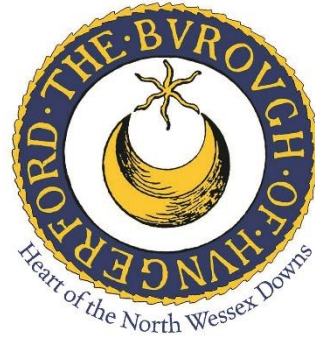


# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
57 Fairview Road  
Hungerford  
Berkshire  
RG17 0BP  
Tel: 07920 110380  
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk  
Mrs Claire Barnes  
The Library  
Church Street  
Hungerford  
Berkshire RG17 0JG  
Tel: 01488 686195  
[townclerk@hungerford-tc.gov.uk](mailto:townclerk@hungerford-tc.gov.uk)  
[www.hungerford-tc.gov.uk](http://www.hungerford-tc.gov.uk)

---

**MINUTES of the Recreation, Amenities and War Memorials Committee meeting held on Monday 18<sup>th</sup> September 2023 at 7.00pm, in the Library, Hungerford.**

**Present:** Cllrs Simpson, Winser, Keates, Fyfe and Coulthurst  
**Also in attendance:** Town Clerk

**RA20230054. Apologies for absence – Knight, Alford, Schlanker and Cusack**  
Also, apologies from District Councillors.

**RA20230055. Consider co-option of councillor to the committee**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winser

**Resolution:** Coopt Cllr Coulthurst to R&A committee.

**RA20230056. Declarations of Interest – Cllr Winser (Youth Council RA20230060)**

**RA20230057. Agreement of minutes of meeting held on 17<sup>th</sup> July 2023**

**Proposed:** Cllr Fyfe

**Seconded:** Cllr Keates

**Resolution:** To accept the minutes of 17<sup>th</sup> July 2023 as a true record. 1 abstention.

**Update on actions:**

Peninsula has advised that the current package does not include writing Fire Risk Assessments.

The office is in touch with Newbury Fire Station who may have a trained person available to carry out a free FRA for the Croft Field.

The paving capping has been repaired and weeds attended at the memorial gardens in Bulpit Lane. There were some established brambles which needed removing. The gardening will continue to be monitored.

New goal posts are in place at Smitham Bridge Play Park. BMW are sponsoring the new goal posts that are on order for the Recreation Ground and will cover the full cost. Once they arrive, we will promote widely on social media and in press. Cllr Coulthurst offered to mention on Kennet Radio.

Four pieces of play equipment have been painted at Bulpit Play Park, for the price of three.

**RA20230058. Receive updated summary of maintenance list. See attached.**

**RA20230059. Receive update on ROSPA. See attached.**

**RA20230060. Receive update on Youth Council – See attached.** Cllrs Alford, Lewis and Winser last met with youth council in July. Cllr Winser suggested a mission statement is needed to help progress ideas and she is happy to continue to help give the group guidance. Ways of helping mentor the group were discussed. The goal posts at Smitham Bridge came from an idea produced by the Youth Council.

**RA20230061. Playparks – Smitham Bridge Playpark – H&S concerns about the roundabout.** The office has not instructed Vitaplay to replace the safety surface as ROSPA has since flagged up that the safety surface needs to be larger, and this is not possible unless the roundabout is relocated away from the

path. The cost of this is approximately an additional £1,000. Having spoken with ROSPA they have advised this is not mandatory, but we need to consider the risk. They have rated the worn safety surface as 'low' and the size of the surface as 'very low' on their report.

**Proposed:** Cllr Winser

**Seconded:** Cllr Coulthurst

**Resolution:** Wait until we have some more money in the budget to do the job properly.

**RA20230062. Consider costs to trim overhanging oak trees on the recreation ground – See report attached.**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Fyfe

**Resolution:** Instruct contractor to proceed with 7 days' work, in total for both projects.

**RA20230063. Croft Field Activity Centre – Update from F&GP**

It was noted that F&GP had agreed to order one chair to check the quality before ordering 50. These will be folding chairs. Mirrors have been ordered for the washrooms.

**Consideration of any outstanding costs**

**ACTION:** Order splashbacks for above the sinks, another door mat, a tamper proof noticeboard to display H&S information (from H&S budget) and a boot scraper (to be fixed outside). Consider a welly mat.

