

# HUNGERFORD TOWN COUNCIL

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

**Present:** Cllrs Simpson (Chair), Alford, Crane, Downe, Fyfe, Gaines, Hawkins, Hudson, Knight, Lewis and Winsler.

Also: Representatives from Penny Post, Newbury Weekly News, the Police and Hungerford Nursery. District Cllr Dennis James Cole (JC).

**Police** – Two representatives of the Police were present at the meeting, and a report had been circulated (see attached). In the discussion Councillors expressed serious concerns about the level of reported burglaries and van break-ins. Cllr Simpson said that it is important to communicate the risks to residents not on social media. Cllr Crane thanked them for attending the recent Trade Showcase, their stand on Police careers had been very well received by parents and children at JOG School.

**Hungerford Nursery** – Suzanne Taylor introduced herself as the Head Teacher of Hungerford Nursery Centre for Children and Families. She informed Councillors that the extension to funding had now been confirmed until March 2021. The minibus is doing well with a Just Giving page set up to support it. They have also raised £5440 to support the garden. Current targets include taking children offsite to explore the local area. They are concerned about the lack of language skills in children coming to them, are looking for volunteers to read to them, and are seeking to raise funding to buy non fiction books. Their community interest organisation, Thriving Together, now has charity status. They are very grateful to HTC for our previous support and if possible would like further assistance with: Upkeep of the minibus; raising the profile of the nursery, volunteers to read books, assistance with grant funding; and to appoint a new Associate Governor. Councillors applauded the success of the nursery and Cllr Simpson confirmed that HTC would remain in ongoing dialogue with them over how to help over the points raised.

**Open Forum** – A member of the public raised the issue of the provision of free parking in the town. Could the District Councillors help as free parking in the High Street, even if only for the first 30 minutes, would help footfall in the local shops. Could residents of Hungerford be given parking permits? Cllr Simpson noted that Cllr Knight had championed this. Cllr Knight reported that he had petitioned WBC for 30 minutes free parking, but that this had been rejected and won't be considered again until April 2024. He confirmed that he will continue to pursue this. Cllr Cole confirmed that WBC considered the health of our high streets to be important and further discussions would be pursued.

- 1. Note apologies for absence** – Cllrs Bennyworth, Chicken and Rowles.
- 2. Declarations of interest** – Cllr Knight declared an interest in the discussions relating to the Hungerford Hub.

3. **Approval of Minutes of the meeting of the Full Council meeting of 7th October 2019 and outcome of any actions** – *Cllrs Crane, Knight and Winser abstained as they had not been present at the meeting. Cllr Gaines proposed the minutes as a true record, seconded by Cllr Downe, 3 abstentions, rest in favour.*
4. **Mayor's Diary – Refer to attached report.**
5. **District Councillor's Reports.** An oral report was presented by Cllr Cole. The Library parking permits issue for Library volunteers had been resolved, an excellent example of inter-Council cooperation. He had declined a private meeting with the developer of the Salisbury Road site who would be attending WBC Planning Committee. Cllr Gaines confirmed that the developer would be attending the E&P Committee on 11<sup>th</sup> November 2019 to present their case. The meeting will be held in the Corn Exchange Complex so that there will be enough space for any concerned local residents to attend. Cllr Cole confirmed that WBC had received the Pigeons Report (**attached**) and asked whether HTC had approached WH Smith. Cllr Simpson said that this step had not been taken yet and confirmed that the issue would be discussed at the next HTC meeting. Cllr Cole asked for feedback from Councillors about the recent Climate Conference. Cllr Simpson confirmed she had attended and found it useful as a first step, but that HTC would need more guidance to help implement real change. Cllr Cole also asked for her feedback on the District Parish Conference. Cllr Simpson confirmed that its focus on resilience had been really useful as HTC will be implementing a project in this area in 2020. Finally Cllr Cole updated the situation on the WBC budget, the situation has much improved with only a small overspend anticipated this year. Cllr Simpson thanked Cllr Cole on behalf of all HTC for his help.
6. **Actions from previous meetings report.** Cllr Simpson confirmed that there were no outstanding actions.
7. **To discuss and agree 2021/21 library grant request for £9000. Report was circulated (and is attached).** Cllr Knight presented the case. The first 18 months have been very successful with both costs and revenue higher than expected, and the hub being actively used by various community groups. Grants have been obtained such as a contribution from Tescos for a new kitchen. They are now asking for a £9000 grant for the next financial year. Cllr Winser asked about the funding for the Hub Manager. Cllr Knight confirmed that they had obtained matching funding for her salary from the Greenham Common Trust and that one of the main objectives of her role was to raise income. This was realistic as there is potential to hire out the Hub at additional times such as weekends. Her appointment had had a significant benefit in taking the pressure off the volunteers. Our Hub model may be one that WBC consider replicating for other libraries. Councillors congratulated the Hub on its achievements. Cllr Crane proposed that HTC provide the requested £9000 funding. This was seconded by Cllr Winser and unanimously agreed with one abstention from Cllr Knight due to his declared interest.
8. **Propose and agree interim clerk as Proper Officer.** Cllr Simpson informed Councillors that in the Town Clerk's extended absence, Jo Pike, the Interim Clerk needed to have a clear legal status. Cllr Simpson therefore proposed Jo Pike as Interim Proper Officer. This was seconded by Cllr Gaines and unanimously approved.
9. **Hungerford 2036 Housing Site assessment Criteria Report – to consider and ratify the report. Report was circulated (and is attached).** Cllr Downe reported that the housing site assessment criteria had now been prepared, and after ratification by FC, will be published on the 2036 website inviting comments from the public in time for the publication of WBC's HELAA. Councillors were asked if they were now happy for the draft criteria to be published. Cllr Winser noted that the deadline for consultation responses needed to be amended from November to December. Cllr Simpson proposed that with this one amendment the criteria should be accepted. Seconded by Cllr Hawkins and unanimously approved. Cllr Downe also asked people to join the project team as more volunteers were needed for such a major project.
10. **Committee reports (no more than 3 minutes per report)**  
**R&A (Cllr Simpson)** –Cllr Simpson apologised that no written report had been done this month due to time pressures. She thanked Cllr Hawkins for running the Committee this month. The main focus has

