

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Full Council Meeting** held on Monday 7th January 2019 at 7.00pm in the Corn Exchange Complex, Hungerford.

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

Also: James Podger (District Councillor), Pat Piper, representatives from Hungerford Nursery, Newbury News and Penny Post, Sarah Hennessey and Sgt Nicholas Emmanuel

Police Report: Sgt Nicholas Emmanuel introduced himself as a replacement for Alan Hawkett. He has been with the team since Oct. PCSO Colin Reeve is now a Police Officer. PCSO Zoe Gibson is the lead for rural crime now. Since the last Full Council meeting there have been 4 burglaries (non-residential) and 4 rural thefts. High value items were stolen. A RAG (Rural Action Group) meeting took place at the Royal British Legion which was well-attended. 13 Hungerford individuals (aged 14 to 16 years) are known to the police for ASB. The Police have been in touch with the Youth Intervention Team and ASB has dropped as a result of this. There has been a spike in vehicle crime and operations are in place to target this. 2 males were arrested for a series of shop-lifting offences and enquiries are on-going. Foot-patrols are in place on Saturdays during busy times. The Mayor asked for our congratulations to be passed onto PC Colin Reeve. The police will speak to management to deal with the poor parking outside the Three Swans. The Sgt could not report on any drug incidents happening in Fairview Road. This is likely to be an on-going investigation dealt with by a different department.

Hungerford Nursery Report: Suzanne Taylor has met with Richard Benyon MP in the Houses of Parliament to raise the profile of their campaign. A pack on the latest news and steps taken was handed around to all. ([see report on HTC website](#)). On 17th Dec West Berks Council supported the motion unanimously for Richard Benyon MP to take action on behalf of the Nursery regards supplementary funding. There will now be a national petition. Suzanne will keep us updated. Councillors signed the petition.

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 Cllrs Brookman and Gaines and Cllr Hewer (District Councillor).
- 2. Declaration of Interests:** Cllr Cusack - Triangle Field Management Committee (TFMC), Cllr Winsler – TFMC and item 4.
- 3. Approval of Minutes of the meeting of the Full Council meeting of 3rd December 2018 – Cllr Crane proposed the minutes of the Full Council meeting of 3rd December 2018 as a true record subject to amendment to item 9c) to include ‘seconded by Cllr Simpson’ and amendment to ‘BMW’ to read ‘Dick Lovett BMW’, seconded by Cllr Simpson, all in favour.**
- 4. Co-option to fill councillor vacancy –** Pat Piper introduced herself. She has already submitted a resume but added she would like to join the council in order to give something back. She can bring to the council good listening, presentation and interpersonal skills and has experience as a Head of Department. She is

willing to undertake training and contribute. It is too early to decide what committees to join so she would attend them all and learn council procedure first. Pat Piper chose to leave the meeting at this point. **A paper ballot took place.** All those that voted (there was one abstention by Cllr Winser) voted in favour of Pat Piper being co-opted as a councillor. It was noted the co-option policy is due to be reviewed in April.

5. **Mayor's report - the report has been circulated (and is attached).**
6. **District Councillor's Reports** - Cllr Podger advised other than the support given to Hungerford Nursery as mentioned earlier there is nothing to report. He welcomed questions. Cllr Crane mentioned Newbury had received funding for their station from Thames Valley Local Enterprise and he wishes to meet with Tim from TVLEP to enquire about funding for Hungerford. Cllr Podger invited Cllr Crane to email him any questions. Cllr Benneyworth advised Jeanette Clifford and Bryan Lyttle would be the best contacts to speak to at West Berks Council regarding this. Cllr Hudson advised other LEPs require a business case to be produced.
A bus stop is now in place in Church St, thanks to the member's bid from our district councillors.
7. **Receive report from Hungerford 2036 Project Team – A report has been circulated (and is attached).** The project team are currently working on our draft aims and objectives. These will be circulated ahead of the joint meeting between HTC and H2036 scheduled for 21st January and it would be appreciated if councillors could read them in preparation for the meeting. The next step is to go out to consultation on these A&Os to see if it is what the town wants.
8. **Triangle Field – Report from TF Management Committee** - Cllr Winser reported the Santa's Grotto event was successful and made several hundred pounds. Cllr Cusack was thanked for his fundraising. They plan to repeat the event next year. There was a good flow of children. In order to attract the residents from Lindley Lodge, earlier advertising is needed and transport perhaps from CHAIN could be arranged. The Mayor would like a Santa's sleigh to be arranged for next year. Cllr Winser thanked the Community of Hungerford Theatre Company for creating the Santa's grotto and all those involved. The TFMC are still awaiting quotes for the boundary hedge work. More 'no dogs' signs are needed. **Action:** add this to R&A agenda.
Agree revised TFMC constitution (circulated) - The alterations are mainly to item 7 so to be in line with the agreement. *Cllr Simpson proposed the revised document, seconded by Cllr Knight, all in favour.* Another member is needed to join the TFMC. Volunteers welcome. There is no update from Rob Cox on applying for planning for the boundary fence.
9. **Committee reports (no more than 3 minutes per report)**
R&A – Cllr Simpson – The committee didn't meet in December.
E&P – Cllr Farrell – A report has been circulated (and is attached). Also, complaints have been received about a house operating as a business. A reply is waited from WBC. We have yet to hear back about the blue plaque scheme. Comments on another Costa Coffee coming to Hungerford are unfounded. The pavement being built along the A338 is for Prosperous Farm not for the Salisbury Road development. Brian Quinn has spoken with Cala and there is no update to their previous statement. Some recent work has begun on the marina. The planning consent is still current.
F&GP – Cllr Winser – Management of future projects was discussed. Project leaders should complete a checklist first. There is an opportunity to complete this now for projects in the next financial year. The office have a new copier in place. For future grants the benefit on Hungerford residents will be checked beforehand. The Budget was discussed and GDPR. New Cllr emails are being created. Standing orders will be reviewed to help manage difficult meetings.
H&T – Cllr Hudson – The committee didn't meet in December. **A report has been circulated (and is attached).**
T&E – Cllr Crane advised the North Wessex Downs and Great West Way have approved the Welcome Sign design. WBC now need to agree it. It is hoped 50% of the £3100 plus vat cost will be funded by North Wessex Downs. There could be an additional traffic management cost. Locations agreed are the Co-op roundabout, south on Salisbury Road and on Bath Road.
A meeting is planned for tomorrow evening to decide the content of a half page advert costing £900 plus vat which will go in the Great West Way publication. There will be 100,000 copies printed for an international audience. Access to a professional website will be required.

