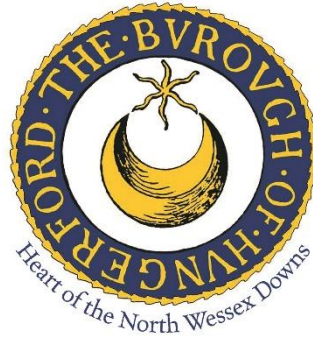


# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Recreation, Amenities and War Memorials Committee** meeting held on Monday 18<sup>th</sup> March 2024 at 7.00pm, in the Library, Hungerford.

**Present:** Cllr Simpson, Cllr Alford, Cllr Schlanker, Cllr Keates, Cllr Cusack and Cllr Coulthurst

**Also in attendance:** Deputy Town Clerk

**RA2024011 Apologies for absence** – Cllr Knight, Cllr Winser, District Cllrs

**RA2024012 Declarations of Interest** – None

**RA2024013 Agreement of minutes of meeting held on 15<sup>th</sup> January 2024 and update on actions**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**Resolution:** To accept the minutes of 15<sup>th</sup> January 2024 as a true record with the update of Cllr Fyfe's recorded apologies for absence.

**RA2024014 Co-opt David Reeves to R&A committee**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Coulthurst

**Resolution: David was co-opted onto R&A committee**

**RA2024015 Receive updated summary of maintenance list. See attached**

Cllr Simpson read through the maintenance report of actions completed by our maintenance person.

Cllr Simpson gave huge thanks to Cllr Keates for going 'above and beyond' whilst working over 3 days, up a ladder in all weather, as he helped the maintenance person check, repair and replace cables and sockets onto lamp posts in anticipation for next year's Christmas Tree lights switch on.

Cllrs discussed the ongoing requirement to ensure HTC is fully compliant regarding Working from Heights. It was agreed that the use of a cherry picker could be explored for next year lights and e.g. for putting the banner up on the Town Hall and a decision made on whether we hire a contractor or continue with the current process.

**Actions:** HS instructed HTC Office to produce a Working from Heights Strategy and will ensure that the topic is covered on the Staff Committee Agenda.

Cllr Keates to feed into Christmas Lights Report

Office to explore use of a cherry picker for next year and future working from heights requirements.

**RA2024016 Receive update on ROSPA.**

We have just received the March 2024 RSOPA report. Items on the ROSPA yet to be addressed are mentioned on the report (See Report). Cllrs discussed the paint work on the Swings at Smitham Bridge Park which needs to be completed. Cllrs discussed concerns regarding the Seesaw at Bulpit Lane (BL) and agreed a site visit with both companies to agree a way forward would be beneficial.

**Actions:** TC to speak to maintenance person and request the paint work to be completed by the end of May 2024 and for him to provide a plan on when he can fit it in.

Paintwork to go onto the next agenda for an update and decision on whether a contractor needs to be appointed if time pressured.

Roundabout safety – issue to be put onto November Agenda for Budget consideration.

Bulpit Lane – agreed TC to plan site visit and check guarantees in case that will cover the repairs and put item on the next R&A agenda.

**RA2024017 Discuss quotes for skatepark fence & ground improvements (see report)**

**Fencing**

Cllr Simpson confirmed we are waiting for 2 quotes for the fence. Cllrs agreed that given the time frame they will delegate the decision to the Office on which company to use with guidance from the Chair and Deputy Chair of R&A.

**Proposed:** Cllr Keates

**Seconded:** Cllr Coulthurst

**Resolution:** Delegate authority to Chair, Deputy Chair & Office to make the decision on which quote to accept for the fencing based on current budget. Deadline for end of March 2024 for final quotes to be received. Propose A, D, F & G decision on contractor fencing delegated to the Office to make a decision with guidance from Chair & Deputy Chair of R&A.

**Grass Matting**

Cllrs discussed the two options and questioned who would install the matting and whether the cost of pins is included in the price of the Quote A. Cllrs also questioned whether Quote A was for 2 rolls of 2m x 20m and whether the quote included installation. Cllrs discussed the need to create a working party if required to lay matting and plant grass seeds.

**Shrubs**

Cllrs also agreed that the clearance of shrubs on agenda item **RA2024022** to be discussed here as part of the whole ground improvements discussion and request that the Office obtain quotes for all of the items listed for action in the Tree Programme.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Schlanker

**Resolution:** To request Office confirm price is inclusive of pins and installation. If the price excludes these items, a working party will be created for onward consideration.

Office to obtain a quote for the shrubs and trees listed for action in the Tree Programme and place this Item onto the next meeting's agenda.