been getting the War Memorial ready for Armistice Day. This has been a tremendous team effort between HTC, the Smarten Up Hungerford team, the Royal British Legion and other volunteers. She thanked all concerned. Work has also been carried out to tidy up Tragedy Gardens and to clean the flooring at Bulpit Lane play park in response to the ROSPA report.

**E&P (Cllr Gaines) - Refer to attached report which has been circulated.** The issue of the Salisbury Road/South of Priory Road development is ongoing. The developers are now putting in a new application and have been invited to present their case at the 11<sup>th</sup> November E&P Meeting in the Corn Exchange Complex. The public are welcome to attend but any questions need to be submitted to HTC by 2pm on the day of the meeting.

**H&T (Cllr Simpson in the absence of Cllr Chicken) - Refer to attached report which has been circulated.** Cllr Simpson reported that paving on the High Street had been ripped up by WBC contractors and not reinstated as required. She has taken photographs and is in contact with our District Councillors to address this.

**T&E (Cllr Crane). Refer to attached report which has been circulated.** Cllr Crane reported that the Committee is working with Love Hungerford to develop visitor attractions. Love Hungerford is now a limited company marketing products only, and so does not conflict with T&Es role. T&E is also working with the Chamber of Commerce on Visit Hungerford. T&E is working to form a Hungerford Partnership to engage retailers and other local stakeholders. He reported that the Trade Showcase had gone well, with about 10 companies and many education providers attending. The host school, JOG was pleased with it as a careers information event and are happy to take it forward in future. The Great Western Way project is progressing.

#### 11. Finance –

a) **Propose authorisation of cheque run payments (circulated) for last month –** *Cllr Winser proposed the cheque run of £15724.05 including VAT seconded by Cllr Downe, all in favour.*

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 staffing issues. *Cllr Winser proposed the accounts, seconded by Cllr Simpson, all in favour.*

c) **Proposal to ratify additional grant donations of £1500 as agreed by F&GP.** Cllr Winser explained that this comprised donations of £1000 to the Chamber of Commerce Extravaganza, £250 for Maestros music lessons for school children, and £250 for the NWN's Over 80s Xmas Parcel. *Cllr Winser proposed ratifying the donations, seconded by Cllr Knight, all in favour.*

d) **Proposal to add Cllr S Hawkins as a bank signatory.** *Cllr Winser proposed this, seconded by Cllr Gaines, all in favour.*

e) **To note receipt of £11993.46 CIL money.** *Cllr Winser noted the receipt.*

#### 12. Any other Reports (3 minutes each) not to include any proposals – None

In closing the meeting, Cllr Simpson proposed a vote of formal thanks be made to Sarah Hennessy, the former Deputy Town Clerk, who had left the previous week. HTC thanked Sarah for her contributions above and beyond the call of duty.

Meeting ended at 8.25pm

#### REPORTS:

Mayors Diary October 2019

- 1<sup>st</sup> Recreation and Amenities committee meeting
- 2<sup>nd</sup> Office meeting with Kennet Radio
- 3<sup>rd</sup> Judging Hungerford Calendar entries in Marlborough

