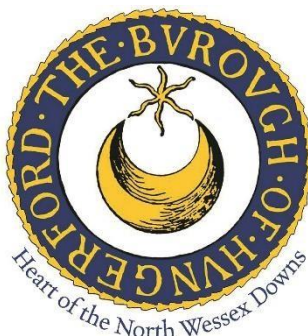


# HUNGERFORD TOWN COUNCIL

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**Draft MINUTES of the Recreation, Amenities and War Memorials Committee (R&A) meeting held on Monday 17<sup>th</sup> November 2025 at 7.00pm, in the Library, Hungerford**

**Present:** Cllrs Simpson, Winsor, Alford, Fyfe, Keates, Reeves, Day & Brunning, representatives from Hungerford Youth & Community Centre (HYCC) Hungerford Allotment Holders Association (HAHA) & Hungerford Rugby Club (HRC) Juniors

**In attendance:** Sharon Prance, RFO, & Deputy Town Clerk (DTC)

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

Cllr Simpson opened the meeting and welcomed everyone to November's R&A budget meeting and welcomed the representatives from the 3 community groups.

**RA2025077** Presentation from Hungerford Youth & Community Centre (HYCC) – Charlie Barr

**Charlie gave an overview of HYCC, confirming:**

- HYCC is now a charity-run community hub in Hungerford, Berkshire, managed by volunteer trustees and supported by Hungerford Town Council, Town & Manor & Green Common Trust. Original funding was stopped in 2012 from the government.
- It provides facilities for youth and community activities, aiming to improve social welfare and reduce isolation in rural areas.

## **Facilities**

- Fabulous facilities both indoor and outdoor. Large, flexible indoor space: main hall, kitchen/café, meeting rooms, chill-out and gaming areas.
- Outdoor multi-use games area (MUGA) for sports which are used well.
- Available for hire for community groups, and others with concessions for local charities.

## **Youth Services**

- Runs 7 weekly youth sessions for:
  - School years 5–8
  - Young people with additional needs (ICE club).
  - Home-educated children.
  - Teens (after-school drop-in “Spill The Tea” café); Time 2 Talk (T2T)
- Offers holiday club and food programs (HAF) during school breaks, including sports, arts, and cooked meals. Holiday Club is part funded (4 hours per day)

## Community Engagement

- Hosts a wide range of groups including Brownies, Guides, Camera Club, Theatre Company, fitness classes, Duke of Edinburgh and toddler groups.
- Supports local events (e.g. Rotary Santa Fun Run, charity collections).

## Funding & Support

- HYCC is now self-funded, relying on donations, fundraising, support from HTC, Town & Manor etc and occasional grants.
- Subsidizes youth club hire (100%) and offers 25% discounts for community-benefit groups.
- Recently recognized by the National Youth Agency with an advanced-level quality mark (April 2025).
- Further funding streams to be explored including National Lottery and Children in Need.

Youth Forum – request for their young people to visit to a HTC Recreation, Amenities and War Memorials Committee (R&A) meeting so that they can have experience of a formal meeting process.

**Action:** Cllr Winsor to liaise with Vicky Stretch, Director to set something in place.

Charlie Barr confirmed that whilst they were unsuccessful in achieving the Kings Award this year, they noted that the winners were very worthy of the award, they were delighted to receive the National Youth Agency quality award as outlined above.

Full details can be found using the following link: <https://hungerfordyc.org.uk>

Cllr Reeve enquired whether HYCC have to pay the Leisure Centre for use of its facilities – Charlie confirmed they did for the swimming pool and enquiries will be made about other facilities as this could help reduce costs.

Cllr Simpson thanked Charlie Barr for her informative presentation and wished them continued success

Cllr Simpson welcomed Helen and Matt from **Hungerford Rugby Club Juniors**

They actively support new players and create an inclusive environment. They have 200+ members and offer the following support to families:

- Play for All scheme: Covers kit and annual subs for families in need.
- Boot swap program: Provides spare boots for growing children.

They pride themselves on their accessibility, confirming they have cheapest subs in the area (£80 per player, £60 for siblings) and offer assistance to those needing help with fees.

They have great community involvement and are currently working with 12 local schools incl. JOG, St Johns, Park House, Trinity & Oaklands Schools. They have recently held a festival for Primary Schools and participate in events like Berkshire U13 finals and girls' Pitch Up and Play (3 girls' teams).

There are a number of committees for the club including: Facilities, Juniors, Colts, Seniors, whole club and social committee

They are responsible for own budget and generating revenue via membership, donations and sponsorship

Their core values are Inclusivity, affordability, and support for all players.

**Key challenges:** Parking – Current parking for 160+ cars. Ideally, they would like 200+ parking spaces e.g. to accommodate Newbury Rugby club Juniors.

They don't use the grass in the winter for parking at all (only as a last resort in the summer.)

There is no current agreement for parking at JOG as the Football Club use their grounds for parking. They do not promote on street parking.

