

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Full Council Meeting** held on Monday 6th September 2021 at 7.00pm in the Corn Exchange.

Present: Cllrs Simpson, Winsor, Chicken, Fyfe, Downe, Alford, Lewis, Yakar-Wells, Schlanker and Mills.
Also: West Berkshire District Cllrs James Cole and Dennis Benneyworth.
Representatives from Newbury News, Penny Post, Adviser, Chamber of Commerce and Thames Valley Police
Member of public: Martin Crane
In attendance: Claire Barnes (Town Clerk)

Police Report. A written report had been received. PC Piers Ambler and PC Luke Smith gave a verbal update. During the last month there have been 6 cases of ASB. This includes reports concerning quad bikes which they are dealing with robustly. There were 2 cases of shoplifting, 4 of criminal damage and 3 thefts. They advised all to be vigilant and report any incidences. This time of year usually sees an increase in hare coursing and poaching. They have operations planned to tackle burglaries. Their current team consists of an inspector, a sergeant, 3 PCs and 5 PCSOs.

The Mayor advised she has received complaints from concerned residents of Prospect Road in relation to drug dealing and ASB by both a Sovereign tenant and private tenant. The Police confirmed they are aware; Sean is the officer dealing and a quad bike has been seized. Sovereign are usually helpful, but they will act quicker if a high number of reports are received.

ACTION: Encourage all incidents to be reported to Sovereign and copy these to the Police.

ACTION: Cllr Benneyworth to take up the ASB issues with his contact at Sovereign.

The Police were asked what their position was with e scooters. They advised a warning would be issued initially and a repeat offence will see the scooter being seized for not having insurance. They are trying to educate riders and encourage sellers to explain the law to their customers.

The Mayor advised that she has received a letter from residents about speeding issues. The Police advised WBC (West Berks Council) should be informed first as they advise the Police which areas to target.

ACTION: Forward the speeding complaints to WBC and the Police.

The Police are happy to join the Mayor when Councillor Surgeries are re-established.

The Police left the meeting.

Report from Member of public: Ex-Mayor Martin Crane addressed Council stating that the whole commercial system needs change and West Berkshire Council should be working on a town centre plan for Hungerford now, as they are for Newbury and Thatcham. He said residents are having to go elsewhere to get goods and services. He recommended that relevant parties such as WBC, Chamber of Commerce, LEP, Town & Manor and local landlords should meet and a bid for funding is needed. H2036 should incorporate development of the town into their remit. Hospitality opportunities should be explored, perhaps by extending pavements, and centralising car parking in a multi storey instead of on the high street. It is important to maintain our status with the Great West Way.

The Mayor responded that Council needs to meet to discuss this. District Cllrs were supportive of involving WBC.

ACTION: Set up a discussion meeting to consider a town centre plan for Hungerford.

Penny Locke and Karen Salmon (Chair of Chamber of Commerce) – Penny spoke about the need for a Heritage Trail to attract tourists to Hungerford. Apart from the Rose there is not much planned activity for tourists. Thatcham Town Council are currently setting up a trail and we could do similar. They have 10 plaques with QR codes around the town which link up to a website with history detail on each site. Karen advised they

are contributing to the WBC heritage strategy, but the plan is long term and whilst it may result in policy or funding in the future, WBC has advised we should proceed with our ideas now. The Chamber would love to be involved.

The Council had a show of hands which unanimously supported the idea of a Heritage Trail.

ACTION: In order to proceed a rough business plan would be required or an application on The Good Exchange. It was noted that HTC has a Tourism budget available.

FC202100137 Note apologies for absence – Councillors Shatford and Knight.

FC202100138 Declarations of interest – None

FC202100139 Approval of Minutes of the meeting of the Extra Full Council of 2nd August 2021

Proposed: Cllr Simpson

Seconded: Cllr Downe

Resolution: To approve the minutes of 2nd August 2021 as a true record. 2 abstentions.

Outcome of actions: No actions

FC202100140 Receive Mayor's Report – The report had been circulated (**see attached**).

