

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of the **Assets and Amenities Committee**:

CLLrs C Ecclestone (Chairman), V Pond (Vice-Chairman), K Bird, A Cotter, L Gregori, S Hardstaff, R Hughes, R Kidd, and B Long.

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **ASSETS AND AMENITIES Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Thursday 30 March 2017 at 7.00 pm** when it is proposed to transact the following business:-

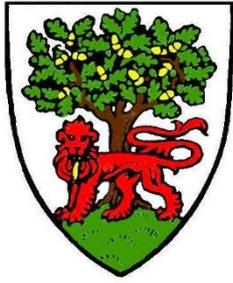
Wendy Coulter - Town Clerk
23 March 2017

THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES – PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE MEETING IF YOU REQUIRE ACCESS.

-
- 1 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
 - 2 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.
 - 3 **MINUTES**
To receive and agree the minutes of the Assets and Amenities Committee meeting held on 2nd February 2017 – attached at **Appendix A**.
 - 4 **PUBLIC PARTICIPATION**
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.
 - 5 **SPEED WATCH**
To consider and ratify the Working Group, Speed Watch, Mandate – attached **Appendix B**.
 - 6 **CHRISTMAS LIGHTS 2017/18**
To consider update report on information gathered so far and information from Christmas Lighting Seminar on 22 March 2017 – **attached Appendix C**
 - 8 **REPORTS FROM WORKING GROUPS**
To receive reports from Working Groups.
 - 9 **COMMITTEE WORK PROGRAMME**
To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix D**.
 - 10 **DATE OF NEXT MEETING**

To note the date of the next Assets and Amenities Committee Meeting – **Thursday 4 May 2017** to be held in the Town Council Offices.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Assets and Amenities Committee

Time and date

7.00pm on Thursday 2nd February 2017

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Town Councillors

Cllr C Ecclestone (P) – Chairman
Cllr V Pond (P) – Vice Chairman

Cllr S Hardstaff (A)
Cllr A Cotter (P)
Cllr R Hughes (A)

Cllr L Gregori (P)
Cllr R Kidd (P)
Cllr M Mumford (P)
Cllr K Bird (A)

Cllr Long (A)

Officer: Wendy Coulter (Town Clerk – taking minutes) and Tor Warburton (Training)

Also present:

Cllr Z Brooks – Test Valley Borough Council and Hampshire County Council.

Members of the Public: 0

AA 87/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors K Bird and B Long

AA 88/16 DECLARATIONS OF INTEREST

There were no declarations of interest

AA 89/16 MINUTES

To receive and agree the minutes of the Assets and Amenities Committee meeting held on 8 December 2016

RESOLVED: The minutes of the Assets and Amenities Committee meeting held on 8 December 2016 were signed as a true record of the meeting. Proposed by Cllr R Kidd and seconded by Cllr A Cotter. All members voted unanimously to accept this resolution.

AA 90/16 Cllr Z Brooks reported that she had received a letter from a member of the public who tripped and fell on the High Street breaking her arm. Cllr Brooks wanted to know if we receive reports on accidents that occur in Andover Town Centre. The Town Clerk responded that we do via the Internet and that there are about 15-20 reports a year, which is considerable.
Cllr L Gregori asked why was she asking and Cllr Brook responded that she was just trying to gauge the impact and how many.

AA 91/16 HIGH STREET ACCESSIBILITY SURVEY

It was agreed that this be deferred until Officers had got the Test Valley Borough Council report that was produced on this topic. They would then update the Committee with findings.

AA 92/16 CHRISTMAS LIGHTS

To consider proposal for works schedule for Christmas Lights 2017 and further works to roll out during 2018. Report attached – Appendix A

Cllr L Gregori proposed and Cllr R Kidd seconded, that the recommendations be noted and that the Officers be asked to proceed.

RESOLVED: That the recommendations be noted and that the Officers be asked to proceed.

This was passed unanimously.

AA 93/16 DEFIBRILLATOR

It was agreed that Cllr K Bird would be asked to submit a written report.

AA 94/16 REPORTS FROM WORKING GROUPS

Reports were received from the Working Groups:
Ludgershall Railway – report attached **Appendix B**

No other reports from Working Groups

It was agreed that where possible written reports will be submitted.

Cllr Z Brooks noted the Lengthsman scheme which is in place in some of the villages. It was agreed to add this to the next agenda for discussion.

AA 86/16 DATE OF NEXT MEETING

To note the date of the next Assets and Amenities Committee meeting as Thursday 30th March 2017

The Chairman closed the meeting at 7.39pm.