**RA2024018 Receive update on planned event – Cllr Winsor**

Defer to next meeting due to absence.

**RA2024019 Update on request for financial help form Hungerford football Club for potholes.**

HTC discussed the issue raised and advised HFC that they could apply for a grant from HTC. It was agreed that the landlord and tenant should make any ongoing decisions in reference to repairs within the car park.

**RA2024020 Consider & make proposal regarding Saturday Interments at St Saviours**

Cllrs discussed the option of Saturday Interments and agreed that HTC would allow the one requested by a Funeral Director as a one off and then treat each request on a case by case basis.

**Propose:** Cllr Simpson

**Seconded:** Cllr Reeves

**Resolution:** Treat requests for Saturday Interments on a case-by-case basis

**RA2024021 Discuss Memorial Headstones – Propose stone mason details and grave number to be added to the back for the headstone (see pictures).**

Cllrs agreed that whilst it was not a current legal requirement, having the grave number and stone mason details on the back of the memorial stone would help prepare us for future requirements.

**Propose:** Cllr Schlanker

**Seconded:** Cllr Cusack

**Resolution:** Request grave number is put onto the back of the memorial headstone

**RA2024022 Consider & propose quotation for clearance of established shrubs from Skate Park.**

Item moved for discussion under Agenda Item **RA2024017**.

**RA2024023 Discuss plans for the plaques that were taken off the 2 benches removed by maintenance person.**

Cllrs discussed the need to trace the owners of the benches, inform them of the new policy option of buying a new bench and if declined, pass the plaques back to the families.

**Action:** Office to trace the owners, offer the option to buy a new bench. If declined, offer plaques back to the families or retain in the office if owners cannot be identified.

**RA2024024 Health & Safety Checks by Councillors. Refer to reports.**

Cllr Simpson confirmed that she is meeting a delegate from the Rugby Club and HTC maintenance team on Tuesday 19<sup>th</sup> March 2024 to go through the H&S Checklist for the Triangle Field. All H&S checks will then be complete.

**Update:** Cllr Alford confirmed that chemicals are not kept on any of the allotment sites and notices have now been put up to ensure allotment holders are aware that they cannot store chemicals on site.

**RA2024025 Cleaning of War Memorial & renovation of Avenue railings and gate, suggest consider for Action Plan & future budget in November.**

Cllrs discussed the various options and agreed that the Office and maintenance person would add the cleaning the War Memorial Stone at Bulpit Lane to his schedule. It was also agreed the TC could obtain a professional overview of the gates, railings & pillars to ensure that they are still safe before the November budget.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Schlanker

**Resolution:** Cleaning of War Memorial Stone at Bulpit Lane to maintenance person's schedule.

TC of obtain a professional overview of gates, railings & pillars to ensure they are safe and for any repair work to be included in November's budget.

**The meeting closed at 8.16 pm.**

## R&A Reports

### R&A 18<sup>th</sup> March 2024 – UPDATES from Town Clerk

#### **RA2024015 – Receive updated summary of maintenance list.**

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

- Filled all salt bins using 55 bags.
- Remove 2 x broken benches from St Lawrences.
- Replaced emergency exit sign that wasn't working.
- Croft Field – cleaned windows externally.
- Croft Field - Swept and removed leaves, litter and glass from gazebo and ramps.
- Croft Field – Repaired band storeroom door and refitted door handle.
- SP House – Tested electric after phone charger burnt out. Replaced single socket with one with usb point on it.
- Croft Field – fitted socket for wi-fi.
- Changed code on Grundon at skate park.
- Put cardboard rubbish in bin and put out for collection at Croft Field.
- Removed Fridge from Croft Field.
- Removed some Xmas lights from living trees as trees being trimmed.
- Removed rubbish from behind poo bin so it will close.
- Tidied North Room of Croft Field. Got rid of old chairs and emptied cupboards of junk.
- Fit 15 sockets to lampposts to tidy up Xmas light cables – required by WBC

**RA2024016 – Receive update on ROSPA.** We have just received the March 2024 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.*
- Both sets of swings' paintwork are in poor condition – *On RB's list to paint in the summer.*
- 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.*
- Bird mess on play unit – *RB to clean.*

#### 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.
- Gate to entrance requires buffer - *RB to assess.*

#### Skate Park

- Ground erosion present. *We are considering improvements.*

- Rear gate - There is a crushing or shearing point on the side of the gate. *We are looking to replace. RB is to temporarily fix.*
- Fence - Mesh missing behind tree. Mesh damage near goal posts. *We looking to replace the fencing.*

## RA2024017 Skate Park Fence

### Hungerford Town Council

**Public Report to:** Recreation & Amenities 15<sup>th</sup> Jan 2024 **(UPDATED FOR R&A 18<sup>th</sup> March 2024 - See highlights)**

**Agenda Item No:** RA2024017 Discuss quotes for Skatepark fence and ground improvements.

**Background** 3 sides of Skate Park perimeter fence have panels missing and is in a poor state. There is some ground erosion from banks around new ramps. Both issues highlighted by ROSPA.

