

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** held on Tuesday 20th March 2018 at 7.00pm in The Library, Hungerford

Present: Cllrs Winser, Simpson, Knight, Brookman and Farrell

1. **Election of a New Chair of Recreation, Amenities and War Memorials Committee** – *Cllr Farrell proposed Cllr Simpson as Chair of R&A, seconded by Cllr Winser, all in favour.*
2. **Apologies for absence** - These were recorded from Cllrs Benneyworth, Whiting and Cusack
3. **Declarations of interest** – Cllr Winser (Safesite)
4. **Agreement of minutes of meeting held on 20th February 2018** – *Cllr Brookman proposed the minutes as a true record, seconded by Cllr Winser, 2 abstentions, rest in favour.*
- Updated To Do List (circulated) – The Springy camel ideally needs replacing as it is in a poor state. Ideas of replacement items were circulated to the committee. **Action:** *Cllr Farrell proposed the office arrange for replacement of the camel with a similar item spending no more than £2000, all in favour.* Two quotes have been received for welding required to the skate park shelter and ramps. *Cllr Simpson proposed accepting the quotation from CJM for £685, providing a company recommendation is received, seconded by Cllr Knight, all in favour.*
Action: Clerk to colour code and add columns to the to-do list to make it clearer.
5. **Allotments**
- Update on the signing of the allotment lease at Marsh Lane – **Action:** Clerk to continue to chase for a signature
- Consider quotes received to repair fence at Fairfields Site – Quotes have been received for both 3ft and 6 foot fences. As they involve the same labour the contractor has offered the same price for both. Quotes are awaited from a second contractor. *Cllr Knight proposed spending £932 for a 6 foot fence with Sitesafe or using the alternative contractor if cheaper, seconded by Cllr Brookman, one abstention (Cllr Winser) rest in favour.*
- Update on out-standing payments for allotments – Letters went out from HTC office to chase the o/s money and this has now been paid.
6. **Action Plan – Consider amended plan for R&A** - The committee went through each item, to amend or fill in data where required. **Action:** Clerk to update document and circulate. Once approved, it will be displayed on the HTC website. It was noted the Beacon lighting event requires some forward planning.
7. **Report on H&S walk round**
- Consider the actions identified following the walk round of St Saviour's Cemetery (see attached report) – Cllr Simpson read out the document and the following were agreed: -
Actions:
 - Brick wall is ours. Appoint an appropriate person to report on the cracks and any work required.
 - Fence belongs to neighbour. Contact them to ask if they will be repairing it.

- Mature trees – Obtain B Howells opinion on: - reducing the height of the fir trees in the centre of the cemetery, any work required to trees adjacent to the road (WBC are only responsible for 1 m from the kerb), what can be done to the trees undermining the wall. Instruct surgeon if required.
- Appoint our maintenance man to clean the benches
- Ask 'Friends of St Saviour's' (via Cllr Crane) to rub down the noticeboard and varnish, and remove glass vases from graves
- Request current contractor to clear moss from centre of road, remove ivy from trees and fill in rabbit holes and request date of last and next wobble test.
- Office to contact grave owners to ask them to remove trees planted on graves
- Contact pest controller about rabbits. It was noted 4 moles have been caught.
- Contact the Community pay back team to see if they would clear overgrown hedge

-Consider the proposed schedule of walk rounds of HTC owned assets and determine who will attend each walk (see attached document) – Cllrs signed up to attend the walk rounds scheduled up to August. An o/s issue from the last walk around at Triangle Field was discussed. Should the Theatre Company electric cable need burying? An H&S expert has given their opinion. The committee felt there was a risk of the cable being damaged by contractors' machinery. They did not feel the cost to bury it should be covered by a grant. **Action:** *Cllr Simpson proposed HTC write to the Theatre Company to remind them of their obligation to bury the cable, seconded by Cllr Brookman, 2 abstentions,(Cllrs Knight and Winsler), RIF.*

8. Bridge Street War Memorial

– **Update on registering the land** – The Clerk has passed all the information to Macauley solicitors to obtain a quote for obtaining a 'possessory title'. **Action:** R&A wish to recommend to Full Council that HTC has an appointed solicitor for all their legal requirements.

- **Propose proceeding with grant application for the cleaning of the War Memorial (HTC to pay 25% of costs (see attached report))** – *After discussion Cllr Simpson proposed proceeding with the grant application and if successful proceeding with the cleaning work, with HTC paying 25% from War Memorial EMR, seconded by Cllr Brookman, all in favour.*

9. Skate Park:

- **Review of additionally requested information about holding a SPA day** - Deferred

- **Feed-back from Letting Agent on any issues regarding current tenancy** – The Clerk contacted the letting agent. No complaints have been received from the tenant and if they do receive any they will inform us. They are due to inspect the property soon and see the improvements that the tenants have put in place.

10. **Playgrounds – Update on cost of spinner and installation** – The original quote for supply and fitting of a new spinner was withdrawn. Two quotes have been received for supply only. Our maintenance man has agreed to fit the item with the help of a colleague resulting in a low labour charge of around £150 plus the cost of hire of a generator. *After discussion, Cllr Knight proposed purchasing the SPICA from Kompan at £570 and using our maintenance man to fit, seconded by Cllr Simpson, one against (Cllr Farrell) rest in favour.*

11. Croft Field Centre: -

Update on current building work to Garden Room – **Action:** Clerk to chase up estimated completion date. Have trusses been ordered?

Update on installation of the drop-post bollard – The wall is not being built due to cost. **Action:** Obtain quotes for a fence with concrete posts and 2 wooden rails, leaving a 3m gap for a drop-post bollard. **Action:** Contact the nursery to request reinstatement of the grass where it has been damaged by the sand lorry.

Update on roof repairs – This has been delayed by the contractor appointed.

Consider quotations for replacing gate from field to canal tow path (refer to report circulated) – *Cllr Winsler proposed appointing Cripps to supply and install the gate at the quoted price of £595, seconded by Cllr Knight, all in favour.*

12. St Lawrence Churchyard:

- **Update on ironwork and stonemasonry requirements** – The Deputy Clerk is trying to obtain quotes but it is proving difficult. Cllr Simpson has a contact she can recommend. **Action:** Office to see what other parishes recommend.
- **Consider quotes for 3 new signs and posts about dog fouling** – *All agreed the office should purchase the signs and posts as they see fit.*

Meeting closed at 8.55pm