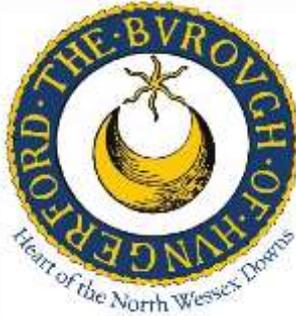


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Highways and Transport Committee** held on Monday 28th January 2019 at 7pm in The Library Building, Hungerford.

Present: Cllrs, Hudson, Chicken, Downe, Cusack, Knight and Gaines
Also, John Willmott and Newbury News.

1. **Apologies noted** – Cllrs Brookman and Simpson
2. **Declarations of interest** – M Cusack for item 11.
3. **Minutes of meeting held on 26th November 2018** - *Cllr Knight proposed the minutes as a true record, seconded by Cllr Chicken, 1 abstention, vote carried.*

4. **Review current action plan assigned to the Committee**

This was reviewed by the committee and several projects were noted as completed. This was asked to be noted on the Action Plan. Some projects were discussed to determine if they should remain on the Plan and other were discussed with reference to altering their priority status. The car parking in Hungerford and vandalism in the public toilets was discussed.

Action: Update plan to reflect change in status and who is the lead person for the topic

Action: Office to put in a request to WBC to clean the speed signs in the Hungerford Area.

Action: Date of the annual litter pick was set as 7th April

Action: Cllr Knight will inform Town and Manor of the date of the litter pick.

5. **Consider any future projects for 2020/21-** to be in line with HTC Action Plan

Action: All councillors to consider future projects for 2020/21.

Action: Place on agenda for next meeting.

6. **Review local council risk documents assigned to the Committee**

The local risk assessments were reviewed, and amendments were noted. Deputy Clerk will update the documents. It was noted that information on the bus shelter should be stored in the office. The cleanliness of the bus shelter should also be monitored.

Action: Documents to be updated on the register by DC.

7. **Review of draft policy for the use of banners in Hungerford**

Cllr Hudson thanked Cllr Downe for producing the draft policy which was discussed. Cllr Downe commented that currently there were not many banners displayed, though this was thought to reflect the time of year. The policy would be used to introduce guidance such as time displayed before and after the event and local relevance. Discussion took place on who owned the different railing site.

Action: Office to determine who owns the railings that are used to display banners.

John Willmott raised about the “Welcome to Hungerford” banner which is due to be placed on the four metal steel posts opposite the Co-op Petrol Station.

Cllr Hudson proposed that the policy be forwarded to Full Council, with the following amendments made to the time given to remove the banner after the event and local relevance distance from Hungerford. This was seconded by Cllr Gaines and all in favour.

Action: Place on full council agenda.

8. Report on the status of the Hungerford High Street – John Willmott (JW)

Cllr Hudson thanked John Willmott for his group’s hard work and the submitted report. JW thanked the council for the approval of money to purchase additional planter and tubs for the station. It is hoped that sponsors can also be found. There has been a high level of public engagement whilst the volunteers are working.

Cllr Downe reported that he had walked High Street and Bridge Street and found the area to be clean. It was noted to the Committee that the pigeons waste had not been cleared over the week end. No dog fouling was observed. However, it was raised that there was a large amount of chewing gum on the pavement, especially outside Co-op buildings. A green telecoms box was observed to need re-painting, and the CCTV posters were commented on.

Action: Cllr Downe to send photograph to the Deputy Clerk.

Action: Office to write to BT about the green box.

Action: Office to determine who owns the poles that the CCTV camera are mounted on.

The telephone box on the High Street was discussed and it was confirmed that it was a Grade 2 listed building.

9. Christmas Lights –

- Feedback from Cllr Chicken on display at Christmas – The set up and event went very well due to Shields hard work and previous knowledge. It was noted that 14 trees fell down due to the windy weather conditions and it was decided to secure the trees using an eyelet on the wall and wire to secure. This has been carried out on 12 brackets. One bracket fell down and it was noted that there was no risk assessment for a bracket falling down.
- Future considerations – discussion took place about the removal of the lights from the living trees as in previous years they have been left in but became broken. It is intended to remove the lights this year and quote received from Shield. T&M have informed the office that pollarding was taking place at the end of January. The committee requested a new quote on light removal as some lights have been partially removed due to pollarding work. A report was submitted about additional work required following the display in 2018 and it was decided that a quote should be sought for a dual feed for the War Memorial area.
Cllr Hudson thanked Cllr Chicken on behalf of the committee for all his hard work on organising the lights.

