

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Full Council Meeting** held on Monday 4th February 2019 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Simpson, Farrell, Crane, Cusack, Downe, Winsler, Chicken, Hawkins and Gaines.

Also: Paul Hewer (District Councillor), representatives from Hungerford Foodbank, Newbury News and Penny Post, Sarah Hennessey, Sgt Nicholas Emanuel and a dozen members of the public.

Police Report: Sgt Nicholas Emanuel advised the local police team has engaged with the group of youngsters who have recently been involved in anti-social behaviour. Searches have been carried out, but no weapons have been found. The PCSOs have engaged with the school (bag searches) and Youth Club. Thirteen of the youths have been referred to the YOT (Youth Offending Team) and so far, the families of 5 of these youths have engaged with the YOT – this is voluntary to join. No substantive offences had been committed until last week when incidents occurred which resulted in response officers being sent out and arrests made. The police are aware of concerns expressed on social media and are investigating thoroughly. The Sgt confirmed that if the Hungerford police team are not on duty, the Newbury force will be called in.

The meeting was then open to the public for their comments. A 16-year old member of the public addressed the meeting to say that not all the youngsters in the town are causing problems and it is unfair that residents in the town think they are all the same and they are all being blamed for what the minority are doing. The main problem is they have nowhere to go in the winter months in the evenings. The Youth Club is only open once a week and more adults are needed to volunteer to help at the Youth Centre. The Youth Club is very well managed, but the key issue is they need more volunteers. Cllr Simpson said she would like to set up a Community Forum, not to be run by the Council, but with involvement from all areas of the community which would try and address the mis-communications between the youths and the community. There is a very successful Community Forum in Newbury.

Cllr Hewer asked Sgt Emanuel if there was any update on the 2 serious incidents that occurred last week. The Sgt advised he could not disclose any details as it was an on-going investigation. A member of the public said they thought the recent incidents had been mis-reported in the press. Another member of the public said that statistics on the TVP website showed that reported crimes in Hungerford have doubled generally and this is not all about youths.

A good idea would be to get a Youth Council in place and to see if there was any appetite locally for a Community Forum.

Hungerford Foodbank: Jennifer Bartter is the foodbank manager of the Hungerford distribution centre which is open once a week in the Methodist Church. The West Berks Foodbank has been in operation since 2013 and currently they provide up to 10 days of food (and other items such as washing products) to all the local people who are referred to them via various sources (e.g. the village agent, Hungerford Children's Centre, health visitors, social workers etc). There are various collection points for donations in Hungerford – Tesco's, Co-Op and the Churches. 1000+kilos of food was donated by the Hungerford Churches last year and this all goes to the distribution warehouse in Greenham which has been donated to the charity by The Greenham Common Trust. The Hungerford Foodbank is open every Wednesday from 1.00-3.00pm. Alongside the foodbank, another organisation 'Christians against Poverty' runs budgeting courses which are proving very successful with 20-30 people every week becoming debt free through CAP.

West Berks Foodbank has a crisis line for people in crisis situations. All contact details will be posted on HTC

website.