Chairman

Date

**ANDOVER TO LUDGERSHALL RAILWAY
STEERING GROUP**

A Steering Group meeting was held in Ludgershall Town Council Office on Tuesday 6th December 2016 at 2pm.		
Present:	Ludgershall Cllr White	Andover Cllrs:- Ecclestone & Msorithi
Representatives	HCC - Cllr T. Rolt	Mr A. Johnston, Network Rail
	Wilts Cllr H Prickett	

	<u>Agenda Item</u>	<u>Action</u>
1.	Prior to the meeting all the above members present visited the site.	
2.	<u>Apologies</u> were received from Ludgershall Cllrs Cordery, M. Williams, Hall & Pickernell (prior meetings/work) Wiltshire Cllr C. Williams (prior meeting)	
3.	Cllr White welcomed everyone to the Steering Group meeting and introduced Mr A Johnston from Network and Wiltshire Cllr H. Prickett, portfolio holder for Passenger Transport.	
4.	<p>Mr A. Johnston circulated his presentation explaining they run, maintain and develop Britain's rail tracks, signaling, bridges, tunnels, level crossings and many key stations. They do not operate passenger or freight trains. Major enhancements are funded under agreement between Network Rail & DfT following the Bowe Review. Roles and responsibilities of DfT as client and NR as system operator and principal delivery partner. All enhancements to have an appropriate transport business case in line with WebTAG before funding is released. Enhancements to have clear and measurable passenger/freight benefits. Formal gateways to proceed to next stage of development/design/delivery then continuous planning approach rather than rigid five-year cycle. In preparation of Business case there is a five case approach to follow.</p> <p>Some key issues relating to the Andover to Ludgershall line –</p> <ul style="list-style-type: none"> • Network Rail do not own all the infrastructure • With current capability, only 1 train per hour could operate each way. • Future of military traffic • Need for upgrade to track, signaling, crossings & maintenance regime. • Sources of funding investigate both Hampshire & Wiltshire LEP's • Lessons to consider from the Waterside Report. 	
5.	<p>Members present discussed the above presentation giving comparisons with other similar projects, it was agreed a number of issues need investigating before a Business Plan could be drawn up, bearing in mind the next 5 year funding will run from 2019 -2024.</p> <p>The constraints relating to Andover Station – very poor access to the recently improved parking, the location of the Station to visit the Town</p>	

	<p>centre, is a long walk or wait to catch a bus and to get to work on the various business parks in Andover is almost impossible.</p> <p>To reinstate the line to Ludgershall, the population increase makes it a strategic case and the line infrastructure is already in place but permission to use it would be required from Ministry of Defence, Improvements to the signaling would be necessary if more than one train per hour used the line and the speed on the 7 mile stretch would be 25 miles per hour, however scope for more income for this line would be attractive.</p> <p>It was also agreed if the route was connected to Reading/Basingstoke this would be more attractive to encourage passengers to use the line with many other connection permutations available.</p> <p>Both Wiltshire & Hampshire LEP need to be contacted re funding and the purchase of lease of converted underground carriages from Viva Rail was suggested as this type of carriage is 1/3 cheaper to buy and maintain.</p>	
6.	<p>The following members will action before next meeting: -</p> <ul style="list-style-type: none"> • Contact Ludgershall MP Claire Perry to request help to secure sharing the line from Andover to Ludgershall with Ministry of Defence. • Details of the Wiltshire LEP contacts. • Details of the Hampshire LEP • Contact Viva Rail for more information, costs etc. 	<p>Cllr White Cllr Prickett Cllr Rolt Cllr Ecclestone</p>
7.	<p>Date of next meeting Tuesday 24th January 2016 in Ludgershall Town Council Office, 22 High Street, Ludgershall at 2pm.</p>	

Working Group Mandate

Name of working group: Speed Watch Working Group

Responsible authority: Full council / full council through Assets and Amenities committee.

Background. It is felt by members of the public that motorists on certain roads in Andover tend to exceed the speed limit. Also there are issues over noisy exhausts and dangerous driving. Various local surrounding parishes have installed speed watch devices to help reduce speeding. The group is to explore the options available in the market and to make a recommendation.

Composition of working group: Barbara Long, Geoff McBride, Robin Hughes, Steven Hardstaff

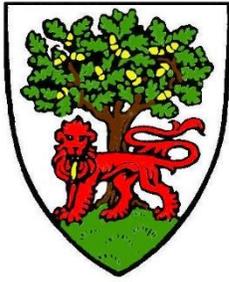
Aim. The working group is to provide a report on options of devices for speed watch to enable Andover Town Council to make an informed decision what could be done to lower speeding and dangerous driving along various roads within the parish. The group will also make recommendations in order to facilitate a decision by full Council through the Assets and Amenities committee and Policy and Resources Committee.

Deliverables. The output of the working group is to produce a report or set of reports with a recommendation that can be voted on by council or committee with implementation by officers. A work plan should be constructed at the first meeting allocating tasks, setting deadlines, and setting dates for delivery of reports. The work plan will be modified over time but will form a key element of interim reporting back to Assets and Amenities committee. The report (which may amount to a business case) is to contain:

- A. Clear set of recommendations covering any proposed action;
- B. A summary of the working group activities that led to the recommendations;
- C. Portability (ability to move the device(s) to different locations);
- D. Training requirements;
- E. Costs (capital and running);
- F. Time costs (volunteers/officers);
- G. Life expectancy of the devices;
- H. Benefits;
- I. Identified risks;
- J. List of potential sites;
- K. Stakeholder considerations (including communications plan if required).

Constraints. Members should be mindful that they have no executive power. Members cannot enter into any relationship which could be regarded as contractual or involves negotiations.

