that the Triangle Field management grant of £1.5K could alter up or down until the negotiations had been finalised.
Cllr Bumbieris proposed that the R&A budget should be passed to F and GP for discussion. This was seconded by Cllr Knight, with all in favour.
- 7. Bridge Street War Memorial**– update on formal agreement with T&M regarding maintenance, use and insurance.
Cllr Farrell reported back on the meeting attended by herself and Cllr Small with Jed Ramsay. A search of our assets revealed that the land was not owned by HTC. T&M are registering the land

for T&M. The memorial is on land, which had been donated by the International Stores, to commemorate those that been killed in the First World War. After 1920 the memorial's maintenance was undertaken by the Town Council. T&M are a charity and cannot support the maintenance of the memorial. The committee were reminded that the memorial is near a source of water and that the paving has been replaced recently following buckling caused by tree roots. This was discussed by the committee, and it was raised if the memorial could be relocated and some discussion was held on this. The committee felt that no decision could be taken until the agreement had been received from T&M to review and information was been sought from Hugh Pihlens on the topic.

Action – Place on agenda for next meeting.

8. Croft Field Centre

– Update on planned works – Work on the Croft Garden Room will start on 4th December. Cllrs Farrell and Winser reported back on a meeting with members of Hungerford Town Band who were requesting some alterations to the room, including additional curtains around the walls, sound buffer tiles and spotlights. These were discussed and it was decided that a formal request should be made to HTC. Cllr Whiting added that the curtains and tiles must meet current fire regulations and he was happy to check these. It was also noted that the external light needed to be repaired and that the area was open with no gated access. Some discussion was held on the use of the car park and it raised if there was a gate present on the site.

Action – Office ask for a written request to be made by the Town Band for the alterations and to show that materials meet current fire regulations.

Action – Office to arrange for the external lights to be repaired.

Action – Office to review current gate at the facility and see if a combination lock is in use. Options should be explored to seek best way to secure facility.

- Proposal to purchase safety signage – Cllr Whiting offered to provide fire safety signage.

Action – Office to send email to Cllr Whiting to confirm type.

9. Triangle Field – Consideration of the Rugby Club Committee response to the proposal on Triangle Field

Pitch maintenance – *In summary, HRFC asked to limit the area maintained by them to the pitches, and the Trim Trail to be maintained by HTC as it was used by the general public.*

Councillor discussion followed, with the cost effectiveness of another contract being required to cut the other areas not maintained by HRFC. Cllr Knight explained that the trim trail needed to be cut by trimmer due to the nature of the trail. It was thought that the maintenance man could carry this out in the summer as the cleaning in the club house was reduced. Whilst this work was carried out report could be made on the hedges and boundary areas. It was asked the grass cutting would be monitored and a form of inspection was suggested very quarter.

A side discussion took place on check sheets being present in all our assets, to show who was first in/last out and heater checks.

Lease – *In summary, HRFC would like a long term lease similar to the current clubhouse lease which would allow maximisation of opportunity available from the facility.*

Councillors discussed this, with Cllr Winser confirming that a one year rolling lease had been proposed, with 2018-19 being a trial period. A rent review would take place at 2019, which would increase by RPI each year until 2024. A three-month break clause would be in the contract. Cllr Simpson asked about utility bills and Cllr Winser replied that these would be discussed and would increase by a percentage as the club generated the utility bills, but HTC would be responsible for the rates. The proposal indicated that HRFC would have priory bookings on three pitches which would be reserved using the booking calendar which was being created by Cllr Knight. This would allow HTC to book the remainder of the field and if no-one has booked the pitches these would be available to HTC/others to book. Cllr Simpson asked that if HRFC had booked for week end matches and weekday training that it would not be possible to use the facility as there would be little parking. The listing of events on the calendar was discussed, with it highlighted that events had taken place at the Triangle Field which had not been booked or

declared to HTC, or had thought to have been cancelled. This was discussed and disappointment was expressed. Cllr Knight had spoken to Rob Cox before the meeting and Rob said that the event had taken place in the clubhouse. Cllr Bennyworth was concerned that no-one from HRFC was at the meeting to reply to the comments.

Cllr Knight stated that the proposal was voted at the last R&A meeting to be accepted, but with some amendments, though there were concerns expressed by other councillors about the break-down in trust. Cllr Bumbieris added that agreement did not have to be reached until next April, so time could be taken to make amendments. It was felt by some councillors that clarity was needed about some matters before the agreement could move forward. It was also felt that HTC had not been very proactive in the management of the facility previously and steps were being taken to address this, including the best way to market the site and increased transparency.

Action – Cllr Winsor to email Rob Cox to seek clarification on raised areas of concern.

Action – Office to invite Rob Cox to the next meeting of R&A

The meeting closed at 8.40pm

Signed as a true record of the meeting

Date.