

HUNGERFORD TOWN COUNCIL

The Mayor
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MINUTES of the **Full Council Meeting** held on Monday 4th December 2023 at 7.00pm in the Library, Hungerford.

Present: Cllrs Winser, Alford, Greenwell, Schlanker, Armstrong, Cole, Knight, Simpson, Keates, Coulthurst and Cusack

Also present: West Berks District Cllr Gaines

Representatives from Penny Post, Newbury News, the Hub, one member of public.

In attendance: Wendy Crookall (Deputy Clerk)

Police Report: A report will follow in the next couple of days (now attached)

Presentation from David from Rural Market Town Groups was postponed until January 2024

New prospective Councillor attended, Mayor thanked him for attending

FC202300206 Note apologies for absence. Cllr Hudson, Cllr Fyfe, Cllr Carlson
Apologies from District Cllrs Tony Vickers (TV) and Derek Benneyworth (DB)

FC202300207 Declarations of interest – Cllr Knight (Library roof)

FC202300208 Approval of Minutes of the meeting of the Full Council of 6th November 2023, and outcome of actions

Proposed: Cllr Schlanker

Seconded: Cllr Knight

Resolution: To approve minutes of 6th November 2023 as a true record. Cllr Coulthurst abstained.

Outcome of actions: All previous actions were carried out.

FC202300209 Receive Mayor's Report. See attached report.

Cllr Cole supported Cllr Simpson's frustration regarding the fact that Chestnut Walk joint project with WBC & Sovereign has been delayed for another year. Cllr Gaines confirmed she was attending a meeting on Friday 8th December 2023 and would raise the issue.

FC202300210 Receive District Councillor's Reports. (Report pending).

Cllr Gaines confirmed:

Free bus journeys would continue in West Berkshire on Saturday 16th & 23rd December.

The Rural Community Forum will take place on 5th December, which identified sites of land identified for affordable housing sites that would not normally be used for housing. The aim is to make rural towns more vibrant and provide social housing for local people.

A 20 mph speed limit pilot will be trialled in Theale which has a number of residential roads off the main high street. If successful, it will be rolled out to other areas.

Internal work on the damaged building in the High Street started today and contractors will then start on external repairs.

Cllr Gaines confirmed that Winter Service Plan was operational with primary routes recently being gritted and new gritting lorries had been viewed. Cllr Schlanker questioned the recently changed bus routes for Atherton Crescent and Cllr Gaines confirmed she would investigate further.

Cllr Gaines shared good news that £4,000 towards the cost of the skate park and £845 for the Good Hope Farm has been received and confirmed that funding for solar panels would be sourced from a different route.

Cllr Gaines confirmed that West Berkshire Council (WBC) financial consultations were underway to seek ways to reduce spend, highlighting that no decisions had been made and encouraged everyone to respond by the deadline date of 11th January 2024. Cllr Simpson confirmed need for everyone to complete the consultation surveys to ensure they have a say/voice.

FC202300211 Health & Safety

Cllr Armstong raised concerns from constituents regarding the chimney and roof of the damaged property and the impact the steam engines will have on safety.

Action: Cllr Gaines to liaise with structural engineers

FC202300212 Receive any Committee reports

Cllr Winser's F&GP - see report attached

No questions or comments received

FC202300213 Propose authorisation of payment run (circulated along with copies of invoices)

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Authorisation of payment run of £73, 685.39 agreed

Action: Request breakdown of contractor's payment of £15,880 from RFO

FC202300214 Propose Year to date accounts – refer to circulated Income/Expenditure Report.

Proposed: Cllr Winser

Seconded: Cllr Knight

Resolution: Agreed Year to date accounts £18,737 with positive variance of 5.88%

FC202300215 Consider quotes for library roof repair – refer to circulated report

Note: discussion deferred to Part 2 due to confidentiality

FC202300216 Consider recommendations from F&GP for Annual Budget and Precept request for April 2024-2025

Proposed: Cllr Winser

Seconded: Cllr Schlanker

Resolution: Budget of £364,963 agreed in principle until confirmation of Tax Base is confirmed by WBC.

Action: Propose additional F&GP meeting before January Full Council meeting 2nd January to confirm final budget for April 2024-2025.