Confidentiality. Working groups should be aware of sensitivities over sensitive material whether personal or commercial and should adopt best practice.



ANDOVER TOWN COUNCIL

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Report

CHRISTMAS LIGHTS
Committee: Community Engagement Committee
Date: 22 March 2017
Purpose of Report: <ol style="list-style-type: none">1. For the Committee to note actions taken by Officers regarding extension of the Christmas Light Scheme.2. To note that a quote has been received for Commando Sockets and wifi switches.
Current Situation: Due to age, wear and tear and changes in legislation Officers were instructed to investigate making some updates/changes to the Christmas lights. There are at least three lamp columns that do not work. Festoon lights will no longer be able to be hung between lamp columns. Column covers are no longer allowed to be removed to allow manual switch on of lights.
Immediate Priorities: To note the following: <ol style="list-style-type: none">1. Columns that are not working Officers have established which columns are not working and are in contact with SSE for a quote to fix them.2. Blachere failed to fix Christmas lights to the columns correctly for Christmas 2016. Blachere have been contacted and will ensure that the lights are fixed appropriately for 2017.3. Festoon lights between lamp columns are no longer allowed. Light columns have been identified that need lights added (see attached) and quotes have requested from contractors for works.4. No longer allowed to remove inspection covers, therefore we cannot switch lights on, poses complications for the light switching on ceremony. A contractor has given a quote to install system to allow the lights to be switched on from one central point. Further quotes being sought.
Recommendations: To note work is on-going and that information is being obtained to be presented to a future meeting of the Committee for consideration and a decision.

22 March 2017

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To all Members of the Town Council

Festive lighting

Commando sockets needed on:

Priority:

River (By Wilkinson): columns 4, 3, 2

Newbury Street: columns 2 and 3.

High Street (upper): columns 11, 10, 5

Waterloo Court: columns 6, 5 (to be painted black) 4, 3
(by David Mellor)

Extension

Waterloo Court (historic posts): columns 4, 3, 1

Town Mills Park: Columns 10, 9, 8, 7, 6, 5

Not working

High Street (upper): Columns 4 and 3/ 8 and 6

Bridge Street: 14 was deemed not safe, please check and repair.

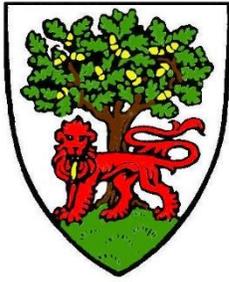
High Street (bottom): Columns 4 and 3

Please confirm that 1-4 in the lower High Street are reinforced columns.

Pillar columns wanted:

By tree in Bridge Street (by column 1)

4 in Eastern Avenue – 2 at side of George car park and 2 at side of Black Swan car park.



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Report

CHRISTMAS LIGHTS
Committee: Community Engagement Committee
Date: 23 March 2017
Purpose of Report: 1. To update Committee on information obtained during Christmas Lights 2017 Seminar at Hampshire County Council on 22 March 2017
Update: The Committee Officer and Cllr Cotter attended the Christmas Lights 2017 Seminar at Hampshire County Council on 22 March 2017. The paperwork from the meeting is attached. There were some pertinent points to be raised and should be considered: <ul style="list-style-type: none">• By 2020 all Christmas tree electrical supplies must be at ground level. How this is done needs to be looked into and a cost drawn up for consideration so that this can be implemented before the cut off date.• The overall legal responsibility for all elements of the Christmas decorations now lies with the Project Manager (HCC and SSE will now only issue Consents and we are to self-regulate all other documentation).• There is no maximum reach for festoons from building to building or strengthened column to building. As long a structural engineer has approved the fixings festoons can be hung across any width, this stands for light sheets too. As per Mr Higgins at the Christmas Lights 2017 Seminar on 22 March 2017. Officers to liaise with Working Group to discuss where lights are wanted and consult a structural engineer accordingly once positions agreed.• The SSE application cut off is now 1st September with no exceptions.• Once up the lights must be 'maintained', Mr Higgins suggested a weekly check. This must be carried out by a 'competent' person and a strict log kept.• The person to call in an emergency MUST be listed on site – Mr Higgins suggested the Council Notice Board or by the Christmas tree.• The ILP guide book is available that gives all information needed on new requirements it costs £70. Committee to decide if this should be purchased.
Recommendation: <ul style="list-style-type: none">• For the ILP guide book to be purchased• For a decision to be made on where festoon lights are required so that a structural engineer can be approached.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592

Distribution: To all Members of the Town Council

Festive Lighting Seminar, 2017

Notes for Applicants

Julian Higgins

3/22/2017



Including extracts from the Institution of Lighting Professionals “Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments” PLG 06.

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Introduction

These notes have been developed to assist those planning attachments to street furniture, such as lighting columns or buildings, for the purposes of festive lighting or other, similar, attachments.

The intention is to provide a non-technical overview of what needs to be considered. Details for those organisations, or other competent individuals, involved in the delivery of that service should refer to the Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments (PLG 06) published by the Institution of Lighting Professionals (ILP).

