

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Full Council Meeting** held on Monday 5th November 2018 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Simpson, Farrell, Crane, Cusack, Downe, Hudson, Benneyworth, Winser, Chicken, Hawkins and Alford.

Also: Paul Hewer (District Councillor), PCSO Colin Reeves, representatives from the Newbury News and Penny Post, and one member of the public.

The following item was taken now to enable Cllr Hewer to leave afterwards:

- 5. District Councillor's Reports** – An application by Sovereign Housing is imminent for the Chestnut Walk site. The plans for 8 houses on this brownfield site have been circulated. This will be social housing with the units built off site and brought in by cranes. It is unclear whether Sovereign will be holding a consultation. Cllr Hewer is keen for this to go out to the public domain; the application will be discussed at E&P as usual, hopefully at the December meeting.
- Cllr Hewer has spoken to the senior leader in WBC Highways department regarding the issue of deliveries at the One Stop shop. The Police will add this to their list to check and will look into the issue of obstructive parking in Fairview Road which is adding to the problem.
- The moving of the kerb by the Old Police Station to improve visibility at the junction of Park Street and Station Road is part of S106 and will probably happen after Christmas when the building is finished. Cllr Hewer advised he will look at the hoarding at the site which is restricting the view at the junction.
- The District Councillor left the meeting at this point.

Police Report: PCSO Colin Reeves advised the Skate Park is immaculate since the shelter has gone. He is planning on going to the Youth Club for a chat. Kids are signing up at Youth Club but then leaving. The Police are working with the John O'Gaunt School about delivering knife/fire arms education. This is happening nationally. They are looking to bridge the gap from age 11 upwards when kids don't want to attend YC anymore.

The Police are working with publicans to combat the issue of drugs and have taken swabs in pubs and are awaiting results.

The police noted reports of a vehicle racing up and down the High Street in the early hours of Monday morning.

Public Forum: James McMahon introduced himself; he was attending the meeting as he is interested in joining the Council. He has just been appointed as part time Youth Worker at St Lawrence's Church and so has some hours to spare.

- 1. Apologies:** Noted from Cllrs Knight, Brookman and Gaines and Cllr Podger (District Councillor).
- 2. Declaration of Interests:** Cllr Downe (8a)
- 3. Approval of Minutes of the meeting of the Full Council meeting of 1st October 2018** – *Cllr Crane proposed the minutes of the Full Council meeting of 1st October 2018 as a true record, seconded by Cllr Cusack, one abstention, rest in favour.*

