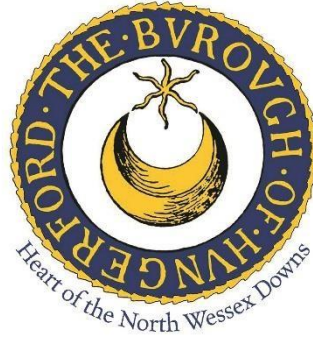


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Recreation, Amenities and War Memorials Committee** meeting held on Monday 18th November 2024 at 7.00pm, in the Library, Hungerford

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

In attendance: Deputy Town Clerk (DTC)

Cllrs Simpson opened the meeting at 7pm, welcoming Cllrs and members of HAHA.

The minutes of the meeting are recorded in order of how they were discussed at committee meeting.

RA2024063 Apologies for absence – Cllr Montgomery (work commitments)

RA2024064 Declarations of Interest – None

RA2024065 Agreement of minutes of meeting held on 16th September 2024 and update on actions

Proposed: Cllr Simpson

Seconded: Cllr Reeves

Resolution: Minutes were agreed as a true representation of the meeting and its actions recorded

RA2024066 Agree actions arising from HAHA presentation (see attached reports)

Cllr Simpson welcomed representatives from HAHA who were at the meeting to answer questions on the proposed changes to the Allotment terms and conditions (see attached reports).

It was reported that all of the plots have been rented out and 15 people are on the waiting list. £1,129 of funds are in the bank, £4,584.72 Community Fund and £6,544.48 in Management Reserves. A sinking fund is also in place.

The Tenancy Agreements Contracts, and Terms & Conditions have not been updated since 2018 and representatives from HTC met with HAHA and discussed changes to the constitution. The changes were unanimously voted by HAHA and it was noted by HTC that the changes should be added to the documents as an amendment or addendum.

It was agreed that contracts should be considered annually, and when sending out rental renewals, they will also be sent updates of the changes. If no payments are made in a timely manner, it has been agreed that the plots return to HAHA. The price per pole has been increased as there had been no increases since 2018. If a tenancy ends mid-term, no money will be refunded, except for the deposit.

Proposed: Cllr Simpson
Seconded: Cllr Keates
Resolution: Cllrs agreed to the constitutional changes to HABA
Action: HTC Office to check with Town Clerk (TC) regarding the proposed wording for the changes and how this should be actioned.

RA2024067 Receive updated summary of maintenance list (Refer to report)

Cllrs reviewed the list of work carried out and noted that a lot of the jobs have been done. Cllrs requested a note of thanks be given to the maintenance person.

There are still a number of outstanding actions that remain a priority needing to be addressed but this should be covered by the Town Clerk (TC) allocating the jobs weekly and priority can be awarded then. Cllrs discussed the option of using the maintenance budget to get additional help on the larger projects.

Action: TC to review maintenance budget to see if money is available to get additional help for larger projects.
Action: Deputy Town Clerk (DTC) to get a quote from a contractor regarding replacement of guttering at The Triangle Field
Action: TC to review public liability insurance and confirm if it covers an individual, who is not employed by HTC, to provide support to maintenance personnel.

RA2024068 Receive update following ROSPA inspection (Refer to report)

Cllrs discussed the ROSPA report and outstanding actions. Cllrs considered whether turf could be used at Smithambridge Play Park or wet pour patch kits rather than using topsoil and seeding. Cllrs agreed that it would be advisable to postpone a decision and review again after the winter and then agree next steps.

Grass matting was also discussed and the need for our maintenance person to pin approximately 40 pins to the matting. The moss cleaning at Smithambridge PP is required and HTC office to discuss this with maintenance person.

At Bulpit Lane PP the POD walk grass has been cut too short and a chunk of wet pour damage caused by a blade that Cllrs would like to put on the maintenance list as an action for repair to ensure no damage is caused.

Action: ROSPA report to be shared with all Cllrs as it is not in Cllr Shared Drive
Action: HTC Office to ensure POD walk area damage and the pinning of the grass matting is on maintenance persons list for action

RA2024069 Discuss options for the provision of play equipment for disabled young people and agree actions.

Cllr Winser confirmed she had received 2 quotes from contractors and had carried out site visits. Both meetings proved to be productive, and a number of Cllrs attended both meetings.

It was recommended that the inclusive area should be a linked area with wet pour making it easier to access. This will be done on a phased basis. Access will be via the current entrance, by the basket swing and linked to the proposed new roundabout with wheelchair access. A pathway will link the benches area which will become a trampoline, and the picnic tables will also be relocated to accommodate the trampoline. The use of communication boards was identified as a positive addition helping users communicate needs e.g. a drink. Again, implementation would be phased due to cost.

Cllr Winser confirmed that a 3rd contractor has been approached and a site visit will be set up.

Cllrs discussed ways of communicating this facility should the developments go ahead, and The Great West Way was identified as a good forum. Cllrs suggested the Skate Park was also included in any advertising.

The first quote was for £24,000 for the trampoline and roundabout – delivery and installation were included. The 2nd quote was £29,500. A decision to go to tender will be made once the 3rd quote has been received and reviewed and again, the work will be phased.

