

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **Full Council Meeting** held on Monday 2 December 2019 at 7.00pm in the Corn Exchange Complex, Hungerford.

**Present:** Cllrs Simpson (Chair), Alford, Crane, Downe, Fyfe, Gaines, Knight, Lewis, Chicken and Winsler.  
Also: Representative from Penny Post. District Cllrs Coles & Rowles.

**PPP** – Shaun Murphy reported on the work of the Public Protection Partnership to the Town Council (publicprotectionpartnership.org.uk). The PPP wishes to engage with Town Council on local priorities for PPP's future delivery of services.

**Police** – Cllr Simpson presented the report on behalf of the Police. (Appendix 1)

## **Public Participation** –

1. A resident asked for support from the Town Council and District Councillors for a ministerial call in to the Ministry of Housing & Govt on the grounds of inadequate assessment of the impact of the Salisbury Road development in the AONB. The question will be put before the E&P committee at their next meeting.

The meeting opened at 7.35pm

1. **Apologies for absence** – Cllr Hawkins, Hudson
2. **Declarations of interest** – Cllr Crane item 9. Cllr. Alford item 11d.
3. **Approval of Minutes of the meeting of the Full Council held on 4 November 2019** – The minutes were approved and signed as a true record. Proposed Cllr Winsler Seconded Cllr Simpson, Cllr Chicken abstained.
4. **Mayor's Diary** – The Mayor presented her report. (Appendix 2)
5. **District Councillor's Report** – Cllr Cole & Rowles reported on West Berkshire Council's activities. Cllr Simpson thanked the District Councillors for their support at the Western Area Planning meeting.
6. **Actions from previous meetings** – there were none.
7. **Budget setting for 2020/21** – defer to January.
8. **Agree contractor's quotes for 2020/21** – The Council discussed the report and agreed to set up a working party comprised of Cllr Chicken, Lewis, Winsler, Simpson and Gaines for the purpose of reviewing the quotes and tender documents. The working party will report its findings to the Council at the February 2020 meeting.

**9. Trees at St Lawrence's** – The Council discussed the proposal to plant seven trees alongside the wildflower meadow at St Lawrence's and agreed to allow the Church to grant the permission to proceed with the planting of the trees. It was agreed that in future the Church must provide more detail of their plans for the churchyard. Proposed Cllr Fyfe, Seconded Knight, abstained Cllr Winser and Cllr Simpson. Cllr Crane did not vote. (Appendix 3)

**10. Committee Reports** – The following committees presented their reports

- a. R & A -Cllr Simpson reported. No written report. Cllr Simpson thanked Cllr Hawkins for her work on the Tragedy Gardens, Armistice Day and for working hard on the risk assessment reports for the Christmas light switch on and installation of the main Christmas Trees. The Council thanked Cllr Simpson for her work on the Christmas lights.
- b. F&GP – No report.
- c. T & E – Cllr Crane (Appendix 4)
- d. E & P – Cllr Gaines reported. (Appendix 5) Cllr Downes requested the Future Homes Standard consultation be put to the next E&P committee meeting.
- e. H & T – Cllr Chicken reported. (Appendix 6). It was noted that there will be a Christmas lights debrief at the next H & T meeting.

**11. Finance** –

- a. Cheque run of £20096.05 (Gross of VAT). It was proposed by Cllr Winser to accept contents of cheque run & ask the RFO to check the total payment figure. Seconded Cllr Simpson. All in favour. The corrected total for the cheque run is £40432.83.
- b. The Council reviewed the year to date accounts. The accounts were proposed by Cllr Winser as being accurate and seconded by Cllr Gaines, all approved.
- c. The Council discussed the proposal to spend £150 on the Southern Tourist advertisement and approved the expenditure. Proposed by Cllr Crane and seconded by Cllr Downe, all in favour.
- d. The Council discussed the proposal for a three-year Youth and Community Centre grant at a cost of £4800 per annum and approved the expenditure. Proposed by Cllr Simpson, seconded Cllr Winser. Cllr Alford retrospectively declared an interest and did not vote. All others in favour.

**12. Any other reports.** Councillor Downe H0236 report. (Appendix 7)

The meeting closed at 8.55pm

## Appendix 1

### Hungerford Town Council Police Report December meeting

For the month of November in Hungerford there have been two theft from vehicle reports: One of these was to a vehicle that was parked on Hungerford Common. Please be mindful that beauty spot thefts such as those that occur on the Common and Combe Gibbet are largely opportunists so **do not** hide personal belongings in your vehicle – take them with you. Overnight 10-11<sup>th</sup> November a Transit van parked in Prospect Road was stolen. If anyone has information regarding this please contact us on 101 quoting crime number 43190351574. At approximately 1800hrs on the 19<sup>th</sup> November a windscreen of a van was smashed in Westbrook Close. Again if you have any information please quote 43190361765 when calling 101.

