

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

MINUTES of the **Full Council Meeting** held on Monday 2nd March 2020 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Simpson, Downe, Alford, Knight, Crane, Winser, Hawkins, Fyfe and Gaines.
Also: Representatives from Penny Post, Newbury Weekly News, the Police and several members of the public.
District Cllr James Cole - West Berks Council (WBC)

Questions submitted from a member of the public:

Do you believe Hungerford has a crime problem as a result of losing our Police Station?

Police: *There was a spike in Nov and Dec in burglaries but not just in this area. We are aware of the ASB issues and had a dispersal area in place for a day. Resources are applied on demand so to be effective. Please report issues on 101, on-line or by email.*

What is your view of the West Berkshire Council policies on policing and CCTV?

HTC: *West Berkshire Council don't have a policy on CCTV in Hungerford as this is run by HTC. The Inspector reported that Hungerford has one of the lowest crime rates in the area.*

Do you think these are linked to the incidents ordinary residents are experiencing?

Police: *Thatcham has CCTV and they have a high amount of ASB.*

What steps can you take to raise these concerns from the community with West Berkshire Council and with the Police Service?

HTC: *We liaise with the Police and the Sergeant. HTC will be holding Cllr surgeries once a month on a Saturday morning from 10am to 12noon starting 14th March. The Police and District councillors would like to be involved in these.*

Will Hungerford be able to access any further money for policing as a result of the budget increases announced by the Conservative government through West Berkshire Council?

When do our 2 new permanent PCs start and where are they based?

Police: *2 new officers are starting on the Hungerford Neighbourhood Team. This is not a change to funding but filling positions.*

How do the staffing levels and coverage i.e. 24/365 compare to those in 2016, when we had a Police Station?

Police: *If demand calls, then the Police will come to Hungerford. (no stats available at short notice)*

Will the new tri station in Church Street ever have a full Police presence? If not, why not?

HTC: *There is a preference for Police to be on the street rather than in the office.*

Police: *No. It is used as a stop base for breaks and to use the computers.*

What steps can you take to reassess CCTV and extending it to key thoroughfares, such as Priory Road and Church Street/ Church Way, or areas that would assist the Police?

Police: *ID is not always possible from CCTV as criminals take measures to avoid this. (CCTV responsibility of HTC).*

Police Report (for February) – There was very little reported - Two vehicle crimes, one stolen and another with a back window smashed, one burglary and no shoplifts. ASB was down from Dec and Jan. The police carried out a tool marking event at Howdens and will be holding another in Membury from 10 to 1pm on 12th March.

Public Participation – A member of the public reported ASB has gradually got worse in the Croft, starting with graffiti under the bridge, litter, damage to cars and escalating to burglaries and tools taken. There have been four

cases of fires being set under cars. Residents are still awaiting a response from Sgt Andy Murray to see how these events are connected.

The police responded that the fire crew advised only two of these instances were arson. They will speak to Sgt Murray and feedback. The police offered to meet separately with concerned members of public. It was pointed out the Police & Crime Commissioner elections are due in 2 months' time and they will have a voice on resources. So too will local MP Laura Farris. We are encouraged to participate in the Public Space Protection Order on-line consultation.