- 4<sup>th</sup> Meeting with RBL, Police & REME – planning remembrance
- 8<sup>th</sup> Opening of the Judiciary in Reading
- 10<sup>th</sup> Introduction to Herongate Leisure manager alongside Cllr Claire Rowles & Cllr Denise Gaines
- 11<sup>th</sup> Internal office meeting – staff appraisal
- 12<sup>th</sup> Camera Club Exhibition
- 14<sup>th</sup> Environment and planning meeting
- 15<sup>th</sup> Finance and General Purposes committee meeting
- 18<sup>th</sup> Internal Christmas Planning meeting
- 19<sup>th</sup> Charity Event
- 20<sup>th</sup> Y&CC bingo at RBL
- 21<sup>st</sup> Meeting with GWW alongside Cllr Crane
- 22<sup>nd</sup> Civic engagement event Hungerford Care Home
- 22<sup>nd</sup> WBC – District Parish Conference
- 24<sup>th</sup> Lord Lieutenants SERFCA awards ceremony alongside Cllr Winsor
- 27<sup>th</sup> Hungerford Town Band Concert - Poppy Appeal
- 28<sup>th</sup> WBC Climate Emergency Conference – Newbury College
- 30<sup>th</sup> Tea & Bun social/teambuilding with Cllrs
- 30<sup>th</sup> Lighting contractor meeting for Christmas Lights

## **Pigeons in Hungerford High Street and Bridge Street Review 2016 - 2019**

### **Why do we wish to reduce the number of pigeons?**

Risk to public health: Feral pigeons act as reservoirs for many micro-organisms and zoonotic organisms which can cause infections and allergic diseases. Pathogens can be transmitted to humans by excreta, secretions or dust meaning that direct contact with the bird is not required. Though risk of transmission to healthy humans is low, there is a greater risk of infection with immuno-depressed people

Feral pigeons can also be the source of accidents. This can arise from slipping on surfaces covered in pigeon droppings.

Damage to buildings: Litter from the birds, either through dropping from nest and roosting sites falls onto roads, pavements and buildings. The acidic nature of the substance can cause brickwork and woodwork to deteriorate.

### **Steps taken to review the problem 2016**

A survey was carried out in by Countrywide Pest Management in July 2016. The report notes the following:

- Well established pigeon colony
- Numerous methods of control have been used e.g. netting, spikes

The control methods have caused the population to be moved to other areas of the town. This was further exacerbated by the pigeon proofing of the railway bridge. In addition, the pigeon number has increased, with estimates of 50-70 pigeons in the town (July 2016) and given that female pigeons reach sexual maturity at 7 months the population will only continue to expand.

Data, from published research, shows that

- A mating pair can produce 15-20 young every year
- A female can lay 60-80 eggs
- After mating, 1-3 eggs are laid which hatch after 18 days
- Chicks leave the nest around 30 days
- More eggs can be laid in the nest before the first chick leaves

Pigeon numbers reflect the food that is available to them, and a reduction in food would be effective in reducing numbers over time. The main food points in Hungerford are between the canal where people feed the ducks/have picnics and outside the Hungerford Arcade where the kebab van parks in the evening. It has also been observed that pigeons also congregate at the Three Swans, now there is a seating area at the front and food is consumed/dropped.

*Control methods suggested:*

- Legal trapping and dispatching of pigeons
- Falconry response
- Shooting at night time (in line with the Wildlife and Countryside Act 1981)
- Birth control
- Reduction in food availability

Method	Pros	Cons
Legal trapping and dispatching of pigeons	A quick reduction in numbers by 80 %.	Time taken to train the birds to enter the trap; Public perception of trapping.
Falconry response	Make the area undesirable and encourage birds to move elsewhere; Green alternative to culling.	Expensive with a number of repeat visits. Risk of dead pigeons on street.
Shooting at night time	Carried out at night	Public perception and history of town
Birth control	Control by fertility management by feeding with coated corn – slow reduction of numbers.	Expensive, time consuming and must be maintained. Effect on other birds/water ways? Unsure if currently licenced for use in UK
Individual proofing measures	Effective on applied area	Moves problem on
Reduction in food availability	Education time	Time taken to alter behaviours

In 2018 Hungerford Town Council in conjunction with Town and Manor drafted a document “to produce a vision of how the pigeon levels in Hungerford can be controlled to a manageable number... it is hoped that using a variety of methods and taking a long-term view that the pigeon numbers can be maintained at a low population level”.

“The approach would split into three veins:

1. Education of the local population on what HTC and T&M are trying to achieve and why
2. Provide an alternative breeding location
3. The use of pigeon anti-roosting devices”

**Involvement of Public Protection Partnership (PPP) Environmental Health Team 2019 Review**

Many conversations have taken place with Environmental Health and I have walked the town with a member of the Environmental health team this summer. At the time of this meeting he noted that there have been many problems with pigeons in Hungerford over the years and recommended that pigeon culling needs to take place in Hungerford High Street.

It is of important note that culling of feral pigeons is carried out under licence (issued by Natural England under the Wildlife and Countryside Act 1981). It is required that the process is justified under licence when there is a threat to public health and other non-lethal methods of control are found to be impractical or ineffective. Hence, it is recommended that control methods are used in combination, generally a culling method and a proofing method.

However it was agreed that culling by way of shooting the birds is not a control that is appropriate given Hungerford’s tragic history.