The Mayor added that she had responded to complaints about the cull and so had the Clerk.

All the business owners she had met have been in support of the cull. Some dead pigeons had not been removed and the contractor has been asked to do this.

The Mayor also advised she and her Deputy had met with local kids at the skate park to hear about the improvements they would like to see.

FC202100141 Receive District Councillor's Reports – The report should follow in writing soon. DC James Cole mentioned some of the main issues that have arisen recently including an arson attack on Newbury Football clubhouse, travellers at Thatcham, meeting with the new Thames Valley Crime Commissioner Matt Barber, Laura Farris MP's visit to Hungerford and the appointment of the new WBC chief executive. WBC are working on a Flood Risk Strategy and have helped businesses with a Welcome Back Fund (such as Jade Interiors who ran a maker's market with their share). The Queen Ann building in the High St is on the radar of the Public Protection Partnership following the slipped tile and dilapidation concerns. Enforcement are addressing the issue of an unattended residential property which is in a poor state of repair, following complaints from residents. Cllr Downe asked how long the pause will be in the production of the WBC Local Plan following the change to the NPPF. This is unknown but DC Cole said it shouldn't affect Hungerford 2036's NDP.

Ideally a team of 4 is needed in Hungerford to join the WBC conservation team. Cllr Fyfe previously volunteered but had not heard further. **ACTION:** DC Cole to follow up and chase Town & Manor for a volunteer.

FC202100142 WBC's Environment Strategy Delivery Plan – HTC's involvement – Cllr Downe advised Jon Winstanley is feeding back on HTC's requests concerning Electric Vehicle Charging points ahead of our next Highways & Transport meeting.

FC202100143 Health & Safety – Any complaints or concerns, including Impact of Coronavirus – Refer to the Police and Mayor's report.

FC202100144 Hungerford 2036 – Receive a report from the Project Team – See attached report. Cllr Downe pointed out the next event is this weekend and more public feedback is needed. Approx. 150 to 200 replies have been received so far which need to be analysed.

FC202100145 Receive Committee reports (no more than 3 minutes per report) - F&GP, R&A and H&T reports have been circulated. **See attached.** The Mayor added that along with her Deputy she has carried out health and safety checks of five sites. The play parks are being very well used and look smart. When asked the kids in the skate park helped to pick up the litter dropped and thanks were expressed to the parents that helped clear up the broken glass and barbecue remains left behind at Smitham Bridge Play Park.

Knight Frank are carrying out a litter pick on 9th September and are welcome to use HTC's equipment. It was suggested they may wish to join up with Smarten Up Hungerford. Cllrs decided not to hold an HTC litter pick.

Cllr Fyfe advised permission was granted at the Western Area Planning meeting for the development at Eddington Mill despite a footpath being obstructed without an application for redirection. There are grounds for it to be restored or legally diverted. WBC's public rights of way officer did not pick this up. **ACTION:** Follow up at next E&P meeting.

- FC202100146 Propose authorisation of payment run (circulated with copies of invoices) for August**
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Agree cheque run for August totalling £24,850.43
- FC202100147 Propose year to date accounts – refer to circulated Income/Expenditure Report.**
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Agree accounts with positive variance of £1568
- FC202100148 Note response from PKF Littlejohn LLP (Auditors) following External Auditor report (circulated) – Report was noted, and thanks expressed to the previous and current RFO for a perfect report with no matters detected.**
- FC202100149 Propose increased CCTV coverage as detailed – Refer to report attached. Reason for increase in coverage is to protect HTC assets and to assist Police.**
Proposed: Cllr Simpson
Seconded: Cllr Winser
Resolution: To proceed with options a,b and c in the report (including the option for 64 channels), cost totalling £6688.66, to come from EMR and CIL money. One against, two abstentions, rest in favour.
ACTION: Instruct contractor.
- FC202100150 Receive update on progress with Croft Field improvement project – See attached report.**
ACTION: Add item to F&GP agenda. It was queried who will be responsible for answering the architect's queries. This will be a decision of the committee and a thorough understanding of these points will be acquired from an explanation and question session next week with the architect. All councillors are welcome to put forward questions or attend the F&GP meeting.
- FC202100151 Christmas lights installation/removal tender invitation (refer to Part 2)**
 - **Discuss options (part 2)** – Public and press left so a discussion could take place.
 - **Propose acceptance of contract** – Deferred pending further information.**ACTION:** Add to F&GP agenda.
- FC202100152 Any other Reports (3 minutes each) not to include any proposals – None**

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.