There has been one shoplifting for November in the town.

It was reported that at around 1030am on the 24<sup>th</sup> November a male indecently exposed himself to a female on the common, after calling out to her “look” The male was described as white and was in the wooded area of the common near to the bend and junction of Lower Denford.

Please keep reporting stuff to us - We sometimes find that news travels fast round a community, especially via various social media channels but if no one tells us, we don't know about it.

You can report online at <https://www.thamesvalley.police.uk> , but if it is urgent please continue to call on 101 (non-emergency) and 999 in an emergency.

Our team email address is: [hungerfordanddownlandshpt@thamesvalley.pnn.police.uk](mailto:hungerfordanddownlandshpt@thamesvalley.pnn.police.uk).

Please be aware this is not monitored 24/7 and should not be used to report a crime.

## Appendix 2

### Mayor's report November 2019

Nov

7<sup>th</sup> planning site visit, poppy appeal collection,

8<sup>th</sup> Bowls Club dinner & presentation

10<sup>th</sup> Remembrance service

11<sup>th</sup> Armistice Day Service

12<sup>th</sup> Planning committee

13<sup>th</sup> Mayors Carol Service Meeting

Nursery Sensory Garden Opening

Town & Manor Forum

15<sup>th</sup> North Wessex Downs AGM

18<sup>th</sup> Extraordinary Planning Meeting

19<sup>th</sup> Recreation & Amenities meeting

20<sup>th</sup> Staff Appraisal

21<sup>st</sup> Planning Site Visit

27<sup>th</sup> Western Area Planning WBC

## Appendix 3

St Lawrence's Churchyard proposed conservation management plan

Version 2. May 2019. Mike Morecroft.

The objective of this plan is to increase the diversity of species of plants and animals in the churchyard, whilst continuing to provide a peaceful and attractive setting for the church. It is also important that it continues to be a place for people to walk and sit quietly and for use during church events, including Sunday School, Easter Egg Hunt and barbecues. As a closed burial site, it is important to ensure that its role as a place of remembrance is respected. If implemented sensitively there is an opportunity to enhance these other roles of the churchyard as well as its biodiversity. This document provides an outline plan for consultation and comments are welcome.

3 Management areas are proposed

1. Wildflower meadow area. Cut once per year in summer. Hay to be removed and composted (or given away)

Initially allow to grow tall without seeding to see what comes up. Wildflowers could subsequently be seeded by using 'green hay' i.e. grass cut from a nearby species-rich grassland – potentially from drier parts of Hungerford Marsh (subject to consultation with Town and Manor of Hungerford). The chosen site would need to be selected to have similar conditions to the churchyard in terms of soil, water table and ideally semi-shaded. Alternatively seed or plug plants could be obtained from a specialist supplier. Control of coarse grasses, nettles, docks, brambles etc., may be necessary in early years.

2. Woodland flower area. Woodland plants such as native bluebells, primroses, anemones or wild daffodils, to be introduced as bulbs or plants. Cut once per year in summer if necessary. Note this area is largely bare soil at present and cutting is not likely to be necessary except around the edge.

3. Short grass area. All remaining parts of churchyard, including a 2m. strip around the edge of the wildflower meadow area. Cut as required to maintain short turf as at present. Grass to be removed and composted

Use of herbicides and fertiliser to be avoided throughout churchyard. Hand weeding by volunteer group if necessary.

Trees to be maintained as at present, including pollarding of lime trees. Normal safety precautions to be taken to avoid risks from falling trees or branches. In the event that new trees are planted, the meadow area should be avoided and native tree or shrub species preferred.

Bird and bat boxes to be installed on larger trees. Habitat piles and bug houses to be constructed in places around the edge, where ashes have not been interred.

Volunteer group to be established, drawn from members of the community, including the church and HEAT. Opportunities to be provided for community groups especially for children and young people to be engaged in management of the churchyard.

Signs to explain the plans for the church yard to be put up to explain the reasons for changing management.

