

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Highways and Transport Committee** held on Monday 23rd September 2019 at 7pm in The Library Building, Hungerford.

Present: Cllrs Chicken, Knight, Hawkins, Simpson, Downe, Fyfe and Gaines. Also, John Willmott (Smarten Up Hungerford), District Councillor James Cole and representative from Newbury Weekly News.

- 1. Apologies for absence** – Noted from Cllrs Hudson, Cusack and Brookman.
- 2. Declarations of interest** – None.
- 3. Agreement of minutes of meeting held on 22nd July 2019 and update on actions:** *Cllr Downe proposed the minutes as a true record, seconded by Cllr Knight, all in favour.*
 - Cllr Knight to amend instructions to place on salt bins and obtain quotes** – KK has produced a laminated copy of the instructions and will attach these to all our salt bins using an appropriate permanent method of fixing.
 - Cllr Fyfe's report on signs to be forwarded to WBC** – A positive response has been received from WBC who will undertake the required work on the road signs highlighted in the report. They were very grateful for the report and thanks were extended to Cllr Fyfe for his work.
 - Office to look at costings to move flow of pedestrians to a safer area at the Bulpitt Lane Play Park/War Memorial Avenue** – item deferred.
 - Suggestions of locations for wildflower areas to be sent to WBC** – WBC responded saying they are looking to include funding for wildflower verge improvements in future years. They expect this programme to be popular with local councils and asked that if demand for this programme outweighs available funding, would HTC be willing to contribute. There was discussion regarding which areas would be suitable for such a programme. Cllr Hawkins advised the sowing of wildflowers is not an easy option due to preparation of the ground and there would need to be a budgetary commitment.
Action: Office to re-circulate the list of suggested locations for wildflower areas to the committee. If anyone has any new suggestions, please send them to Cllr Hawkins. Cllr Hawkins and JW will discuss and bring ideas back to the next meeting.
 - Action:** Office to reply to WBC to say HTC will discuss the matter further and will get back to them.
 - Office has written to owners of the noticeboards** – improvements have been noted.
 - Office has written to the Theatre Company advising them they can install a new noticeboard.** Cllr Knight commented the noticeboards under the railway bridge need a clean-up. This will be added to our maintenance mans To Do List.
- 4. Smarten up Hungerford (SUH)** – latest progress report from John Willmott – JW advised several positive comments have been received regarding the flower displays on the Town Bridge. Flower tubs have been placed around the Town; these have been paid for by the Chamber of Commerce and other organisations and are maintained by SUH.
The painting of the white railings at the top of the High Street has been raised with WBC – JW will chase with WBC. The cleaning of the road bridge over the River Kennet has also been raised with WBC but this is not a high priority issue with them at present.

The schedule for grass cutting in the town is for 8 cuts a year by WBC. It might be an idea to contact WBC and ask for the cuttings to start earlier in the season when it would be more beneficial, rather than the cutting taking place at this time of year.

The next SUH volunteer session will take place within the next 2 weeks. The group is trying to get a regular schedule together for next year.

5. Update on Pigeons – consider next steps regarding actions and ongoing concerns regarding 5 High Street. Proposal to remove metal bracket.

James Cole recently met with 2 members of the WBC PPP (Public Protection Partnership) team in Hungerford to discuss the issue of pigeons in the High Street. In the short term they felt it would be beneficial if the metal bracket and stay wires on the side of the building at 5 High Street could be removed. As the property is a listed building and in the conservation area, advice has been sought from the Principal Conservation Officer at WBC who advised there would not be an objection to the removal of the bracket and an application for listed building consent would not necessarily be needed. The PPP will look at what can be done in the longer term to resolve the problem throughout the town and they will undertake an assessment in the next week or so to see what needs to be done and how to do it.

Cllr Simpson proposed the office obtain quotes to remove the bracket and bring back to the next meeting, Cllr Chicken seconded, all in favour.

Action: Office will circulate the previous extensive report compiled by the Deputy Clerk regarding the issue of pigeons to the committee for information.

District Councillor James Cole left the meeting at this point at 7.55pm.

6. Parking concerns around deliveries to the Three Swans – consider actions following complaints on social media – During the building of the flats at the rear of the Three Swans, deliveries had to take place from the High Street but the committee thought that once the building work was completed, deliveries would take place at the rear. This does not appear to be happening and many complaints have been received about delivery drivers parking illegally and dangerously in the High Street.

Action: Cllr Chicken will visit the Three Swans and ask them to take control of the situation by contacting the delivery companies. He will feed back to the next meeting.

7. Railway Station update and raising of profile – Cllr Chicken – HTC were advised that a feasibility study needs to be undertaken with regard to using land at the station for car parking and improving access and facilities. There is also an aspiration for the footbridge to be painted. Grants are available from the GWR Customer and Communities Improvement Fund (CCIF) for both these projects and Jenny Graham from WBC has applied for funding on our behalf. She feels it would be helpful if a letter of support could be written from HTC to accompany the application for the feasibility study. HTC has not committed any funding towards this as any funding will be subject to committee approval and budget constraints.

