

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Highways and Transport Committee** meeting held on Monday 22nd March 2021 at 7.00pm, remotely.

Present: Cllrs Chicken, Knight, Downe, Fyfe, Alford and Shatford
In attendance: Claire Barnes (Town Clerk), Sharon Prance, Sarah Chatters, Cllr Schlanker, District Cllr Dennis Benneyworth (entered later), press and 2 members of public

The committee was advised the meeting was being recorded.

HT20210016. Apologies for absence – Cllr Hudson

HT20210017. Propose co-option of councillors onto the H&T committee

Proposed: Cllr Simpson

Seconded: Cllr Alford

Resolution: Cllr Jon Shatford and Cllr Nick Schlanker be co-opted onto the committee

HT20210018. Declarations of interest - None

HT20210019. Agreement of minutes of meeting held on 25th January 2021

Proposed: Cllr Chicken

Seconded: Cllr Knight

Resolution: Minutes were determined as a true record

HT20210020. Update on actions from previous meetings, not on this agenda – Cllr Fyfe shared his screen to show a survey he has completed of the footway along the A4 from Froxfield to Hungerford. The footway is broken and non-existent in places. A sign is barely visible in the undergrowth.

ACTION: Cllr Fyfe will inform the District Cllrs and consider a FOI request to obtain budgets and maintenance programme details. With the help of Cllrs Hudson and Schlanker a survey will be completed further east. Add to next agenda.

The request for a 30mph speed limit through the Common is currently undergoing consultation.

HT20210021. Smarten Up Hungerford – John Willmott read out his report. He advised to maintain the 23 planters around town owned by HTC will cost £60 per planter for the summer and the same again for the winter. If we wished for another 6 planters this would cost an additional £1100.

ACTION: SUH will replant the tub by the entrance to Hungerford.

ACTION: SUH will consider setting up as a separate organisation and apply for funding via the Good Exchange website.

ACTION: Clerk to approach HTC contractors for quote to provide plants to see if a saving can be made.

Proposed: Cllr Simpson

Seconded: Cllr Knight

Resolution: To provide funding of £1380 to cover the cost of flowers and compost for 23 planters over the summer. Funding from Nominal code 4356 and leisure centre underspend. John Willmott left the meeting.

HT20210022. Consider request for installation of a grit bin at Hamblin Meadows – see attached report.

Proposed: Cllr Knight
Seconded: Cllr Simpson
Resolution: Spend £74.99 on new grit bin for Hamblin Meadow
ACTION: Order grit bin

HT20210023. Consider quotations for cycle shelter over existing racks – refer to attached report. After discussion it was decided to put this on hold. Church St Car Park is not thought an ideal location nor is the High St as an alternative. There is no Active transport funding left. Cycle boxes are in the process of being approved by GWR for the station. From the survey produced by HEAT the main concern is safety whilst riding not lack of cycle racks.

ACTION: Promote the current locations of existing cycle racks on social media. Consider signposts.

HT20210024. Consider quotations for hanging baskets - refer to attached report. After discussion

Proposed: Cllr Simpson

Seconded: Cllr Downe

Resolution: Appoint Windowflowers to provide and maintain flower displays for next three years as per quotation, with flexibility for numbers of displays approved by property owners.

ACTION: Instruct contractor and add Hungerford in Bloom competition to Full Council agenda. It was agreed we should ask for donations as usual but comment that it has been a challenging year and we will understand if it is not possible to contribute.

HT20210025. Receive update from Pigeon working party – Cllr Downe read through his report.

ACTION: Identify owner of Dry cleaners and suggest pigeon proofing measures are installed.

ACTION: Clerk to continue to chase NR to fix gaps in netting under the bridge.

ACTION: Cllr Downe to request Knight Frank pigeon proof their hanging sign.

ACTION: Clerk to update committee on any offers received from bird protection charity to pigeon proof no.5 free of charge.