**ACTION:** Apply warning tape to the inside step. Display signage, 'no muddy boots.'

**ACTION:** Obtain quote from Simon Hobden for an acrylic HTC logo approx. 50 x 50cm to be displayed in the foyer.

**Consider date for opening event.**

It was agreed not to have a public event, instead photos of the venue and the Mayor cutting a ribbon can be promoted through social media and press. A local photographer could be approached,

**RA20230064. Skate Park – Consider bins options.**

Two new bins in situ are being well used but are overflowing. Options include having our contractor empty them more often and increasing the Grundon collections, or installing extra bins. As much of the waste is recyclable, we are hoping to obtain one of the new tri-bins from West Berks Council (WBC) for the Skate Park. An extra contract would be needed to collect the recycling.

**ACTION:** Chase WBC for availability of a tri-bin.

**Consider fencing options.**

**ACTION:** It was agreed that funds left in EMR (approx.£4K) from the balance of the two main projects will be allocated for fencing at the skate park.

Fencing the skate park and having live CCTV are considered priority. This will allow locking of the skate park in the evening and overnight to prevent ASB. Complaints have been received about noise during unsociable hours.

**ACTION:** Add to Full Council agenda to consider quotes for fencing around skate park.

**ACTION:** Consider funding options such as Good Exchange Application and sponsors for fencing.

**Consider soft opening event.**

It was agreed we would do the same as we are for the opening of the Croft Field Centre i.e., not to have a public event, instead photos of the venue and the Mayor cutting a ribbon can be promoted through social media and press. A local photographer could be approached,

**RA20230065. Gigaclear.** The Swimming Pool House is scheduled to have broadband installed on 21<sup>st</sup> Sept to enable our Skate Park CCTV to become live., The Croft Field is due to receive free community broadband on 10<sup>th</sup> Oct. We are still awaiting a date for the broadband connection at the Triangle Field. We have experienced many delays so far and the cases have been elevated to the exec team.

**ACTION:** Contact the CEO of Gigaclear requesting help with ensuring these installations happen.

**RA20230066. Health & Safety** – Legionella testing by Waterdrop is happening tomorrow at the Croft Field Centre. The FRA is being chased. The property insurance valuations have been done for 3 buildings and sums insured adjusted accordingly. The Croft Field Centre is yet to be done.

The meeting closed at 8.20 pm.

### **R&A 18<sup>th</sup> Sept 2023 – UPDATES from Town Clerk**

#### **RA20230058 – Receive updated summary of maintenance list.**

Some of the main works completed by our maintenance man are as follows:

- Removed and refitted junior swings with new fixing bolts.
- Filled and sanded leg post on swing
- Removed child swing bolts to check for wear and refitted.
- Fitted new seat to Junior swings.
- Fitted new ropes to bird's nest swing.
- Sourced and fitted new water heater for office under the sink and replaced valve for hot water to basin in toilet.
- Met on site at Swimming pool House more than once with Gigaclear and helped chase up the installation.
- Painted outside of Croft Field Building and under gazebo.
- Applied temporary fix to bench in avenue with base plank.
- Fitted new door handle at Swimming Pool House.
- Several visits to Croft Field to ensure alarm contractors could enter. Locked and unlocked building when necessary for others to access e.g., Grants/awards ceremony. Market, Town Band.
- Purchased and put in place essential supplies e.g., toilet paper/brushes, ahead of Croft Field Event. Transported and set out chairs for use there.
- Met with new Church St toilet contractor reference problems with the automatic locking system and storage issues.
- Noticed damage to gent's door in Croft Field and that fire cables are needed.
- Unblocked all the toilets in Croft Field with help of Jerry.
- Put up Ensign Flag
- Fitting kitchen in north room of Croft Field
- Received delivery of 2 fridges for Croft Field

#### **RA20230059 – Receive update on ROSPA**

##### Smitham PP

- Gate to bridge has violent action – RB is installing a stop, so the gate doesn't open so widely.
- Both sets of swings paintwork is in poor condition.
- Roundabout safety surface has worn and needs repair (low risk) and is not of recommended size (very low risk) – on agenda for decision.

##### Bulpit PP

- Bulpit Play Park. (painting/repair update) Carousel Waltz Update– A new bearing has been fitted. Caps to cover the threads are fitted. The item has been varnished. The Zip slide has been painted. The large slide unit is being painted today. The small baby slide has been painted (by mistake so for free!)
- Bulpit Play Park new seesaw. The seesaw height was reset and safety surface redone. This is currently being assessed by the contractor as a small patch of the surface is still wearing.

ROSPA have picked up on this and say it has less than the required 230mm clearance and there is no damping. This has been reported to GB Sport who are chasing a response from the manufacturer.