- FC202100153 CIL Expenditure/allocation – Receive letter from B Howells** – Unanimous support was expressed for the concept of improving the skate park and creating a Pump track using CIL money. It was suggested a working party is brought together to pursue the project and see if British Cycling may offer some external funding. **ACTION:** Add to R&A agenda.
- FC202100154 Triangle Field Management Agreement – Receive update** – Knight Frank were appointed to produce a scaled map. This will accompany the amended Heads of Terms and letter that our Solicitor is sending.
- FC202100155 Leisure Strategy update** – A reply is awaited from the asset management team at WBC.
- FC202100156 Heritage Strategy update** – Discussed in part 1.
- FC202100157 Succession Planning** – **ACTION:** Add to F&GP agenda part 2.

Meeting closed 9.10pm

HTC UPDATE SEPTEMBER 2021

Police Report

During the last month there has been 4 reports of Anti-social behaviour in the town. 2 reported shopliftings and 4 reports of criminal damage.

There have also been four reports of theft. One of these being a theft from vehicle and one a theft of push bike.

The current set up of the team is 1 x Inspector, 1 x Sergeant, 3x Police Constables and 5 x PCSOs to cover the Hungerford and Downlands area.

The team are contactable by email but this should not be used in an emergency or for reporting crime as it is not monitored 24/7. The email address is below –
HungerfordandDownlandsNHPT@thamesvalley.pnn.police.uk

If you have any community events for which you would like representation from your local NHPT, please contact us via the above email address. While we cannot guarantee we will always be able to attend, we will make every effort to do so.

Please encourage local people to sign up for Thames Valley Alert. As well as local crime information, you can receive details of the latest scams.
You can follow us on Twitter @TVP_WestBerks and on Facebook at TVP West Berkshire.

And finally a plea to keep reporting incidents to us via 101, the TVP website (www.thamesvalley.police.uk) or 999, in an emergency.

We sometimes find that news travels fast round a community but if no one tells us, we don't know about it.

Mayors report August 2021

I hope you've all had an enjoyable summer break.

Police

I was invited to attend a meeting with Matt Barber (Police & Crime Commissioner (Thames Valley) alongside district Cllr's Claire Rowles and James Cole. This meeting was held to welcome Matt to Hungerford and we discussed many local concerns. The County lines drug scene continues to be a concern in the Thames Valley.

I shared some community concerns around speeding vehicles through the town and also CCTV. Matt shared some of his own areas of focus and we agreed to keep in regular contact.

Hungerford Theatre Company

Deputy Mayor Claire Winser alongside husband John and I, attended the production of The Three Musketeers in the car park of the triangle field.

Wow! The performance was simply outstanding, hilariously funny, such a treat. We all had a really lovely evening and laughed all the way through. We would like to say a huge thank you for the kind invitation and to forward our congratulations to the whole company. Superb show! Well done all.

Cricket Club

Claire and I also attended the cricket club celebrations to recognise Roger Beards incredible 60yrs of service to the club. Roger was commended for his selfless volunteer efforts over six decades. In Rogers usual style, he delivered a heartfelt speech giving thanks to the cricket team and the many volunteers who help to ensure the future success of the club.

Roger was surprised but extremely thrilled when the chairman announced to the audience, that Rogers service and commitment to the club was being recognised by renaming the pavilion, now Hungerford Cricket Clubs, Roger Beard Pavilion. Claire and I really enjoyed the afternoon.

Hungerford Town Council send our very best wishes to Roger and Jean. Huge congratulations!