WBC advised the PPP has no power to enforce any action on property owners at present. It was noted the street cleaners are cleaning off guano regularly under the bridge. HTC do not wish to use rate payers' money to improve private properties.

HT20210026. Update on CCTV installation and repairs – see report.

ACTION: Reconsider installation of broadband at the Croft Field Centre when the Croft Field internal restructuring is decided.

ACTION: Clerk to update Cllr Fyfe on CCTV progress next Monday by providing images.

ACTION: Advise RFC their request for CCTV cameras on the Changing Rooms will be considered after the lease is signed.

HT20210027. Widening the pavement on the east side of the High Street – Cllr Chicken has contacted the adjacent shop owners, some of which have already indicated their support. WBC have warned that others may also request parking outside their premises is closed. Cllr Knight advised WBC would lose parking revenue.

Proposed: Cllr Downe

Seconded: Cllr Simpson

Resolution: Recommend to Full Council the widening of the footway by closing the parking spaces outside coffee#1 and the bakeries, to provide walking space for pedestrian convenience and to improve safety and egress visibility from Tesco.

Cllr Fyfe advised the zebra crossing remarking's in Tesco car park are badly done and there are trip hazards down the centre walkway.

ACTION: Cllr Simpson to check and report back at next meeting.

HT20210028. Update on installation of recycle bins – The Clerk reported that 5 bins have been ordered by WBC which will take approx. a month to be delivered.

HT20210029. Consider offer of donation of mature Christmas Tree for planting on the Wharf – Deferred until more info is obtained from tree surgeon and WBC.

HT20210030. Concern raised over price of fuel in Hungerford – This was raised initially due to the lack of competition between the two stations in Hungerford. At the moment their prices are similar to other fuel stations, so it was decided no further action is required.

HT20210031. Maintenance of A338 – The unofficial footpath by the Salisbury Road development has been reinstated. District Cllr Benneyworth said work hadn't been done on the footway alongside the A338 leading south and he will try and get a schedule of works from WBC as soon as he can.

HT20210032. COVID19

- **Any H&S issues of concern**
- **Lorries parking over night at Charnham - resultant litter and human waste** – The problem stems from no overnight toilet facilities. The BMW garage toilets close around 6pm and both fuel stations don't open their toilets late. Lorry drivers are choosing to avoid parking at service stations where they are charged. Double yellow lines were suggested but parking would have to be policed. Portable toilets, waste bins and signage were also suggested.

ACTION: Office to ask other authorities how they deal with this issue

Meeting closed at 8.53pm

HT20210023 cycle shelter

Hungerford Town Council

Private Report (financial) to: H&T 22nd March 2021

Agenda Item No HT20210023: Consider quotations for cycle shelter over existing racks

Background This project was inspired by WBC Active Transport funding. HTC identified Church St Car Park as its choice location for installation of a cycle shelter. WBC would not grant permission to place the shelter on the spot identified however placing a shelter over the existing racks there is an option. Previously HTC ruled out locating a shelter in the high street as it was not felt appropriate in a conservation area.

Objective. HTC wish to support and create an environment that is safe for both walking and cycling.
Suggestion - Provide covered cycle racks for use in the town

Reference to Action Plan Aim - Increase the use of "green transport".

Options –

1. Proceed with one of the 3 options below to install a shelter over the existing rack in Church St Car Park: - (refer to page 2 for images)

a) The Shelter Store

Supply of Canterbury Shelter - £2100 and Installation £1050

Galvanised and powder coated colour finish

Total £3150 plus vat

b) The Shelter Expert

Supply of Expert Farnsworth Shelter FARS10 - £2095 and installation £1010

Electro zinc plate anti corrosion pre-finish treatment together with a powder coat colour finish (choice of colours available) £275.00 +vat

Total £3380 plus vat

c) Autopa

Supply of Harbledown - £1222.92 and installation £1625, carriage £295

GALVANISED FINISH FRAME ONLY

Total £3142.92 plus vat

2. Research alternative improvements/projects
3. Leave for now as the particular funding pot is not available

Available budget (£s) including cost centre – HTC £2k in EMR. Other options are Leisure Centre money underspend and £750 in T&E.

