

# 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

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**MINUTES** of the **Full Council Meeting** held on Monday 5<sup>th</sup> October 2020 at 7.00pm remotely through Zoom.

**Present:** Cllrs Simpson, Crane, Lewis, Chicken, Fyfe, Downe, Alford, Shatford and Yakar-Wells.

Cllr Knight joined at 7.10pm.

Also: District Cllrs James Cole, Dennis Benneyworth and Claire Rowles – West Berks Council (WBC).

Representative from Penny Post. One member of the public joined at 7.24pm and left the meeting at 7.37pm.

In attendance: Claire Barnes (Town Clerk), Jeff Ford (RFO), Sarah Hennessey (Deputy Town Clerk) and Sarah Chatters (Admin Assistant).

The Clerk advised the meeting was being recorded.

**Police Report – (attached).** The report had been circulated. There were no questions arising from the report.

- 1. Note apologies for absence** – Noted from Cllrs Hudson and Winsler.
- 2. Declarations of interest** – None.
- 3. Approval of Minutes of the Full Council meeting of 7<sup>th</sup> September 2020, and outcome of actions** – *Cllr Simpson proposed the minutes as a true record, seconded by Cllr Chicken, 1 abstention (Cllr Lewis), rest in favour.*
- 4. Mayor's Report – (attached).** The report had been circulated. There were no questions arising from the report.
- 5. District Councillor's Reports** – Cllr Benneyworth advised there are currently a number of ongoing consultations including the Planning White Paper, London Road Industrial Estate, Housing Strategy and Cultural Heritage Strategy. There is still the opportunity to invest in the West Berkshire Community Climate Bond until the 15<sup>th</sup> October. WBC is encouraging local residents to recycle their food waste by putting it in their green bin, not the black one, and this can be done without subscribing to the green waste scheme. WBC unanimously approved plans to allow the public into remote meetings on a restricted basis and this includes Western Area Planning committee meetings. A successful surgery was held on Friday in the Town Hall with the local MP, Laura Farris. Due to the increase of Covid-19 cases in West Berkshire, WBC has reinstated weekly gold command meetings which manage the district wide Covid response. Cllr Cole advised he will forward a link where up to date figures for Hungerford can be accessed. Questions were raised regarding the rising number of cases and whether Environmental Health at WBC has information as to where these numbers are coming from and any patterns of infection. Also, at what stage would Hungerford be informed if numbers increased to a level of concern. The District Councillors advised they would enquire at WBC. Cllr Benneyworth requested that if any of the cones in place in the High Street outside Coffee 1 and the kebab shop were being removed or tampered with, to pass the information on to WBC who will deal with it. He will enquire whether there are any more permanent measures that can be put in place.
- 6. Consideration of Member's Covid Bid** – Suggestions had been made at both the recent R&A and H&T meetings. These included extra hand sanitiser units, safety screens for the office, refund of costs for Covid-19 cleaning product and purchase of laptop, cycle racks for the High Street. Another suggestion was for a forehead temperature scanner for use at HTC organised events. If anyone has other suggestions, please email the Clerk. **(Post meeting note: the funding cannot be utilised retrospectively).**

