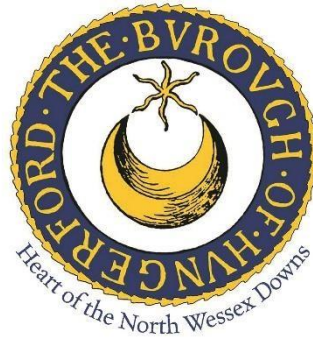


# HUNGERFORD TOWN COUNCIL

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**Draft MINUTES** of the **Recreation, Amenities and War Memorials Committee** meeting held on Monday 12<sup>th</sup> September 2024 at 7.00pm, in the Library, Hungerford

**Present:** Cllrs Simpson, Winsor, Knight, Fyfe, Alford, Reeves & Coulthurst

**In attendance:** Wendy Crookall (Deputy Town Clerk)

**RA2024050 Apologies for absence** – Cllrs Keates, Schlanker & Montgomery  
Also, from DC Gaines & Benneyworth

**RA2024051 Declaration of interest** – None

**RA2024052 Agreement of minutes of meeting held on 15<sup>th</sup> July 2024 and update on actions.**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Coulthurst

**Resolution:** Agree minutes of 20<sup>th</sup> May 2024 as a true record.

**Update on actions:**

- In depth Working at Height training booked for staff and volunteers on 26/9/24 at 1pm
- Office to continue to pursue grants and quotes for cleaning of Bridge St War Memorial  
**Quotes received and on Agenda - item RA2024058.**
- Appoint Infinity Playgrounds to replace the broken matting under the roundabout in Smitham Play Park at a cost of £280 plus vat – **Infinity Playgrounds were appointed and matting installed.**
- Appoint Hungerford Tree Surgery to remove deadwood at St Saviours – **they have been appointed and start date pending.**
- Office to obtain a quote to remove deadwood in Recreation Ground, clearing vegetation and overhanging trees at Triangle Field and recommended work at St Lawrences following Arboriculturist report – Hungerford Tree Surgery to quote. **Mr James appointed, and work is underway in Triangle Field. Still waiting for quote to remove deadwood at Recreation Ground**
- Discuss arrangements for Plane Tree reduction. **On Agenda - item RA2024055**
- Appoint Scarlett Garden Building & Maintenance to carryout repair work at Recreation Ground and Skate Park. **Unfortunately, Scarlett Garden Building & Maintenance do not have relevant insurance. Quote pending from Broadmead – maintenance person will liaise with them.**
- Outcome of Triangle Field Inspection. **All actions for Rugby Club have been completed. HTC maintenance person has HTC outstanding actions in hand and Triangle Field will be re-inspected once completed.**
- Obtain contractor quotes to tidy up perimeter of Triangle Field, including scraping back overgrown scrub encroaching the car park. **Mr James has been appointed; work has commenced with good feedback from the ground's personnel.**

- The Rugby Club are seeking to raise funds for the car park improvement programme. They confirmed they would contribute a minimum of £5k and would look to get match funding from The Good Exchange. Rugby club confirmed they are raising money and will look at applying for a CIL bid. **The Rugby Club confirmed they are happy to wait until next year to raise money and seek funding.**
- **Pay £180 to Hungerford Twinning Association for Plaque repairs** – HTC Office in discussion with The Twinning Association as project is not on The Good Exchange yet and the quotes they have had are too expensive. Chair of Association to email HTC Office with an update on next steps.
- **TC to contact Theatre Co. regarding their requirements for the Containers on site and the requirement for planning.**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Coulthurst

**Resolution:** Agree Minutes as of 16<sup>th</sup> September as a true record

**RA2024053 Receive updated summary of maintenance list (Refer to report)**

This report was read out at the meeting.

**Action:** Office to confirm if the patches of paintwork at the Croft Field Centre have been repainted

**RA2024054 Receive update following ROSPA inspection (Refer to report on Ramsbury Play Park)**

This report was read out at the meeting.