FC202300217 Feedback on Christmas Lights event – Cllr Keates

Cllr Keates reported that feedback was positive and the event went well. It was noted that the sound was better and thanks given to Moonraker who managed the sound this year

Cllr Keates asked members of the Press to extend his thanks to thank the good people of Hungerford for turning up and staying right to the end despite the torrential rain.

Cllr Keates noted that there was some social media focus on the brightness of the lights with the overwhelming views being positive.

Cllr Schlanker requested we obtain Shield's post contract report and confirmed we are currently at tender situation so Shield might not be the contractor next year.

Cllr Simpson thanked Cllr Keates and Cllr Winser in particular for their role in the proceedings and thanked the anonymous resident for their donation of money for the children's sweets.

FC202300218 Receive report on Town Centre Strategy – Cllr Cole

Cllr Cole confirmed that the new town-centre project had commenced following previous delays.

The original town centre project consultation resulted in around 800 responses. New Terms of Reference have been negotiated and thanks were given to Julie Lloyd (Town & Manor) for her work on producing a more balanced set of terms of reference for the Hungerford Town Centre Steering Group. A press release will occur once the priorities of the committee have been set.

FC202300219 Receive report on West Berkshire Heritage Forum – Cllr Cole

Cllr Cole confirmed he had been a member of the Forum since becoming WB Heritage Champion.

The aim is to encourage heritage and history groups to come together and share experience. Their work covers: updating the Historic Environment Action Plan (HEAP), the local listing of heritage buildings, creating a template for a Blue Plaque process. Cllr Cole confirmed he intends to resuscitate the Hungerford Heritage conservation Area Appeals Process, which will take place Summer 2024. Cllr Cole confirmed that he was happy to continue to represent Hungerford if the Council was happy for him to do so and expressed that he would like someone else to join him. Cllr Armstong expressed interest and it was noted that Cllr Fyfe would be interested from a planning perspective.

FC202300220 Any other Reports (3 mins each) note to include any proposals.

No further reports presented

Cllr Simpson closed Part 1 of the meeting at 20.01 after confirming there were no further questions.

20.02 Cllr Gaines left the meeting.

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.

FC202300221 Consider new allotments opportunity – refer to report Cllr Schlanker & Cllr Alford

Proposed: Cllr Simpson

Seconded: Cllr Coles

Resolution: Land is not considered suitable for allotments.

Action: Town Clerk to write, on behalf of HTC, to the owners of the plot of land to confirm that whilst the land is not considered suitable for allotments, could a Friendship Garden or Community Garden be an option and liaise with Cllr Simpson re the proposed letter.

FC202300222 Consider recommendations of Neighbourhood Plan Team to accept Housing Allocations

Document – refer to report Cllr Hudson

Proposed: Cllr Simpson

Seconded: Cllr Coles

Resolution: Propose to accept recommendations of Neighbourhood Plan with recent amendments and the Housing Allocation Document.

Action: Cllr Simpson expressed thanks to Cllr Hudson for his hard work

FC202300223 Ban letter

Cllr Simpson confirmed she had received a letter from the Police following the meeting the relevant representatives.

Action: It was agreed that HTC would take no further action

FC202300224 Receive report form Cllr Schlanker on dog/litter bins expenditure. Refer to report.

Cllr Schlanker will record all the locations of the bins being either reduced in number or being eliminated completely. It was suggested that where there was a duplication of litter and dog bins, the dog bins could be removed. Cllr Simpson confirmed that Town and Manor own half of the bins and it would be useful to get their input on WBC consultation process.

Proposed: Cllr Simpson

Seconded: Cllr Schlanker

Resolution: Cllr Simpson suggested Cllr Schlanker liaise with Town Clerk and write to Town & Manor regarding options and provide feedback.

FC202300225 Ratify pay rises as recommended by F&GP.

Proposed: Cllr Simpson

Seconded: Cllr Coles

Resolution: Agreed to ratify pay increase of £1,925 as recommended by F&GP

FC202300215 Consider quotes for library roof repair (Refer to circulated report)

Discussion postponed from Part 1 due to confidentiality.

Confirmed that the 3rd quote has now been received and it was noted that in quote 1 there was no mention of how to get rid of the pool of water which was central to the issue.

