

HUNGERFORD TOWN COUNCIL

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

Present: Cllrs Simpson, Knight, Winsor, Downe, Crane, Farrell, Hudson, Hawkins, Fyfe and Gaines.
Also: Representatives from Newbury News and Penny Post. District Cllrs Dennis Benneyworth (DB), James Cole (JC) and Claire Rowles (CR) (arrived later). Nick Lumley (Constable), Tony Drewer-Trump (Joint Chair of Hungerford 2036 Project Team) plus 2 members of the public.
Cllr Gaines advised that a member of the public had requested to record the meeting and she asked the member of the public to clarify the reasons for the recording. The member of the public replied that she had the right to record a public meeting and she was doing so in order to remember what was said. She may share the information on Twitter.

Police – No police were present at the meeting, but a report had been circulated – see attached.

Members of the public were invited to speak for 3 minutes:

Constable Town & Manor Nick Lumley advised that another cow has recently been hit by a car on Hungerford Common, this is the fourth incident in the last four months. Each cow costs £500. These incidents have been reported to the Police. District Cllr Cole advised the process has already started at WBC to review the speed limit over the Common and this will be reported on in the Autumn. He also reported that he has been in contact with the local Police and Crime Commissioner who is keen that meetings of parish and town councils have more regular visits from the police.

Member of the public asked, “should the reserved matters application in regard to the planning application relating to Land South of Priory Road be recommended for approval, would the Council join her in requesting a 'call in' by the Secretary of State under both the T&CPA AND the Environmental Impact Regulations”. Cllrs Gaines and Simpson advised that any decision on a 'call in' can only be taken following the relevant meeting of the Western Area Planning Committee. If necessary, an Extraordinary meeting of the Full Council will be called to discuss this.

- 1. Note apologies for absence** – Cllrs Brookman, Cusack, Lewis, Alford and Chicken.
- 2. Declarations of interest** - None
- 3. Approval of Minutes of the meeting of the Full Council meeting of 1st July 2019 and outcome of any actions** - *Cllr Winsor proposed the minutes as a true record, seconded by Cllr Gaines, 4 abstentions, rest in favour.*

Approval of Minutes of the meeting of the Extra Full Council meeting of 5th August 2019 and outcome of any actions – *Cllr Simpson proposed the minutes as a true record, seconded by Cllr Crane, 4 abstentions, rest in favour.*

4. **Mayor's Diary** – Refer to attached report.
5. **District Councillor's Reports** – Three issues are currently being addressed through WBC's Public Protection Partnership (PPP), two relating to properties in the town and the other relating to the ongoing problem with pigeons. Regarding the pigeon problem, District Cllr Cole met with PPP representatives this morning and they looked at various areas in the High Street. PPP will look at other local towns to see how they deal with this and will come up with some options to hopefully move the pigeons away from the High Street. In the short term, it would be beneficial if the metal bracket and stay wires on the side of the building at 5 High Street could be removed. As the building is listed and in a conservation area, a formal application has to be made for the removal. **Action:** Removal of the bracket to be discussed at the next H&T meeting.
The Chief Executive of WBC had visited the town recently and met with the District Councillors, Mayor and Deputy Mayor. This was an informal meeting, giving the CEO the opportunity to be updated on what has been achieved in the town during the last year. There were discussions regarding the pigeon problem and visits to various sites including the railway station and the Hub.
6. **Hungerford 2036 – Report was circulated (and is attached).** The project team is preparing for the results of WBC's HELAA in October. They have focused on two main areas and have developed a set of criteria which they would like to share and consult with councillors at a meeting to be held on 24th September. Following this meeting they plan to publish the criteria before the HELAA publication in October. Please can all councillors attend the meeting on the 24th.
7. **GWW subscription – Report was circulated (and is attached).** Following new information received and impact on the decision made at Item 4 of the Extra Full Council of the 5th August 2019, a special motion to reverse the decision as per HTC Standing Orders Section 9:
a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
b A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
c When a motion moved pursuant to standing order (a) above has been disposed of, no similar motion may be moved within a further six months.
Cllr Simpson proposed to approve the payment of £1250 +VAT to renew our subscription to the Great West Way to retain our status as a Designated Ambassador Destination for one year until 31 March 2020, seconded by Cllr Gaines, all in favour.
HTC will continue to look at finding alternative funding from April 2020.
8. **Committee reports (no more than 3 minutes per report)**
R&A (Cllr Simpson) – Refer to attached report which has been circulated. The issues of the damage at the Croft Field and the drainage at Triangle Field will be on the next R&A agenda.
E&P (Cllr Gaines) - Refer to attached report which has been circulated. Eviction orders have been issued to residents of Newtons Mews. This is not a planning issue, but an update is on the next E&P agenda.
H&T (Cllr Chicken) - Refer to attached report which has been circulated. It was confirmed that three councillors have recently received SID training.
T&E (Cllr Crane) – A meeting was held last week with various organisations within the Town to try and organise a more joined up approach to bring more tourism to Hungerford. Being a member of the GWW presents the town with a huge opportunity.
Hungerford Trade Showcase is on 22nd October and will be in the evening at the John O'Gaunt School to coincide with the annual parents evening.
Cllr Simpson has been in contact with WBC regarding the site of the memorial on the bridge over the River Kennet. Following discussions with the family concerned and Police Liaison, WBC will remove the memorial sometime after the 2nd September. The family are hoping to erect a permanent memorial bench.
9. **Finance –**
a) **Propose authorisation of cheque run payments (circulated) for last month –** *Cllr Winsor proposed the cheque run of £47,437.77, seconded by Cllr Farrell, all in favour.*

