

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Full Council Meeting** held on Monday 3rd September 18 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Simpson, Knight, Farrell, Crane, Cusack, Downe, Hudson and Chicken.

Also: Derek Alford, Sally Hawkins, Denise Gaines, James Podger (District Councillor), John Garvey (Newbury News), Martin Digweed (Hungerford Rugby Club), John Willmott, Anthony Drewer-Trump, Geoff Greenland, Sarah Hennessey, Suzanne Taylor and others from Hungerford Nursery School and representatives from the Friends of Hungerford Library.

Police Report: The Police sent their apologies and a written report (see attached). There were no questions arising from this report.

Hungerford Nursery School: Suzanne Taylor circulated a report at the meeting. The lump sum given to all maintained nursery schools will cease from April 2020 which means Hungerford Nursery School is threatened with losing £128k (about 30-40%) of their budget. If this sum is lost, the Nursery will cease to be viable. The Nursery is aiming to get a promise from the Government for a long-term solution by committing to fund Maintained Nursery Schools on the same basis as all other schools. The aim is to get across the following 5 key messages:

- Maintained Nursery Schools transform lives
- Maintained Nursery Schools admission policies prioritise children in greatest need
- Maintained Nursery Schools have a unique pool of expertise to support children with SEND
- The whole of the Early Years sector benefits from the expertise of the Maintained Nursery School
- Held to higher standards than private and voluntary sector but do not have the same funding entitlements as schools

A campaign is being launched now and Suzanne is asking Councillors to lobby Richard Benyon MP and the Department of Education and gain support from the LA. The aim is to get 5,000 letters of support, focussing on the work of the Nursery School and the difference it has made to local families, written by the end of September and then presented to the Government. A key fact sheet about the Nursery is available which would be helpful when writing the letters.

Cllr Crane asked if the Nursery School is still pursuing setting up a CIO (Charitable Status). It is but this will not make a difference. The Family Centre will also suffer from budget cuts in the following year.

Cllr Chicken proposed the Mayor writes a letter of support to the Nursery School from HTC, seconded by Cllr Simpson, all in favour.

1. **Apologies:** Noted from Cllrs Brookman, Benneyworth and Winsor.
2. **Declaration of Interests:** Cllr Knight (Item 10 (d)).
3. **Approval of Minutes of the meeting of the Full Council meeting of 2nd July 2018 and the Extra Full Council meeting of 6th August 2018 and outcome of actions** – *Cllr Knight proposed the minutes of the Full Council meeting of 2nd July 2018 as a true record, seconded by Cllr Farrell, three in favour, rest abstained.*
Cllr Simpson proposed the minutes of the Extra Full Council meeting of 6th August 2018 as a true record, seconded by Cllr Knight, one abstention, rest in favour.

(John Garvey entered at this point.)

4. To receive written applications for the office Town Councillor and to Co-opt candidates to fill the existing 3 vacancies (applications circulated)

Denise Gaines (Candidate 1) has submitted an application and was invited to the table. She has lived in Hungerford for 23 years and works in the town. She was District Councillor from 2003-2007 and then a Town Councillor for 2 years. She was Chair of LDF, involved with the Town Plan, Governor at John O’Gaunt School and Chair of the John O’Gaunt Community Centre. From October she will be working part time and in her spare time she is keen to return to Town Council.

Sally Hawkins (Candidate 2) has submitted an application and was invited to the table. She has lived in Hungerford for 8 years and moved here from the North-West. She retired in March so now has spare time and has always been interested in local politics. She worked as a teacher for 10 years, then for the Health & Safety Executive and the MOD. She is interested in planning and the environment and transport.

Derek Alford (Candidate 3) has submitted an application and was invited to the table. His last job was at Royal Mail where he worked for 30 years. Previously he worked as Deputy Warden at a Youth Centre and he has had lots of contact with local schools and been involved in the DofE awards. He has organised events for 160+ children. Cllr Cusack asked if Derek would be interested in setting up a Youth Council and he replied that he would.

Councillors agreed to hold a paper ballot which was done separately for each candidate.

Denise Gaines was co-opted with a unanimous vote.

Sally Hawkins was co-opted with 7 votes and 1 abstention.

Derek Alford was co-opted with a unanimous vote.

The following item was taken now to enable members of the public to leave afterwards:

10 d) Minute expenditure plan for £12k Community Solutions Grant for Library Building – The Clerk and Cllr Knight had applied for a devolution grant from WBC and this was received in 2017 for the sum of £12k. This is for capital expenditure not revenue and is earmarked for improvements in the library which will help the building to be hired out. Andrea Mulholland from the Friends of Hungerford Library thanked the Council for this funding which will help the Hungerford Hub. Councillors were reminded that the building is now the Hungerford Hub with the library service only continuing to be provided by WBC.