7. **Agree process of response to the White paper on planning and Draft Housing Consultation** – *Cllr Simpson proposed delegation to a working party to draft a response to these consultations, seconded by Cllr Chicken, all in favour.* Working party to consist of Cllrs Downe, Fyfe, Hudson and Simpson. The Planning White Paper is on the agenda for the District/Parish conference on the 20<sup>th</sup> October.
8. **Hungerford 2036 – Receive a report from the Project Team (attached).** The report had been circulated. There were no questions arising from the report. Cllr Crane advised the AONB is in the process of appointing a new Chair; more information should be forthcoming next week.
9. **Committee reports (no more than 3 minutes per report)**  
**R&A** – report circulated and is attached. No questions arising.  
**E&P** – report circulated and is attached. No questions arising.  
**H&T** – report circulated and is attached. The District Councillors will chase WBC for an update regarding the progress of improvements to signs/hedgerows around the town highlighted by Cllr Fyfe. The committee delegated authority to Cllr Fyfe and the office to investigate the best solutions for 2 new CCTV cameras in the town and to produce a report.  
**F&GP** – report circulated and is attached. No questions arising.
10. **Finance –**  
**a) Propose authorisation of cheque run payments (circulated along with copies of invoices) for September** – There is a query regarding a charge of £135.00 + VAT made by WBC for removal of the bus stop outside the Town Hall – District Councillor Rowles will chase an explanation from WBC. *Cllr Knight proposed the cheque run of £17,603.88, seconded by Cllr Simpson, all in favour.*  
**b) Propose Year to date accounts – refer to circulated Income/Expenditure Report** – Due to the leisure centre being closed during lockdown, we have not had to make a contribution and we are due a reduction in our fee; how this money will be spent will be discussed at a future F&GP meeting. *Cllr Knight proposed the year to date accounts, seconded by Cllr Downe, all in favour.*  
**c) Note withdrawal of resolution at R&A and proposal of alternative solution (refer to report circulated – attached).** It was noted that 3 councillors have written to request retraction of the proposal made at the R&A meeting on 22<sup>nd</sup> September 2020. Councillors agreed the proposed alternative solution would be the best way to proceed. *Cllr Simpson proposed appointing Vita Play to undertake the repair work at Bulpit Lane play park in the sum of £2,996.80, seconded by Cllr Knight, all in favour.*
11. **Health and Safety – Impact of Coronavirus**  
**a) Note changes to HTC events: Xmas, Remembrance, Freedom of the Town, Carol Service** – Cllr Simpson advised there will be a virtual Xmas lights switch on event this year and plans for this are underway. The Remembrance Sunday service will be a small event with those attending adhering to social distance guidelines. Residents will be encouraged to “Remember from Home”, there will be lots of publicity about this beforehand and the service will be recorded. The Freedom of the Town ceremony is taking place on Saturday with the recipients attending separately at scheduled times. We are trying to make this event as special as we can this year. The Mayor’s Carol Service has been cancelled this year.  
**b) Any complaints or concerns** – WBC will be putting up an outdoor Covid Awareness vinyl banner at Canal Walk and has offered a free extra banner which we can display in the town. Following a request received from a member of the public asking HTC to display more banners, councillors felt it would be a good idea to make use of this free banner. *Cllr Simpson proposed to request a second banner from WBC, seconded by Cllr Lewis, 1 abstention (Cllr Downe), rest in favour.*
12. **Any other reports (3 minutes each) not to include any proposals**  
 War Memorial Working Party – Cllr Simpson and the Town Clerk are meeting with the new contractor at Bridge Street Memorial Gardens tomorrow to discuss the work to be undertaken. Any other councillors are welcome to attend.  
 Christmas Working Party – Plans are ongoing. The xmas trees have been ordered and new lamp post baskets are being sourced.

Meeting closed at 8.10pm. District Councillors, Cllr Lewis and press left the meeting.

## **Confidential Part 2**

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.

13. **Update on Triangle Field Management Agreement** – *Cllr Simpson proposed that, following discussions at R&A, we answer the questions from HRFC in relation to the draft Heads of Terms, seconded by Cllr Knight, all in favour.*
14. **Outstanding debtors** – To be discussed at the next F&GP meeting.
15. **Receive Staff TOIL hours** – There is currently no issue with staff TOIL hours.

Meeting closed at 8.45pm.

## **REPORTS**

### **HUNGERFORD TC POLICE UPDATE OCTOBER 2020**

Covid19 never really left the news but it is now firmly back on the top of the agenda with talk of a second wave following a rise in infection rates across the Country. It is now more important than ever to follow the social distancing guidelines. On this I would like to highlight that HTC have coned off two areas on the High Street so that pedestrians can keep apart. These areas are busy to foot traffic and the coned sections allow for space. On several occasions recently we have had to stop and speak with drivers who have been moving cones so they can park there.

From the 14<sup>th</sup> September gatherings of more than 6 people became unlawful. There are some exemptions to this and these can be found on the Governments website.