Cllr Knight questioned the warranty which was thought to be 6-12 months and Cllr Simpson confirmed that more information was required on the guarantee of works.

Proposed: Cllr Simpson

Seconded: Cllr Coulthurst

Resolution: Cllr Knight abstained. Agreement to proceed with either quote 2 or 3 based on the Office's recommendation.

Action: Office to request references and ask for guarantees of work and availability as the work is urgently needed. The Office can then decide on whether to use quote 2 or 3.

Meeting closed 8.51pm

HTC UPDATE December 2023

November has been a fairly quiet month for us.

26th November – The team enjoyed, despite the rain, the switch on of the Christmas lights. It was great to see so many people in attendance.

We are looking forward to the up and coming Extravaganza and the Mayors Carol Service.

For the month of November:

1 report of Anti-social behaviour

0 reports of Criminal damage

1 Theft.

3 Burglary.

The burglaries again relate to garages whereby garden tools have been targeted and a business burglary which is currently under investigation.

In the early hours of the 5th November an attempt was made to access WHSmiths. The suspects were unsuccessful.

The Team

The current set up of the Hungerford and Downlands Neighbourhood Police Team is 1 x Inspector, 1 x Sergeant, 3 x Police Constables and 5 x Police Community Support Officers.

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

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

Mayors Report Dec 2023

Poppy Appeal

Huge congratulations Di Loft for another hugely successful poppy appeal in Hungerford. It is always a pleasure to play a small part in the appeal. Thank you to everyone who gave up their time for such a worthy cause. Thank you also to REME for supporting the town on Remembrance Sunday, your presence on the parade makes us all remember the reason we come together. Derek, thank you for keeping organised and on-time.

This year Hungerford supported Poppies to Paddington. Deputy Lieutenant Sarah Scrope, Cllr Gaines, Cllr Drummond, Di Loft, and I were met by a veteran on the London bound train who took our wreaths to lay at Paddington station.

West Berkshire Council Consultations

Many of you will already be aware of the current WBC consultations. These consultations are hugely important, you need to make your voices heard. This is your opportunity to express your opinions. Please don't waste the opportunity. I have added a couple of the links for ease of access. The full list can be found on the WBC page.

[Budget Proposal 2024/25: Reduce litter bins and dog waste bins](#)

[Budget Proposal 2024/25: Restructure parking fees and charges](#)

[Budget Proposal 2024/25: Reduce contributions to community transport](#)

[Budget Proposal 2024/25: Restructure Adult Social Care \(ASC\) care home charges](#)

Budget Proposal 2024/25: Restructure funding for Adult Social Care transport services

I know CHAIN will be hugely challenged if the cuts to community transport go ahead. The impact on communities by reducing services will leave holes in services and extra costs to us all. New Parking charges to include evenings and Sundays will hugely impact local trade and deter visitors on Sundays.

Chestnut Walk

I think its utterly disgraceful that the partnership project for Chestnut Walk between Sovereign Housing & WBC has been delayed for another year. This project was started over six years ago. HTC were instrumental in determining environmental changes to the plans ensuring a lower cost of living for the new tenants. The S106 has finally been agreed. **HOW** can it take six years to build a few homes on a derelict site.

The site should be cleared and left in a tidy condition, for nearby homeowners who've been forced to live near, what is now considered a local eyesore. Hungerford needs affordable social housing urgently. This was meant to be an exemplar development which has now been tainted by further delays. The environmental improvements will need yet further improvements if the project takes any longer to deliver.

Accident in Hungerford High Street

I am appalled a conviction has not been made, despite clear video footage evidencing what took place. The accident has resulted in WBC paying traffic management costs of £100K for a year of traffic lights. I sent a written complaint to Thames Valley Police to express the town's outrage that the case had been closed with no further action. Below is the formal response received from the Chief Constable.

Dear Ms Mayor

You recently raised concerns with my office in respect of an incident that occurred in Hungerford High Street in December 2022.

Following a review of the case by our Roads Policing Department it has been established that the officer in the case (OIC) did not pursue the investigation in a timely manner and failed to complete his enquiries within the 6 month statutory time limit.

This is of course wholly unacceptable and gives a poor reflection on the Roads Policing Department who have offered an apology on behalf of his department for this poor level of service.

