

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
hm.simpson@btconnect.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 3rd December 2018 at 7.00pm in the Corn Exchange Complex, Hungerford.

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

Also: Jeff Ford (Responsible Finance Officer), James Podger (District Councillor), PCSOs Jo King and Lee Bremner, representatives from the Newbury News and Penny Post, Sarah Hennessey and two members of the public.

Police Report: PCSO Jo King advised that in the last month there have been a few minor incidents together with 4 thefts from motor vehicles. Since the removal of the shelter, there has been no anti-social behaviour at the Skate Park. The police will provide a padlock to enable the gate to the car park area at the Skate Park to be locked. They have been spending time at the Youth Club and, together with the Youth Offending Team, have been involved with the group of youths who have been congregating on the Town Hall steps, and their parents. They are also working with the John O'Gaunt School and are promoting the Youth Club and Police Cadets. A recent hit and run incident on Hungerford common was still under investigation. The Police left the meeting at this point.

Rob Faulkner from the Army Careers Centre, Reading was not present at the meeting. An Engagement Day is planned for February half term to take place at the Skate Park area.

- 1. Apologies:** Noted from Cllr Brookman and Cllr Hewer (District Councillor).
- 2. Declaration of Interests:** Cllr Simpson (9e)
- 3. Approval of Minutes of the meeting of the Full Council meeting of 5th November 2018 – Cllr Winser proposed the minutes of the Full Council meeting of 5th November 2018 as a true record, seconded by Cllr Crane, two abstentions, rest in favour.**
- 4. Mayor's report and update on Christmas fundraising – the report has been circulated (and is attached).** Cllrs Simpson and Knight have walked around the town's businesses collecting donations towards the cost of the Christmas Lights installation. Collection boxes have been left in various places in the town, including Tesco's. Permission has been given to collect at the Christmas Extravaganza. Thanks were extended to those councillors who had walked round with collection boxes at the Lights Switch On event on Sunday.
- 5. District Councillor's Reports –** Cllr Podger advised there will be a minute's silence at the next WBC Full Council meeting for David Liddiard.
WBC has circulated a link to their budget proposals and Cllr Podger asked councillors to respond to these proposals.
Our local MP has lobbied government regarding the £130k loss per annum for nursery education. Cllr Podger will be speaking on this matter at the next WBC Full Council meeting. He praised the vital work done by Hungerford Nursery School.

A member of the public has requested the planning item for 145 Priory Road be called in, but the District Councillors will not be calling this in.

There was a query regarding the issue of deliveries to the One Stop Shop. Cllr Podger advised it would be best to speak to Cllr Hewer who has been dealing with this issue.

Cllr Podger left the meeting at this point.

6. **Receive report from Hungerford 2036 Project Team – A report has been circulated (and is attached).** The team has met with Planet who were impressed with the progress made so far. The team has been discussing Aims and Objectives. They are talking to local Estate Agents about local needs and aim to meet with the John O’Gaunt School to discuss any issues. Cllr Gaines thinks the Project Team and Town Council should both respond to the WBC Local Plan Review. The Housing Needs Assessment is being done by AECOM which is entirely government funded.
7. **Consider responses to consultations –**
 - **West Berkshire Council Local Plan Review – Action:** Cllr Hudson has been working through this document and has already suggested some draft comments. He will continue to work on it and take it to the E&P meeting on Monday for approval.

The review shows where a significant number of the housing numbers will come from. Various points were raised including:

 - Greater emphasis of protection of AONB
 - Include definition of exceptional circumstances
 - Number 8 needs clarity
 - No mention of climate change
 - Chief objectives should include environmental impact / making housing more green
 - Little mention of tourism

Cllrs Benneyworth advised there is a mention of ‘making housing more green’ and it is promoted under the Great West Way. Cllr Crane mentioned the Thames Valley LEP does not give much attention to the equine and tourism industries.
 - **West Berkshire Council Budget –** WBC is cutting non-statutory budgets; the justification is that similar activities are run by the NHS or other bodies. The cuts will have an impact on the NHS. Adult and children’s services cost roughly 50% of the £124.5m budget. Where else can budgets be cut? WBC is looking already to work with other authorities as well to generate money with their property portfolio. Various points were raised including:
 - These savings are very small amounts for what are crucial services
 - Has WBC thought about economy of scale, salary cuts
 - Why does WBC have 6 authorities and why does it need several CEO’s?

