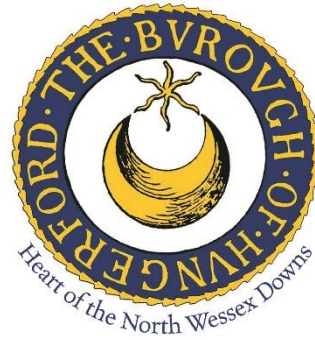


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Monday 20th May 2024 at 7.00pm, in the Library, Hungerford.

Present: Cllrs Simpson, Keates, Winsor, Schlanker, Knight, Fyfe, Cusack, Coulthurst, Reeves & Montgomery.

Also present: Cllr Benneyworth

In attendance: Deputy Town Clerk

The Chair opened the meeting at 7pm by welcoming Cllrs to the meeting.

RA2024026 Propose election of the following positions and receive signed declaration of office forms: Chair and Deputy Chair of Recreation & Planning Committee.

Proposed: Cllr Knight

Seconded: Cllr Coulthurst

Resolution: Cllr Simpson was reappointed unanimously as Chair

Proposed: Cllr Knight

Seconded: Cllr Coulthurst

Resolution: Cllr Winsor was reappointed unanimously as Deputy Chair

RA2024027 Apologies for absence – Cllr Alford

RA2024028 Declarations of Interest - None

RA2024029 Agreement of minutes of meeting held on 18th March 2024 and update on actions.

Proposed: **Cllr Coulthurst**

Seconded: **Cllr Keates**

Resolution: Minutes of meeting held on Monday 20th March 2024 were approved as a true record with 3 abstentions with the following actions requested:

Actions:

- RB to make painting a priority to be completed by summer holiday and request use of contractor should support be required.
- Follow through Bench Policy for a new bench for the Morley family.

RA2024030 Receive updated summary of maintenance list (See report)

Cllrs discussed maintained list received and Cllr Simpson stated for the record HTC's thanks (in addition to HTC's Office appreciation) to RB for stepping up the amount of work carried out and noted that he had completed a number of actions on the maintenance list and in particular the painting of Smitham Bridge play park equipment is looking good. Cllr Simpson requested HTC Office pass on the committees thanks to RB. Cllr Montgomery noted the maintenance list is extremely long and suggested we explore support from 'Community Pay Back Scheme'.

Actions:

- Agreed by Cllrs that a cherry picker was required for future Christmas lights and correct training needed.
- Agreed RB will 'foot' the ladder for Cllr Keates until the cherry picker is sourced or used.
- HTC to explore use of cherry picker for future working from heights requirements and develop training to reflect changes in requirements
- Croft Field Activity Centre – HTC Office to obtain quotes for bike racks
- RB to make painting of Bulpit Lane a priority and work to be completed by Summer holidays
- HTC to contact 'Community Pay Back' co-ordinator using details provided by Cllr Knight.
- HTC to instruct RB to install rubber bumper on seesaw at Bulpit Lane
- Bridge Street War Memorial needs professional cleaning – HTC to check if a Grant is available. If RB too busy then HTC office to look at a contractor
- Cllrs requested that the Full Maintenance List be colour coded and for additional columns to be added to include:
 - Initial date/ date instructed, Due date, Renewal date

RA2024031 Receive update on ROSPA (see report)

Actions:

- HTC to obtain a quote for repair to the Roundabout at Smitham Bridge
- POD Walk – RB to review paintwork and equipment and report on required repairs

RA2024032 Consider quotes for repair of the damaged safety surface at Smitham Bridge (see report)

Cllrs discussed the damaged caused by vandalism in the report and quote provided. HTC to contact the Insurance company and discuss whether a claim can be made. Either way, HTC Office to proceed with quote provided using Contractor 1 Option B.

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: HTC to contact Contractor 1, Option B to instruct work to be carried out.

RA2024033 Consider proposal for Resource Centre extension to opening hours

Cllr Simpson confirmed that their request should be considered by Full Council or Environment & Planning committee.

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: Request from Hungerford Resource Centre to be put onto Full Council or E&P agenda (whichever was first)

RA2024034 Consider separate car parking charges for Croft Field Activity Centre

Cllrs discussed the increase in clubs using Croft Field Car Park as an overspill for the Croft Hall car park and the option of HTC charging them. Currently, members of the Mahjong and Repair Café contact us to see if the car

park is free, and if that is the case, they use the car park for free. Cllrs concluded that it could potentially cause HTC to lose bookings if we formally charge for the car park as it could potentially restrict the availability of The Croft Field Centre.

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: HTC will not charge for ad hoc use of car park but a 'donation' could be requested.