The officer in the case will be subject of reflective practice which is used where mistakes have been made and there are opportunities for officers to reflect and learn.

The officer's supervisor will also be subject of reflective practice for failing to be diligent in his supervisory reviews of the case.

A formal record will be made on their Personal Development Record to reflect this intervention.

Whilst I accept this is far from satisfactory for yourself or the residents of Hungerford I hope it goes some way to providing you with an explanation as to why no prosecution was brought and reassurance that action has been taken to address the failures of those involved.

Thank you TVP for the formal response, although it explains the failings on this case, it doesn't make it any easier to accept. I feel sorry for the officer who's made the mistake, I'm sure their workload was extremely heavy. The outcome is unacceptable. Hungerford residents have been extremely let down by TVP on this occasion.

Neighbourhood plan

Thank you to all the neighbourhood plan team who were present at the recent informal consultations. I've been told by many residents that the consultation was extremely helpful, they were appreciative of the opportunity to ask questions. Special thanks to Richard for his continued dedication to the plan.

Vacation

Thank you to Claire W for stepping in as my deputy for the light switch on while I was away. I'm really pleased it went well despite the rain. It was lovely coming home to the beautiful lights. Jerry thanks for being MC again, very appreciated. Thanks to all councillors who helped with road closures.

Christmas lights Funding

HTC now has a live application on the good exchange to help with funding of our beautiful Christmas lights. The good exchange reference is 20265. Please support the application if you can.

Victorian Extravaganza 2023

Please come and support the incredible efforts made by the Chamber of Commerce to bring you this year's Extravaganza on Friday 8th December from 5pm. I look forward to seeing you all.

FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 4TH DECEMBER 2023

MONTH 8 INCOME & EXPENDITURE REPORT FOR NOVEMBER 2023

101 FINANCE:

100% of the Precept has now been received.

102 ADMINISTRATION:

Net Income over Expenditure is a E676 positive variance.

103 GRANTS & DONATIONS:

Net Expenditure E1,000 positive variance. No Grants paid out this month.

104 POOL HOUSE:

Net Income over Expenditure is a f25 negative variance.

105 CONTINGENCY:

No Expenditure this month. E468.73 reserved towards the recent Tree Surgery quote agreed.

106 TOURISM SUPPORT BUDGET:

f3,190 received from the Wessex Way Grant.

109 HUNGERFORD 2036 PROJECT:

Net Income over Expenditure is a E334 positive variance.

201 RECREATION & AMENITIES:

Net Income over Expenditure is a E2,415 positive variance.

202 WAR MEMORIAL GROUND:

Net Expenditure was a f32 positive variance this month.

203 ST SAVIOURS:

Net Income over Expenditure is a f3,156 positive variance. Burial fees increased by €1,943.

204 CROFT FIELD:

Net Income over Expenditure is a E25 positive variance.

205 LIBRARY MAINTENANCE COSTS:

No Expenditure this month.

206 TRIANGLE FIELD:

Net Income over Expenditure is a E61 negative variance.

301 CHRISTMAS LIGHTS:

Net Income over Expenditure is a f4,110 positive variance this month. Further invoices to follow.

302 HIGHWAYS:

Net Income over Expenditure is a E3,627 positive variance, due to phasing issues.

303 CCTV:

Net Income over Expenditure is a E160 positive variance.

November's Net Income over Expenditure is a E18,737 positive variance.

Claire Winser

Chair of F&GP

3 November 2023

Good progress again this month:

- The informal consultation took place on site allocations: Three sessions at the Town Hall and an on line questionnaire.
- Analysis of results completed and a report produced and agreed by the HNP Committee. This report is submitted to Part 2 of Full Council for consideration.
- HNP Team met on October 17th
- The Plan is being updated with proposed allocations.
- The programme below has been revised, and still a chance of completing by late 2024. The main risks are delays from WBC & the Referendum.
- Key next actions are:
 - Agree the consultation recommendations
 - Finalise the draft HNP for consultation
 - Start Reg 14 formal consultation. 6 weeks from January 2024

