

# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **Recreation, Amenities and War Memorials Committee** held on Tuesday 16<sup>th</sup> October 2018 at 7.00 pm in The Library, Hungerford

**Present:** Cllrs Simpson, Cusack, Winser and Hawkins. Also, Chairman of the Town Band, Chair and Treasurer of Hungerford Allotment Holders Association (HAHA)

- 1. Apologies for absence:** Cllrs Benneyworth, Brookman, Farrell and Alford
- 2. Declarations of interest** – Cllrs Winser and Cusack (Triangle Field)
- 3. Agreement of minutes of meeting held on 18<sup>th</sup> September 2018 and update on actions:** *Cllr Winser proposed agreement of the minutes as a true record, seconded by Cllr Simpson, all in favour.*
  - **Updated To Do List (circulated)** – This was considered line by line and any amendments/actions have been added to the list. (see below).

Cllr Cusack was keen to attend the free CCB training and Cllr Simpson was interested in the First Aid/Defib training. **Action:** Clerk to resend details and arrange bookings.

Cllr Simpson advised a memorial bench has been ordered with an engraving of the centenary dates and a poppy and this will replace one of the benches in a poor state at the Bridge St War memorial. **Action:** Clerk to add registering land at Bridge St War memorial to the F&GP agenda as process is complex. Cllr Cusack will obtain info on the list of trustees from the dissolved charity. He advised against the Clerk signing the registration forms.
  - **Inspection on Fairfields allotment sites (request for volunteers)** – Cllrs Cusack and Hawkins volunteered. **Action:** Deputy Clerk to arrange a suitable date.
  - **Update on communication with diocese about the grave at St Lawrence's with the metal surround** – Clerk advise a request has been lodged with the diocese to bury the damaged railings on site. This is being considered by their committee and we wait a response.
- 4. Vision for Croft Field Centre from Hungerford Town Band** (presented by the Chairman) who spoke about the need for acoustic improvements at the Croft Field for the band (see report below).
- 5. Allotments**
  - Heads of Agreement** – The document has been agreed at HAHA's AGM and a signed copy sent to HTC. HAHA not only manage the allotments but are involved in promotion and running of events. (refer to the HOA document attached)
  - **Certify accounts** – HAHA submitted accounts to the RFO and these have been signed off by HTC's auditor. Grant making was necessary to boost the income from rentals.

The Constitution has been amended which now includes the new renewal date of 1<sup>st</sup> Feb. The change of date has been well received by the plot holders. Clarification of the payment of legal costs was required. The document now reads that only legal costs relating to the Constitution will be shared. This was the initial intention and R&A committee were happy with this change.

6. **Triangle Field (lead by Cllr Winser)**
  - **Update on planning application for flood lights** – The TFMC (Triangle Field Management Committee) are meeting next week. Cllr Winser is not aware of any update on the floodlights at present.
7. **Youth & Community Centre**
  - **Feed-back from meeting (Cllr Alford)** – This item was deferred. The Y&C Centre meeting was postponed and clashes with tonight's meeting. **Action:** - Cllr Alford to feedback at next R&A
  - **Update on lease** – Amendments have been agreed but there will be an extra charge for these. The Y&C centre are paying the costs.
8. **Skate Park & Recreation Grounds**
  - **Consideration to locking the car park at the Skate Park** – If this is actioned our maintenance man should be the person carrying this out. After consideration it was decided not to proceed with this.
  - **Consideration of opening and closing times of the whole area** – *Cllr Simpson proposed the opening and closing times of 8am to 8pm should apply to the whole area (the skate park, Bulpit Play park, Recreation ground) and signage should be displayed to this effect, seconded by Cllr Winser, all in favour.* **Action:** Erect new signage for the whole area, continue to monitor and review in the spring.
  - **Update on the removal of the shelter** - The shelter has been removed.
  - **Complaint from member of the public about the playfields and goal area** – A complaint was received from a member of public about dog muck and sanitary waste on the Recreation ground. **Action:** Request the Admin Assistant does a social media campaign to encourage the reporting of fouling on the WBC website.
9. **Refill water scheme** – consideration to the installation of a tap or water fountain to allow water to be available (see report). **Action:** *Cllr Simpson proposed the Clerk proceeds with arranging installation of a water tap with a budget of up to £600 and signs up to the app, seconded by Cllr Hawkins, one objection, rest in favour.*
10. **St Saviour's Cemetery**