RA2024035 Consider outcomes of the H&S inspections & consider any outstanding actions

Cllrs discussed H&S checks, with Triangle Field Checks most recently completed. Following actions required:

- Tragedy Bench – cleaning to be made a priority by RB and HTC Office to check the date for next Moss Clean
- Fairfield Allotments – it was noted that tools left out and nowhere to store them. Question re sheds raised and whether they are permitted. HTC Office to review lease.
- Skate park – RB to remove old, unwanted signs; HTC Office to obtain quotes for topsoil to fill holes
- Entrance to skate park – loose stones – Cllr Keates to review and report back to HTC
- Swimming Pool House – cars had been parking there (as part of overspill on match days) and had their driveway blocked – Cllr's discussed use of stones painted white to provide a 'barrier'.
- HTC Office to contact Maverick to help remove rubbish and for advice/clean graffiti off the concrete.
- Triangle Field – H&S checks discovered a wide range of outstanding actions that need to be carried out e.g. deep clean needed of changing rooms, traps in showers are bunged up. Cllrs discussed the need to give HRC time to make arrangements to rectify outstanding issues and agreed a re-inspection is needed before 15th July. Cllrs agreed HRC to be invited to July meeting to provide an update on actions taken

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Cllrs agreed outstanding H&S actions to be completed as outlined above

RA2024036 Update on Croft Field outstanding works

Cllrs discussed the work completed to date and confirmed a number of actions have already been taken. The remaining actions are on RB maintenance list which include putting mirrors up and Cllr Schlanker to install remote control for heating unit which is not a priority given we are in summer period.

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Cllrs agreed items on maintenance list so be completed according to priority

Part 2

RA2024037 Consider the request for discount for Hungerford Rugby Club to hire an additional pitch at the Triangle Field.

Proposed: Cllr Schlanker

Seconded: Cllr Simpson

Resolution: Cllr agreed that current contractor should continue to manage the pitches and a review of the lease should occur at point of renewal circa 2028 with HRC paying the 'regular user' rates.

Reports for R&A meeting 20th May 2024

R&A 20th May 2024 – UPDATES from Town Clerk

RA2024030 – Receive updated summary of maintenance list.

Some of the main works completed by our maintenance man are show below. Please note these are in addition to his routine checks of our assets and H&S checks.

- Secured loose Zip wire treads x 3.
- Cleaned bird poo from Smitham bridge play unit.
- Lubricated SPICA (play equipment).
- Reinstalled goal net at Smitham Bridge.
- Replaced broken outside office tap.
- Fixed bench in the avenue – swapped in new arms.
- Ordered and placed 20mm gravel in spaces around ramps at Croft Field
- Rubbed down and repainted Smitham Bridge Playground Swing equipment.
- Pressure washed and stained all 4 picnic benches in Smitham Bridge Play Park.
- Rubbed down and repainted 2 wooden units at Smitham Bridge Play Park. (one left to do)
- Painted the lower part of the lamppost at Smitham Bridge Play Park.
- Fixed upstairs toilet at Swimming Pool House.
- Installed pin-board in office.
- Cleaned carpets in office.
- Fixed laminator and desk drawer.

RA2024031 – Receive update on ROSPA. The next ROSPA is due in JUNE. RB is working on items identified in the March ROSPA report. Items on the ROSPA yet to be addressed are mentioned below.

Smitham PP

- Gate to bridge has violent action – RB is installing a stop, so the gate doesn't open so widely.
- Roundabout safety surface has worn and needs repair (low risk) and is not of recommended size (very low risk) – Committee decided this could wait until 2024.

Bulpit PP

- Bulpit Play Park new seesaw. The seesaw height was reset and safety surface redone. This is a small patch of the surface 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 received the following response from the manufacturer. The product is certainly safe for use, otherwise it would not have passed the tests and obtained the certificate. The Tulip is a regular seesaw. This model does not have a rubber shock absorber inside. Some installers install a rubber bumper or tire under the seat, but mainly to prevent damage to the surface. R&A decided not to take further action.
- Side gate bent with trip points underneath – RB to do.
- Pod walk – Paintwork in poor condition. Repairs maybe necessary where corrosion is bad.
- Metal exposed on Carousel – RB advised it is not a safety concern. Sourcing quote for new hand grip.
- Gate to entrance requires buffer - RB to assess. Skate Park
- New fence/gates due to be installed in June will sort issues identified with the existing.

RA20240032 Safety Surface

Hungerford Town Council

Public Report to: R&A 20th May 2024

Agenda Item No: RA2024032 Consider quotes for repair of the damaged safety surface at Smitham Bridge

Background - Vandalism was found to the safety surface surrounding the seesaw at Smitham Bridge Play park in Marsh Lane. The debris was thrown onto grassed and other areas. It has been reported to the Police Reference: 43240200603. It is insured however there is a £500 excess and repair of the actual damage falls within this.

Objective - Repair the damage. Consider the option to address other issues at the same time.

- Shrinkage of the existing surface away from the edging, causing a trip hazard.
- Separation of the existing surface from existing patched edging.
- Future separation of new strip to existing rubber.

Options

A. Repair only the strip that has been damaged. Cheapest option. Remove and dispose of approximately 2m² of remaining damaged EPDM cutting a 45-degree angle to allow for application of primer. Supply and install 30mm of base rubber and 20mm of Black top EPDM up to existing timber edge.

