

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Keith Knight
3 Wessex Close
Hungerford
Berkshire
RG17 0NT
Tel: 01488 644671
cllrknight@gmail.com



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

MINUTES of the **Full Council Meeting** held on Monday 8th January 2018 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Knight, Simpson, Crane, Farrell, Whiting, Winsor, Chicken, Hudson, Small and Downe

Also: Brian Quinn (Penny Post), John Garvey (Newbury News), Jan Giggins, Andrew Aldridge (Cala) and Mark Cusack

Police Report: The police sent their apologies and a written report. **See attached.**

Members of public: - J Giggins is recording the meeting. Cllr Farrell requested a copy which J Giggins agreed to provide.

- 1. Apologies:** Accepted from Cllrs Finlay, Brookman and Benneyworth.
District Councillors James Podger and Paul Hewer also sent their apologies.
- 2. Declaration of Interests:** Cllrs Winsor, Small and Knight – Triangle Field Management Committee (TFMC), Cllrs Simpson and Knight (Library), Cllr Farrell (Croft Field)
- 3. Approval of Minutes of the meeting of the Full Council meeting of 4th December 2017 and outcome of actions** *Cllr Crane proposed the minutes as a true record, seconded by Cllr Simpson, all in favour.*
- 4. Mayor's report** – This will be produced and circulated tomorrow. The Mayor was congratulated on singing a solo at the Carol Service. **See attached.**
- 5. District Councillor's Reports**– District Councillors were not present. Cllr Knight will be meeting with them soon. Cllr Crane would like to register his disappointment that they are not present particularly as we have not heard from them regarding WBC's proposed cuts. This was echoed by another councillor that tonight's agenda items are important and it would have been helpful if they were present.
- 6. Consideration of co-option of new Councillor** – Cllr Bumbieris has resigned today due to work and family commitments. We will all miss his input. There are now two vacancies to fill. A resume had been received from Mark Cusack and circulated. Mark was invited to the table. He moved to Hungerford 18 months ago and wishes to give back to the community by joining the council. He is a library trustee and a new member of the Chamber of Commerce. He studied medicine, completed a Masters and has dealt with impact assessments in Public Health. He feels he is approachable and would act for the people of the town. He runs his own business giving legal advice. *Cllr Hudson proposed co-option of Mark Cusack as a councillor, seconded by Cllr Crane, a vote was taken by paper ballot, one abstention, rest in favour.*
- 7. Committee reports (no more than 3 minutes per report)**
R&A – Cllr Small – The committee has not met. TFMC are having a meeting next week. Cllr Small has ordered a dog sign for Croft Field.
H&T – Cllr Brookman is not present but has circulated a report. **See attached.**

E&P – Cllr Farrell advised that Merlin House (change from office to residential) has been refused, partly due it being with the curtilage of a listed building. The office has received the plans for the Police Station to change the building to 4x2 bed flats and 1 x 2 bed dwelling. This will be discussed Monday evening at E&P. Oakes has been contacted.

T&E – Cllr Crane – The committee has not met. Cllr Crane met with Henry Oliver of NWD about welcome signs. NWD will provide the criteria and the school will be asked to consider a design.

F&GP – The committee have not met.

8. Finance – Cllr Knight (in absence of the Chair and Deputy of F&GP)

a) Propose authorisation of cheque run payments (circulated) for last month - Cllr Chicken proposed authorisation of cheque run of £35,223.97 plus vat, seconded by Cllr Small, all in favour.

b) Propose Year to date accounts – refer to circulated Income/Expenditure Report. This is in line with budgets. Cllr Small proposed acceptance of the year to date accounts, seconded by Cllr Crane, all in favour.

c) Confirm Band D figure with new tax base – This has increased from 2389 to 2425.16 so will help reduce the Precept, splitting payment of the cost wider.

d) Propose precept/budget for 2018 (spreadsheet circulated) – See attached. Some small adjustments have been made since the last meeting. The reduction in the Rugby club expenses has allowed extra money to be budgeted for grants and towards the Croft improvement project and for the projected 2% wage increase. After discussion, Cllr Hudson proposed approval of the budget of £291,092 and the Precept request of £273,596, showing a 0% rise to the tax payer for the financial year 2018 to 2019, seconded by Cllr Winser, all in favour.

e) Propose cost of bespoke in-house training from BALC – Cllr Simpson proposed spending up to £350 on in house training from BALC providing a good number of councillors commit to attend, seconded by Cllr Chicken, all in favour. Cllrs Downe, Winser, Farrell, Crane, Chicken, Small, Knight and Cusack all expressed interest in attending. **Action:** Clerk to send around a choice of topics for selection.