1. **Apologies:** Noted from Cllrs Brookman, Benneyworth, Knight, Hudson, Alford and Cllr Podger (District Councillor).
2. **Declaration of Interests:** Cllrs Cusack and Winsor - Triangle Field Management Committee (TFMC).
3. **Approval of Minutes of the meeting of the Full Council meeting of 7th January 2019 – Cllr Crane proposed the minutes of the Full Council meeting of 7th January 2019 as a true record, seconded by Cllr Downe, one abstention, rest in favour.**
4. **Mayor's report - the report has been circulated (and is attached).**
5. **District Councillor's Reports -** Cllr Hewer advised the planning application for new homes at Chestnut Walk will likely be received some time in March. He will not sit on the planning committee on this issue as he is a Sovereign Housing employee. There was a query whether residents of Hungerford will be considered first for these homes. WBC will be in partnership with Sovereign on this project and the site will consist of 8 affordable homes so it would be good for local people to live there. This is not a rural exception site.
There is a new head of Highways at WBC and if any councillor wishes to meet the new head, Cllr Hewer will make an appointment.
There is a stretch of footway missing at the top of Church Way – currently there is a hedge where the footway would be which belongs to Sovereign Housing. A new footway could come under S106 and Cllr Hewer advised that applications for members bids are coming up. Councillors might wish to apply for funding to go towards this new footway. Cllr Hewer advised there is no limit to the amount we can apply for.
6. **Introduction of a Community Forum –** This had already been mentioned in the public forum – see above. Council will work on getting volunteers together and the Police are willing to help with guidance.
7. **Receive report from Hungerford 2036 Project Team – A report has been circulated (a pdf of this document is attached).** Cllrs Downe and Gaines thanked those councillors who attended the joint meeting on the 21st January. Due to Geoff Greenland leaving the project team as he is moving out of the area, Cllr Downe has been invited to replace him as joint project chair with Tony Drewer-Trump. *Cllr Cusack proposed ratification of the revised joint chair arrangement, seconded by Cllr Chicken, two abstentions, rest in favour.*
8. **Triangle Field – Report from TF Management Committee –** No meeting has been held.
9. **Community Resilience Events – A report has been circulated (and is attached).** Cllr Cusack has set up a new 'Time to Talk' initiative which will be held once a month for a trial period in the Magistrates Room in the Town Hall. These will be meetings aimed at creating greater awareness of mental health issues, to get people talking and to signpost people to various organisations that can help. Due to financial cuts from WBC, outreach workers no longer come out to Hungerford and Cllr Cusack felt he needed to take action. He asked councillors to spread the word and support the event if they were able to. Councillors wished him every success for his first meeting on Thursday afternoon. He would also like to investigate the possibility of making Hungerford a 'dementia friendly' town. Councillors commented that this would involve a huge amount of work.
10. **Committee reports (no more than 3 minutes per report)**
R&A – Cllr Simpson – A report has been circulated (and is attached).
E&P – Cllr Farrell - A report has been circulated (and is attached).
H&T – Cllr Hudson – A report has been circulated (and is attached).
T&E – Cllr Crane advised permission is likely to be given for the locations for the welcome signs. The Great West Way is up and running and leaflets have been produced – these were handed out at the meeting. Magazines will come out at the end of March and will be distributed in other countries including USA, Germany and Holland. A visithungerford.com website will be set up and Cllr Crane is due to meet

with the Town Team to discuss having a Tourism Information office. He is also due to meet with a representative from TVLEP. Work has started on this year's Trade Showcase event which may include an emphasis on careers.

F&GP – Cllr Winser – The committee discussed the increased costs of hiring the Town Hall and have negotiated a reasonable price with the Trustees. Contractor's prices have been agreed. The asset list has been completed – thanks to Cllr Downe and RFO for their work on this. Standing orders have been amended. An increase in booking fees for the Croft Field Centre were agreed.

11. Finance – Cllr Winser

a) Propose authorisation of cheque run payments (circulated) for last month – *Cllr Winser proposed authorisation of the cheque run of £28,178.29, seconded by Cllr Simpson, all in favour.* Cllr Gaines queried the monthly bank charges which seem excessive. **Action:** Clerk will check with RFO.

b) Propose Year to date accounts – refer to circulated Income/Expenditure Report – Some phasing issues and overspends were explained. The contribution from the Police has not been received yet – Cllr Simpson will chase. *Cllr Winser proposed the accounts, seconded by Cllr Simpson, all in favour.*

c) Propose Annual Risk Review, as required by our audit – *Cllr Winser proposed acceptance of the Annual Risk Review, seconded by Cllr Simpson, all in favour.*

12. Any other Reports (3 minutes each) not to include any proposals – An informal meeting had been held regarding the Annual Town Meeting. **A report has been circulated (and is attached).**

13. Part 2 – Support for suggested nomination for Queen's Award – Council are considering supporting a nomination for a local resident for a Queen's Award. All agreed they would support this nomination.

14. Part 2 - Employees no. 2 and no. 10 TOIL due and future TOIL policy and review office opening hours and signage for Town Council Office –

Proposed by Cllr John Downe, Seconded by Cllr Martin Crane, 1 Abstention, 1 Objection, 7 in favour.