Health and Safety

Any works carried out in the public domain must be compliant with the current edition of the Construction, Design and Management (CDM) Regulations. These regulations place responsibility, and a legal duty, on the person organising, or project managing, works for ensuring the right people are engaged on the various aspects of the work. This includes ensuring:

- The people engaged are competent.
- There is sufficient time allowed to undertake the work.
- Information about risks, hazards or other special arrangements, are shared with all parties.
- Risk assessments and method statements are in place before works commence.
- Where necessary a principal designer and principal contractor are appointed.

A short guide for clients on the CDM regulations can be downloaded at <http://www.hse.gov.uk/pubns/indg411.htm>



Competency and Training

A competent person is someone with the skill, knowledge and/or experience of the particular type of work to be undertaken so as to identify and avoid danger.

The competence of a person should be supported by underpinning training. Persons involved with site works should only work within the scope of their evidenced competence. Both organisational and employee competence should meet the key principles of CDM.

Typically the industry standard for training and assessment of competence on or near the highway is the Highway Electrical Registration Scheme (HERS) which is a requirement of the National Highways Sector Scheme 8 (NHSS 8). However other alternative schemes are also available so it's down to the Operator to satisfy themselves as to the suitability of the people they employ.

All HERS registered operational staff carrying out work on site should be in possession of valid ECS HERS Cards at all times whilst on site Those registered to other Competency schemes should be able to produce similar documentation. Any operational staff unable to produce valid documentation, on request, shall be asked to leave site immediately. The incident shall also be reported as a Near Miss to the Highway Authority.

A list of all HERS registered organisations can be viewed at:

<http://downloads.thehea.org.uk/index.php/information/4-hea-members>

Structural Considerations

Festive lighting, and other such attachments, are invariably installed at places with maximum exposure to the public and lighting columns are the most common form of chosen support to display these. The risk of personal injury following failure of a lighting column is linked to the numbers of people using the space and any additional load imposed on a lighting column increases the risk of failure. Similarly catenary wires are frequently strung across streets between structures of poor or unknown strength with inadequate knowledge of the loads imposed.

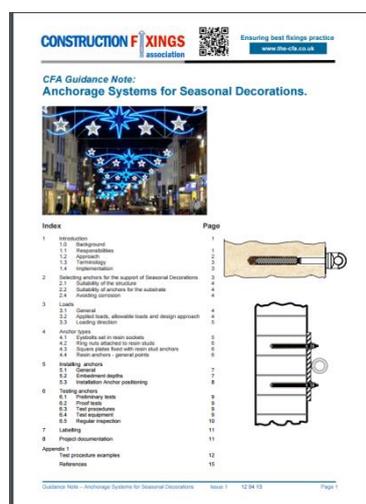
In Hampshire the majority of lighting columns will have been designed to accept standard signage up to 0.3m². However, care should be taken when considering other attachments, in lieu of standard signage, as the mounting positions become critical.

It is rare for a lighting column to have been designed to accept catenary lighting. Festive decorations should not be strung between columns unless a full structural assessment has been undertaken. Similar issues should be considered when fixing such catenary wires to buildings to ensure the fixings are capable of withstanding the load and that the fabric of the structure is strong enough as well. Applications where such arrangements are proposed will normally be declined.

Catenary cables must not be strung from lighting columns to Christmas trees as neither structure is stable in high wind conditions. All power supplies must be taken from ground level. Approval of new applications proposing such arrangements will be declined and works to phase out existing sites must be completed by July 2020.

You must consult a competent structural engineer.

The Construction Fixings Association (CFA) has produced a free download Guidance Note: “Anchorage Systems for Seasonal Decorations” which can be downloaded from <http://www.the-cfa.co.uk/publications-and-downloads/guidance-notes/>.



Column Testing and Inspection

Adequate consideration must be given to how attachments, or other additional loadings, will affect the structural performance of the lighting column.

There are strict conditions to be adhered to, insofar as the Consent will be “null and void” if:

- The additional loadings are fitted to the column outside the specified Consent period.
- The additional loadings are not consistently fitted at the approved mounting height on the column.
- The attachment differs in size or weight from that which was originally approved.

Further details on anchorage systems, catenary structures, testing and inspection can be found in the “Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments” (PLG 06) published by the Institution of Lighting Professionals (ILP).

N.B. The maximum period between structural tests is normally 30 months. It is, therefore, important that adequate budgeting provision is made for this in advance.

Electrical Considerations

Electrical equipment used for temporary installations must be to the same standards as those for permanent installations. Every person undertaking such work must be competent and not cause danger to themselves or others. Failure to comply with these requirements could result in criminal proceedings.

The majority of temporary installations are fed via an unmetered electricity supply where energy is accounted for by calculating use from the electrical load and operating hours. This will involve the applicant holding an appropriate Estimated Annual Consumption Certificate with an approved energy supplier. Failure to do so could be construed as theft and could result in penalty or prosecution.

Initial and Periodic Testing

All installations must be inspected and tested before being commissioned.

Each individual decoration should be subject to an electrical conformance (PAT) test which should form part of the electrical test documentation held by the Consent Holder. This documentation will also include the initial installation and commissioning electrical certification certificates and be retained until a new test document is provided

Test labels, indicating the date of test and type of test, must be clearly evident in the electrical compartments for each decoration.

