

# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **Highways and Transport Committee** held on Monday 23<sup>rd</sup> April 2018 at 7pm in The Library Building, Hungerford.

**Present:** Cllrs Brookman, Knight, Hudson, Chicken, Cusack and Downe.

- 1. Apologies for absence** – None received
- 2. Co-option of Cllr Finlay** – *Cllr Chicken proposed Cllr Finlay joins H&T committee, seconded by Cllr Knight, all in favour. Cllr Finlay was welcomed to the committee*
- 3. Declarations of interest** - None
- 4. Minutes of meeting held on 26<sup>th</sup> March 2018.**  
*Cllr Brookman proposed the minutes as a true record, seconded by Cllr Knight, all in favour, with one abstention.*

**Update on actions from meeting held on 26<sup>th</sup> March, which are not covered in the agenda**

- **Creation of working party to meet in January 2018 to fund raise towards the Xmas lights 2018** – Cllr Finlay made a suggestion of “fast for funds” to raise money for the lights. This could be shared via Hungerford Ladies Page and Penny Post.  
**Action:** Cllr Finlay to email information to the committee.
  - Pigeon- update on actions:
    - DC has drafted a letter to Network Rail requesting that they complete fitting netting on the underside of the bridge all the way across the road. CEO of T&M has also drafted letter. Office to co-ordinate sending of letters.
    - T&M has purchased fire gel, and are waiting to install it on building
  - **Lamp-posts:** Agreement was made at full council over the next three years to replace 20 lamp posts. A quote has been sought from WBC to replace seven lights in Cold Harbour Road. Once completed the care of this road’s street lights can be returned to WBC.
- 5. Hungerford Station**  
**A verbal report from John Willmott on station works was presented –**  
A litter pick of Network rail land was carried out by GWR. JW intends to write to GWR to thank them. A number of spirit bottles with security tags still attached were found during the clear up. JW will be visiting Tesco.  
A lorry has reversed into the fence and damaged it, which is being resolved.  
The painting of the footbridge was agreed by JW and GWR to be sub-standard and it will be re-done.

**Progress made on Adopt a Station and signing on with ACORP** – Cllr Brookman asked Cllr Cusack to assist Cllr Chicken in this area.

Cllr Cusack reported to the committee that he had arranged a meeting with a representative of Network Rail and two representatives of GWR on Wednesday 16<sup>th</sup> May. Cllr Brookman asked JW to attend, and a meeting in a local establishment was suggested. Cllr Brookman asked for the bill to be sent HTC for payment. Cllr Hudson suggested an agenda was put together, which was agreed as there were many issues to cover, as these people were professions and by having an agenda we can ask how they can help us achieve what we would like. Cllr Brookman reminded the committee that the re-development of the Station area was not for discussion. The committee discussed topics that they wished to include (car parking [additional tier/land/financing/long term strategy], maintenance set as an annual programme, pigeons under the railway bridge, business kiosks).

**Action:** Committee and John Willmott to send suggestions, by 4<sup>th</sup> May, to Cllr Chicken for inclusion on the agenda for the meeting with the train representatives.

**Action:** Cllr Chicken to circulate the agenda to all committee members, including John Willmott, by 14<sup>th</sup> May.

Cllr Chicken stated that he would mention that HTC is intending to “Adopt a Station”, but the process itself is being handed by another department of GWR, so would not form part of the agenda. No progress has been made on adopt-a-station.

**Action:** Next meeting Cllr Chicken to update the committee on progress with Adopt a Station.

## 6. Buses –

- Alteration to the No. 46 bus stop remains on-going.
- Bus shelter – Proposal to consider quotation for a bus shelter and to make an application for a members bid. (Deadline for bid 30<sup>th</sup> April 2018).
  - The bus shelter was discussed and Cllr Knight presented pictures of the different types of shelters and an estimated cost (£3K to £7K) which covers installation. A low maintenance one was thought to be best, which has small fold down seats. Cllr Hudson informed the committee that the overhead canopy should be set back so it is not hit by the bus and lorries.