10. Railway Station

- Adopt a station update – an update was given by Cllr Chicken. A telephone conversation had taken place to discuss the car park at the Railway Station. An internal review was required to determine if any departments in Network Rail had an interest in the land. This is still taking place and the response has been delayed for 2 weeks.
- The puddles around the bridge are being removed and the passenger shelter should be installed by the end of March. The relocated noticeboard from Newbury has been installed, but it is not possible to unlock. Cllr Chicken is trying to resolve this.

- The Oakes Brothers site will remain a car park until the summer. GWR are happy to consider a car park but would need contribution from the local community to carry out a feasibility study.
- LEP potential improvement bid – Cllr Crane is meeting the LEP contact in February and has met the WBC contact for WB business development. Some discussion took place about the development of the station including car park, station buildings, lift and drop-off areas.

11. Review of report on the pathway along the Croft Road – Cllr Chicken produced a report on the tapering pavement on the way into the Croft. This report was discussed and considered several approaches, including one-way traffic system, restrict parking in the area and textured tarmac. Park Street was also discussed.

Action: Office to write to WBC to request that they look at the pavement and pedestrian safety in the area.

12. Fouling of pavements in Hungerford

- Dog fouling and update on bins- report was submitted by Cllr Cusack. It was noted that some people are walking multiple dogs. The report highlighted the different ways that the government is trying to tidy up areas. JW added that he had spoken to the Kennet and Avon Canal Trust and they would be providing an additional dog bin.

Action: Item to be placed on the next agenda.

- Pigeons – identifying a way forward. Interest was expressed by several councillors about the dovecote approach to controlling numbers.

Action: Item to be placed on the next agenda.

Meeting closed at 9.10 pm

Smarten Up Hungerford – A Team of Volunteers (SUH Team)

Report to the Highways and Transport Committee – 28/1/19

1 HTC assistance

Firstly, may I start by saying how impressed I have been with everyone's helpful attitude. Not only do I appear to be assembling a large group of helpers but in addition some companies appear to want to buy in to the principle of "the nanny state can't do everything so let's get on and do it ourselves". In addition, I wish to record my grateful thanks to Mrs Claire Barnes and Mrs Philippa Adams in the HTC offices, who have been extremely helpful in providing all sorts of different information including ownership maps and details of WBC personnel and planned works etc etc. This all helps enormously and makes me feel that if we shake the tree the right way, the funds will appear!!

2 Volunteers

We have assembled a group approaching 30 people and much work has already been undertaken. I am attaching my recent note sent to the team and others that lists out the actual jobs completed and those that are underway. My general idea is to empower the people and to motivate them to work on their own initiative or in teams and to minimise admin. They will however be required to inform us of what work they will be doing and when. One of my volunteers, Nicola Wood, has very kindly agreed to help me co-ordinate everything as thank goodness because as you will see we have quite a lot on. I am insisting that what we do we do well rather than running around like a bull in a china shop.

Our visit to Calne to see how they do what they do was a very worthwhile visit.

3 List of Works

I have compiled a detailed list of all works that I feel need attention in and around the Town Centre. This however is only one person's view and I would welcome everyone telling me what else needs doing. Having said that we are not supposed to be a replacement for WBC's failings!! Once these are completed, I would intend to spread our area of operations gradually over time.

4 Photographic record

I think it would be advisable for a detailed photographic record to be taken of the state of Hungerford. Those items that are for WBC can then be shown to them and we can then monitor their performance and along with HTC and the stats, do the rest.

5 Flowers

HTC asked me to look into placing some stacked planters along the High Street and I have previously reported that this is a non-starter on the grounds of both cost and visibility. The HTC hanging basket contractor has agreed to meet with me to discuss the additional costs involved to add some planters to the canal bridge railings. In addition, we are looking at whether it would be more cost effective for us to buy them and do them ourselves. I have in mind a budget of £2000 from HTC for 2019. The additional funds from the Chamber of Commerce's member companies should provide some additional opportunities for further beds.

6 Trees on High Street

As a trial and to see what complexities might arise, I personally planted the bed under the tree outside Nye & Co at a cost of circa £30. We were promptly stopped by the Town & Manor who apparently own the trees and who have commissioned reports that conclude that flowers will damage the trees. However the T&M despite assurances have yet to maintain the bases of the trees and to de-weed them etc.. They still look awful and I am trying to get the T&M to maintain them. I am also investigating the possibility of placing some flower boxes around the base of the trees.

7 West Berks Council

Following my investigations with WBC it seems that no-one actually knows who is planning what for when. It has all become departmentalised with no-one at WBC appearing to know what each other is planning. I also get the impression that the funding cuts mean that most services are being reduced or delayed. Having said that, whilst we are here to help, we are not keen on doing WBC's work for them and I envisage a problem looming here.