West Berks Council advised all the funding they received for cycle improvements has already been allocated between cycle lane improvements and enhancements of facilities at Schools where the demand for covered shelters was quite high. They advised there are other grants available that your District Ward Members might be able to secure so it might be worth asking them for help.

Consultation – WBC, HEAT

Health & Safety and Legal implications - WBC advised sending what is proposed through for comment to the Parking Team to check the installation will not affect the safe usage of the car park.

Recommendation(s) The best option, based on the above information

Signed: Town Clerk 16/3/2021

a) Bespoke Canterbury Shelter



To go over existing bike stands

Length - 2840mm, Depth 2670mm, Height 2144mm

Polycarbonate roof, Fixing bolts, Delivery and installation on to existing block paving in Hungerford area.

b) 10 cycle Expert Farnsworth roof only shelter FARS10 3600mm length x 2638mm width



Expert Farnsworth cycle shelter, a premium shelter for the discerning buyer. Designed and built for strength and durability, this shelter has many premium features specified as standard, which include 60mm x 60mm strongbox square section construction, high quality 5mm Pet-g UV2 roof sheets, together with a full Cloaking set which provides an aesthetically pleasing finish to the sheet edge & joints also improves the sheet durability. In short, a complementary blend of style and durability. • *I am happy to confirm that we guarantee the structural integrity of the shelter for 10 years. For more*

information please follow the link to our [important information](#) section regarding finishes & maintenance.



c) 1.00 HARBLEDOWN SHELTER GALV 3M MAIN BAY

The Harbledown shelter is a free-standing cycle shelter designed for on site assembly, constructed from galvanised steel and PET sheet. The frame is made entirely from galvanised mild steel. A variation of the classic VELOPA Canterbury style shelter, the Harbledown shelter provides a core element of a compliant cycle parking solution** NOTE THIS IS OUR NEAREST EQUIVALENT TO YOUR SPECIFICATION **Please note that we have quoted for a 3m long shelter & you would probably not be able to use both sides of the cycle stand nearest to the fence, also, if this should become an order, this would all be subject to a full site survey to ensure that the shelter quoted for fits the space that you have got.



Current bike racks at Church St Car Park

HT20210025 pigeons

Hungerford Town Council

Report to H&T 22nd March

I attach a spreadsheet which Graham Brown and I created after a walkabout in the High Street last July. Yesterday I had another look around and have updated the sheet with the situation as I see it now.

The pattern of infestation is always puzzling to me. For example the duck feeding point on the canal is often blamed for food scraps attracting pigeons and yet that area is remarkable free of issues until you get to Dods. Also, the pigeons currently appear to have a strong preference for the West side of the High St - although prevention measures in the past may have re-educated them. Once you are in Bridge St there appears to be little or no problem and South of the Arcade there is nothing much again.

Again the fire gel particularly on WH Smiths and Jade Bailey continue to do a good job.

Since the July survey, there have been a number of improvements - notably.....

Nationwide BS - spikes added to perches which has made a big difference to the mess on the steps and pavement at the front

GWR Bridge - Network Rail have added spikes on most of the over-pavement girders which appears to have reduced perch / nest opportunities. However, there are some gaps still to be completed (office chasing) and the East side pavement edge needs further work - this is quite a bad area at the moment.

Also under the bridge on the West side the HTC flag/tree holders are providing troublesome perches.

Eliane's and Bookshop fronts have been netted to very good effect - but this has highlighted an issue with Crown Passage at the Dry Cleaner shop and building. We need to highlight the problem to the owners.

The Royal Mail building is much better after our prompting but the BT cabinet on the pavement is badly soiled (not sure how historic the soiling is and whether the source has been fixed)

However, there are also issues with...

The Town Hall and porch area (nest site inside) need maintenance to spikes. Also reports of nesting areas spotted.