Payment of £380 + VAT to Brennans of Wiltshire for additional work done at the Triangle Field will be deferred pending approval at the next F&GP meeting.

b) Propose Year to date accounts – refer to circulated Income/Expenditure Report – Cllr Winser highlighted any budgets that had spent more than expected at this point in the year. Mostly this was due to phasing issues. There is currently the sum of £2,090 left in the Grants budget for allocation for the year 2019/.2020. *Cllr Winser proposed the accounts, seconded by Cllr Knight, all in favour.*

c) Note response from PKF Littlejohn LLP (auditors) following External Auditor report (circulated) – *Cllr Winser proposed the report as a true record, seconded by Cllr Simpson, all in favour.*

10. Any other Reports (3 minutes each) not to include any proposals - None

Councillors were reminded to attend the GDPR training on Monday 16th September 2019 at 7pm in the Library. All Councillors are expected to attend (apologies noted from Cllrs Downe and Crane).

Cllr Simpson commented this has been a difficult month and we are managing as best we can under difficult and unplanned circumstances. Some closures of the office will take place over the next couple of weeks due to staff holidays.

Meeting closed at 8.12pm

PART 2

Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

11. **Consider special nomination for Freedom of the Town** – *Cllr Winser proposed Cllr Simpson can proceed with investigating the next steps to include costs, location and contacting appropriate organisations, seconded by Cllr Gaines, all in favour.*
12. **Update on correspondence received from Airwaves** – *Cllr Simpson proposed to accept the legal advice obtained, seconded by Cllr Knight, one abstention (Cllr Farrell), rest in favour.*
13. **Update on staff recruitment** – The position of Deputy Town Clerk has been offered and verbally accepted. Cllr Simpson will investigate the process of employing a locum Town Clerk due to the Town Clerk's continued absence.

Meeting closed at 9.08pm

REPORTS:

POLICE REPORT

As a team we would like to thank everyone for the condolence messages, tributes and flowers that have been received since the death of PC Andrew Harper. It has been a tough time for us all and we appreciate the support. If you would like to send a message please email

pcandrewharpercondolences@thamesvalley.pnn.police.uk

On the 9th August PCSO Bremner and I joined Hungerford's firefighters at Cobbs Farm for their Emergencies Day. Despite the strong winds and heavy downpours, we were inundated with youngsters asking questions, getting their fingerprints made into keyrings and having a look inside both the Police van and Fire engine.

On the 24th August we were at the Bear Hotel supporting the Macmillan Day along with Fire and Ambulance.

Crimes of note for August: In the early hours of 1st there was an attempt burglary to a retail premise in Bridge Street. This is with CID and the enquiries are still on- going.

There have been 7 reported shopliftings in the town. In one incident the offender has been dealt with and in another the offender was apprehended by staff and the goods recovered. The majority of the others are awaiting return of paperwork from the retailer to progress with the investigation. We are pleased to report that there have been very few reports of Anti-social behaviour in the town during the summer holidays, however our hotspot areas are still being regularly patrolled. It was recently reported that 122 crimes were reported in the Hungerford and Lambourn area in June and that no one has been prosecuted. Whilst I haven't had the time to check the figures; there can be various reasons why. For example, a single domestic incident could also involve an assault and a criminal damage so figures wise this is three crimes for the one incident. Other reasons include such things as the victim will not support and will not make a statement. There is not enough evidence to charge. The investigation is still ongoing.....