Pigeons

I wasn't going to mention this in my report, but I never like to shy away from difficult topics. HTC received a handful of emails which have been fairly unpleasant in nature regarding the recent cull of the town's pigeons. I know the local press has also been sent copies.

HTC has received a much greater number of communications from our community thanking the council for taking action. I have received positive comments whilst attending recent civic events. If a resident slips on guano, breaking a bone, or a visitor to Hungerford slips on guano, requiring assistance and a change of clothes from a local charity shop, or an historic building faces a bill of £50k for damage repairs which was caused by guano and nest materials, HTC needed to address the concerns being raised by Hungerford residents and landlords.

Highways and Transport Report September Full Council

The last committee meeting was held on 26th July meeting, with the next meeting scheduled for 27th September. Since the last meeting the following updates can be reported as follows:

Hungerford in Bloom presentation awards event will take place on Saturday 18th September (starting at 10.30pm) at the Croft Activity Centre.

A request to Network rail to add extra spikes (to prevent pigeons nesting) to the Hungerford Railway Bridge, crossing the High St has been turned down due to limited funding.

Christmas lights tendering closed on 27th August only a few companies have submitted bids. The tenders will be reviewed shortly.

The reworks to the A338 roundabout outside Lancaster Park is expected to start on 6th September with works taking approx. 6 weeks.

Keith Knight

Recreation & Amenities report September 2021

Triangle field

A lease agreement is nearing completion between HTC and HRFC. Heads of Terms have been drawn by our solicitor and following some amendments these will be sent back to HRFC's solicitor.

Health & Safety

Cllr's have agreed to restart health & safety walk-a-rounds of HTC assets. These help to bolster the checks already in place and give Cllr's an opportunity to get to know the town's assets and discuss any concerns following the inspection within committee. Actions (deemed urgent) from these inspections are addressed immediately. HTC's maintenance employee also attends which helps communication through the team.

Playparks

Several pieces of equipment have been improved with new wet pour surfaces. Equipment is being addressed as the wet pour starts to shrink from the original edges. The new surfaces will not have edges meaning they won't shrink in the future and be longer wearing.

St Saviours

Part of the wall in St Saviours which was damaged from a tree root has been rebuilt following the removal of the tree which had ash die back. I was really pleased with the outcome of the build.

Bench Policy

HTC has now adopted a bench policy. This will help with a uniform approach when we receive requests for memorial benches on HTC managed land.

Trees

Bracket fungus on a couple of trees required HTC to contract in the arboriculturist. No further action was required, HTC will continue to monitor.

Croft Field

HTC's planning application for renovations to the croft field are currently with WBC. HTC is really looking forward to realising improvements to this community asset.

Cllr Helen Simpson

Chair of Recreation and Amenities

FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 6TH SEPTEMBER 2021

MONTH 5: AUGUST 2021 INCOME & EXPENDITURE REPORT

101 FINANCE:

£153,345 Annual Precept (50%) has been received to date.

102 ADMINISTRATION:

Net Income over Expenditure £193 below Budget.

103 GRANTS & DONATIONS:

Net Expenditure overbudget by £3,396 due to the payment of the Hungerford Library Grant this month. Majority of HTC Grants awarded in first quarter, leaving Year to Date figure of £2,656 remaining to be allocated.

104 POOL HOUSE:

Net Income is £178 above budget as repayment of last year's overdue rent, £175 still outstanding.

105 CONTINGENCY:

£850 expenditure for Surveyor's fees to carry out scaled plan of the Triangle Field. £6,650 remaining budget available.

106 TOURISM SUPPORT BUDGET:

No Expenditure this month.

109 HUNGERFORD 2036 PROJECT:

Net Expenditure £407 below budget.

201 RECREATION & AMENITIES:

Net Income over Expenditure £1,677 below Budget. We received an unbudgeted Member's Bid of £949.

202 WAR MEMORIAL GROUND:

Net Expenditure £55 above Budget.

203 ST SAVIOURS:

Net Income over Expenditure £1,147 below Budget. Burial Fee Income £47 below budget.