Cllr Downe proposed the Community Development Grant will be ring-fenced for spending on equipment for the library building in accordance with the requirements set out by West Berkshire Council, the grant awarding authority. Consequently, all monies spent and all equipment purchased under the grant is to be used for the purposes of the grant, namely, it will be spent for the good of the library building and any events held therein, seconded by Cllr Chicken, all in favour.

Cllr Crane proposed the RFO will account for spending in accordance with West Berkshire Council’s requirements and the HTC’s Financial Regulations. The RFO will report spending to the HTC on a regular basis, seconded by Cllr Downe, all in favour.

Cllr Cusack proposed agreement to spend the grant monies will be made by the HTC at full Council meeting after considering suggestions from the Hungerford Library and Community Trust and the Friends of Hungerford Library (The Hungerford Hub) as how to best spend the money for the benefit of promoting the use of the library building, seconded by Cllr Simpson all in favour.

Cllr Cusack proposed the HTC may, with agreement, gift items to the Hungerford Hub/Trustees, seconded by Cllr Chicken, all in favour.

5. Proposal for support of crowd barrier fencing at Triangle Field – representative from the Rugby Club to attend

– A presentation relating to this proposal had been circulated. Martin Digweed from the Rugby Club was present and mentioned that this proposal has not yet been submitted to WBC planning department. Cllr Farrell advised she has spoken to AONB and CPRE. There was much discussion on this issue and comments made included:

Whether HTC as landlords were happy with advertising hoardings being put up on the fences; whether the ground would be disturbed where spectators are behind the fences; how much will the fences encroach on the rest of the field and would this impact on other events (e.g. car boots and circus); is it possible to have easily removable hoarding so the advertising is not up permanently.

Cllr Simpson proposed Council agree in principal to accept erection of crowd barrier fencing as per the proposal submitted, but not to accept advertising hoarding until a detailed proposal is received and considered at next Full Council meeting, seconded by Cllr Downe, 5 abstentions, rest in favour.

6. **Mayor's report** – the report has been circulated (and is attached).
7. **District Councillor's Reports** – Cllr Podger did not have anything to report. He was asked what the District Councillor's formal position on the issue of the Nursery School was. He replied that they wish to support as much as they can but with 40% of WBC funding being spent on adult social care and children's services, funding is difficult. He will ask Lynne Doherty (WBC councillor responsible for children, education and young people) if WBC will be making representations to the Government.
8. **Receive report from Hungerford 2036 Project Team and propose acceptance of new Terms of Reference (as circulated)** – The co-chairs of the project team would like to arrange a date for a joint training session for Councillors and members of the project team. **Action:** The office will look at suitable dates.
The feedback and comments from the paper questionnaires has now been collated and this, together with the questionnaires completed on line, is being analysed. The common themes of all the text supplied in this initial survey needs to be looked at.
Cllr Simpson proposed acceptance of the new Terms of Reference, seconded by Cllr Knight, all in favour.
9. **Committee reports (no more than 3 minutes per report)**
R&A – Cllr Simpson – We have received confirmation of a grant from the War Memorials Trust of 50% towards the cost of cleaning the War Memorial; work is to start tomorrow. All councillors were encouraged to support the Carnival parade on Sunday. Feedback from the Skate Park Awareness Day on Sunday was immense with lots of requests to hold it again along with similar events. The professionals running the day had recommended the removal of the skate park shelter.
E&P – Cllr Farrell – Report has been circulated (see attached).
F&GP – Cllr Winser – There had been no meeting; a meeting is due next week.
T&E – Cllr Crane – Report has been circulated (see attached).
H&T – Cllr Brookman – Cllr Chicken reported a grant for the upline shelter has been successful. A safety briefing at the station has been carried out so we can now join ACORP. **Action:** Clerk to apply. Cllrs Chicken and Brookman have been working on the issue of car parking at the station. The favourite option is land to the north of the station and a meeting has been set up with NR and GWR for the 18th September. A feasibility study is needed and there are legal issues regarding access to this land as the road is not adopted. WBC will not help financially. A brainstorming session for councillors will be held on the 13th September to discuss this further.
10. **Finance – Cllr Winser**
a) **Propose authorisation of cheque run payments (circulated) for last month - Cllr Simpson**
proposed authorisation of cheque run of £14,895.87 including VAT, seconded by Cllr Crane, all in favour.
b) **Propose Year to date accounts – refer to circulated Income/Expenditure Report** – Cllr Knight reported that spending on computer equipment was over budget due to the set-up costs for the new laptop and computer that had been purchased. £2,750 was still available in the Grants scheme. The contingency budget has not been spent. Income from the Croft Field Centre was above budget. *Cllr Knight proposed the accurate Year to date accounts, seconded by Cllr Simpson, all in favour.*
c) **Propose acceptance of terms of renewal of Youth & Community Centre lease** – The new lease is not yet available as it is still being looked at by our solicitor. There are no major issues or changes with the lease. *Cllr Simpson proposed acceptance, in principle, of the terms of lease, subject to any issues which the Clerk will bring to Council's attention, seconded by Cllr Knight, all in favour.*
d) **Minute expenditure plan for £12k Community Solutions Grant for Library Building** – see above.
11. **All councillors to sign a new Declaration of Acceptance of Office form following amendments to the Code of Conduct and inclusion of a privacy statement** – Councillors who have not already signed a new Declaration of Acceptance of Office form were requested to do so.
12. **Street naming – Consider suggestions including those made by developer** – Councillors were not keen on the suggestion made by the developer and suggested 3 alternatives: Railway Court, The Nestlings, Cob Court. **Action:** The Clerk will forward these suggestions to WBC.
13. **Statement on Salisbury Road** – At the last E&P meeting, the committee expressed concerns that some members of public were trying to air their issues regarding the new development through HTC. Cllr