## Alternative view to culling

In 2016 an alternative approach was considered as promoted by the Pigeon Control Advisory Service. ([www.picasuk.com](http://www.picasuk.com)). This approach uses humane and non-lethal methods, following research which has demonstrated that killing birds as a method of control acts to increase the population size.

It was noted in Basel (Switzerland) that the bird population had increased 33 % following 24 years of the council trying to reduce the population size. It was decided to act on the source of the problem which was the persistent feeding of birds in combination with excessive use of culling.

A massive public information campaign began to educate people about feeding the pigeons and the resultant over population. The city provided 9 designated feeding areas where people could feed the pigeons and adjacent to this were well-kept and controlled lofts where pigeons could breed and roost. The lofts were cleaned weekly (in 1 yr. 10 501 kg of excrement removed!). Eggs were also removed and replaced with dummy eggs. This led to a significant drop in the population numbers.

Use of Dovecotes hand designated feeding areas have been used in the UK.

Reference: [http://picasuk.com/alternatives\\_to\\_lethal\\_bird\\_control.html](http://picasuk.com/alternatives_to_lethal_bird_control.html)

Feral Pigeons: Problems, Dynamics and Control Methods – paper in office

Whilst the initial summer walk about identified the need for culling the September 2019 survey identified pigeon numbers in Hungerford High Street were not observed to be excessive given similar surveys undertaken over the years within other council areas overseen by the Public Protection Partnership Environmental Health Team such as Wokingham BC and Bracknell Forest Council.

In September survey Officers met with Councillor Keith Knight, the Deputy Mayor. He explained the Town Council had funded an exercise a few years ago to reduce the pigeon numbers. West Berkshire Council had engaged with Network Rail who had put spikes and netting under the bridge to protect the pavements (but not the road). The Town Council also employ a street cleaner who clears the pavements twice a day.

It is believed this proactive collective approach has been beneficial in keeping the pigeon numbers from becoming excessive. However the survey has identified measures that could be taken to improve the situation further:

Premises favoured by pigeons	Observations	Proofing Required	Additional Measures required
130 High Street – Vacant property	Pigeon mess under frontage. No pigeon proofing observed.	Yes	Contact owner to request pigeon proofing installed
Under the Bridge	Pigeon spiking come off on one side	Yes	Contact Network Rail to ask that the proofing on the bridge be mended. Cllr Knight suggested netting on the entire underside of the bridge. Whilst there were some pigeons nesting there it could be a huge logistical exercise that would not have that much benefit as people are not walking on the road.
Town Hall			Polite request that the Town Council does not put flower pots on the ledges of the shops next year (to take away potential places to nest).
Sign for Clock Makers (on archway of Wessex signs)	Mess concentrated under sign	Yes	Request removal of the sign – or install pigeon proofing.
TSB	Pigeon mess under frontage. No pigeon proofing	Yes	Contact owner to request pigeon proofing is installed.

	observed.		
The Plume	Pigeon mess under frontage. No pigeon proofing observed.	Yes	Contact owner to request pigeon proofing is installed.
Marc Allen	Pigeon mess under frontage. Pigeons nesting behind Town Council Pots. No pigeon proofing observed.	Yes	Contact owner to request pigeon proofing is installed. Removal of pots.
The Kitchen Mongers	Pigeons on the roof.	Yes	Contact owner to request pigeon proofing is installed.
The Courtyard (Elvians, Hungerford Book Shop)	Pigeon mess under frontage. No pigeon proofing observed.	Yes	Contact owner to request pigeon proofing is installed.
115 & 115A – possible residential property?	Pigeon mess under frontage. There is proofing on the sign. Pigeons are nesting behind the Town Council Pots.	Yes	Contact owner to request further pigeon proofing is installed. Removal of pots.
Mr Dodd's Hardware.	Pigeon mess on ground despite daily cleaning by shop owner.	Yes	Removal of metal sign poles to prevent birds sitting on it an fouling the ground below
WH Smith	Repellent gel in use on shop roof. No birds were observed on this property unlike the number birds seen nesting on the property next door (Mr Dodd's Hardware).	No	Maintain proofing method as appear to be effective at this time

## 2019 Survey Outcome

In order to take forward the control measures suggested by Environmental Health, letters can be sent to owner/occupiers of the addresses above with guidance for pigeon proofing. It must however be acknowledged that Environmental Health have advised they could not realistically take enforcement action on any of the owner/occupiers not choosing to cooperate.

The survey identified the most effective proofing appears to be repellent gel. This was evident when viewing the WH Smith building where no birds were seen as opposed to the building next door, Mr Dodd's Hardware store where a large number of birds were nesting.

The gel also offers a more aesthetic appeal as opposed to spikes and netting. This was not a measure favoured by Hungerford Town Council previously as it did not appear to work for reasons unknown. However research suggests the gel is effective against the larger bird such as the pigeon because it feels sticky on their feet & Pigeons learn to avoid the area where gel is applied. It does not kill them but makes them feel extremely uncomfortable if they get it on their feet.