The Government announced further restrictions on the 22<sup>nd</sup> September. These include changes to wearing face coverings and working from home. Furthermore from the 24<sup>th</sup> September cafes, bars and restaurants must close by 10pm. Again I am pleased to report that so far the majority of the community are adhering to these.

Halloween is generally the second busiest night of the year for us, however we are not sure what it will look like this year due to Covid19. I urge everyone to use a degree of common sense and abide by the Governments restrictions. For some people this time of year can be frightening / intimidating and make people nervous due to knockings on the door. Furthermore with Covid19 this year could make people more anxious than normal. Please respect those who have posters, signs and do not wish to be disturbed.

I reported in last month's update of 11 garages/ vehicles being broken into in the Town. This month there has been two. Sometime between 19<sup>th</sup>-21<sup>st</sup> September a garage door was tampered with on Priory Avenue, nothing was taken and on the evening of the 23<sup>rd</sup> September a van was broken into on Smitham Bridge Road where loose change was taken.

The team issued a young driver with a Section 59 warning following the manner in which he was driving down the High Street on the evening of the 11<sup>th</sup> September.

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

If you would like to report anonymously you can do so via Crimestoppers on 0800 555 111 or online at [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org).

### **Mayor's update October 2020**

#### **Councillor Changes**

HTC said a sad farewell to Cllr Sally Hawkins. I was able to catch up with Sally before she embarked on her new adventure, living closer to family. Sally's health and safety background was a real asset, HTC will miss her commitment and enthusiasm on the team. We also welcomed two new members to our team Cllr John Shatford and Cllr Ellie Yaker-Wells, they have both chosen their committee's and I look forward to working with them over the coming months.

#### **Freedom of The Town**

HTC will be holding a presentation for this year's Freedom of the Town awardees. We will present certificates and medals to our four recipients. Sadly, we are unable to hold our usual reception, but we hope to make the presentation as special as we can, HTC will send the awardees home with a small treat to celebrate their volunteer efforts. The individual citations will be sent to press following the presentation on Saturday.

#### **Chamber of Commerce**

I attended the chamber of commerce AGM as HTC's representative on September 21<sup>st</sup> at the Royal British Legion. The committee voted in new Chair, Karen Salmon, Karen is a director and solicitor at Marlborough Law. I look forward to working with Karen and wish the chamber team all the best.

### **MP Laura Farris Hungerford MP Surgery & local introductions**

I was invited to attend Laura's surgery for local constituents. The surgery was held in the town hall, those attending agreed better advertising of this event in the future would be beneficial. Dates will follow for another surgery in November.

I accompanied Laura on a visit to the Y&CC. Laura was interested in the history of the centre and also the planned future projects following the appointment of a new youth worker.

Sadly, the rain hampered the Smarten Up visit, Laura was able to plant in the war memorial gardens before leaving to attend another appointment. I know Laura also visited the primary school and met with Karen Salmon from Marlborough Law.

### **Christmas Plans**

Regretfully HTC has cancelled this years Mayor Carol Service normally held at St Lawrence. I was really sad to cancel this much-loved community event. However, HTC is working on a Christmas Light pre-recorded switch-on event. We will write to groups within the community for their support and inclusion to the project. Please get involved and help us to spread a little festive cheer. I think we could all do with a little pick me up! I look forward to witnessing the creativity!

### **Remembrance Sunday**

The message this year is 'Remember from Home'. We are encouraging our community to decorate their homes, placing poppies in their windows and on their front doors. Please also watch the televised service with your families.

This year (due to Coronavirus) we've scaled back the towns service. There will no parade, instead wreath layers will be invited to attend a smaller service and lay their wreaths for the groups and individuals they represent. Strict social distancing rules will be observed, we will record the whole event and upload the service for the community to watch slightly later.

## **Report from Hungerford 2036**

### **Report to:**

Full Council meeting 5th October 2020.