Farrell suggested that a statement by the Council be issued to say that outline planning permission has been granted and the council has agreed to work with Cala. Any issues and personal concerns from members of the public were not to be discussed at future E&P meetings and should be followed up with the builders. Other Councillors were not in favour of a statement and felt this might be viewed as stopping the democratic process.

14. **Skate Park Shelter** – Consider signage to restrict opening hours and age limit; Consider relocation or removal of shelter (see report attached). This was referred to the next R&A meeting for a proposal at next Full Council.
15. **Any other Reports (3 minutes each) not to include any proposals** – None.
Councillors were reminded of the Extra Full Council meeting on 13th September to agree the Christmas Lights Tender.
16. **Part 2 – Cleaning Contract** – A report had been circulated. *Cllr Downe proposed the change to contracted hours, seconded by Cllr Hudson, all in favour.*
17. **Part 2 – Christmas Lights Switch on** – Agree arrangements for the presence of a VIP. A celebrity has already been approached but has not yet responded. *Cllr Simpson proposed the Freedom of the Town awardees for this year should be invited to switch on the lights if the celebrity is not available, seconded by Cllr Downe, all in favour.*
18. **Part 2 – Any questions on Co-option applications** – All agreed the paper ballot should still be done in public, but it was suggested the results are announced the following morning, not at the meeting. **Action:** Re-visit this issue in 6 months' time.
19. **Part 2 – Authorise issue of debit card and petty cash collection process, increasing limit to £200** – A report had been circulated. *Cllr Downe proposed acceptance of this proposal, seconded by Cllr Knight, all in favour.*

Meeting closed at 9.14pm

REPORTS

Police Report

Hungerford August Update

Residential Burglary Winding Wood. Silver items stolen 14/08/18

Residential Burglary North Standen. Nothing taken possibly disturbed 15/0818

Residential Burglary Lancaster Close. Electronics taken. The front door of this address had been left insecure by the resident 26/08/18.

(Investigations are still ongoing with all 3 of the above burglaries)

Criminal Damage to a residential property – Window smashed by youth's 06/08/18

Shopliftings x 5 from four retail premises in Hungerford ranging from £2 up to £600 nothing further at this time as all are currently under investigation. Occ between the 12th and 28th of August.

Theft from Vehicle at Combe Gibbet on 16/08/18 btwn 14:00 and 18:00 hours. Persons unknown smashed the rear window of an unattended vehicle & stole cash & cards from a handbag locked in the boot. No witnesses to the incident identified.

Mayors Report: July 2018

Cllr Helen Simpson

2nd July Full council meeting

4th July Meeting with WBC (library)

FOHL library meeting

8th July Marlborough Open Studios

HADCAF Open Studios

14th July Private Peaceful Youth Theatre Production

16th July Hungerford Nursery Visit

17th July Newbury College End of Year Presentations

17th July R&A meeting

18th July Meeting with Town & Manor

19th July Chain Reception 30yr service tea party for Betty

20th July Meeting & Lunch with Mike Saunders – vicarage

21st July Hungerford in Bloom Prize giving ceremony

25th July Meeting with Paul James WBC – Library

28th July Grants Awards Ceremony

2nd August Twinning Reception

6th August Extra Full Council

6th August E&P meeting

8th August Library Meeting FOHL

28th August FOHL library meeting

Planning update for Full Council

The Old Police Station Development is underway as you have probably seen, however it was not brought back before E&P for review prior to consent from WBC. The agreement with WBC to use the CIL money to offset Rd. Improvements- these improvements will not take place immediately I have asked the office to enquire why they are not tied to the planning application for immediate implementation.