- 1. Pay Employee No. 2 half of the 38.30 TOIL hours for the period up to 30th March 2018.**
RFO to confirm the cost to HTC.
- 2. Of the 61.55 TOIL hours accrued 2nd April 2018 to 18th January 2019, 37.5 hours will be taken by 31st March 2019, the remaining 24.05 hours to be taken by 30th June 2019.**
- 3. The office will be closed on a trial basis to the public on a Monday and Thursday when the Library building is also closed to the public. This will allow office staff to work uninterrupted and reduce the build-up of TOIL.**
- 4. Employee No 10, extend official leaving date to 15th February to include all TOIL hours due, last working day still remains as Friday 8th February 2019.**

Meeting closed at 9.25pm

REPORTS

Mayors Report: January 2019

Cllr Helen Simpson

Monday 7 th January	Full Council Meeting
Monday 14 th January	Environment & Planning Meeting
Tuesday 15 th January	Finance and general purposes Meeting
Monday 21 st January	Joint H2036/Full Council Meeting
Tuesday 22 nd January	Recreation and Amenities Meeting

Not a busy month on paper, however there have been many internal meetings and a considered amount of time spent on the phone. Answering concerns from members of the public regarding anti-social behaviour has also been very time consuming.

Hungerford 2036 – Neighbourhood Development Plan
Project Report No 6 to Hungerford Town Council
For Full Council Meeting 4th February 2019

Meetings

Project Team (PT) meetings were held on 2nd January and 29th January. Joint / Consultation meeting held with HTC on 21st January.

Main Work Activities

Aims and Objectives have been completed for All NP Themes. Following the HTC joint meeting and the feedback from the Planet consultancy the PT considered all the suggestions and inputs and either made changes to the draft, noted them for possible future action or concluded that the suggestions were not within the scope of the H2036 project.

The full set of Aims and Objectives, together with the Vision statement will be prefaced with a brief introduction to establish context. See the draft introduction at the end of the report.

Engagement with Hungerford Community

The next, collaborative, stage of consultation is underway and will continue through to the spring.

Consultation will be centered around the draft Aims and Objectives to test their accuracy, adequacy and level of support.

Any unregistered Assets of Community Value will be identified along with any Local Green Spaces that need protection from development.

Communication

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

The email contact list has 78 subscribers.

The Penny Post page on H2036 was last updated on 7th January

<http://pennypost.org.uk/2018/05/hungerford-2036-shaping-future/> . The Aims and Objectives will shortly be published there and through other channels.

Resources

	HTC Budget	Government Grant	
		Won	Still Available
Allocated	£5,000.00	£5,546.00	£11,454.00
Spent to Date	£2,946.95	£1,012.00	n/a
Remaining	£2,053.05	£4,534.00	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.

After helping to shape the initial stages of H2036 and becoming joint Chair in 2018 Geoff Greenland will be moving to Salisbury in the next couple of months. We would like to thank him for his contributions to the project and give him and Jill our very best wishes for their move and life there. John Downe has been invited by the project team Drewer-Trump. to replace Geoff as joint project chair with Tony

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. We await their full report.

Information / Action Requested from Hungerford Town Council

The Project Team would like to thank HTC for the Councillor's active engagement in the discussions on 21st January.

The Project Team request that HTC confirm that they ratify the revised joint chair arrangement.

Submitted by H2036 Joint Chair - Tony Drewer-Trump and nominated Joint Chair John Downe

See attachment – Vision, Aims and Objectives Introduction for the consultation process

Vision, Aims and Objectives Introduction

The draft vision aims and objectives of the Hungerford 2036 Neighbourhood Plan are summarised below. They are based on the results of the community survey in July 2018, the Hungerford Town Plan (2013) and additional research by the project team. Feedback will now be sought through the widest possible public consultation with the local community to make sure that their views are accurately represented. This feedback will then be used to revise and add further detail to the emerging Neighbourhood Plan.

