

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Highways and Transport Committee** meeting held on Monday 25th July 2022 at 7.00pm, in the Library, Hungerford

Present: Cllrs Chicken, Knight, Fyfe, Alford, Hudson, Carlson, Simpson, and Greenwell.

In attendance: Claire Barnes (Town Clerk), District Cllr Dennis Benneyworth (DB), Newbury News

HT20220043. Apologies for absence – Cllrs Downe, Schlanker, Winser and Shatford
Also, from, District Cllrs Claire Rowles and James Cole

HT20220044. Declarations of interest – None

HT20220045. Agreement of minutes of meeting held on 23rd May 2022

Proposed: Cllr Chicken

Seconded: Cllr Knight

Resolution: Agree minutes as a true record.

HT20220046. Update on actions from previous meetings, not on this agenda – All actions are complete or on this agenda.
Cllr Hudson entered.

HT20220047. Feedback from West Berks Council on availability of combined recycling/litter bins – The possibility of replacing one each of the separate recycling and litter bins with a 3 in one bin, on a trial basis, in the centre of town was discussed. The design of the 3 in 1 bins at Shaw House was preferred. DB said WBC had no plans to spread these bins across the district as it could lead to higher cases of contamination of the recycling products.

ACTION: Clerk to send questions to DB on info required to pursue this further including costs, emptying, locations etc.

HT20220048. Review of noticeboards under the bridge and Wilton Windmill information board – Cllr **Knight**. After discussion it was decided the Wilton Windmill Information Board, although a local tourist attraction, is still advertising and is not suitable to be located under the railway bridge with the other noticeboards.

ACTION: Cllr Knight will pursue alternative locations for the information board, such as in Farewise window. Clerk will ensure it is on our visit Hungerford website.

HT20220049. Consideration of installation of CCTV at Triangle Field – Cllr **Fyfe** – A quotation was received from HTC's CCTV suppliers to provide coverage of the Triangle Field building. However, it is noted that the Rugby Club has put up 12 cameras to cover the area, so it was suggested that the quote is not needed. Various questions were raised such as are the 12 cameras active, where is the recorder and monitor and can HTC have access to the recordings.

ACTION: Cllrs Fyfe and Simpson will liaise with the Rugby Club to obtain the above information.

- HT20220050. Improved cycle parking – Suggestions for potential locations along Hungerford high street (requested from West Berks Council).** There are some bicycle racks under the railway bridge, and it was suggested more could go on the Tesco side under the bridge and going around the corner towards Tesco. Another location mentioned was in Canal Walk (northside of the canal bridge) or outside the town hall instead of a parking space. Better signage is needed pointing to the various locations. It was thought it is important to have some covered racks for longer stay and some for shorter stay. Security for more expensive bikes was also discussed such as lockers which Cllr Chicken had tried to get installed at the station. It was noted that when large cycle groups visit Hungerford, they usually stack their bikes along by the Tutti pole whilst they get refreshments.
- ACTION:** Cllrs Hudson and Knight will conduct an audit of the current bicycle racks and consider potential locations for new ones.
- HT20220051. Receive update on receipt and set up of SIDs and training –** Cllr Hudson advised 3x speed indicator devices (SIDS) have been set up. Two are ours and the one on the Common is Town & Manor's. He has fully charged the batteries to see how long they last which is estimated to be one or two weeks. Not all the SIDs are in the best location yet and he is waiting for approval for a site near the garden centre. Once received he will move the SID from Charnham St to Bath Road. Each sign will need a charger and a battery. The SID on the Common is a bit close to the cattlegrid but has been installed where there is a post. All are welcome to attend tomorrow at 10am when Traffic Technology are coming into the office to give a demo on the data. This is captured as you approach the sign and also afterwards to see how the driver has reacted. Ideally sites should be switched around every 3 weeks. Town & Manor will be responsible for switching their SID as two sites have been approved on the Common. It was noted the SID on the A338 is already being very effective slowing vehicles down.
- ACTION:** Set up a rota of trained volunteers to change and charge the batteries.
- HT20220052. Consider quotes for Christmas trees – refer to report**
Proposed: Cllr Simpson
Seconded: Cllr Alford
- ACTION:** **Resolution:** Proceed using Jadecliff to supply the smaller trees and Elveden to supply and erect the larger trees (the main tree should be 30ft) as per the report and quotation of £7261.10 – *(subject to ratification at Full Council as over £5,000)*
- HT20220053. Hungerford in Bloom competition – Feedback.** The Mayor commented that the competition was a success with many beautiful gardens entered. The award presentation will take place in September.
- ACTION:** Clerk to ask Cllr Winsor to report further at Sept Full Council.
- HT20220054. Update following site visit to The Croft and Parsonage Lane – Consider draft survey attached.** Cllrs Hudson and Schlanker, DB and Town Clerk met on site with West Berks Council to consider options to improve the footways and parking. WBC recommended a public consultation with those that would be affected predominantly residents and businesses/organisations located in the two roads. A draft consultation paper has since been prepared. It was agreed we should also ask in what capacity the consultee is responding.
- Proposed:** Cllr Simpson
Seconded: Cllr Carlson
Resolution: Accept draft survey consultation with one additional question and with response date as 30th Sept.
- ACTION:** Promote amended survey through monkey survey and by individual letter drop.
- HT20220055. West Berks Council Highway Winter Service Plan – The are no changes from last year, but WBC welcome any comments.** Cllr Simpson would like to see gritting by the schools and along the Croft by the surgery.
- ACTION:** DB will put forward the above request for gritting.
- HT20220056. Propose acceptance of quote to replace faulty streetlight – Lantern in Priory Rd is beyond repair. Cost for WBC/Volker to replace is £263.40 with lantern remaining an HTC asset.**
Proposed: Cllr Chicken

Seconded: Cllr Hudson

ACTION: **Resolution:** Appoint WBC/Volker to proceed with the replacement as quoted at £263.40. Cllr Simpson added that she had met with Andrew Reynolds (WBC) and to date HTC have not been charged for labour costs when WBC repair HTC streetlights. This will soon change. We may wish to consider allocating more money towards the project of upgrading the lights for adoption by WBC.

