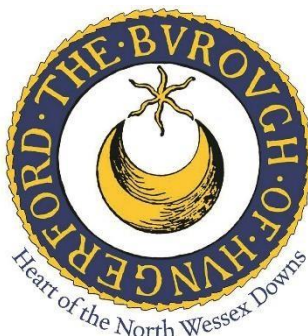


# HUNGERFORD TOWN COUNCIL

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**Draft MINUTES** of the **Recreation, Amenities and War Memorials Committee (R&A)** meeting held on Monday 16<sup>th</sup> March 2026 at 7.00pm, in the Library, Hungerford

**Present:** Cllrs Simpson, Winsor, Alford, Fyfe, Keates, Reeves, Armstrong, Day & Brunning,

**In attendance:** Deputy Town Clerk (DTC) Vicky Stretch, Director of Hungerford Youth & Community Centre and 3 representatives from Hungerford Youth Forum.

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

Cllr Simpson opened the meeting and welcomed everyone to March's R&A meeting and welcomed the representatives from the Youth Forum. Vicky was asked to take the floor.

**RA2026022** Hungerford Youth & Community Group, update on Youth Forum, Vicky Stretch

Vicky introduced the Youth Forum and its purpose:

- Represents eight youth sessions across the centre
- Provides feedback to trustees and influences planning
- Current projects include:
  - **Youth questionnaire** on safety, facilities, and young people's experiences
  - **Reconfiguration of youth club rooms** (games/chill rooms) with positive early feedback
  - **Wellbeing Garden fundraising**, aiming for sensory, calming outdoor space

Vicky expressed how important it is to obtain feedback from the young people as this helps the direction of the forum and its aims & objectives.

Cllr Keates explained the role of the Council (being made up of volunteers, who carry out a range of activities on behalf of Hungerford Town Council e.g. everything from the emptying of dog bins to the Christmas tree & lights).

The committee welcomed future updates and suggested it would be good to have them return and provide an update on the above initiatives and thanked them for attending.

**RA2026013** Co-option of Cllr Terry to R&A Committee  
**Proposed:** Cllr Simpson  
**Seconded:** Cllr Day  
**Resolution:** Cllr. Terry was co-opted unanimously to R&A Committee

**RA2026014** Apologies for absence - none

**RA2026015** Declarations of Interest - none

**RA2026016** Agreement of minutes of meeting held on 19<sup>th</sup> January 2026 and update on actions

The minutes were reviewed, and several follow-up items noted:

- Health & safety templates circulated
- Actions relating to signage and maintenance underway
- Triangle Field H&S walkabout checklist identified several areas for improvement and was discussed as a separate agenda item
- Tree Report, Triangle Field - partly completed with the clearing away along the verges (more work remains). Cllr Keates has scoped the trees requiring felling and once the weather improves, will carry out required work
- Cllr Reeves kindly agreed to carry out the H&S walkabout at the Croft Field Activity Centre and will check at the Duplex system
- Water source for Newtons Garden – clarification on agreed action pending. Cllr Day confirmed that a water meter could be installed

**Action 1:** Tree work (T770, T768) to be felled -pending firmer ground conditions

**Action 2:** TC to confirm water source and action agreed. Item to remain on next agenda for update.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winsor

**Resolution:** Minutes approved as a true representation of meeting held on Monday 19<sup>th</sup> January 2026 (with two abstentions due to absence).

**RA2026017** Receive updated summary of maintenance list

A comprehensive list of completed works was summarised by Cllr Simpson, including:

- New water heater fitted in office
- Storage improvements at Croft Field
- Electrical work completed in the two containers at Triangle Field and posts will be added along the grass verges to prevent parking and damaged when used as a turning bay
- Dog fouling and pigeon-feeding signs installed
- External tap fitted to library wall

**RA2026018** Receive update on ROSPA

Cllr Simpson confirmed actions were on the maintenance list and thanked Maintenance for all his hard work.

**RA20260019** Consider request from the Community Food Project – to store a metal container at the Croft Field (3x4 mtr Base x 1.5 mtr high)

The key requirements relating to storage has changed following their conversations with ‘The Men’s Shed’. They are now considering a collaboration and sharing a storage unit. There was talk about placing it in the slope by the building and cutting into and placing foundations there. The concern is the water level/storage. It was not deemed a suitable option. Cllrs were also concerned about:

- Impact on field hirers and access to a large number of groups that hire the building and field e.g. for weddings, camping, parties, outdoor concerts and theatre groups – not considered ideal to have storage containers on site

- Planning implications and the need for West Berkshire Council's consent being required as we have a long-term lease from them
- Drainage concerns
- Potential conflict with Men's Shed and other groups' storage issues - Cllrs were concerned about the collaboration as the two groups are totally different – one being food and the other repair using machinery – possible H&S concerns were voiced
- In addition, Cllrs had been told that the building originally offered to the Men's Shed had been suffice for their need and it was disappointing to hear that they are also looking for additional storage
- Community Food Group confirmed they have been using a shed at the back of The Croft Hall (need to leave by May hence looking for additional storage) and Cllr Keates questioned whether The Croft Hall could actually accommodate additional storage somewhere on their land
- If Community Food Group did install a storage unit/shed, they would need to source the shed themselves, install it and Cllrs discussed whether a charge would apply
- Requirements to be separated from The Men's Shed, and a small shed could be an option, again foundations would be required and planning requirements investigated

**Next Steps:**

- Committee unable to approve without further details
- Community Food Group to liaise further with organisers of The Croft Hall
- Applicant to return with precise requirements to see if they can be accommodated
- Item to remain on agenda

**Action 3:** TC/DTC to confirm if planning permission is required on this site

**RA2026020** Consider the requirement for Dogs on lead' signs at Canal Wharf ('to protect the wildlife e.g. swans)

Cllrs considered requests to protect nesting swans and wildlife and agreed the signs should be installed.