**Review cemetery reservations and amend regulations (see attached report)** – *Cllr Simpson proposed option 3b, 'Reservation of plots in the Garden of Remembrance for future use may be made subject to the purchase of an Exclusive Right of Burial (ERB) and the purchase of a reservation stone to mark the plot (see schedule of fees and charges). Reservations will be subject to a review every five years and owners of the ERB will be contacted to confirm they still wish to reserve the plot. Reservation of plots in the burial ground will not be permitted due to a lack of space, difficulty of access and difficulty in marking the plot.' but with a £50 reservation fee to be paid after every 5 years, seconded by Cllr Winser, all in favour. (NOTE Full Council minutes require this decision to go back to Full Council to be ratified)*
11. **Swimming Pool House**
  - **Consider the quotations for the replacement of storage heaters** – We have been advised by electricians that to replace the current heaters with new electric heaters would not provide a saving to the tenant. Instead it has been recommended that oil or gas central heating is considered instead. The cost of this is likely to be significant. **Action:** Clerk to obtain quotations but consider delaying this project to 2020-2021.
12. **Consideration of the relocation of the defibrillator from the Library to the phone box in the High Street** – Concerns were voiced over the phone box being near the road. It was suggested instead it is located at Tesco near the cash point machine which would also be fairly near the Down Gate. **Action:** Cllr Simpson to speak to Tesco.
13. **Budget setting – Consider committee budget for financial year 2019-20 (taken after item 8)**

Cllr Winser talked through the draft budget spreadsheet line by line. Cllr Winser advised a quote is being obtained to repair the car park at the Triangle Field. They are looking at tarmac and speedhumps. The soakaway is probably blocked. TFMC is looking to HTC to fund the car park but the Rugby Club

are happy to help and apply for a Tesco Fund. All the boundary hedging at the Triangle Field needs cutting down to 1 ft and will take two to three years to grow back. The TFMC has been doing its own marketing and paying for marketing out of their funds. They are fundraising and hoping to grow the events.

It was decided that the Croft Field toilet/internal improvement project should be delayed until 2020-2021.

The Carousel (large piece of playground equipment) is likely to need major repair or replacement. It was agreed the budget for this would come out of the existing ear marked pot.

The initial amendments were agreed by the committee as follows: -

**Budget**

Triangle Field – Increase from £150 to £5000 to put money aside for the Triangle Field car park

Water Croft Field – Increase from £300 to £400

**Ear Marked funds**

Croft Field Garden Room – Increase from 0 to £1000 to complete the project (flooring)

Tree Maintenance – Increase from £5000 to £7500

Fences/boundaries – Increase from 0 to £1000 to include hedges (R&A aware of other funds in EMR)

It was agreed the existing ear marked funds for the Poole House should be increased to £5000.

**Meeting closed at 9.25pm**

## **Hungerford Town Council**

### **Public Report**

#### **Report to:**

R&A 16<sup>th</sup> October 2018

#### **Agenda Item No 9: Water bottle Refill Scheme**

#### **Background**

Over 12,000 businesses have joined the Refill movement. By signing up as a Refill Station you'll be helping to keep Britain hydrated and free of plastic pollution

<https://www.refill.org.uk/add-refill-station/> offer a page on their website, a sticker to display in your window and access to an app and logo to promote use of your refill station. Put your tap on the map.

Having downloaded the app there are two locations signed up already in Hungerford being the 3 Swans and The Railway Tavern. There are two locations in Thatcham, 11 in Newbury and 6 in Marlborough.

#### **Objective**

Install a tap or water fountain on the exterior wall of the Library building to provide free drinking water and encourage use of reusable containers.

#### **Options**

1. Install an outside tap accessible 24hours during the warmer months (quotes to be obtained) and sign up to refill scheme
2. Install a water fountain accessible 24hours during the warmer months (quoted to be obtained) and sign up to refill scheme

3. Just sign up to the Refill Scheme and allow access to tap inside (limited to opening hours during the week) – consider disruption impact on office

### **Financial and Legal implications**

Budget for installation to be agreed. An increased cost of water bill.