The Kitchenmonger now have a nest site built on top of the recent netting over the shop window

We have made no progress with the Coop and the Queen Anne building despite several communications from the office!

Of course the Dods buildings remain atrocious in terms of the pigeons and general maintenance / presentation. In fact several of the High St buildings particularly on the West side, South of the Canal create a very poor impression as once enters the High St due to basic maintenance as well as the pigeons on Dods.

Other Points

The TC office has re-contacted Dr Nataliya Topliss (Pigeon protection(?)) to see if their offer still stands about providing proofing over Dods shop FOC. Awaiting her reply.

WBC are including the following in letters to street traders.....

"We are also writing to highlight the conditions attached to the Consent particularly in relation to litter and food debris.

4. A trader shall provide such number of litter receptacles in the area of his vehicle/stall as is specified on the consent. (ONE)

10. At the cessation of each days trading the licence holder shall ensure that the area surrounding the van/trailer etc. is cleared of all food, rubbish, wrappings etc. This rubbish must not be placed in any Council refuse bins supplied, particularly in lay-bys

There is an issue with pigeons in the centre of Hungerford - a cause for concern both for the Town Council and local residents. In view of the issue, Public Protection Partnership Officers may be making unannounced inspections of the area. Please make sure that whilst you are trading every attempt is made to keep the area clear of any litter and that no food debris is dropped that will attract the pigeons. Obviously at the end of trading then you will then be

making sure that the entire area is left cleared in accordance with Condition 10 of the Consent, copied above."

John Downe

HT20210024 hanging baskets

Hungerford Town Council

Private Report (financial) to: H&T 22/03/2021

Agenda Item No HT20210024: Consider quotations for hanging baskets

Background At the January HT meeting it was agreed to proceed with the hanging baskets this year and delegate authority to the Clerk to obtain quotes with permitted expenditure of up to £4,000 (using some EMR from the Leisure Centre), and using some of the new lamppost planters.

Objective Brighten up the town with flower displays throughout the summer

Reference to Action Plan Aim – Improve street scene and promote community involvement

Options (including quotations) As the cost is over £3k, three quotations were obtained. Whilst many companies offer provision of displays few offer regular maintenance. **I am bringing this back to committee as 3-year contract may wish to be considered to help with the procurement process.**

Available budget (£s) including cost centre – Cost centre 4356. Note public donations will also be sought if we think appropriate in current climate.

	Contractor	Price for 2021	Price for 2022	Price for 2023	TOTAL
1	WindowFlowers (Current contractor)	£4096.00	£4218.88	£4345.45	£12,660.33
2	Westlea (Royal Wootton Bassett) – This type of contract would be a new venture for them	£3763.00	£4218.78	£4640.65	£12,622.43
3	CJS (London)	£5,625.00	Not given	Not given	Not given

Each contractor has quoted to provide flowers for 5 lampposts (using 10 half baskets), 22 hanging baskets and 21 window boxes and to maintain them. Depending on the property owners' agreement to these being placed on their building, **the actual number of displays may vary and the price accordingly.**

Health & Safety and Legal implications – Subject to sight of public liability insurance, method statements and risk assessments

Consultation subject to obtaining permission from property owners if mounting flowers on their building

Other information – contractor responsible for checking safety of hanging brackets

Recommendation(s)

Would suggest we only consider the 3-year option with our existing contractor.

Signed: Town Clerk 17/3/21

Report Ref:HT2021022

Hungerford Town Council

Public Report to:

H&T 22nd March 2021

Agenda Item

Consider installation of a new grit bin in Hamblin Meadows, Upper Eddington

Background

A resident has requested that a grit bin be installed in Hamblin Meadows, which is on a fairly steep slope and is particularly hard to traverse in icy conditions. The nearest grit bin is currently at St Saviour's Cemetery. The cost of a new grit bin is £74.99.

Options

1. Purchase new grit bin which Roger Ballard will install.
2. Do nothing.

Recommendations – Purchase the new bin.

Sarah Chatters

17th February 2021