

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES of the Full Council Meeting** held on Monday 4<sup>th</sup> March 2019 at 7.00pm in the Corn Exchange Complex, Hungerford.

**Present:** Cllrs Simpson, Knight, Crane, Cusack, Downe, Winsor, Chicken, Hawkins, Gaines, Hudson and Alford.

Also: Representatives from Newbury News and Penny Post, Sarah Hennessey and half a dozen members of the public.

**Police Report:** The Police sent their apologies and a written report (see attached). There was a query regarding the high number of assaults on the report (12). The police were to be asked for clarification regarding this high figure and how it compares to other months.

Cllrs Simpson and Knight recently attended a meeting on the Pub Watch Scheme which is an app based programme currently working well in Newbury. A representative from the scheme will be presenting at next month's FC meeting. There is also an app available called Shop Safe. This might be something the Chamber of Commerce could be involved in.

- 1. Apologies:** Noted from Cllrs Brookman, Benneyworth, Farrell and Cllrs Podger and Hewer (District Councillors). The District Councillors had sent their apologies and asked Council to be informed that notification has been received that the Nursery School have received funding up to 2020. All agreed this news was very welcome.
- 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 4<sup>th</sup> February 2019 – Cllr Downe proposed the minutes of the Full Council meeting of 4<sup>th</sup> February 2019 as a true record, subject to an alteration to Item 11(b) to read “seconded by Cllr Downe”. This was seconded by Cllr Simpson, all in favour.**
- 4. Mayor's report - the report has been circulated (and is attached).**
- 5. District Councillor's Reports –** No report available.
- 6. Upcoming Election Timetable –** Notice of the Election will be published on the 15<sup>th</sup> March. Nomination forms were handed out to councillors, these need to be completed with a proposer and seconder and returned to WBC by hand by 3<sup>rd</sup> April. Cllr Simpson is hopeful there will be enough candidates to call a contested election. Councillors remain in office until the 7<sup>th</sup> May. The Clerk advised during purdah (15/3 to 2/5) HTC should not issue press releases with particular attention to any one political party or councillor.
- 7. Receive report from Hungerford 2036 Project Team – A report has been circulated (a pdf of this document is attached).**

8. **Triangle Field – Volunteer(s) required to join Triangle Field Management Committee** – Cllr Winsor is coming off the committee with effect from the TFMC AGM in April. The committee has been proactive in raising funds and thanks were given to Cllr Winsor for her hard work on the committee. If anyone was interested in joining, they would be welcome to go along to the next TFMC meeting on Monday 11<sup>th</sup> March at 8pm. Cllr Knight offered to join the committee.
9. **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** – The committee agreed to review the number and position of salt bins in the town. A lot of people don't appear to know how to use the salt so instructions with each bin would be useful. WBC will be asked to review the parking situation at Atherton Crescent. The car park extension at the station is being investigated. Councillors had attended a LEP meeting where discussions took place about obtaining funding for the station in the long term. The issues of dog fouling and pigeons were discussed.  
**T&E – Cllr Crane** – The recent LEP meeting had provided a good link. Permission has been received from WBC for placing of the welcome signs. Cllr Crane and the Clerk have met with staff at the John O'Gaunt School to discuss this year's Trade Showcase. It has been suggested the event takes place in the evening with more emphasis on employment opportunities. GWW advert has been placed. Cllr Crane met with the Chamber of Commerce and Town Team and are looking at a policy for the town centre, possibly having a manned booth in the town issuing information for visitors. Hungerford needs a USP. It was suggested a large Tutti-pole could be erected perhaps on the Wharf.  
**F&GP – Cllr Winsor** – No meeting had been held.
10. **Finance – Cllr Winsor**  
**a) Propose authorisation of cheque run payments (circulated) for last month** – *Cllr Winsor proposed authorisation of the cheque run of £13,677.99, seconded by Cllr Simpson, with one abstention, rest in favour.*  
**b) Propose Year to date accounts – refer to circulated Income/Expenditure Report** – Some phasing issues and overspends were explained. There have been some high electricity bills from the Croft Field Centre due to heaters being left on, it was suggested timer devices should be installed on the heaters. There is a large amount of money in the Library external maintenance fund, F&GP will discuss moving some into EMR. There is an overspend on the CCTV system due to a new modem being installed, the regular contribution from the Police towards the CCTV cost is still awaited. *Cllr Winsor proposed the accounts, seconded by Cllr Simpson, all in favour.*  
**c) Propose acceptance of risk assessments for lone working and office, as circulated** – Lone manual workers should check in and out of the office after working where practicable. The assessments should be talked through with the contractors who should then sign the document. *Cllr Simpson proposed acceptance of the risk assessments, seconded by Cllr Knight, all in favour.*
11. **Hungerford in Bloom – Agreement of final arrangements for this year's competition – a report has been circulated and is attached).** *Cllr Simpson proposed Cllr Hawkins proceeds with the proposals outlined in the report, seconded by Cllr Chicken, all in favour.*
12. **Annual Town Meeting – Update on format and attendees** – Cllr Chicken has produced a layout for the meeting which is to be held in the Corn Exchange. The changed format this year will consist of displays rather than formal presentations which will enable the public to speak to exhibitors on a one to one basis in a more relaxed and approachable way. H2036 will be present as part of their consultation.
13. **Banner policy – Consider adoption of policy as discussed at H&T Committee – ACTION:** To go back to H&T and to Full Council next month.
14. **Any other Reports (3 minutes each) not to include any proposals** – A member of the public asked if there was any progress or improvement relating to the HGV deliveries at the One Stop shop. Tesco's have said they would do their best to adhere to deliveries outside of school drop off and pick up times.