It is known to be effective if applied correctly by following the instructions. It is also an easy product to apply and is transparent so does not look unsightly which cannot be said for spikes and netting.

The letter will therefore include all types of proofing so that owners/occupiers may provide the best type for their particular building. Environmental Health can advise on the proofing but cannot recommend products.

As stated previously pigeon numbers reflect the food that is available to them, and a reduction in food would be effective in reducing numbers over time. Education by way of a campaign of the local population as put forward by Hungerford Town Council and Town & Management in 2018 would be a

good way of delivering the message that a collective approach is necessary and denying a food source to feral pigeons would be key.

Finally the use of Dovecotes in a designated area will also compliment the above measures. Not only will they provide a controlled environment but will again add an aesthetic value to Hungerford and the surrounding area.

## **Hungerford Town Council**

### **Public/ Private Report**

Public

### **Report to:**

Full Council

### **Agenda Item No X:**

Hungerford Library & Community Trust Grant 2020

### **Background**

The yearly application for a grant to support the Hungerford Library & Community Trust for financial year 2020-2021. Since June 18 the trust has taken over the running of the Hungerford Library building (except for the Town Council Office and the public toilets). Hungerford Town Council have now leased the building from West Berkshire Council for 99 years at peppercorn rent of £5 pa and HLCT is sub-leasing the building from HTC.

I must point out that since the Library building has been taken over by HTC four significant financial benefits have occurred as follows:

- 1) The rent for the office of £5,000pa paid by HTC to WBC (since 2009) is no longer paid.
- 2) Since 2017 WBC required an annual levy to be paid for a continuation for the library service of £1.00 per resident which would be £6,000 per annum in the case of Hungerford. (Thatcham and Newbury Town councils pay £24,000 and £32,000 respectively) Due to the arrangements with Hungerford Library this levy has been waived by WBC.
- 3) All HTC committee meetings have been transferred from the Town Hall building (run by Town & Manor) to the library resulting in an annual hire fee saving of approx. £2,000
- 4) The electricity and gas heating usage by the Town Council is paid by the trust. The total running costs are nearly £4000 pa for the whole building.

The takeover of the building lease by HTC means that approx £15,000 does not need to be paid to WBC. HTC does now pay for building insurance and exterior maintenance while HLCT pay for liability and contents insurance.

All other running costs and further investment for the interior of the building are now paid for by the trust. The trust fundraises and hires the building out to the community & local



businesses to generate revenue for these running costs. Whilst the revenue raised is increasing with regular booking established it is currently around 30% of the costs required. Currently the running costs are approx £20,000 PA. The hub is now employing a Hub manager who is seeking to increase fundraising and revenue opportunities.

### **Objective**

To secure a grant for the financial year 2020/21 of £9,000 (last year £10,000 was awarded) This grant if you take into account the £15,000 benefit that HTC now enjoy means that the council still have a significant gain with this arrangement. The trust is trying to manage its affairs in a prudent manner and plans a series of improvements to the building to help generate additional income and to improve the building environment. The financial strength of the Trust ensures that this long-term project does not fail.

### **Projects undertaken to date**

- 1) New Kitchen has been installed into the Library (this was paid for by a Tesco Grant)
- 2) A total of 40 new folding chairs have been purchased to enable the Hub to hold meetings and events in the building
- 3) New book racks on wheels have been purchased to enable the space in library to be opened up for events.
- 4) New LED lighting installed saving running costs. (a grant of £5,000 secured from WBC)

### **Future Projects**

- 1) Refurbish The Curve (room at front of library) New LED lights and new furniture and decoration
- 2) Improving green footprint including adding solar panels on roof to generate electricity (savings in running costs) and a heat pump (replacing original gas boiler)
- 3) Install Air Conditioning in the building
- 4) Improving outside space around the building including garden landscaping
- 5) Installation of a disabled toilet for users

### **Options.**

Agree/disagree with the objective above or award a different amount.

### **Financial and Legal implications**

Awarding this grant from annual savings as described still leaves council with a surplus.

### **Other information**

Risks:

- Trust would fail without access to sufficient grants resulting in Town Council having to run the building itself at greater cost.
- If building handed back to WBC approx. £15,000 of annual costs would be incurred/

- Flagship project held in high esteem by West Berkshire Council could fail resulting loss of reputation for Hungerford and the Town Council.

#### Benefits:

- Maintain Library and Hub community building in Hungerford to the benefit of all users and residents

#### Recommendation

Continue to provide grant to the trust for the year 2020/21 an amount of £9,000.

**Signed:** Keith Knight October 2019

*Draft for Hungerford Town Council 4<sup>th</sup> November 2019*

### **Hungerford 2036 Housing Site Assessment criteria**

The Hungerford2036 project team has been tasked by Hungerford Town Council with developing a Neighbourhood Plan for our area which, when completed, will have full legal status alongside West Berkshire Council's district-wide Local Plan. Having a Hungerford Neighbourhood Plan means that residents will shape where the housing required by government targets is to be located.