9. Library – Consider terms of lease following receipt of surveyors report – A survey was completed last week and HTC wish to be sure when they accept a lease on the building that it is in good condition. The request for improvements has gone to West Berks Council which includes work to the flat roof, brickwork and lintels. There is a problem with lack of maintenance over the 9 years it has been built and poor build quality. Options include giving WBC a cost estimate for HTC instructing the work. However Cllr Small advised both a building surveyor and quantity surveyor would be needed and the process could take time. It was suggested it would be better for WBC to instruct the contractors but for HTC to be aware of the costings and have a surveyor check the work. Cllr Small advised the break clause needs attention and the current office lease expiring in Dec 2018 needs consideration. Cllr Farrell suggested in light of the condition of the building we request transfer of the Freehold of the building to HTC in exchange for carrying out the repairs.

10. Triangle Field – Consider purchase of cleaning equipment (report circulated) – The Clerk and maintenance man are attending a second demo on Wed, this time of a mains operated scrubber/drier that is cheaper, a third of the weight and more manoeuvrable than the battery powered machine. This is needed to effectively clean the changing room floors. It was suggested that TFMC may wish to contribute towards the machine and use it themselves to clean other areas. Cllr Simpson proposed subject to a successful demo, HTC purchase the machine costing approx £1800, seconded by Cllr Crane, 3 abstentions, rest in favour.

- Any further action required on outstanding fees – Half of the outstanding user fees have been received and the rest will be paid by the end of the month. This was accepted by the council.

11. Neighbourhood Plan – Reminder of public meeting – A meeting will take place on Monday 22nd January in the Corn Exchange at 7pm. An agenda will be put together and advertised and a banner will be displayed. Stratfield Mortimer will attend and provide a presentation. Penny Post has been promoting the event with a link, amongst others, to our website. John Garvey has mentioned it twice in the Newbury News. Posters will be available to distribute. The purpose of the meeting is educational and then there will be a discussion afterwards on whether to proceed. HTC will do a summary of the meeting for those that can't attend. It was suggested the meeting could be videoed and put on social media. It was pointed out

there is a clear statutory difference between a Town Plan and Neighbourhood Plan and that HTC has not made a decision yet on whether to proceed with a NP.

12. **Croft Field Activity Centre – Further to delay of ‘Garden Room’ works, consider resubmitted tender prices and new dates for completion (report circulated) – See attached.** Cllr Farrell left the room. After discussion two proposals were made *Cllr Chicken proposed proceeding with the Sanchez quote, seconded by Cllr Small, 5 in favour, 3 against (CW, HS, PW) 1 abstention (RH). Vote carried.* Cllr Winsor proposed accepting the PCF quote providing it does not increase and includes brickwork, seconded by Cllr Simpson, 4 in favour, 5 against, not carried.
13. **HTC response to consultation on increase to Police Council Tax to help protect operational policing** – Cllr Hudson is fully supporting of this as the Police need funds. Cllr Whiting is against as he believes the government should be providing funding. Some debate took place whether response should be individual or as a Town Council. *Cllr Downe proposed HTC should respond and response should support more money for the Police, seconded by Cllr Hudson, all in favour. **Action:** Cllr Downe will speak with the Clerk to help formulate a response.*
14. **Land South of Priory Road development –**
- **Update on availability of S106 agreement** – The Clerk advised that WBC has not supplied the S106 agreement or details on the CIL despite several requests. WBC advised it is with their legal department and would not be available until it is passed to planning. Andrew Aldridge from Cala (present) said the S106 is a signed document and should be released to us. He can email the S106 to us now. It was queried whether the start date of the 6 week challenge deadline would be delayed because the S106 had not been received. **Action:** Clerk to check with our solicitor.
 - **Decision on further action regarding planning permission** – Should a JR on the planning decision be challenged? Cllr Hudson advised: At the last E&P meeting there wasn't much enthusiasm for this as the cost would be 10s of £1000s. It is unfortunate that the worst possible site has been chosen and only another 50 houses were needed to fulfil planning numbers. Para 116 has never discussed because you can't reargue what was discussed at the EIP. The Judge will interpret that it has been taken into consideration. Cllr Farrell asked what has changed HTC's mind. Cllr Simpson commented that HTC do not have the money and the public funds weren't sufficient. Although CPRE supported us, the AONB didn't take any action due to conflict of interest. It was pointed out that grounds for challenge include para 116, the Kintbury case and the policy for 5.7 hectares. A request for an update to the website was received. *After discussion, Cllr Farrell proposed the Clerk seek legal advice tomorrow to get a decision on moving forward with the JR, with a budget of £500, seconded by Cllr Winsor, all in favour.*
 - **Confirm proposed meeting with Cala Homes** – *Cllr Farrell would like the meeting to be in the public domain and proposed it is included within the E&P meeting on Monday subject to clarification that Cala can attend, seconded by Cllr Winsor, all in favour.*
16. **Any other Reports (3 minutes each) not to include any proposals – None**