Where equipment has not been correctly connected to its electricity supply it shall be disconnected.

Decorations

All decorations should be designed to be fit for purpose and have an Ingress Protection (IP) of at least IP54.

No decorations that contain flashing red, yellow or green lamps will be allowed within 10m, or within the motorist's sight lines, of a set of traffic signals, light controlled pedestrian crossing facility or zebra crossing.

Maintenance Arrangements

Consent Holders of decorations must, at their own expense, maintain the decorations and associated infrastructure in good repair throughout the period of operation, including its installation and removal.

Arrangements should be made for a weekly visual inspection and to keep a log of such inspections in addition to other structural or electrical inspections.

Any damage caused to Highway Authority equipment, including damage to the protective coatings, by the Consent Holder, their agents or contractors will be repaired at the Consent Holder's expense.

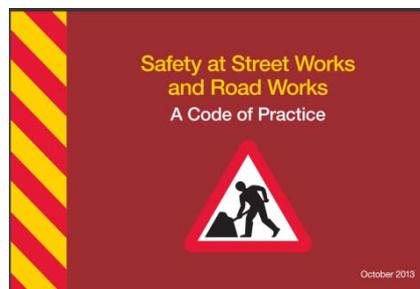
Adequate competent persons must be available at all times for emergency attendance within two hours of being so requested.

The Highway Authority, or its PFI Service Provider, reserves the right to disconnect and remove any or all equipment that, in the opinion of the Highway Authority, is unsafe or dangerous. The Highway Authority will not accept responsibility for vandalism or accident damage.

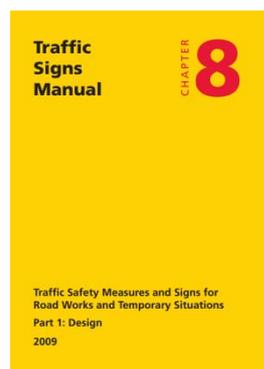
Traffic Management Considerations

The industry standards when undertaking works on the highway are Chapter 8 of the “Traffic Signs Manual” and “Safety at Street and Road Works: a code of practice”. Both are available from www.gov.uk

<https://www.gov.uk/government/publications/safety-at-street-works-and-road-works>



<https://www.gov.uk/government/publications/traffic-signs-manual>



Festive Lighting in Trees.

HCC Arboriculture would prefer such lights not to be attached to highway trees at all. Reasons for this include:

- During windy/storm events, the significant movement of the tree/branches can damage the lighting.
- If the tree or part fails during high winds the electrical apparatus can result in a safety hazard for the public and the tree teams who may attend to address the tree failure.
- If a tree fails during windy weather, the reason for failure and any subsequent claim may be attributed to the lights being attached.
- There are strict rules in relation to working near electrical apparatus i.e. tree pruning operations by HCC. The voltage of such apparatus won't be known to the tree teams and as such, significant delays can occur while the electrical apparatus is confirmed as 'dead'.

Often festive lights are installed in trees and then left all year round.

- The above applies throughout the year.
- Damage to trees from the attaching of lights
- There have been a number of incidents where HCC has attended a site to address a tree safety issue, only to find that the tree has festive lighting still attached. This has led to delays and, in some case, 'difficulties' in getting the district council to remove their lighting to enable our maintenance of our trees.
- To work on trees that have lights left in all year round, the electrical risk remains and there is a risk that the lights will be damaged.

If festive lighting is attached to highway trees:

- The lights must be attached to the tree in a way that doesn't damage the tree.
- No pruning is carried out to the tree to facilitate attachment of the lights.
- The lights are installed during November at the earliest and removed before the end of January.
- The Operator responsible for installing the lights is aware that for any subsequent tree failure (normally during windy weather) they could be implicated in any subsequent claims.
- If the lights are present between January and November, HCC may remove and dispose of them without warning.
- If HCC need to work on a tree during November through January and damage occurs to the lights, HCC will accept no liability for damage to the lights.

Other Considerations

Section 178 of the Highways Act 1980 enables the Highway Authority to control the erection of apparatus on or over the highway, including festive decorations, by way of Consent. Issues governed by Consent conditions may include:

- Time limitations (period of installation)
- Emergency arrangements
- Maintenance arrangements
- Public Liability Insurance

Details of how to apply for Consent can be viewed at:

<http://www3.hants.gov.uk/roads/highwayConsents/apply-decorativelights.htm>

Recommended Timetable for Applications

HCC's Consent now lasts for 5 years provided the installation remains unchanged over that period. Any revisions / additions will require a fresh Consent. SSE's Consent period currently remains as annual.