**Actions:**

- Maintenance person to put painting of the rocker at Smitham PP as a priority before the good weather disappears.
- Quote pending from Broadmead for repair to the mini goal posts at Smitham PP concrete fixing which are protruding.
- Maintenance person to repaint the Fitness Station at Bulipt PP before winter.
- Grass matting for Skatepark has been ordered. instruction for Mr James – not to cut the grass too soon, let it grow so that it sits higher above the matting before its next cut. Maintenance person to add seed to this area.
- Put Ramsbury PP on the next Agenda to discuss next steps once WBC have made good all outstanding repairs including grass cutting (left for long periods / only 5 per year), state of equipment, improved fencing etc.
- HTC to obtain a quote from Mr James for maintenance of area should HTC adopt Ramsbury PP
- HTC to contact Community Payback Team and see if they can help with park maintenance.

**RA2024055 Discuss arrangements for the Plane tree crown reduction (Permission will be required from WBC)**

Cllrs noted it is a beautiful, thriving tree and Cllr Simpson suggested HTC arrange for the canopy to be raised and the top reduced once the necessary permission has been obtained from WBC. Discussion held on whether the tree could easily be reduced in height and some Cllrs felt it should be left at its current height.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Coulthurst

**Resolution:** Cllrs agreed to the lifting of the canopy to 3.5m and 5m over the pavement and road, as per the Arborist recommendations

**Action:** HTC office to obtain a quote for the lifting of the canopy as outlined above and seek Planning Permission from WBC

**RA2024056 Consider quotes for tree work at St Lawrences (as recommended by Arborist).**

Cllrs discussed the Arboriculturists report and recommendations. It was agreed that most of the work was necessary with a question on T9 & T22. It was agreed that Cllr Coulthurst should visit St Lawrence's to determine whether the recommendation made by Hungerford Tree Surgery to remove the tree (T9) is required and to report back. Cllrs considered that best solution would be to agree to the initial proposal to carry out work on 7 trees as highlighted in the report at the cost of £900.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Knight

**Resolution:** Cllrs agreed to authorise work on 7 trees as per Hungerford Tree Surgery's recommendations with additional work & spend to be discussed at Full Council

**Actions:**

- Cllr Coulthurst to visit St Lawrence's and review condition of T9 & T22 and report back to R&A and TC.
- TC to obtain quote for T22 (including cost of cherry picker). T22 and outstanding tree work (existing quote of £900) to discussed at F/C in October

**RA2024057 Consider request for the construction of a French Pétanque (Boules) Court at Croft Field (see request) and funding to support it.**

Cllrs discussed the option of allocating a section the Croft Field Centre for a Pétanque Court. They agreed it would be a good addition to Hungerford, but they did not consider The Croft Field Centre as an idea location. This is due to the following reasons:

- There is limited space and parking at the Croft Field Centre
- The facility is hired out on a regular basis and therefore we cannot guarantee availability of the site or the car park.
- We are unable to allow different groups to use the facilities at the same time due to a) insurance and b) the nature of some group's activities e.g. children's parties, Duke of Edinburgh Training, Artisan Markets, Outdoor Pursuits etc.
- There are potential safeguarding concerns should children & young people be using the Centre whilst adults are playing Pétanque (e.g. children's parties)

Cllrs discussed other options:

- Use of the Triangle Field, which has a much larger capacity / area and a much larger car park.
- John O'Gaunt School – they hire out their facilities when school is not in use.
- Town & Manor – enquire if they will allow the Green to be used. Contact The Bowling Club and The Hungerford Club regarding use of facilities.

Cllrs confirmed that funding was not available this year and it was suggested the enquirer should consider setting up as a charity and obtain match funding for this project via The Good Exchange. It was agreed that the DTC would contact the enquirer with the above information.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Alford

**Resolution:** HTC is unable to support this application but offered alternative options. DTC to contact the enquirer and confirm this.

**RA2024058 Consider the quotations for the cleaning of the Hungerford War Memorial & discuss funding route (see reports)**

Cllrs discussed options of a Members Bid at the end of October with HTC matching the funding. Consideration was given to adopting a 'working party' to facilitate the cleaning. Concern was raised about how long this type of clean would last, whether scaffolding and possibly a cherry picker would be required and discussed the possible H&S concerns. Cllrs reviewed pictures from archived records of Bridge Street Memorial and questioned whether the canopy of the trees could be lifted to create a clearer view/outlook. Cllrs requested that the Office obtain a quote for the whole area and look at the budget in November for further War Memorial renovations.