1. **Note apologies for absence** – Cllrs Hudson, Lewis and Chicken, District Councillors Dennis Benneyworth and Claire Rowles
2. **Declarations of interest** – None
3. **Approval of Minutes of the meeting of the Full Council meeting held on 3rd February 2020 and Extra Full Council held on 10th February 2020** – *Cllr Downe proposed both sets of minutes as a true record, subject to a spelling amendment to read 'HELAA', seconded by Cllr Crane, all in favour.*
4. **Approval of Minutes of the meeting of Tourism & Economy held on 11th November 2019** – *Cllr Downe proposed the minutes, seconded by Cllr Crane, 3 in favour, rest abstained.*
5. **Mayor's Diary – To receive a report for the past month. – see attached.** The Mayor added that our annual litter pick will take place on 19th April from 10am to 12 noon meeting at the Magistrates Room in the Corn Exchange Complex. Smarten Up Hungerford will be supporting us.
6. **District Councillor's Reports** – James Cole advised the HELAA is now out and Barrs Yard will be submitting a form via the website about their site. The Environmental Strategy Consultation has closed. A review of infrastructure is being done regarding flooding and an WBC inventory completed on culverts. Many landowners have inherited ditches and are not aware they should be clearing them. All funding has been cut for Healthwatch and Village Agents. This relates to the merging of Clinical Commissioning groups. The merger is on hold and we should consider lobbying against it. The service will finish on 31st and there are concerns over the gap it will leave. Could HTC support a village agent? The cost is fairly small for training but giving wrongful advice and insurance are issues. James Cole will contact Gary Poulson and will see what action WBC can take. He will obtain a statement from Rick Jones at WBC. Ministry of Housing, Communities and Local Government, Secretary of State planning unit is closing the case on 'Land South of Priory Road' with no further action. Laura Farris MP has visited Hungerford Nursery and will be attending the next Chamber of Commerce meeting. The Co-op building in the High St needs gutters clearing as they could currently be unsafe.
ACTION: Cllr Crane has written to Co-op in Manchester and will pass the contact on to James.
7. **WBC's review of Conservation Areas – Any update from District Councillors on training opportunities** – James Cole advised training will be available early April. More volunteers are needed.
8. **Hungerford 2036 – See attached report.** A small amendment to the Town boundary will be considered at E&P next week. *Cllr Downe proposed engaging Navigus Consulting at a cost of £2950, seconded by Cllr Winser, all in favour.*
9. **Hungerford in Bloom** – Receive report from Cllr Hawkins
 - a. **Consider revised entry form and revised entry criteria** – **See report attached.** Haha have agreed to take part again this year. *Cllr Knight proposed the commercial entries should be from within the Hungerford Boundary and pub front gardens should be viewable from a public space, seconded by Cllr Downe, all in favour.*
 - b. **Consider forming a working party** – Cllrs Winser and Knight volunteered to join a working party.
 - c. **Agree approach to sponsorship and date for judging** – *Cllr Simpson proposed asking local businesses for sponsorship and to set the judging date for 4th July, all in favour.*

- 10. Finance – Cllr Winser**
- a. **Propose authorisation of cheque run payments (circulated) for last month – Cllr Winser proposed the cheque run of £13,163.15 seconded by Cllr Simpson, all in favour.**
 - b. **Propose Year to date accounts – refer to circulated Income/Expenditure Report – It is expected we will be under budget at year end. Cllr Winser proposed year to date accounts, seconded by Cllr Gaines, all in favour.**
 - c. **Propose delegation to F&GP of expenditure of CIL and S106 money received. Cllr Winser proposed delegation of discussion of expenditure of CIL and S106 to F&GP, with suggestions to be brought back to full Council, seconded by Cllr Downe, all in favour.**
- 11. Committee reports (no more than 3 minutes per report)**
- R&A (Cllr Simpson) – See attached report**
F&GP – Committee haven't met
E&P (Cllr Gaines) – See attached report
H&T (Cllr Knight) – See attached report
- 12. Town Meeting 18th March 2020, 7pm Corn Exchange – Update on arrangements – 12 exhibitors/groups will be attending. Lanyards have been ordered and details of the meeting will be discussed at the tea and a bun meeting tomorrow.**
- 13. Councillor Surgeries – Volunteers required for rota – A rota was handed around. The first surgery will take place in Tesco foyer (subject to permission) on 14th March at 10am.**
- 14. Agree date of Christmas Light switch on proposed by working party – Cllr Simpson proposed Sunday 29th Nov 2020, seconded by Cllr Knight, all in favour.**
- 15. VE Day Parade – To discuss and approve plans for VE Day on Friday 8 May 2020 – It was agreed this should be an evening event, starting from the Town Hall with a Cry for Peace, followed by a procession to the church with bell ringing and a service involving the town band. VJ day will be celebrated on 15th August and Town & Manor hope to organise a 1940s tea party.**
- 16. Armed Forces Day – See attached report. It was agreed if more than £5K is required from the contingency budget then this should be brought back to council. Cllr Hawkins proposed support for the event, seconded by Cllr Gaines, all in favour.**
- 17. Propose acceptance of the reviewed LCRS (Local Council Risk System) Annual Risk Assessment and propose vote of thanks to the working party and Deputy Clerk for work involved. Cllr Simpson thanked those involved and proposed accepting the Risk Assessments, seconded by Cllr Gaines, all in favour.**
- 18. Consider future of VisitHungerford.com domain and website (renewal due 19th March) – Cllr Simpson proposed HTC pay for renewal of the domain and allow Penny Locke to update the site, but ownership of the domain will remain with HTC for the time being, seconded by Cllr Crane, all in favour.**

