

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Keith Knight
3 Wessex Close
Hungerford
Berkshire
RG17 0NT
Tel: 01488 644671
cllrknight@gmail.com



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** held on Tuesday 17th April 2018 at 7.00pm in The Library, Hungerford

Present: Cllrs Winsor, Simpson, Knight, Brookman, Benneyworth, Cusack and Farrell

1. **Apologies for absence** – Noted from Cllr Whiting.
2. **Declarations of interest** – Cllr Winsor (Triangle Field Management Committee), Cllr Farrell (Croft Field Centre).
3. **Agreement of minutes of meeting held on 20th March 2018** – *Amendments were requested and minutes to be returned to committee next meeting.* Amendments requested were to remove Cllr Crane and replace with Cllr Cusack from Item 2. On Item 4, the replacement of the Springy Camel had been proposed by Cllr Simpson, but had not been seconded. Deputy Clerk was asked to check in office.
 - Updated To Do List – circulated and new format was appreciated
 - Update on H&S walk rounds of HTC maintained sites and future walk rounds – Cllrs Simpson and Winsor with the Deputy Clerk walked round the Bulpit Lane Playground, Skate Park and War Memorial Avenue. A write-up will be issued soon. General comments were about the need to upgrade some of the litter bins, re-paint the gates, and review the trees on the War Memorial Avenue, the state of the benches and the state of the “A-frame” concrete posts. Some alterations to the walk rounds were made.

Action: Deputy Clerk to re-issue timetable.

Update on any actions identified on the walk round of St Saviour’s Cemetery

- Brick wall, appoint an appropriate person to report on the cracks and any work required. *In-hand.*
- Fence belongs to neighbour. Contact them to ask if they will be repairing it. *In-hand.*
- Mature trees – *Due to meet B Howells on 30th April to discuss approach.*
- Appoint our maintenance man to clean the benches – *one bench cleaned by contractor, bench cleaning programme underway.*
- Ask ‘Friends of St Saviour’s’ (via Cllr Crane) to rub down the noticeboard and varnish, and remove glass vases from graves. *Office emailed Cllr Crane.*
- 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 – *contractor has cleared moss from road.*
- Office to contact grave owners to ask them to remove trees planted on graves - *In-hand.*
- 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 – *Currently working on Triangle Field and once finished will request the hedge clearance.*

A letter has been sent to the theatre Club about burying the cable.

4. Allotments

- **Update on the signing of the allotment lease at Marsh Lane** – The lease has been signed by Clerk and Mayor and sent by email to Norgate, and now waiting for a response.

Action: Clerk to chase prior to the next meeting

-Update on replacement of fence – Haha reported that the old fence panels have been removed.

The contractor is due to start work on Monday 23rd April. Haha have been advised.

-Agreement on any additional cost for replacing tiles at Fairfields Site – Office have been advised that Haha are happy to pay additional costs for the replacement of the extra tiles.

Action: Office to instruct the work to proceed.

A discussion took place about who is responsible for repairs at the allotment, and the insurance held to cover damage.

Action: Office to clarify, from the lease, who is responsible for the repairs at the allotment sites.

Action: Office to produce a table listing insurance and excess levels for each asset.

5. War Memorials

- Update on registering the land at Bridge St

The information is with 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

- Consider proposal to remove deadwood from War Memorial Avenue trees. *Not available for the meeting.*

6. Triangle Field

Management Committee Report – Committee was updated by Cllr Winser. The last meeting was held on 11th April, and acted as an AGM. Cllr Winser remains the Chair, David Small is secretary, Nigel Pateman is treasurer and Freya Priddy is the Event's Organiser. It is intended to hold a Car Boot Sale on 3rd June. An up-date on a follow up H&S walk round was reported. Some discussion took place on PAT testing, petrol storage and ownership of a small mower and strimmer. If no ownership can be determined of the equipment and petrol HTC will arrange disposal.

Action: Office to contact users of the storage room about the items located in the area.

Action: Disposal of petrol to be reported back to committee at next meeting.

Action: Office to contact Roger Ballard to discuss PAT testing.

Proposed pitch boundary fencing to support sponsorship hoarding, RFU approved – Pictures of the pitch boundary had been sent into the office, but not distributed.

Action: Office to distribute the email.

A discussion followed about the fencing and clarification was sought to determine if the fencing was removable following each match or would be a permanent fixture on the pitch surrounds. Cllr Winser informed the committee that it was fixed, but could be removed. There was a need to have a boundary as supporters had been invading the pitch. The club has some temporary advertising banners, but require more. The committee instructed Cllr Farrell to contact the Planning Department to determine if planning permission would be required for the proposed fencing type. Cllr Benneyworth stated he was meeting with planning officers on Thursday and he would seek advice them.

Action: Cllr Benneyworth to report back at next meeting.

Action: Item to be placed on the agenda for the next meeting

7. Skate Park- Review of additionally requested information about holding a SPA day

The additional information was presented to the committee and a discussion followed. The cost of the event was queried and the idea of charging was considered. It was felt by most councillors that the event should be free. The committee had agreed to repair the welding and have the surface re-painted to improve grip and it was felt this opportunity would be good way to re-launch the facility so it encourage people to use it.

Action: Office to provide committee on details of cost, potential dates, numbers in groups and other supplementary information.

Action: Office to place on F&GP agenda.

Deputy Clerk provided update on the welding work which started this week. Cllr Winser asked about the re-painting of the metal work in the skate park and the playground, and if a quote could be gained for this work. The committee felt a blue and yellow colour theme should be used.

8. Playgrounds –ROSPA report was reviewed and no comments were made.

9. Croft Field Centre

Clerk's report was submitted to the committee. The site had been visited by Cllrs Winser, Farrell and Simpson before the meeting and they raised a few concerns.

- The flooring is currently concrete and it was thought that it was to be a resin floor.
- It was thought there were to be more trusses in the roof, as only two have been put in place. Looking at the roof tiles it appears that the central tiles are raised and this was thought to relate to the positioning of the central truss. There is one section of the roof felt which is a different colour, and the reason for this was speculated on.
- The down pipe, facing out onto the field, goes straight onto the grass area, and this was repeated at the back. It was thought that an Aqua system was being used to disperse the water.
- Top soil has been put in place and some concern was expressed that the area had to be re-seeded and this would require watering.

Cllr Brookman raised about the small step into the building. He thought it was required under DDA that the building should be accessible to all. In addition concern was raised about cars around the room area now that there is no wall or bollard in place.

Cllr Simpson reported that electrics were not included and it was felt that this could wait, as the summer months were approaching.

Action: Office to send details of the plans from Orange Key and the Planning application link. This is to be copied to all committee members.

Cllr Simpson proposed that Cllr Farrell contacted WBC to check about the Building regulations. This was seconded by Cllr Knight, with all in favour.

10. St Lawrence Churchyard:

- **Update on ironwork and stonemasonry requirements** – *Out-standing action.*

- **Consider request from Hungerford rotary to allow a Cherry Tree to be planted in the Churchyard in May during a visit from the twinned Rotary club in Belgium**

This was discussed with reference to the choice of tree and the location. It was queried if the church had been approached and diocese approval would be required.

Action: Office to contact Church to confirm if they have been included in the request

Action: Office to contact Rotary to determine the reason behind the location and tree choice.

Note added following the meeting, a telephone message from Hungerford Rotary confirmed that they no longer wished to pursue this idea. Hence actions will not be followed up.

Meeting closed at 8.30pm