

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Recreation, Amenities and War Memorials Committee** meeting held on Tuesday 19<sup>th</sup> January 2021 at 7.00pm, remotely.

**Present:** Cllrs Simpson, Winsor, Knight, Lewis, Alford and Yakar-Wells.

Also, Sarah Hennessey (Deputy Town Clerk), two representatives from Hungerford Allotment Holders Association (HAHA), representative from the Newbury Weekly News, and two members of the public (one joined at 7.12pm). District Councillor Dennis Benneyworth joined at 7.11pm.

The meeting was being recorded.

**RA2021001 Apologies for absence** – Cllr Fyfe.

**RA2021002 Co-option of Councillors to the committee** – None.

**RA2021003 Declarations of Interest** – None.

**RA2021004 Agreement of minutes of meeting held on 17<sup>th</sup> November 2020 and update on actions:**

Croft Field Activity Centre – an architect has been appointed. He will be doing a site survey on Friday this week.

Plane tree crown reduction – a contractor has been appointed and the work will take place in March.

Triangle Field car park resurfacing – a contractor has been appointed to resurface the car park up to the end of the club house. We have applied for CIL funding to resurface the whole of the car park and are waiting for the outcome of the application before the contractor undertakes the work. If the CIL application is unsuccessful, the resurfacing will just be to the end of the club house as planned.

*Cllr Winsor proposed the minutes as a true record, seconded by Cllr Simpson, one abstention (Cllr Lewis), rest in favour.*

**Updated to-do list (circulated)** – This was read through.

**Maintenance list (circulated)** – This was read through.

**RA2021005 Allotments** – Report from HAHA. (Taken after Item RA2021003).

Ted Angell (Chair) advised the allotments continue to remain open during lockdown and HAHA has been following guidance from the National Allotment Society. Thanks to HTC for arranging for our contractor to remove an overhanging branch on the west side of the site.

Andrew Downs (Treasurer) advised the new rent year starts on the 1<sup>st</sup> February so invoices have been sent to all plot holders. As in previous years, the office will send out the relevant letters to any plot holders whose invoices are unpaid at the end of February. All the plots on both sites are fully let with a number on the waiting list for both sites. Finances are in a healthy position and work is due to start on the water tanks project in the next few weeks.

The committee was advised that the lease at Marsh Lane expires at the end of 2022. Councillors feel that to alleviate uncertainty regarding what will happen at the site after this date, it would be beneficial to start a conversation with the landlords at an early stage. Cllr Simpson will discuss with the Town Clerk.

Thanks were extended to HAHA for all the time and hard work they spend keeping the allotments running smoothly.

The representatives from Haha left the meeting at 7.20pm.

**RA2021006 Bridge St War Memorial Gardens / Tragedy Gardens**

- Update on refurbishment / ongoing maintenance of both areas. The refurbishment of the BSWM gardens is looking very good and the raised bed has now been planted. Cllr Simpson is keen for the contractors to undertake a similar project at the Tragedy Gardens – this will be discussed at a future meeting.
- Consider quote for cleaning of paved areas at Bridge Street Memorial Gardens and Tragedy Gardens.  
*Cllr Simpson proposed acceptance of the quote of £585 from AES, seconded by Cllr Knight, all in favour.*

**ACTION:** Office to instruct contractor.

**RA2021007 Health & Safety – Including any other concerns relating to Covid19** – Following concerns relating to the running of the Wednesday market, Cllr Simpson has been involved with Town and Manor, local PCSOs and WBC in order to address these concerns. Various measures to improve the situation are planned, including better signage, movement of people and more marshalls to be present. A member of the PPP team at WBC has advised they will be visiting the market.

**RA2021008 Local Council Risk System** – Review R&A committee risk assessments (attached) and propose approval of documents with any amendments. The documents had been circulated with proposed amendments highlighted.  
*Cllr Simpson proposed approval of the documents with the proposed amendments, seconded by Cllr Winsor, all in favour.*

Meeting closed at 7.51pm. District Councillor Benneyworth, representative from NWN and two members of the public left the meeting.

## PART 2

Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

**RA2021009 St Saviour's Cemetery** – Discuss repairs to wall on south edge of cemetery.

*Cllr Yakar-Wells proposed the office investigate how the flints have been put over the wall before we make a response, seconded by Cllr Knight, all in favour.*

*Cllr Simpson proposed that before any remedial action is carried out to the wall, and to try and prevent further damage to the wall, the committee would like sight of specifications of the work, seconded by Cllr Winsor, all in favour.*

**ACTION:** Office to take a photograph of the flints / state of wall.

**RA2021010 Triangle Field**

- Update on management agreement following appointment of new solicitor.
- Update from working party meeting and consider recommendations.

*Cllr Winsor proposed that further to discussions at the working party and committee meetings, a meeting will be held with our solicitor next week to discuss a response to HRFC, seconded by Cllr Knight, all in favour.*

Meeting closed at 8.45pm.