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.

- 19. Consider Freedom of the Town nominations as recommended by the panel – Cllr Simpson proposed the four nominated awardees recommended by the panel receive the Freedom of the Town, seconded by Cllr Crane, all in favour.**

20. **Consider financial investment opportunities** – A discussion took place, but no proposals were made.

The meeting closed at 9.30pm

Mayors Report February 2020

- 3rd Full Council Meeting
- 4th Environmental Strategy – Community Conversations Shaw House Newbury
- 5th Armed Forces Day Meeting
- 10th Extra Full Council Meeting
- 10th Environment & Planning Meeting
- 13th WBC Planning Policy/Stakeholders Meeting - The croft activity centre
- 14th Risk Assessment Review R&A
- 18th REME Armed Forces Day Meeting
- 20th Howdens Official Launch event
- 21st Risks Assessment Review F&GP/Office
- 24th Team building Meeting
- 25th Meeting with the Hub Asset Management/plan for future ownership of H&S tasks
- 27th Civic attendance at the Cancer Support Group. Passing on a cheque for £302 (public donations from mayor's Carol Concert

Recreation and Amenities Report Feb 2020 – Cllr Helen Simpson

Allotments:

Fencing at Fairfield's allotments has been agreed by committee alongside some tree boundary work and overgrown ivy from sheds/buildings.

4 plots given up at Marsh lane and 3 plots at Fairfield's but 2 already taken up. Expected rental income is around £3500. Only one letter sent from the office for overdue fees.

HAHA have decided to apply for a community asset submission. The Marsh Lane lease is now signed by all parties.

Play parks:

The wet pour surfaces at the play parks have received a deep clean, they now look like new.

Committee has decided to organise a regular clean, the surface underneath the zip wire will now have a wet pour area installed, this will hopefully limit the amount of mud which contributed to the poor condition of the other surfaces.

Triangle Field:

It was noted the advertising banners have been permanently erected on the new crowd control safety fencing. A review of the terms for the rugby club lease are overdue. Committee will start the process of review.

Cemetery:

Burial fees have increased in line with RPI.

Croft Field:

The S106 money has now been received alongside the parish grant of 5K. The car park works have been instructed following a good exchange application and match funding. The internal works at the croft will form part of next year's major projects.

War Memorial:

A working party will be set up to discuss the improvement works at the war memorial gardens. The soil needs improvement and a new planting scheme will become the working parties project.

H&T Report for Main Town Council meeting

Rob Chicken - Chairman

2nd March 2020

Meeting held on 27th January 2020

Smarten Up Hungerford.

The committee agreed to re-visit their request for funding once John Wilmott had costed what was required.

Update on Pigeons The committee agreed to set up a working party comprised of Cllrs. Fyfe, Downe, Chicken and 1 member of the public. Will report back to full council in April.