Action: Councillors were urged to send any views in to the Clerk who will respond to the consultation on behalf of the Town Council.
8. **Committee reports (no more than 3 minutes per report)**
 - R&A – Cllr Simpson – Report has been circulated (see attached).** If the gate at the Skate Park is locked, Hungerford Football Club will need to have access to the car park on match days – they could be provided with a key.
 - E&P – Cllr Farrell –** A site meeting is due at 145 Priory Road on Thursday at 9.00am.

No news yet on the proposed Coffee#1 shop.

The pizza takeaway at 1 Priory Place has been refused and the site is now being used as an office for Blackberry Cleaners. Cllr Farrell has been in contact with WBC to ensure planning is in place for this. Reports have been received that people have been seen working on the Salisbury Road site – the council has no knowledge of any site visits.

A councillor queried the issue of car parking / car storage by the BMW Mini garage on the site of the Sun Inn. Cllr Farrell has spoken to Dick Lovett BMW who say the building has been cleaned and stripped out and locked. The building will not be sold separately. The building is within the conservation area. Should it have listed status also? **Action:** Cllr Farrell will resurrect the issue of parking with Greene King.
 - F&GP – Cllr Winsor –** At the last committee meeting there was a presentation from Rob Faulkner regarding the forthcoming Engagement Day. The committee agreed all councillors should have individual council emails to comply with GDPR regulations. A new photocopier for the office was agreed.

H&T – Cllr Brookman – Report has been circulated (see attached). A recent safety issue with the Christmas trees will be discussed below (Item 12).

T&E – Cllr Crane – Action: Cllr Crane will set up a meeting with Mark Edwards to discuss potential sites for the welcome signs. Councillors had been unable to attend a recent Great West Way meeting but 2 representatives from Hungerford had attended. Hungerford is now listed as an ambassador destination town.

9. Finance – Cllr Winser

a) Propose authorisation of cheque run payments (circulated) for last month - Cllr Winser proposed authorisation of cheque run of £42,526.50 including VAT, seconded by Cllr Simpson, all in favour.

b) Propose Year to date accounts – refer to circulated Income/Expenditure Report – Some overspends were mentioned and some of the contingency budget will be spent – e.g. on the bus shelter. *Cllr Winser proposed the Year to date accounts as accurate, seconded by Cllr Gaines, all in favour.*

c) Consider Annual Draft budget for April 2019-2020 as recommended by F&GP – Some cuts have been made from the H&T, R&A and E&P budgets. T&E need extra money for the GWW and welcome signs. The annual draft budget is £287,152 which is an increase of 4.96% – this may change when we receive the tax base. Last year there was 0% increase in the budget; this year we are hoping to keep the increase below 5%. *Cllr Winser proposed the decision be deferred to January FC meeting when more up to date figures will be available, seconded by Cllr Simpson. all in favour.*

d) Ratify transfer of £3500 from EMR for this year’s Christmas Lights (to support the grant application) – *Cllr Winser proposed the transfer of £3,500 from EMR to The Good Exchange for the Christmas Lights grant application, seconded by Cllr Knight, all in favour.*

e) Propose acceptance of the contractor’s quotations for April 2019-2020 – Report has been circulated (see attached). Councillors thanked our contractors for their hard work. This item will be deferred to next F&GP meeting to enable the details to be considered.

f) Propose another councillor is added as a signatory – *Cllr Simpson proposed Cllr Downe be added as a signatory, seconded by Cllr Winser, all in favour.*

10. Propose amendment to Code of Conduct (as recommended by the monitoring officer) to allow dispensations under item 14 – *Cllr Simpson proposed amendment to the Code of Conduct, seconded by Cllr Winser, all in favour.*

11. Consideration of DBS checking for councillors - Councillors were asked to consider whether all councillors should be DBS checked. The basic check is done online and is free. There was some discussion whether councillors have or are likely to have any interaction with children / vulnerable adults. *Cllr Benneyworth proposed that if a councillor believes they will have that interaction, they should make that judgement and should apply for a check, seconded by Cllr Crane, with three objections, rest in favour.*

12. Any other Reports (3 minutes each) not to include any proposals – Cllr Winser advised she recently attended a forum regarding the new WBC Lottery scheme. People should be encouraged to buy tickets and to nominate their charity.