- June New / revised applications received
- 1st September SSE Contracting consent submission deadline
- October -December Equipment erected and energised
- January Equipment removed

Useful Contacts

HCC Highways Operations Centre – roads@hants.gov.uk

HCC Street Lighting – street.lighting@hants.gov.uk,

SSE Contracting – tpa@ssecontracting.com

Definitions

Attachment	A decoration, flag, banner, bracket, hanging basket or similar to be fixed by means of bolts, banding wires or the like.
Catenary	Wire or rope attached between two or more buildings or items of street furniture
Competent Person	A person employed by Contractor, Distribution Network Operator, The Operator or Highway Authority having approved knowledge, training and acquired expertise to deal with a defined range of tasks.
Consent	A document issued by the Highway Authority to the Operator under Section 178 of the Highways Act 1980 giving permission to erect decorations and associated infrastructure on, or above, the Public Highway
Consent Holder	The person, or organisation, licensed under Section 178 of the Highways Act 1980 to install, maintain, operate and remove Festive decorations on, or above, the Public Highway
Distribution Network Operator (DNO)	The Electricity Company in whose franchise area the installation exists.
Electrical Test Certificate	A certificate issued by a suitably qualified and experienced person confirming that each circuit at each Supply Point is compliant with the requirements of BS7671: Requirements for Electrical Installations
Emergency	Any situations where there is a potential danger to life or limb from the installation, operation or removal of the festive decorations. Such situations shall be attended to Immediately they are notified to the Responsible Person
Energised	The connection of the festive decorations to the electrical supply at the Supply Point
Festive Decorations	Any decorations, supports, lighting and associated wiring etc. which is installed to celebrate a particular event.
Highway Authority	The Authority with statutory responsibility for the provision and maintenance for highways.
Immediately	To attend the site of the Emergency within two hours of notification by the Highway Authority, Police or DNO.
Ingress Protection (IP Rating)	The ingress protection rating describes how well an enclosed is sealed to prevent dust or dirt entering it, described in IEC/EN 60529

Operator

The person or organisation responsible for the installation and maintenance of festive decorations.

Public Highway

Areas of land such as roads, paths and verges where the Highway Authority is responsible for its upkeep (maintainable at the public expense)

Responsible Person

A person nominated by the Operator to be responsible for the safety of the festive decorations, to be contacted by the Highway Authority, Police or DNO in the event of a fault or dangerous incident. The Responsible Person shall also be a Competent Person in dealing with an Emergency situation

Street Lighting Requirements for Third Party Attachments

The following is a guide to what SSE will require in order for applications for third party attachments to be approved:

Lighting columns erected after 2010 with the column investment programme have the capacity to support hanging baskets, but within limits. The column may already have attachments that have used this spare capacity.

As columns installed prior to 2010 were not specified to carry the same loading, we reserve the right to decline applications to use these columns.

Below a table that specifies which sign sizes are permissible on different height columns. Please note, this applies to signs centred at 2.5m above the ground.

Anything over the specified sizes will require heavy duty columns.

The maximum weight for hanging baskets or fixed flower baskets is 30Kg per column. The 30Kg maximum must take into account the weight when fully watered.

Attachments should not be mounted too close to a road junction or attached to any lighting column with 'Give Way', 'Stop', 'No Entry' or 'Speed limit' sign assemblies.

Please make sure Neoprene backing strips are used for all bracket and attachment fixings, as charges may be imposed to make good any damage to our columns.

Please direct all enquiries to our dedicated third party attachment email address:

tpa@ssecontracting.com

All applications for attachments should include the following information:

- The specifications of any attachments i.e. dimensions (Height x Width), weight, mounting height
- The method of fixing to the column
- A list of the lighting column unit numbers for the proposed attachments (as most street lights have been upgraded in the past five years, they may have new numbers since your last application)

Documentation to be included:

- Approved Highways Consent form
- SSE Consent Form (can be obtained via the TPA email address above)
- Structural test certificates for columns covering the period of installation

We request a minimum of 3 months to process third party attachments however repeat permissions or extensions may be processed sooner. Applications must be submitted to HCC no later than 1st September.

Hampshire Highways permission is required prior to applying to SSE for approval. Highways can be contacted by calling 0300 555 1388 or emailing roads@hants.gov.uk

Size of Sign fitted to street lighting columns

SSE standard columns up to 8 metre designed to take 0.6 m²

SSE standard 10/12 metre columns designed to take signs to 1 m²

Signs Square/Rectangle	0.2	0.25	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1	1.1	1.2	1.3	1.4	1.5	Area m ²
	0.04	0.05	0.06	0.08	0.10	0.12	0.14	0.16	0.18	0.20	0.22	0.24	0.26	0.28	0.30	Up to 8 metre columns
	0.06	0.08	0.09	0.12	0.15	0.18	0.21	0.24	0.27	0.30	0.33	0.36	0.39	0.42	0.45	Area m ²
	0.08	0.10	0.12	0.16	0.20	0.24	0.28	0.32	0.36	0.40	0.44	0.48	0.52	0.56	0.60	10/12 columns
	0.10	0.13	0.15	0.20	0.25	0.30	0.35	0.40	0.45	0.50	0.55	0.60	0.65	0.70	0.75	Area m ²
	0.12	0.15	0.18	0.24	0.30	0.36	0.42	0.48	0.54	0.60	0.66	0.72	0.78	0.84	0.90	Special Columns
	0.14	0.18	0.21	0.28	0.35	0.42	0.49	0.56	0.63	0.70	0.77	0.84	0.91	0.98	1.05	Area m ²
	0.16	0.20	0.24	0.32	0.40	0.48	0.56	0.64	0.72	0.80	0.88	0.96	1.04	1.12	1.20	Special Columns
	0.18	0.23	0.27	0.36	0.45	0.54	0.63	0.72	0.81	0.90	0.99	1.08	1.17	1.26	1.35	Area m ²
	0.20	0.25	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00	1.10	1.20	1.30	1.40	1.50	Special Columns
	0.22	0.28	0.33	0.44	0.55	0.66	0.77	0.88	0.99	1.10	1.21	1.32	1.43	1.54	1.65	Area m ²
	0.24	0.30	0.36	0.48	0.60	0.72	0.84	0.96	1.08	1.20	1.32	1.44	1.56	1.68	1.80	Special Columns
	0.26	0.33	0.39	0.52	0.65	0.78	0.91	1.04	1.17	1.30	1.43	1.56	1.69	1.82	1.95	Area m ²
	0.28	0.35	0.42	0.56	0.70	0.84	0.98	1.12	1.26	1.40	1.54	1.68	1.82	1.96	2.10	Special Columns
	0.30	0.38	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.50	1.65	1.80	1.95	2.10	2.25	Area m ²