Cllrs proposed the acceptance of the estimate from Independent Memorial Inspection (IMI) of £1,950 (excl VAT) with the use of contingency funding if not enough in the budget. Cllrs discussed the additional options presented by IMI and agreed that the 4 plaques needed to be cleaned at the additional cost of £480 (excl VAT). The total being £2,430 excl VAT. Lime pointing was discussed, and it was agreed that that the Office should enquire further about pricing.

**Propose:** Cllr Winsor

**Seconded:** Cllr Alford

**Resolution:** Cllrs gave HTC Office the authority to spend £3,000 (excl VAT) and to instruct IMI to carry out the cleaning of the War Memorial and the 4 plaques. HTC Office to clarify pricing of Lime Pointing and if the total falls below £3,000 to go ahead and instruct.

**RA2024059**     **Consider the Bollards quotation (see report)** Cllr Simpson to complete a site visit to Bulpit Lane Play Park to review whether a bollard is needed and if so, where it should be placed.

Cllr Simpson confirmed she had carried out the site visit with maintenance person. Cllrs questioned whether a bollard was needed and whether it would have a negative impact on coach parking. Cllr Simpson proposed that we do not move forward on this motion. It was agreed that the item would be placed on November's F, G&P Agenda for budget consideration for a new path and entrance via Memorial Avenue. The current entrance would be sealed off to safeguard access. It was suggested that consideration should be given for the red gates to be removed, and fencing put in its place.

Proposed: Cllr Simpson

Seconded: Cllr Reeves

Resolution: Put item on F, G & P Agenda 13<sup>th</sup> November for a proposal to have a new entrance installed, the current entrance sealed, and the red gates replaced with fencing

**RA2024060**     **Consider Topsoil quotations for Bulpit Lane Play Park**

Cllr Simpson expressed she was not happy with the quote from Broadmead Estates and suggested HTC Office contact AES to provide a quote and to ask Broadmead to break their quote down and list quantities for transparency.

**Propose:** Cllr Simpson

**Seconded:** Cllr Fyfe

**Resolution:** AES to provide a quote and Broadmead to break their quote down and to clarify quantities. If quotes remain too expensive, the proposal will need to wait until Spring.

**Action:** HTC Office to obtain a quote from AES and ask for a breakdown of Broadmead's quote with quantities listed.

**RA2024061**     **Note the complaint regarding the trees in The Forge. Arboriculturist has been instructed (awaiting report). WBC permission will be required.**

Due to Cllr Keates absence, it was agreed that this item will be placed onto the next Agenda.

## Part 2

### **RA2024062 Consider request to allow changes to St Saviour's Cemetery Regulations (to allow grave borders and in fill of pebbles).**

Cllrs considered at length a request from the owners of a grave for the Regulations at St Saviour's Cemetery to be amended to allow fencing/kerbs and white pebbles on the plot. They had been given notice to remove those additions did not comply with current regulations.

It was agreed by Cllrs that HTC is unable to alter the Regulations based on the fact that the new section (Section F) was designated a Lawn Cemetery, which provides the following benefits:

- There is limited space available
- Enables regular maintenance and upkeep of the grounds and facilitates the use of a strimmer.
- Not having stones reduces the risk of potential damage to memorial stones, maintenance team and their equipment
- The aim is to provide a pleasant visual effect of a large lawn. This layout is economical to maintain to a high standard.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Fyfe

**Resolution:** St Saviours Cemetery is to remain a Lawn Cemetery and as such there will be no changes to the Regulations for the reasons outlined above.

**Action:** DTC to contact family requesting family requesting the changes and request removal of the kerb and pebbles recently added.

### **RA2024063 Consider safety warning signs for Smithambridge Play Park (all play parks) for ball games (see report)**

Cllrs discussed the email sent from the grandmother who had been hit by a football at Smithambridge PP. It was agreed given the H&S implications, it would be sensible to review what signs are currently in our Play Parks and investigate H&S signage to be put in all of HTC parks and community areas e.g. The Croft Field Activity Centre.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winser

**Resolution:** HTC Office to investigate H&S signs available, the cost and email an update to Cllrs for a decision.

Meeting ended 20.16.