8 Entrances to Hungerford

There are 4 main roads in and out of Hungerford, each with white gates etc. The gates are generally in need of some TLC and redecorating. The SUH team have decided to take this on and to start with the gates on the A4. A flower bed in front of the gates is envisaged to welcome people driving through. One gate is missing and we are hoping to replace it somehow.

9 Dog-poo bins

I was asked to see if I could help sort the problem of the bin by the swing bridge that keeps on overflowing. They are emptied once a week which appears to be insufficient and we are awaiting a response from the Canal Trust who pay for this. This may require funding. It has been suggested that if we fail to achieve a second emptying, that we might try to encourage several of the dog-walkers to do the emptying!

10 Signage

We have ordered a 4m x 1m banner saying something like “Welcome to Historic Hungerford” as previously discussed that will be erected on the 4 steel posts opposite the Co-op garage. This would then be converted to a permanent sign, in due course. I have also met with Martin Crane to discuss the siting of the “Great West Way” signs.

11 Unwanted banners

Prior to arranging for unwanted/unofficial banners to be removed, I felt we should discuss whether just removing all signs was the best solution. I wanted to suggest that HTC consider nominating say two sites in the town where we encourage banners to be hung. I wondered whether one site could be on the fence in front of the electricity sub-station opposite. The other one would be at the other end of town.

12 Station Maintenance

Having started with the station my brief appears to have slightly expanded!! The tubs have been improved but only slightly and the SUH team are to improve them soonish. HTC has kindly agreed a budget of £200 per season (ie £400 per annum) and we shall stay within this figure.

The decorating has been completed by GWR however I believe the standard is poor and there are many further jobs that both Network Rail and GWR are refusing to do. I am co-ordinating with Councillor Chicken on several matters.

13 Library flowers

We inadvertently caused a few issues by starting to maintain the two flower beds outside the library that were in a poor state. These are in fact memorial beds and are supposed to be maintained by the family who have asked us to stop works, which we have done.

14 War memorial gardens

I feel that the trees and bushes next to the River Dunn on both sides, are seriously overgrown and need severe pruning back. Many trees are growing out of Great Grooms and we need to contact the owners to see if they will prune them back. This will substantially improve the look of the gardens and the area generally. I need to check on who should be doing the others as this is perhaps too large a job for the SUH team.

15 Hungerford in Bloom

I have held two meetings with Sally Hawkins to help co-ordinate this year’s competition.

16 Insurance

The Chamber of Commerce has taken out an All Risks insurance policy to cover both our SUH team and the public from any accidents or damage etc.

17 Equipment and Plants etc

I have purchased 10 litter-pickers and 30 High-Vis jackets as well as sundry soil bags and plants. Hopefully you will start to see a difference in the coming months.
At least 4 of our volunteers own their own litter pickers!

18 Hungerford Organisations

As a general observation, it seems that we have many organisations all doing their stuff but with little co-ordination. I feel that there needs to be more joining up of the dots. Hungerford is actually a thriving town and area with many villages all with many loyal and committed

members of the public as well as businesses and voluntary groups that are all keen to help – they just need to be gotten on board. There are many cultural activities in and around Hungerford and all of us deserve a town that is being properly managed and maintained despite the Government cuts.

19 Party, party

I intend to arrange a summer party for the SUH team and sponsors and HTC to say thank you and all ideas will be gratefully received.

John F Willmott MCIQB MCMI
SUH Team – Volunteer
smartenuphungerford@gmail.com
07961 339377
24th January 2019

Dear Volunteer

The list of works that have already been completed is growing fast - I'm absolutely astonished at how much you've all done - so really well done to everyone who has helped and please, please do continue. To those of you have yet to start - might I make a suggestion - look at my list (attached), choose something small or do make a little start on something larger and set yourself a date by when to complete it - see it's so easy and that way it'll make you feel even better!!