Neighbourhood Plan Programme				DRAFT												30/11/2023														
Ref:	Activity	No of Weeks	Start date	End date	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
			(Mondays)																											
1	Call for sites	6 weeks	15/11/22	31/12/22																										
2	Evaluation of sites	20 weeks	06/02/23	30/06/23																										
2B	Consultation on sites (informal)	6 weeks	16/10/23	24/11/23																										
3	Agree tender for consultant planners	2 weeks	23/11/22	09/12/22																										
4	Tender consultants for next stages	4 weeks	12/12/22	06/01/23																										
5	Evaluate tenders and appoint	2 weeks	09/01/23	20/01/23																										
6	Prepare Draft NP	20 weeks	23/01/23	15/09/23																										
7	Review by Cttee & Council Consultations	14 weeks	18/09/23	08/01/24																										
8	Publish Draft for Consultation (Rule 14)	6 weeks	15/01/24	26/02/24																										
9	Update Plan following consultation	2 weeks	27/02/24	08/03/24																										
10	Submit to WBC prepare for Reg 16 Consult	4 weeks	08/03/24	05/04/24																										
11	2nd Consultation (Reg 16) (carried out by WBC)	6 weeks	08/04/24	20/05/24																										
12	Finalise Plan and prepare for Examination	8 weeks	20/05/24	17/06/24																										
13	Examination	4 weeks	17/06/24	15/07/24																										
14	Inspectors Report	6 weeks	15/07/24	26/08/24																										
15	Moifications	4 weeks	26/08/23	23/09/24																										
16	Prepare and carry out Referendum	8 weeks	23/09/24	18/11/24																										
17	NP comes into force	2 weeks	18/11/24	02/12/24																										

key on colour coding: ■ completed ■ future activity ■ activity involving public

Richard Hudson

FC202300215 Roof Repairs

Hungerford Town Council

Public Report to: Full Council Meeting 4th December 2023

Agenda Item No: FC202300215 Consider quotes for library roof repair (Above The Curve).

Background Users of the Hub have reported a leak through the roof onto their stock. This is coming in near where the vent is. There is pooling of water on the roof. See photos.

Objective - HTC agreed to obtain quotations to fix this.

Options

a) Malone Roofing (Newbury) £1,250.00 plus VAT.

Further to our site visit, please see the attached photos. Your site colleague said that the roof doesn't leak every time it rains only during heavy downpours. There is pooling water around the vent which has a low upstand of approx. 80mm, we assume that in heavy rain the water cannot drain quick enough and eventually gets above the vent upstand and into the building. We recommend that the vent kerb is raised to 150mm and then redressed. At the same time, we will probe all membrane laps and repairs as required.

b) GK Roofing (Swindon) £3,250 plus VAT

Clean and clear existing part of flat roof.
Supply and fit new timber firrings to create fall.
Supply and fit new 18mm osb.
Supply and fit new mechanically fixed single ply membrane.
Supply and fit all new trims and flashings.
All waste disposed of
Site left clean and clear.

**c) AT Martin Ltd (Hungerford) £3,453 plus VAT
(see quote detailed below)**

QUOTE A): SCAFFOLDING.

Allowing to supply & erect heavy-duty scaffolding to front porch area to form safety point at front entrance point with walled area.

To form with kick boards, safety rails and ladder point as required.

Scaffolding Price: **£775.00 (+V.A.T)**

QUOTE B): FRONT PORCH FLAT ROOF AREA.

Allowing to supply equipment to carry out works. To dismantle low square exterior hood and place to ground.

Allowing to supply and prepare furring strips & 18mm & 12mm exterior plywood sheeting and raise flat roof area at dipping point around outlet. To form new levels diverting rainwaters back to inner discharge points.

Allowing to supply & form with glue & heat weld using single ply flat roofing material. To cover area on porch flat roof area where dipping has occurred. To heat weld at upstands – NOT to take off edging copping stones.

Allowing to work around exterior venting pipes, welding around as required.

Clearing all rubbish to skip

To supply labour, materials, equipment: For the sum of: **£2,678.00 (+V.A.T)**

Please Note:

- 1) 25% deposit require on acceptance of job.
- 2) Possible price increase on materials
- 3) NO allowance for any ceiling damage.

Financial and Legal implications – £1417 in current budget. (Nominal code 4255). EMR over £7k.

Consultation: With the Hub

Recommendation(s)

The best option, based on the above information

Signed: Town Clerk 4th December 2023