- Side gate bent with trip points underneath – RB to do
- Yellow climbing frame – RB to fill in gaps around safety surface with topsoil.
- Pod walk – Paintwork in poor condition. Repairs maybe necessary where corrosion is bad.
- Zip slide – 2<sup>nd</sup> tread up on left loose - RB to tighten middle bolt.
- Hole in ground near zip slide – RB to fill.

## **Hungerford Youth Council** **R&A Youth Council report**

General statement for H.T.C. website

- It had been agreed to start a project to collate all activities in Hungerford, including times and contacts. This is so all this information can be included on the H.T.C. website. This is part of a general statement being put forwards by the Youth Council.

Future meeting with Richard Hawthorne

- Dan put forward the need for the Youth Council to arrange a meeting with Richard Hawthorne. This is with the purpose to find out what backing they can receive through the school for promotion and support.
- This will also keep a door open for future recruitment of students to join the Youth Council.

Youth Council meeting with youth groups

- A set of actions were then formulated for the members of the Youth Council with Council Leaders to go to the different activity groups within Hungerford. This is with the purpose of talking with the youth group members and find out what activities/interests they are active in and those they would like to take up. This is so the Youth Council can find out what activities/interests are missing for young people in Hungerford. Also to see if there is ample interest to look at starting up new activities.
- Date of next meeting to be arranged

**RA2023050 Tree work**

## **Hungerford Town Council**

**Public Report to:** R&A Meeting 18<sup>th</sup> September 2023

**Agenda Item No RA2023062:** Consider costs to trim overhanging trees on the recreation ground.

### **Background**

At July R&A, it was agreed to proceed with the work to trim back oak trees on Rec as complaints were received from residents.

R&A also agreed to proceed with work to remove dead wood to trees in Avenue and to appoint an arboriculturist to check the health of certain trees.

### **Objective**

Make safe trees that HTC is responsible for, particularly where adjacent to the roadside, in public open spaces and where damage is being caused to third party property. Retain a clear line of sight between our CCTV poles to maximise the signal.

### **Clarification of jobs**

Hungerford Tree Surgery recommend cutting back the oak trees fairly hard, so they don't need doing again for a while. This is estimated at 4 days' work (£450 per day).

The avenue dead wooding is estimated at 3 days' work (£450 per day).

This comes to an estimated total of £3,150. We have funds in EMR to cover this.

**Signed:** Town Clerk 18<sup>th</sup> Sept

**RA2023064 Skate Park – Consider bin options**

## **Hungerford Town Council**

**Public Report to:** R&A on 18<sup>th</sup> September 2023

**Agenda Item No:** RA2023064 Skate Park – consider bin options

### **Background**

The Skate Park has now been successfully completed and although there are two new waste bins situated on site, given the number of users and visitors, R&A Committee may wish to consider the purchase (or future purchase) of an additional bin/s.

### **Objectives:**

To agree the preferred course of action based on the options below.

### **Reference to Action Plan**

Aim - Ensure public open spaces are safe and well maintained.

### **Available budget (£s)**

None

### **Options:**

- **OPTION 1 - Metal Chieftain Outdoor bin, 100 L**  
[Metal Chieftain™ Outdoor Litter Bin with Free Delivery - Glasdon UK](#) (for image see end of report)  
This is the same bin as the existing two bins.  
Cost: £703.37 excl VAT per bin + optional extras (eg ground fixing bolts, metal internal liner).
- **OPTION 2 - Heritage Round Open Top Litter Bin, 100 L**  
[Heritage Round Open Top Litter Bin - 100 Litre \(litterbins.co.uk\)](#) (for image see end of report)  
Cost: £299.95 excl VAT per bin + optional extras (eg ground fixing bolts, metal internal liner).
- **OPTION 3 - Cesar Outdoor Litter Bin, 100 L**  
[Cesar Outdoor Litter Bin - 100 Litre \(litterbins.co.uk\)](#) (for image see end of report)  
Cost: £192.95 excl VAT per bin + optional extras (eg push flaps, ground fixing bolts)

- **OPTION 4**  
Other suggestions? Eg Recycling bin options?

**Recommendation(s)**

The best option, based on the above information

**Signed:** Lydia Cutland, Deputy Town Clerk 13<sup>th</sup> September 2023

**IMAGES BELOW**

**OPTION ONE**

Glasdon Metal Chieftain bin – as per existing bins in the Skate Park



**OPTION TWO**

Heritage Round Open Top bin



**OPTION 3**

Cesar Outdoor Litter Bin