4. **Mayor's report and update on Christmas fundraising – the report has been circulated (and is attached).** The Council's funding application for the Christmas lights on The Good Exchange has been approved and will be match funded. **Action:** Clerk to circulate the link to the webpage. Funding letters asking for donations will be sent out shortly and the letters will be extended further afield than in previous years. Retailers in the High Street have stated they are happy to have collection boxes, and these will be left in the shops until after Christmas.
Cllr Simpson has found it difficult to organise the travelling Father Christmas in time for this year but is keen to do this for next year. She also has other plans and feels it would be helpful to have a Christmas committee.
The Triangle Field are organising a Santa's Grotto on the 22nd December and the Chamber of Commerce is fundraising for the Hungerford Extravaganza on the 14th December – it might be worth looking at pooling our resources in future.
5. **District Councillor's Reports** – See above.
6. **Receive report from Hungerford 2036 Project Team meeting including the final analysis of the initial survey data – A report had been circulated, see attached** showing the results of all the comments received from the survey in July. It is interesting to note that Newbury is facing similar issues. Hungerford Notice Board Facebook page has a fair few posts on what people would like to see in the High St.
7. **Committee reports (no more than 3 minutes per report)**
R&A – Cllr Simpson – Report has been circulated (see attached).
E&P – Cllr Farrell – The applications regarding 1 Priory Place and #Coffee1 are on the agenda for the meeting next week. Everyone's comments are welcome on these. The Chestnut Walk development will be on the December agenda. The Cala application is likely to be delayed to next year, but they intend to consult first. The Nat West Bank site has apparently been sold to a public organisation but no details available until next year.
F&GP – Cllr Winser – No meeting has been held.
H&T – Cllr Brookman – Report has been circulated (see attached). The Smarten Up Hungerford campaign is working well with a total of 25 volunteers so far. The Hungerford reporter from the Newbury News was thanked for the article promoting the campaign which appeared on the front page of the newspaper last week.
T&E – Cllr Crane – The Hungerford Trade Showcase event went very well with good feedback received from the John O'Gaunt school. Thanks were extended to Philippa Adams and Cllr Crane for their hard work and organisation of the event.
8. **Finance – Cllr Winser**
a) Propose authorisation of cheque run payments (circulated) for last month - *Cllr Winser proposed authorisation of cheque run of £19,728.93 including VAT, seconded by Cllr Simpson, all in favour.*
b) Propose Year to date accounts – refer to circulated Income/Expenditure Report – The final precept amount has been received. Stationery and office costs are up, the IT budget has been spent and some of the contingency budget will be spent. Variances were noted. *Cllr Winser proposed the Year to date accounts as accurate, seconded by Cllr Downe, all in favour.*
c) Outcome of Internal Audit on General Data Protection Regulations – A report has been circulated and will be discussed further at F&GP. Actions are being put in place e.g. Councillor email addresses and more councillor and clerk training is required.
9. **Consider recommendations from R&A – Report has been circulated (see attached).** The committee had drafted and agreed some amendments to the wording of our Cemetery Rules & Regulations regarding the reservation of plots.
Cllr Bennyworth proposed acceptance of the amended cemetery regulations as drafted and agreed at R&A, with the addition of (Interment of Ashes) after the words Garden of Remembrance and adding if after 6 months we have not received the £50 fee to extend the reservation period then the reservation will be annulled, seconded by Cllr Alford, all in favour.
10. **Replacement of Lamp Posts at Cold Harbour Way** – The expenditure had been agreed at £5996.04. This is to note SSE has increased their costs and an alternative cheaper supplier has been sought. The cost

has still risen by £364.20 giving a total cost of £6,360.24 ex VAT. There is an adequate budget for these increases.

Cllr Simpson proposed these changes, seconded by Cllr Hudson, all in favour.

- 11. Purchase of a new bus shelter for Church Street** – The expenditure had been agreed at £2078 from contingency budget to match fund the member’s bid allocated of £2078.
This is to note the contractor has gone into liquidation and a new supplier (Externiture Ltd) is recommended to supply and fit the shelter at a cost of £4085 plus VAT. They can also provide two noticeboards for £230, one attached to the shelter and one for the library wall. Note: The shelter is 3 bay and of aluminium construction. An additional budget is available for the noticeboards of up to £1645. Images of the shelter had been circulated.
Cllr Hudson proposed these changes, subject to agreement of where the shelter will be positioned, seconded by Cllr Simpson, all in favour.
- 12. BBC Children in Need Rickshaw Challenge** – On Monday 12th November, at approximately 1pm the team will pass through Hungerford. BBC studios has asked for public support out on the High St. to cheer Matt Baker and the team along. This has been circulated to the local schools and on social media.
- 13. Marking of the centenary**
- **Update on progress of memorial bench** – The idea of a memorial stone to mark the centenary has been replaced with a memorial bench. This has been ordered and should be in situ before the 11th November. A contribution of £100 towards the cost has been pledged from the RBL.
 - **Remembrance Day parade** – Councillors are invited to take part in the Remembrance Day parade with an earlier meeting time of 10.15am outside the Town Hall. This will give enough time to form up.
 - **Beacon Lighting** – Everyone is welcome to attend the evening event at the Triangle Field at 6.30pm. Children and adults are invited to plant wooden poppy crosses; the RBL has suggested the crosses could be moved to the RBL tree on the common after the event. All were happy with this. The Rugby Club bar will be open and food available.
- 14. Any other Reports (3 minutes each) not to include any proposals** – Cllr Hawkins has offered to coordinate the Hungerford in Bloom event next year. She will submit some ideas, possibly to fit in with Smarten Up Hungerford. **Action:** Add to H&T agenda to look at the draft budget.
Jack Williams had been happy to receive the card and gift sent by the Council to celebrate his 90th birthday.
The query over the registration of the Bridge Street War Memorial land is currently with the Co-op who will hopefully respond by the end of the week. The charity who originally owned the land has been disbanded.
Cllr Simpson is investigating ideas and venues for our Christmas party.