Church

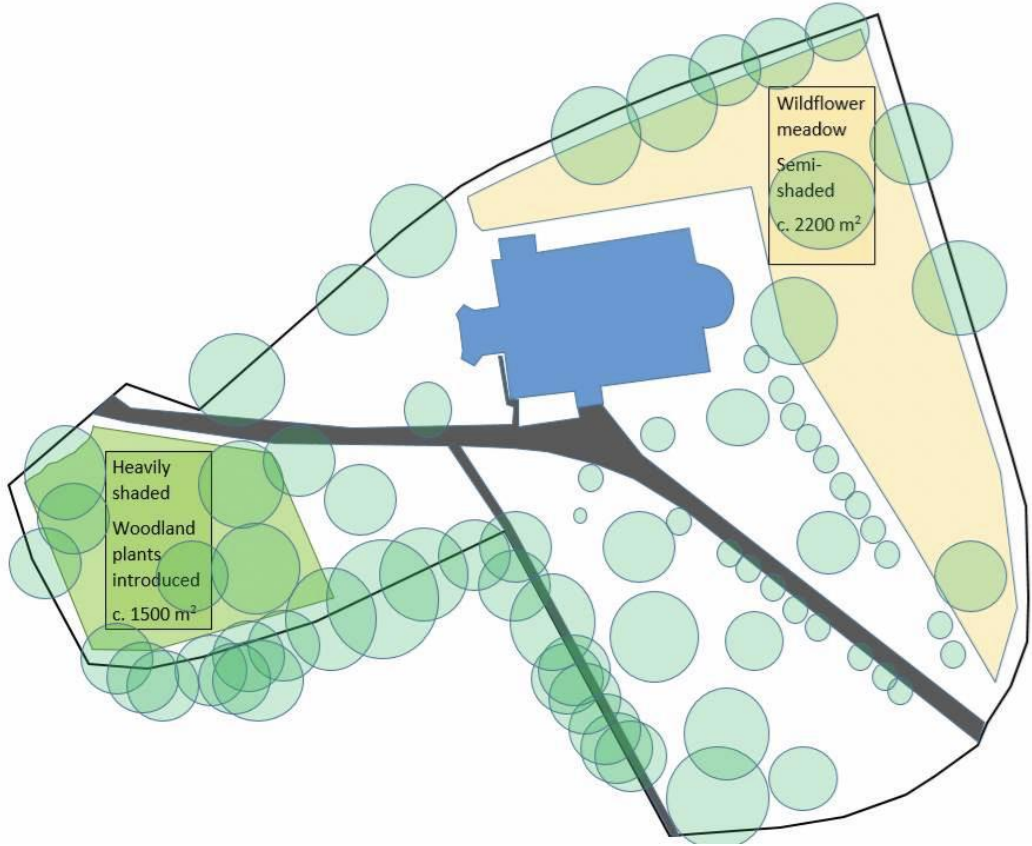
Short grass as at present

Compost heap

Main gate

2m strip of cut grass

1



## Appendix 4

### Tourism & Economy Committee Report to HTC For November 2019

Our efforts during the last month have been concentrated upon the production of a new full page advertisement for the 2020 edition of the Great West Way annual magazine. This will be distributed to over 100,000 travel booking business in USA, Germany, Holland and UK.

After collaboration with the Chamber of Commerce and Love Hungerford Team, our design [see attached ] was submitted in time to meet the 1<sup>st</sup> December deadline for copy with publication scheduled for February 2020.

The cost of £975 +VAT will be met from T&E budget but with promised donations from those enterprises featured may be reduced by 1/3 – the actual sum will be disclosed in the next Full Council meeting.

We have been approached by both CofC and L.H. for a contribution of £150 towards a place in the forthcoming trade directory for the Coach operators being produced by Tourism South East. This organisation was that which helped the Hungerford Food Fair with promotion.

Formal approval of our £150 is sought from Council.

Hungerford was widely represented at the recent North Wessex Downs annual Forum held in Englefield House. Several of us enjoyed a splendid presentation of the operations of the Pewsey Vale Tourism Partnership and gave rise to the prospect of adapting their model for the target that we have been pursuing to amalgamate our promotion of tourism for Hungerford and the NWD.

Another objective for T&E in 2020 might be to explore how the funding of both the Christmas Lights and Extravaganza might be better managed as Community events and to avoid the duplication of donation requests to companies and the public without losing the benefit of multiplication of funds through the Good Exchange.

Martin Crane  
Chair; HTC T&E C'tee  
29 November 2019

## Appendix 5

### Environment and Planning Report for Full Council 2<sup>nd</sup> December 2019

MINUTES of the Environment and Planning Committees held on Monday 11<sup>th</sup> November and Monday 18<sup>th</sup> November 2019

The meeting on the 11<sup>th</sup> November was very busy with a presentation by Bewley Homes and eleven planning applications.