Overgrown trees and hedges – a quote has been provided for work to be carried out.

**Action:** Office to look at hiring a Chipper for the verges and debris – this should help reduce the costs of the quote of £3,160.

A working party could be arranged to help get the work done to increase parking and they will look at getting a grant from RFU.

They feel they are operating well and are on par with other larger groups

Cllrs Simpson thanked the representatives from Hungerford Rugby Club Juniors for providing such a useful overview.

Cllr Simpson then welcomed Clint White, Chair of HAHA and Cllr Claire Winsor as the new Treasurer.

Clint provided an update and they have a meeting on 26<sup>th</sup> November and the AGM was held on 27<sup>th</sup> October. A new committee is in place with a focus on increasing community interaction. Challenges include increasing costs and a decrease in the number of volunteers available.

They have received some notices from a few tenants who will leave in the New Year and they will plan how to market their association to gain the most interest. There is currently only one empty plot available at Marsh Lane Allotments.

Newtown Fields Allotment: Cllrs discussed the name and agreed Newton's Garden would be more personal and has a community focus. Cllr Simpson confirmed that whilst we do not have the deed as yet, it has been signed. The site is an amazing gift/legacy from Brenda and there is a lot of work to be completed before work can be carried out. Heads of Terms and the lease are needed and it is expected that work will be completed in the new year. HTC will be guided by HAHA to help determine what work can be done, volunteers are needed to clear the site. HAHA might consider approaching HTC for a grant. The allotment will be run along similar lines at Marsh Lane & Fairfield's Allotments. Water will need to be piped to the site. Clint agreed that they will wait for the Heads of Terms to be presented and expressed a keenness to work collaboratively with HTC.

Cllr Simpson then formally opened the meeting at 7.53pm

**RA2025068** Apologies for absence – Cllr Armstrong

**RA2025069** Declarations of Interest - RA2025079 Update from HAHA – Cllrs Winsor & Day

**RA2025070** Agreement of minutes of meeting held on 22<sup>nd</sup> September 2025 and update on actions

Vandalism at Smitham Bridge Play Park appears to have calmed down and given cost of CCTV – Cllrs questioned whether it was still necessary. It was agreed that the signs placed by the police, alongside social media posts, appear to be working. It was agreed that the installation of CCTV camera would be put on hold.

Painting of railings at Bridge Street War Memorial – not seen as a major issue and given the turn in weather, it was agreed to use the maintenance budget next year.

**Action 1:** TC Diarise action for Spring

DTC sent letter of thanks to Dick Lovett BMW Mini for arranging for the jet washing of the memorial paving in time for Remembrance Day Parade.

Croft Field Activity Centre - Cllr Reeve to meet with maintenance to install control panel for a remote control for the heating system. This will enable the Office to programme it remotely rather than maintenance having to physically turn it on prior to and after each event.

**Action 2:** HTC needs to retain access to IT/control cupboard in the North Room. DTC to inform TC

**Action 3:** Update TC regarding the Archers wanting a Saturday as that is when HRC Juniors play

Cllrs commented that the containers are brilliant value for money, they are side by side and the 2<sup>nd</sup> one will also have electricity installed shortly. A roof is planned to be added and fences around the side and back of the containers. Flags and lights will also be stored there. Shield will rack the containers to ensure maximum use of space and will ensure easy access for future events.

#### **Trim Trail**

**Action 4:** Maintenance to carry out ROSPA and identify what repairs are needed. HTC to liaise with Rugby Club regarding training hire.

**Skate Park** – bonded surface – the weather has caused issues with crumbling / a hole appearing (man-made hill). Options are to have a thin layer on all areas to secure the area or as suggested – fill the hole with soil, reseed and then fence off the area to allow it to grow and then trim. Cllrs discussed options above and decided to fill the man-made hole, reseed, when possible, fence off and wait for it to grow. The same applies for the matting under the benches.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Day

**Resolution:** The minutes of the meeting held on 22<sup>nd</sup> September and actions were agreed as a true representation.

**RA2025071** Receive updated summary of maintenance list

Cllrs discussed the maintenance list and noted it is in good order. No Reds and the painting jobs can be moved to the spring when the weather improves. This will allow for some of the 'indoor' jobs to be completed.

**Action:** Cllrs request office to pass on their thanks to our maintenance team member for keeping the reds off the list.

**RA2025072** Receive update on ROSPA

Cllr Simpson summarised the actions and thanked Cllr Keates and the maintenance team member for their hard work putting up the flags and soldiers for Remembrance Day Parade.

It was noted that there was nothing urgent flagged on the ROSPA

**RA2025073** Any Health & Safety issues of concern

Cllrs confirmed that a group of volunteers are helping Network Rail litter pick at the Railway Station on 18<sup>th</sup> November.

**St Saviour's:** The fence at the side of the cemetery has a panel down again. Maintenance team member to repair and to add supports to prevent further issues as a dog keeps using the cemetery as an extended garden.