Meeting closed at 8.07pm

REPORTS

Mayors Report: October 2018

1 st October	Full Council Meeting
2 nd October	The Judicial Service Reading Minster
6 th October	Nursery School open afternoon
8 th October	Town & Manor Meeting
8 th October	Environment & Planning meeting
10 th October	Staff Appraisals
10 th October	FOHL Meeting
11 th October	Lord Lieutenant awards ceremony
14 th October	Opening fashion show (wedding) Elcot Park Hotel
15 th October	Hungerford Primary school open day
15 th October	Joint HTC & H2036 Meeting
16 th October	Recreation, Amenities and War memorials committee

18 th October	Hungerford Trade Showcase
19 th October	NHS Celebrations & Volunteer birthday party
19 th October	End of Season Cricket Dinner
23 rd October	Meeting with Healthmatic
24 th October	Smarten up Hungerford Meeting
26 th October	Interview with Adviser
1 st November	Meeting with Reme, RBL & Police for 11/11/18

R&A Report for full council October 2018

Hungerford Town Band attended R&A to talk about acoustic improvements to the Croft field main room. Research will be carried out by the town band.

The memorial stone idea was replaced by a memorial bench to mark the centenary year, the bench will be engraved with a poppy design and the centenary dates. Fingers crossed the bench will be in sited in time for remembrance Sunday. Credit to deputy town clerk Philippa Adams, who following on from health and safety walkarounds remembered that a bench at the site was beyond reasonable repair. We hope the new bench will be a welcome addition to the memorial area.

New signs have been ordered to show opening times and age restrictions at the skate park and Bulpit lane park, this was agreed following advice from the police, they will now have the powers to move children on when required outside of opening hours.

A tap will be installed on the outside of the town council building to allow members of the public to refill water bottles, we hope this will help to reduce single use plastics in the town.

Reservation of plots in the Garden of Remembrance for future use may be made subject to the purchase of an Exclusive Right of Burial (ERB) and the purchase of a reservation stone to mark the plot (see schedule of fees and charges). Reservations will be subject to a review every five years and owners of the ERB will be contacted to confirm they still wish to reserve the plot. Reservation of plots in the burial ground will not be permitted due to a lack of space, difficulty of access and difficulty in marking the plot.' but with a £50 reservation fee to be paid after every 5 years.

Considerable discussions were held as R&A took a first look at next years budget. More to follow in coming months.

Highways & Transport Update Report to Full Council 5th Nov 2018

By Richard Hudson (acting chair as Rob Brookman is unwell)

1. Smarten Up Hungerford. John Willmott reported that this is progressing well.
2. Budget. Draft budget set
3. Planters, soil & plants. Considered and agreed to add £3500-£4500 budget to next year and discussed with John Willmott
4. Public Toilets. Cleaning needs to improve and if not then another contractor to be found. Budget may need to be updated for this.
5. HTC Lamp posts. New batch next year to be replaced and then adopted by WBC
6. Hungerford Station.
 - a) Parking: Good progress and 2 sites identified, both in Network Rails's ownership. Rob Chicken been investigating and most potential for extending existing car park eastwards in front of the industrial estate where some disused sidings;
 - b) Adopt station: progressing and potential for toilet & café at the northern platform
7. Junction of Fairview Road/ Park Rd / Station Rd. Potential to improve with moving stop line form Station Rd about 1m forward. WBC to look at some time in the future when able to;
8. One Stop deliveries. RB been on site when a delivery during school leaving time. Serious problems and Tesco agreed to reinforce times with the delivery drivers;
9. Pigeons. Becoming a major problem and accidents have occurred with people slipping over. WBC will not help, so we have £2k budget to trap now. Next year additional budget (£4k) to trap and encourage occupants of the buildings to net rooves.
10. Bus shelter discussed and is elsewhere on Full Council agenda.

Hungerford Town Council

Public Report

Report to:

R&A Committee 16th October 2018

Agenda Item No :

10 - Review cemetery reservations and amend regulations

Background

The Council has had a request from a resident to reserve a plot in the Garden of Remembrance and at the last R&A meeting the committee proposed this request be considered at Full Council and to review the current wording in the Cemetery Regulations.