By the end of 2019, it is expected that WBC will publish its Housing and Economic Land Availability Assessment (HELAA) which will list potential development sites put forward by landowners and developers. WBC will have assessed each site against criteria guided by national policy. For a site to be considered deliverable it must be:

- available - the site is available now.
- suitable - the site offers a suitable location for development now and would contribute to the creation of sustainable, mixed communities.
- achievable - there is a reasonable prospect that housing will be delivered on the site within five years.

Full details of WBC's HELAA process and methodology may be found at <https://info.westberks.gov.uk/helaa> . WBC say of the HELAA:

"It will not make recommendations on which sites should be developed but will make a preliminary assessment of their suitability and potential. It is important to note that whilst the list will identify potential sites, it will not allocate them for development or add weight to the site for the purpose of decision making on a planning application. The allocation of future sites for development will only take place through statutory plan processes (eg Local Plan, Neighbourhood Development Plans) which undergo public consultation and independent examination."

In the months following publication of the HELAA, the Hungerford2036 Project will, with full local public consultation, lead Hungerford's evaluation of the sites that fall within its parish boundary. Sites will be assessed based on local criteria drawn from the results of the residents' survey conducted in Summer 2018 as well as the Town Plan and public feedback, to achieve a list of the most favoured sites.

The local criteria shown below have been reviewed and approved by Hungerford Town Council, which is now seeking public comment. They contain cross references to the Aims and Objectives of the Hungerford Neighbourhood Plan published earlier this year.

The Hungerford2036 Project Team invites residents' comments on these criteria during October 2019 using the online form at [www.hungerford2036.info/criteria](http://www.hungerford2036.info/criteria)

*Draft for Hungerford Town Council 4<sup>th</sup> November 2019*

## **Neighbourhood Plan Objective**

**(with H2036 Aims and Objectives cross references)**

### **Criteria**

1. Make best use of previously built-on land and minimise encroachment into the countryside.

*(Refs - Theme 1- Housing, objective 1 & Theme 5 Heritage, objective 4)*

- a. Is the site greenfield or brownfield?
- b. What is the relationship to the existing settlement boundary (within, adjoining or separate)?
- c. Is the site adjacent to other proposed sites?
- d. Is the developer's proposed housing density appropriate for the site?

2. Protect the landscape

*(Refs – Theme 5 Heritage, objectives 4, 5)*

- a. Would the site result in harm to the natural beauty and special qualities of the AONB?
- b. Is development appropriate in the context of the existing settlement form, pattern, and character of the landscape?

3. Provide a range of house types, sizes, prices and tenures that meets the needs of all age groups and incomes

*(Refs – Theme 1 Housing, objectives 2,4)*

- a. Does the site contribute in a balanced and appropriate way to meeting the overall Housing Needs Assessment?
- b. Is there a reasonable prospect of it providing some self-build or a community housing scheme?

4. Minimise the effects of traffic congestion in the town centre

*(Refs – Theme 3 Getting About, objectives 2, 6)*

- a. To what extent would the site cause an increase in traffic on the High Street and Bridge Street?

5. Shift from a car dependent community to one which embraces the benefits of less polluting means of transport, including walking and cycling

*(Refs – Theme 3 Getting About, objectives 2,*

5, 6. Theme 7 Wellbeing, objective 2. Theme 8 Climate Change, objective 3)

a. Is the site within a reasonable walking distance, providing a safe route for residents of all ages and mobilities, to

1. the town centre (measured from the Town Hall)?

2. Hungerford Primary School?

3. John O'Gaunt Secondary School?

4. Nursery School/Health Centre?

b. Is the site served by public transport within reasonable walking distance?

(NB distances and elevation changes will be measured from site centre)

*Draft for Hungerford Town Council 4<sup>th</sup> November 2019*

### **Neighbourhood Plan Objective**

**(with H2036 Aims and Objectives cross references)**

#### **Criteria**

6. Protect and enhance the historic environment

*(Refs – Theme 5 Heritage, objective 2)*

Seek solutions to poorly maintained buildings

*(Refs – Theme 5 Heritage, objective 1)*

a. Would development of the site have a detrimental effect on neighbouring heritage properties or the Conservation Area?

b. Does the site re-use or redevelop a currently poorly maintained building?

7. Support growth in the variety of shops, restaurants and businesses in the town.

*(Refs – Theme 2 Employment and Economy, objective 1)*

a. Does development of the site create new or remove existing retail, leisure or commercial space?

8. Protect the town's existing open spaces and the means of accessing and enjoying them whilst requiring the provision of open space within new housing

*(Refs – Theme 4 Next Generation, objective 2. Theme 6 Leisure, objective 2. Theme 8 Climate Change, objective 2)*

a. Does development of the site cause the loss of, or encroachment onto, any formal or informal public amenity or green space?

b. Does the site provide public open space

in addition to existing policy requirements?