**Action 1:** TC to instruct maintenance team member to reinforce and repair the fence with support from Cllr Keates.

**Sinking Graves:** Contractor reported a number of sunken graves in Section F due to poor weather. They have filled the graves and levelled them again but Cllrs noted this is something to be mindful of, especially if anyone is using a wicker or cardboard casket as these will collapse.

Cllrs discussed whether St Saviours Regulations should be reviewed and changed to ensure Funeral Directors have accountability to repair sunken graves if newly laid and be responsible for any charges incurred.

**Action 2 :** Office to look at ICCM regulations regarding regulations and responsibilities for sunken graves and to add a clause to HTC's Regulations if required.

**Church Way:** Cllrs noted there is a bank cutting off the corner of Church Way to Salisbury Road and a child slipped. No injury occurred and whilst responsibility remains WBC, they will make H&T committee aware.

**RA2025074** Consider quote for repairs to the gate at War Memorial Avenue

Cllrs discussed that the gates needed repairing and risers or bolts were needed to secure the gates to prevent children swinging on them. Office to check the lease as the land is owned by T&M. Need to know who bears the costs. Cllrs talked about obtaining lottery grant funding for whole project. It was agreed that £2,000 would be put into the budget next year.

**Action 3:** TC to review lease and see if we can obtain support from T&M towards costs.

**Action 4:** TC to let company know HTC will defer repair to next April.

**Proposed:** Cllr Keates

**Seconded:** Cllr Reeves

**Resolution:** Agree to repair the corner of the gates and defer to next year (April).

**RA2025075** Propose amendment to the fee schedule at St Saviours Cemetery & confirm whether to lower costs for a stillborn child (without 24 weeks requirement)

Cllrs discussed the revisions and agreed to the amendment.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Reeve

**Resolution:** Agreed to proposed amendment to St Saviours Fee Schedule.

**RA2025076** Consider quote for a survey and Tree Report of the Triangle Field perimeter

Cllrs agreed a survey of the trees at Triangle Field was essential and agreed to the cost of the survey £495.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Keates

**Resolution:** Quote agreed the survey and tree report of the Triangle Field should be carried out by SJ Stephens. TC to appoint contractor.

**RA2025078** Allocate responsibilities for H&S Walkabouts

H & Safety Walkabouts – Cllrs agreed which asset they would complete H&S checks for. New Cllrs to be supported by maintenance man at the playparks given his ROSPA training.

**Action:** DTC to email Cllrs Day & Brunning the checklists from last year as a point of reference.

**RA2025079** Update from Hungerford Allotment Association (HAHA) –

- Confirm name of gifted land – Newton Field(s)?
- Discuss management of this new project

Cllrs agreed the new name of the gifted land to be Newton’s Garden. Cllrs discussed the need to determine and agree the future management of the plot and that Heads of Terms were needed. The Lease will be agreed with HAHA and plans to be agreed regarding what the garden should feature and look like.

Cllrs agreed a press release was needed to celebrate the gift of land to HTC for HAHA and agreed this should occur after Christmas

**Action:** TC to inform Mrs Newton of the new name and then agree confirmation of the management of this plot.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**Resolution:** Name of gifted land confirmed as ‘Newton’s Garden’.

**RA2025080** Update on CCTV and cost of Deployable Camera £4,265.75 (Excl VAT)

Cllrs agreed that vandalism at Smitham Bridge Park had decreased – helped by the police sign and social media posts drawing attention to it. Cllrs agreed to review the situation and review again should the need arise.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winsor

**Resolution:** Cllrs agreed to ‘watch & wait’ due to benefits of increase police presence and social media.

**RA2025081** Update on Hungerford Rugby Club Juniors and consider any quotes received for work at Triangle Field

Cllrs have already agreed to a Tree Survey being carried out. Further work required to clear the area opposite the club house and by the car parking area by a contractor. Cllrs discussed approaching REME and Broadmead Estates if they could help ‘scrape’ given they have the appropriate equipment the area and then help with the disposal of debris.

Cost of the work is £480 for the Contractor to clear the area incl. opposite the club house and by the car parking area and £3160 to scrape the area. If the Ash tree needs to come down then Cllr Keates and the maintenance man can do this.

**Action:** HTC Office to ask REME and Broadmead Estates if they are available to help scrape and disperse of the debris.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winsor

**Resolution:** Tree work to be completed by contractor and Office to approach REME to see if they will

‘scrape’ the area.

## **PART TWO**

‘The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960’.

**RA2025082** Consider budget requirements for 2026-2027 for Recreation & Amenities Committee

**Proposed:** Cllr Winsor

**Seconded:** Cllr Keates

**Resolution:** Draft Budget agreed Total Expenditure of £96,477; Income £25,850 representing a 1.3% increase

**RA2025083** Hungerford Leisure Centre – Cllr Reeve - Update received