Stuart Davenport introduced himself as a new Conservative District Candidate for Hungerford.

15. **Part 2 – Consider amendment to new contracts – Refer to report submitted** – The changes are proposed for the contracts of Employee no. 12 and 13. *Cllr Winser proposed acceptance of the private report with some amendments to TOIL which must be taken with the following calendar month and the report amended to read ‘require up to 3 days holiday’, seconded by Cllr Simpson, all in favour.* Cllrs Simpson, Knight and Winser attended an Employment Law seminar and are considering whether HTC should pay for an Employment Law service. Any changes to existing contracts can be considered next year but would need to be negotiated and should show a business need.
16. **Part 2 – Agree carrying forward of holiday for Employee no. 2** – *Cllr Winser proposed in total 10 days can be carried forward, 5 of which will be taken in April 2019, seconded by Cllr Knight, all in favour.*

Meeting closed at 8.30pm

## REPORTS

### Police Report for FC March 2019

Unfortunately, there will be no-one available this evening to attend the council meeting. I am very sorry for this.

However as such, I have had a quick look at the figures for the past month as follows:

**Burglary Dwelling – 0**

**Burglary Non Dwelling – 2**

**Theft From Motor Vehicle – 19** (However this includes a spike in isolated incidents at both Membury Services & Coombe Gibbet)

**Assaults – 12**

**Shoplifting – 6** (Boots & Co/op being all of these)

**Public Order – 0**

**Criminal Damage – 7** (4 of which appear to be the same incident in Kintbury)

Just to add to the above, this week is Rural Crime week nationally and as the local police team we will be working with partner agencies, identified rural community spotters and other cross border police to target rural crime with specifically run operations. As part of which we will be looking to target the above numbers in Theft from motor vehicle at beauty hotspots / services etc.

Once again, apologies that we have no-one to attend this evening.

Kind Regards,

**PC 7692 Paul COLE | Thames Valley Police**

### Mayors Report: February 2019

Cllr Helen Simpson

4 <sup>th</sup> Feb	Full Council Meeting
11 <sup>th</sup> Feb	Environment & Planning Meeting
11 <sup>th</sup> Feb	Meeting at CDK with Cllr Crane to discuss Trade Showcase
12 <sup>th</sup> Feb	Interviews for new staff member
12 <sup>th</sup> Feb	Meeting with 4 members of the public to discuss future Youth plans and ideas
13 <sup>th</sup> Feb	Health & Safety inspection on Triangle Field
19 <sup>th</sup> Feb	Recreation and Amenities Meeting
20 <sup>th</sup> Feb	Hungerford Theatre Company ‘The Sound of Music’ production
25 <sup>th</sup> Feb	Employment Law seminar – Southampton
25 <sup>th</sup> Feb	TVLEP Meeting
26 <sup>th</sup> Feb	Meeting – Tourism and Hungerford promotional ideas
27 <sup>th</sup> Feb	Hungerford Care Home – International Food Festival
28 <sup>th</sup> Feb	Meeting with Police regarding Hungerford Pub Watch Scheme

## Hungerford 2036 Project Team Report



Report No 7 to HTC  
v1.pdf

### R&A Report for March Full Council 2019

HAHA – signing of Marsh Lane lease still on going. Just 3 letters have been sent from HTC to speed up rent payments outstanding. HAHA will celebrate their 10yr anniversary this year with many events planned. HAHA will be present at the town meeting.