**Proposed:** Cllr Day

**Seconded:** Cllr Keates

**Resolution:** Cllrs approved the installation of 'Dogs on Leads' signs

**RA2026021** H&S Checklists, Triangle Field, Cllr Simpson

Cllr Winsor requested that the form be further developed and grouped into locations e.g. changing rooms, kitchen, boundary to make it easier to complete and noted that some actions appeared to be similar to those in previous years and needed to be dealt with and to use contractor budget if required.

Concerns noted regarding:

- Missing smoke alarms (only 1 present)
- Poor cleanliness, especially changing rooms
- Concerns raised over inconsistent Legionella and H&S logs
- Missing ceiling slats and deteriorated thresholds
- The report has been sent to the Rugby Club for actions to be complete.
- It was agreed that HTC should spend contractor allowance to get the work completed if maintenance are too busy. If work is not completed by Rugby Club – one option could be that HTC needs to complete it and charge the cost back to them. Another option was that we complete the work and charge more annually.

**Actions Agreed:**

- Action 4:** HTC to contact Rugby Club to confirm a second inspection will be carried out by 1 May and agree date/time
- Action 5:** Rugby Club to address identified works within deadline
- Action 6:** Authorisation already in place for up to £600 for roller shutter replacing damaged wooden hatch which will improve security and the aesthetics.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winser

**Resolution:** Follow up H&S review to be booked at a date to be agreed and the Roller Shutter for the sin bin to be purchased using existing quotes. If over the agreed £600, return item to next meeting with revised quotes.

**RA2026023** Consider signs for the Archers at Triangle Field

Cllrs agreed that The Hungerford Archers were experienced and had been on site elsewhere, therefore, they should be responsible for establishing their own signs as appropriate and liaise with the Rugby Club to confirm positioning. Cllrs wanted to make sure the perimeter is covered, alongside the gate from Redwood House. Once in place, it was noted that the Archers will also have Marshall's in position on the day. HTC to visit to ensure signs are visible.

**RA2026024** Iron Works War Memorial Ave, as agreed at previous R&A meeting, agree to instruct the contractors to carryout remedial work as per report.

Cllrs reviewed the contractor's proposal to:

- Remove and replace corroded metal sections
- Straighten finials
- Add retaining bar and shoe to support gates
- Prime and paint repaired sections (full repaint excluded).

It was noted that it was remedial work that was being carried out and at some point, the whole gate may need repair, sandblasting and painting but as this would be extremely expensive, it will be carried out as and when required.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**Resolution:** Carryout work as per the report

**RA2026025** Britain in Bloom update, Cllr Day

Key updates:

- Posters/leaflets ready for Town Meeting
- 300 perennials planted: polytunnel construction underway
- Early delivery of plug plants being managed
- Contacts established with local sustainability and recycling groups
- Solar panels application for Marsh Lane has been submitted
- Repair Cafe provided information on what they have saved from recycling and stats are available on how much waste has been saved by WBC's introducing a 3 weekly black bin collection
- Little Hidden Farm operates extensive recycling so that will be mentioned to Judges
- Cllr Keates has managed to get approval to plant wildflowers on specific verges and roundabout from WBC Highways Safety Team and permission gained to clear the verges from Barres Yard to the Bridge

- H&S will be paramount for this to occur and ‘hi viz’ jackets provided/worn
  - Steve West, WBC, to be requested that he ensure his team do not strim the wildflowers
  - Working party scheduled to be published with required work listed
- Cllr Simpson to change the words to ‘I want to teach the world to sing’ into an anthem for Hungerford’s entry into Britain in Bloom and it is hoped the Brownies or Guides or even the Roack Choir will sing for the Judges
  - Signage entering Hungerford’s entry points will be key and request that this is put on the next R&A agenda as it is critical for tourism e.g. ‘**Hungerford Town Britain in Bloom Medallist**’. Cllrs suggest they are positioned on the 4 entry points into Hungerford, be made of vinyl and have HTC logo on.
    - Suggestion that we change the Great West Way sign in Hungerford
  - Cllr Armstrong confirmed that she had received confirmation that the painting of a mural was permitted by conservation officer. Cllr Simpson confirmed that we needed this in writing and that if Cllr Armstrong proceeded, it would be as a resident and not a Cllr. Cllr Armstrong confirmed that she had assumed this would be the case, was in discussion with the school and would buy the paint. Thoughts were that she would ask the pupils to draw a picture of what they would like (flora and fauna of Hungerford) and a selectin would be chosen, and the project would then proceed with children’s designs.
  - Railings to be painted at the top of town

**Action 7:** Signage for Hungerford’s entry points to be put on the next R&A agenda

**Action 8:** TC to obtain WBC permission to change the Great West Way sign in Hungerford

**Action 9:** TC & Cllr Keates to provide an update on signage following their meeting re Noticeboards on 31st march.

**RA2026026** Any Health & Safety concerns

### **Recycling Point (Station Car Park)**

Concerns raised around overflowing bins and misuse. Reports made to West Berkshire; Cllrs agreed that a scheduling collection/pickup schedule was required otherwise this issue will continue

Cllr Day confirmed she attends the site weekly to try and clear up the rubbish /recycling left

Concerns highlighted that WBC may close the site if it keeps being abused especially as Cllrs suspect it is being used by small commercial companies.

**Action 10:** Cllrs to raise the issue regarding recycling directly at Town Meeting with WBC recycling officers.

**Footnote:** Cllrs Simpson and Fyfe confirmed they are both stepping down at the end of this term from the role of Chair and Deputy Chair respectively.

Meeting ended 8.45pm