The latest Cemetery Rules and Regulations adopted in May 2016 state:

3. Interment

- (a) Interment shall take place only in such grave space or (in the case of cremations) plot in the Garden of Remembrance as the Clerk shall specify. Reservation of plots for future use is not permitted save in exceptional circumstances at the discretion of the Council.

The committee wished to have guidance on what is deemed an exceptional circumstance.

Objective

Full Council thought it would be acceptable to allow reservations but subject to certain conditions and proposed that R&A consider changing the wording in our regulations. At the November meeting, Full Council is to agree the change of wording and to clarify that reservations are allowed in the Garden of Remembrance only.

Options

The wording in our regulations to be changed to:

3. Interment

- (a) Interment shall take place only in such grave space or (in the case of cremations) plot in the Garden of Remembrance as the Clerk shall specify.
- (b) Reservation of plots in the Garden of Remembrance for future use may be made subject to the purchase of an Exclusive Right of Burial (ERB) and the purchase of a reservation stone to mark the plot (see schedule of fees and charges). Reservations will be subject to a review every five years and owners of the ERB will be contacted to confirm they still wish to reserve the plot. Reservation of plots in the burial ground will not be permitted due to a lack of space, difficulty of access and difficulty in marking the plot.

Full Council did suggest charging an additional reservation fee - in the past (2013), we have charged an additional reservation fee of £10 – do we still want to do this? Due to the amount of extra work this will cause the office (initial administration and review every five years) a figure of £50 seems reasonable. The cost of purchasing an ERB is currently £100.

Recommendation(s)

The best option, based on the above information.

Signed: Sarah Hennessey 08/10/18

Engagement Phase 1 - Summary Analysis of July 2018 Survey

Themes for Hungerford 2036 Neighbourhood Development Plan (NDP)

In total the Themes should capture all Hungerford's social, economic and environmental elements.

**Total No of
Comments**

NDP Theme	Scope	
Theme 1 - Housing & Design	Sustainable and quality development to deliver WBC's Local Plan housing allocation for Hungerford.	
	<i>The most frequently mentioned subject was the need for genuinely affordable housing (273), followed by starter homes (183), mixed housing according to assessed need (97), housing for families (94) and social housing (66). There were 76 comments made of most suitable location; only 2 of which were supportive of development to the south of the Town.</i>	1,185
Theme 2 - Employment & Economy	Town Centre, Commercial, Industrial, Tourism and supporting land and infrastructure.	
	<i>The most frequently mentioned subject was the inadequate variety of shops and eateries (326), followed by generally unkempt appearance including pigeon poo (117) and empty shops (106). Requests for a major chain (shop and eaterie) totalled 56, with 13 requests not to have one in the Town.</i>	1,016
Theme 3 - Getting About	Transport, Parking, Walking, Cycling and the supporting safe, built and green infrastructure.	
	<i>The most frequently mentioned subject was the excessive volume/speed of traffic (176) followed by poor frequency/reliability/connectivity of the rail and bus services (153) and inadequate/dangerous parking (138). There were 131 suggestions that better management would help both the traffic and parking problems.</i>	1,040
Theme 4 - The Next Generation	Education, clubs, societies and employment.	
	<i>The most frequently mentioned subject was the lack of facilities/entertainment for young people (80) followed by concerns on secondary education (40).</i>	213
Theme 5 - Our Heritage	a) The built environment we've inherited.	
	<i>Scruffy/unkempt appearance dominated with 125 comments (including pigeon poo), followed by 37 comments on the need to improve the Town's approaches.</i>	224
	b) The natural environment we've inherited	
	<i>Positive comments dominated (32)</i>	67
Theme 6 - Leisure - Sport & Culture	Activities, venues and open spaces	
	<i>There were 43 comments wanting improvements to the Town's cultural provision; eg music venues, better information for tourists or simply more public seating. 41 comments covered the need to improve the maintenance of the Town's open spaces and, in some instances, the approach being adopted.</i>	267
Theme 7 - Well Being	Health, Social Care, Crime and Public Safety.	
	<i>Concerns over the Surgery topped the list (54) closely followed by comments on the need for a more visible police presence (48).</i>	338
Theme 8 - Climate Change	Addressed within each of the above Themes, as appropriate.	
	<i>There were too few comments explicitly related to climate change to make analysis meaningful.</i>	nyc