An email from the contractor working on the Christmas Lights had been circulated advising that due to recent issues with bad weather and trees not being secure, they were proposing that extra eyebolts and wires should be attached to certain properties to provide extra support to the trees. This would incur an additional cost to the council. If property owners did not want eyebolts, their tree would be cut to a smaller size. After some discussion about liability and risk assessments, all agreed that the contractors should go ahead and carry out the adjustments. A proposal on the agenda is not required, as per our Financial regulations, as the agreement of the Mayor, Chair of H&T and Clerk will suffice.

Thanks were extended to the office staff for their organisation of the Christmas Lights Switch On event on Sunday.

13. Part 2 – Approve alteration to Employee No.12 working days and hours – *Cllr Simpson proposed alteration to working days and hours, seconded by Cllr Knight, all in favour.*

Meeting closed at 9pm

REPORTS

Mayors Report: November 2018

Cllr Helen Simpson

3 rd November	Lieutenancy & RBL Festival of Remembrance – Reading Minster
5 th November	F&GP & Full Council Meeting
6 th November	WBC Code of Conduct Training
6 th November	Parish Council Conference WBC
9 th November	Kennet Opera – Arlington Arts Centre
10 th November	Opening shop – Jade Bailey Interiors
11 th November	Remembrance Service RBL
11 th November	Beacons of Lights Remembrance Service
12 th November	Rickshaw Challenge BBC One Show
12 th November	E&P Meeting
13 th November	F&GP Meeting

(Sadly off sick for 7 days this month)

Hungerford 2036 – Neighbourhood Development Plan Project Report No 4 to Hungerford Town Council For Full Council Meeting 26th November 2018

Meetings

Project Team (PT) meeting was held on 8th November, attended by Planet Consultants. Planet advised that the July Survey, plus the feedback from the previous Town Plan consultations, together form a solid basis on which to start drafting the Aims and Objectives which will eventually form the heart of Hungerford's Development Plan.

Main Work Activities

Drafting the Aims and Objectives.

Reviewing WBC's Local Plan which is out for consultation until 21st December.

Engagement with Hungerford Community

The next, collaborative, stage of consultation is underway. The two individuals who submitted detailed proposals as part of their feedback in the July Survey (one offering a broad range of ideas, the other ideas specifically relating to dementia), will be approached to take part.

A number of local estate agents have been consulted and further extensive consultation with social groups and businesses is planned for the post Xmas calm of January/February. Consultation will be focussed around the proposed Aims and Objectives currently being drafted to test their accuracy, adequacy and level of support.

Communication

The H2036 web site is updated regularly with reports to HTC and minutes of meetings.

The email contact list has 77 subscribers and were last circulated with Survey results on 19th November.

The Penny Post page on H2036 was last updated on November 6th and can be found at <http://pennypost.org.uk/2018/05/hungerford-2036-shaping-future/>

Resources

	HTC Budget	Government Grant	
		Won	Still Available
Allocated	£5,000.00	£5,546.00	£11,454.00
Spent to Date	£2,946.95	£762.00	n/a
Remaining	£2,053.05	£4,784.00	n/a

It is anticipated that grant allocation will fund all future expenditure other than staff costs (which are specifically excluded from government grant funding). Further grant funds can be applied for from April 2019.

We are looking to supplement the project team with “temporary” recruits to help with the next round of consultations.

Deliverables

We have taken advantage of the free (ie government funded) consultancy available from AECOM to commission a housing needs assessment, with particular emphasis on the current housing mix (size, type and tenure) against the needs of the population as it's demographic changes towards 2036. This work, which goes to a level of detail below that provided by WBC, should offer us a useful gap analysis of housing types and tenures to start to shape our early thinking. But it must be remembered WBC's (reasoned) figure for total dwelling increase will be the minimum that Hungerford will have to adopt, once they become available (anticipated Spring 2019). Hence AECOM's numbers will need to be treated with caution and some degree of discretion so as to avoid unnecessary confusion.