Meeting closed at 9.18pm.

REPORTS

Hungerford Town Council, Mayor's report - Dec 2017

- 1 **Thatcham Xmas Lights Switch on**
- 2 **Newbury and District Cancer care Carol Concert**
- 3 **Hungerford Lights switch on**
- 4 **Library Working Party Meeting**
- 4 **Full Council Meeting**
- 6 **Xmas Soiree at the Library**
- 7 **Senior Citizens Xmas meal at JOG**

- 7 **Town Mural Meeting at Library**
- 8 **Breakfast with Chamber of Commerce**
- 8 **Xmas Extravaganza in Hungerford**
- 9 **Presidents Lunch and Floodlight Opening at HRFC**
- 9 **Hungerford Town Band Xmas concert**
- 12 **Tuesday Club Xmas meal**
- 13 **Hungerford Blind Club Xmas meal**
- 14 **Mencap Xmas concert in Newbury**
- 15 **Hungerford Care Home visit Xmas celebrations**
- 17 **Town Xmas Carol Concert in St Lawrence's**
- 19 **Hungerford Mothers Union Concert in St Lawrence's**
- 20 **Infant School Nativity Play in St Lawrence's**

Keith Knight
Town Mayor,
8th January 2018

Highways and Transport Committee Report for January 2018

H&T Committee

The December H&T committee meeting was non quorate with only myself and Rob Chicken bothering to turn up and so it had to be abandoned. There were a couple of apologies received and it was particularly disappointing that other Councillors could not give theirs, otherwise the meeting could have been rescheduled and our time, including Philippa's, would have not been wasted.

Railway Station

I am pleased to report that John Willmott is still hounding GWR like a dog with a bone over the general state of repair and maintenance of the station!! I hope that he has a happier time this year in this respect than he did last.

We should hear if our grant application to GWR has been successful this month. NR has agreed in principle to our request to enlarge the up line passenger shelter.

We are investigating 'adopting' Hungerford station. GWR are promoting this initiative but we do not have any details at this stage. Two representatives from GWR will be attending the H&T meeting at the end of January to give us more details of the scheme. I would welcome all Councillors to this presentation which will start after the E&P meeting at 7.00pm on 29/1/18

Street Lights

I have been informed that it will not be possible to replace any of the HTC owned sodium street lights in the future because these will no longer be manufactured. It will mean that if any of our lights fail it will mean that they will need to be replaced with LED's at our expense.

I have not had confirmation from WBC that the street light outside No.1 Bulpit Lane, which was badly damaged during building works, has been replaced yet.

We had a complaint from 2 residents of Ramsbury Terrace that two of the three street lights had failed. This cul-de-sac is a private road and that any street furniture, including lights, are neither owned nor maintained by HTC or WBC. After a site visit I pointed out that one street light is, in fact, within the public highway which WBC accepted that they did own this light and have amended their inventory to reflect this. WBC offered to repair the two faulty privately owned lights free of charge as a gesture of goodwill without prejudice.