Previous consideration had been given to moving the entrance to the park, but it was considered more inclusive for the park to have the same main entrance for all users. The equipment is multi-user so it needs to be determined whether a ‘consultation to identify need’ is required.

Cllrs questioned why a ‘zipwire’ was placed in the middle of the park. It was confirmed that this was placed a number of years ago and would now be too costly to remove. It was agreed that once it came to the end of its life, it would not be replaced.

Cllr Winsor confirmed that a full proposal will be submitted once the final quote is received and will be distributed to Cllrs.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: A full proposal will be submitted and distributed to Cllrs once the final quote has been received.

Action: TC to confirm if a ‘consultation to identify need’ is required.

RA2024070 Consider adoption of Ramsbury Playpark

Cllr Simpson had spoken to TC & Cllr Winsor and whilst HTC would like to adopt Ramsbury Play Park, consideration needs to be given to the cost of adopting it, of the maintenance of the park itself, the size of the area adopted, costs of ROSPA Inspections, bin emptying etc and what financial support or service support will HTC receive from WBC if we do adopt the park. There is £7,500 in the draft budget for all park areas, and this includes all maintenance, grass cutting, inspections etc so funding will be a challenge. Cllr Fyfe suggested that if we adopt just the park itself and not the larger grassed/field area surrounding it, this will make it more affordable and requested quotes to be obtained for the play park only.

It was noted that WBC are replacing and repairing 2 items in the park and the posts still need to be repaired. RFO confirmed that the budget includes inspection and repairs, including the new park if adopted and agreed to remove it from the budget until final decision has been made regarding HTC’s final decision on Ramsbury Park.

Proposed: Cllr Simpson

Seconded: Cllr Coulthurst

Resolution: Cllrs to put decision on hold until HTC Office to obtain a quote for the Play Park only, for maintenance, cost of ROSPA Inspection

Action: HTC Office to price grass cutting and maintenance of immediate park only, not the wider area/field. Grass cuttings need to be collected so HTC Office needs to ensure that is included in the cost.

RA2024071 Consider quotation to level ground with topsoil and seed on Recreation ground by goal posts. Refer to quote.

Cllrs confirmed this has already been discussed and quotes remain too high, and it was agreed that the maintenance person should continue with the work already carried out.

Proposed: Cllr Simpson
Seconded: Cllr Winsor
Resolution: Agreed that external contractors are too expensive, and maintenance person should continue with adding more topsoil if needed and re-seed as required.

RA2024072 Note the complaint regarding the overhanging trees at Bridge Street War Memorial and agree quote for work to be carried out based on arboriculturist recommendations (attached) subject to WBC permission pending.

Cllrs discussed the tree in question and agreed with T&M's confirmation that the tree is safe and it is allowed to overhang as long as it does not touch the water. They identified that there are some benefits to being overgrown.

A Tree application has been submitted to WBC and this tree is included and is also in the arboriculturists report. If sufficient budget is available, HTC Office to confirm with arboriculturist to complete work.

Proposed: Cllr Simpson
Seconded: Cllr Keates
Resolution: HTC to instruct arboriculturist to carry out the work if budget permits. AIF

Action: HTC Office to advise T&M when work is to be carried out.

RA2024073 Discuss and agree draft Budget for R&A

RFO guided Cllrs through the budget line by line as per previously distributed budget spreadsheet.

Cllrs were asked if they had any questions following distribution of the budgets and it was considered that the year-on-year increase was too high as were some of the individual costings.

Cllrs reviewed the budget and adjusted costings in key areas. RFO to update the budget with revised costings and distribute to Cllrs and HTC Office on completion.

Proposed: Cllr Winsor
Seconded: Cllr Coulthurst
Resolution: Draft budget to be decreased from £67,731 to £62,91.

Action: HTC Office to identify metal specialists to quote for the maintenance/repair of the metal railings at the entrance to War Memorial Avenue

RA2024074 Propose updated Bench Policy to clarify terms of reference (see attached Draft Policy)

DTC updated Cllrs with proposed changes to the policy as per attached policy. Cllrs agreed the changes made the policy clearer. Cllr Simpson suggested that she would like Cllrs to consider the use of composite benches to replace metal and wooden ones and this would help reduce the cost of maintenance and the level of work required to keep them in a satisfactory condition. It was noted that current condition of the benches would be identified during the H&S Walkabouts and that it would be an opportunity to identify a bench in need to replacement and do so with a composite one as a trial. Cllrs agreed to trial this with a bench that was not in a prime location.

Proposed: Cllr Simpson
Seconded: Cllr Alford

Resolution: Agreement to changes in Bench Policy to be adopted. AIF
Action: HTC Office to explore cost and options of composite benches and report back to next R&A and with details of the bench that needs replacing.

RA2024075 Discuss and agree dates for H&S Walkabouts for 2024-2025

Cllrs discussed the next round of H&S Walkabouts and agreed they should be completed by mid-March. HTC Office to distribute H&S Checklists to Cllrs.

Proposed: Cllr Simpson

Seconded: Cllr Coulthurst

Resolution: H&S checklists to be distributed by HTC Office to Cllrs. Cllrs to complete H&S Walkabouts and return forms by mid-March

Action: DTC to email H&S Checklists to Cllrs

Meeting ended at 9.02pm