9. Reduce carbon emissions with more energy efficient buildings.

*(Refs – Theme 8 Climate Change, objective 1)*

a. Does the site offer particular opportunities for low / no carbon emissions homes or community energy generation schemes?

#### **Site assessment rating**

Sites identified in the HELAA as being viable for development will be examined against each of Hungerford's criteria and assigned a colour coded rating. The possible ratings indicate the extent to which a site satisfies the criteria ranging from Significantly Positive (shown as bright green and ++), Positive (pale green and +), Neutral (white, 0), Negative (pale red, -), Significantly Negative (bright red, --). Site criteria which cannot be determined will be shown as yellow.

## **Environment and Planning Report for Full Council 4<sup>th</sup> November 2019**

MINUTES of the Environment and Planning Committee held on Monday 14<sup>th</sup> October 2019  
Chairman, Cllr Gaines was absent on holiday. Deputy Chairman Cllr Chicken took the meeting.

### **Planning Applications: -**

- 1) 19/02132/FUL 121 High Street – Coffee#1 Revised shop front alterations and an external seating area to the rear of the property with surrounding fencing and canvas barriers - No Objection
- 2) 19/02130/ADV 121 High Street – Coffee#1 8 no. canvas barriers and 1 no. fascia sign - No Comment on the application
- 3) 19/02174/COMIND Agricultural Barn, Coldharbour – Ramsbury Estates Ltd Change of use from Forestry to B8 Storage and Forestry with no external or internal changes - No Objection
- 4) 19/02162/HOUSE Mill Cottage, Upper Eddington – Existing timber shed/store to be demolished and replaced with annex/garden room - No Objection with the condition that the proposal does not constitute independent living accommodation.
- 5) 19/02376/HOUSE 10 Church Street – Remove canopy and proposed new rear conservatory - No Objection
- 6) 19/02311/HOUSE 8 Lancaster Close – Proposed single storey rear extension and new high level ground floor side window - No Objection
- 7) 19/02320/FUL 9 High Street – Western Land plc Demolish partially collapsed garage and workshop and ancillary works comprising of waste bins, new gate and new wall - No Objection.
- 8) 19/02386/PACOU 30 High Street – Prior approval for a change of use of former Barclays Bank (Class A2) to residential use (Class C3). This is an application for Prior Approval under The Town and Country Planning (General Permitted Development) Order 1995 (as amended). Because we are required to inform nearby residents and display a public notice West Berkshire Council is notifying the Parish/Town Council of the proposal in case interested parties should contact you. However, you are not required to comment and the

decision can only be taken based on the criteria set out in The Town and Country Planning (General Permitted Development) Order 1995 (as amended). Committee noted this information.

9) 19/02426/LBC2 Hopgrass Open Barn – Proposed insertion of two windows to front elevation - No Objection.

5. Case Officers Reports – These were read out and noted.

## **Update on other planning applications**

**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,

There has been consultation between Bewley Homes and the planning department which has resulted in a revised plan for the site. The number of houses is the same but a great proportion of the site has been utilised. There is also additional green space between the new development and the existing Kennedy Meadows houses. We have been approached concerning a meeting between ourselves, district councillors and Bewley Homes. We are currently waiting to hear whether this is going to take the shape of an extraordinary E & P meeting and a date has yet to be agreed. Bewley homes has written to objectors with the new plans.

### **Costa Coffee – Outside seating.**

I have been in further contact with the enforcement officer concerning the continued lack of a planning application for the seating. I am waiting for a reply.

**19/01790/COMIND Barrs Yard** - Variation on conditions 3, 4 and 17 from the original application. This is to change the composition of the different units to increase A1 (retail units) and reduce the B1c (light industrial) The matter has been decided. But I am awaiting further clarification of the information that is currently on the planning portal.

Denise Gaines  
Chairman E&P

## **Hungerford Town Council**

### **HTC Public Report**

#### **Report to:**

Full Council meeting 4th November 2019. See also associated draft H2036 Site Assessment Criteria document circulated with this report.

#### **Agenda Item No X:**

Report from Hungerford 2036

#### **Current Activities**

The H2036 Project Team's primary focus in the past month has been on refining the housing site assessment criteria specific to Hungerford.

During October we have reviewed our housing site assessment criteria with WBC planning policy officers.

#### **Next steps**

The Hungerford 2036 Project Team are seeking ratification by the Town Council of the housing site assessment criteria so that they can be made public in readiness for the HELAA (Housing and Economic Land Availability Assessment <https://info.westberks.gov.uk/helaa>) publication by WBC which is now anticipated in late November. We would strongly recommend that Councillors review the introductory page for the criteria which we believe explains the context and answers some common concerns.

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.