Round Signs	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1	1.1	1.2	1.3	1.4	1.5	Area m ² -
	0.03	0.07	0.13	0.20	0.28	0.38	0.50	0.64	0.79	0.95	1.13	1.33	1.54	1.77	Up to 8 metre column
															10/12 column
															Special Columns

Triangular Signs	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1	1.1	1.2	1.3	1.4	1.5	Area m ² -
	0.02	0.05	0.08	0.13	0.18	0.25	0.32	0.41	0.50	0.61	0.72	0.85	0.98	1.13	Up to 8 metre column
															10/12 column
															Special columns

Process for Managing Consent Applications for Festive Decorations (Revised 2017)

Introduction

This guide is intended to give advice as to what actions need to be taken various parties involved in processing Consent applications for the hanging of Festive Decorations over the highway including:

- Highways Operations Centre (HOC),
- HCC Street Lighting Team (HSL),
- SSE Contracting
- Regional Electricity Companies Distribution Network Operator (DNO)

This paper supplements but does not supersede the guidance given in:

[Street Lighting Maintenance Management Plan](#) Part 2 (Policy SL6)

It should be noted that there are differences in application handling where Festive Decorations are attached to street lighting furniture and where it is not i.e. where it is hung between buildings or other independent supports.

In all cases where Festive Decorations are to be powered from the public street lighting system approval to take power in this way is required from SSE plc who operate the local electricity network and are the DNO. It is a criminal offence to take power without prior approval. HOC Consent issuing officers must ascertain with the applicant the proposed source of supply.

Step 1 Consent Application Made To Highways Operations Centre (HOC)

- The applicant applies to the HOC who will examine the application for suitability and confirm that the necessary details have been provided
- The HOC should collate as much information about the proposed Festive Decorations at this point, e.g.
 - the nature/type of Festive Decorations and proposed source of supply
 - the lighting columns involved (if any)
 - the proposed Consent period
 - points of contact for SSE Contracting to communicate with
- Where applications propose affixing of equipment to, from obtaining power from, street lighting columns the applicant will be required to liaise with SSE Contracting to obtain their further consent.

Step 2 Consent Application Processed

- Applications for the attachment of Festive Decorations on receipt by the HOC will be entered on the Confirm system along with all associated documentation.