Station Road Car Park

Barriers now installed ongoing issue with the access for the 3 Swans deliveries (disagreement with parties regarding access from Park St interpretation of the deeds as whether 3 Swans have access rights).

Additional parking bays in Atherton Crescent

Ongoing

Footpath improvement scheme in Station Road

Met with West Berkshire Highways department to discuss the plans which will see the widening of the footpath next to the former police station. The road will remain the same width so access by HGVs will not improve.

Tennis Club Noticeboard

The tennis club would like to put up a sign under the Railway bridge. We approved at committee, subject to space being available.

Christmas Light Debrief and working party

It was agreed to set up a working party comprised of Cllrs Chicken, Hawkins, R Ballard and S Chatters

Tesco Car Park Safety

The Council discussed car park safety and agreed to delegate authority to Cllr Fyfe to write a letter to Tesco head office outlining Council concerns.

Environment and Planning Committee Report – 8th February 2020

1. **WBC Environment Strategy consultation –A draft version was circulated. The Committee agree this as HTC response.**
2. **Planning Applications - There were eight planning applications at the meeting. Several of these got coverage in the Newbury weekly news on the 11th February.**

19/03183/COMIND - Highclose Farm – Lakeland Leisure Estates Ltd -Section 73A: Variation of Condition 2 - Approved Plans of planning permission 15/02312/COMIND. No decision was made on this application as the plans were unclear as to the site of the proposed building

20/00076/HOUSE -6 Newtown, Hungerford – Barry Woodfin A Single storey oak framed orangery extension to rear following demolition of existing conservatory. No objections

19/02637/FULD - Oak Lodge, 8 Salisbury Road, Hungerford – Mrs B Newton Retention of the existing dwelling and the erection of a detached dwelling and detached garage with a revised highway access and retention of engine shed for continued hobby use ancillary to the occupation of the new dwelling. Members of the public addressed the committee. No Objections but with two conditions

20/00045/HOUSE Riverbend, Upper Eddington – Mr and Mrs Denny Construct a wooden garden shed and a greenhouse, both on concrete slabs. Objection due to overdevelopment - a split decision

19/03157/FUL 30 High Street, Hungerford – Mrs N Homa Change of use from former Barclays Bank (A2) to residential use (C3). The committee Supported the application

20/00057/FUL 119 High Street, Hungerford – Leisure Inc (Knightsbridge) Ltd Use of land for the placing of 5 tables and 10 chairs (Part Retrospective). **Objection due to obstruction of the public footway (update : An amendment to this application is being progressed with WBC and E & P members are to attend a site visit on the 5th March)**

20/00069/HOUSE 41 Park Way, Hungerford – Mr and Mrs Wilcock Proposed single storey extension. **No Objections**

20/00209/HOUSE 2 Horn Hill Cottages, Sanham Green – Mrs and Mrs Darch Existing garage to be converted, roof raised and two storey extension to the rear. Single storey rear extension. **No Objections**

Cllr Gaines

28th February 2020

FC020320 H2036exp

Hungerford Town Council

Public Report

Report to: Full Council 2nd March 2020

Agenda Item No 8: Hungerford 2036 Project – Approval to contract for consulting services
Background The Hungerford 2036 Project Team is in the process of producing a Neighbourhood Development Plan for Hungerford Parish as approved by HTC in 2018. A very important element within the plan which is of huge local interest will be determining preferences on potential sites for development within and around the town. Given the level of local interest and the external scrutiny decisions on this will receive, the H2036 Project Team agreed on 20/2/2020 that they wish to engage an experienced Planning consultant with extensive Neighbourhood Plan knowledge to help them.

Objective As part of the Neighbourhood Development Plan HTC wish to ensure that conclusions reached on development site preferences and subsequent potential site allocations in the final NDP are objectively and robustly assessed.