There appears to be a conflict of dates to determine the application of Mr John Downes application on Priory Rd. We are awaiting WBC response. (declaration of interest Mr. Downes is a HTC Councillor, not on E&P)

It appears a 'New Pizza' venture is about to open in Priory Place at the top of the Hight St. I have spoken to WBC and the enforcement officer is aware.

I have also spoken to the owner who assures me the Building is in a terrible condition having been flooded and needed immediate repair, which he is carrying out. The signs In The window are because many people have asked what he is doing, and this is his plan! If he is unsuccessful in this application, he will use it as offices. No Planning application has yet been submitted.

Take away/sit in, pizza delivered by bicycle, two car parking spaces he assures me are included in the awaited application.

I have contacted Dick Lovett (Monday 27/8/19) and am assured a company representative will call me to update plans for ex Public House and site behind.

To date I have not received a call.

A few extensions and alterations as per normal.

Still no news from CALA about a planned exhibition by them for the Housing at Salisbury Rd. This has been chased by the office and will continue to be until we have an answer. This was meant to happen mid summer.

I am going to invite them to E&P to explain the delay.

As a start for our E&P input to the NP a discussion is scheduled for our Sept meeting to brainstorm.

This will be followed with a public invitation at a future E&P.

All Councillors are welcome to come or contribute.

Carolann.

Tourism and Economy C'tee

Hungerford Town Council

Report for Full Council Meeting 3 September 2018

No meeting of T&E since last Full Council meeting but work continues on preparation for Hungerford Trade Showcase 18 October. All companies that have already shown interest and others identified as potential members, will be requested to confirm this month.

Draft New Town guide being prepared by Nigel Perrin (ex Chamber of Commerce and member of Love Hungerford)

Design for welcome signage for town also progressing for a temporary banner.

T&E, meeting on 17 Sept, will be asked to ratify our subscription to Visit Wiltshire (shared by Town and Manor) for Ambassador Destination status for Great West Way, within T&E budget.

Cllr Martin Crane

1 Sept 2018

Skate Park Shelter Report

Public Report

Moving or removing the Skate Park Shelter

New Signage to limit age/opening times of the skate park

Report to:

Full Council/R&A

Agenda Item No 14: Skate Park Shelter

Background

Following a number of recent incidents at the skate park including an arson attack (see photo below of the damage caused) and following feedback from the police, it has been requested that we either remove or relocate the skate park shelter. This will ensure visibility either through the CCTV camera or from public and police when passing the site. They have also requested that we put up signs (maybe age limit or times) so that police can have powers to enforce the rules. They suggest an age limit of 14 years and below and opening times of 8.00am-8.00pm. If a council employee had to lock and unlock the gates every morning and night, this would incur an extra cost for wages. The gates would not necessarily have to be locked and unlocked but a sign would help the police enforce the rules.

Objective

To help alleviate some of the problems with drugs and anti-social behaviour and to support the police who are monitoring more regularly at our request. This will also show residents that we are continuing to make changes and improvements following reports of anti-social behaviour.

Options

- 1) Remove the shelter – quote received for removal to scrap £695. Waiting for a second quote.
- 2) Re-locate the shelter so the opening is visible from the car park area but still in grass – quote received for £1295. (The CCTV camera will need adjusting so it still pans round to enable to see into the shelter).
- 3) Removal of back and side panels to provide an open shelter – quote received for £380.
- 4) Add new signage – cost approx. £20 per sign.
- 5) Consider the possibility of allowing police to view skate park CCTV footage directly through a tablet/ipad – waiting for report from Smart.
- 6) Ignore advice.

Financial and Legal implications

Costs – see above

Reference to Council Strategy, where relevant

Public responsibility

Consultation:

N/A

Other information

Police engagement, Neighbourhood watch, accounts of anti social behaviour. Following the recent Skate Park Awareness Day on Sunday 2nd September, the MC at the event commented that at the majority of Skate Parks which he is involved with, there is no shelter. He felt, in his opinion, it would be best to remove the shelter as this would discourage youths from congregating there and hopefully encourage those who want to use the Skate Park as it is intended.

Recommendation(s)

To choose the best option, based on the above information and following debate.

Signed: Helen Simpson / Sarah Hennessey 29/08/18