B. Replace the whole surface rolling the surface over the edge addressing the above issues. Remove and dispose of approximately 22m² of existing 50mm black EPDM. Remove and dispose of existing timber edges. Supply and install 26m² of 20mm of Base rubber. Supply and install 26m² of 20mm of Black top EPDM. All surfacing to be rolled into the ground. Price includes HERAS fencing and return visit to drop. (Detail above is from Infinity Playgrounds)

Financial and Legal implications - £2400 in Playground repairs budget. £8295 in EMR for playground repairs.

Contractor	Option A	Option B
1. Infinity Playgrounds	£485	£2,330.00
2. PlaySmart UK	£1750	£6,224.81

(figures exclude VAT which we claim back)

Reference to Council Strategy, where relevant Aim – Ensure public open spaces are well maintained.

Other information - H&S concern. Likely to be flagged up in the next ROSPA as inadequate surface area and trip hazard.



The cone is where the damage is. You can see the separation gap all around the area and where it has been patched before. The photo on the right-hand side shows the recent damage and bits missing.

Recommendation(s) – Contractor 1. Option A or B. **Signed:**
Town Clerk 15/5/24

RA2024035 HEALTH & SAFETY – ACTIONS to walkarounds

St Lawrences –

- Gates in working order – Entrance slabs cracked and reported to diocese for permission to repair. We require a detailed description of works to be approved by Diocese. RB and contacts do not wish to take on the task. Too difficult. The diocese did comment that the trip hazard is very minimal. We can seek alternative contractors if felt necessary.
- Benches – On RB's list. 2 have since been removed and plaques are being returned to owners.
- Wobble test – Mr King has completed a wobble test and confirmed no concerns.
- Tree programme in place. Limes either side of path last pollarded Feb 2023 due for review Winter 2025/26. Ivy to be removed by contractor.

Bulpit Playground –

- Repair to gate to memorial avenue is on RB's list.
- Latch on entrance gate fixed.
- Litter bins – still to be sorted.
- Wet pour – Checked for moss 6 monthly.
- Wet pour damage under seesaw – aware of problem.

Skate Park –

- Fence. Due to be replaced in June 2024. Broadmead appointed.
- Broken tree branches by Avenue have been cut back. Treework to avenue done or underway (still one tree to be reduced). Laurels removed from Skate Park.
- Metal gate to avenue. To be looked at in budget for next financial year. Added to Action Plan
- New skate park signage is in place. Please advise specifically what you want removed?
- SPH front fence. Added to Action Plan/budget review for improvement next financial year.
- Benches - New grassmat is in place next to yellow bench to protect grass.
- Bins - Waiting new tri-bin from WBC. On receipt, old bins will be removed.
- Grass – Contractor has removed rubble/rubbish from grass. Quotes for topsoil received.
- Entrance Path – Under review for 1st year of build.
- Car Park – Rubbish removed.
- SPH drive potholes. Added to Action Plan/budget review for improvement next financial year.
- Grass area being used for parking. No action so far.
- SPH trees. Visually checked July 2022. On tree programme due to check this year.
- Graffiti on ramps. RB tasked with removing it.
- Erosion of soil on banks. Rubber matting installed to retain banks at correct height.

War Memorial Avenue –

- Boundary railings/Fencing. On Action Plan/budget review for improvements next financial year.
- Weeds. Contractors instructed to remove.
- Repointing of brickwork to wall and pillar. On Action Plan/budget review for improvements next financial year.
- Benches. Contractor instructed to pressure wash and stain.
- Bench repair. Arm replaced.
- Path area. Cleared by contractor.
- Stake support. Need to check.
- Tragedy bench. Yet to clean/stain.

Fairfields Allotments

- Slippery moss on paths. We will flag up to HAHA.
- Tools left out. We will check with HAHA. Recently checked Chemicals not kept on site.

Bridge St War Memorial

- Moss on block paving. Fire Service carry out one pressure wash a year FOC. RB does have a pressure washer however it is a large area. I have asked WBC if they have a washer/scrubber machine that either they can use or we can, to clean the paving. I wait their response.
- Block paving. Added to Action plan/budget review for repairs for next financial year.
- Memorial cleaning. Yet to be pursued.
- Benches. Due to be cleaned/stained. On RB's list.
- Bollards. RB checked it is safe.

Croft Field Centre –

- Damaged slab on ramp has been repaired.
- Fridge outside has been disposed of.
- RB is carrying out H&S legionella checks regularly.
- Noticeboard in foyer displays plan of building and all exits are marked in line with fire & H&S requirements.

St Saviours –

- No actions raised.

Marsh Lane Allotments –

- Fencing. Angle post NW corner rotting.
- Trees. Some ash with die back, bottom of site near canal. Owner?

Triangle Field Complex –

- Pending update from Hungerford Rugby Club re actions taken