204 CROFT FIELD:

Net Income over Expenditure £135 below Budget. Income down by £234, 46.8%.

205 LIBRARY MAINTENANCE COSTS:

Net Expenditure £114 below budget.

206 TRIANGLE FIELD:

Net Income over Expenditure £188 above Budget. Business Rates of £630 paid, this will be the responsibility of HRFC when the new Lease has been signed.

301 CHRISTMAS LIGHTS:

Net Income over Expenditure £258 overbudget due to an Electricity Bill being paid this month.

302 HIGHWAYS:

Net Income over Expenditure £1,995 below Budget.

303 CCTV:

No Expenditure this month.

304 TOURISM & ECONOMY:

No Expenditure this month.

Monthly Income up by £1,054 and Expenditure down by £514 giving a Net Income over Expenditure positive variance of £1,568.

Claire Winser

Chair of F&GP

3rd September 2021

Hungerford Town Council

Public Report to: Full Council meeting September 2021.

Agenda Item No FC202100144

Current Activities

Following the two initial public consultations about the 4 potential sites for new homes, further online consultation responses continue to be received. Even so only a small minority of residents (just over 2%) have taken the opportunity to comment on the potential housing sites.

The H2036 website includes all of the materials exhibited at the public sessions and has an interactive consultation response facility for each of the sites. The Hungerford 2036 Project Team strongly encourage all residents to view the online materials and contribute their insights on the sites being considered.

We are leaving the consultation open until the end of September 2021 and will be holding further public events to encourage public engagement as follows:-

At the **Food & Artisan Market on Sunday 12th** - a H2036 stall to publicise the project overall and the current consultation plus an opportunity for questions of project team members.

On **Thursday 16th in the Croft Hall from 5pm to 8pm** - another chance to see the full site consultation exhibition materials with ample opportunities for questions and discussion with the team members.

On **Saturday 18th in the Croft Hall from 10:30 to 1pm** details as for the 16th.

The H2036 Team would also welcome suggestions for groups and locations which would be suitable and worthwhile for further physical sessions before the end of September. The Team ask that all councilors use whatever local contacts they have to encourage as many residents as possible to review the potential housing sites and provide any comments and insights through the website.

West Berkshire Council recently announced that due to NPPF changes their planned Local Plan schedule is being delayed. H2036 will need to consider the implications of this for our anticipated project end date.

Signed: John Downe, Joint Chair H2036, 2/9/2021

FC202100149 CCTV

Hungerford Town Council

Report to: 5th July Full Council and to H&T July 2021 and Sept FC

Agenda Item No FC202100149/FC202100123/HT20210060 Consider CCTV additional coverage

Background Some gaps in coverage have been identified in the middle of the high street and outside the library and public toilets. Our current system allows up to 16 channels and we have used 13 of these. A Panovu camera (360 degree) requires 4 channels.

Objective Consider quotations provided by our current CCTV provider Smart. These cameras would link up to our existing system and images would be available in the office.

Reference to Action Plan Aim - Improve safety and help reduce crime by increasing conviction rates. Install extra cameras at entrance/exit points to town (high priority)

Options (including quotations)

- a) The current cameras in Church St face up and down the street as requested by the Police. The public toilets and the entrance to the library are not captured. We have had quite a few instances of vandalism of the toilets in past years and again recently. **Install 2 fixed turret cameras. One opposite the library and one on the exterior wall of the library. Cost £1518.46**
- b) Rectify gaps in coverage along high street by installing a 360-degree camera opposite the junction to Park Street on Lamppost 13. **(See visual)**. Wireless link to be installed on lamppost outside Costa and other wireless links to be moved there from lamppost outside Martin and the Magpie to avoid tree and provided unhindered wireless link. Upgrade to CCTV system would be needed to provide more channels. **Cost for installation of Panovu 360-degree camera £3511.59**
- c) Cost to upgrade system, includes 8TB hard drive to allow extended recording, **to 32 channels £1268.61 (minimum required if option b is agreed)**
or to 64 channels £1658.61 to future proof

NOTE: CCTV at Croft Field on hold due to planned renovations and Triangle Field due to o/s lease

Available budget (£s) including cost centre £1888 in Ear Marked Reserves, CIL money or Contingency budget available

Health & Safety and Legal implications Privacy impact Assessment in place and process for applying to view cctv available on website.