Pigeons

There has been a meeting with the T&M to agree a future strategy for keeping the pigeon population to acceptable levels. When completed a paper setting out the strategy will be circulated and discussed at H&T Committee.

I have asked WBC Environmental Health to see if they can influence the owners of the two properties in the High Street to deal with the problem on their premises. I am still awaiting a response.

The owner of 5 High Street has installed further measures in order to discourage pigeons from nesting above his shops but this appears to have had limited success.

CCTV at the Skateboard Park

The only outstanding item is the electrical connection. Before the system can be commissioned the broadband connection at the football connection needs to be upgraded by BT.

Christmas Lights Update

The Xmas light switch on went well after a hiccup with the main tree lights – a question of the right hand not knowing what the left hand was doing. There was a problem with an intermittent fault on the lights near the Tutti Pole but these were sorted out by the contractor. The switch off started on time on 5 January and removal of the trees and lights commenced on the same day and moved at a pace.

As I have stated previously, this year (2018) will be my last organising this event and we need at least one, if not two Councillors, to assist me so that there will be a smooth transition to Christmas 2019.

RB

6/1/18

Police Report – Hungerford Update

We are pleased to report that the Christmas and New Year period passed without incident in the town. We were able to get involved with both the Extravaganza and the turning on of the Christmas lights. Two events that we look forward to every year.

We have seen a spate in vehicle crime in the town, predominantly the target has been vans where tools have been taken. There have been incidents reported to us in Hamblin Meadow, Chapel Court and Moore's Place. This has not been isolated to Hungerford there have also been reports north of the M4 in Shefford. We strongly advise that all tools and valuable items are removed from vans overnight.

As a team we have carried out speed enforcement in the Downlands part of our area. Here 17 drivers were found exceeding the speed limit. The fastest speed recorded was 46mph in a 30mph zone. We are dates in the diary to carry out enforcement in the Hungerford area.

Contact information:

The Neighbourhood Policing Team can be contacted via email at hungerfordanddownlandsnhpt@thamesvalley.pnn.police.uk.

The email box is checked daily so even if the local team are off, colleagues can review messages in case a prompt response is required.

You can also report incidents to TVP on line via our website www.thamesvalley.police.uk.

There is a letterbox on the wall to the right of the front door at the station. This will not be checked daily but can receive written correspondence.

Found property should not be left here. Found property can be notified to the police via 101 and details recorded. If the police need to take possession of the items arrangements can be made.

**HTC ANNUAL
COST/BUDGET/ACTUAL/ESTIMATE
SUMMARY**

<u>Finance & General Purposes</u>				<u>Recreation & Amenities</u>				<u>Highways & Transport</u>			
	2017-18	2018-19	2018-19		2017-18	2018-19	2018-19		2017-18	2018-19	2018-19
	Budget	Projected	Proposed		Budget	Projected	Proposed		Budget	Projected	Proposed
Salaries	74900	77,521	81000	Maint. St Saviours	107	10,9	1150	Christmas Lights			
Mayoral Allowance	1500	1,181	1500	Maint. St Lawrence	50	10	0	Installation	25,000	19,267	25,000
Councillors' Expenses	400	177	400	Skip Hire St Sav.	0	5	4600	Casual labour	1,000	0	1,000
Staff Training	1500	1,119	1500	Equip Maint. Smitham Play area	130	1,34	1400	New equip	200	0	500
Civic Expenses Councillors Training	2300	1,038	2300	Recreation Ground Costs- Contracts	0	6	600	Main trees	2,100	2,033	2,100
Telephone Stationery/Postage	1350	1,105	1250	Triangle Field	600	448	2400	Energy Commercial trees	500	159	250
Office Costs	500	578	600	Triangle Field Maint Grant	225	2,25	2200	CCTV - Purchase	2,617	2,617	2,800
Room Hire	2700	2,686	2000	Triangle Field - Car park repairs	150	1,50	0	CCTV - Maintenance	0	2,25	0
Bank Charges	600	560	550	Triangle Field - Bus Rates	0	0	0	CCTV - Electric Use	1,250	1,250	1,500
Audit Professional Fees	1500	1,500	1400	Triangle Field - Advertising	210	1,77	500	Litter Bin Replacement	140	274	400
Advertising	1000	554	1000	Playgrnd Inspection-ROSPA	0	0	600	Footpaths Salt Bins	1,000	4	1,000
				Playground Repair	500	600	2000		500	100	500
				Allotments	200	1,52	0		1,608	1,608	1,700
					1	1	1		08	8	0