Information Requested from Hungerford Town Council

Please advise if you wish our comments on the Local Plan to be submitted to WBC through yourselves.

Submitted by H2036 Joint Chairs - Geoff Greenland and Tony Drewer- Trump

R&A Report November 2018

Remembrance

The new centenary bench arrived and was in place for 11/11 Thank you to Roger for getting this in place so promptly.

The remembrance parade was very well attended

The Beacon light event was also hugely supported, the free refreshments went down well. We need to ensure Roger Ballard is offered the support needed at these events. RBL insisted we keep the donations left for food as they raised money for the poppy appeal from the wooden cross donations. The war memorial have agreed to allow the Co-op in house legal team (who are clarifying ownership without charge) to register the land under HTC.

Skate Park

The police have requested HTC lock the car park in front of the skate park due to continued anti-social behaviour. The Skate park is immaculate since the removal of the shelter. R&A will continue to think about what could be done to improve the area.

Youth & Community

Sadly, there has been some anti- social behaviour outside of the youth clubs and police are supporting volunteer staff to look at ways of addressing these incidents. The Y&C centre would like to fund a part time youth worker and its hoped that funding can be raised to achieve this. The new kitchen is being well used and enjoyed. Y&C have been strongly urged to become a registered charity, this would give better legal protection and help with the running of the centre.

Budget R&A

F&GP made considerable changes to the R&A budget. I was unable to attend R&A (illness) decision on final budget will happen in January.

Highways & Transport Update Report to Full Council 3rd Dec 2018

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

1. Christmas Lights...great success yesterday and well done all.
2. Smarten Up Hungerford. John Willmott reported that this is progressing well.
 - Agreed to progress with a High St audit
 - Banners issue and agree (J D) to set up policy on this
3. Budget. Budget set. Little change to last year, very small reduction
4. Hungerford Station. Ongoing progress with car parks and friends on station improvements, i.e. potential for toilet & café at the northern platform
5. A Boards & Street clutter. To set up a policy on this which part of the banner issue.

6. Pigeons. A major problem. We have £2k budget to trap now.
Next year additional budget (£4k) to trap and longer term solution.
7. Hungerford in Bloom to be refreshed with Cllr Hawkins input.
8. Getting a new noticeboard outside the hub.

Hungerford Town Council **Public Report to Full Council**

3rd December 2018

Agenda Item No 9e:

Propose acceptance of Contractor's quotations for April 2019-2020

Background

We currently have annual contracts in place for maintenance of our Smitham Bridge play park, Croft Field, Receptions ground, Skate Park, Bridge St and Tragedy Gardens, St Lawrence Church yard and St Saviours.

Objective

Agree contracts for next financial year. Annual prices as follows: -

Options

- 1) **Maintenance of Smitham Bridge Play Park, St Saviours, Skate Park, Croft Field** Current Contractor James & Co,
Price still awaited but indicated that it will remain unchanged apart from an increase to cover fuel costs.
- 2) **Maintenance of St Lawrence Church Yard,**
Current Contractor AD King,
£4617 increase of 2%
- 3) **Maintenance of Bridge St and Tragedy Gardens,**
Current Contractor E Fenton,
Rate per hour. Approx. £1056 increase of 16%
- 4) **Maintenance of Recreation Ground including perimeter by Swimming Pool House,** Current Contractor Hungerford Cricket Club,
£1950 increase of 5% due to cost of chemicals for spraying increasing (also includes an extra hedge).

Financial and Legal implications

Our budget allows for a reasonable rise in contractor's fees. Alternative quotes can be sought where felt necessary.

Reference to Council Strategy, where relevant

Action Plan - Ensure public open spaces are well maintained

Other information

A copy of the contractor's liability insurance is required. HTC's H&S statement and contractor section is supplied.

Recommendation(s)

The best option, based on the above

Signed: Town Clerk 29/11/18