### **Agenda Item No 8:**

Report from Hungerford 2036

### **Current Activities**

Based upon the information relevant to the local Site Assessment gathered by the Project Team about each of the HELAA sites, our consultant has made an initial overall assessment which we have reviewed on 1/10/2020. The consultant is also in the process of researching and creating HELAA-equivalent documentation on the additional 3 sites which were submitted to us after WBC's HELAA exercise had been completed. We have made a request to WBC that once these are produced they will review them so that we can feel confident that all available sites have had the same evaluation. Completion of the HELAA-equivalent work is awaiting inputs from external bodies – primarily the AONB. It is anticipated that from the Hungerford side this will be completed during October and that then our own site assessments can be completed.

Our intention at that stage is to request individual site promoters to check the assessments we have created for their own site(s). Once we have their feedback we will be in a position to consult publicly.

At around the same time (end November / early December) we expect to have sight of the consultation draft WBC Local Plan which we understand will contain guidance for Neighbourhood Plan groups on the housing growth numbers for each area. This will provide the essential backdrop for the Hungerford public consultation on potential sites.

### **Government Planning White Paper**

West Berkshire Council have agreed their consultation input on the White Paper. Their document highlights several key areas which are of particular importance in Hungerford and would make a useful prompt for HTC's consultation input should the Council be minded to submit their own feedback.

As previously stated, in any case the project team's view is that work we are currently undertaking on the most appropriate sites for any future housing developments that may be needed, remains very worthwhile and very likely to be useful within the existing or new planning regime.

**Signed:** John Downe, Joint Chair H2036, 3/10/2020

## **R&A Report Oct 2020**

### **Triangle Field**

Work is progressing on a new lease for HRFC. Claire W and I attended the last TFMC to address some outstanding questions and explain the decisions made by R&A's committee. The new lease is in its early stages, R&A is committed to achieving long term security for HRFC, also ensuring it meets the running costs associated with ownership of this community owned asset.

### **Play Parks**

R&A committee proposed a considerable spend to radically address the shrinking wet pour surfaces at both play parks. Several had been flagged on the ROSPA reports.

Following the proposal, I visited the site with HTC's deputy clerk and our maintenance employee, we felt on closer inspection that a long term fix was going to be harder to achieve as once the wet pour has a join (from a previous repair) it will always have a gap in which to shrink.

Three Cllr's have retracted the proposal following a comprehensive report, we hope to replace the most urgent surfaces and look to repair those only just starting to shrink.

### **Croft Field**

Bookings at the Croft Field centre have started to return, this leaves HTC needing to ensure the hired rooms are Covid cleaned between bookings. R&A have purchased a long -acting sanitising product, the product called ZOONO eliminates viruses for a couple of weeks, enhancing the results from regular cleaning. It is hoped the cost of this purchase will form part of our request for the special Covid related funds available through our ward members.

A working party for the croft fields S106 refurbishment has yet to be organised, the town clerk/deputy town clerk will send out the invitation to arrange a first meeting as soon as possible.

### **War Memorial and tragedy gardens**

HTC has instructed a contractor to maintain these importance community open spaces. The Smarten up team will hopefully be able to support the contactors in-between visits to further enhance these areas. The Bridge street war memorial will use the successful members bid to completely overhaul the gardens, the town clerk and I will be meeting the contractors on site to talk through our aspirations for the site.

### **St Saviours**

The deputy clerk has been looking at amendments to HTC's cemetery regulations following reports of dog fouling at St Saviours. There are some other regulations/guidelines to be addressed and these will go to R&A committee in due course.

### **Trees**

HTC is looking to accept the offer of planted tree saplings, filling in gaps around the triangle field perimeter. The town clerk is consulting with the woodland trust for advice on suitability and type. HTC is pleased to support this project, helping to reduce damaging carbon emissions in the process.

## **Report for Full Council of A Virtual Meeting of the E&P Committee held on Monday 14 September 2020**

### **Planning Applications -**

- a) **20/01851/FUL.** Land at and South of Eddington Mill House, Upper Eddington – John Willmott. 3 no. 1 Bed Single Storey Dwellings. Some discussion took place including noting that two objections to this application are on the WBC planning portal and one has been sent direct to HTC. The orange site notice has not been on display. Other comments included: the application does not include enough parking spaces; the design is not in keeping with existing dwellings; the development is on a greenfield site and in the AONB; the existing water supply is insufficient at times.