I know many of you are also doing your own thing and I would prefer it, if you were happy to, to add your work to this list so that the true impact of the SUH Volunteer forces impact on Hungerford, can become known and in order to attract sponsors, donations and more volunteers!! I am delighted that Nicola Wood has kindly agreed to assist me with co-ordinating the works and her email is nicola.wood1@icloud.com

COMPLETED WORKS

- **Cleared vegetation off railings by Hungerford bridge**
- **Cleared vegetation opposite the Co-op garage**
- **Mowed grass by Hungerford Bridge**
- **Mowed grass outside electricity board and opposite Co-op**
- **Decorated railings blue by Hungerford Bridge**
- **Decorate bench blue overlooking river**
- **Clear vegetation opposite Co-op**
- **Plant up one flower bed under tree in High St (oops)**
- **Tidied up beds outside the library**
- **Tended flower tubs at the Station**
- **Cleaned road signs**

ON - GOING WORKS

- **Improve tubs at station**
- **Clean railings on canal bridge**
- **Install flower beds to all 4 main entrances in to Hungerford**

- Decorate gates at these entrances to Hungerford
- High-vis jackets with logo ordered
- Litter picking forks purchased already and ready for our

**** Litter pick - this Sunday (27th) 2pm - meet in library car park ****

Hi Ho, hi ho it's off to

Smarten Up Hungerford

us volunteers go, with our own bucket and spades, high vis jackets and insurances all in place, hi ho, hi ho (repeat)!!

HUNGERFORD CHAMBER OF COMMERCE

SMARTEN UP HUNGERFORD CAMPAIGN – Revision 2

SCHEDULE OF WORKS – HUNGERFORD VOLUNTEER FORCE

		WHO	WHEN
1	Place plants underneath trees all along High Street (STOPPED BY T&M)		
2	Clean white and blue railings by canal bridge		
3	Weed and cut back areas by Hungerford Bridge	MC	24.9
4	Clean pavement on Hungerford bridge	MC	24.9
5	Clean all signage (not just in centre)	AW	07.18
6	Clean bollards and straighten them where possible		
7	Clean roadside bollards by Eddington Hill + others		
8	Replant tubs at station		
9	Watering for tubs at station and new planting generally	FS	17.10
10	Remove growth along footpath to station		
11	Clear and plant-up area on bridge embankment by florist		
12	Clear weeds generally		
13	Clean waste bins and straighten them and move wheelie bins off pavements		
17	Decorate lampposts or clean them and remove signage		
18	Remove illegal signage generally		

19	Clean tape and stickers off lampposts		
20	Prepare, clean and varnish public Seating eg outside Great Grooms		
21	Clean black railings on canal bridge and beyond		
22	Remove high growth and mow grass by Hungerford Bridge	MC/BW/ JW	10.9
23	Remove high growth and mow grass opp Co-Op Garage (both sides)	MG/IG/ JW	30.9
24	Mow grass in front of Electricity Sub-station	JW	30.9
25	Build sloping planters for various areas for planting		
26	Supply and fix planters to bridge railings	JW	
27	Remove pigeon mess by Dods		
28	Litter-picking generally (additional)		
29	Trim trees and hedges generally		
30	Anything else you spot !!	ALL	

ADMIN JOBS

- 1 Survey town and produce list of works
- 2 Contact Co-op to obtain approval to plant-up beds
- 3 Order new banner to be followed by permanent sign
- 4 Design and distribute campaign poster & flyer
- 5 Contact owners to ask them to "clean-up" their properties
- 6 Chase WBC to get stuff done
- 7 Get the stats to redecorate their assets eg phone and cable boxes
- 8 Promote SUC and contact volunteers
- 9 Arrange meeting for volunteers
- 10 Design and print signs for HVF (as below)
- 11 T Shirt for volunteers
- 12 Invoice CofC members before their sponsored flowers beds are started - to agree expenditure levels.

JFW – 02.10.18 john@willmott.co or 07961 339377

Hungerford Town Council

Public Report

Report to:

Highways and Transport Committee

Agenda Item No 11:

Christmas Lights

Background

Set out history and how situation arose

Objective

Continue to provide Christmas light display in Hungerford

Options (Including what happens if we do nothing)

- 1. Replacement of the 240 V plug and socket system:* Lamp post & living trees – These are fed via a 240V plug and socket system, which is not truly water proof, the flexes are small, so even after the glands are fully tighten there is still a route for the water to penetrate, build up and trip the RCD unit & also sometimes blow the fuse. *These could be replaced for a better solution.*
 - If left unresolved the water will be able to penetrate and blow the fuse
- 2. Removal of lights at the end of the seasonal period:* The lights are left in the trees all year round, due to the growth & weather conditions the lights are getting downgraded, with not all working. These could be removed & reinstalled each year when required.
 - If left unresolved the lights will deteriorate more rapidly incurring additional cost.
- 3. Dual feed of lights at the War Memorial:* The lights are out all year. Currently, they are fed via a lamp post, but all the lights are on one continuous string. When there is a fault this will result in no lights in that area. A solution would be to use the other lamp post as well, with one lamp post feeding the lights on one side of the war memorial & the other doing the opposite side, this would lower the loading, in addition if one goes the other will still power some lights.
 - If left unresolved the lights will not function in this area.