HT20220057. Railway Station -

- **Installation of a gate for access to area north of London platform for maintenance** – Cllr Chicken advised this is not being pursued.
- **Update on CCIF bids** – We await feedback.
- **Land for sale and request for car park** – Rightmove is advertising for sale the site that was used for temporary parking at the station. It states that access has been agreed with Network Rail. An auction will take place on October 6th. DB advised WBC are aware.

ACTION: DB to find out where WBC stand on this opportunity. Purchase for use as a permanent car park would show a real commitment for investment in the rail station.

HT20220058. Any H&S issues of concern including COVID – Cllr Simpson advised that The Plume has displayed a non-official sign saying they have asked for outside seating. Also there have been complaints received about seating put up without permission outside Mio Fiore due to the narrowness of the footway there.

ACTION: DB to check what the process for approval is and if HTC are notified.

Cllr Fyfe is concerned about the state of the surfacing in the high street and the street clutter, particularly the larger signs. WBC has a policy on a-boards and HTC would need to identify their specific concerns.

ACTION: All committee members to have a look at the signage/clutter and feed photos to the office ahead of next H&T meeting.

It was reported that green spaces have unwanted vehicles parked on them and need wooden posts to stop this happening. This has already been done successfully at Atherton Crescent.

ACTION: DB to request that the green space at the end of Priory Avenue and outside One Stop by Tarrant's Hill have similar posts installed.

- **Update on improvement works to sight lines by Tesco junction** – WBC has advised that their stone masons are currently trying to source the slabs required. Work should be completed this financial year.

- **Update on plans for PROW signs and footway improvements** – Cllr Fyfe and Cllr Simpson attended a meeting with Volker Highways, and they confirmed Hungerford will get the footway maintenance work requested north to south along the A338 and west to east along the A4. Details will follow. Cllr Fyfe was instrumental in obtaining approval of these works and was thanked for his work. Cllr Fyfe will do a report on the PROW signs. He previously produced a document on the state of the signs and WBC will deal with the issues this financial year.

- **Cutting back of hedges** – Town & Manor are dealing with the cutting back of their hedge along the A4. It was noted a hedge is covering a sign in Atherton Road. This should be reported to WBC directly.

- **Dog waste bins and litter bins at Lancaster Park**

Proposed: Cllr Simpson

Seconded: Cllr Carlson

ACTION: **Resolution:** DB to request a litter bin is installed on the green area, on the main road, south of the access entrance to Lancaster Park.

Meeting closed 8.45pm.

Hungerford Town Council

Report to: H&T committee 25th July 2022

Agenda Item No HT20220052: Purchase of Christmas Trees for 2022 Display

Background:

The attached spreadsheet shows a comparison of quotes received for supply of

- a) The small trees (1.25m) for the High Street and Bridge Street – total required 193, to be mounted in holders or on blocks on ledges.
- b) Larger trees: 1 x 22ft for The Wharf, 1 x 30ft for outside the Town Hall, 2 x 10ft and 1 x 8ft tree for the Town Hall balcony.

In recent years the small trees have been supplied by Jadecliffe, from East Woodhay but we have normally had to go further afield for the large trees, which are usually installed by the supplier. Last year Jadecliffe did supply our large trees, after our intended supplier pulled out at very short notice, when it transpired they were unable to comply with our requirement for a RAMS in relation to the installation of the trees. Jadecliffe were able to provide the large trees but were not able to install them. This meant that we had to engage a local contractor with suitable equipment to move the trees into position, but that a Council employee had to secure the trees as the contractor was not insured to do so.

This year all the prices have increased but the cost of the large trees has risen particularly steeply.

Jadecliffe's price for the small trees is £2,291.10 delivered, as against the 2021 cost of £2,159.70 (increase of less than 6%).

Eleveden's quote for the largest trees is the lowest and is also the only one to include installation. However, their price, at £4,520 delivered and installed is £1,372 higher than last year's cost (for purchase and installation the large trees only). They have, at our request, quoted for the supply of a 25ft tree, rather than 30ft, which would reduce their total price to £4,045 (a saving of £475.00).

There is an additional charge (estimated) £450.00 for casual labour, to trim the small trees to fit into wall brackets

c) Objectives

To source suitable trees and install them in order to maintain the standard of the town's Christmas lights display. To consider the additional costs involved owing to general inflation and in particular transport costs.

Reference to Action Plan: Annual event to bring Christmas spirit and increase visitor numbers

Available budget (£s) including cost centre

Xmas Trees Commercial – 4312:	£5,200
Casual Labour – 4302:	£1,000
New Lights – 4304	<u>£1,000</u>
Total:	£7,200

Recommendation(s)

To purchase small trees from Jadecliffe and the large trees from Eleveden (plus estimated casual labour cost of £450) so total cost:

- a) **£7,261.10** including a 30ft tree or
- b) **£6,786.10** with a 25ft tree

Signed: Admin Assistant