*Cllr Simpson proposed Objection as the proposed development is outside the current settlement boundary of the town, seconded by Cllr Chicken, two objections (Cllrs Crane and Lewis), rest in favour.*

- b) **20/01906/HOUSE.** Eddington Mill House – John Willmott. Single storey extension to existing detached store/workshop outbuilding for use as games room and home gym.  
*Cllr Fyfe proposed No Objection, subject to: The games room/home gym shall only be used for the purposes stated in the application and shall not be converted into any form of living accommodation nor shall the building be let, sold, occupied or disposed of separately from the main residential accommodation, seconded by Cllr Chicken, all in favour.*
- c) **20/01915/HOUSE.** 131 Priory Road, Hungerford – Vanessa Reed. Proposed rear extension.  
*Cllr Simpson proposed No Objection, seconded by Cllr Winsler, all in favour.*
- d) **20/01956/ADV.** 32 Fairview Road, Hungerford – One Stop Stores Ltd. Item 1 – Fascia signs, Item 2 – window vinyl's, Item 3 – Manifestation (not required) and Item 4 – Poster Cases.

*Cllr Simpson proposed No Objection, seconded by Cllr Knight, all in favour.*

- e) **20/01981/FUL.** 30 High Street, Hungerford – Mr P Porter. Conversion and extension of former bank (A2) to create a three-bedroom dwelling (C3); with associated parking, turning, landscaping and private amenity space.

*Cllr Fyfe proposed Strongly Support, seconded by Cllr Winsler, all in favour.*

- f) **20/02014/HOUSE.** 11 Prospect Road, Hungerford – Dusa Nua Investments Ltd. Proposed two-storey side extension and new front porch. Resubmission to include rear extension.

*Cllr Fyfe proposed No Objection, subject to: No construction deliveries between the hours of 8-9am and 3-4pm due to the school run, and to maintain the cleanliness of the road throughout the build, seconded by Cllr Simpson, all in favour.*

**Alistair Fyfe. E&P Chair. 12 October 2020.**

## Report for Highways and Transport Committee held on 28<sup>th</sup> September 2020

### Smarten Up Hungerford

John Wilmot reported that another 8 tubs have been filled with winter planting.

The design for the larger planting opposite the Co-op garage is complete, and it is anticipated that the project will be under budget. The materials will be ordered soon.

Sign cleaning and litter picking have been completed.

Litter picking is on-going, and was joined the MP Laura Farris last Friday.

The station has 4 tubs, making a total of over 20 tubs around the town. All maintained by the volunteers, as well as the planters for Russell Hobbs, and in the Arcade.

The trees overhanging the river adjacent to the War Memorial is unfortunately spoiling the overall image of that area, and the owner is unwilling to cut them back. Advice from the river authority is being sought.

### Update Hungerford Station improvements

The go ahead has been given by GWR to create a taxi-rank parking bay in front of the cycle racks.

This will be a great benefit for visitors to the town, including those who are disabled. We are lucky enough to have one of the few taxis in the area that can accommodate a wheelchair.

Support for moving the High Street taxi rank from under the railway bridge to the area in front of the Corn Exchange has been given by many of the retailers in this area of the High Street, but there is concern that the Wednesday Street market may be affected, and we are looking at ways to accommodate this.

### Consideration of a 20mph vehicle speed limit in the Town

Await results of a survey from the Road Safety Team.

### Complaints about speeding through Sanham Green

There are currently some traffic lights on the Salisbury Road which may have caused increased traffic through this road. No action at present.

### Christmas plans

The trees have been ordered, and a survey of the area is ongoing.

### Signs and Hedgerow improvements

Councillor Fyfe has been advised by West Berkshire that they will use his survey to carry out the necessary work.

### CCTV's

It was agreed that two cameras should be purchased. One for the bear Roundabout, and the other near to the Railway Bridge.