The views expressed so far give the opinions of local residents on a wide range of issues which are important to them. Some of these will emerge as policies which have legal standing once the Neighbourhood Plan is adopted, for example, selection of sites for future housing development. Others cannot be directly addressed through the Plan but the clear backing of the community on these issues will guide the actions and spending priorities of the Town Council. With a Neighbourhood Plan in place, the funds available for such priority issues will be boosted by the town receiving 25% of the levy paid by new building developments in Hungerford, rather than 15% at present.

Public Report

Report to: FULL COUNCIL 04/02/2019

Agenda Item No 9

'Community Resilience'. Time to Talk & Dementia Friendly Town at the 'Heart of the North Wessex Downs'.

Background

One in Four people at any one time will be suffering from some form of mental health problem. How many are in this room tonight ?

Suicide is the largest cause of death in those under 25.

Following pressures to local government funding I am holding in my private capacity a Time To Talk Day Event in the Town Hall this Thursday.

The Head of Berkshire West NHS CCG for Mental Health and Learning Disabilities will be present at the first meeting.

Mental Health issues lead to social isolation an issue which the Full Council have heard a presentation of in the last few months.

Following a lack of reassurance that services jointly funded by WBC will continue, current support will be centered in Newbury and outreach support workers will not come to Hungerford, but the client must go to them the issue is simple.

I am therefore taking leadership of this issue and linking up with local support networks and national organisations to hold meetings monthly initially.

The long-term plan is to have fortnightly meetings and one aimed specifically at younger people.

The project is currently being financed by large businesses.

It will go on to provide meetings for addiction and substance misuse support within Hungerford.

Aside from this an ageing population means dementia is very clearly on the radar as you will have seen from the email sent by Sue Butterworth at WBC.

Objective

The aim is not to provide acute treatment but to offer peer to peer support and long-term mentors with enhanced DBS checks to encourage people when the time is right to try linking up with HTC initiatives, Smarten Up Hungerford, the Ramblers Association.

The primary objective is to support and enhance social cohesion. To address substance misuse within Hungerford.

The objective of any government at any level is to defend and protect the people it serves.

I will be meeting with the Chamber of Commerce regarding Hungerford being a beacon for the area in best practice to ensure Hungerford is a fully dementia friendly Town. The resources for this have been ordered at no cost to HTC.

Options:

1. HTC to offer support with the initiative and allowing me to use community notice boards, councillors attending various events.
2. For HTC to not offer support for these initiatives.

Financial and Legal implications

None of the above options are looking for HTC funding.

Reference to Council Strategy, where relevant

Firstly, the mental health strategy and substance misuse support will create and link up with other efforts to reduce levels of drug use and drinking and in so doing reduce levels of anti social behaviour. By integrating people back in to society they will link up with HTC led and sponsored initiatives:

Smarten up Hungerford;

Maintenance of the station;

Community gardening;

Feedback in to the Neighbourhood Plan Project;

GWR (a sponsor) suggested volunteers could welcome visitors to the 'Heart of the North Wessex Downs'

GWR have offered free promotion online of Hungerford as the 'Dementia Friendly Town at the Heart of the North Wessex Downs'.

Signed: Mark Cusack 25th January 2019

R&A report for February 2019 Full Council Meeting

Health & Safety

A walk around schedule has been drawn up. R&A members will follow the template created by Philippa last year and complete the health and safety reports as we did last year.

2020-21 Forward Plans

R&A's biggest action plan project is the planning and scheduling of a tree maintenance program to manage the long-term care of trees that are the responsibility of HTC.

Skate Park Car Park

A site visit will take place to consider the future use of the skate park, car park, any ideas for this now locked space will be discussed at R&A.

Ideas so far include concrete table tennis tables, outside gym equipment. R&A members are concerned at losing this space as an overflow car park on match days. On-going.

Memorial Benches

It was agreed that the public would be allowed to purchase memorial benches when benches at the end of their life need replacing through the town. A one-off fee of £100 would be requested to cover the life time maintenance of the bench once in place.

Croft Field

A quote is being sought to level the floor in the new garden room.

The plumber has checked the showers and found nothing to report. The walls were extremely wet before Christmas but look as though they are now drying out.

E&P report for February 2019 FC meeting

January has been a very quiet month on the planning front with only a handful of applications, so nothing of note to report there.