Financial and Legal implications

Work was carried out on the lights over the season period to correct identified faults (listed as 1 and 2 above). The cost of the work carried out was:

1. £ 104.70 (labour)
2. £ 314.10 (labour)

Quote for the work has not yet been sought and depends on committee's view.

Reference to Council Strategy, where relevant

Enhancement of High Street and well-being.

Consultation: with committee

Other information

Cllr Brookman by email:

“As far as the recommendations from Shield I think that it may be worthwhile removing the lights from all of the living trees this year to reduce the chance of damage and/or water ingress. This will of course increase the costs for this year and subsequent years. As far as providing an additional supply point at the war memorial is concerned there is some merit in this, and I think that we should ask Shield to provide a cost for doing this next year.”

Recommendation(s) :

Signed: Philippa Adams 22/01/19

Hungerford Town Council

Public Report

Report to: Highways and Transport Committee

28th January 2019

Agenda Item No 9:

State item

Background

When walking down into The Croft from Church Street it occurred to me that this route is used by many people in the town on a regular basis to go to the Surgery, the Nursery, The Croft Hall, The Croft Field, St Lawrence Church and the Hungerford Club. I also came to the opinion that the pedestrian access leading under the railway bridge is severely inadequate for this level of usage.

It is too narrow for a pushchair or a disabled persons vehicle and becomes narrower leading to the tunnel. Also, there is no pedestrian route under the bridge.

Here are some photographs I took recently:



Entrance to The Croft



West side pavement 1
(looking north)



West side pavement 2



West side pavement 3



East side 1



East side 2



Looking North towards the bridge



Looking South towards the bridge

Objective

Improved pavement so that buggies and disabled vehicles can pass safely through the tunnel.

Options

Widen the existing pavement and extend it under the bridge to the Croft Surgery. Both these options will reduce the vehicle access under the bridge to 'one-way' only, and this will require a method of controlling the traffic. There are two options for this:

1. Install traffic lights to control the route under the bridge
2. Create a one-way system through The Croft.

Financial and Legal implications

Too early to discuss costs at this stage

Reference to Council Strategy, where relevant

None

Consultation:

I have not consulted anyone on this subject. I believe the Highways and Transport Committee is the right arena for debate

Other information

none

Recommendation(s)

My preferred option is for a one-way system with traffic entering the Croft at the west end and leaving under the bridge shown above. This option will also have the additional benefit that there will be sufficient space to put a narrow pavement on the East Side making it safer for the residence in the adjacent houses.

Signed:

Rob Chicken

Town Councillor

18th December 2018

Public Report

Report to: H&T 28th January 2019

Agenda Item No 12:

Fouling of pavements in Hungerford

Background

It is impossible to stop any littering, but the Voluntary Code of Conduct seeks to engage every business into an agreement. The business or a local group or Council need to work together to encourage clients to bin everything.

Innovative schemes such as 'Bin it For Good' managed by Keep Britain Tidy and offering funding through the Wrigley Foundation turn bins into charity collection points.

An expression of interest form must be completed. If accepted standard posters and a payment of £1000.00 is sent to HTC. Businesses would be sought to sponsor bins and charities to benefit from the proceeds (£300 three times per year).

Central Government have 'joined forces' with Keep Britain Tidy who will provide posters, stickers and so on free of charge. Hungerford would be provided with help for the England wide 'Big Spring Clean'.

Objective

Purpose of this report is to identify key ways to reduce litter of all types including dog fouling.

Options

- 1. Take no action;**
- 2. Register with Keep Britain Tidy to obtain for free latest campaign posters;**
- 3. Voluntary Codes of Practice with every business (fast food wrapping also includes chocolate bar wrappers, coffee cups, empty bags);**
- 4. Register an 'expression of interest' in the Bin It for Good Campaign for next year;**
- 5. Dog Waste: Get the message out 'bag it and bin it' with a uniform sticker placed on every bin everywhere with matching uniform signage (not stickers) everywhere. It does not matter if that signage is on other land managers.**

Financial and Legal implications

None of the above options are necessarily going to cost HTC money.

Reference to Council Strategy, where relevant

Consultation:

Other information

The Report is based on information taken from:

Research conducted by Tameside Council;

The Government Litter Strategy for England and the 25 Year Environment Plan launched in 2018;

Reducing Litter Caused By 'Food on the Go': A voluntary code of practice.

<https://www.keepbritaintidy.org/local-authorities/reduce-litter/general-litter/bin-it-good>

Recommendation(s)

Signed: Mark Cusack 25th January 2019