## **FINANCE & GENERAL PURPOSE REPORT FOR FULL COUNCIL MEETING ON 5<sup>TH</sup> OCT 2020 MONTH 6 INCOME & EXPENDITURE REPORT: SEPTEMBER 2020**

### **101 FINANCE:**

100% of the Annual Precept has been received to date.

### **102 ADMINISTRATION:**

Net Income over Expenditure £1,909 above Budget. Salaries overbudget by £3,180; Employers NI, Income Tax etc for August included this month. Underspent Year to date by £705.

### **103 GRANTS & DONATIONS:**

Year to date £631 below Budget.

### **104 POOL HOUSE:**

Year to date £611 below Budget due to Tenants deferred rent earlier in the year. No additional payment received this month.

### **105 CONTINGENCY:**

No Expenditure to date.

**109 HUNGERFORD 2036 PROJECT:**

No Expenditure to date.

**201 RECREATION & AMENITIES:**

Net Income over Expenditure £875 below Budget.

**202 WAR MEMORIAL GROUND:**

£219 below Budget.

**203 ST SAVIOURS:**

Net Income over Expenditure £2,745 above Budget. Burial Fee Income £1,645 above Budget.

**204 CROFT FIELD:**

Net Income over Expenditure £470 above Budget. Income down by £301 this month but Grant of £1,400 received from the Good Exchange.

**205 LIBRARY MAINTENANCE COSTS:**

£6 below Budget, £526 below Budget Year to Date.

**206 TRIANGLE FIELD:**

No Expenditure to date.

**301 CHRISTMAS LIGHTS:**

£167 Donations this month, no Expenditure.

**302 HIGHWAYS:**

Net Income over Expenditure £105 below Budget.

**303 CCTV:**

No Expenditure this month.

**304 TOURISM & ECONOMY:**

No Expenditure this month.

Monthly Net Income over Expenditure £4,581 above Budget.

Claire Winsor. Chair of F&GP. 1<sup>st</sup> October 2020.

**Public Report to:** Full Council 05/10/20

**Agenda Item No 10(c):** Note withdrawal of resolution at R&A and proposal of alternative solution

**Background** At the R&A meeting on the 22<sup>nd</sup> September, the committee proposed to appoint Vita Play to undertake resurfacing repair works at Bulpit Lane and Smitham Bridge play parks in the sum of £11,389.84. The work would involve removing the existing timber/brick edgings, cutting back the existing surface and rolling the wet pour into the ground. However, after further consideration of the quote and following a site visit at Bulpit Lane, it is felt this is not a viable option as the work costs a large sum of money but would still leave a bonded edge with the existing surface which could potentially shrink and cause problems in the future. This is not a long-term solution and therefore the contractor has not been instructed to carry out the work.

Following the site visit, an alternative solution has been suggested as follows:

There are areas under 2 pieces of equipment that are in need of urgent repair. Quotes have been requested to remove the total existing wetpour surface, remove existing edgings and replace total new wetpour surface, roll-finishing the surface into the ground. This will ensure there are no edges that will shrink in the future.

Quote received from Kompan - £6,993.78 + VAT

Quote received from Vita Play - £2,996.80 + VAT

For the areas under the other equipment that are not in need of urgent repair, Roger Ballard will use wetpour to make the necessary repairs so a complete resurface of these areas will be avoided at this moment in time. The surfaces will be monitored by Roger and through the quarterly ROSPA reports and any areas that are highlighted as needing urgent repair will be considered as and when they arise.

**Objective** To discuss whether this is an appropriate alternative solution.

**Reference to Action Plan**

Aim – Ensure public open spaces are well maintained. Ensure contractors are completing all required tasks to a high standard as identified in quarterly ROSPA reports and inspections by HTC and our H&S Consultant.

**Available budget (£s) including cost centre** – Ear marked reserves – play equipment. Current available budget £30,930.87

**Health & Safety and Legal implications** – Requirement by ROSPA

**Recommendation(s)**

The best option, based on the above information

**Signed** Deputy Town Clerk October 2020