TFMC – Claire W and I completed the health and safety inspection. Cleaning was still below expected standard (changing room's) but the kitchen was much improved. Some of the brickwork needs attention (frost has blown some bricks and mortar loose)

Car park is very pot holed and the perimeter needs addressing. This will be added to HTC tree maintenance program following inspection from tree expert.

Croft Field – The floor levelling is still outstanding (garden room). but quotes are being obtained. The double doors (main room) are also out to tender for replacements, it was felt maintenance was only a temporary fix and not worth the expense.

Contractors – Due to the long -term illness of one HTC employee, HTC's regular contractor has agreed to carry out the extra workload in addition to his contract.

Town Meeting – Cllr Hawkins has agreed to host the R&A table at the town meeting with HAHA alongside. Focus will be Hungerford in bloom and town assets (mostly picture based)

Members Bid – R&A discussed projects that could benefit.

### E&P Report for March 2019 Full Council

Again this month nothing too much of note, usual extensions and small alterations.

Coffee 1 voted positive except signage which we felt needed to be in keeping with Hungerford. No back lighting. The signage also overhung excessively.

The old barber shop and kaleidoscope shop to be returned to its original floor plan. (This property listed).

Carolann Farrell.

### **Public/ Private Report**

Pubic

#### **Report to:**

Hungerford Full Town Council 4 March 2019

#### **Agenda Item No 11:**

Hungerford in Bloom.

#### **Background**

The 2019 Hungerford in Bloom competition is now in the final planning stage. Cllr Hawkins is planning the competition with the welcome help of the Office. The entry form (attached) has been finalised and as discussed at the January Full Town Council Meeting supports closer links with the "Smarten Up Hungerford" campaign. The date of Saturday 6 July (equivalent weekend to 2018) has been earmarked for the competition. Judges have been approached and two have provisionally agreed to Judge this year. Hungerford Chamber of Commerce has been engaged and enthusiastically supported the competition. The Allotment Society has agreed to hold the competition and is finalising details, including their own entry process.

Publicity will be via Newbury Weekly (keen to do a 'big piece'), the Advisor, Penny Post and hopefully the Hungerford Summer Festival programme.

The date for the prize giving event has not yet been finalised. The organisation for the competition itself needs agreement before agreeing the date for the prizegiving.

It has been suggested that there should be a 'themed' display of flowers in the high street to coincide with the Hungerford in Bloom competition. Whilst this is a very good suggestion it is proposed that a detailed strategy for this approach is worked up to ensure all the plans, purchasing and financing is in place for the 2020 season. It is the view of Councillor Hawkins that a small working group would be the best and most effective mechanism to ensure proper engagement with all interested parties (Smarten Up Hungerford, Town and Manor for example) and a resulting high-quality display.

#### **Objective**

- 1) Agree date
- 2) Agree approach to finalising date for the prize giving event
- 3) Agree entry form
- 4) Agree approach to publicity
- 5) Agree longer term strategy for consideration of 'themed display' in the High Street.

#### **Options**

Agree/disagree options.

Agreeing the five stated objectives would allow this year's competition to go ahead and for publicity to start immediately and would allow time to develop the plans required for an enhanced event in 2020.

#### **Financial and Legal implications**

Limited financial implications this year. We are going to look for sponsorship from local businesses for prizes. This may be different for next year.

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" Cllr Hudson, Acting Chair of the Highways and Transport Committee, Cllr Simpson Chair of the Recreation, Amenities and War Memorial Committee, HAAHA and the Hungerford Summer Festival Committee.

#### **Other information**

Risks: that the competition is not successful.

Benefits:

- A successful competition.
- Maintaining links with HTC partners.
- Positive publicity for HTC.
- Good engagement with Hungerford Residents.

#### **Recommendation(s)**

Agree Proposals.

**Signed:** Sally Hawkins 4 March 2019