### **Reference to Council Strategy, where relevant**

Nothing currently in our action plan to address environmental issues

### **Info:**

Newbury Town Council has installed a tap on their Wharf toilets building costing £590 plus vat. The tap is push operated and cannot be left running and they are turning it off in winter months, to avoid ice forming under it.

### **Recommendation(s)**

The best option based on the above information

**Signed:** Town Clerk, 16/10/18

## **Hungerford Town Council**

### **Public Report**

### **Report to:**

R&A Committee 16<sup>th</sup> October 2018

### **Agenda Item No :**

10 - Review cemetery reservations and amend regulations

### **Background**

The Council has had a request from a resident to reserve a plot in the Garden of Remembrance and at the last R&A meeting the committee proposed this request be considered at Full Council and to review the current wording in the Cemetery Regulations. The latest Cemetery Rules and Regulations adopted in May 2016 state:

### **3. Interment**

- (a) Interment shall take place only in such grave space or (in the case of cremations) plot in the Garden of Remembrance as the Clerk shall specify. Reservation of plots for future use is not permitted save in exceptional circumstances at the discretion of the Council.

The committee wished to have guidance on what is deemed an exceptional circumstance.

### **Objective**

Full Council thought it would be acceptable to allow reservations but subject to certain conditions and proposed that R&A consider changing the wording in our regulations. At

the November meeting, Full Council is to agree the change of wording and to clarify that reservations are allowed in the Garden of Remembrance only.

## Options

The wording in our regulations to be changed to:

### 3. Interment

- (a) Interment shall take place only in such grave space or (in the case of cremations) plot in the Garden of Remembrance as the Clerk shall specify.
- (b) Reservation of plots in the Garden of Remembrance for future use may be made subject to the purchase of an Exclusive Right of Burial (ERB) and the purchase of a reservation stone to mark the plot (see schedule of fees and charges). Reservations will be subject to a review every five years and owners of the ERB will be contacted to confirm they still wish to reserve the plot. Reservation of plots in the burial ground will not be permitted due to a lack of space, difficulty of access and difficulty in marking the plot.

Full Council did suggest charging an additional reservation fee - in the past (2013), we have charged an additional reservation fee of £10 – do we still want to do this? Due to the amount of extra work this will cause the office (initial administration and review every five years) a figure of £50 seems reasonable. The cost of purchasing an ERB is currently £100.

## Recommendation(s)

The best option, based on the above information.

**Signed:** Sarah Hennessey 08/10/18



**HUNGERFORD TOWN BAND  
PROJECT TO IMPROVE THE  
ACOUSTICS  
OF THE REHEARSAL ROOM IN  
CROFT FIELD CENTRE  
UPDATE FOR HUNGERFORD TOWN COUNCIL  
RECREATION AND AMENITIES COMMITTEE  
16<sup>th</sup> October 2018**

The band rehearsal room suffers from poor acoustics due to reverberating sound from hard walls and ceiling surfaces corners.

- This is making it difficult for the musical director to hear the individual players and for the players to hear their own instruments and balance their sound with the other players.
- There is a concern for the overall sound levels created from a health and safety point of view.

Project stages:

- Have a qualified acoustic consultant assess the room and make recommendations.
- Cost the recommended materials and installation.
- Work with Town Council to see what contribution they would be able to make and achieve approval of the works.
- Source appropriate materials and install.

Progress:

We obtained a fee proposal from the company that carried out the assessment for work at Aldbourne Memorial Hall. The fee was £950 plus VAT.

This was felt to be rather high and so another search found a company based in Marlborough, . They have offered to assess the room on a more informal basis free of charge, but would make a small charge if reports had to be written. Tim Crouter is now making contact to make arrangements, and the assessment will be followed by discussions and recommendations over coffee.

Consultants website and qualifications see the link below.

Richard Sharland <http://www.iansharland.co.uk/practice-profile>

We do not have a project cost at the moment, but it is understood that the Aldbourne Memorial Hall cost in the region of £3000. This is a much larger hall. If we can avoid consultant assessment fees, and with a smaller hall, it is likely that we could be in a ball-park cost of £1500, but please note that this is a very early stage guesstimate.

Susan Hofgartner

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