The Food Festival joined Tourism South East. Cllr Crane would like HTC to underwrite up to £300 to support the costs involved in having a stand on 26th Jan at the Tourism South East Trade Show. The stand costs £50 and the tourism membership is £150 plus travel costs etc. **Action:** Add this to F&GP agenda to agree.

Cllr Hudson suggested we should have 4 welcome signs not three. It was argued only three are required and this will save cost. The existing Hungerford signs would remain, and the welcome signs would be in addition.

10. Finance – Cllr Winser

a) Propose authorisation of cheque run payments (circulated) for last month – *Cllr Winser proposed authorisation of the cheque run of £25,202.31, seconded by Cllr Simpson, all in favour.*

b) Propose Year to date accounts – refer to circulated Income/Expenditure Report – Some phasing issues and overspends were explained. *Cllr Winser proposed the accounts, seconded by Cllr Downe, one abstention, rest in favour.*

c) Propose Annual budget and Precept request for April 2019-2020 – It was suggested the grant budget be reduced by £2500 as this currently stands at £18080 and has increased significantly over the last few years. This would reduce the percentage increase to below 5% which is what F&GP felt was acceptable. Budgets have already been cut from their original wish lists. *Cllr Winser proposed the precept request at £282,652 (this is 4.65% increase on a band D) seconded by Cllr Simpson, one abstention, rest in favour.*

d) Propose proceeding with quote for 3 welcome signs as discussed at T&E – *Cllr Winser proposed up to £3100 plus vat is spent on signs, but the number of signs should be left open, seconded by Cllr Simpson, all in favour.*

- 11. Hungerford in Bloom** – Agreement of Categories for the 2019 competition – **A report has been circulated (and is attached).** Cllr Hawkins produced a report asking Council to agree whether to expand the categories in the competition so that an early start can be made on publicising the event. Additional categories would be for hanging baskets/window boxes and for volunteer gardens. More involvement from schools to be encouraged. Businesses should also be encouraged to take part. Any help from other councillors would be gratefully received. Various ideas included whether to focus on public facing and improving the image of the town and whether the public be invited to open their gardens and have an ‘Open Garden’ day. It was suggested that the winners could have a plaque to display in their gardens. *Cllr Simpson proposed acceptance of the recommendations in the report, seconded by Cllr Farrell, all in favour.*

12. Any other Reports (3 minutes each) not to include any proposals

Cllr Cusack advised he has produced documents to the office so the complaint made against him has not been upheld. The monitoring officer has been advised.

The annual Town Meeting is to be held on Wednesday 20th March and suggestions have been received that the meeting should be held in a different format this year to previous years. Cllr Simpson will organise a ‘tea and bun meeting’ to be held at the end of January and Councillors were asked to attend and share their ideas.