Recommendation(s) The best option, based on the above information
Signed: Town Clerk 28th June 2021

FC202100150 Croft Field Impr

Hungerford Town Council

Public Report to: 6th Sept Full Council 2021

Agenda Item FC202100150: Receive update on progress with Croft Field improvement project

Background Kennet Design were appointed to draw up plans and building regs.

Update: We are now in receipt of detailed drawings on which building contractors could base their quotations which will help get as accurate a quote as possible.

WBC planning department has everything they need to consider our application. The target deadline for a decision on planning is 22nd October. Kennet Design do not anticipate any problems and hope to get a verbal indication in advance of this date. If a site meeting is required, it is likely only to be an outside visit.

Kennet Design are unable to attend FC tonight but are free for F&GP on 15th Sept and have noted their diary. They will be happy to answer any questions then.

The first two points of issues raised (see below) he advised are straight forward regarding the insulation and the need to remove the tarmac is an observation that will need to happen. He has introduced an internal step into reception room 2 which if an issue he can rethink.

Options recommended:

1. Instruct architect to pursue his list of recommended building contractors for quotations whilst we await the planning permission.
2. Respond to issues raised below (suggest run through at F&GP)
 - On the infill, the plans show a cavity wall construction but, in the section, we're suggesting an alternative infill construction that might be the better option although I dislike solid wall construction - this suggestion involves insulating internally to achieve u-value so some floor area would be lost; if we only insulate the new bits, we'll create temperature deviations that may cause condensation issues. We can discuss this further with the preferred contractor.
 - Assuming we want to insulate along the pitch of the roof, eaves/ridge ventilation will be needed, unless we want to replace the existing roof membrane with a breathable one which might sound mad but when you think of the work needed to retro-fit eaves/ridge ventilation to the cavity above the insulation, it might be the better option.
 - There are 2 no high level wall vents to the external gable which will need to be investigated; I can't see them registering on the inside.
 - We've assumed the tarmac finish is to be removed and replaced with a proper insulated ground bearing slab.
 - Now we've scrutinised this more technically, the planning drawings didn't really show the lower floor area to Reception 2 so there's quite a bit of building up to do to achieve the new floor levels - see hatched area on 1:50 plans - for this reason we've included a long section to explain to the Contractor what's occurring - it's not as simple as 2 no corridor ramps and note the step into the kitchen.
 - There's also a change in the eaves detail (ventilated to not ventilated between the entrance and Reception 2) that wasn't picked up which I have addressed as it relates to the rainwater outlets/staggered gutters. One to work out on site in many ways.
 - Larch cladding shown 150mm minimum above higher ground level.
 - Do you want to keep the external tap and drain?
 - Previously, there were 2wc/2 showers/2whb discharging to the drain but this has doubled under the proposal (5wc/3 showers/2whb). We've indicated it all running into existing but it might not be able to take it. This will have to be further assessed on site by the contractor.

Timetable: Kennet Design advised most builders are booked up to the end of 2021.

Availability is likely to be 3 to 6 months. Indication for the length of phase 1 is 12 weeks however this will vary per contractor.

Impact on bookings: This may lead to a spring start which would impact bookings whilst the centre is busiest. We will need to consider when to stop taking bookings.

Available budget (£s) including cost centre – Kennet Design will be obtaining quotes for the 3 different phases.

Phase 1 – showers/ramps/accessibility/store room and alterations to main hall.

Phase 2 – Kitchen/north room

Phase 3 – External cladding

Price of materials is around 15% higher than before Covid and is unlikely to reduce.

Consultation:

Our main user has been provided with a copy of the detailed drawings which includes measurements of the store and access door, and main room.

Recommendation(s)

Signed: Town Clerk 6/9/21