Ability to lock skate park would prevent antisocial behaviour out of hours. Self-closing gate protects small children from running out to road. Double gate access is required for grounds maintenance.

**Objective 1** To consider quotes to secure the eroding banks/ protect grass.

**Objective 2** To consider quotes to replace 3 sides of the perimeter fencing. The right-hand fence as you enter the skate park from the roadside is to remain. It is already of the required construction. New fencing is required to match. A double gate is to replace the existing gate at the rear of the park and a single self-closing gate **or double gate as gives better access in the event of an accident** to be installed at the front. **The spec is as follows: -**

- Take down, remove and dispose of existing weld mesh fencing cutting posts below ground level and make good.
- Break out, remove and dispose of existing gates.
- Cut back tree and scrub growth to enable fence construction, remove and dispose of all arisings. **(see separate quote for tree work)**
- Supply and erect 1800mm high 8-6-8 weld mesh panel system of full-length clamp bar posts set into a concrete foundation generally at 2500mm centres. RAL6005 (green).
- Include 2 x corner posts.
- Supply and hang single leaf gate 1800mm x 1200mm, posts set into a concrete foundation, construction and finish to match the above, gate complete with slip latch for padlock and drop bolt.
- Include hinge mounted self-closer.
- Supply and hang double leaf gate 1800mm x 3000mm, posts set into a concrete foundation, construction and finish to match the above, gate complete with slip latch for padlock and drop bolt.

### Options

**Quotes obtained for Objective 1: - Suggest both A&B are required.**

	<b>Contractor</b>	<b>Price</b>
<b>A</b>	To go on flat area under the yellow bench to protect the grass. <b>Grassmats Ltd (See image below)</b> <a href="#">Grass Reinforcement Mesh Medium (13mm) - 2m x 20m - Grassmats</a> –	<b>£1,000</b>
<b>B</b>	To reinforce the eroding banks near the new ramps. <b>Infinity Playgrounds (see image below)</b> . Grassmat would not be suitable for this steep slope. Trip hazard.	<b>£2,065</b>

	Price to supply and install 21.5m <sup>2</sup> (2 opposite slopes and along the top) of Bonded rubber mulch in autumn blend or green on a weed membrane, with the edges dug into the ground for a smooth transition between rubber and soil/grassed areas. Supply and install soil and seed around edges to dress.	
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**Quotes obtained for Objective 2: - Suggest Option A and G**

	<b>Contractor</b>	<b>Price</b>
<b>A</b>	Ware Fence (installed original fence on RHS) includes 2 double gates	£19,622
<b>B</b>	Total Fencing (installed goal posts & fence at St Saviours) <b>NO LONGER RECOMMEND THIS CONTRACTOR</b>	£15,000
<b>C</b>	Sovereign - <b>Site visit arranged for 17<sup>th</sup> Jan</b>	Declined to quote
<b>D</b>	AES	Quote awaited
<b>E</b>	Infinity Playgrounds	£23,700
<b>F</b>	Broadmead Estates	Quote awaited
<b>G</b>	Hungerford Tree Surgery – remove established laurels which are encroaching on the perimeter/fence line. Will also need to grind stumps.	£870
	<b>TOTAL</b>	<b>£23,557</b>

**Financial and Legal implications**

EMR (fencing)	£11,878.58
EMR (skate park)	£2,630.53
Member’s Bid	£4,000.00
Peter Baker grant	£2,000.00
Matched funding from The Good Exchange	£4,000.00
<b>TOTAL FUNDING NOW AVAILABLE</b>	<b>£24,509.11</b>

**Reference to Council Strategy, where relevant**

Aim – Ensure public open spaces are well maintained.

**Recommendation(s)**

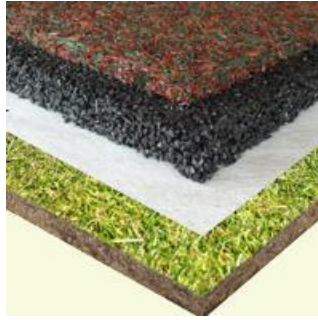
The best option, based on the above information

**Signed:** Town Clerk 11/1/24 (UPDATED 12/3/2024)





Grassmats



Bonded rubber

[Tree Programme Dec 2023 – link](#)