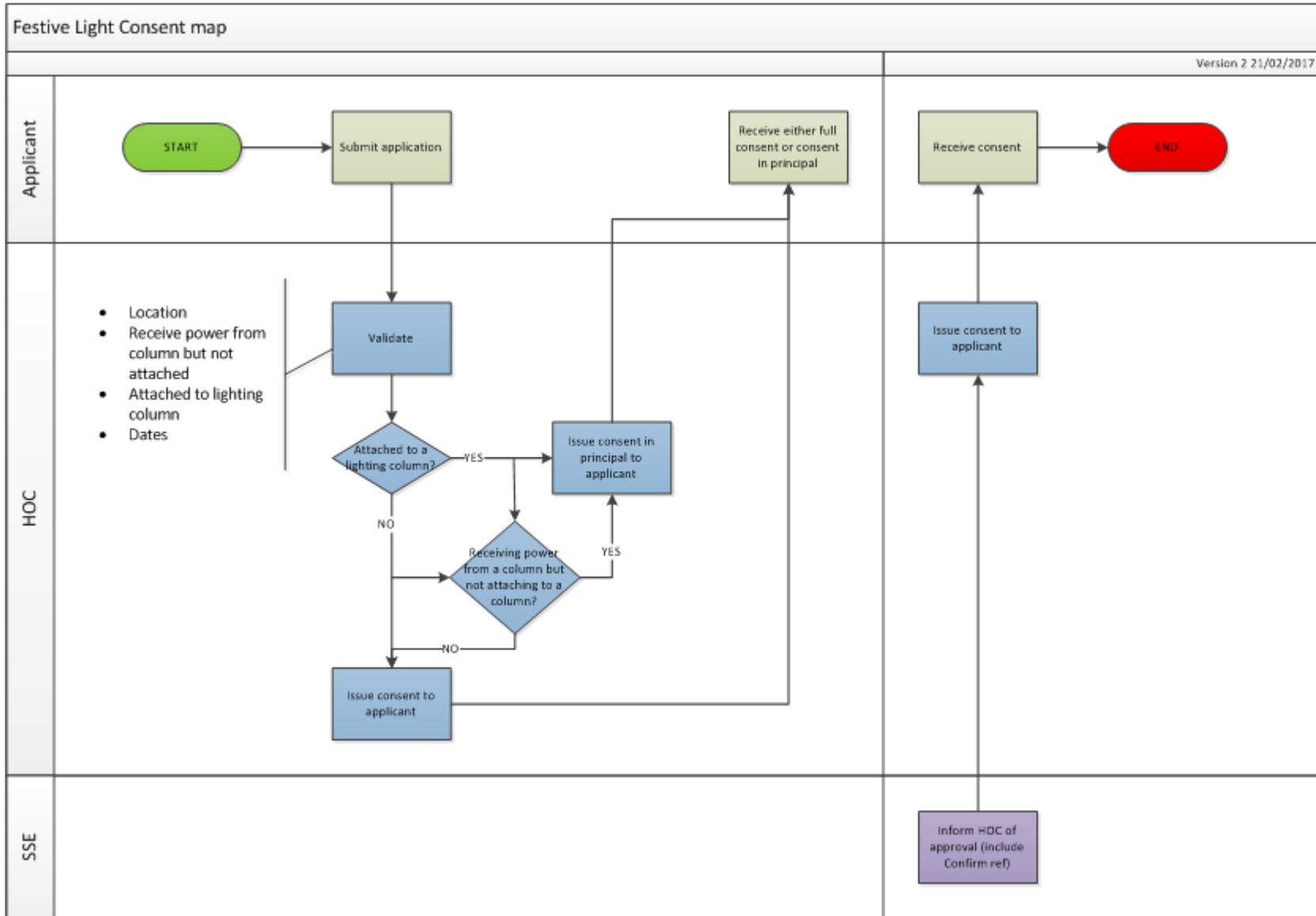
2a Attached to Lighting Columns

- Where Festive Decorations are to be attached to the County Council's street lighting apparatus, the applicant must negotiate and agree the Attachments with the SSE Contracting. The HOC **MUST** make this requirement clear to the applicant. As part of this process, SSE Contracting will require the applicant to enter into an agreement confirming the limitations of Attachments.
- **NO** Attachments can be erected until such approval has been given
- It is incumbent on the applicant to ensure that the Festive

2b Not attached to Lighting Columns

- Where there is no attachment to street lighting apparatus, it is incumbent on the applicant to ensure Attachment points are structurally sound and that the Festive Decorations will not obstruct the highway or give cause for any other safety hazards.
- The source of power for the Festive Decorations should also be noted and any supply taken from a public supply must have the agreement of the DNO.
- The requirements contained in Policy SL6 of the Street Lighting Maintenance Management Plan should be

<p>Decorations will not obstruct the highway or give cause for any other safety hazards.</p> <ul style="list-style-type: none">○ The source of power for the Festive Decorations should also be noted and any supply taken from a public supply must have the agreement of the DNO.○ The requirements contained in Policy SL6 of the Street Lighting Maintenance Management Plan should be understood○ The applicant will communicate directly with SSE Contracting○ Once approval has been given the Confirm record is updated by HSL accordingly.	<p>understood</p>
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Footnotes

Applicant/Consent Holders Role

The applicant / Consent Holder must ensure that:

All works, Operators, Attachments, Festive Decorations and other associated equipment comply with all current legislation including, but not limited to, the Construction, Design and Management (CDM) Regulations, Electricity at Work Regulations and Guidance on Installation and Maintenance of Seasonal Decorations and Lighting Column Attachments (PLG 06) published by the Institution of Lighting Professionals (ILP).

HOC Role

- The HOC are concerned with ensuring that:
 - Applications are made in good time – a circular e-mail to previous applicants should be sent during early Spring
 - Applications are completed correctly, recorded on Confirm and assigned to HSL without delay where necessary
 - The Consent is issued

SSE Contracting's Role

- SSE Contracting are concerned with confirming that:
 - Lighting columns to which Attachments are made are structurally capable of supporting the attachments. If there is any doubt in this regard, SSE will require structural testing which will be paid for by the applicant.
 - The Festive Decorations and electrical supply arrangements are fit for purpose.
- If required by the applicant SSE are able to offer Festive Decorations erection and testing services

Recommended Timetable for Applications

- June Applications received
- 1st September SSE Contracting consent submission deadline
- October -December Equipment erected and energised
- January Equipment removed

ASSETS & AMENITIES WORK PROGRAMME: 30 March 2017

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
30 March 2017				
30 March 2017				
4 May 2017	Community Right to Bid update			
4 May 2017	Written report on defibrilators			
4 May 2017	Lengthsman Scheme			
13 July 2017				
13 July 2017				
19 October 2017				
19 October 2017				
7 December 2017				
7 December 2017				