There has been a rumour that Costa Coffee is to come to the High Street where the Barbers and Kaleidoscope used to be. After checking on line and directly with WBC and the Agent I can find no evidence of this at this time.

I have asked that the relevant parties including CALA either come or represent themselves at the Town Meeting in March to update us on their projects.

Monthly Planning (E&P) meeting next Monday as normal.

Carolann Farrell.

H&T report for FC Meeting

1. Christmas lights. Big success and big thanks to Rob Chicken and others who've assisted. There have been extra costs for:

- attaching trees to walls after stormy weather
- lights being removed from trees which had stayed on all year
- some extra connectors which more waterproof

Just about still in budget and clarification of costs for lights from trees costs as pollarding already taken place on some.

2. Cleaning up Hungerford and High Street Review. Great progress by the group led by John Willmott and we are working closely with them with some funding.

3. H and T action plan 2020/21. Been updated. Further comments welcomed.

4. H and T risk assessments reviewed and updated.

5. Banner Policy and Guidance. Report produced by John Downe...good stuff. Discussed and approved for Full Council to consider.

6. Rail station...some progress

- car park in front of industrial estate awaiting consultations with network rail...but looking promising. The temporary Oakes one is carrying on luckily for us. So we might have the extended car park in before Oakes closes...forward planning!!

- adopted station actions progressing

- Local Enterprise Partnership (LEP) meeting next month and potential for bid to upgrade station.

7. Pigeon poo. Many emails this month. Trying to progress with combination of trapping, improved spiking locations and dovecot.

8. Litter pick. I think we agreed 7th April? Is full council okay with this.

Also to join in John Wilmott's. Not sure of date in March.

Annual Town Meeting – 2019 - Report

Tea & Bun Meeting to brainstorm and share ideas relating to HTC's AGM.

Present: Cllr's Simpson, Knight, Chicken, Downe, Winsor, Crane, & Hawkins

It was felt the present format of our AGM was outdated and could benefit from a new more relaxed and inclusive arrangement. Cllr's felt it was important to give residents an opportunity to interact, to talk individually to Cllr's about topics they might have a specific interest in, or even questions about. (not everyone has the confidence to stand up and ask questions in a public meeting) The following ideas were tabled and agreed as a positive new way forward. It was hoped a new relaxed approach would encourage new resident participation and engagement.

- 1) Cllr's understood the requirement around formal council process, it was suggested the public would enter the hall and take refreshment (tea & coffee) before being seated for the opening of the meeting. The meeting would be opened with a welcome from the Mayor and an explanation of the new layout shared. This would be followed by the formal requirements

(minute signing and other paperwork) of the AGM. All Cllrs will be sat upfront displaying new name cards showing unity and team identity.

- 2) The hall will be set up in stations/tables, around the hall, displaying, promoting, explaining, sharing information not only from HTC but with engagement from key organisations around the town. Non, HTC organisations would join with the relevant HTC committee.
- 3) A) T&E with GWW B) WBC with District Cllr's C) HTC Mayor, Deputy, F&GP chair & Clerk D) R&A with HAHA & Hungerford in Bloom E) Chamber of Commerce with Smarten Up Hungerford, etc.
- 4) Following the formal opening residents will be given 45 minutes to view the stands, talk and ask questions. A glass of wine may be offered (budget allowing) and would be handed out by JOG pupils during this period.
- 5) After 45 minutes the Mayor will recall residents to be seated. The Mayor will ask a representative of each stand to share key points raised by members of the public. A Q&A section will follow with all Cllr's answering questions based on expertise and topic relevance.
- 6) Thanks, expressed to all and meeting closed by the Mayor.

Ownership of each stand will be given to the relevant Chairman and committee, they will decide on relevant content and direction. This part is really important and should reduce the workload on office staff. Outside organisations will also need to own their content and bring in any marketing materials needed for display. It was suggested the hall should be rented from 2pm on the day to allow set up and practise time.

On conclusion, we wanted our AGM to be friendly and inviting, to show approachability and inclusion to all residents. **YOUR** Councillors **YOUR** Community **YOUR** Contribution!

Report by Helen Simpson