E & P - Neighbourhood plan			5000
E & P - Prof Fees			5000
TOTALS	165,822	170,697	182,900
Less Income	9900	20,214	12,100
	155,922	150,483	170,800

Tree Maintenance	100		
Triangle Field Changing Rooms	100		
Car Park Repairs	0	0	1000
Croft Field Garden Room	0	0	0
Croft Field Toilet Reorganisation	0	0	5500
Play Equip	0	0	
Gen Maintenance Equip	631	0	631
	49,332	36,037	51,532
Income	480	6,114	12,000
TOTALS	0	38,23	39,532

<u>ANNUAL SUMMARY</u>	2017-18 Budget	2017-18 Projected	2018-19 Proposed budget
-			
-			
F&GP (net)	155,922	150,483	170,800
R&A[net]	38,852	29,923	39,532
H&T[net]	64,495	46,999	61,260
Tourist & Economy	2,000	100	2,000
WBC Library Contribution	10,000	10,000	10,000
Contingency Budget	7,500		7,500

<u>PRE-CEPT</u>				
		<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
PRE-CEPT		223,987	254,803	269,555
% rise		4.41%	15.09%	2.70%
gov grant		£6,155	£3,077	0

TOTALS	278,769	237,505	291,092	
% annual +/-		↓	↓	
	278,769		291,092	

Less Surplus
31/3/17 over
£50K

9,214 17,496

269,555 **Total 273,596** Fund-
ing
Need

Precept **269,555** **273,596** Precept
Requested

To Fund Total Budget Percentage
Increase

Revised Band D 2425.1 273,59 112.82 -0.03%
Figure 6 6

	Band D	£95.47	£10 9.8 8	112. 85	0
tax base		2,346	2,3 20	2,38 9	0

Hungerford Town Council

Public Report to:

R&A 20th June 2017 – **and updates to Full Council 8/1/2018**

Agenda Item No 7: - agenda item 12

Croft Field Centre - Consider tenders for Garden Room

Background

Following a program of general improvements to the building since HTC's acquisition of the leasehold in 2014, it was agreed to go out to tender on further work to build a garden room, extending the north side of the building onto an unused part of the field..

Objective

Provide an improvement to the facility by building an outside learning area for the community and increasing hire of premises, whilst also providing a shelter to the end of the building protecting it from the weather and improving damp problems.

Options

- 1) Recommend to full council proceeding with one of the 3 quotations received, subject to raising funds. Consider timescales for project along-side grant income with chosen contractor.
- 2) If funds cannot be raised project will be postponed/cancelled
- 3) Quotes could be obtained for cheaper option to treat damp to end of building including new external door/canopy

Financial and Legal implications

3 quotations received:-

PCF £23,400 – **Appointed but works not done. Revised Quote £26,400 work scheduled March**

Sam Sanchez Ltd £23,862 plus VAT – **Revised Quote £26,450 work scheduled January**

Beard Construction £25,391.53 plus VAT – **Revised quote not forthcoming**

HTC are responsible for on-going upkeep and insurance of garden room

Amendment to tender process allowed under Reg 72 of Public Contracts Regs 2015

Reference to Council Strategy, where relevant

Garden Room would be DDA compliant

Consultation:

Only through grant applications

Other information

Permission obtained from landowners West Berkshire Council. Planning permission and building regulations also obtained.

Recommendation(s)

Continue pursuing grants from Tesco, Good Exchange and other sources to see if funds can be raised and review at Full Council. Funds raised £8k (£4k from Tesco & Match funded by GCT)

£12,200 originally agreed for project from HTC. Increase will be funded by £1554 of S106 money and £4696 from the contingency budget.

Signed: Town Clerk 20th June 2017 4th Jan 2018