Mayors Diary: September 2019
Cllr Helen Simpson

1 st August	Interviewing candidates for staff vacancy alongside Town Clerk
3 rd August	Presentation, prize giving - Hungerford in Bloom
8 th August	Internal office Meeting – managing unplanned absence
9 th August	WBC chief executive, visit to Hungerford with DC's
14 th August	Meeting with members of Town Team to gather historic information.
16 th August	Staff Committee meeting
22 nd August	Costa Coffee opening – civic invitation
23 rd August	Attending funeral as HTC representative
27 th August	Berkshire Vision AGM -civic invitation
29 th August	Tourism - Visit Hungerford Meeting

Hungerford 2036 Report



Sept2019 HTC
report.pdf

Committee code/date of minutes/topic

e.g. FC190902 GWWsubs

Hungerford Town Council

Public Report

Report to: Full Council 02 September 2019

Agenda Item No 7

Objective Following written notice from Councillors Simpson, Winser and Knight, a special motion to reverse the decision made at the Extra Full Council meeting on 05 August 2019

Recommendation(s) To approve the payment of £1250 + VAT to renew our subscription to the Great West Way (GWW) to retain our status as a Designated Ambassador Destination (DAD) for one year until 31 March 2020

Background HTC and Town & Manor have been closely associated with both the concept and establishment of the GWW and were offered a 1 or 3 year membership as a DAD. Unfortunately, T&M were unable to contribute as this does not meet their charity requirements, and our budgetary constraint resulted in taking the 1-year option in 2018.

Nevertheless, we were able to take a full-page advert (£999) in the first edition of the GWW annual Trade magazine of which 100,000 copies were distributed to the tourist trade in USA, Germany and Holland.

Renewal of the GWW subscription was agreed only on the basis that T&M would contribute 50% of the costs. As this was not forthcoming, and following the resolution taken at the FC meeting on

05/08/19, we advised GWW that we would not be renewing but that we wished to continue with an advert in the 2020 edition of the GWW magazine.

GWW then revealed that non-renewal would result in:

- Removal of Hungerford town content from:
 - the www.GreatWestWay.co.uk website and other language sites
 - Great West Way social media activity
 - Online and offline editorial content, including the Travel Magazine
 - the Travel Trade Directory
 - consumer and trade itineraries
 - Press and PR activity, including press visits, features and releases
 - the 2019 re-print of the main Great West Way map
- We also wouldn't be able to feature Hungerford town in new initiatives such as:
 - the 2019 Great West Way food and drink map
 - the current £94k Great West Way LEADER programme, focusing on developing a series of new Great West Way itineraries and content
- Hungerford town wouldn't be able to use the Great West Way branding or name

Non-renewal would also mean having to pay the non-Ambassador rate to sign-up to any Great West Way marketing activity. For example, a full page in the Travel Magazine would cost £1,500 instead of the subsidised £995 Ambassador rate

In the light of such matters, Full Council is asked to approve the payment to renew our subscription in order to protect the investment already made in 2018.

Available budget (£s) including cost centre Funds of £1250 + VAT to be taken from the Tourism & Economy budget currently standing at £2721

Consultation Approaches to both BAC and GWW have resulted in this renewed proposal

Signed: Cllr Martin Crane, Chair HTC Tourism & Economy Committee, August 2019

Report R&A – August 2019

Triangle Field

Work is now completed on the car park and new drainage at the gate. The contractor informed HTC the old drainage system could never have functioned as intended. On excavation the pipe was found to have all stop caps still in place, meaning water could not reach the soak away regardless. The new system appears to be draining well (when checked in rain). The tarmac and pothole repairs have greatly improved the appearance overall. Overhanging roadside trees have also been addressed, there is still work required but anything immediate has been addressed ahead of the autumn. KK- to ensure health and safety actions are signed off.

Croft Field

New fire doors, bonded resin floor to the garden room and freshly laid patio slabs with turf to finish. The site looks really good. Sadly, we've experienced some mindless vandalism near project completion. Youths were witnessed throwing large stones at the freshly painted white wall and the debris was strewn across the newly laid floor. The electric box and contractor's digger had also been tampered with. The matter has been reported to the police.

A new sign has been erected ahead of the new school term. The drop bollard has been put on hold to trial the 10 min new parking rule. Committee will look again at the height restriction barrier and also the possibility of CCTV. WBC are also looking into the possibility of rent reduction (Currently 3K a year). HTC contractor is watering the turf daily to ensure its survival and re-paint the wall due to damage.