1. **19/02160/FULD** 100 High Street Hungerford. Construction of a new dwelling. Cllr Chicken proposed No Objections, seconded by Cllr Crane, all in favour.
2. **19/02042/COMIND** Allotments Upper Eddington. Erection of agricultural barn with plant store in support of farming operation. Councillor Fyfe proposed the following statement seconded by Cllr Knight, Planning application 190242 for an agricultural barn contains conflicting information in paragraphs 4.2 and 7.3. We are unable to make a decision and are asking the Council to call it in, all in favour.
3. **19/02538/HOUSE** Highclose Farmhouse Bath Road. Replacement annexe new front portico, new pitched roofs to bay windows, hard landscape alterations, new pool house. Cllr Fyfe left the room for this item. **Cllr Chicken proposed No Objections, seconded by Cllr Simpson, all in favour.**
4. **19/02479/HOUSE** 4 Homefield Way Hungerford. Proposed single storey rear extension, replace existing flat roof. **Cllr Knight proposed Support seconded by Cllr Winser, all in favour.**
5. **19/02613/HOUSE** 1 Chantry Mead Hungerford. Side Conservatory. **Cllr Chicken proposed No Objections, seconded by Cllr Simpson, all in favour.**
6. **19/02637/FULD** Oak Lodge 8 Salisbury Road Hungerford. Erection of three detached dwellings, one with an integral garage, two detached garages and a revised highway access. Retention of the engine shed and demolition of the existing dwelling and garage.

**Councillors noted objection from members of the public that no orange notices had gone up advertising the pending application to neighbours. Cllr Simpson proposed that discussion on the application would be deferred to the Extraordinary E&P Meeting on the 18th November, seconded by Cllr Knight, all in favour.**

7. **19/02654/HOUSE** Kiln Cottage, Bath Road, Hungerford. The construction of a single storey side extension, new dormer to front elevation, and associated alterations. **Cllr Knight proposed No Objections, seconded by Cllr Winser, all in favour.**
8. **19/02660/HOUSE** 73 Chilton Way, Hungerford. Demolition of rear conservatory and construction of proposed single storey rear extension to an existing detached house. **Cllr Simpson proposed No Objections, seconded by Cllr Winser, all in favour.**
9. **19/02701/FULD** Horn Hill, Sanham Green, Hungerford. Section 73: Variation of conditions

**There appears to be several alterations to the original drawings and so should this be a new application rather than a variation order? Cllr Gaines proposed that discussion on the application would be deferred to the Extraordinary E&P Meeting on the 18th November, and in the meantime, she would seek advice and additional information to clarify the situation, seconded by Cllr Knight, all in favour.**



10. **19/02690/HOUSE** 3 Salisbury Road, Hungerford. Proposed ground floor extensions and internal alterations to facilitate first floor roof space conversion. **Cllr Winsor proposed No Objections seconded by Cllr Chicken, all in favour.**

11. **19/02579/ADV** Church Of St Lawrence, Parsonage lane, Hungerford. Replacement church notice board. **Cllr Knight proposed "Supported", seconded by Cllr Gaines, all in favour**

We then had a presentation on the **19/01406/RESMAJ application** – Presentation by Geoff Wilde (Bewley Homes) & Nick Jones & Sara Duckfield (Turley Associates Ltd) regarding Land South of Priory Road development.

The presentation was well attended by the general public who had submitted a number of objections prior to the meeting.

Adequacy of the landscaping and buffer zones;

houses being built too close to existing properties and invading privacy;

The development addressing the current Climate and environmental standard and not meeting Future Homes Standards which will be not introduced until 2025

Bewley Homes and Turley Associates Ltd confirmed that any ongoing maintenance would be taken care of through a service charge to the householders.

The meeting on the 18<sup>th</sup> November had four applications including the Bewley homes application.

1. **19/02701/FULD** Horn Hill, Sanham Green, Hungerford. Section 73: Variation of conditions this was deferred from the previous meeting in order to confirm that the changes could be dealt with under a variation of conditions. This was confirmed by WBC. **No objections. Proposed Cllr Chicken. Seconded Cllr Knight. 1 abstention.**
2. **19/02710/HOUSE** Convert garage to residential use, single storey side extension, form pitched roof to existing flat roof on garage. **No objection. Proposed Cllr Simpson, seconded Cllr. Knight. All in favour.**
3. **19/02637/FULD** Oak Lodge & Salisbury Road. Erection of three detached dwellings. It was agreed to defer the application to the 9 December E&P committee meeting and Cllr Cole agreed to call in the application to Western Area due to complex objection letters. Proposed Cllr Crane, seconded Cllr Chicken. 1 abstention.
4. **19/1406/RESMAJ** Land South of Priory road. Additional comments for planning application. **Object on the grounds of the negative effects on amenity, specifically, overlooking, loss of privacy, shading or loss of daylight. Additionally, inappropriate and unsympathetic to local environment due to layout and siting in relation to adjoining buildings, spaces and views.**