Cllr Chicken proposed the Mayor writes a letter of support for the feasibility study grant on behalf of HTC, Cllr Hawkins seconded, all in favour.

8. Hungerford Footway Lighting

a) consider quotation for upgrade to Park Way lighting – report was circulated and is attached.

Cllr Knight proposed acceptance of spending of £7,231.52 from Earmarked reserves for the upgrade of 7 (Seven) streetlights in Park Way and approve adoption by West Berkshire Council after the work is complete, seconded by Cllr Downe, all in favour.

A report had also been circulated regarding replacement of a streetlight in Tarrants Hill, Hungerford – see report attached. *Cllr Simpson proposed acceptance of spending of £1,214.24 from Earmarked reserves for replacement of the Tarrants Hill Streetlight, provided this streetlight is brought up to standard for the future, seconded by Cllr Knight, all in favour.*

b) consider options on other lighting management to include proposal – to be discussed at next FC.

The committee queried when the streetlight at the junction of Church Street and the High Street which was demolished a few months ago, is due to be replaced. **Action:** Office will chase with WBC. (Post meeting note – WBC has confirmed that the streetlight will be replaced in the second week of October).

9. **Consider quote for replacement of the CCTV wall bracket opposite the Library** – We have an annual service contract with Smart Integrated Solutions to inspect the CCTV systems. Following the most recent inspection, they advised the current bracket for the camera opposite the Library is rusting heavily and cracks are appearing and they advised this should be replaced.
Cllr Knight proposed acceptance of the quote for £812.00 + VAT to supply and install a replacement wall bracket, seconded by Cllr Downe, one abstention (HS), rest in favour.
10. **Committee to approve a letter of support from the Mayor (in support of) the WBC CCIF bids that have been applied for on our behalf. (no commitment of funding has been made)** – Item dealt with in item 7 above.

The representative from Newbury Weekly News left the meeting at this point at 8.26pm.

11. **Budget setting – Consider committee budget for financial year 2020-2021** – The committee felt it would be beneficial to have an informal meeting specifically to discuss the budget and a meeting was arranged for Monday 21st Oct at 7pm in the Library. **Action:** RFO to circulate the budgets in advance and the Deputy Clerk will circulate the action plan for the committee with these minutes.
12. **Discussion and action following any late reports** – Cllr Chicken is pursuing with WBC the possibility of having a sign for the Library which can be seen from the High Street and for people walking down Church Street. This would be on the sign post outside the library where there is currently a sign for the public toilets.
A map for a proposed coach stop outside the Town Hall had been circulated from District Councillor Claire Rowles prior to the meeting. The committee had not had time to consider this issue but felt it should be taken to Full Council following budget discussions.

Meeting closed 8.55pm

REPORTS

Report to Hungerford Town Council – Highways & Transport Committee 23rd September 2019

Agenda Item No 8 – Hungerford Footway Lighting: 7 (Seven) Street Lights – Park Way Hungerford

Background

The Council owns 104 Street lights in Hungerford. The reason why these were not passed to West Berkshire Council (WBC) at some point in the past is not known.

Members may be aware that West Berkshire Council has in last 2-3 years upgraded all their lights, but ours were not included.

We have had a quote from WBC for bring these seven lights in Park Way Hungerford up to adoptable standards at £7,231.52 + Vat. They have said by email that they would then consider adopting these and therefore removed from our asset register and of course any further liability in the future.

Options

I am not sure we have much option to bring these lights up to current standard. We do have available £14,150 in Earmarked Reserves available to pay for this exercise.

Also, members might wish for the officers and Chairman of H & T to explore if further lights could be upgraded and transferred to WBC.

Recommendations

That Members approve the spending of £7,231.52 from Earmarked reserves for the upgrade of 7 (Seven) streetlights in Park Way and approve adoption by West Berkshire Council after the work is complete.

The Members further approve that we take forward further upgrades and adoption of streetlights within the Street Light Earmarked Reserves Budget.

Signed: Jeff Ford Responsible Financial Officer 12th September 2019

Report to Hungerford Town Council – Highways & Transport Committee

23rd September 2019

Agenda Item No 8 – Hungerford Footway Lighting:

One Street Light on Tarrant's Hill

Background

The Council owns 104 Street lights in Hungerford. The reason why these were not passed to West Berkshire Council (WBC) at some point in the past is not known.

Members may be aware that West Berkshire Council has in last 2-3 years upgraded all their lights, but ours were not included.

A streetlight in Tarrant's Hill has been hit by a vehicle and damaged. We have no details of when this occurred.

We have had a quote to replace this from WBC of £1,214.24 however they would not adopt this one streetlight preferring to bring whole road up to standard and then adopting. It would however bring it up to standard for the future.

Options

I am not sure we have any option to repair this light and we do have £14,150 in Earmarked reserves less any other expenditure agreed

Recommendations

That Members approve the spending of £1,214.24 from Earmarked reserves for replacement of the Tarrant's Hill Streetlight.

Signed: Jeff Ford Responsible Financial Officer 12th September 2019