The H2036 set of site selection criteria which will be the basis for the identification of the town's preferred and, potentially, later allocated development sites within the Neighbourhood Plan. These criteria have been informed by the H2036 research as well as previous consultations. References are included to the Hungerford 2036 Aims and Objectives sections which are here:-

(<http://www.hungerford2036.info//NPLibrary/Aims%20and%20Objectives%20Published.pdf>)

Once ratified by HTC, the site assessment criteria and covering explanation as distributed to HTC will be published for on-line comments through the Hungerford2036.info website.

Starting in 1Q2020 the H2036 project team will lead the process for examining site details, gathering public consultation input and assessing sites against the Town's criteria. The activity will be supported by a planning professional through the Plan-et consultancy.

**Signed:** John Downe, Joint Chair H2036

24/10/2019

### **Tourism & Economy Committee Report to Full Council November 2019**

Although there was no T&E meeting last month, Derek and I attended a series of meetings with Chamber of Commerce, Love Hungerford and others with the intention of developing a cohesive policy for Hungerford addressing all Tourism issues.

We have established;=

- The Town Team formed some years ago has been transferred into a new Limited Company, **Love Hungerford** .
- **Love Hungerford** will now concentrate on commercial activities such as marketing products and services .
- **The CofC committee Visit Hungerford**, will aim to promote Hungerford as a destination for visitors using its status as a Designated Ambassador Town,
- **Both** Love Hungerford and Visit Hungerford will work with the Town Council, Town and Manor and our hospitality and retail sectors to form a **Hungerford Tourism Partnership**.
- **The** structure of this Partnership has yet to be agreed within the various constraints of each party.

The **Hungerford Trade Showcase** was held in the evening of 22 October and was deemed a success by John O'Gaunt school and the exhibitors of whom were many local companies representing several professions and trades.

HTC now believes that the onus for future such events will rest with the school with minimum input from our resources.

Nevertheless the T&E remains keen to develop closer links with all employers in our town.

HTC Cllr Martin Crane

Chair T&E C'tee

2 November 2019

**WestI** 22 October 2019

Mrs Claire Barnes Development & Planning  
(Clerk) West Berkshire District Council

Hungerford Town Council Council Offices  
Hungerford Town Council Market Street Newbury  
Hungerford Library Berkshire RG14 5LD  
Church Street  
Hungerford Please ask for: Hilary Oliver  
RG17 OJG Direct Line: (01635) 519682  
Fax: 01635519408  
e-mail: CIL@westberks.gov.uk

Dear Clerk

Re: CIL Payments to local councils - October 2019  
(for the period 1 April 2019—30 September 2019)

This letter relates to CIL payments to local councils (relevant parish and town councils) scheduled for 28 October 2019.

Details of the applications and amounts are shown below for CIL payments collected for Hungerford Town Council from 1 April 2019 to 30 September 2019:

16/03205/FULD; 26 Charnham Street, Hungerford, Berkshire, RG17 OEJ; £8,625.00

17/00891/FULMAJ; Prosperous Home Farm, Salisbury Road, Hungerford, Berkshire, RG17 ORD; £3,368.46

Total payment to be made for 1 April 2019 to 30 September 2019: £11,993.46

The Council will arrange for the money to be transferred to the parish bank account around 28 October 2019. Where banking details for your council are held, the payment will be made by RACS otherwise a cheque will be issued.

Please complete the attached confirmation receipt and return it to the CIL Team as soon as possible.

If you have any queries regarding the receipt of the monies, please contact the CIL Team by email at CIL@westberks.gov.uk

Yours sincerely,

CIL Team

Principal Developer Contributions Officer

www.westberks.gov.uk 01635 551111

**Hungerford Town Council**

Developer Contributions Team

Development & Planning

Council Offices

Market Street

Newbury

Berkshire

RG14 5LD

Dear Sirs

Re: CIL Payments to local councils - October 2019 Receipt

Hungerford Town Council

We confirm receipt of CIL Parish Payment in the amount of £11,993.46 and acknowledge that we are required under the CIL Regulations to provide a report on CIL Receipts received.

Yours sincerely

Authorised Signatory

Date:



## Police Report – November 2019

Since the beginning of October there have been 6 residential burglaries in Hungerford Town. These have predominantly happened during the day. They are part of a larger series that have been occurring across the whole of West Berkshire. An investigation is currently ongoing so we will not be making any further comment regarding these at this time, but if anyone has any information please contact CID on 101.

There have been two reports of shoplifting in the town from Antique shops. A suspect has been arrested for both and is being dealt with.

A Transit van parked up in rural Hungerford was broken into over night 14<sup>th</sup>/15<sup>th</sup> October. In the same evening 3 other Transits were broken into in the wider Hungerford area.

Team news: Our new Sgt has now been with us for a month and is getting to know the area. We have lost PC Gemma Hebdon as she decided to move to the Thatcham team. We are hoping to have a new Police Officer in place soon.