**It was agreed that I would attend the Western Area Planning Meeting**

**Western Area Planning Meeting Wednesday 27<sup>th</sup> November 2019**

**WBC Officer Simon Till introduced the application and stated Officers recommend approval.**

**I presented our concerns and objections on behalf of this council (AONB, Climate considerations, Housing Mix and distance from KM boundary and open spaces. There were several questions from the committee.**

**Cllr Helen Simpson read out a statement on behalf of Tim and Penny Bevan objecting to the application on plot8 and proximity to 45 and 44 km. there was one question from the committee. Cllr Bennyworth and Cllr Cole both spoke in objection to the housing mix, proximity to KM and the climate issues.**

**Bewley homes and Turley read out their statement on the merits of the site. They were quizzed by many of the committee members.**

**The committee then discussed the application and there were two proposals the first was a deferment proposed by Cllr Rowles which failed to get a seconder. A second proposal to approve the application by Cllr Hilary Cole. This was seconded by Cllr Barnett. 6 in favour, 2 against and 1 abstention.**

**Denise Gaines  
Chairman Environment and planning Committee**

## Appendix 6

### H&T Report

For

### Main Town Council meeting

Rob Chicken - Chairman

2<sup>nd</sup> December 2019

**Meeting held on 25<sup>th</sup> November 2019**

#### **Budget**

The draft budget was agreed as £66, 953, which includes the Christmas Trees project

#### **Wildflower areas**

Deffered

#### **Smarten Up Hungerford.**

#### **Update on Pigeons**

The shop sign hanger outside Dodds shop has now been removed. Other ideas and options will be considered in the New Year.

#### **Funding Options for H1 Bus route**

Because of the withdrawal of funding this service will now only run on Wednesdays from March onwards

**All other items have been deferred until the New Year**

## Appendix 7

Hungerford Town Council

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Public Report

Report to: Full Council meeting 2nd December 2019.

Agenda Item - Any other reports

### **Report from Hungerford 2036**

Current Activities

H2036 Project Team agreed process post-HELAA publication for site evaluation and assessments using previously agreed site criteria. (see Site Assessment Process below)

WBC Local Plan to 2036 Progress

WBC are expecting to publish a revised timetable for their 2036 Local Plan Review 01/20

HELAA publication in a planned "Shortened version" has been delayed from November to January (associated with election purdah) and this will now be the "full" HELAA report.

Although H2036 has had good support from Planning Policy, it appears that the resources at WBC to progress their Plan development work are extremely stretched and we wonder what steps are being taken by WBC to address this.

Next steps

The HELAA publication will include WBC's initial assessments for all sites put forward to them over the last 2 years in their "call for sites" and will cover Suitability, Availability, Achievability but will not express any preferences or priorities between sites - that will be a task for the Hungerford Neighbourhood Plan.

When HELAA published it is important for that we try to avoid instant judgements about sites or their promoters - for example expressing negative views that site X is there or that promoter Y has done something inappropriate.

We must stick to the process and the objective criteria and trust in those to arrive at a reasoned, prioritised assessment of sites that have been put forward. At this stage it is an objective process to identify which sites have the best potential outcome against Hungerford's criteria

Later we will get to what homes numbers we are looking at to deliver over the next 16 years.

At that point we will be looking to recruit some additional H2036 members, including at least one other Town Councillor with the aim of maximising diversity in the team and relevant expertise and experience.

Site Assessment Process – following HELAA publication 1Q2020

1. Take the viable (ie those not ruled out on fundamental issues) HELAA sites and ask the relevant site promoters to explain how they would deliver against the NP's objectives.

Write to them immediately on publication of the HELAA and invite their response by a set date (dependent on HELAA publication date.)

2. Following the feedback from the site promoters, assess the sites against the agreed Hungerford2036 objectives and criteria.
3. Seek public comments on any special considerations of the sites which have come through the HELAA process.
4. Then send the respective site assessment to its promoter and ask for any factual responses.
5. At that point present the sites to the community in a public event. This should have sieved down the long list to a shorter list, probably of the most sustainable sites and then a list of other sites which maybe are sustainable in simple terms but do not deliver well against the NP's objectives.
6. Encourage and collect public consultation input on the sites at the public event and as a follow-up to it.

Signed: John Downe, Joint Chair H2036, 29/11/2019