Cllr Knight proposed that HTC applies for a members bid via the District Councillors to purchase a bus shelter by the library, with a request of up to £7.5 K in funds. This was seconded by Cllr Hudson and all in favour.

**Action:** Office to work with Cllr Knight to start application process.

- H1 extra service – update on costs of running on Mondays and financial implication. Further information from the Town Clerk was presented to the committee, which explained the financing of the H1 bus was secure until 2018/19. Discussion on this topic took place considering how the service was funding and how new funding would become available via future s106 funding. The need to retain the bus was considerable to allow residents of Redwood to access the town centre. The committee agreed more information on the H1 service was required.

**Action:** Office to provide more information on the usage of the buses

**Action:** Office to provide information on how long the subsidy will be available for, and confirm when the current one expires and can it be extended.

**Action:** Office to provide information to show that the subsidy would apply to the extra service

**Action:** Office to determine if the subsidy does run out is there future funding available.

**Action:** Office to place subsidy of the H1 bus on the associated action plan.

## 7. Decision on Christmas lights hand-over training –

- Councillor volunteer or employment of a project manager. This item was discussed by the committee with back-ground history provided to new councillors, to explain the need of a project manager, who is a third party, to keep the process on track. Cllr Chicken offered his

services with Cllr Finlay, as it was felt that two people would be best. Cllr Finlay welcomed this as his professional role is very committed in November/December and he would be unable to meet contractors at short notice. Cllr Finlay asked for a meeting to understand the process to a more in depth level than the circulated document.

**Action:** Cllr Finlay to arrange a meet up with Cllr Chicken and Brookman to discuss the project before the June meeting of H&T (date 25<sup>th</sup> June).

#### 8. Flag displays in the High Street

- Proposal of annual calendar when a flag display is organised by HTC – the table was discussed. Two dates for discussion were reviewed and most Cllrs were happy to display flags on St George's Day, and on the official birthday of the queen. An additional day was suggested for the royal wedding on 19<sup>th</sup> May. Cllr Knight proposed that the dates for the annual calendar were accepted. This was seconded by Cllr Brookman, with all in favour and two abstentions (Cllrs Cusack and Hudson). A discussion followed about who puts up the flags, procedures in place to collect flags, ladder checks, appropriate PPE. Some concerns were raised about the current system.

**Action:** All staff are to be reminded about keeping keys secure and only to give out keys when authorised by the Town Clerk, and that appropriate PPE is worn.

**Action:** Office to issue letter with next payslip.

#### 9. CCTV – consideration of feed-back from the police

The office reported that the police request information from the office CCTV once or twice a month. Members of the public also come in and request information through a form. The committee asked for clarification on price of camera. Cllr Brookman amended the proposal to: Proposal to request a quotation for CCTV at the Bear. This was seconded by Cllr Knight, with all in favour.

**Action:** Office to seek quotation for CCTV.

#### 10. Consideration of H&T associated topics for inclusion in Hungerford 2036

- Electric charging points for cars: Cllr Downe had circulated a document on the benefits of having a charging station in Hungerford. This was discussed with reference to how it connects, how it could improve tourism, length of time to charge and possible grants. Cllr Finlay added that there were a number of charging companies, those that provide free electricity to users and charged landlords and those that charge the user directly. Cllr Downe proposed that, with the approval of the committee that he contacts WBC about the potential of installing electric car charging points in Hungerford. This was seconded by Cllr Hudson, with all in favour.

**Action:** Cllr Downe to contact WBC and report back at the next meeting.

- Car Parking – This was discussed in relationship to the situation at the Station car park, which may have the parking reduced if development goes ahead. Suggestions were discussed including an additional deck could be placed on a WBC car park. A park and ride scheme was discounted due to the need for land, paying for the transport and staff.
- Roads – should the widening of some country roads be included. Cllr Finlay reported on reading about flying cars could be used in the future and we should consider landing spots.
- Buses – improved services  
Cllr Hudson thought that many issues raised in the Local Plan 2010 had still not been addressed and could be put into the Hungerford 2036 document. Cllr Downe reminded the Committee that Hungerford 2036 was about land uses and designs and that topics should reflect that.

**Meeting closed at 8.55 pm.**