Town Band

The town band (main user) would like HTC to consider special alterations (they would happily fund raise and apply for grants). Quotes have already been sourced. I contacted the band last week to let them know HTC are considering further interior alterations on receipt of the 106 monies due to HTC, and alongside committee approval (HTC action plan). It was felt prudent to wait, and ensure work

required for the band wouldn't be damaged on completion by other works needed, therefore sensible to carry out all work required at the same time.

St Saviours

A request has been made to provide more parking spaces. Staff have met with the contractor to get a quote but as this is a fairly new request and without budget availability, I believe this should be an aspiration for the R&A 2020 budget.

War Memorial

There is still outstanding grounds work around the garden at the war memorial. We have met with the tree man who offered advice and suggestions for the shrubs. Cllr Hawkins has written a report and will circulate for the next meeting of R&A in October. This work may not be suitable for our usual contractor and may need some specialist care. More detail to follow following at October R&A.

Environment and Planning Report for Full Council 2nd September 2019

MINUTES of the Environment and Planning Committee held on Monday 8th July 2019

Planning Applications: -

1) 19/01406/RESMAJ Land South of Priory Road – Bewley Homes Plc and Wates Developments Ltd Approval of reserved matters application we agreed to defer this application for an extraordinary E&P meeting for more detailed discussion. District Cllr James Cole advised the call-in has been verbally accepted by WBC. We thanked Cllr Cole for his help on this matter.

b) 19/01166/FULD 10, 10A, 11 and 12 High Street – UK Land Ltd Change of use from shop and offices to residential, to form 2 No two bed cottages and 1 No one bed flat. There was a site visit for this application. We were concern over the apparent lack of toilet/washing facilities in the proposed plans for the existing shop unit. proposed No Objections, subject to toilet and sink facilities available in the shop unit.

c) 19/01121/FULD Horn Hill, Sanham Green – Mr and Mrs S Jones Erection of replacement dwelling; with associated parking. This was a removal of existing dwelling and outbuilding. Amended plans have been submitted as this application had already been rejected by WBC. We were only able to consider the plans presented. Proposed No Objections.

d) 19/01272/HOUSE 6 Bulpit Lane – Mr and Mrs Simister Single storey front extension, two storey side extension, single storey rear extension. Proposed No Objections.

e) 19/00968/FUL 119 High Street – Bristol Investments Proposed change of use from Class A2 (financial institution) to mixed Class A1/A3 (coffee shop) and associated minor external alterations to front elevation. No Objections.

f) 19/01517/CERTE Chilton Estate Office, Leverton – Mrs Sarah Scrope Confirmation of compliance of conditions. The committee noted the certificate has been issued.

g) APPEAL REF APP/W0340/W/19/3230958 19/00429/FUL – Herongate Leisure Centre – Kerridge Properties Ltd Change of use of former children's creche (Class D1) to 4 serviced apartments (Class C1). Committee recorded objections to the original application. The committee decided that they wish to be consulted at all stages of the appeal process

MINUTES of the Extraordinary Environment and Planning Committee held on Tuesday 23rd July

The meeting was recorded, and an area was made available for those that did not wish to be filmed.

Members of the public were invited to speak for 3 minutes each – several members of the public did. Bewley homes attended but did not request to speak – they did respond to several questions posed later.

There was a great deal of discussion concerning the original planning application and the change in the details of the reserved matters – all recorded and minuted.

19/01406/RESMAJ Land South of Priory Road – Bewley Homes Plc and Wates Developments Ltd Approval of reserved matters application following outline permission for up to 100 dwellings, public open space and landscaping, with all matters reserved except for the access to the A338. Matters to be considered: Appearance, Landscaping, Layout and Scale.

We proposed Objection due to: • over development or overcrowding of the site as the proposal is out of character with the area • negative/adverse visual impact of the development particularly on the

landscape and or locality • detrimental effect of proposed development on the character of the local area (in the AONB) • the proposed development by reason of its size, depth, width, height and massing would have an unacceptably adverse impact on the amenities of the properties immediately adjacent to the site and the surrounding area by reason of overlooking, loss of privacy and visually overbearing impact • with a note that the reserved matters should signify a variation of the outline planning.

19/01279/COND1 Land South of Priory Road – Bewley Homes Plc and Wates Developments Ltd Application for approval of details reserved by conditions (6) construction method statement and (9) access of approved application 16/03061/OUTMAJ - Outline planning application for up to 100 dwellings, public open space and landscaping, with all matters reserved except for the access to the A338.