Meeting closed at 9pm

REPORTS

Mayors Report: December 2018

Cllr Helen Simpson

2 nd December	Christmas Light Switch On
3 rd December	F&GP meeting
4 th December	Hungerford Primary School year 2 Nativity
5 th December	Office Meeting Cllr Cusack
5 th December	Hub Christmas Party

7th December HTC Xmas get together
 8th December Youth & Community Centre kitchen opening (KK)
 8th December Hungerford Football Club Shop Opening (KK)
 8th December Town Band Concert
 9th December Rotary Santa Fun Run
 9th December RBL OAP Dinner
 10th December E&P meeting
 11th December Tuesday Club Party
 12th December Blind Club Party
 12th December NHS Party (KK)
 13th December JOG Xmas OAP party
 14th December Xmas extravaganza
 14th December Office Meeting
 16th December Mayors Carol Concert
 17th December Meeting with Reverend Mike Saunders
 19th December Primary School Service
 20th December Nursery Church Service
 I've had a really busy, but very enjoyable month.
 Merry Christmas!

**Hungerford 2036 – Neighbourhood Development Plan
 Project Report No 5 to Hungerford Town Council
 For Full Council Meeting 7th January 2019**

Meetings

Project Team (PT) meetings were held on 28th November and 19th December.

Main Work Activities

Aims and Objectives have been completed for Themes 1 to 7. Those for Theme 8 will be agreed at the meeting on 2nd January 2019. The intention is to submit a full set of the Aims and Objectives to the Council as soon as they are completed. They will still be considered as being in draft form and subject to controlled change as consultation progresses.

The Project Team did not make a separate response to the consultation on WBC's Local Plan.

Engagement with Hungerford Community

The next, collaborative, stage of consultation is underway and will continue through to the spring. Consultation will be focussed around the proposed Aims and Objectives currently being drafted 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 3rd December

<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	£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.

Regrettably Karen Caulfield has had to withdraw from this project due to pressure from other commitments. However we are delighted to welcome James McMahon as a new member of the team. James' involvement with Hungerford youth organisations will be of significant benefit as the next round of community engagement progresses.

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

Next HTC/H2036 joint meeting is planned for Monday 21st January.

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

Planning update for Full Council

Small and medium sized extensions.

A barn conversion, we were happy with providing it does not become a separate/Independent residence.

145 Priory Road Exersize Room in the garden approved by WAP. After site visit having been called in.

All information regarding this application was produced by the office in Simple to read format for clarity

I have been informed of two possible breaches of Planning both have been reported to WBC enforcement. The replies to which are not top priority and the other was given advice at the pre app stage. I have advised the owner of the house next to the new business on Kennedy Meadow to seek legal advice as well as planning advice above our remit.

Still awaiting news on the Coffee Shop on the corner of Tesco/HighSt.

The Historical Blue Plaque Scheme / has anyone got any specific ideas?

I think we need to start on some joined up thinking along with the NP(2036group), it would be good for us to attend each other's meetings on a regular basis (not every meeting)

Carolann Chair of Planning.

Highways & Transport Update Report to Full Council 7th Jan 2019

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

Not much to report as no H & T meeting in Dec

But a few items:

1. Christmas Lights...great success. Following from last month the safety wires have been attached to trees.
2. Hungerford in Bloom. Sally Hawkins has been making some good progress and see item on FC agenda.
3. Bus Shelter installed on Park Street and works well.
4. One Stop Shop at Fairview Road deliveries. After some improvement, difficulties have been reported again.
5. Three Swans deliveries are obstruction the footway on the High St. This is an offence and reported to PCSO & police. Need to ensure deliveries to the 3 Swans are available to the rear after construction is completed. Meanwhile, smaller vans that can access the gate or walk from the lay-by.

Hungerford Town Council

Public/ Private Report

Public

Report to:

Hungerford Full Town Council 7 January 2019

Agenda Item No 11:

Hungerford in Bloom.

Background

The 2019 Hungerford in Bloom competition is now in the planning stage. Cllr Hawkins is planning the competition with the Deputy Clerk. There is potential to expand the categories/classes to encourage wider involvement from the town and more entries. This also supports closer links with the "Smarten Up Hungerford" campaign. The intent is to engage potential entrants early in the horticultural year.

Objective

- 1) Agreement from HTC to include the following categories in the 2019 competition:
 - Hanging baskets/window boxes
 - Volunteer garden
- 2) Encourage more involvement from schools

Options

Agree/disagree.

Expanding the competition in this way offers an opportunity to engage with the town including the younger generations. If we do nothing or disagree we risk the competition becoming less relevant for the town and lose the opportunity to work together with partners such as the "Smarten Up Hungerford" campaign.

Financial and Legal implications

Limited financial implications. We are going to look for sponsorship from local businesses for prizes. There will need to be appropriate risk assessments in place, for example, for the judging.

Reference to Council Strategy, where relevant

N/A.

Consultation:

Cllr Hawkins has consulted with Mr John Willmott of the "Smarten Up Hungerford Campaign" and also Cllr Hudson, Acting Chair of the Highways and Transport Committee.

Other information

Risks: that the competition is not successful.

Benefits:

- Improved engagement with the town
- Closer working relationship with partners such as the "Smarten Up Hungerford " campaign.
- Early publicity.

Recommendation(s)

Agree Proposals.

Signed: Sally Hawkins 3 January 2019