

HUNGERFORD TOWN COUNCIL

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MINUTES of the Recreation, Amenities and War Memorials Committee held on Tuesday 21st November 2017 at 7.00pm in the Corn Exchange Complex, Hungerford

Present: Cllrs Small, Farrell, Winser, Simpson, Benneyworth, Knight and Bumbieris (arrived later)
Also John Garvey (Newbury News), Geoff Greenland (HAHA), Rob Cox and Martin Digweed (Hungerford Rugby Club)

1. **Apologies for absence** – Cllr Brookman
2. **Declarations of interest** – Cllrs Winser, Knight (Triangle Field), Cllr Farrell (Croft Field)
3. **Agreement of minutes of meeting held on 17th October 2017:** *Cllr Farrell proposed minutes as a true record, seconded by Cllr Simpson, 3 abstentions, rest in favour.*
 - **Updated To Do List (circulated)** – Cllrs Farrell, Winser and Simpson, with the Deputy Clerk carried out an inspection to the Croft Field, St Lawrence and the Triangle Field recently and the Deputy Clerk is writing up the details. **Action:** It was requested that new actions are added to the to-do list. It was suggested that such inspections should be carried out more regularly perhaps quarterly, in addition to the Annual Inspection completed by our H&S Consultants.
 - **Update on amended TORS** – Cllr Small has added a paragraph to include Smitham Bridge Playground. The R&A TORS are now complete. **Action:** Cllr Small will email the office a soft copy.
4. **Allotments**
 - **Update on completion of new lease for Marsh Lane** – Donnington Homes needs to be added to the new lease. Cllr Small offered to help with this. **Action:** Clerk to request details of DH's interest.
 - **Update on required work on ash trees at Fairfield Allotments** – G Greenland said the work had been done. It was a good job and this feedback had been passed to Sovereign.
 - **Update on repairs to roof on shed at Fairfield Allotments** – Sovereign has forwarded an agreement to be signed by HTC setting out the terms on which the water harnessing equipment can be installed. *Cllr Small proposed the signing of the agreement, with 3 slight amendments, seconded by Cllr Knight, all in favour.* **Action:** Clerk to request amendments then sign and return document.
5. **Bridge Street War Memorial– update on formal agreement with T&M regarding maintenance, use and insurance** – T&M advised this is to be discussed at their trustee's meeting. **Action:** Chase outcome.
6. **Playground Equipment – Consider replacing broken spinner at Bulpit Park** – The existing equipment is broken and the model is not made any more so replacement parts are not available. **Action:** Clerk to bring to next meeting ideas for replacement.
Quotation for repair of safety barriers to slide – The barrier has been vandalised and the whole panel will need to be replaced. *Cllr Knight proposed purchase at £193 plus carriage/fixing, seconded by Cllr Winser, all in favour.*
7. **Croft Field Centre – Update on planned works and grant application** – Work is due to start w/c 4th Dec and grant money of £8k has been raised but not yet received. **Action:** At next meeting consider future improvement plans in order to apply for grants ahead of the project start date.
Consider alternative quote for Security and Fire Alarm maintenance – The existing provider has offered renewal at £450. **Action:** Clerk to obtain alternative quote and renew with best option.

The Clerk has been advised a Fire Risk Assessment is required for the Croft Field Activity Centre. This is a legal requirement and it was suggested the Fire Station and Cllr Whiting are approached for quotes. **Action:** Clerk to proceed with best quote. Cllr Bumbieris entered.

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

Action update – Office to arrange for the external lights to be repaired – Due to be completed tomorrow

Action update – 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 – The Deputy Clerk circulated a report on various solutions. After discussion, considering the practicalities of access and expense of a new gate, it was decided to utilise the existing gate at weekends. A combination lock could be used. It was noted that HTC staff use the car park currently and so do parents dropping off children at the nursery. Some wear is occurring to the car park by regular use. **Action:** Cllr Small will speak with Nick Furr of the Nursery as an agreement would have to be met on when the gate is secured as doing so prevents access to not just the Croft Field Activity Centre but also to the Nursery's staff car park. It was also suggested that a height restriction could be put in place to keep out unwanted large vehicles/travellers.

Action update– Office to send email to Cllr Whiting to confirm type of fire safety signage required – Email has since been sent and signs received from Cllr Whiting.

8. **Dog Fouling signage at Croft Field Activity Centre – Consider purchase of signage and display -** Cllr Simpson reported dog fouling at the Croft Field. After discussion, it was decided that signs reading 'Please do not let your dog foul the grass,' should be displayed. **Action:** Cllr Small will speak to J Reay who has provided these in the past. Rob Cox and Martin Digweed (RFC) entered.

9. **Triangle Field – Cleaning and H&S issues –** The H&S report has been considered at TFMC and most actions are in hand. **Action:** Cllr Winsor will speak to the Clerk to see what R Ballard can do to help. Cllr Winsor is looking for volunteers to help redecorate the ceiling and repair the light. The target is to get these items done by 13th Dec. In future inspections will be quarterly.

Report from TFMC Meeting – R Cox is obtaining planings and a steam roller to repair the pothole. **Action:** Clerk to advise R Ballard not to proceed. The RFC has paid the TFMC £100 hire costs for the Tesco events. It was queried whether this is a fixed day rate or discretionary. **Action:** Future discussion over fees needs to take place. R Cox advised Charlie Austin has not paid. **Action:** Clerk to chase and consider small claims court action. It was confirmed that RFC has paid their rent

Consideration of the Rugby Club Committee response to the proposal on Triangle Field - It was suggested R Ballard's cleaning hours should be reduced over the summer and instead he should manage the strimming around the trim trail.

Cllr Knight has produced a revised proposal which is a combination of Cllr Winsor's proposal and the RFC's proposal in order to try and come up with one solution. This however was circulated just before the meeting so most councillors will not have read it. Rob Cox asked when HTC are going to select a proposal as he wants it agreed by January.

It was mentioned that Cllr Winsor's proposal provides no long term security. Cllr Winsor said she is happy to withdraw her proposal if there is a better one on the table. Some discussion took place around the new proposal. The terminology needs to be looked at. Rob Cox agreed that the RFC should be paying for utility bills. Some felt RFC has exclusive use of the facility although it was pointed out that there is availability over the summer for others to hire. Cllr Small voiced support for Cllr Winsor's proposal which he felt was nearly there and should be pursued. The RFC previously came back with only 3 points that could be addressed. These were: -

- HRC will continue to cut grass for the whole site but the area around the border including Trim Trail and car park will be responsibility of TFMC.
- Consideration of voluntary work performed by HRC during the previous year when reviewing cost increases to the annual rent
- HRFC would like a long term contract

Action: Clerk to arrange a working party meeting to discuss the proposals further. Ideally a decision should be made at next Full Council.

The meeting closed at 9.05pm

Signed as a true record of the meeting

Date.