We proposed Objection due to: • over development or overcrowding of the site as the proposal is out of character with the area • negative/adverse visual impact of the development particularly on the landscape and or locality • detrimental effect of proposed development on the character of the local area (in the AONB) • the proposed development by reason of its size, depth, width, height and massing would have an unacceptably adverse impact on the amenities of the properties immediately adjacent to the site and the surrounding area by reason of overlooking, loss of privacy and visually overbearing impact • with a note that the reserved matters should signify a variation of the outline planning.

DRAFT MINUTES of the Environment and Planning Committee held on Monday 5th August 2019

Planning Application number 19/01121/FULD – Horn Hill, Sanham Green was not on the agenda, but the committee was asked to note that amended plans have been submitted to WBC. The original plans were discussed at the E&P meeting on the 8th July 2019 and the committee proposed no objection.

Planning Applications: -

a) 19/01702/FUL Norgate House, Tealgate – David Wilson Homes Southern Extension of reception area and enhancement of second floor/attic accommodation. Proposed No Objection.

b) 19/01800/HOUSE 38 Coldharbour Road – Mr and Mrs Arnold Two storey extension. Proposed No Objection.

c) 19/01790/COMIND Garden Art, Barrs Yard – Garden Art Plus Ltd Section 73: Variation of condition 3 'limit on B1c', 4 'limit on A1' and 17 'no additional floorspace' of previously approved application 13/00773/COMIND: Proposed development of an "Artisans Collective" comprising the erection of B1 units with ancillary retail (to include the retention of the existing Garden Art business and up to 20% A1 retail) together with site access, car parking, circulation area and landscaping. Proposed Objection as the variation deviates from the intent of the original planning application (which HTC agreed to) which proposed 22 artisan units, with no evidence of development of said artisan units. Also, the committee has concerns regarding access from the A4 and the number of parking space.

d) 19/01717/HOUSE 3 Marsh Lane – Mr Paul Eggbeer Orangery extension to rear elevation. Proposed No Objection.

e) 19/01811/HOUSE 34 Cottrell Close – Mrs F Begum Erection of a single storey rear extension. Proposed No Objection.

f) 19/01867/REG3 Hungerford Primary School – West Berkshire Council Regulation 3: Extension to school kitchen. Proposed Supporting this application.

During July and August, we have had a number of items brought to our attention. This has resulted in emails and telephone conversations with WBC planning and Environment and health departments. There have also been a number of adverse comments on Social media concerning the opening of two coffee shops in the town – we have answered any queries raised directly with the office or individual councillors.

There have also been concerns raised about the outside seating at the Costa coffee premises. This is ongoing with Costa head office being aware of the situation and the enforcement officer at WBC also been asked to make a judgement on the issue on his return from holiday.

The Salisbury Road site has yet to come to WAP and the next meeting is not until the end of September (25th). The letter from the original developer of this site still appears to be missing from the

planning portal – which I have reported. There are however more than the ten objections required for this application to be heard at WAP.

Denise Gaines
Chairman E&P

H&T Report for Town Council Main meeting

Rob Chicken - Chairman

30th August 2019

Road signs obscured by vegetation

Cllr Fyfe has identified a number of road signs which are obscured by vegetation. This has now been reported to West Berkshire.

Bulpit Lane Playpark entrance

Safety concerns were raised by Cllr Hawkins regarding the entrance way adjacent to the Football Club. The office is looking at costings to move the pedestrian entrance to a safer area.

Wildflower areas

Cllr Hawkins has identified some areas around the town which might be suitable for allowing wild flowers to grow. Local residence will be consulted prior to any action.

Moving the BT payphone in the High Street

The cost of moving this is high relative to the desire to get it moved. – No action.

Noticeboards under the railway bridge

A request by the Theatre Company to put up a board was approved.

Taxi Rank

After discussions with West Berkshire, moving the Taxi rank not possible.

Also, I have been informed that recently a taxi driver reported being subjected to abusive language from a delivery driver at the taxi rank. This area is shared with delivery vehicles up to 11:00am, but the incident occurred outside that time slot

One possible solution is to have taxi rank at the Station. I have had a meeting with the GWR Station Manager, and they are now looking at this closely. Hopefully, if this happens, there will be fewer incidents with delivery drivers.

Railway Station Car Park and improved facilities Update

West Berkshire are looking at obtaining funding for a feasibility study. (This way forward was suggested by Network Rail). We are also looking at obtaining separate grant funding to paint the Footbridge.

Hungerford Footway Lighting – Deferred

Highway Winter Service Plan – ongoing.