Reference to Action Plan Development of Neighbourhood Development Plan (High)

Options (including quotations) 1. Engage Navigus Consulting as per their quote of £2950. 2. Look for alternative providers of similar services. 3. Carry out the work without external professional assistance

Available budget (£s) including cost centre The funds for engaging external help for this activity are available from HTC allocations and external grants already received by HTC

Health & Safety and Legal implications None

Consultation:

If there was any, who was consulted, response and any actions taken in response

Other information

Navigus operate in association with Plan-Et consultants who we have used previously

Recommendation(s)

Proceed with contracting with Navigus for this work asap

Signed: John Downe, 24/2/2020

Hungerford Town Council**Public/ Private Report**

Pubic

Report to:

Hungerford Full Town Council 3 March 2020

Agenda Item No 9:

Hungerford in Bloom.

Background

The 2020 Hungerford in Bloom competition is in the planning stage. Cllr Hawkins is planning the competition with the welcome help of the Office; however the competition is attracting more entries and is therefore increasing in size. More help will be needed. The entry form (attached) has been re-drafted to include further categories and improved criteria for entry. A further change is to only present prizes to first, second and third prize winners in each category. This has taken into account feedback from the 2019 competition. The links with the "Smarten Up Hungerford" campaign that were forged in the 2019 competition continue to be important and will be encouraged in the 2020 competition. The date of Saturday 4th July has been earmarked for the judging. Judges have yet to be approached. It is hoped that the Allotment Society will agree to hold the competition on the same basis as in previous years and the Chairman of HABA will be consulted.

Last year sponsorship was sought from local businesses for prizes, which was very successful. It is hoped that this can be repeated for the 2020 competition. There is also some interest in wider sponsorship from some local businesses. The views of Full Council on sponsorship of the competition is requested.

The objective of this paper is to request agreement from Full Council to the changes to the schedule and application form but also to emphasise the need for more support for a working party to organise the competition.

Objective

- 1) Agree revised entry form and revised entry criteria
- 2) Agree to form a working party.
- 3) Agree approach to sponsorship.
- 4) Agree date for judging.

Options

Agree/disagree.

Agreeing the four stated objectives would allow this year's competition to go ahead and for publicity to start immediately.

Financial and Legal implications

Improved costings due to revised prize numbers.

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 Mrs Sarah Chatters to develop the new entry form and rules of the competition.

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 24 February 2020.

FC020320 AFD

Hungerford Town Council

Public Report

Report to: Full Council 2nd March 2020

Agenda Item No 16: Armed Forces Day

Background REME approached HTC last year with a view to holding a family day on Armed Forces Day in Hungerford. This wasn't possible due to the time scale and it was agreed that we would aim to hold the event in 2020.

Objective HTC in conjunction with Summer Festival, REME and RBL will run a free event for the community, REME soldiers and family on Armed Forces Day 27th June at the Triangle Field. This will follow on from REME's parade through the High St which will take place around midday. Local groups/businesses will be encouraged to have a stall and friendly rugby sevens matches are being arranged with REME. Town Band and Kennet Radio are booked for the afternoon and there will be some fairground rides/kids entertainment. Throughout the evening there will be live music entertainment arranged by Summer Festival. RFC bar will be open and other food and drink outlets will be booked.

Reference to Action Plan Continue our link with 6th Battalion REME

Options

1. Support the event, with the current financial restrictions (see available budget below)
2. Agree further funding above £5000 in case required (suggest limit of £7,500) to match contingency budget.

Available budget (£s) including cost centre – There are two pots of matched funding available: - MOD matched funding of up to £10k and Greenham Trust matched funding up to £5k. HTC holds a contingency budget of £7,500. Financial regs give delegated authority to Clerk with Mayor's approval to spend up to £5000.

Health & Safety and Legal implications – Risk Assessments required. TENS application needed. HTC Insurers to be informed. Proof of Insurance/RAs from Third parties. First Aid and Security required. Crowd barriers and car park marshalls required. Police presence preferable.

Recommendation(s) The best option, based on the above information

Signed: Town Clerk 26/2/2020